



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.
Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

Regular Meeting January 3, 2023

TELECONFERENCE INFORMATION

This meeting will be held both in person and via teleconferencing with some members of the Board possibly attending from separate teleconference and remote locations. As authorized by AB 361, dated September 16, 2021, a local agency may use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency and local officials have recommended or imposed measures to promote social distancing or the body cannot meet safely in person and the legislative body has made such findings.

Teleconference locations will be available to the public:

1. First and Second Meetings of Each Month in the Mono Lake Room of the Mono County Civic Center, First Floor, 1290 Tavern Road, Mammoth Lakes, CA. 93546;
2. Third Meeting of Each Month in the Mono County Courthouse, Second Floor Board Chambers, 278 Main Street, Bridgeport, CA. 93517;
3. Zoom Webinar.
Members of the public may participate via the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below.

To join the meeting by computer:

Visit <https://monocounty.zoom.us/j/81682680666> or visit <https://www.zoom.us/>, click on "Join A Meeting" and enter the Zoom Webinar ID 816 8268 0666.

To provide public comment, press the "Raise Hand" button on your screen.

To join the meeting by telephone: Dial (669) 900-6833, then enter Zoom Webinar ID 816 8268 0666. To provide public comment, press *9 to raise your hand and *6 to mute/unmute.

If you are unable to join the Zoom Webinar of the Board meeting, you may still view the live stream of the meeting by visiting: http://monocounty.granicus.com/MediaPlayer.php?publish_id=e7d204c7-e668-44f4-be12-b19e6bd13e27

NOTE: 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) 932-5530 or bos@mono.ca.gov. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to

this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517) and online at <http://monocounty.ca.gov/bos>. Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board and online.

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

9:00 AM Call meeting to Order

Pledge of Allegiance

Ceremonial Swearing in of Newly Elected Officials

Departments: Board of Supervisors

10 minutes

(Scheereen Dedman, Clerk of the Board) - Swearing in of Jennifer Kreitz as District One Supervisor, Lynda Salcido as District Five Supervisor, Barry Beck as Assessor, David Anderson as District Attorney, Judge Mark Magit as Superior Court Judge, and Ingrid Braun as Sheriff-Coroner.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

2. RECOGNITIONS

A. Election of New 2023 Board Chair

Departments: Board of Supervisors

5 minutes

(Bob Gardner, Outgoing Board Chair) - The outgoing Board Chair will call for nominations to elect the Chair of the Board for 2023.

Recommended Action: Elect the new Chair of the Board for 2023.

Fiscal Impact:

None.

B. Presentation to Outgoing Board Chair Gardner

Departments: Board of Supervisors

5 minutes

(Newly Elected Board Chair) - Presentation to outgoing Board Chair Gardner by newly elected Board Chair honoring Supervisor Gardner's service to the Board in 2022.

Recommended Action: None.

Fiscal Impact: None.

C. Election of New 2023 Vice Chair

Departments: Board of Supervisors

5 minutes

(Newly Elected Board Chair) - The newly-elected Board Chair will call for nominations to elect the Vice Chair of the Board for 2023.

Recommended Action: Elect the new Vice Chair of the Board for 2023.

Fiscal Impact: None.

D. Election of New 2023 Chair Pro-Tem

Departments: Clerk of the Board

5 minutes

(Newly Elected Board Chair) - The newly elected Board Chair will call for nominations to elect the Chair Pro-Tem of the Board for 2023.

Recommended Action: Elect the new Chair Pro-Tem of the Board for 2023.

Fiscal Impact: None.

3. COUNTY ADMINISTRATIVE OFFICER

CAO Report regarding Board Assignments

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

4. DEPARTMENT/COMMISSION REPORTS

Receive brief oral report on emerging issues and/or activities.

5. CONSENT AGENDA

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

A. Monthly Treasury Transaction Report

Departments: Finance

Treasury Transaction Report for the month ending 11/30/2022.

Recommended Action: Approve the Treasury Transaction Report for the month ending 11/30/2022.

Fiscal Impact: None.

B. Proposed Amendment to Paradise Fire Protection District Conflict of Interest Code

Departments: Clerk of the Board

All local government agencies, including special districts, are required by state law (Government Code section 81000 et seq.) to adopt their own conflict-of-interest codes and to review such codes once every two years. Paradise Fire Protection District has revised their conflict of interest code to incorporate changes to staff position duties and practices since the amendment adopting the prior code. The code as adopted by the Board of Directors has been reviewed by County Counsel and complies with all applicable statutory requirements.

Recommended Action: Approve the new Conflict of Interest Code adopted by the Paradise Fire Protection District.

Fiscal Impact: None.

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. Annual Appointments of Supervisors to Boards, Commissions, and Committees for 2023

Departments: Clerk of the Board

30 minutes (5 minute presentation; 25 minute discussion)

(Scheereen Dedman, Board of Supervisors) - Mono County Supervisors serve on various board, commissions, and committees for one-year terms that expire on December 31, 2022. Each January, the Board of Supervisors makes appointments for the upcoming year.

Recommended Action: Appoint Supervisors to boards, commissions, and committees for 2023.

Fiscal Impact: None.

B. 2023 Calendar of Meetings of the Board of Supervisors

Departments: Clerk of the Board

10 minutes

(Scheereen Dedman, Board of Supervisors) - Rule 3 of the Mono County Board Rules of Procedure specifies that an annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular and special meetings. Any meeting may be canceled upon the order of the Chair or by a majority of Board members.

Recommended Action: Approve proposed calendar of meetings for 2023; cancel any agreed upon meeting(s) for 2023.

Fiscal Impact: None.

C. Appointment of 2023 Rural County Representatives of California (RCRC) Delegate and Alternates

Departments: Clerk of the Board

5 minutes

(Scheereen Dedman, Board of Supervisors) - The Mono County Board of Supervisors must appoint a Delegate and Alternate(s) to serve on the Rural County Representatives of California (RCRC) Board of Directors, Golden State Finance Authority (GSFA) Board of Directors, Golden State Connect Authority (GSCA) Board of Directors, and Environmental Services Joint Powers Authority (ESJPA) Board of Directors for 2023.

Recommended Action: 1) Appoint a Supervisor as the 2023 RCRC, GSFA, GSCA, and ESJPA Delegate; and 2) Appoint a Supervisor as the 2023 RCRC, GSFA, GSCA, and ESJPA First Alternate; and 3) Appoint Justin Nalder as the 2023 RCRC ESJPA Second Alternate (in his capacity as Solid Waste Superintendent).

Fiscal Impact: None.

D. 2023-24 Mono County Board of Supervisors Governance Handbook

Departments: CAO, County Counsel, Clerk of the Board

30 minutes (10 minute presentation; 20 minute discussion)

(Robert C. Lawton, CAO) - On September 13, 2022, following multiple facilitated workshops, the Board of Supervisors adopted the 2022 Mono County Board of Supervisors Governance Handbook, including the Mono County Board of Supervisors Procedural Manual. This Agenda Item would adopt and continue the 2022 Handbook for the 2023-24 Board term.

Recommended Action: Staff recommends that your Board: 1) Conduct a biennial review of the Governance Handbook to clarify expectations and define roles; 2) Provide staff with such direction as may be necessary for future

amendment; and 3) Adopt the Governance Handbook at the first Board meeting of each odd-numbered year.

Fiscal Impact: None.

E. Board Letter in Support of New Access Road at Lower Rock Creek Ranch

Departments: County Counsel; Community Development; Environmental Health
10 minutes

(Emily Fox, Deputy County Counsel) - Proposed letter from the Board of Supervisors supporting an application for funding from the USDA to construct an upgraded access road at Lower Rock Creek Ranch for the benefit of the Sierra del Oro, the Paradise Community and Lower Rock Creek Mutual Water Company.

Recommended Action: Review and approve proposed letter, and authorize Board Chair to sign.

Fiscal Impact: None.

8. CLOSED SESSION

A. Closed Session - Public Employee Evaluation

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

B. Closed Session - Labor Negotiations

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Janet Dutcher, Patty Francisco, and Oliver Yee. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

9. BOARD MEMBER REPORTS

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

ADJOURN



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Board of Supervisors

TIME REQUIRED 5 minutes

SUBJECT Election of New 2023 Board Chair

**PERSONS
APPEARING
BEFORE THE
BOARD**

Bob Gardner, Outgoing Board Chair

AGENDA DESCRIPTION:

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

The outgoing Board Chair will call for nominations to elect the Chair of the Board for 2023.

RECOMMENDED ACTION:

Elect the new Chair of the Board for 2023.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
No Attachments Available

History

Time	Who	Approval
12/21/2022 4:00 PM	County Counsel	Yes
12/28/2022 3:25 PM	Finance	Yes
12/30/2022 10:29 AM	County Administrative Office	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Board of Supervisors

TIME REQUIRED 5 minutes

PERSONS APPEARING BEFORE THE BOARD Newly Elected Board Chair

SUBJECT Presentation to Outgoing Board Chair Gardner

AGENDA DESCRIPTION:

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

Presentation to outgoing Board Chair Gardner by newly elected Board Chair honoring Supervisor Gardner's service to the Board in 2022.

RECOMMENDED ACTION:

None.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
12/21/2022 4:01 PM	County Counsel	Yes
12/28/2022 3:09 PM	Finance	Yes
12/30/2022 10:29 AM	County Administrative Office	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Board of Supervisors

TIME REQUIRED 5 minutes

PERSONS APPEARING BEFORE THE BOARD Newly Elected Board Chair

SUBJECT Election of New 2023 Vice Chair

AGENDA DESCRIPTION:

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

The newly-elected Board Chair will call for nominations to elect the Vice Chair of the Board for 2023.

RECOMMENDED ACTION:

Elect the new Vice Chair of the Board for 2023.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
No Attachments Available

History

Time	Who	Approval
12/21/2022 4:00 PM	County Counsel	Yes
12/28/2022 3:23 PM	Finance	Yes
12/30/2022 10:30 AM	County Administrative Office	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Clerk of the Board

TIME REQUIRED 5 minutes

SUBJECT Election of New 2023 Chair Pro-Tem

**PERSONS
APPEARING
BEFORE THE
BOARD**

Newly Elected Board Chair

AGENDA DESCRIPTION:

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

The newly elected Board Chair will call for nominations to elect the Chair Pro-Tem of the Board for 2023.

RECOMMENDED ACTION:

Elect the new Chair Pro-Tem of the Board for 2023.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
12/21/2022 4:00 PM	County Counsel	Yes
12/28/2022 3:25 PM	Finance	Yes
12/30/2022 10:30 AM	County Administrative Office	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Finance

TIME REQUIRED

SUBJECT Monthly Treasury Transaction Report

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Treasury Transaction Report for the month ending 11/30/2022.

RECOMMENDED ACTION:

Approve the Treasury Transaction Report for the month ending 11/30/2022.

FISCAL IMPACT:

None.

CONTACT NAME: Gerald Frank

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Treasury Transaction Report for the month ending 11/30/2022

History

Time	Who	Approval
12/20/2022 3:40 PM	County Counsel	Yes
12/14/2022 3:19 PM	Finance	Yes
12/30/2022 10:31 AM	County Administrative Office	Yes



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Buy Transactions									
Buy	11/1/2022	13077DQF2	685,000.00	California State Uninversity 1.361 11/1/2027	83.11	569,276.10	0.00	5.25	569,276.10
Buy	11/4/2022	76913DFY8	500,000.00	Riverside County Ca Inf Fing Authority 1.766 11/1/	84.41	422,040.00	73.58	5.37	422,113.58
Buy	11/4/2022	32026UYA8	244,000.00	First Foundation Bank 4.7 11/4/2027	100.00	244,000.00	0.00	4.70	244,000.00
Buy	11/15/2022	510798SZ6	244,000.00	LCA Bank Corp 4.8 11/15/2027	100.00	244,000.00	32.09	4.80	244,032.09
Buy	11/28/2022	07181JAV6	248,000.00	Baxter Federal Credit Union 5 11/30/2026	100.00	248,000.00	0.00	5.00	248,000.00
Buy	11/29/2022	3133EN3H1	1,000,000.00	FFCB 4 11/29/2027	99.67	996,730.00	0.00	4.07	996,730.00
Buy	11/30/2022	24951TAW5	248,000.00	Department of Commerce FCU 5 11/30/2027	100.00	248,000.00	0.00	5.00	248,000.00
Buy	11/30/2022	313384DP1	1,000,000.00	FHLB 0 3/27/2023	98.57	985,716.25	0.00	4.46	985,716.25
Buy	11/30/2022	89786MAH7	244,000.00	True Sky Credit Union 4.5 11/30/2027	100.00	244,000.00	0.00	4.50	244,000.00
Buy	11/30/2022	3130ATUQ8	1,000,000.00	FHLB 4.75 3/8/2024	99.91	999,140.00	3,430.56	4.82	1,002,570.56
Subtotal			5,413,000.00			5,200,902.35	3,536.23		5,204,438.58
Deposit	11/1/2022	31846V534	1,000,000.00	First American Funds MM	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/1/2022	31846V534	2,000,000.00	First American Funds MM	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	11/3/2022	31846V534	2,000,000.00	First American Funds MM	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	11/4/2022	CAMP60481	1,000,000.00	California Asset Management Program LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/14/2022	31846V534	2,000,000.00	First American Funds MM	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	11/22/2022	31846V534	1,000,000.00	First American Funds MM	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/22/2022	31846V534	2,000,000.00	First American Funds MM	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	11/23/2022	CAMP60481	1,000,000.00	California Asset Management Program LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/29/2022	31846V534	1,000,000.00	First American Funds MM	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/30/2022	CAMP60481	115,519.92	California Asset Management Program LGIP	100.00	115,519.92	0.00	0.00	115,519.92
Deposit	11/30/2022	31846V534	17,492.39	First American Funds MM	100.00	17,492.39	0.00	0.00	17,492.39
Deposit	11/30/2022	31846V534	1,000,000.00	First American Funds MM	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	11/30/2022	OAKVALLEY0670	7,581.24	Oak Valley Bank Cash	100.00	7,581.24	0.00	0.00	7,581.24
Deposit	11/30/2022	OAKVALLEY0670	26,951,147.18	Oak Valley Bank Cash	100.00	26,951,147.18	0.00	0.00	26,951,147.18



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Subtotal			41,091,740.73			41,091,740.73	0.00		41,091,740.73
Total Buy Transactions			46,504,740.73			46,292,643.08	3,536.23		46,296,179.31
Interest/Dividends									
Interest	11/1/2022	32022RSG3	0.00	1ST Financial Bank, USA 3.3 8/2/2027		0.00	697.88	0.00	697.88
Interest	11/1/2022	299547AQ2	0.00	Evansville Teachers Federal Credit Union 2.6 6/12/		0.00	549.85	0.00	549.85
Interest	11/1/2022	59161YAP1	0.00	Metro Credit Union 1.7 2/18/2027		0.00	359.52	0.00	359.52
Interest	11/1/2022	75213EAY0	0.00	Rancho Cucamonga Ca Public Finance Authority 3 5/1		0.00	6,750.00	0.00	6,750.00
Interest	11/1/2022	538036HP2	0.00	Live Oak Banking Company 1.85 1/20/2025		0.00	391.24	0.00	391.24
Interest	11/1/2022	702282QD9	0.00	Pasadena USD 2.073 5/1/2026		0.00	5,182.50	0.00	5,182.50
Interest	11/1/2022	92891CCP5	0.00	VYSTAR Credit Union 4.45 9/30/2027		0.00	971.44	0.00	971.44
Interest	11/1/2022	3133EHM91	0.00	FFCB 2.08 11/1/2022		0.00	10,400.00	0.00	10,400.00
Interest	11/1/2022	76124YAB2	0.00	Resource One Credit Union 1.9 11/27/2024		0.00	395.36	0.00	395.36
Interest	11/1/2022	91435LAB3	0.00	University of Iowa Community Credit Union 3 4/28/2		0.00	624.25	0.00	624.25
Interest	11/1/2022	5445872S6	0.00	Los Angeles CA Muni Impt CorpLease 0.683 11/1/2024		0.00	1,707.50	0.00	1,707.50
Interest	11/1/2022	499724AD4	0.00	Knox TVA Employee Credit Union 3.25 8/30/2023		0.00	676.27	0.00	676.27
Interest	11/1/2022	542411NZ2	0.00	Long Beach Community College Dist 2 5/1/2025		0.00	2,700.00	0.00	2,700.00
Interest	11/1/2022	052392AA5	0.00	Austin Telco FCU 1.8 2/28/2025		0.00	380.66	0.00	380.66
Interest	11/2/2022	15118RUR6	0.00	Celtic Bank 1.35 4/2/2025		0.00	285.50	0.00	285.50
Interest	11/4/2022	02589ACK6	0.00	American Express National Bank 3 5/4/2027		0.00	3,720.33	0.00	3,720.33
Interest	11/5/2022	307811EM7	0.00	The Farmers & Merchants Bank 3.2 8/5/2027		0.00	676.73	0.00	676.73
Interest	11/5/2022	32117BCX4	0.00	First National Bank Dama 2.8 5/5/2023		0.00	592.14	0.00	592.14
Interest	11/6/2022	037833AS9	0.00	Apple Inc. 3.45 5/6/2024-14		0.00	8,625.00	0.00	8,625.00
Interest	11/7/2022	90983WBT7	0.00	United Community Bank 1.65 2/7/2025		0.00	348.94	0.00	348.94
Interest	11/8/2022	29367SJK8	0.00	Enterprise Bank & Trust 1.8 11/8/2024		0.00	380.66	0.00	380.66
Interest	11/8/2022	61760ARS0	0.00	Morgan Stanley Private Bank 3.55 11/8/2023		0.00	4,384.49	0.00	4,384.49



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	11/8/2022	89579NCB7	0.00	Triad Bank/Frontenac MO 1.8 11/8/2024		0.00	380.66	0.00	380.66
Interest	11/9/2022	59452WAE8	0.00	Michigan Legacy Credit Union 3.45 11/9/2023		0.00	729.60	0.00	729.60
Interest	11/10/2022	25460FCF1	0.00	Direct Federal Credit Union 3.5 9/11/2023		0.00	740.18	0.00	740.18
Interest	11/10/2022	20367GBH1	0.00	Community Commerce Bank 3.3 8/10/2027		0.00	697.88	0.00	697.88
Interest	11/10/2022	72651LCJ1	0.00	Plains Commerce Bank 2.6 5/10/2024		0.00	3,211.18	0.00	3,211.18
Interest	11/11/2022	70320KAX9	0.00	Pathfinder Bank 0.7 3/11/2026		0.00	148.04	0.00	148.04
Interest	11/12/2022	91159HHZ6	0.00	US Bancorp 1.45 5/12/2025		0.00	3,625.00	0.00	3,625.00
Interest	11/12/2022	856487AM5	0.00	State Bank of Reeseville 2.6 4/12/2024		0.00	549.85	0.00	549.85
Interest	11/13/2022	66736ABP3	0.00	Northwest Bank 2.95 2/13/2024		0.00	623.86	0.00	623.86
Interest	11/13/2022	69417ACG2	0.00	Pacific Crest Savings Bank 2.85 3/13/2024		0.00	602.72	0.00	602.72
Interest	11/13/2022	15721UDA4	0.00	CF Bank 2 8/13/2024		0.00	422.96	0.00	422.96
Interest	11/14/2022	32114VBT3	0.00	First National Bank of Michigan 1.65 2/14/2025		0.00	348.94	0.00	348.94
Interest	11/14/2022	17801GBX6	0.00	City National Bank of Metropolis 1.65 2/14/2025		0.00	348.94	0.00	348.94
Interest	11/14/2022	06251AV31	0.00	Bank Hapoalim B.M. 3.5 11/14/2023		0.00	4,322.74	0.00	4,322.74
Interest	11/14/2022	45581EAR2	0.00	Industrial and Commercial Bank of China USA, NA 2.		0.00	551.42	0.00	551.42
Interest	11/15/2022	20143PDV9	0.00	Commercial Bank Harrogate 3.4 11/15/2023		0.00	719.03	0.00	719.03
Interest	11/15/2022	91412HKZ5	0.00	University of California 0.985 5/15/2025		0.00	2,462.50	0.00	2,462.50
Interest	11/15/2022	91412HBL6	0.00	University of California 3.466 5/15/2024-18		0.00	8,665.00	0.00	8,665.00
Interest	11/15/2022	91412GVB8	0.00	University of California 3.638 5/15/2024		0.00	8,276.45	0.00	8,276.45
Interest	11/15/2022	061785DY4	0.00	Bank of Deerfield 2.85 2/15/2024		0.00	602.72	0.00	602.72
Interest	11/15/2022	819866BL7	0.00	Sharonview Federal Credit Union 3.5 8/16/2027		0.00	740.18	0.00	740.18
Interest	11/15/2022	912828U24	0.00	T-Note 2 11/15/2026		0.00	10,000.00	0.00	10,000.00
Interest	11/15/2022	30257JAM7	0.00	FNB Bank Inc/Romney 3 1/16/2024		0.00	634.44	0.00	634.44
Interest	11/15/2022	62384RAF3	0.00	Mountain America Federal Credit Union 3 3/27/2023		0.00	624.25	0.00	624.25
Interest	11/15/2022	19416QEL0	0.00	Colgate-Palmolive 2.25 11/15/2022-17		0.00	5,625.00	0.00	5,625.00
Interest	11/16/2022	740367HP5	0.00	Preferred Bank LA Calif 2 8/16/2024		0.00	422.96	0.00	422.96



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	11/16/2022	33640VCF3	0.00	First Service Bank 3.3 5/16/2023		0.00	697.88	0.00	697.88
Interest	11/16/2022	3133ENEF3	0.00	FFCB 1.27 11/16/2026-23		0.00	6,350.00	0.00	6,350.00
Interest	11/16/2022	17330FUE9	0.00	Citigroup Global Markets 2.75 6/16/2023		0.00	1,145.83	0.00	1,145.83
Interest	11/17/2022	219240BY3	0.00	Cornerstone Community Bank 2.6 5/17/2024		0.00	549.85	0.00	549.85
Interest	11/18/2022	457731AK3	0.00	Inspire Federal Credit Union 1.15 3/18/2025		0.00	243.20	0.00	243.20
Interest	11/18/2022	00257TBJ4	0.00	Abacus Federal Savings Bank 1.75 10/18/2024		0.00	370.09	0.00	370.09
Interest	11/18/2022	3130ANFJ4	0.00	FHLB 0.51 11/18/2024-22		0.00	2,550.00	0.00	2,550.00
Interest	11/18/2022	48836LAF9	0.00	Kemba Financial Credit Union 1.75 10/18/2024		0.00	370.09	0.00	370.09
Interest	11/18/2022	254673D94	0.00	Discover Bank 3.2 5/19/2027		0.00	3,968.35	0.00	3,968.35
Interest	11/18/2022	46625HRL6	0.00	JPMorgan Chase & Co 2.7 5/18/2023-23		0.00	6,750.00	0.00	6,750.00
Interest	11/19/2022	560507AJ4	0.00	Maine Savings Federal Credit Union 3.3 5/19/2023		0.00	697.88	0.00	697.88
Interest	11/20/2022	50625LAK9	0.00	Lafayette Federal Credit Union 3.5 11/20/2023		0.00	740.18	0.00	740.18
Interest	11/20/2022	32112UCW9	0.00	First National Bank of McGregor 2.85 2/21/2024		0.00	602.72	0.00	602.72
Interest	11/22/2022	061803AH5	0.00	Bank of Delight 2.85 2/22/2024		0.00	602.72	0.00	602.72
Interest	11/22/2022	92535LCC6	0.00	Verus Bank of Commerce 2.8 2/22/2024		0.00	592.14	0.00	592.14
Interest	11/23/2022	938828BJ8	0.00	Washington Federal Bank 2.05 8/23/2024		0.00	433.53	0.00	433.53
Interest	11/23/2022	33766LAJ7	0.00	Firstier Bank 1.95 8/23/2024		0.00	412.38	0.00	412.38
Interest	11/24/2022	03753XBD1	0.00	Apex Bank 3.1 8/24/2023		0.00	645.05	0.00	645.05
Interest	11/24/2022	90348JEV8	0.00	UBS Bank USA 3.45 10/24/2023		0.00	729.60	0.00	729.60
Interest	11/25/2022	88413QCK2	0.00	Third Federal Savings & Loan 1.95 11/25/2024		0.00	2,408.38	0.00	2,408.38
Interest	11/25/2022	063907AA7	0.00	Bank of Botetourt 1.75 10/25/2024		0.00	370.09	0.00	370.09
Interest	11/25/2022	22230PBY5	0.00	Country Bank New York 3 1/25/2024		0.00	634.44	0.00	634.44
Interest	11/26/2022	208212AR1	0.00	Connex Credit Union 0.5 8/26/2024		0.00	105.74	0.00	105.74
Interest	11/26/2022	32065TAZ4	0.00	First Kentucky Bank Inc 2.55 4/26/2024		0.00	539.27	0.00	539.27
Interest	11/26/2022	3130ARYA3	0.00	FHLB 4 5/26/2027-22		0.00	20,000.00	0.00	20,000.00
Interest	11/26/2022	05465DAE8	0.00	AXOS Bank 1.65 3/26/2025		0.00	348.94	0.00	348.94



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	11/26/2022	56065GAG3	0.00	Mainstreet Bank 2.6 4/26/2024		0.00	549.85	0.00	549.85
Interest	11/26/2022	90352RCR4	0.00	USAlliance Federal Credit Union 3.45 8/26/2027		0.00	729.60	0.00	729.60
Interest	11/27/2022	39115UBE2	0.00	Great Plains Bank 2.8 2/27/2024		0.00	592.14	0.00	592.14
Interest	11/27/2022	32063KAV4	0.00	First Jackson Bank 1.05 3/27/2025		0.00	222.05	0.00	222.05
Interest	11/27/2022	79772FAF3	0.00	San Francisco FCU 1.1 3/27/2025		0.00	232.63	0.00	232.63
Interest	11/28/2022	080515CH0	0.00	Belmont Savings Bank 2.7 2/28/2023		0.00	561.82	0.00	561.82
Interest	11/28/2022	717081EX7	0.00	Pfizer Inc 0.8 5/28/2025-25		0.00	2,000.00	0.00	2,000.00
Interest	11/29/2022	52171MAA3	0.00	Leaders Credit Union 3 6/29/2023		0.00	634.44	0.00	634.44
Interest	11/29/2022	70962LAS1	0.00	Pentagon Federal Credit Union 0.9 9/29/2026		0.00	190.33	0.00	190.33
Interest	11/29/2022	45780PAX3	0.00	Institution for Savings in Newburyport 0.85 7/29/2		0.00	179.76	0.00	179.76
Interest	11/29/2022	856283G59	0.00	State Bank of India-Chicago IL 3.6 11/29/2023		0.00	4,446.25	0.00	4,446.25
Interest	11/30/2022	710571DS6	0.00	Peoples Bank Newton NC 2 7/31/2024		0.00	409.32	0.00	409.32
Interest	11/30/2022	694231AC5	0.00	Pacific Enterprise Bank 1.15 3/31/2025		0.00	235.36	0.00	235.36
Interest	11/30/2022	CAMP60481	0.00	California Asset Management Program LGIP		0.00	115,519.92	0.00	115,519.92
Interest	11/30/2022	91282CCF6	0.00	T-Note 0.75 5/31/2026		0.00	3,750.00	0.00	3,750.00
Interest	11/30/2022	06543PDA0	0.00	Bank of the Valley NE 4.1 9/30/2027		0.00	867.07	0.00	867.07
Interest	11/30/2022	31846V534	0.00	First American Funds MM		0.00	17,492.39	0.00	17,492.39
Interest	11/30/2022	29278TCP3	0.00	Enerbank USA 3.2 8/30/2023		0.00	665.86	0.00	665.86
Interest	11/30/2022	67054NAM5	0.00	Numerica Credit Union 3.4 10/31/2023		0.00	695.84	0.00	695.84
Interest	11/30/2022	06426KAM0	0.00	Bank of New England 3.2 7/31/2023		0.00	649.64	0.00	649.64
Interest	11/30/2022	22258JAB7	0.00	County Schools FCU 4.4 9/30/2027		0.00	930.51	0.00	930.51
Interest	11/30/2022	OAKVALLEY0670	0.00	Oak Valley Bank Cash		0.00	7,581.24	0.00	7,581.24
Subtotal			0.00			0.00	318,871.13		318,871.13
Total Interest/Dividends			0.00			0.00	318,871.13		318,871.13
Sell Transactions									
Matured	11/1/2022	3133EHM91	1,000,000.00	FFCB 2.08 11/1/2022	0.00	1,000,000.00	0.00	0.00	1,000,000.00



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 10/31/2022, End Date: 11/30/2022

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Matured	11/15/2022	19416QEL0	500,000.00	Colgate-Palmolive 2.25 11/15/2022-17	0.00	500,000.00	0.00	0.00	500,000.00
Matured	11/22/2022	89233HLN2	1,000,000.00	Toyota Motor Credit Corp. 0 11/22/2022	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Matured	11/29/2022	62479MLV3	1,000,000.00	MUFG Bank LTD 0 11/29/2022	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Subtotal			3,500,000.00			3,500,000.00	0.00		3,500,000.00
Withdraw	11/3/2022	LAIF6000Q	3,000,000.00	Local Agency Investment Fund LGIP	0.00	3,000,000.00	0.00	0.00	3,000,000.00
Withdraw	11/30/2022	31846V534	17,492.39	First American Funds MM	0.00	17,492.39	0.00	0.00	17,492.39
Withdraw	11/30/2022	OAKVALLEY0670	27,114,627.63	Oak Valley Bank Cash	0.00	27,114,627.63	0.00	0.00	27,114,627.63
Subtotal			30,132,120.02			30,132,120.02	0.00		30,132,120.02
Total Sell Transactions			33,632,120.02			33,632,120.02	0.00		33,632,120.02



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Proposed Amendment to Paradise
Fire Protection District Conflict of
Interest Code

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

All local government agencies, including special districts, are required by state law (Government Code section 81000 et seq.) to adopt their own conflict-of-interest codes and to review such codes once every two years. Paradise Fire Protection District has revised their conflict of interest code to incorporate changes to staff position duties and practices since the amendment adopting the prior code. The code as adopted by the Board of Directors has been reviewed by County Counsel and complies with all applicable statutory requirements.

RECOMMENDED ACTION:

Approve the new Conflict of Interest Code adopted by the Paradise Fire Protection District.

FISCAL IMPACT:

None.

CONTACT NAME: Scheereen Dedman

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Proposed COI

History

Time

Who

Approval

12/27/2022 4:56 PM

County Counsel

Yes

12/21/2022 11:01 AM

Finance

Yes

12/30/2022 10:31 AM

County Administrative Office

Yes



C L E R K – R E C O R D E R – R E G I S T R A R
C L E R K O F T H E B O A R D O F S U P E R V I S O R S
C O U N T Y O F M O N O

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

Scheereen Dedman
Clerk-Recorder-Registrar

Queenie Barnard
Assistant Clerk-Recorder-Registrar

To: Honorable Board of Supervisors
From: Scheereen Dedman, Clerk of the Board
Date: January 3, 2022

Subject

Proposed Amendment to Paradise Fire Protection District's Conflict of Interest Code.

Recommended Action

Approve the new Conflict of Interest Code adopted by the Paradise Fire Protection District.

Discussion

All local government agencies, including special districts, are required by state law (Government Code section 81000 et seq.) to adopt their own conflict-of-interest codes and to review such codes once every two years. The last conflict-of-interest code for the Paradise Fire Protection District was due for an update to account for recent changes in some staff job duties and practices. Such codes and amendments thereto are not effective, however, until duly approved by the "code-reviewing body." The Board of Supervisors is the code-reviewing body for the conflict-of-interest codes for the County and all agencies in the county, including the Paradise Fire Protection District. The revised conflict of interest code incorporates changes to Paradise Fire Protection District staff position duties and practices since the amendment adopting the prior code. The Board of Directors adopted the revised code on November 29, 2022. The code as adopted by the Board of Directors has been reviewed by County Counsel and complies with all applicable statutory requirements.

Fiscal Impact

None.

PARADISE FIRE PROTECTION DISTRICT

RESOLUTION NO. 22- 002

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
PARADISE FIRE PROTECTION DISTRICT
ADOPTING A NEW CONFLICT OF INTEREST CODE

WHEREAS, pursuant to the Political Reform Act, Government Code §§81000, et seq., the Paradise Fire Protection District Board of Directors has reviewed its Conflict of Interest Code and finds that some revisions are necessary; and

WHEREAS, the most expedient way to accomplish the necessary revisions is to adopt a new Conflict of Interest Code;

NOW, THEREFORE, BE IT RESOLVED by the Paradise Fire Protection District Board of Directors that the Conflict of Interest Code attached hereto and incorporated herein by this reference is hereby adopted as the Conflict of Interest Code for the Paradise Fire Protection District, County of Mono, State of California, and said Code shall supersede any other Conflict of Interest Code previously adopted.

PASSED AND ADOPTED this 29th day of November, 2022 by the following vote of the Board of Directors of the Paradise Fire Protection District:

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 0

ATTEST:

Secretary
gina Webber 11/29/22

Chairperson
EM Holland 11/29/22

CONFLICT OF INTEREST CODE

OF

PARADISE FIRE PROTECTION DISTRICT

November 29 , 2022

SECTION 1. Conflict of Interest Code - Adopted

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Paradise Fire Protection District (District). The conflict of interest code of the Paradise Fire Protection District so adopted supersedes any conflict of interest code of the Paradise Fire Protection District previously in effect.

SECTION 2. Statements of Economic Interest; Filing Official

Individuals holding designated positions shall file their statements of economic interests in the manner directed by the Mono County Clerk-Recorder. The Secretary of the Paradise Fire Protection District shall perform the duties of filing official for the District as provided by law.

CONFLICT CODE APPENDIX A

OF

LIST OF DESIGNATED POSITIONS

Paradise Fire Protection District

JOB TITLE	DISCLOSURE CATEGORY
Member of the Board of the Paradise Fire Protection District	1
Fire Chief	1
Battalion Chief	1
Consultant *	1

* "Consultant" means any individual or entity meeting the definition of consultant promulgated in regulations of the Fair Political Practices Commission.

The Chairperson of the Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Chairperson's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B

LIST OF DISCLOSURE CATEGORIES

CATEGORY

1

All reportable investments, income, business positions, and interest in real property.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Clerk of the Board

TIME REQUIRED	30 minutes (5 minute presentation; 25 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Scheereen Dedman, Board of Supervisors
SUBJECT	Annual Appointments of Supervisors to Boards, Commissions, and Committees for 2023		

AGENDA DESCRIPTION:

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

Mono County Supervisors serve on various board, commissions, and committees for one-year terms that expire on December 31, 2022. Each January, the Board of Supervisors makes appointments for the upcoming year.

RECOMMENDED ACTION:

Appoint Supervisors to boards, commissions, and committees for 2023.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Committee List
2023 Committee List by Supervisor

History

Time	Who	Approval
12/21/2022 4:00 PM	County Counsel	Yes
12/28/2022 3:10 PM	Finance	Yes

12/30/2022 10:32 AM

County Administrative Office

Yes

**MONO COUNTY BOARD OF SUPERVISORS
2022 BOARD / COMMISSION / COMMITTEE MEMBERSHIP LIST**

Date of Appointment: January 4, 2022

Term Expires: December 31, 2022

AIRPORT LAND USE COMMISSION

<https://monocounty.ca.gov/aluc>;

Gerry LeFrancois, Mono County Community Development, gfrancois@mono.ca.gov, 760-924-1810

- ✚ John Peters, Supervisor
- ✚ Stacy Corless, Supervisor
- ✚ Jennifer Kreitz, Supervisor Alternate

BEHAVIORAL HEALTH ADVISORY BOARD

<https://monocounty.ca.gov/behavioral-health/page/advisory-board>;

Amanda Greenberg, Mono County Behavioral Health, agreenberg@mono.ca.gov, 760-924-1740

- ✚ Stacy Corless, Supervisor
- ✚ Jennifer Kreitz, Supervisor Alternate

CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)

www.csac.counties.org;

Korina Jones, CSAC, kjones@counties.org, 916-327-7500

- ✚ John Peters, Supervisor
- ✚ Jennifer Kreitz, Supervisor Alternate

CENTRAL NEVADA REGIONAL WATER AUTHORITY (CNRWA)

<https://cnrwa.com>;

Jeff Fontaine, Executive Director, ccfontaine@gmail.com, 775-443-7667

- ✚ John Peters, Supervisor

MONO COUNTY CHILDREN AND FAMILIES COMMISSION (FIRST 5)

<https://www.first5mono.org>;

Molly DesBaillets, First 5, mdesbaillets@monocoe.org, 760-924-7626

- ✚ Bob Gardner, Supervisor

MONO COUNTY COLLABORATIVE PLANNING TEAM

<https://monocounty.ca.gov/cpt>;

Heidi Willson, Mono County Community Development, hwillson@mono.ca.gov, 760-924-1804

- ✚ Stacy Corless, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

COMMUNITY CORRECTIONS PARTNERSHIP

<https://monocounty.ca.gov/probation/page/community-corrections-partnership-ccp>;

Jeff Mills, Mono County Probation Department, jlmills@mono.ca.gov, 760-932-5570

- ✚ Jennifer Kreitz, Supervisor
- ✚ Rhonda Duggan, Supervisor Alternate

EASTERN SIERRA CHILD SUPPORT REGIONAL OVERSIGHT COMMITTEE

<https://www.inyocounty.us/services/eastern-sierra-child-support-services>;

Susanne Rizo, Eastern Sierra Child Support Services, rizo.susanne@inyo.cse.ca.gov, 866-901-3212

- ✚ Bob Gardner, Supervisor (Current Board Chair)

EASTERN SIERRA COUNCIL OF GOVERNMENTS

<http://escog.ca.gov>;

Elaine Kabala, ESCOG Administrative Services Contractor, ekabala@escog.ca.gov; 323-652-0390

- ✚ Stacy Corless, Supervisor
- ✚ Bob Gardner, Supervisor
- ✚ Jennifer Kreitz, Supervisor Alternate
- ✚ John Peters, Supervisor Alternate

EASTERN SIERRA TRANSIT AUTHORITY (ESTA)

<https://www.estransit.com/>;

Phil Moores, Executive Director, pmoores@estransit.com, 760-872-1901

- ✚ Bob Gardner, Supervisor
- ✚ Rhonda Duggan, Supervisor

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

<https://www.gbuapcd.org/>;

Tori DeHaven, Clerk of the Board, tdehaven@gbuapcd.com, 760-872-8211

- ✚ Stacy Corless, Supervisor
- ✚ Rhonda Duggan, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

**INTEGRATED WASTE MANAGEMENT ACT OF 1989 INDEPENDENT HEARING
PANEL FOR LOCAL ENFORCEMENT AGENCY**

Jill Kearney, Environmental Health, jkearney@mono.ca.gov

Louis Molina, Environmental Health, lmolina@mono.ca.gov

- ✚ John Peters, Supervisor

INTER-AGENCY VISITORS' CENTER BOARD OF DIRECTORS

Colleen Pennington, Colleen.Pennington@usda.gov

- ✚ Bob Gardner, Supervisor

JUVENILE JUSTICE COORDINATING COUNCIL

Jeff Mills, Mono County Probation Department, jlmills@mono.ca.gov, 760-932-5570

- ✚ Bob Gardner, Supervisor

MONO COUNTY LAW LIBRARY

<https://www.monocolibraries.org/programs/law-library>;

Mono County Library / Law Library 760-934-8670, Mono County Counsel 760-924-1700

- ✚ Bob Gardner, Supervisor (Current Board Chair)

LOCAL AGENCY FORMATION COMMISSION (LAFCO)

<https://monocounty.ca.gov/lafco>;

Gerry LeFrancois, Mono County Community Development, glefrancois@mono.ca.gov, 760-924-1810

- ✚ Rhonda Duggan, Supervisor
- ✚ Jennifer Kreitz, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

MONO COUNTY LOCAL TRANSPORTATION COMMISSION (LTC)

<https://monocounty.ca.gov/ltc>;

Heidi Willson, Mono County Community Development, hwillson@mono.ca.gov, 760-924-1804

- ✚ John Peters, Supervisor
- ✚ Jennifer Kreitz, Supervisor
- ✚ Rhonda Duggan, Supervisor
- ✚ Bob Lawton, Alternate

MAMMOTH LAKES HOUSING

<http://mammothlakeshousing.org/>;

Patricia Robertson, Executive Director, Patricia@MammothLakesHousing.org, 760-934-4740

- ✚ Jennifer Kreitz, Supervisor
- ✚ Stacy Corless, Supervisor Alternate

MAMMOTH MOUNTAIN SKI AREA LIAISON COMMITTEE

- ✚ John Peters, Supervisor
- ✚ Bob Gardner, Supervisor

NATIONAL ASSOCIATION OF COUNTIES (NACo)

<https://www.naco.org/>; membership@naco.org, 888-407-6226

- ✚ Stacy Corless, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

OWENS VALLEY GROUNDWATER JOINT POWERS AUTHORITY

<http://www.inyowater.org/>;

Laura Piper, Inyo County Water Department, lpiper@inyocounty.us, 760-878-0001

- ✚ Rhonda Duggan, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

RURAL COUNTY REPRESENTATIVES OF CALIFORNIA (RCRC) / GOLDEN STATE FINANCE AUTHORITY (GSFA) / GOLDEN STATE CONNECT AUTHORITY (GSCA) / ENVIRONMENTAL SERVICES JOINT POWER AUTHORITY (ESJPA)

<http://www.rcrcnet.org/>;

Maggie Chui, RCRC, MChui@rcrcnet.org, 916-447-4806

- ✚ Stacy Corless, Supervisor
- ✚ John Peters, Supervisor Alternate
- ✚ Justin Nalder, ESJPA Alternate

SIERRA NEVADA CONSERVANCY

<https://sierranevada.ca.gov>

Matt Driscoll, East Area Representative: Alpine, Inyo, Mono counties, matt.driscoll@sierranevada.ca.gov, 760-636-8296

Tristyn Armstrong, Administrative Officer, tristyn.armstrong@sierranevada.ca.gov, 530-823-4700

- ✚ Stacy Corless, Supervisor
- ✚ Jennifer Kreitz, Supervisor Alternate

TOWN-COUNTY LIAISON COMMITTEE

<https://www.townofmammothlakes.ca.gov/593/Town-Council-Liaison-Committees>;

Angela Plaisted, aplaisted@townofmammothlakes.ca.gov, 760-965-3600

- ✚ Stacy Corless, Supervisor
- ✚ Jennifer Kreitz, Supervisor
- ✚ Rhonda Duggan, Supervisor Alternate

MONO COUNTY TREASURY OVERSIGHT COMMITTEE

<https://monocounty.ca.gov/tax/page/treasury-oversight-committee>;

Mono County Treasurer – Tax Collector, treasurer@mono.ca.gov, 760-932-5480

- ✚ Jennifer Kreitz, Supervisor
- ✚ Bob Gardner, Supervisor Alternate

TRI-VALLEY GROUNDWATER MANAGEMENT DISTRICT

<http://tvgmd.org/>;

Carol Ann Mitchell, Chairperson, rick.and.carol.ann@gmail.com

Marion Dunn, Board Member/Secretary, mariondunn1937@gmail.com

- ✚ Rhonda Duggan, Supervisor (District 2)

YOSEMITE AREA REGIONAL TRANSPORTATION SYSTEM JOINT POWERS AUTHORITY

<https://yarts.com/>;

Xavier Garcia, Transit Administrative Assistant, xavier.garcia@mcagov.org, 209-723-3153 ext. 809

- ✚ Bob Gardner, Supervisor
- ✚ Stacy Corless, Supervisor

**MONO COUNTY BOARD OF SUPERVISORS
2022 BOARD / COMMISSION / COMMITTEE
VOLUNTEER / UNOFFICIAL MEMBERSHIP LIST**

CALIFORNIA COALITION FOR RURAL HOUSING

<https://www.calruralhousing.org/>;

info@calruralhousing.org, 916-443-4448

- ✚ Jennifer Kreitz, Supervisor

CONTINUUM OF CARE COUNCIL

<https://www.eastersierracoc.org/>;

Inyo Mono Advocates for Community Action, Inc. (IMACA), info@imaca.net, 760-873-8557

- ✚ Jennifer Kreitz, Supervisor
- ✚ Stacy Corless, Supervisor

EASTERN SIERRA AREA AGENCY ON AGING

<https://www.inyocounty.us/services/health-human-services/aging-social-services/esaaa-advisory-council>

760-873-3305

- ✚ John Peters, Supervisor
- ✚ Rhonda Duggan, Supervisor

EASTERN SIERRA SUSTAINABLE RECREATION PARTNERSHIP

<https://www.essrp.org/>;

info@essrp.org

- ✚ Bob Gardner, Supervisor
- ✚ Stacy Corless, Supervisor

INYO MONO ADVOCATES FOR COMMUNITY ACTION (IMACA)

<https://www.imaca.net/>;

Inyo Mono Advocates for Community Action, Inc. (IMACA), info@imaca.net, 760-873-8557

- ✚ John Peters, Supervisor
- ✚ Rhonda Duggan, Supervisor

MONO COUNTY BOARD MEMBERS **APPOINTED TO COMMISSIONS & COMMITTEES 2022**

JENNIFER KREITZ – SUPERVISOR DISTRICT #1

Airport Land Use Commission - Alternate
Behavioral Health Advisory Board – Alternate
California Coalition for Rural Housing
California State Association of Counties (CSAC) – Alternate
Community Corrections Partnership
Continuum of Care Council
Eastern Sierra Council of Governments – Alternate
Local Agency Formation Commission (LAFCO)
Local Transportation Commission, Mono County (LTC)
Mammoth Lakes Housing
Sierra Nevada Conservancy - Alternate
Town – County Liaison Committee
Treasury Oversight Committee, Mono County

RHONDA DUGGAN – SUPERVISOR DISTRICT #2

Community Corrections Partnership
Eastern Sierra Area Agency on Aging
Eastern Sierra Council of Governments
Eastern Sierra Transit Authority (ESTA)
Great Basin Unified Air Pollution Control District
Inyo Mono Advocates for Community Action (IMACA)
Local Agency Formation Commission (LAFCO)
Local Transportation Commission, Mono County (LTC)
Owens Valley Groundwater Joint Powers Authority
Town – County Liaison Committee
Tri-Valley Groundwater Management District
Inyo Mono Advocates for Community Action (IMACA)

BOB GARDNER – SUPERVISOR DISTRICT #3

Children and Families Commission (First 5), Mono County
Collaborative Planning Team, Mono County – Alternate
Eastern Sierra Child Support Regional Oversight Committee
Eastern Sierra Council of Governments
Eastern Sierra Sustainable Recreation Partnership

Eastern Sierra Transit Authority (ESTA)
Great Basin Unified Air Pollution Control District
Inter-Agency Visitor's Center Board of Directors
Juvenile Justice Coordinating Council
Local Agency Formation Commission (LAFCO) – Alternate
Mono County Children and Families Commission (First 5)
Mono County Collaborative Planning Team
Mono County Law Library
Mammoth Mountain Ski Area Liaison Committee
National Association of Counties (NACo) – Alternate
Owens Valley Groundwater Joint Powers Authority – Alternate
Treasury Oversight Committee, Mono County - Alternate
Yosemite Area Regional Transportation System Joint Powers Authority (YARTS)

JOHN PETERS – SUPERVISOR DISTRICT #4

Airport Land Use Commission
California State Association of Counties (CSAC)
Central Nevada Regional Water Authority (CNRWA)
Eastern Sierra Area Agency on Aging
Eastern Sierra Council of Governments
Great Basin Unified Air Pollution Control District
Integrated Waste Management Act of 1989 Independent Hearing Panel for Local Enforcement Agency
Inyo Mono Advocates for Community Action (IMACA)
Local Agency Formation Commission (LAFCO)
Local Transportation Commission, Mono County (LTC)
Mammoth Mountain Ski Area Liaison Committee
Rural County Representatives of California (RCRC) / GSFA / ESJPA - Alternate

STACY CORLESS – SUPERVISOR DISTRICT #5

Airport Land Use Commission
Behavioral Health Advisory Board
Collaborative Planning Team, Mono County
Community Corrections Partnership – Alternate
Continuum of Care Council
Eastern Sierra Child Support Regional Oversight Committee
Eastern Sierra Council of Governments
Great Basin Unified Air Pollution Control District
Law Library, Mono County
Mammoth Lakes Housing – Alternate
National Association of Counties (NACo)
Rural County Representatives of California (RCRC) / GSFA / ESJPA
Eastern Sierra Sustainable Recreation Partnership
Sierra Nevada Conservancy
Town – County Liaison Committee

Yosemite Area Regional Transportation System Joint Powers Authority (YARTS)



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Clerk of the Board

TIME REQUIRED 10 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Scheereen Dedman, Board of
Supervisors

SUBJECT 2023 Calendar of Meetings of the
Board of Supervisors

AGENDA DESCRIPTION:

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

Rule 3 of the Mono County Board Rules of Procedure specifies that an annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular and special meetings. Any meeting may be canceled upon the order of the Chair or by a majority of Board members.

RECOMMENDED ACTION:

Approve proposed calendar of meetings for 2023; cancel any agreed upon meeting(s) for 2023.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> 2023 DRAFT Meeting Calendar</p>
--

History

Time	Who	Approval
12/21/2022 3:58 PM	County Counsel	Yes
12/28/2022 3:11 PM	Finance	Yes
12/30/2022 10:32 AM	County Administrative Office	Yes

Mono County Board of Supervisors 2023 Meeting Calendar

First three Tuesdays of the month at 9:00 AM unless otherwise noted

January 2023
1/3/2023
1/10/2023
1/17/2023

July 2023
7/4/2023
7/11/2023
7/18/2023

February 2023
2/7/2023
2/14/2023
2/21/2023
2/22/2023 – Special Meeting Housing Workshop

August 2023
8/1/2023
8/8/2023
8/15/2023

March 2023
3/7/2023
3/14/2023
3/21/2023

September 2023
9/5/2023
9/12/2023
9/19/2023

April 2023
4/4/2023
4/11/2023
4/18/2023

October 2023
10/3/2023
10/10/2023
10/17/2023

May 2023
5/2/2023
5/9/2023
5/16/2023

November 2023
11/7/2023
11/14/2023
11/21/2023

June 2023
6/6/2023
6/13/2023
6/20/2023

December 2023
12/5/2023
12/12/2023
12/19/2023

2/14 NACo Leg. Meeting
4/11 CSAC Leg . Meeting
7/4 Holiday
11/14 CSAC Annual Meeting

Revised 12/21/22



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: Clerk of the Board

TIME REQUIRED 5 minutes

SUBJECT Appointment of 2023 Rural County
Representatives of California
(RCRC) Delegate and Alternates

**PERSONS
APPEARING
BEFORE THE
BOARD**

Scheereen Dedman, Board of
Supervisors

AGENDA DESCRIPTION:

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

The Mono County Board of Supervisors must appoint a Delegate and Alternate(s) to serve on the Rural County Representatives of California (RCRC) Board of Directors, Golden State Finance Authority (GSFA) Board of Directors, Golden State Connect Authority (GSCA) Board of Directors, and Environmental Services Joint Powers Authority (ESJPA) Board of Directors for 2023.

RECOMMENDED ACTION:

1) Appoint a Supervisor as the 2023 RCRC, GSFA, GSCA, and ESJPA Delegate; and 2) Appoint a Supervisor as the 2023 RCRC, GSFA, GSCA, and ESJPA First Alternate; and 3) Appoint Justin Nalder as the 2023 RCRC ESJPA Second Alternate (in his capacity as Solid Waste Superintendent).

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
RCRC Memo
GSFA Memo
GSCA Memo
ESJPA Memo

History

Time	Who	Approval
12/21/2022 4:00 PM	County Counsel	Yes
12/28/2022 3:09 PM	Finance	Yes
12/30/2022 10:33 AM	County Administrative Office	Yes



To: Members of the RCRC Board of Directors
RCRC Member County CAO's
RCRC Member County Clerks of the Board

From: Patrick Blacklock, President & CEO

Date: October 3, 2022

Re: Designation of the 2023 RCRC Board of Directors, Delegates and Alternates - **ACTION REQUIRED**

Annually, the Rural County Representatives of California (RCRC) requires confirmation of each member county's Delegate and Alternate to the RCRC Board of Directors. The first RCRC Board Meeting of 2023 and Installation of Officers will be held on January 18th.

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

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

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

Attachment

- RCRC Designation Form



**Designation of 2023 Delegate and Alternate Supervisors for the
Rural County Representatives of California (RCRC) Board of Directors**

County: _____

Delegate:

➤ **Supervisor** _____

Alternate:

➤ **Supervisor** _____

AUTHORIZATION

Name, Title: _____

Date: _____



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

To: Members of the GSFA Board of Directors
GSFA Member County CAO's
GSFA Member County Clerks of the Board

From: Patrick Blacklock, Executive Director

Date: October 3, 2022

Re: Designation of the 2023 GSFA Board of Directors, Delegates and Alternates - **ACTION REQUIRED**

Annually, the Golden State Finance Authority (GSFA) requires confirmation of each member county's Delegate and Alternate to the GSFA Board of Directors. The first GSFA Board Meeting of 2023 will be held on January 18th.

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

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

Please note, GSFA requires that both the Delegate and Alternate designations be Supervisors. Additionally, because the GSFA Board of Directors meetings are held in conjunction with the RCRC Board of Directors meetings, GSFA Member Counties are thus encouraged to consider appointing the **same** Delegates and Alternates for these entities.

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

Attachment

- GSFA Designation Form



**Designation of 2023 Delegate and Alternate Supervisors for
Golden State Finance Authority (GSFA) Board of Directors**

County: _____

Delegate:

➤ **Supervisor** _____

Alternate:

➤ **Supervisor** _____

AUTHORIZATION

Name, Title: _____

Date: _____

Please note that all Delegates and Alternates will be required to comply with the GSFA's conflict of interest code and file a Form 700.



To: Members of the GSCA Board of Directors
GSCA Member County CAO's
GSCA Member County Clerks of the Board

From: Patrick Blacklock, Executive Director

Date: October 3, 2022

Re: Designation of the 2023 GSCA Board of Directors, Delegates and Alternates - **ACTION REQUIRED**

The Golden State Connect Authority (GSCA) requires confirmation of each member county's Delegate and Alternate to the GSCA Board of Directors. The first GSCA Board Meeting of 2023 will be held on January 18th.

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

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

Please note, GSCA requires that both the Delegate and Alternate designations be Supervisors. Additionally, because the GSCA Board of Directors meetings are held in conjunction with the RCRC Board of Directors meetings, GSCA Member Counties are thus encouraged to consider appointing the **same** Delegates and Alternates for these entities.

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

Attachment

- GSCA Designation Form



**Designation of 2023 Delegate and Alternate Supervisors for the
Golden State Connect Authority (GSCA) Board of Directors**

County: _____

Delegate:

➤ **Supervisor** _____

Alternate:

➤ **Supervisor** _____

AUTHORIZATION

Name, Title: _____

Date: _____



Rural Counties
Environmental Services
Joint Powers Authority

ESJPA

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

From: Patrick Blacklock, Executive Director

Date: October 3, 2022

Re: Designation of the 2023 ESJPA Delegates and Alternates -
ACTION REQUIRED

Annually, the Rural Counties' Environmental Services Joint Powers Authority (ESJPA) requires confirmation of each member county's Delegate and Alternate to the ESJPA Board of Directors. The first ESJPA Board Meeting of 2023 will be held on March 9th.

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

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

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

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

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

Attachment

- ESJPA Designation Form



Rural Counties
Environmental Services
Joint Powers Authority

ESJPA

Designation of 2023 Delegate and Alternates for the
Rural Counties' Environmental Services Joint Powers Authority (ESJPA)
Board of Directors

County: _____

Delegate:

➤ Supervisor _____

Alternate:

➤ 1st Alternate: _____

E-Mail: _____

➤ 2nd Alternate: _____

E-Mail: _____

AUTHORIZATION

Name, Title: _____

Date: _____

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



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

Departments: CAO, County Counsel, Clerk of the Board

TIME REQUIRED 30 minutes (10 minute presentation;
20 minute discussion) **PERSONS APPEARING** Robert C. Lawton, CAO

SUBJECT 2023-24 Mono County Board of
Supervisors Governance Handbook **BEFORE THE BOARD**

AGENDA DESCRIPTION:

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

On September 13, 2022, following multiple facilitated workshops, the Board of Supervisors adopted the 2022 Mono County Board of Supervisors Governance Handbook, including the Mono County Board of Supervisors Procedural Manual. This Agenda Item would adopt and continue the 2022 Handbook for the 2023-24 Board term.

RECOMMENDED ACTION:

Staff recommends that your Board: 1) Conduct a biennial review of the Governance Handbook to clarify expectations and define roles; 2) Provide staff with such direction as may be necessary for future amendment; and 3) Adopt the Governance Handbook at the first Board meeting of each odd-numbered year.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report 2023-24 Mono County Board of Supervisors Governance Handbook
<input type="checkbox"/> 2023-24 Mono County Board of Supervisors Governance Handbook

History

Time

Who

Approval

12/30/2022 8:55 AM	County Counsel	Yes
12/29/2022 9:51 AM	Finance	Yes
12/30/2022 10:34 AM	County Administrative Office	Yes



COUNTY ADMINISTRATIVE OFFICER
COUNTY OF MONO
 Robert C. Lawton
 PO Box 696
 Bridgeport, CA 93517-0696
 (760) 932-5410
 rlawton@mono.ca.gov
 www.mono.ca.gov

BOARD OF SUPERVISORS

CHAIR

Bob Gardner / District 3

VICE CHAIR

Rhonda Duggan / District 2

Stacy Corless / District 5

Jennifer Kreitz / District 1

John Peters / District 4

COUNTY DEPARTMENTS

ASSESSOR

Hon. Barry Beck

DISTRICT ATTORNEY

Hon. Tim Kendall

SHERIFF / CORONER

Hon. Ingrid Braun

ANIMAL SERVICES

Malinda Huggins

BEHAVIORAL HEALTH

Robin Roberts

COMMUNITY DEVELOPMENT

Wendy Sugimura

COUNTY CLERK-RECORDER

Scheereen Dedman

COUNTY COUNSEL

Stacey Simon, Esq.

ECONOMIC DEVELOPMENT

Jeff Simpson

EMERGENCY MEDICAL SERVICES

Chief N. Bryan Bullock

FINANCE

Janet Dutcher
 CPA, CGFM, MPA

INFORMATION TECHNOLOGY

To Be Announced

PROBATION

Karin Humiston

PUBLIC HEALTH

Bryan Wheeler

PUBLIC WORKS

Paul Roten

SOCIAL SERVICES

Kathy Peterson

To: Board of Supervisors
 From: Robert C. Lawton, CAO
 Date: January 3, 2023
 Re: 2023-24 Mono County Board of Supervisors Governance Handbook

Recommended Action:

Staff recommends that your Board:

- 1) Conduct a biennial review of the Governance Handbook to clarify expectations and define roles;
- 2) Provide staff with such direction as may be necessary for future amendment; and
- 3) Adopt the Governance Handbook at the first Board meeting of each odd-numbered year

Discussion:

On April 6 – 7, 2022 the Mono County Board of Supervisors, County Administrative Officer and County Counsel participated in a two-day workshop focusing on the characteristics of high performing Boards and to discuss governance practices and review, develop and reconfirm their governance principles, norms, and operating protocols. Babs Kavanaugh, and Davis Campbell, Governance Consultants, facilitated these sessions.

The governance workshop objectives were to create a shared understanding of high-performance governance and to establish consensus on the Mono County Governance Structure.

On September 13, 2022, the Board of Supervisors adopted the 2022 Mono County Board of Supervisors Governance Handbook, including the Mono County Board of Supervisors Procedural Manual. This Agenda Item would adopt and continue the 2022 Handbook for the 2023-24 Board term.

Fiscal Impact:

None noted.



Mono County Board of Supervisors Governance Handbook 2023-24

Members of the Board of Supervisors 2023

District I – Jennifer Kreitz

District II – Rhonda Duggan

District III – Bob Gardner

District IV – John Peters

District V – Lynda Salcido

The Mono County Board of Supervisors Governance Handbook was developed in 2022. This Handbook outlines practices that build and sustain positive Board relationships. It is a living document that is regularly reviewed, and as needed, revised by the Board.

The Handbook is intended to assist Supervisors in carrying out their roles, as well as to provide useful information to prospective supervisors and other interested citizens.

Adopted January 3, 2023

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Effective Governance in Mono County

Mono County is governed by the elected Board of Supervisors. Governance is a fundamental function of all public agencies. Governance is the act of transforming the needs and desires of the community into policies that direct the County. The people of Mono place their faith and trust that the Board will carry out its governance responsibilities meeting the highest standards of quality, effectiveness, and transparency. Whether in Board Chambers, out in the community, or at home, Board members are always stewards of the County.

Effective Boards

High performing Boards have four essential characteristics that are the building blocks of effective governance:

1. **Governing with a shared Moral Imperative leading to a Unity of Purpose**

A moral imperative is system wide, strategic and represents a deep commitment of the Supervisors and the County Administrator. It is a unifying force that leads to a Unity of Purpose, strategic goals and success indicators.

2. **Governing within the role as a Board**

Effective boards value and respect their essential roles, reach mutual agreement on the roles of the Board and the County Administrator and strive to operate within them.

3. **Creating a positive governance culture**

Culture is the tone created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave. These behavioral ground rules (norms) enable teams to build and maintain a positive culture or shift a negative one.

4. **Structuring the work for effective governance**

Effective boards discuss and agree on the formal structure and processes used by the Board, the CAO, and County Department Heads in their functioning as a team; how they operate and do business.

Unity of Purpose

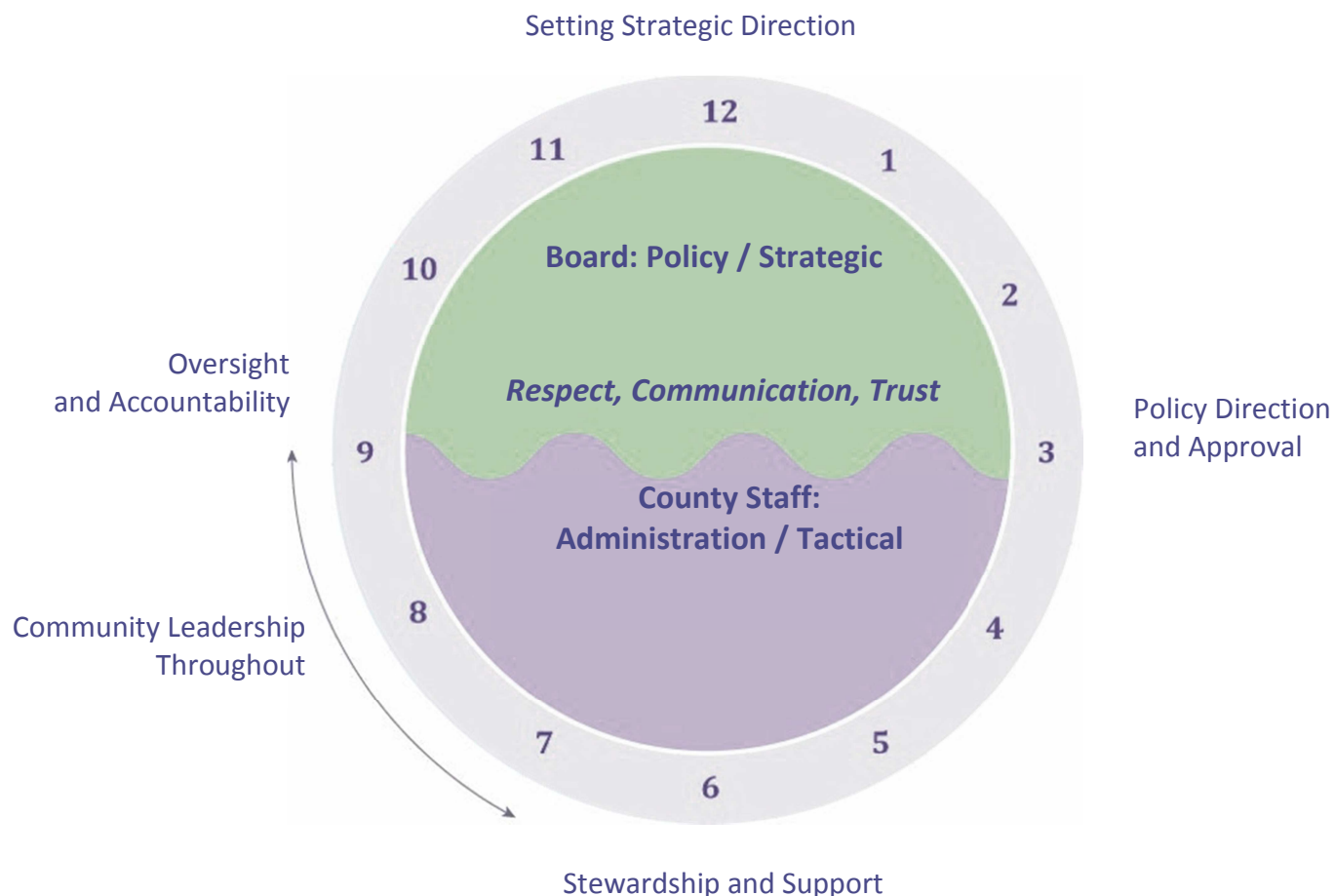
Unity of Purpose is the common focus, mission, values, and goals Supervisors share about the organization and the residents they serve. A unity of purpose is a clear and unambiguous sense of purpose, a moral imperative, that becomes the inspiration behind all board efforts and the lens through

which those efforts are viewed. A unity of purpose helps members transcend their differences to fulfill a greater purpose. A unified board is collaborative, cohesive, committed, and consistent.

In all relationships, dealings and transactions, Board member’s act with integrity, openness, respect and honesty. Through these values the board strives to earn and convey trust. The board retains public trust through efficient and cost-effective stewardship of resources.

Roles & Responsibilities

One of the most important characteristics of an effective Board is its understanding and agreement on Board roles and responsibilities. Generally, governance is about setting policy by defining the “what” of the organization, and administration is focused on the “how” policy gets implemented. If the discussion is focused on long-term outcomes, it tends to be strategic; if it is about short-term objectives or incremental steps, it tends to be administrative. Since the line between policy and administration can vary from topic to topic or issue to issue, it is essential that the CAO and the Board have a clear, mutually agreed upon understanding of how their roles and responsibilities will be defined.



The primary responsibilities of the Mono County Board of Supervisors

<p>Set the strategic direction for the County</p>	<ul style="list-style-type: none"> • Ensure the long-term moral purpose and vision is established for the County. • Identify strategic priorities and goals. • Charge staff with tactical decisions to support strategic direction
<p>Establish the governance structure for the County</p>	<ul style="list-style-type: none"> • Hire the CAO and County Counsel and set policy for the hiring of other personnel. • Establish budget priorities and adopt the County Budget. • Adopt ordinances and policies. • Effectively utilize various committees, and commissions.
<p>Provide support to the County</p>	<p>After establishing the structure, the Board – through its plans and actions – has a responsibility to support the CAO and department heads as they carry out the direction of the Board.</p> <p>This involves.</p> <ul style="list-style-type: none"> • Provide clear and consistent direction. • Support and advocate for programs and policies adopted by the Board. • Provide policy direction that supports programs and aligns resources. • Support staff carrying out the BOS direction. • Hold the Board accountable for high quality governance and adherence to Board protocols and policies.
<p>Ensure accountability</p>	<ul style="list-style-type: none"> • Hold the CAO accountable for achieving the goals set by the Board of Supervisors. • Monitor and assess the effectiveness of policies and programs approved by the Board. • Monitor the fiscal health of the County.
<p>Demonstrate community leadership</p>	<ul style="list-style-type: none"> • Engage and involve county residents and other interested parties in appropriate and meaningful ways in setting the priorities, goals, objectives, and major programs of the county. • Communicate clear information about county policies, the fiscal condition and progress on goals. • Listen intuitively to and be informed by the needs and concerns of residents. • Be visible and accessible.

Governance Mindset

In order to carry out these responsibilities board members understand the need to govern with a shared governance mindset and a central moral purpose.

Board Governance Mindset

System Thinking	Governance is a systems job.	Individual board members understand that they are elected to govern the entire County and that cities are extremely complex systems. A systems thinker has transitioned from single issue, narrowed thinking to a fundamental understanding of how all pieces in the organization connect.
Strategic Focus	Governance is a strategic job.	<p>Effective board members always maintain a strategic focus in their work. They understand that individual board members do not have the authority to intervene into the administration of the County. They understand that they are on the Board to govern the County.</p> <p>Board members approach all their responsibilities with a clear focus on serving all people of County and achieving the strategic outcomes they have set.</p>
Preparation	Effective Board Members are always prepared.	Members of the board are committed to doing the deep learning necessary to make decisions based upon high quality information, evidence, and data.
Manner	Effective Board Members model civic behavior.	Effective board members understand that how they govern is often more important than what they say or do. Working toward a common goal with other independently elected board members in a collaborative setting requires patience, understanding, respect and most importantly, common courtesy. They are always respectful of other members' opinions.

Unity of Purpose for Mono County

Our Mission	<ul style="list-style-type: none"> To support all our communities by delivering superior services while protecting our unique rural environment 	
Our Vision	<ul style="list-style-type: none"> Outstanding Community Services Quality of Life Beyond Compare 	
Our Values	<ul style="list-style-type: none"> Customer service Excellence 	<ul style="list-style-type: none"> Integrity Results oriented

Governance Principles

In recognition of this critical role the Board has adopted the following Governance Principles:

Governance	<p>The Board of Supervisors will:</p> <ul style="list-style-type: none"> Govern as a team, strategically focused and mission driven in a dignified and professional manner treating everyone with civility and respect. Be accountable to each other for the highest standards of board performance and effectiveness. Understand that authority rests with the board as a whole.
Stewardship	<p>The Board of Supervisors will be stewards of the community’s trust and resources by aligning goals, resources, and results and adhering to fiscally sound practices.</p>
Decision Making	<p>The Board of Supervisors is committed to high quality, informed decision making, governing Mono County with a systems perspective, not favoring one part of the County over another.</p>
Clarity And Coherence	<p>The Board of Supervisors will ensure that an effective organizational structure is in place that is based upon a clear understanding of the county strategic plan, strategic goals, and roles and responsibilities of all participants.</p>
Collaboration	<p>The Board of Supervisors will govern in an environment of trust and collaboration with the Mono County community, the CAO, and staff.</p>
Accessibility And Transparency	<p>The board commits to transparency and accessibility to the Mono County community in all its activities with a commitment to high ethical standards in all its work.</p>
Accountability	<p>The Board of Supervisors will establish standards of accountability in all</p>

Guided by these Governance Principles, the Board will embrace effective governance standards and strategies that encompass the basic characteristics and behaviors which enable governance team members to effectively create a climate for excellence. Working as a team, the board members and the CAO leverage the efforts of the professional staff by:

- Setting direction for the organization reflective of the community’s priorities.
- Creating a supportive framework for action in the County.
- Holding the County accountable through mutually agreed upon mechanisms.
- Providing support to staff through behaviors and actions; and
- Demonstrating community leadership on behalf of residents.

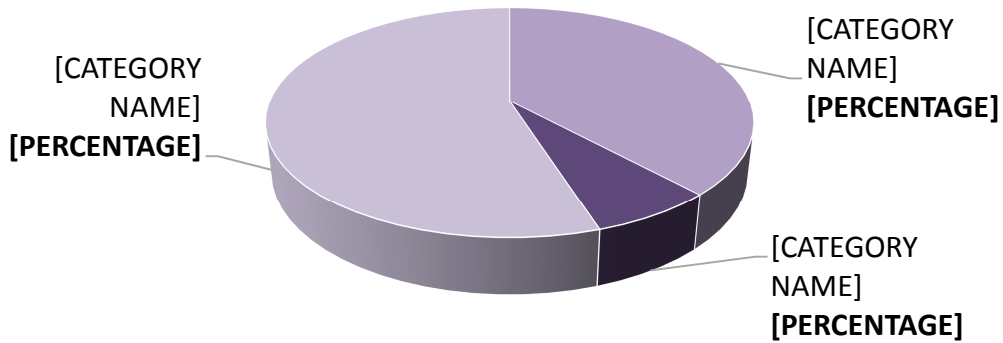
Norms for a Positive Governance Culture

An excellent governance culture is characterized by a board that operates in an environment of trust, respect, and professional demeanor at all times. The board sets the tone for the entire County in how it carries out its governance responsibilities.

Norms within which we agree to work

- Commit to effective governance. Success depends on participation – share ideas, ask questions, draw others out.
- Create an atmosphere of respect and civility where elected officials, County staff, and the public are free to express their ideas. Address each other, staff, and community members with mutual respect.
- Commit to a culture of collaboration. Respect each other’s thinking, value individual contributions, and give fair consideration to diverse and opposing viewpoints.
- Assume positive intentions, of supervisor colleagues, staff, and community members. Work to understand others’ perspectives. Listen with attention, carefully and intuitively.
- Refrain from lengthy discussion on topics related to previous board decisions.
- Accept constructive disagreement as necessary to yield the best decisions. Critique ideas not people.
- Be willing to challenge your own beliefs and ideas; stay open to new ways of doing things. Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board.
- Check for understanding as well as agreement; Ask questions when in doubt.
- Celebrate successes together.

Communication is the currency of effective board members; it is both verbal and non-verbal



Protocols to Facilitate Governance Leadership

Definition

Effective boards operate with formally adopted protocols that provide an operational framework for how board members will work together. Protocols are descriptions of the “way we do things here” and are important as guides for what is an acceptable and unacceptable process and behavior. Protocols exist whether they are specifically identified or not. When they are not overtly stated, they become the habits by which groups perpetuate behaviors, some of which can become detrimental to the effective operation of the board of supervisors.

Unity of Purpose-Setting Direction

1. Strategic Planning - Role of the Board of Supervisors	
Rationale	<ul style="list-style-type: none"> Governance is a strategic function. A component of a highly developed governance system is reaching agreement on the strategic direction and building coherence throughout the system. Critical to success is proactively establishing a multi-year plan that presents a meaningful vision of the future and long-term strategic goals indicating where resources are to be concentrated to accomplish strategic outcomes. <p>The strategic plan</p> <ul style="list-style-type: none"> Supports good decision making; Drives alignment of all processes; Aligns resources with priorities; Communicates our vision and our priorities.
Protocol	<ul style="list-style-type: none"> The Mono County Board of Supervisors is committed to exercising professional and purposeful leadership in ensuring achievement of Mono County’s long-term goals and objectives. Following the Board adoption of the Strategic Plan, the Board will support the adopted Plan and ensure that decisions and directions by the Board are consistent and reinforcing of the Plan. Similarly, the County’s

1. Strategic Planning - Role of the Board of Supervisors

Strategic Plan is shared with advisory bodies to facilitate alignment of their focus and efforts.

- The Board will commit time and energy in board meetings to conduct ongoing strategic discussions regarding implementation and impact of County efforts and programs to accomplish Board adopted strategic goals.
- Any requests made by Board members requiring County resources will be brought to the Board for review and approval.
- The Board will calendar quarterly reports and an annual review, in alignment with the budget planning process.

2. Use of Board Conversation/ Discussion Meetings

Rationale

- It is the Board's responsibility to establish a philosophical framework - grounded in the County's core beliefs and mission - that will serve as the foundation for staff developed plans of action.
- The Board wishes to create an environment where open and candid discussion of governance and strategic issues and beliefs are encouraged and can lead to an enhancement of Board decision-making. The purpose is to uncover areas of agreement and concern and to promote a shared and deep understanding of topics and issues that the governance team will address. Board conversation sessions (or workshops) allow Board members the time for candid dialogue and discussions to develop the shared understanding that leads to the Board's ownership of the County's priorities.

Protocol

- Conversation sessions (or workshops) are public meetings subject to the provisions of the Brown Act and often no action is taken.
- The Board will schedule conversation sessions as needed to provide opportunities to explore governance and strategic issues in more depth.
- The conversation meetings are designed to be both educational and collaborative. The process is rooted in dialogue and deliberation, not in debate.

Conversation sessions are designed for several purposes:

- To reflect on and strengthen the governance infrastructure, e.g., governance principals, norms, and protocols.
- To develop the criteria for problem-solving, action-planning, and decision-making.
- To provide an opportunity for the Board members and the CAO to discuss progress on goals, programs, and issues from the big picture, philosophical perspective.

Roles and Responsibilities

3. Interactions with County Staff	
Rationale	<ul style="list-style-type: none"> • Governance of the County relies on the cooperative efforts of elected Supervisors who set the direction and County staff who implement the Board policies and direction. • Successful achievement of the Mono County strategic goals and County priorities in large part depends upon the nature of the relationship between the County Board of Supervisors and the Mono County staff. • Critical to Board members' ability to make informed and wise decisions is timely and equal access to information. With five independently elected supervisors, it is essential that there be a well-defined, clear process of communication.
Protocol	<ul style="list-style-type: none"> • Open and clear communication among the CAO, County Counsel, Department Heads and the Board is very important. However, any direction to County staff may only come by majority vote of the full Board. Great care will be taken to assure that suggestions or comments by individual Supervisors are not interpreted as direction to staff. • Board members are dependent upon the quality of information provided and encourage the CAO, County Counsel, County Department Heads and staff to keep them informed about successes and challenges facing them. • Board member referrals that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to staff starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair, County Counsel and CAO. Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

4. Evaluating the County Administrator and County Counsel	
Rationale	<ul style="list-style-type: none"> • The CAO and County Counsel evaluations are important leadership tools to focus and align all County efforts. The evaluation process must be clear and fair. It should be goals based, data driven, collaborative and ongoing.
Protocol	<ul style="list-style-type: none"> • The CAO and County Counsel evaluations must be a collaborative process that ensure ongoing feedback and no surprises. • The evaluation process will include a mid-year check on progress on County priorities. Annually, in May/June the Board will conduct a formal evaluation of the County Administrator and County Counsel, using an agreed upon evaluation process. The process shall include opportunities for each Board member to participate. The Board Chair will compile the results ensuring that the evaluation

represents the consensus of the Board.

Board Operations

5. Board Meeting Agenda Development

Rationale	<ul style="list-style-type: none">• The major objective of the agenda development process is to allow for open deliberation by the Board of Supervisors on all county matters not to be considered in Closed Session.• Critical to effective discussion and deliberation is clarification of the agenda placement process, appropriate placement of items on the Board agenda and sufficient time for gathering information on issues so that the Board of Supervisors can make informed decisions.
Protocol	<ul style="list-style-type: none">• An annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular meetings.• Board agendas will be organized around the County priorities and strategic goals. Administrative or County business will be presented, whenever possible, with discussion of potential impact on strategic goals and/or County priorities.• Department reports to the Board will be presented, where appropriate, with reference to County strategic goals and priorities.• The Clerk of the Board of Supervisors prepares an agenda for each meeting in collaboration with the Board Chair, Chief Administrative Officer, and County Counsel. The Board of Supervisors' meeting agenda is prepared weekly according to the Board of Supervisors' meeting calendar.• At least 72 hours before a regular meeting, the Clerk of the Board shall post an agenda. The agenda shall include a brief description of each item to be heard, discussed or considered by the Board.• Supervisors are encouraged to contact the Chief Administrative Officer's office with any technical or detailed questions regarding the agenda prior to the board meeting to ensure adequate information is available if necessary.

6. Public Comment in Board Meetings

Rationale	<ul style="list-style-type: none">• Board of Supervisors meetings are business meetings of the Board held in public to conduct the County's business. The Board of Supervisors welcomes and encourages public engagement and participation at Board meetings.• The Board is committed to transparency in all of its governance activities. However, it is essential that the Board operate in a consistent and professional manner in order to accomplish the business of Mono County as well as be respectful of staff time. Consistent with the Ralph M. Brown Act and in order to provide equal treatment to all, the Board may adopt rules and regulations
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6. Public Comment in Board Meetings	
	regarding public input.
Protocol	<ul style="list-style-type: none"> • Board members want to ensure that multiple voices of the community are heard and that the process for community input is clearly defined and that community members feel welcomed and are encouraged to participate. • Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board. Time for public input will be provided at every Board of Supervisors meeting. • Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a response from staff. Time limitations are at the discretion of the Chair and may be reduced or extended. • Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board. • Public comments on items on the agenda will be called prior to the board taking action on the item.

7. (Electronic) Communication During Board Meetings	
Rationale	<ul style="list-style-type: none"> • A meeting of the Board of Supervisors is a meeting to conduct County business in public. Use of electronic mail (email), notes, and all digital communications shall conform to the same standards of judgment, propriety, and ethics as other forms of County related communication.
Protocol	<ul style="list-style-type: none"> • During Board meetings, Board members will not access electronic messaging systems other than the relevant agenda and corresponding documents. Accessing such communication could be construed as receiving public comment without the transparency associated with having the comment shared publicly. • Other uses of electronic devices during meetings should be limited to instances where a family or business situation makes the communication necessary, at the discretion of the Board member.

8. Self-Monitoring of Board Effectiveness	
Rationale	<ul style="list-style-type: none"> • Conducting a governance self-assessment process demonstrates accountability to the community and the intention of the governance team to strengthen and improve governance practices. • Governance self-assessment sessions are an opportunity to reflect on Board effectiveness and measure adherence to adopted governance principles, norms, and protocols.
Protocol	<ul style="list-style-type: none"> • The Board of Supervisors supports continuous improvement through ongoing evaluation of governance effectiveness. <ul style="list-style-type: none"> • The Board will participate in at least one workshop annually to review governance team agreements and processes and to participate in a self-evaluation process. The assessment process will align with assessment of progress on the County's strategic priorities. During the assessment process, the Board may consider any amendments to processes or protocols and schedule consideration

8. Self-Monitoring of Board Effectiveness

of any new policies/protocols resulting from the self-assessment.

9. New Supervisor Orientation – On Boarding

Rationale	<ul style="list-style-type: none">• Members of the Board of Supervisors must be knowledgeable about the complexity of the organization they are governing, and the full range of services, facilities and programs provided by the County.• The most important way a Board can sustain its positive governance culture, and remain a cohesive, unified, vibrant decision-making team is through the purposeful on-boarding of new board members.
Protocol	<ul style="list-style-type: none">• The Board recognizes the importance of welcoming and helping transition newly elected Board members into the public experience.• The County Administrator and County Counsel will prepare orientation materials for new Board members and schedule an initial meeting to both establish early and direct communication and provide information necessary to understand the complex organization of the County.• Department Heads, or their designees, will offer orientation to newly elected Board members regarding the departments' key responsibilities and functions.• The Board will schedule a governance discussion meeting to provide an opportunity to share personal aspirations and to review, discuss and re-confirm the adopted governance protocols as documented in the Mono County Board of Supervisors Governance Handbook.

Board in the Community

10. Handling Complaints from the Community

Rationale	<ul style="list-style-type: none">• The Board strives to be consistent and fair in dealing with complaints and concerns expressed by the community.• It is important that the Board have a clear and consistent process when considering and responding to constituent concerns.• No one Board member has the authority or capability to fix individual problems or concerns.
Protocol	<ul style="list-style-type: none">• The Board of Supervisors is accessible and responsive to community concerns and issues.• The Board values open communication and timely resolution of issues. When approached with concerns or complaints, Board members will:<ul style="list-style-type: none">○ Listen respectfully and openly.○ Remain neutral, understanding that only one side of the issue is being heard.○ Encourage the issue to be addressed by the person who can most directly help them with their concern.• Board members will notify the CAO of the issue or concern, as appropriate.



Mono County Board of Supervisors Procedural Manual

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Effective Governance in Mono County

Mono County is governed by the elected Board of Supervisors. Governance is a fundamental function of all public agencies. Governance is the act of transforming the needs and desires of the community into policies that direct the County. The people of Mono place their faith and trust that the Board will carry out its governance responsibilities meeting the highest standards of quality, effectiveness, and transparency. Whether in Board Chambers, out in the community or at home, Board members are always stewards of the County.

Effective Boards

High performing Boards have four essential characteristics that are the building blocks of effective governance:

Rules Of Procedure of The Board of Supervisors Mono County, California

I. Purpose

The purpose of these Rules of Procedure (“Rules”) is to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

II. General

Rule 1. Applicability of Rules

These Rules are adopted pursuant to Government Code §25003. The Rules shall apply to the Board of Supervisors of the County of Mono whether sitting as the Board of Supervisors of the County or as the governing board of any other commission, authority or board.

These Rules are intended to expedite the transaction of business of the Board in an orderly fashion, and are deemed to be procedural only. The failure to strictly observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law. Except as otherwise provided by law, these Rules, or any one of them, may be suspended by a majority of the Board.

These Rules supersede and replace all rules of procedure previously adopted by the Board.

Rule 2. Definitions

In interpreting these Rules:

- a. “Board” refers to the Board of Supervisors of Mono County, whether sitting as the Board of Supervisors of the County or as the governing body of any other authority or board
- b. “Board member” or “member” refers to a member of the Board
- c. “Chair”, “Vice-Chair” and “Chair Pro-Tempore” refers to the Board members elected to those respective offices
- d. “Clerk” refers to the Clerk of the Board of Mono County
- e. “County Administrator” refers to the County Administrative Officer of Mono County

III. MEETINGS

Rule 3. Regular Meetings and Annual Calendar

Regular meetings generally shall be held on the first three Tuesdays of every month. Any meeting may be cancelled upon the order of the Chair, or by a majority of the members of the Board.

Regular meetings shall commence at 9:00 a.m. The first two regular meetings of the month shall be held at the Board of Supervisors Chambers, 2nd Floor, County Courthouse, 278 Main Street, Bridgeport, California; the third regular meeting of the month shall be held in the Mono Lake Room in the Mono County Civic Center at 1290 Tavern Road or such other location in Mammoth Lakes as may be designated by Board resolution. Videoconferencing will be available each week between Bridgeport and Mammoth Lakes, unless technically infeasible. Business shall normally be conducted between 9:00 a.m. and 5:00 p.m., but may continue past 5:00 p.m., provided a majority of the Board members present do not object.

An annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular meetings. All regularly scheduled meetings shall also be streamed live over the internet unless technologically infeasible, and shall be archived and available for later online viewing. Videos shall be available on the county website.

Rule 4. Special Meetings and Budget Hearings

Special meetings may be called at any time by the Chair, or by a majority of the Board members. Upon the call of a special meeting, the Clerk will prepare and distribute, at least 24 hours before the time of the special meeting, written notice to each member and to any local newspaper of general circulation that has requested such notices. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings (Government Code §54956).

Budget Hearings, Workshops, Study Sessions and Planning Meetings may be called by the Chair or by a majority of the Board at times and locations in accordance with the law and specified notice provisions.

Rule 5. Emergency Meetings

Emergency meetings may be called by the Chair or by a majority of the Board, in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. Upon the call of an emergency meeting, the Clerk shall give notice of the meeting, and comply with posting requirements (Government Code §54956.5).

Rule 6. Closed Sessions

Prior to holding any closed session, the Chair shall announce the session in an open meeting, and shall provide an opportunity for public comment on items on the closed session agenda. The listing of such items on the agenda shall constitute such announcement, at the discretion of the Chair. During the closed session, the Board may discuss or consider only those items on the agenda. At the conclusion of the closed session the Board shall orally report action taken, in an open meeting, where required by law (Government Code §54957.1).

IV. ELECTIONS, POWERS, AND DUTIES OF THE CHAIR, VICE-CHAIR, AND CHAIR PRO-TEMPORE

Rule 7. Annual Selection of Chair, Vice Chair and Chair Pro-Tempore

At its first regular meeting, after January 1ST of each year, the Board shall nominate and elect from its membership a Chair, Vice-Chair, and a Chair Pro-Tempore. The Chair shall call the meeting to order and the first order of business shall be the election of officers for the ensuing calendar year. The Chair, Vice-Chair, and Chair Pro-Tempore shall serve until the election of their successors. It is intended (but not mandated) that the Supervisor elected as Vice-Chair will succeed the Chair in the following year and that the Chair Pro-Tempore shall similarly succeed the Vice-Chair.

Rule 8. Powers of Chair, Vice-Chair, and Chair Pro-Tempore

The Chair shall serve as presiding officer of the Board, rule on questions of procedure and execute official Board records and documents presented by the County Administrator/Clerk. In the absence or unavailability of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. The Vice-Chair shall have and exercise all powers and duties of the Chair for meetings over which he or she is called to preside and at ceremonial and official functions which the Chair cannot attend.

If both the Chair and the Vice-Chair are absent or unable to participate, the Chair Pro-Tempore shall call the meeting to order, serve as the presiding officer, and shall have and exercise all power and duties of the Chair for the meeting over which he or she is called to preside and at ceremonial and official functions which neither the Chair nor Vice-Chair can attend.

V. AGENDAS AND AGENDA MATERIALS

Rule 9. Meeting Agenda

At least 72 hours before a regular meeting, the Clerk shall post an agenda. The agenda shall consist of a brief statement of each item to be considered by the Board (Government Code §54950). The agenda shall indicate the time and location of the meeting and shall be posted as required by law.

Rule 10. Addendums/Supplemental Agenda Items

At least 72 hours before a regular meeting, the Clerk shall prepare, post, and distribute all addendums/supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

Rule 11. Use of Agenda Software

All Departments/Agencies shall use Agenda Software provided by the County to prepare agenda items and submit supporting documents. Departments will work directly with the Clerk of the Board if they require assistance in creating an agenda item.

Rule 12. Department/Agency Agenda Responsibilities

When submitting an item for consideration by the Board, it is the responsibility of the originating Department or Agency to provide all required information, and to meet all established deadlines. Exceptions to deadlines will be considered if items are deemed to be time sensitive or of special importance to a Board member. The Clerk of the Board will work directly with departments to add agenda items after the deadline, but shall require departments to obtain approval of the CAO prior to adding late items. Board members may work with the CAO, Clerk of the Board, or pertinent department head when needing to add items to an agenda.

Outside agencies and citizens will work with the Clerk of the Board when requesting an agenda item for Board consideration, and will follow established guidelines found in Appendix C (Request to place an Item on the Board’s Agenda by the Public or Non-County Entity).

Rule 13. Review and Filing of Agenda Items

After preparing agenda items in the County’s Agenda system, all items shall be reviewed by the County Administrator, County Counsel, and Finance Director, or their designee. Any one of these three reviewers may ask for additional information, clarification, and may determine not to place any item on the agenda that is not complete or is not submitted in accordance with instructions. Without amendment to these Rules, agenda submittal instructions may be amended or additional requirements imposed to ensure appropriate review and Brown Act compliance.

Rule 14. Board Correspondence

Correspondence addressed to the Board of Supervisors will be forwarded by the Clerk of the Board to all Board Members. Upon request of one or more Board Member, the Clerk shall additionally place a particular piece of correspondence on the agenda as correspondence. Correspondence items that require prolonged discussion will be agendized for a future meeting.

Rule 15. Request to Place Item on Board’s Agenda by the Public or Non-County Entities or Individuals

- a. The public or any non-county entity (e.g., other governments, businesses, non-profits groups or other interest groups) should contact the Clerk of the Board of Supervisors (760-932-5533 or 760- 932-5538) for the date of the next available agenda. This information online at: <http://monocounty.ca.gov/bos>; click on Meetings link.
- b. A non-county individual or group seeking placement of an item on the Board of Supervisors' Agenda must have one of the Supervisors sponsor the item along with concurrence from the Board Chair. The name of Board Member sponsor shall be provided to the Clerk of the Board. See Appendix C for procedural guidelines.

Rule 16. Supplemental Correspondence and Information Prior to Board Meeting and During Board Meeting

- a. After Initial Agenda Distribution and Prior to Meeting - Agenda materials distributed via mail, email, or hand delivery to a majority of the Board must be forwarded to the Clerk and made available for public review.
- b. At a Meeting - Documents, including PowerPoint handouts, distributed to Board members by County employees or Board members themselves at the meeting, shall be kept to a minimum. When necessary to distribute materials at a meeting, an electronic copy shall be provided to the Clerk of the Board and posted by the Clerk to the meeting web page. Additionally, paper copies shall be provided to the Clerk for distribution to: Board members, the County Administrator, County Counsel, and the Clerk, with remaining copies available for distribution to the general public. If large numbers of the public are anticipated to attend the Board Meeting on a matter and new information will be distributed to the Board members, then the number of copies should be increased to anticipate the number needed for the public.

Any supplemental correspondence or written information related to an agenda item which is provided to three or more Board members shall be concurrently filed with the Clerk and made a part of the official record.

This Rule shall not apply to attorney-client privileged communications, documents containing information protected from disclosure by the attorney work product doctrine, or information which may not be publicly disclosed under the other applicable law.

Sufficient copies of supplemental correspondence and information should be delivered to the Clerk and the Clerk shall make the appropriate distribution to the Board, CAO and County Counsel.

VI. CONDUCT OF BUSINESS

Rule 17. Order of Business

The Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair with the concurrence of the Board. The Board may modify or amend the Order

of Business for Regular meetings without amending these Rules by attaching the amendment to these Rules as Appendix A.

Rule 18. Board Member; Notification of Absence

If any Board member is unable to attend a meeting of the Board, all reasonable efforts shall be made to notify the Chair, County Administrator, and the Clerk, in writing (electronic mail or regular mail) and as soon as possible to ensure there are sufficient members present to consider all agenda items.

Rule 19. Quorum and Action

Three members of the Board shall constitute a quorum sufficient to transact business. In the absence of a quorum, the remaining members or the Clerk may adjourn the meeting to another date and time in accordance with Government Code §54944 and shall post a Notice of Adjournment.

Rule 20. Matters Not on the Agenda/Emergency Items

No action shall be taken on any item not appearing on a posted agenda except:

- a. Upon a determination by a four-fifths (4/5) vote of the Board, or if less than four-fifths (4/5) of the members are present, a unanimous vote of those members present, that 1) there is a need to take immediate action prior to the next regularly-scheduled meeting, and 2) the need for action came to the County’s attention subsequent to the agenda being posted pursuant to Government Code section 54954.2(b).

Any request to hear a matter not on the agenda or emergency item shall be communicated to the Chair, County Administrator, County Counsel and Clerk as soon as the need becomes known.

Rule 21. Consent/Regular Calendar Items

Agenda items on the Consent Calendar are routine in nature, consistent with adopted Board policy, and do not require individual consideration. The Consent Calendar will be enacted by one motion for approval of the recommended actions. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board requests removal of a specific item from the Consent Calendar for separate discussion and action. Any Board member may ask the Clerk to record a “no” or “abstention” vote on any Consent Calendar item.

Agenda items on the Regular Calendar require separate discussion and/or action and may include, but are not limited to changes in policy, items that require the Board to consider options and provide direction, requests

for new or unbudgeted positions, introductions of a proposed Ordinance, Public Hearings, and other matters as required by law.

Rule 22. Public Hearings

Upon receipt of a request by a Department/Agency or Board member for a public hearing, the County Administrator or Clerk may set the hearing without action of the Board unless the Board is required by law to schedule the hearing. In that event, the matter shall be placed on the Consent Calendar to set the hearing.

Subject to the Chair's right to maintain order, any person wishing to speak at a public hearing shall be heard. Except for rebuttal allowed an applicant, or the appellant in the case of an appeal, each speaker shall speak only once unless otherwise authorized by the Chair.

Each speaker's presentation at a public hearing shall be as brief as possible; visual and other materials may be used as appropriate. The Chair may establish a time limit for presentations. When speakers use or submit to the Board visual or other materials, such materials shall become part of the file and identified and maintained as such. When thumb drives, USB memory sticks, or other portable electronic media (e-media) are submitted to the Board, at least one hard-copy of the information stored on the e-media must be provided to the Clerk. Speakers with lengthy presentations are encouraged to submit them in writing.

The closing of a public hearing signifies the point after which the Board will no longer accept or consider any additional communication on the matter that was the subject of the hearing. As used in this Rule, "communication" includes oral communication; written communication such as documents, letters, and photographs; and any type of electronic communication, including e-mails, e-mail attachments, graphic images, spread sheets, text messages, and social media messages.

Should the Board close a public hearing and continue its deliberations to a subsequent meeting, or announce a tentative decision, by motion or other proceedings, and defer its action on a final decision to a subsequent meeting to allow preparation of appropriate findings and/or conditions of approval, any written or electronic communication received by a Board member or the Clerk after the close of the hearing on the matter that was the subject of the hearing shall be placed in a separate file kept by the Clerk and labeled to indicate it was received after the close of the hearing. Late written and electronic communication shall not be given to Board members, nor should Board members retain copies.

Should County staff determine that communication received after the close of a public hearing should be considered by the Board prior to its rendering a final decision on the matter that was the subject of the hearing, County staff shall recommend to the Board that the hearing be reopened. If the Board concurs, the Board shall reopen the hearing, following appropriate notice, for the limited purpose of receiving testimony and evidence on the new information.

VII. PROCEDURE AND VOTING

Rule 23. Order and Decorum

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a Board member is speaking, other Board members shall be respectful and shall not engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks or any speech or conduct which tends to bring the organization into disrepute.

Rule 24. Commitment to Civility

To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Please refer to the Mono County Governance Handbook for additional guidance.

Rule 25. Use of Electronic Devices and Documents

The use of electronic documents, via iPads or other electronic means, is encouraged as a means of reducing the production and distribution of paper documents, and thereby decreasing costs.

Any member of the public may view the same electronic documents on line at:

http://monocounty.ca.gov/meetings_sub/bos, or may view the documents in paper form in the Clerk's Office.

The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications in the Board Chambers on matters that are listed on the Board agenda

Rule 26. Motions – General

Any motion for action shall require a second before being acknowledged by the Chair. The Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is stated by the Chair, it shall be open for debate but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted unless another motion is pending. The Clerk shall enter into the minutes the vote of each member on each motion.

Rule 27. Voting

It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code §25005), except where supermajority four-fifths (4/5) votes or unanimous votes are required by law. Appendix B

contains a list of common items that require a four-fifths (4/5) vote. Appendix B may be updated without amending these Rules. An abstention shall count as neither an “aye” nor a “no” vote.

A supervisor who is absent from all or a part of: (1) a public hearing, (2) an item that requires findings, or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter if the supervisor has reviewed all evidence received during his/her absence, listened to the Clerk’s recording or read a true and complete transcript of the proceedings, and so states on the record

Rule 28. Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Board member or the Chair. Each roll call vote shall be made in an order determined by the Clerk or directed by the Chair but generally shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

Rule 29. Conflicts of Interest

Any Board member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

- a. Publicly state the nature of the conflict in sufficient detail to be understood by the public;
- b. Recuse himself/herself from discussing and voting on item; and
- c. Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

The member may be allowed to address the Board as a member of the public, but only in the limited circumstances allowed by the Political Reform Act. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflict of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases, disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code

§1090), unless a specific exemption applies. The Board member is encouraged to discuss possible conflicts with County Counsel and/or to request advice from the Fair Political Practices Commission prior to the meeting.

Rule 30. Motion to Reconsider

Any Board member who votes in the majority on a question, as well as any Board member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place provided members of the public in attendance during the original action are still present in the Board chamber. In all other cases, motions for reconsideration must be placed on a future agenda for action.

A motion to reconsider shall require a majority vote. A motion to reconsider, if lost, shall not be renewed nor shall any subject be reconsidered a second time within twelve (12) months except by a four-fifths (4/5) vote of the Board. This rule may be suspended by a majority of the Board. Any board member may make a motion to suspend. A motion to reconsider is not in order if action has been taken which cannot be changed.

Rule 31. Substitute Motion

A substitute motion is an amendment where an entire resolution or section, or one or more paragraphs is stricken and another is inserted in its place. The motion to substitute, if adopted by majority vote, completely supersedes. The vote shall then be taken only on the motion that was substituted. A substitute motion is appropriate if amendments become involved or a paragraph requires considerable changes. A substitute motion may not be made when an amendment is pending.

Rule 32. Ordinances

Ordinances are introduced at one meeting (first reading), then generally placed on the agenda for adoption at a subsequent meeting.

- a. The first reading will become the primary meeting at which: (1) the title of the ordinance will be read;
- b. (2) the Board will typically consider a motion to waive the reading of the text of the ordinance and to introduce the ordinance by title only; (3) members of the public shall have an opportunity to address the ordinance; (4) the ordinance shall be introduced by a motion and majority vote of the Board.
- c. At the second reading: (1) the ordinance may be placed on the Consent Calendar for adoption; (2) if pulled from the Consent Calendar for separate action, the title of the ordinance may be read; (3) a motion to adopt the ordinance may be made; (4) a majority vote will adopt the ordinance unless a 4/5ths vote is required for a particular matter.
- d. Pursuant to Government Code §25123, ordinances shall generally become effective 30 days from the date of final passage.

Other ordinance hearing procedures may be used as required by law.

Rule 33. Planning Matters – Request for Continuance

Any Board member may request that a Planning matter within his/her District be continued to the next available regular meeting that will allow for compliance with any applicable legal noticing requirements, due to that Board member's unavailability at the meeting for which the item is scheduled or for any other reason. Upon concurrence of a majority of the Board, such continuance shall be granted.

Rule 34. Planning Matters – Original Jurisdiction

Any member may request the Board to exercise original jurisdiction over a use permit or other planning application, as authorized under the County Code, except in cases where state law requires a

recommendation of the Planning Commission prior to action by the Board on the matter. A request to exercise original jurisdiction shall be filed in writing with the Clerk, or made orally at a Board meeting, prior to any decision by a lower level decision maker approving or denying the subject application. A request to exercise original jurisdiction need not state the reasons for the request but shall be brought as a noticed agenda item to the full Board for majority approval.

VIII. DUTIES OF COUNTY STAFF DURING BOARD MEETINGS

Rule 35. County Administrator

The County Administrator shall be present during Board meetings and shall provide such information as necessary to assist the Board members in their deliberation and decision making. The County Administrator

may delegate this responsibility to the Assistant County Administrator, County Finance Director, Human Resources Director, or County Counsel should extraordinary circumstances prevent the discharge of this responsibility.

Rule 36. County Counsel

County Counsel shall be present during Board meetings, and shall serve as advisor to the Board on appropriate rules to comply with legal requirements. All questions of law shall be referred to County Counsel for his or her opinion. County Counsel may delegate this responsibility to the Assistant County Counsel or a Deputy County Counsel.

Rule 37. Clerk of the Board

The Clerk or a Deputy Clerk shall be present during all Board meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petitions; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Board documents of public record; and otherwise fulfilling all duties imposed by law or required by the Board.

The Clerk shall record all regular meetings of the Board. All meetings shall be recorded by audio means. All regularly scheduled meetings, and whenever possible, meetings shall also be recorded by video means. Video recordings shall be available online for later review as soon as practical on the county website at <http://monocounty.ca.gov/meetings>.

Rule 38. Sheriff

The Sheriff, or a representative of the Sheriff's Office, shall at the discretion of the Chair or a majority of Board members, be in attendance at the meeting of the Board, for the purpose of maintaining order and upholding the law.

Rule 39. Department and Agency Directors

Department and Agency Directors, or a designee, having any matter on the agenda for consideration by the Board, whether consent or regular, shall be available for the purpose of providing information to the

Board and shall also attend any Board meeting when requested to do so by a Board member or the County Administrator. Department and Agency Directors may be present in person or by telecommunication as the item warrants. Given Mono County's seasons and efforts to contain costs, Department and Agency Heads are asked to keep these factors in mind when scheduling meeting attendance.

IX. COMMITTEES

Rule 40. Board Committees/Assignments and Reporting Requirements

The Clerk shall maintain a list of Board Committees and Assignments. Annually, the incoming Chair shall review the list of Committees and Assignments. The list of appointments shall be adopted by the Board at its first meeting in January.

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Board regarding their activity in connection with the special projects, committees, and separate boards or commissions. (Government Code §53234, et. seq.)

Committee members shall call committee meetings as needed provided they are held in conformance with the law. The County Administrator's Office and County Counsel may serve as support staff to all Board created committees. Other department heads and/or staff may also support as requested by the committee.

Rule 41. Board of Supervisors Standing Subcommittees

Standing subcommittees are those subcommittees of the Board of Supervisors which have continuing jurisdiction over a particular subject matter or whose meeting schedule is fixed by resolution or action of the Board. Even if comprised of less than a quorum of the Board, a standing subcommittee is subject to the Brown Act.

The Chair shall recommend, with Board concurrence, members to each standing subcommittee. Generally, appointments shall occur at the Board's first regular meeting in January. All standing subcommittees shall be appointed for the calendar year, and the members shall continue as committee members until their successors have been appointed.

Rule 42. Board of Supervisors' Ad-Hoc Subcommittees

Ad-Hoc subcommittees of the Board of Supervisors are not subject to the Brown Act. They may be formed by Board action, shall be solely composed of members of the Board, shall consist of less than a quorum of the Board, shall serve a limited or single purpose, for a limited time, and shall be dissolved once the specific task assigned is completed.

Ad-Hoc Subcommittees are encouraged to conclude their business at the end of each calendar year. The Clerk will maintain a current index of Ad-Hoc Subcommittees and their purpose.

X. OTHER

Rule 43. Board Member Referrals to Staff

Board member referrals that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to staff starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair and CAO.

Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

Rule 44. Action Summaries and Recordings of Meetings

The Clerk shall prepare and distribute Action Summaries (“minutes”) of Board meetings. The minutes shall consist of the brief statement of each item posted on the agenda and supplemental agenda plus all motions, resolutions and ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Board. The minutes shall be made available internally and to the public and shall be placed on the Internet.

The Clerk shall maintain the official audio record of each Board meeting for as required by the Mono County Records Retention Policy and will make these recordings available for listening by the public at no charge. Video recordings of meetings shall be archived and available on the internet and shall be available for viewing at no charge on the county website at <http://monocounty.ca.gov/meetings>.

XI. PARTICIPATION OF THE PUBLIC

Rule 45. Public Comment / Time Limits

Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board (Government Code §54954.3). Members of the public may state their name but are not required to do so. Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a brief response from staff or, with the concurrence of a majority of the Board, direct that the item be placed on a future agenda for discussion and/or action. Time limitations are at the discretion of the Chair, and may be reduced or extended.

Public comments on items on the agenda will be called prior to the Board taking action on the item.

Under the Public Comment portion of the meeting, members of the public will be allowed to address the Board regarding any item not on the agenda. No action may be taken on items not on the agenda unless authorized by law.

Rule 46. Orderly Conduct

The Chair may determine when orderly conduct of a Board meeting is not feasible due to disruptive behavior by person(s) in attendance. The Chair may request that person(s) disrupting the meeting leave the chambers/meeting room. If order cannot be restored, the Chair may order the chambers/meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may re-admit any person(s) provided their re-

admission will not disrupt the continued orderly conduct of business. The Chair may also call a recess and reconvene when order has been restored. (Government Code section 54957.9.)

Rule 47. Security and Prohibition of Hazardous Objects

The Board has the power to implement security measures in the chambers/meeting room. Any hazardous object which could impair the safety of individuals in the event of an emergency are prohibited in the chambers/meeting room. Any large object/container that may be deemed a hazardous object which could impair the safety of individuals in the event of an emergency may be prohibited in the chambers/meeting room.

APPENDIX A. Order of Agenda

Generally, business at Regular meetings shall be transacted in the following order. Business may be reordered by the Chair or by a majority of members. The Chair may modify the Agenda Order for the Board's or public's convenience at a particular meeting, provided that no matter noticed for public hearing may be heard prior to the published time. The Board may modify or amend the Agenda Order without amending these Rules.

- I. Call to Order (9:00 a.m.)
- II. Pledge of Allegiance
- III. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- IV. Recognitions
- V. County Administrative Officer Report
- VI. Department/Commission Reports
- VII. Consent Calendar
- VIII. Correspondence Received
- IX. Regular Morning Calendar
- X. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board.
- XI. Closed Session
- XII. Reconvene and Report from Closed Session (1:00 p.m. unless adjusted by the Chair as needed)
- XIII. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- XIV. Regular Afternoon Calendar
- XV. Board Member Reports on assigned Boards, Councils, Commissions or other meetings attended

Adjournment – Meeting may be Adjourned in the Memory of/Moment of Silence/Reading of Names

APPENDIX B. 4/5ths and Unanimous Vote Requirements

Subject	Vote	Code	Description
Off Agenda Action	Unanimous	Gov. Code §54954.2 (b)(2)	To consider an item not on the Agenda, the Board must make findings that the need to take action arose after the agenda was posted. The vote requires at least four votes of the Board if two-thirds of the members are present. If less than two-thirds are present, it requires a unanimous vote.
Airport	4/5	Gov. Code §26021	Property acquisition for airport purchases by purchase, condemnation or lease; resolution for County aid.
Airport	4/5	Gov. Code §26026	Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the county.
Bonds		Gov. Code §§26880, 26885, 26946, 29917, 53595.20, 53345.8; Sts. & Hwys Code §§9132, 5227, 10355, 9534.5; Ed. Code §15145; Pub. Util. Code §§99100, 99102, 99118, 99119	There are many special voting requirements and other processes required for bonds. Please check with County Counsel.
Bridges	4/5	Pub. Contract §20405(c)	Modify the plans, specifications and working details of bridge construction contracts.
Budget	4/5	Gov. Code	Changes to proposed budget after budget hearing but prior

Subject	Vote	Code	Description
		§29088	to final budget
Budget	4/5	Gov. Code §29125	The following transfers and revisions to the adopted appropriations require a 4/5 vote: (1) transfers between funds; or (2) transfers from appropriation for contingencies.
Budget	4/5	Gov. Code §29127	Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies.
Budget	4/5	Gov. Code §29130	Make available for appropriation any of the following fund balances: a. Restricted, committed, assigned, and unassigned fund balances, excluding the general reserves and nonspendable fund balance; b. Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.
Collections	4/5	Gov. Code §26220(a) and (b)	a. Assign for the purpose of collection any or all delinquent bills, claims and accounts, and any or all money judgments taken in the name of the County. b. Assign for the purpose of collection any or all c. delinquent or unsecured taxes.
Condemnation/Eminent Domain	4/5	Code of Civ. Pro. §1245.240	Adopt a resolution of necessity prior to commencing an eminent domain proceeding.
Contracts	4/5	Pub. Contract Code §20128	Modify terms of a construction contract.
Contracts	4/5	Pub. Contract Code § 20135	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or structure, where such alteration or change increases cost.
Contracts	4/5	Pub. Contract Code §20136	Adopt an order to alter or change a contract that is for the erection, construction, alteration or repair of any public building or other structure.

Subject	Vote	Code	Description
Contracts	4/5	Pub. Contract Code § 20137	Contracts for the erection, construction, alteration, or repair of any public building or other structure: the Board may authorize a change if it does not exceed 10% of the original contract price.
Contracts	4/5	Pub. Contract Code § 20150.10	Adopt a resolution declaring that a project can be performed more economically by county personnel, or that in the Board's opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open market.
Contracts	4/5	Pub. Contract Code § 22038(a)(2)	After rejection of bids, adopt a resolution that declares that a project can be performed more economically by the employees of the agency.
Contracts	4/5	Pub. Contract Code §22050(a)(1)	In the case of an emergency, repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (See also Pub. Contract Code §22035.)
Contracts	4/5	Pub. Contract Code §22050(b)(1)	Adopt a resolution or ordinance that delegates to the appropriate county administrative officer, chief engineer or other nonelected agency officer, the authority to order any action pursuant to the emergency powers described in (a)(1) above.
Contracts	4/5	Pub. Contract Code §3400(c)(4)	Use of specific brand/trade name (without "or equal") in the invitation of bids or requests for proposals in order to respond to an emergency declared by a local agency by a four-fifths vote.
Counsel	4/5	Gov. Code § 25203	Employ counsel to assist the district attorney, county counsel or other counsel for the county or public entity for which the Board is the governing body.
Flood Control,	4/5	Gov. Code § 23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be

Subject	Vote	Code	Description
Maintenance and Sanitation District			used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Legislation	4/5	Gov. Code §25123(d); Elec. Code §9141(a)(4)	Adopt ordinances that are for the immediate preservation of the public peace, health or safety, which contain a declaration of the facts constituting the urgency, in which case the ordinance shall take effect immediately.
Parks	Unanimous	Gov. Code §25583	Adopt a resolution of intention to abandon a park or a portion of a park and fix a time when it will meet to take final action.
Parks	4/5	Gov. Code §25553	Find that the enlargement or improvement of the public park, beach, golf course or recreation ground is of general county interest or that the cost of maintenance is increased by reason of use by residents of the county outside of the city, such that the Board may determine to extend aid to city parks.
Planning	4/5	Gov. Code §65858	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a 4/5 vote.
Planning	4/5	Pub. Util. Code §§ 21676, 21676.5	Overrule an airport land use commission's determination.
Property	Unanimous	Gov. Code §25363	Cash sale or lease of any property not required for public use at a noticed public auction (4/5ths vote); sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of the property does not exceed \$500, monthly rental value is less than \$75 or it is a product of a County farm.
Property	Unanimous	Gov. Code	Conveyance of county property to city for public park

Subject	Vote	Code	Description
		§25550 & §25550.5	purposes.
Property	4/5	Gov. Code §25365(a)	Convey to another governmental agency within the county any real or personal property.
Property	4/5	Gov. Code §25365(b)	Exchange real property with any person, firm or corporation for the purpose of removing defects in the title or where the real property is not required for county use and the real property to be acquired is required for county use.
Property	4/5	Gov. Code §25515.2(c)	Action to approve any sale, lease, lease with option to purchase, development or contract agreement for public property after a request for proposals.
Property	4/5	Gov. Code §25536(a)	Enter leases, concession or managerial contracts involving leasing or subleasing county-owned, leased or managed property devoted to or held for certain purposes.
Property	4/5	Gov. Code §25536(c)	Sell or lease county-owned property without complying with Article 8 “Sale or Lease of Real Property” if the county repurchases or leases back the property as part of the same transaction. Pledge specific revenues as security for the payment of obligations incurred in the repurchase or leaseback of the property.
Property	4/5	Gov. Code §25536.5	Approve an agreement to amend a lease, sublease, concession or managerial contract entered to permit a permanent improvement or alteration of property at the expense of the lessee or concessionaire and to permit a credit on rentals or other reimbursement.
Property	4/5	Gov. Code §25526	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code §53867	Determines that property cannot be sold for a sum at least equal to the total of the amount paid, all accrued penalties and delinquencies, and necessary expenses incurred, and local agency may sell the property or lien for less than such total but not less than the fair market value of the

Subject	Vote	Code	Description
			property or lien.
Roads	Unanimous	Sts. & Hwy Code §1026(c)	County aid to road districts: order the expense of material for highway construction to be paid out of the county general fund.
Special Assessment Districts	4/5	Sts. & Hy. Code §§ 2808.5, 2808.6, 2808.7	There are several statutory special vote requirements related to special assessment districts. Please consult with County Counsel.
Special Purpose District	Unanimous	Gov. Code § 26909, subd. (b)	Approve a unanimous request made by the governing board of a special district to replace an annual audit with another specified audit.
Streets and Highway	4/5	Sts. & Hwy. Code §942	Let County rent county equipment used in the maintenance and construction of county roads, when such equipment is not in use upon the roads under the jurisdiction of the Board, and arrange the rate of rental compensation, in keeping with the general conditions prevailing in the county in which the transaction is made.
Streets and Highway	4/5	Sts. & Hwy. Code § 969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately-owned road.
Streets and Highway	4/5	Sts. & Hwy. Code § 1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highway	4/5	Sts. & Hwy. Code	Adopt a resolution that establishes a “county highway right of way acquisition revolving fund” for acquiring rights of

Subject	Vote	Code	Description
		§ 1627	way for county highway purposes through purchase or condemnation.
Streets and Highway	4/5	Sts. & Hwy. Code §§ 1680, 1686	Adopt a resolution that determines that certain activities are of general county interest and that county aid may be extended to cities for city streets.
Streets and Highway	4/5	Sts. & Hwy. Code § 1700	Adopt a resolution that declares any highway located in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Tax	4/5	Gov. Code § 53724	Approve an ordinance or resolution that proposes a tax that is subject to approval by the voters pursuant to Government Code section 53722.
Tax	4/5	Rev. & Tax. Code § 7285	Approve ordinance proposing a transactions and use tax for general purposes.
Tax	4/5	Rev. & Tax. Code § 7285.5	Adopt ordinance regarding a transactions and use tax for specific purposes.

APPENDIX C. Request to Place Item on Board's Agenda by the Public or Non-County Entities

- a. The public or any non-county entity (e.g., other governments, businesses, non-profits groups or other interest groups) are requested to contact the Clerk of the Board of Supervisors (760-932-5533 or 760- 932-5538) for the date of the next available agenda. This information online at: <http://monocounty.ca.gov/bos>; click on **Meetings** link.
- b. A non-county individual or group seeking placement of an item on the Board of Supervisors' Agenda must have one of the Supervisors sponsor the item and concurrence from the Board Chair. The name of Board Member sponsor shall be provided to the Clerk of the Board and listed on the agenda.
- c. The following information is required via email to the Clerk of the Board of Supervisors before the item will be added to the agenda:
 - *A brief description of the item to be discussed.*
 - *Is there a requested Board action, or is this item informational?*
 - *Is there a fiscal impact to the County?*
 - *Name of the person(s) who will be appearing before the Board to make the presentation.*
 - *Amount of time requested, including discussion and questions from the Board.*
 - *Preferred time of presentation, morning or afternoon.*
 - *Morning is between 9:30-12:00 p.m.; afternoon is after 1:00 p.m.*

NOTE: *An afternoon time may not be possible if the meeting will be finished before Noon.*

- *If the request is from an organization, please provide via email a cover memo on the organization's letterhead addressed to the Mono County Board of Supervisors describing in detail the request, expected Board action, and fiscal impact.*
 - *If handouts are to be provided at the Board meeting, provide copies via email to the Clerk of the Board of Supervisors, and bring at least 10 paper copies for public distribution*
 - *If a PowerPoint presentation will be presented, please email it to the Clerk prior to the agenda deadline so it can be included in the Board's packet.*
- d. Upon request, the Clerk of the Board will provide a copy of a sample cover memo.

Appendix II - Welcoming New County Supervisors

Mono County

Welcoming New County Supervisors

Perhaps the most important way a board can sustain its positive governance culture and remain a unified, vibrant decision-making team is through the purposeful on-boarding of new supervisors. Change on boards is inevitable. There is a saying in governance circles that one new Board member creates an entirely new Board. Mono County is committed to taking a well thought out approach to managing the onboarding process of new Supervisors, and to viewing change as an opportunity to refuel and refresh the governance system. The key is managing the onboarding process from start to finish, providing the new Supervisor(s) with a welcoming environment, listening carefully and empathetically, and seeing change as positive. Positive governance culture is sustained and built upon by passing on the unity of purpose, governance principles, and the norms to new generations of Supervisors.

There are four key steps that Mono County will take to help new Supervisors feel welcome and a part of the Board.

First: A meeting will be scheduled with the County Administrative Officer (CAO), County Counsel (COCO) and Board chair either after the new Supervisor is elected or after they are sworn in, as appropriate. This informal orientation session will serve two purposes. One is to find out about the goals and priorities of the new Supervisor. Second is to provide the new Supervisor with the information necessary to understand the complex organization of the county system. The CAO, County Counsel and Board chair should be prepared to answer any and all questions with candor and authenticity. However, it is important for the Board chair, CAO, and COCO not to appear to be lecturing the new Supervisor or inferring a “our way or the highway” message. This is an opportunity to communicate the governance culture of the county and provide a systems and strategic overview.

Second: Reaching out. This is a time for individual members of the Board to extend a personal welcome to the new Supervisor. A personal note, email, or phone call is a very welcoming gesture and signals an openness and receptivity on the part of the Board. This is particularly important if a contested election created tension or outright hostility between individuals. It is here that incumbent Supervisors should suspend assumptions and preconceived notions regarding the new Supervisor(s).

Third: As soon as feasible, site visits should be arranged which will allow the CAO to introduce the new Supervisor to the staff at the county department level where the services are provided. It can be very invigorating for Supervisors to learn more directly about the work of staff at the services level.

For many this is the beginning of an entirely new perspective. This is also an opportunity for department heads and staff to meet and interact with the new Supervisor on a more informal manner than formal Board meetings.

Fourth: As soon as possible, the board should agendaize an in-depth discussion meeting for the new Supervisor at a regular or special meeting with the full Board where all aspects of governance in the county can be explored. At this meeting, the new Supervisor should be given the opportunity to discuss and provide input into the shared core beliefs and values of the Board, the moral imperative, and the strategic goals. Most importantly this is when and where the members of the Board can actively listen to the new supervisor. Listening respectfully and empathetically may be the most important step the Board can take to bring a new supervisor into the positive governance culture of the board.

Just as in the case of the Board chair, CAO, and COCO's initial meeting, it is important that the Board not use this time to "lecture" the new Supervisor or in any way attempt to pressure him or her into "falling in line". This is where the Mono County Governance Handbook is so helpful. The Governance Handbook should be used as a guide for the discussion and time spent with the full Board and the new Supervisor discussing the Mono County governance principles, norms, protocols, and the role and responsibilities the Board. The value of this discussion is not just for the new Supervisors; it is also an opportunity for current Supervisors to revisit these same topics and recommit their support and for the public and other county staff to be reminded of county structures and protocols. At this time the CAO can review major issues that the board is currently addressing and challenges in the future.

It is also an opportunity to emphasize the importance of coherence and a unified governing Board. It should be made clear to new Supervisors that a unified Board with a shared moral imperative is not a lockstep, uniform Board. Divergent opinions and points of view are welcomed and encouraged. New Supervisors should understand that they are part of an important team and that their point of view will be woven into the fabric of the county's governance culture.

There are three additional points that new Supervisors need to keep in mind: (1) the necessity of compliance with applicable legal requirements such as the Public Records Act and the Brown Act; (2) the value of taking advantage of time, everything does not need to be done in the Supervisor's first year; and (3) the importance of identifying and avoiding conflicts of interest. An early lesson for new supervisors is realizing that they can never take off their board hat as long as they are on the Board. In everyone's mind, a Supervisor will always be a Supervisor and as such be privy to special information and have the ability to exercise power in the county.

Perhaps one of the most difficult challenges for new Supervisors is the realization that they do not, as individuals, have the authority to implement changes or "fixes" by themselves to the issues and

challenge that motivated them to join the Board in the first place. They quickly realize that even though they were elected as an individual they do not have legal authority to act alone but they must govern as a member of the Board and only the Board of Supervisors acting in a public meeting with a Board majority has the authority to take action. Therefore, their success as a Supervisor is completely dependent upon the success of the Mono County Board of Supervisors in carrying out its governance responsibilities.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

**Departments: County Counsel; Community Development;
Environmental Health**

TIME REQUIRED 10 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Emily Fox, Deputy County Counsel

SUBJECT Board Letter in Support of New
Access Road at Lower Rock Creek
Ranch

AGENDA DESCRIPTION:

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

Proposed letter from the Board of Supervisors supporting an application for funding from the USDA to construct an upgraded access road at Lower Rock Creek Ranch for the benefit of the Sierra del Oro, the Paradise Community and Lower Rock Creek Mutual Water Company.

RECOMMENDED ACTION:

Review and approve proposed letter, and authorize Board Chair to sign.

FISCAL IMPACT:

None.

CONTACT NAME: Emily Fox

PHONE/EMAIL: 760-924-1712 / efox@mono.ca.gov

SEND COPIES TO:

United States Department of Agriculture, Rural Development
Loan and Grant Program, c/o Tonja Galentine
(tgalentine@usda.gov) and Monica Telles
(mtelles@usda.gov) Mono County Local Agency Formation
Commission, Kelly Karl (kkarl@mono.ca.gov)

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

[Letter](#)

History

Time	Who	Approval
12/19/2022 1:02 PM	County Counsel	Yes
11/29/2022 10:19 AM	Finance	Yes
12/30/2022 10:34 AM	County Administrative Office	Yes

County Counsel
Stacey Simon

Assistant County Counsel
Christopher L. Beck
Anne L. Frievalt

Deputy County Counsel
Emily R. Fox

**OFFICE OF THE
COUNTY COUNSEL**

Mono County

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

Telephone
760-924-1700

Risk Manager
Jay Sloane

Paralegal
Kevin Moss

To: Board of Supervisors

From: Emily Fox, Deputy County Counsel

Date: January 3, 2023

Re: Board Letter of Support for Application to USDA for Funding to Construct New Access Road at Lower Rock Creek Ranch

Recommended Action

Authorize signature of and transmission of support letter to relevant USDA review officials.

Strategic Plan Focus Areas Met

A Thriving Economy Safe and Healthy Communities
 Sustainable Public Lands Workforce & Operational Excellence

Discussion

As provided by the 2014 Specific Plan for Lower Rock Creek Ranch, owner of Lower Rock Creek Ranch Sierra del Oro is seeking to create access to the property by constructing new access from Lower Rock Creek Road and to improve a portion of an existing dirt road on the parcel that will create improved vehicular access to the property from Lower Rock Creek Road. The USDA offers grant and loan funds for the construction of such roads in rural areas where the construction of a road will benefit the community.

Critically, located on the property are easements owned by Lower Rock Creek Mutual Water Company ("LRCMWC") where they have located water infrastructure that services the community of Paradise, both for potable water and fire protection. Sierra del Oro and LRCMWC have been in an ongoing dispute about LRCMWC's access to the easements, which has resulted in LRCMWC's inability to reach their infrastructure to perform necessary maintenance. The County and the Board do not currently have any permitting or other legal authority to exercise to resolve the access issue between the two parties.

A letter from the Board of Supervisors supporting the necessity of the new access road will assist in securing funding for the construction of the access road. It has been suggested by SdO that

creation of this vehicular access to the parcel will assist the parties in reaching a solution regarding access to the utility easements. The new access road proposed in the grant application in itself will not reach the easements and an issue regarding access will remain. The USDA is looking for support for the findings that the access road would be beneficial to the community of Paradise (as shareholders of the Lower Rock Creek Mutual Water Company and users of the utility water) and Sierra del Oro as property owner, and that the access road is necessary for the health and safety of the community for continued potable water service and fire abatement. Should this application and road assist the parties in reaching a solution regarding access, it would benefit the community of Paradise.

If you have any questions regarding this item prior to your meeting, please call me at 760-924-1712.



Jennifer Kreitz ~ District One Rhonda Duggan ~ District Two Bob Gardner ~ District Three
John Peters ~ District Four Lynda Salcido ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5530

BOS@mono.ca.gov

Scheereen Dedman, Clerk of the Board

January 3, 2022

SENT VIA EMAIL TO:

Mono County Local Agency Formation Commission

Kelly Karl (kkarl@mono.ca.gov)

**United States Department of Agriculture,
Rural Development Loan and Grant Program**

Tonja Galentine (tgalentine@usda.gov)

Monica Telles (mtelles@usda.gov)

To Whom it May Concern:

The Mono County Board of Supervisors (the "Board") writes this letter to offer its recognition of the need to create a New Access Road illustrated in Exhibit 3-5 of the 2014 Rock Creek Ranch Amended Specific Plan ("2014 Specific Plan") and for an improvement to a portion of an Existing Dirt Road (the "Project") on Assessor's Parcel No. 026-330-002-000 (the "Property"). The Project would provide the sole public vehicular access to the Property.

The Board supports the Project as specified in the 2014 amendment to the Rock Creek Ranch Specific Plan (the "2014 Specific Plan"). The Board has found that the Project will benefit Sierra del Oro Trading Company LLC ("SDO") and the broader community of Paradise, including the Rock Creek Canyon Subdivision, the Paradise subdivision, and other properties, by improving health and safety of this area by providing public vehicular access to the Property, which does not currently exist. As stated in and required by the 2014 Specific Plan, the Project will reduce erosion, scenic impacts, and water quality impacts to the surrounding environment by providing the sole point of vehicular access onto the Property.

The Board supports the proposed Project pursuant to the 2014 Specific Plan Amendment as the sole access road to the Property. The proposed New Access Road will be constructed to County standards and offered for dedication as a public road to the County under the 2014 Specific Plan. If the County does not accept the dedication, the New Access Road would be maintained as a private street as specified in the 2014 Specific Plan.

Sincerely,

Rhonda Duggan, Chair
Mono County Board of Supervisors



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

TIME REQUIRED

SUBJECT Closed Session - Public Employee
 Evaluation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

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

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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

Time	Who	Approval
12/21/2022 4:01 PM	County Counsel	Yes
12/28/2022 3:38 PM	Finance	Yes
12/30/2022 10:35 AM	County Administrative Office	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE January 3, 2023

TIME REQUIRED

SUBJECT Closed Session - Labor Negotiations

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Janet Dutcher, Patty Francisco, and Oliver Yee. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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