

**COUNTY OF LAKE
BOARD OF SUPERVISORS**



**TUESDAY, MARCH 21, 2023
9:00 AM
AGENDA**

Mokey Simon, District 1
Bruno Sabatier, District 2
Eddie Crandell, District 3
Michael S. Green, District 4
Jessica Pyska, District 5

Susan Parker,
County Administrative Officer
Anita L. Grant, County Counsel
Johanna DeLong, Asst. Clerk of the Board

GENERAL INFORMATION

The Board of Supervisors meets the first four Tuesdays of each month, at 9:00 a.m. at 255 North Forbes Street, Lakeport, California. The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Board of Supervisors meeting should be made in writing to the Clerk of the Board at least 48 hours prior to the meeting.

This agenda is divided into four sections:

CONSENT ITEMS - These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed from the Consent Agenda for later discussion.

TIMED ITEMS - These items are noticed hearings, work sessions and items with a previously set time.

NON-TIMED ITEMS - These items include significant policy and administrative actions and are listed alphabetically by department. These non-timed items may be taken up at any unspecified time during the meeting.

CLOSED SESSION - Pursuant to applicable Government Codes, the Board may consider certain matters in Closed Session. The Board will reconvene into Open Session to take any action on a Closed Session item.

The Lake County Board of Supervisors meets concurrently as the Board of Directors of Lake County Air Quality Management District, Board of Directors of Lake County Watershed Protection District, Board of Directors of Kelseyville County Waterworks District #3, Board of Directors of Lake County Sanitation District, Lake County Housing Commission, Lake County Board of Equalization and Board of Directors of Lake County In-Home Supportive Services Public Authority.

Agendas of public meetings and supporting documents are available for public inspection in the Lake County Courthouse, Board of Supervisors Office, First Floor, Room 109, 255 North Forbes Street, Lakeport, California.

Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board. This rule does not apply to public hearings.

AGENDA AVAILABLE ONLINE AT www.co.lake.ca.us

Due to the COVID-19 crisis, meetings of the Lake County Board of Supervisors will be available for participation virtually via Zoom. Live video of all Board of Supervisors meetings is broadcast online, at: <https://countyoflake.legistar.com/Calendar.aspx>

To participate in real time, please join the Zoom Meeting, by clicking the link below at 9am:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://lakecounty.zoom.us/j/92477827326?](https://lakecounty.zoom.us/j/92477827326?pwd=dIFnb0JZby8xV1V4ZGIxWIE4akZlQT09)

[pwd=dIFnb0JZby8xV1V4ZGIxWIE4akZlQT09](https://lakecounty.zoom.us/j/92477827326?pwd=dIFnb0JZby8xV1V4ZGIxWIE4akZlQT09)

Passcode: 944401

Or One tap mobile:

+16694449171,,92477827326#,,,,*944401# US

+16699006833,,92477827326#,,,,*944401# US (San Jose)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253

205 0468 or +1 253 215 8782 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309

205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053

Webinar ID: 924 7782 7326

Passcode: 944401

International numbers available: [https://lakecounty.zoom.us/j/92477827326?](https://lakecounty.zoom.us/j/92477827326?pwd=dIFnb0JZby8xV1V4ZGIxWIE4akZlQT09)

Or an H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Webinar ID: 924 7782 7326

Passcode: 944401

SIP: 92477827326@zoomcrc.com

Passcode: 944401

To submit a written comment on any agenda item please visit:

<https://countyoflake.legistar.com/Calendar.aspx> and click on the eComment feature linked to the meeting date. If a comment is submitted after the meeting begins, it may not be read during the meeting but will become a part of the record.

Thank you for your interest in this meeting.

1. Call to Order

2. Moment of Silence

3. Pledge of Allegiance

4. Consideration of Extra Items Not Appearing on the Posted Agenda

5. Approval of the Consent Agenda

- 5.1** Approve Public Defender Contract Amendment Number 9 between the County of Lake and Lake Indigent Defense, LLP for the Purpose Extending the Term of the Contract to June 30, 2023, and Authorize Chair to Sign
- Sponsors:** Administrative Office
- Memo:** [23-305](#)
- Attachments:** [Amend LID Admin](#)
- 5.2** Adopt Resolution Approving Agreement No. 22-1694-002-SF with the State of California, Department of Food and Agriculture for Insect Trapping for FY 22-23 in the Amount of \$48,666.29
- Sponsors:** Agriculture
- Memo:** [23-283](#)
- Attachments:** [Pest Detection Agreement.pdf](#)
[Pest Detection Resolution.pdf](#)
- 5.3** Adopt Proclamation Commending Library Technician Mickey Price for Going Above and Beyond and Serving the Public with Compassion and Professionalism
- Sponsors:** BOARD OF SUPERVISORS
- Memo:** [23-310](#)
- 5.4** Adopt Proclamation Commending County Counsel Anita Grant for her 31 Years of Service to Lake County
- Sponsors:** BOARD OF SUPERVISORS
- Memo:** [23-247](#)
- Attachments:** [Proclamation](#)
- 5.5** Approve Board of Supervisors Minutes February 28, 2023
- Sponsors:** Clerk of the Board
- Memo:** [23-307](#)
- Attachments:** [BOSMinutes02282023](#)
- 5.6** (a) Adopt the Resolution Amending Resolution No. 2022-118 Adopting the Final Budget for Fiscal Year 2022-2023 to Increase Revenue in the District Attorney's General Fund Budget Unit 2110 and to Appropriate the Unanticipated Revenue and (b) Approve the Purchase of a 2022 Ford Explorer Hybrid 4x4 and Authorize the District Attorney to Sign a Purchase Order Not to Exceed \$65,000 to Downtown Ford
- Sponsors:** District Attorney
- Memo:** [23-252](#)
- Attachments:** [23-252 Resolution.pdf](#)
[23-252 Quote.pdf](#)

- 5.7** Approve Resolution of Intent to Conduct a Public Hearing for the Consideration of the Vacation of a Portion of a Roadway known as Robert's Road in the Middletown Area

Sponsors: Public Works

Memo: [23-228](#)

Attachments: [Resolution of Intent](#)
[Exhibit A](#)
[Vacation Request](#)
[Staff Report & Comments](#)
[Assessors Parcel Map](#)

- 5.8** Approve Out of State travel for Emergency Services Assistant Alma Perez to attend the Emergency Management Institute in Maryland from June 11-June 17, 2023

Sponsors: Sheriff

Memo: [23-149](#)

Attachments: [out of state 20230307173944](#)
[out of state oes 20230304092417](#)

6. Timed Items

6.1 9:06 A.M. - Public Input

- 6.2** 9:07 A.M. - Presentation of Proclamation Commending Library Technician Mickey Price for Going Above and Beyond and Serving the Public with Compassion and Professionalism

Sponsors: BOARD OF SUPERVISORS

Memo: [23-309](#)

- 6.3** 10:00 A.M. - Presentation by Jose Varela Regarding the Provision of Public Defender Services and the Structuring and Organization of a Public Defender Services Program

Sponsors: County Counsel

Memo: [23-311](#)

Attachments: [Jose Varela Resume](#)

- 6.4** 11:15 A.M. - Presentation of Proclamation Commending County Counsel Anita Grant for her 31 Years of Service to Lake County

Sponsors: BOARD OF SUPERVISORS

Memo: [23-248](#)

Attachments: [Proclamation](#)

7. Non-Timed Items

7.1 Supervisors' weekly calendar, travel and reports**7.2** Consideration of Updated Advisory Board Application

Sponsors: Clerk of the Board

Memo: [23-257](#)

Attachments: [Updated Application](#)
[Original Application](#)

7.3 Consideration of the following Advisory Board Appointments:
Lake County Child Care Council

Sponsors: Clerk of the Board

Memo: [23-306](#)

Attachments: [App_Cynthia Dominguez](#)

7.4 Consideration of Update regarding Timeline for Mandatory Advance Planning Projects and Staff Resource Capacity within the Community Development Department

Sponsors: Community Development

Memo: [23-295](#)

Attachments: [Draft GPU_CVA Timeline](#)

7.5 Consideration of Presentation and Discussion on Capacity of Lake County Water Resources Department Development and Implementation of a (Clear Lake Hitch) Fisheries Program

Sponsors: Water Resources

Memo: [23-312](#)

7.6 Consideration of Resolution rescinding Resolutions 92-129 and 2012-98 and re-establishing Bylaws of the Lake County Fish & Wildlife Advisory Committee

Sponsors: Agriculture

Memo: [23-288](#)

Attachments: [Resolution](#)

7.7 Consideration of Section 20 of the County Policies and Procedures Manual for a Facilities Capital Improvement Plan Policy

Sponsors: Public Services

Memo: [23-189](#)

Attachments: [Lake County Facilities Capital Improvement Plan Policy](#)

- 7.8 Consideration of Appointments to the Lake County Recreation Agency Board of Directors

Sponsors: Public Services

Memo: [23-308](#)

8. Closed Session

- 8.1 Conference with Legal Counsel: Existing Litigation pursuant to Gov. Code section 54956.9 (d)(1) – Penhall v. Lake County Probation Department, et al. and related Public Employees Relations Board claim

Memo: [23-300](#)

- 8.2 Public Employee Evaluation:
Title: Special Districts Administrator

Memo: [23-304](#)

- 8.3 Public Employee Evaluation:
Title: Public Works/ Water Resources Director

Memo: [23-303](#)

- 8.4 Public Employee Appointment Pursuant to Gov. Code Section 54957(b) (1):

Interviews for Behavioral Health Director
Appointment of Behavioral Health Director

Memo: [23-302](#)

9. Adjournment



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:5.1

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer

Subject: Approve Public Defender Contract Amendment Number 9 between the County of Lake and Lake Indigent Defense, LLP for the Purpose Extending the Term of the Contract to June 30, 2023, and Authorize Chair to Sign

Executive Summary:

The County contracts with Lake Indigent Defense, LLP (LID) to provide free legal counsel to indigent defendants as required by the 1963 U.S. Supreme Court case Gideon v. Wainwright. The existing Indigent Defense Services contract expires on March 31, 2023.

Anakalia K. Sullivan and Thomas Feimer as the LID partners who will be jointly and severally held to the obligations, terms and conditions of this Agreement have agreed to the extension of this contract to June 30, 2023 without any additional contractual considerations.

Staff recommends approving Public Defender Contract Amendment Number 9 to continue providing indigent defense services to Lake County.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☒ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action: Approve Public Defender Contract Amendment Number 9 between the County of Lake and Lake Indigent Defense, LLP for indigent defense services for the purpose of extending the term of the contract to June 30, 2023 and authorize Chair to sign.

AMENDMENT NO. 9 TO THE AGREEMENT FOR INDIGENT DEFENSE SERVICES BETWEEN THE COUNTY OF
LAKE AND LAKE INDIGENT DEFENSE, LLP

This Amendment No. 9 to Agreement is made and is entered into this ____ day of _____, 2023 by and between the COUNTY OF LAKE, a political subdivision of the State of California ("hereinafter referred to as "COUNTY") and Lake Indigent Defense, LLP (hereinafter referred to as "CONTRACTOR").

RECITALS

WHEREAS, the Agreement for Indigent Defense Services was made and entered into the 23rd day of January, 2018; and

WHEREAS, the COUNTY adopted Amendment No. 1 to terminate the Agreement and concurrently execute a new Agreement revising the new partnership arrangement; and

WHEREAS, the COUNTY adopted Amendment No. 2 to extend the term of the Agreement four (4) months during contract negotiations; and

WHEREAS, the COUNTY adopted Amendment No. 3 to extend the term fourteen (14) months and increase the monthly amount of the Agreement from One Hundred and Ten Thousand Dollars (\$110,000) to One Hundred and Eighteen Thousand Dollars (\$118,000); and

WHEREAS, the COUNTY adopted Amendment No. 4 to further clarify payment terms as requested by the Auditor-Controller/County Clerk; and

WHEREAS, the COUNTY adopted Amendment No. 5 to extend the term twelve (12) months and increase the monthly amount of the Agreement from One Hundred and Eighteen Thousand Dollars (\$118,000) to One Hundred and Twenty Five Thousand Dollars (\$125,000); and

WHEREAS, the COUNTY adopted Amendment No. 6 to a) extend the contract term twelve (12) months from December 31, 2021 to December 31, 2022 and increase monthly amount of agreement previously agreed upon from One Hundred and Twenty Five Thousand Dollars (\$125,000) to One Hundred and Thirty Five Thousand Dollars (\$135,000) beginning January 1, 2022 and b) add Thomas Feimer as a third partner and c) in the event the last Friday of the month is a COUNTY holiday, the check shall be made available the prior Friday; and

WHEREAS, the COUNTY adopted Amendment No. 7 to remove Mitchell Hauptman as a partner effective June 1, 2022; and

WHEREAS, the COUNTY extended term three (3) months to March 31, 2023; and

WHEREAS, the COUNTY seeks to extend term (3) month to June 30, 2023; and

NOW, THEREFORE, the parties hereby agree as follows:

Lake Indigent Defense Contract
Amendment No. 9

A. Section 9 Term; Continuation of Representation is hereby amended to read:

The Term of this Agreement shall be from February 1, 2018 through and including **June 30, 2023.**"

The Parties agree that all other terms and conditions of the original Agreement shall remain in full force and effect.

COUNTY OF LAKE

By: _____
CHAIR, Board of Supervisors

CONTRACTOR

By: Andrea Sullivan
Anakalia Sullivan, Individually
and/or as LID Partner

CONTRACTOR

By: Thomas G. Feimer
Thomas Feimer, Individually
and/or as LID Partner

ATTEST:
Clerk of the Board
SUSAN PARKER

By: _____

APPROVED AS TO FORM:
County Counsel
ANITA L. GRANT

By: [Signature]



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:5.2

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Katherine VanDerWall, Agricultural Commissioner / Sealer of Weights and Measures

Subject: Adopt Resolution Approving Agreement No. 22-1694-002-SF with the State of California, Department of Food and Agriculture for Insect Trapping for FY 22-23 in the Amount of \$48,666.29

Executive Summary:

I would like to ask the Board to adopt the attached Resolution approving the agreement with the California Department of Food and Agriculture (CDFA) for exotic pest detection trapping to prevent the introduction and spread of an injurious insect that would threaten the economic importance of the agriculture food supply grown in California. This program is critical to Lake County's agricultural industry. Without a detection program, pears and grapes would not be able to be shipped to other parts of the country or internationally due to quarantine requirements. This agreement term is July 1, 2022, through June 30, 2023, in the amount of \$48,666.29.

Should the Board adopt this Resolution, please have the chair sign and return one (1) copy of the Agreement, and one (1) copy of the Board Resolution. A signed completed copy will be returned for your records.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Adopt Resolution Approving Agreement No. 22-1694-002-SF with the State of California, Department of Food and Agriculture for Insect Trapping for FY 22-23 in the Amount of \$48,666.29

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER

22-1694-002-SF

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME

COUNTY OF LAKE

2. The Agreement Term is: July 1, 2022 through June 30, 2023

3. The maximum amount of this Agreement is: \$48,666.29

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

Exhibit A: Prime Award Information 2 Page(s)

Recipient and Project Information

Exhibit B: General Terms and Conditions 5 Page(s)

Exhibit C: Payment and Budget Provisions 2 Page(s)

Exhibit D: Federal Terms and Conditions 3 Page(s)

Attachments: Scope of Work and Budget

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (*Organization's Name*)

COUNTY OF LAKE

BY (*Authorized Signature*)



DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

883 Lakeport Boulevard, Lakeport, CA 95453

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (*Authorized Signature*)



DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ANNABELE CUTAJAR, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120

SACRAMENTO, CA 95814

LB

EXHIBIT A

PRIME AWARD INFORMATION

Federal Agency:	USDA-APHIS-PPQ
Federal Award Identification Number:	Pending
Federal Award Date:	Pending
Catalog of Federal Domestic Assistance Number (CFDA) and Name:	10.025 - Plant and Animal Disease, Pest Control, and Animal Care
Amount Awarded to CDFA:	Pending
Effective Dates for CDFA:	January 1, 2023 through December 31, 2023
Federal Award to State Agency is Research & Development (Yes/No)	No

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
County will perform exotic pest detection trapping to prevent the introduction and spread of an injurious insect that would threaten the economic importance of the agriculture food supply grown in California.

Project Title: Detection Trapping

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Joanna Fisher	Name:	Katherine Vanderwall
Division/Branch:	Plant Health / Pest Detection, Emergency Projects	Organization:	County of Lake
Address:	1220 N Street	Address:	883 Lakeport Boulevard
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Lakeport, CA 95453
Phone:	916-202-0879	Phone:	707-263-0217
Email Address:	joanna.fisher@cdfa.ca.gov	Email Address:	lakecoag@co.lake.ca.us

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Rudy Martinez	Name:	
Division/Branch:	Plant Health / Pest Detection, Emergency Projects	Organization:	
Address:	1220 N Street	Address:	
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	
Phone:	916-584-4082	Phone:	
Email Address:	rudy.martinez@cdfa.ca.gov	Email Address:	

FISCAL CONTACT FOR RECIPIENT (if different from above):
Name:
Organization:
Address:
City/State/Zip:
Phone:
Email Address:

4. RECIPIENT: Please check appropriate box below:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award ☐ does ☐ does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

3. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the prior consent of the CDFA Agreement Manager or designee in the form of a formal written amendment.

4. Governing Law

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

10. Contractors/Consultants

The Recipient assumes full responsibility for its obligation to pay its Contractors/Consultants. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Recipient's use of contractors/consultants shall not affect the Recipient's responsibilities under this Agreement.

11. Non-Discrimination Clause

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 10000 *et seq.*). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990 (a-f), set forth in Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

12. Excise Tax

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

13. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager, identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the CDFA Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

14. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

15. Termination for Cause

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

16. Acceptable Failure to Perform

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

17. Breach

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if CDFA determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to CDFA.LegalOffice@cdfa.ca.gov.

California Department of Food and Agriculture
Legal Office of Hearing and Appeals
1220 N Street
Sacramento, CA 95814

18. Non-Material Breach

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

If CDFA notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event CDFA finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Recipient agrees to pay all enforcement costs incurred by CDFA including, if CDFA should prevail in a civil action, reasonable attorneys' fees, legal expenses, and costs related to the action.

19. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

20. News Releases/Public Conferences

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

21. Scope of Work and Budget Changes

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to CDFA Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

22. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual if incorporated by reference to this Agreement as an attachment.

23. California State Auditor

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

24. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, sections 303, 311, 324.1 and 324.2.

25. Closeout

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

26. Confidential and Public Records

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. CDFA has the sole authority to determine whether the

information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of the information.

27. Amendments

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

28. Plant Protection Act Memorandum of Understanding

The Recipient agrees to abide by Articles 3 through 13 of the Memorandum of Understanding (MOU) agreed to between the California Department of Food and Agriculture (CDFA) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspections Services Plant Protection and Quarantine executed on May 6, 2019. The Articles in the MOU provide for cooperation, of the parties involved in plant protection and quarantine programs and activities directed at plant pests and noxious weeds of mutual concern to the USDA and California. The Articles outline authorities, codes and sections under which cooperation will be met, including data sharing responsibilities, limitations and confidentiality under Section 1619 of the Food, Conservation, and Energy Act of 2008 (Section 1619 was codified into law 7 USC §8791).

29. Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate agreements with, and to refrain from entering any new agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

EXHIBIT C

PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work, a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. If mileage is a reimbursable expense, using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA has the option to either cancel this Agreement with no liability occurring to the CDFA or offer to amend the Agreement to reflect the reduced amount.

EXHIBIT D

FEDERAL TERMS AND CONDITIONS

The Recipient and recipients of any subawards under this award, agree to comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program, including but not limited to 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. For-profit organizations will be subject to 48 CFR Subpart 31. Recipients are responsible for identifying the federal regulations appropriate to their organization, consistently applying cost principles and ensuring contractors or consultants comply with applicable federal regulations.

1. Civil Rights

The Recipient must comply with civil rights and nondiscrimination standards pursuant to the following:

- A. Civil Rights Act, 42 USC 2000, as implemented at 28 CFR Part 42;
- B. Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR Part 90;
- C. Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR Part 1625;
- D. Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR Part 86;
- E. Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR Part 41;
- F. Executive Order (EO) 11246; and
- G. Americans with Disabilities Act, (PL 101-366).

2. Labor Standards

The Recipient must comply with labor standards pursuant to the following:

- A. Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR Part 500-899;
- B. Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR Parts 1, 3, 5, and 7; and
- C. Contract Work Hours and Safety Standards Act, 40 USC 3701, as implemented at 29 CFR Part 5.

3. Environmental Standards

The Recipient must comply with environmental standards pursuant to the following:

- A. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and EO 11514 as implemented at 7 CFR Part 1b;
- B. Notification of violating facilities pursuant to EO 11738;
- C. Protection of wetlands pursuant to EO 11990;
- D. Evaluation of flood hazards in floodplains in accordance with EO 11988;
- E. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC §§1451 *et seq.*);
- F. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 USC §§7401 *et seq.*);
- G. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and,
- H. Protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).

4. Drug-Free Environment

The Recipient must comply with drug-free environment standards pursuant to §5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 2 CFR 421.

5. Restrictions on Lobbying and Political Activities

The Recipient must comply with lobbying restriction standards pursuant to the Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented at 2 CFR 418.

6. Officials Not to Benefit

The Recipient must ensure that no member of Congress be admitted to any share or part of this Agreement or to any benefit arising from it, in accordance with 41 USC 22.

7. Trafficking in Persons

The Recipient must comply with the provisions in 2 CFR Part 175, prohibiting trafficking in persons.

8. Intergovernmental Review

The Recipient must comply with intergovernmental review standards pursuant to the following:

- A. Executive Order 12372, as implemented at 2 CFR 415; and
- B. The Intergovernmental Cooperation Act of 1968, 31 USC 6501.

9. Confidentiality

The Recipient must comply with confidentiality standards pursuant to the following:

- A. Freedom of Information Act, 5 USC 552, as implemented at 7 CFR Part 1; and
- B. Privacy Act, 5 USC 552 (a).

10. Conservation in Procurement

The Recipient must comply with procurement standards pursuant to the Resource Conservation and Recovery Act, 42 USC 6962 and EO 12873, as implemented at 40 CFR Part 247.

11. Debarment, Suspension, Criminal or Civil Convictions

The Recipient and its principals must comply with debarment and suspension standards pursuant to the EO 12549, as implemented at 2 CFR 180 and 2 CFR 417.

The Recipient must provide immediate written notice to CDFA if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances and must require recipients of lower-tier covered transactions under this Agreement to similarly certify pursuant to EO 12549, as implemented by 2 CFR 180 and 2 CFR 417.

See www.sam.gov to determine debarment and suspension status.

12. Crimes and Prohibited Activities

The Recipient must comply with crimes and prohibited activities standards pursuant to the following:

- A. Anti-Kickback (Copeland) Act, as implemented at 29 CFR Part 3.1;
- B. False Claims Act, 31 USC 3729; and
- C. Program Fraud Civil Remedies Act, 31 USC 3801-3812.

13. Biosafety in Laboratories

The Recipient must comply with laboratory biosafety standards pursuant to the following the *Biosafety in Microbiological and Biomedical Laboratories*, published jointly by the Centers for Disease Control and the National Institutes of Health.

14. Conflicts of Interest

The Recipient must comply with the conflict of interest standards pursuant to 2 CFR 400.2.

15. Inventions, Patents, Copyrights and Project Results

A. The Recipient must comply with invention and patent standards pursuant to the following:

- 1. Patent Rights in Inventions Made with Federal Assistance, 35 USC 202-204, as implemented at 37 CFR Part 401 (Bayh-Dole Act and the Technology Transfer Commercialization Act of 2000) to ensure that inventions made are used in a manner to promote free competition and enterprise without unduly encumbering future research and discovery.
- 2. The Plant Variety Protection Act, 7 USC 2321 *et seq.*

- B. The Recipient may retain title to any invention conceived of or first actually reduced to practice using Federal funds provided Recipient does the following:
1. Reports all subject inventions to CDFA;
 2. Makes efforts to commercialize the subject invention through patent or licensing;
 3. Formally acknowledges the Federal government's support in all patents that arise from the subject invention; and
 4. Formally grants the Federal government and CDFA a limited use license to the subject invention.
- C. The Recipient may copyright any publications, data, or other copyrightable works developed using Federal funds provided it provides the Federal government and CDFA a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the material, and agrees that the Federal government and CDFA may do so in cooperation with other public agencies.
- D. The Recipient agrees that the results of this project may be published by the Federal government, CDFA or appropriate contractors or cooperators as mutually agreed.

16. Care and Use of Laboratory Animals

The Recipient must comply with the care and use of laboratory animal standards pursuant to the following:

- A. Animal Welfare Act, 7 USC 2131, as implemented at 9 CFR, Sub Chapter A, Parts 1-4; and
- B. Marine Mammal Protection Act, 16 USC 1361-1407.

17. Fly America Act

The Recipient must comply with the Fly America Act (49 USC 40118) as implemented at 41 CFR 301-10.131 to 301-10.143.

18. Motor Vehicle Safety

The Recipient must comply with seat belt use standards pursuant to the following:

- A. Highway Safety Act of 1966 as amended (23 USC 402-403);
- B. Occupational Safety and Health Act of 1970 as amended (29 USC 668);
- C. Federal Property and Administrative Services Act of 1949 as amended (40 USC §101 *et seq.*)
- D. Increasing Seat Belt Use in the United States (EO 13043).
- E. Federal Leadership on Reducing Text Messaging While Driving (EO 13513).

19. Records Retention and Accessibility

The Recipient and its contractors must comply with the procedures and requirements regarding record retention and accessibility as contained in 2 CFR 200.333 – 200.337.

20. All Other Federal Laws

The Recipient must comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SCOPE OF WORK

AGREEMENT SPECIFICATIONS FOR STATE-COUNTY INSECT PEST DETECTION TRAPPING

Fiscal Year 2022 – 2023

Effective Agreement Period: July 1, 2022 through June 30, 2023

Pest Detection County Agreement Attachments Index:

1. Attachment A - Financial Plans
2. Attachment B – Pest Detection Trapping Guidelines
3. Attachment C – Commitment Form 60-221
4. Attachment D – Quality Control Plant Protocols
5. Attachment E – PEIR Management Practices and Mitigation Measures for Trapping
6. Attachment F – Tiering Strategy Checklist
7. Attachment G – Budget and Survey Quick Guide
8. Attachment H – Invoice Template

I. The California Department of Food and Agriculture (CDFA) shall:

- A. Provide the attachments for the financial plans, Commitment Form 60-221, Quality Control Plant Protocols, PEIR Management Practices and Mitigation Measures for Trapping, Tiering Strategy Checklist, Budget and Survey Quick Guide, and Invoice templates following CDFA form instructions.
- B. Provide all fruit fly, spongy moth, and Japanese beetle traps, trap parts and lures.
- C. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- D. Assist with and review the county's trapping programs annually for the purpose of establishing and approving the Commitment Form 60-221 (Attachment C).
- E. Provide county trappers with trapping guidelines.
 - Provide the Insect Trapping Guide (ITG) at: www.cdfa.ca.gov/go/ITG.
 - Provide county specific pest detection trapping guidelines (Attachment B), expanding on the ITG in this pest detection agreement.
 - For additional activity guidelines, see:
<https://phpps.cdfa.ca.gov/PDEP/PDF/Detection2020-22/AdditionalCountySurveyTargets2022Final.pdf>
- F. Provide annual training programs for county trapping supervisors and trappers as needed.

- G. Provide quality control (QC) of the county trapping program via inspections and QC plants. The CDFA will use the current county Quality Control Planting (QCP) protocol (Attachment D) to conduct inspections on county trapping programs. The QCP protocol is also available from the CDFA District Entomologist.
- H. Provide as a contractual obligation for the disposal of Dibrom® treated wicks according to California Environmental Protection Agency (CalEPA) guidelines.
- I. Provide training on management practices as they relate to the CDFA's Statewide Pest Prevention Program Final Programmatic Environmental Impact Report (PEIR) at least one week prior to any covered activity occurring.
- J. Provide training in the use of CalTrap.
- K. Provide reimbursement for CalTrap data conversion, iPads and accessories, data plans, and insurance.
- L. Provide reimbursement of allowable expenses listed on the executed county cooperative agreement financial plans.
- M. Provide guidance and clarification on the use of Report 1 from the online County Monthly Reporting (CMR) system.

II. The County Agricultural Commissioner shall:

- A. Complete and submit financial plans (Attachment A), Commitment Form 60-221 (Attachment C), and Tiering Strategy Checklist (Attachment F), following the CDFA form instructions.
- B. Ensure the full county costs of the programs are provided on the financial plans. This is 100% of the county costs to complete the requested activities of this agreement. Please note that the full county costs will not necessarily be fully reimbursable by the CDFA. The total reimbursable cost by the CDFA is notated on the financial plans when submitted for execution. This information will also be provided to the counties for their records.
- C. Hire and train county personnel as needed.
- D. Provide and maintain county trapping vehicles.
- E. Ensure that county supervisors and trapping personnel attend training provided by the CDFA District Entomologists.
- F. Ensure that all trapping activities conform to the current version of the ITG.

1. Ensure that a copy of the current version of the ITG is kept in each county trapper's vehicle for reference.
 2. Should there be a discrepancy between the Scope of Work or the enclosed Pest Detection Trapping Guidelines (Attachment B) and the ITG, the Scope of Work and Pest Detection Trapping Guidelines must supersede the ITG.
- G. Place and service the specified number of each trap type as indicated on the Trapping Hours Worksheet and Commitment Form 60-221 (Attachment C).
- H. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing, baiting, and rebaiting dates. The unique trap numbering system is based upon the Statewide Trapping Grid, referenced here <http://maps.cdfa.ca.gov/TrapBooks/MapBookHelp.pdf> for software needs, links to the Map Books and GIS layers, and contacts for assistance.
1. The naming convention for the grid system is alphanumeric. Columns are Alpha (A – UW) and rows are Numeric (001 – 656). The grid name is the combination of column and row names. Naming starts in the northwest corner of the state and runs through the southeast. The remainder of the trap number consists of the quint or subgrid, trap type, and an intra-quint or intra-subgrid designation if more than one trap of that type is present or it is otherwise needed to track a trap that moves between quints. For example, trap EV241-S-OF1 is in grid EV241, south quint, trap type is oriental fruit fly, and it is designated as number “1” OF trap within that quint.
 2. Ensure that the unique trap number is placed properly on all traps, along with accurate placement, servicing, baiting, and rebaiting dates, as appropriate. Requirements for the various trap types are as follows.
 - a. Jackson trap – full trap number and servicing and rebaiting dates on outside.
 - b. Jackson trap insert – full trap number, placement date, and trapper's initials on non-sticky side.
 - c. Delta trap – full trap number, servicing and rebaiting dates, and trapper's initials on outside.
 - d. Japanese beetle trap – full trap number and servicing and rebaiting dates on calendar card in cup of trap.
 - e. ChamP™ trap – full trap number, servicing dates, and trapper's initials on the top fold.
 - f. Yellow panel trap – full trap number, placement date, and trapper's initials on white backside when placing; note servicing dates on outside non-sticky margins.
 - g. McPhail trap – full trap number and servicing dates on calendar card.

- I. Ensure that all sticky traps (i.e., Jackson, ChamP™, yellow panel, and SM) inspected and removed from the field shall be screened for suspects a second time at the trapping office by a supervisor or other qualified staff before disposal. This should occur daily, but in any event must be done within a week of removal from the field.
- J. Ensure that all suspect sterilized fruit flies (non-QC plants) from areas where such flies are not being released are brought to the attention of the CDFA District Entomologist and sent to the Plant Pest Diagnostic Center (PPDC) in Sacramento with an accompanying Pest and Damage Record (PDR). The PPDC is located at:

CDFA – Plant Pest Diagnostic Center
3294 Meadowview Road
Sacramento, CA 95832

- K. Ensure that all county commitment traps are placed, serviced, maintained, and removed following the state trapping guides and that all data collected from these traps also follows the state trapping guides.
- L. Ensure that all activities are performed following the CDFA's management practices and any necessary mitigation measures as required and consistent with the CDFA's PEIR Management Practices and Mitigation Measures (Attachment E). A summarized list of pertinent practices and measures is attached. Complete the Tiering Strategy Checklist (Attachment F) prior to conducting trapping activities and mark any management practices and mitigation measures as required for each specific activity. The checklist, descriptions of the CDFA's management practices, and mitigation measures are found in PEIR Appendix C (PEIR, Appendix C, at http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3_Appendices_B-G.pdf), Mitigation Reporting Program at http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4_Appendices_H-P.pdf, and Findings of Fact at <http://www.cdfa.ca.gov/plant/peir/docs/final/Findings-of-Fact-and-Overriding-Considerations.pdf>. Complete the enclosed Tiering Strategy checklist templates for trapping for the core program by inserting Project Leader and County name where indicated by quote marks, and by inserting County number and name where indicated in the electronic file name. Submit each completed checklist along with the agreement. When the agreement ends, the County dates and signs a copy of each Tiering Strategy Checklist and sends that copy to the Invoice Team at cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov.
- M. Maintain a Daily Trapping Summary (DTS) Form 60-210 for each trapper. This form must be completed daily, signed by the individual who performed the work and submitted to the trapping supervisor. The current DTS (i.e., the DTS completed the day prior to a QC inspection) must be available for immediate review by the CDFA District Entomologist or designee conducting the QC inspection. All DTS forms must be kept on file by the county for the CDFA Audits Office for three years. This form is available from the District Entomologist.

- N. Complete a monthly Report 1 through the online CMR, documenting all traps deployed, added, removed, and serviced during the month. A servicing is an inspection of the trap for the presence of the target pest. Relocations are considered trap servicings. Do not count trap relocations as “removed” and then “added.” The form must be filled out and submitted online prior to submitting the monthly invoice. The Report 1 is found at:
<http://phpps.cdfa.ca.gov/countyReports/ReportOne.aspx>.
- O. Provide one set of trapping records for all traps. This set must be in the form of either the "Trap Book" or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, baiting, relocation and removal.
- P. Attend trainings on the use of the CDFA's CalTrap system. Participate in Data Conversion in one of three ways: 1) Manual data entry into the CalTrap system (login information will be provided upon confirmation that the county will be performing the data conversion); or 2) Bulk upload – enter data into an Excel spreadsheet; or 3) the CDFA will enter the data. Reference the CalTrap website at www.caltrap-info.com for additional information about the project.
 - a. Participate in implementation of CalTrap when it becomes operational for your county. Counties that have completed the data conversion should plan for using CalTrap in Fiscal Year 2022-2023.
- Q. Maintain an inventory of known host sites either in the trap book or electronic records. The inventory shall be organized by square mile, contain the addresses of host properties traceable to the nearest cross street, and indicate all known hosts on that property. The inventory shall be updated yearly. The multiple trap card system will suffice for this inventory. This inventory must be available for the trapper to use in the field daily.
- R. Allow the CDFA personnel and/or federal officers to perform QC inspections on all county trap lines, including any county commitment trap lines. Also, follow any recommendations to address problems revealed through quality control inspections.
- S. Allow the CDFA personnel and/or federal officers to accompany trappers and/or supervisors in the field. This will be credited as field training for county personnel.
- T. Submit an electronic invoice (Attachment H) monthly to the Invoice Team at cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov. The counties must use the provided invoice.
 - 1. Submit monthly invoices 30 days after the last date the work was completed.

2. Reimbursement of the monthly invoice will not occur unless the Report 1 is completed and submitted.
3. All invoice charges for reimbursement must match expenses listed on the executed county Financial Plans. All expenses listed on a monthly invoice, must be itemized, and kept for three years in county records in the event of an audit (federal or state). Any expense that is not listed in the Financial Plan is considered unauthorized and will not be reimbursed by the CDFA. A Budget and Survey Quick Guide (Attachment G) shows the total reimbursement cost CDFA must pay. Any cost over CDFA's reimbursable cost will not be paid. The Budget and Survey Quick Guide (Attachment G) can be used to assist in monthly invoicing.
4. The Invoice Template provided with the county cooperative agreement must be used and must contain the following:
 - i. County name
 - ii. Remit to address
 - iii. Date of submittal
 - iv. Invoice number
 - v. Agreement name
 - vi. Agreement number
 - vii. Billing period
 - viii. If revised, date revised invoice was submitted
 - ix. The number of hours worked claimed on the invoice must match those documented on the Report 1.
 - x. Invoices file names must follow the standard naming convention detailed below:

County Name, Month of Service (ex: JUN, NOV, APR, FEB, etc.), Year of Service (last two digits 2022=22), Program Activity (ex: PD, ADD, CT, PD/ADD, PD/DELIM), Full Agreement #.

Example: TulareJUN22PD20-1034-000-SF

5. Invoice amendments should be named using the same invoice naming convention, with the incorporation of 'REV' at the end. Amendments include invoice revisions due to adding/removing funds, adjusting any information in the invoice.

Example: TulareJUN22PD20-1034-000-SF REV
6. All invoices, including invoice amendments, must be received within 120 days following the expiration date of the agreement. Invoices received more than 120 days after expiration of the agreement will not be paid.

7. Please submit the invoice as a PDF file, making sure the file does not have dark highlights. A low-resolution PDF file or dark highlights may make the numbers illegible and the invoice unacceptable to the CDFA Financial Services Branch. The invoice will be returned to the county for an updated invoice.
8. Payment will be made monthly, in arrears, upon receipt of the Report 1 and approval of the invoice.
9. Please note that the CDFA cannot reimburse for more than the total executed agreement amount. If funds have been exhausted, it is recommended to continue sending monthly invoices as this can be useful information for future county budget needs and cost allocations.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Fruit Fly Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

A. Personnel Services - Fruit Fly (FF)				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				754.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				47.00
Total Hours:				801.00
Subtotal Personnel Cost:				\$18,596.28
Overhead: 25%				\$4,649.07
Total Personnel Cost:				\$23,245.35
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	2,000.0	0.625	\$2,500.00
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
Total Mileage Cost:				\$2,500.00

**Total FF "Actual" Cost:	\$25,745.35
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***Total Agreement Amount CDFA will reimburse for Core "FF":	\$20,060.03
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total FF 'Actual' Cost" is the full cost the county requests to fully fund their FF activities.

*** "Total Agreement Amount CDFA will reimburse for Core FF" is the total cost CDFA will reimburse the counties for their CORE activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Fruit Fly Personnel Work Sheet
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

Personnel Costs - Fruit Fly (FF)					
Position Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Total Billable Hours to be Worked	Total Cost
Detection Positions					
Extra Help	\$18.37	\$0.63	\$19.00	330.00	\$6,270.00
Extra Help	\$18.37	\$0.63	\$19.00	330.00	\$6,270.00
Ag Biologist I	\$23.49	\$14.52	\$38.01	47.00	\$1,786.47
Ag Biologist II	\$25.93	\$15.27	\$41.20	47.00	\$1,936.40
* Detection Total:				754.00	\$16,262.87
				THWS	754.53
Non-Detection Positions					
Deputy Ag Commissioner	\$35.78	\$18.29	\$54.07	20.00	\$1,081.40
Administrative Assistant	\$22.89	\$14.34	\$37.23	7.00	\$260.61
Ag Biologist, Senior	\$32.34	\$17.23	\$49.57	20.00	\$991.40
Non-Detection Total:				47.00	\$2,333.41
Total FF Personnel Cost:					\$18,596.28

* The "Detection Total" hours must not exceed the total Hours/Year on the Trapping Hours/Year Work Sheet (THWS).

Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

COMMENT: Non-Detection staff time spent processing specimens, second review of all traps, support, conference calls, meetings, public relations, etc. General management & clerical type duties, training, quality control, time keeping, invoicing, etc. Time allotted for data entry, tracking gps coordinates, and weekly reporting.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Spongy Moth Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

A. Personnel Services - Spongy Moth (SM)				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				404.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				32.00
				Total Hours: 436.00
				Subtotal Personnel Cost: \$9,840.79
				Overhead: 25% \$2,460.20
				Total Personnel Cost: \$12,300.99
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost: \$0.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost: \$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	1,110.0	0.625	\$1,387.50
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
				Total Mileage Cost: \$1,387.50

**Total SM "Actual" Cost:	\$13,688.49
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***Total Agreement Amount CDFA will reimburse for Core "SM":	\$10,665.67
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total SM 'Actual' Cost" is the full cost the county requests to fully fund their SM activities.

*** "Total Agreement Amount CDFA will reimburse for Core SM" is the total cost CDFA will reimburse the counties for their CORE activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Spongy Moth Personnel Work Sheet
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

Personnel Costs - Spongy Moth (SM)					
Position Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Total Billable Hours to be Worked	Total Cost
Detection Positions					
Extra Help	\$18.37	\$0.63	\$19.00	189.00	\$3,591.00
Extra Help	\$18.37	\$0.63	\$19.00	189.00	\$3,591.00
Ag Biologist I	\$23.49	\$14.52	\$38.01	13.00	\$494.13
Ag Biologist II	\$25.93	\$15.27	\$41.20	13.00	\$535.60
* Detection Total:				404.00	\$8,211.73
THWS				439.21	
Non-Detection Positions					
Deputy Ag Commissioner	\$35.78	\$18.29	\$54.07	15.00	\$811.05
Administrative Assistant	\$22.89	\$14.34	\$37.23	2.00	\$74.46
Ag Biologist, Senior	\$32.34	\$17.23	\$49.57	15.00	\$743.55
Non-Detection Total:				32.00	\$1,629.06
Total SM Personnel Cost:					\$9,840.79

* The "Detection Total" hours must not exceed the total Hours/Year on the Trapping Hours/Year Work Sheet (THWS).

Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

COMMENT: Non-Detection staff time spent processing specimens, second review of all traps, support, conference calls, meetings, public relations, etc. General management & clerical type duties, training, quality control, time keeping, invoicing, etc. Time allotted for data entry, tracking gps coordinates, and weekly reporting.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Japanese Beetle Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

A. Personnel Services - Japanese Beetle (JB)				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				202.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				15.00
				Total Hours: 217.00
				Subtotal Personnel Cost: \$5,424.91
				Overhead: 25% \$1,356.23
				Total Personnel Cost: \$6,781.14
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost: \$0.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost: \$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	552.0	0.625	\$690.00
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
				Total Mileage Cost: \$690.00
				**Total JB Cost: \$7,471.14
				***Total Agreement Amount CDFA will reimburse for Core "JB": \$5,821.30

* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total JB 'Actual' Cost" is the full cost the county requests to fully fund their JB activities.

*** "Total Agreement Amount CDFA will reimburse for Core JB" is the total cost CDFA will reimburse the counties for their CORE activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Core Japanese Beetle Personnel Work Sheet
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

Personnel Costs - Japanese Beetle (JB)					
Position Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Total Billable Hours to be Worked	Total Cost
Detection Positions					
Extra Help	\$18.37	\$0.63	\$19.00	81.00	\$1,539.00
Extra Help	\$18.37	\$0.63	\$19.00	81.00	\$1,539.00
Ag Biologist I	\$23.49	\$14.52	\$38.01	20.00	\$760.20
Ag Biologist II	\$25.93	\$15.27	\$41.20	20.00	\$824.00
* Detection Total:				202.00	\$4,662.20
THWS				219.60	
Non-Detection Positions					
Deputy Ag Commissioner	\$35.78	\$18.29	\$54.07	7.00	\$378.49
Administrative Assistant	\$22.89	\$14.34	\$37.23	1.00	\$37.23
Ag Biologist, Senior	\$32.34	\$17.23	\$49.57	7.00	\$346.99
Non-Detection Total:				15.00	\$762.71
Total JB Personnel Cost:					\$5,424.91

* The "Detection Total" hours must not exceed the total Hours/Year on the Trapping Hours/Year Work Sheet (THWS).

Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

COMMENT: Non-Detection staff time spent processing specimens, second review of all traps, support, conference calls, meetings, public relations, etc. General management & clerical type duties, training, quality control, time keeping, invoicing, etc. Time allotted for data entry, tracking gps coordinates, and weekly reporting.

State of California
Pest Detection County Agreements
Trapping Hours/Year Worksheet

County: Lake

Fiscal Year: 2022-2023

TRAPPING HOURS/YEAR WORKSHEET

TRAPPING SEASON for CORE PROGRAM

Trap Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MF					2	2	2	2	2	2		
MP												
OF					2	2	2	2	2	2		
ML						2	2	2	2	2		
CP garden												
CP rural					1	1	1	1	1	1		
CP rural res.												
SM						2	2	2	2			
JB						2	2	2	2			
	4	weekly servings			2	biweekly servings			1	monthly servings		

Trap Type	serv/ month*	x	months trapping	x	serv/ year	x	# of traps/mo nth	=	serv/yea r/trap
MF	2.17	x	6.00	=	13.02	x	103.00	=	1,341.06
MP		x		=	0.00	x		=	0.00
OF	2.17	x	6.00	=	13.02	x	25.00	=	325.50
ML	2.17	x	5.00	=	10.85	x	25.00	=	271.25
CP garden		x		=	0.00	x		=	0.00
CP rural	1.00	x	6.00	=	6.00	x	20.00	=	120.00
CP rural res.		x		=	0.00	x		=	0.00
SM	2.17	x	4.00	=	8.68	x	92.00	=	798.56
JB	2.17	x	4.00	=	8.68	x	46.00	=	399.28
Total:									3,255.65

	Servings/year /trap		Avg traps serve/hr		Hours/year		Hours/year plus 10%
FF TOTAL:	2,057.81	÷	3.00	=	685.94	x1.1(10%	754.53
	(A)		(B)		(C)		(D)
SM TOTAL:	798.56	÷	2.00	=	399.28	x1.1(10%	439.21
	(A)		(B)		(C)		(D)
JB TOTAL:	399.28	÷	2.00	=	199.64	x1.1(10%	219.60
	(A)		(B)		(C)		(D)

B = Average # of traps serviced per hour - figure entered by person completing work sheet.

C = Hours/year - calculated electronically.

D = Hours/year plus 10% - calculated electronically. "D" represents the billable hours for the trapper(s) in the field and is applied to the work plan in the "Detection" section. In addition to the detection trapper hours, the financial plans also cover non-detection (supervisor, administrative, etc.) hours.

10/25/21

Form 66-223

California Department of Food and Agriculture
Pest Detection County Agreements
CalTrap Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

FY 2022-2023 CalTrap Financial Plan

Personnel Services				
				Billable Hours
Personnel Training Hours				40.00
Personnel Data Conversion Hours (if not billing for manual or bulk entry)				0.00
Total Hours:				40.00
Subtotal Personnel Cost:				\$1,416.40
Overhead: 25%				\$354.10
Total Personnel Cost:				\$1,770.50
Data Conversion Costs (if not Billing Personnel Hours)				
	NO. OF SITES	COST PER SITE	COST	
Data Conversion Manual Entry	0	\$1.40000	\$0.00	
Data Conversion Bulk Upload	0	\$0.6323	\$0.00	
Total Data Conversion Cost:				\$0.00
Operating Expenses				
	NO. OF ITEMS	COST PER ITEM	COST	
Additional iPad(s)	0	\$0.00	\$0.00	
Additional iPad Accessories	0	\$0.00	\$0.00	
	COST PER MONTH	NO. OF USAGE MONTHS	NO. OF DEVICES	COST
Data Plan	\$64.00	6	3	\$1,152.00
Insurance/Warranty (Optional)	\$0.00	0	0	\$0.00
Total Operating Expense Cost:				\$1,152.00

*Total CalTrap Cost:	\$2,923.00
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**Total Agreement Amount CDFA will reimburse for CalTrap:	\$2,923.00
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* "Total CalTrap 'Actual' Cost" is the full cost the county requests to fully fund their CalTrap activities.

** "Total Agreement Amount CDFA will reimburse for CalTrap" is the total cost CDFA will reimburse the counties for their CalTrap activities. CDFA cannot reimburse more than the total amount listed here.

*COMMENT: Staff time spent receiving training, providing training, attending meetings, conference calls related to CalTrap training. Time allocated for data entry and data conversion if not billed by site or bulk upload.

California Department of Food and Agriculture
Pest Detection County Agreements
CalTrap Personnel Work Sheet
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

Personnel Training and Personnel Data Conversion Costs					
Position Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Total Billable Hours to be Worked	Total Cost
Training Positions					
Extra Help	\$18.37	\$0.63	\$19.00	10.00	\$190.00
Extra Help	\$18.37	\$0.63	\$19.00	10.00	\$190.00
Deputy Ag Commissioner	\$35.78	\$18.29	\$54.07	10.00	\$540.70
Ag Biologist, Senior	\$32.34	\$17.23	\$49.57	10.00	\$495.70
Training Total:				40	\$1,416.40
Converting Data to CalTrap Positions					
Position Title 1	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Data Conversion Total:				0	\$0.00
Total CalTrap Personnel Cost:					\$1,416.40

COMMENTS: Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional Vine Mealy Bug Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

A. Personnel Services - Additional Vine Mealy Bug				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				165.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				21.00
				Total Hours:
				186.00
				Subtotal Personnel Cost:
				\$5,857.03
				Overhead: 25%
				\$1,464.26
				Total Personnel Cost:
				\$7,321.29
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost:
				\$0.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
				Total Operating Expense Cost:
				\$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	1,500.0	0.625	\$1,875.00
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
				Total Mileage Cost:
				\$1,875.00

**Total Additional VMB Cost:	\$9,196.29
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***Total Agreement Amount CDFA will reimburse for Additional VMB Surveys:	\$9,196.29
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total Additional VMB Cost" is the full cost the county requests to fully fund their Additional VMB activities.

*** "Total Agreement Amount CDFA will reimburse for Additional VMB" is the total cost CDFA will reimburse the counties for their Additional activities.
CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional Vine Mealy Bug Personnel Work Sheet
FY 2022/2023
July 1, 2022 - June 30, 2023
Lake County

Attachment A

Personnel Costs - Additional Vine Mealy Bug					
Position Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Total Billable Hours to be Worked	Total Cost
Detection Positions					
Extra Help	\$18.37	\$0.63	\$19.00	85.00	\$1,615.00
Ag Biologist I	\$23.49	\$14.52	\$38.01	40.00	\$1,520.40
Ag Biologist II	\$25.93	\$15.27	\$41.20	40.00	\$1,648.00
* Detection Total:				165.00	\$4,783.40
				THWS	179.03
Non-Detection Positions					
Deputy Ag Commissioner	\$35.78	\$18.29	\$54.07	10.00	\$540.70
Ag Biologist, Senior	\$32.34	\$17.23	\$49.57	10.00	\$495.70
Administrative Assistant	\$22.89	\$14.34	\$37.23	1.00	\$37.23
Non-Detection Total:				21.00	\$1,073.63
Total Additional VMB Personnel Cost:					\$5,857.03

* The "Detection Total" hours must not exceed the total Hours/Year on the Trapping Hours/Year Work Sheet (THWS).

Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

COMMENT: Non-Detection staff time spent processing specimens, second review of all traps, support, conference calls, meetings, public relations, etc. General management & clerical type duties, training, quality control, time keeping, invoicing, etc. Time allotted for data entry, tracking gps coordinates, and weekly reporting.

State of California
 Pest Detection County Agreements
 Trapping Hours/Year Worksheet

County: Lake
 Fiscal Year: 2022-2023

TRAPPING HOURS/YEAR WORKSHEET

TRAPPING & SURVEY SEASON for ADDITIONAL ACTIVITIES

Survey Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VMB						2	2	2	2	2		
	4	weekly servings			2	biweekly servings			1	monthly servings		

Survey Type	serv/ month*	x	months trapping	x	serv/ year	x	# of traps/mo nth	=	serv/year /trap
VMB	2.17	x	5.00	=	10.85	x	30.00	=	325.50
Total:									325.50

	Servicings/year/ trap		Avg traps serve/hr		Hours/year		Hours/year plus 10%
VMB TOTAL:	325.50 (A)	÷	2.00 (B)	=	162.75 (C)	x1.1(10%)	179.03 (D)

B = Average # of traps serviced per hour - figure entered by person completing work sheet.

C = Hours/year - calculated electronically.

D = Hours/year plus 10% - calculated electronically. "D" represents the billable hours for the trapper(s) in the field and is applied to the work plan in the "Detection" section. In addition to the detection trapper hours, the financial plans also cover non-detection (supervisor, administrative, etc.) hours.

10/25/21

Form 66-223

PEST DETECTION TRAPPING GUIDELINES (#2)

No McPhail, North District, 6 months

Fiscal Year 2022-23

1. Place all traps, except spongy moth (SM) and Japanese beetle (JB) (see below), beginning on the season start date (versus two weeks prior to the season start date). Remove traps at the last servicing for the season so that all traps have been removed at the end of the season (versus the two weeks after the season).
2. Place SM and JB traps beginning on or prior to the season start date (normally June 1). Remove all SM and JB traps after August 31, unless a different time period has been agreed upon with the District Entomologist.
3. Ensure that Jackson Mediterranean fruit fly (Medfly) traps, baited with trimedlure, are serviced every 14 days from July 1 through October 31, 2022, and from date of placement in 2023 (May 1 or later) through June 30.
4. Ensure that ChamP™ or yellow panel traps, baited with ammonium bicarbonate or ammonium carbonate, respectively, in rural areas are serviced once each month and relocated at each service from July 1 through October 31, 2022, and from date of placement in 2023 (May 1 or later) through June 30.
5. Ensure that Jackson oriental fruit fly traps, baited with methyl eugenol, are serviced every 14 days from July 1 through October 31, 2022, and from date of placement in 2023 (May 1 or later) through June 30.
6. Ensure that Jackson melon fly traps, baited with cue-lure, are serviced every 14 days from July 1 through October 31, 2022, and from date of placement in 2023 (May 1 or later) through June 30.
7. Ensure that SM and JB traps are serviced every 14 days from July 1 through August 31, 2022, and from June 15 through June 30, 2023, unless determined otherwise by the CDFA District Entomologist and noted on the Trapping Hours Worksheet (THWS) and Commitment Form (60-221).
8. Place and service any other traps or conduct any surveys as included on the THWS and Commitment Form. Follow additional activity guidelines posted at: <https://phpps.cdfa.ca.gov/PDEP/PDF/Detection2020-22/AdditionalCountySurveyTargets2022Final.pdf> unless other arrangements are agreed upon with PD/EP.

PEST DETECTION/EMERGENCY PROJECTS **FY** 2022 / 2023 **COMMITMENT FORM**

AGRICULTURAL COMMISSIONER Katherine Vanderwall	Lake
DETECTION SPECIALIST	6/23/2022

		Other	Core and Additional		TOTAL
		COMMITMENT	COMMITMENT		COMMITMENT
TRAPPING			CORE	ADDITIONAL	
JACKSON TRAP - MEDFLY	MF	0	103	/ 0	103
McPHAIL TRAP	MP	0	0	/ 0	0
JACKSON TRAP - ORIENTAL FRUIT FLY	OF	0	25	/ 0	25
JACKSON TRAP - MELON FLY	ML	0	25	/ 0	25
CHAMP TRAP - Garden	CP	0	0	/ 0	0
CHAMP TRAP - Rural	CP	0	20	/ 0	20
CHAMP TRAP - Rural Residential	CP	0	0	/ 0	0
SPONGY MOTH	SM	0	92	/ 0	92
JAPANESE BEETLE	JB	0	46	/ 0	46
OTHER ADDITIONAL	VMB	0	0	/ 30	30
		0	0	/ 0	0
		0	0	/ 0	0
		0	0	/ 0	0
		0	0	/ 0	0
		0	0	/ 0	0
		0	0	/ 0	0
		0	0	/ 0	0
SPECIAL TRAPPING CONSIDERATIONS:					

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
PEST DETECTION/EMERGENCY PROJECTS**

**PROTOCOL FOR CONDUCTING QUALITY CONTROL PLANTING
OF DETECTION TRAPPING PROGRAMS**

January 2020

Quality control planting (QCP) is a tool used by the California Department of Food and Agriculture (CDFA) to determine the trapper's ability to identify specific target insects that are placed inside traps in an actual trapping environment and to monitor compliance with protocols as outlined in the CDFA Insect Trapping Guide (ITG, https://www.cdfa.ca.gov/plant/PDEP/Insect_Trapping_Guide/index.html).

These guidelines may be revised. Should any revisions occur, County staff will be notified and provided revised guidelines prior to any changes taking effect.

Types of Plants

There are two types of plants: Training and General. Training plants are used to evaluate new trappers, and no more than two should occur per trapper for the duration of their employment. If two Training plants are given to the same trapper, the target pests and traps should be of different types (e.g., Medfly and Mexican fruit fly, Jackson and McPhail). All other plants are considered General plants, and are subject to the Missed Plant recommendations below.

Frequency

Frequent planting will ensure that all trappers have a variety of target insects planted in their traps over the course of the season. Planting may occur as often as monthly, especially for counties with five or more trappers. New trappers will be planted as soon as possible after they have started servicing traps, in order to identify and correct any issues as early as possible. All trappers in a program will be planted as equally as possible over the course of the season, so as not to unduly substantially bias planting towards one or more trappers.

Preparation

1. Seven target species are used in routine planting of detection and delimitation trap lines: Mediterranean fruit fly (MF), melon fly (ML), Mexican fruit fly (MX), oriental fruit fly (OF), spongy moth (SM), Japanese beetle (JB), and European grapevine moth (EGVM). Additional species may be used for specific projects.
2. Planting specimens are pre-marked as follows:
 - a. Fruit flies are fluorescent-dyed at the rearing facilities, and have the right wing clipped at the tip under the direction of the District Entomologist. These flies have also been irradiated, so their reproductive organs will show signs of sterility.
 - b. SMs and EGVMs display a red abdomen internally as the result of a red rearing diet.
 - c. JBs have a mounting-pin hole through the sternum.
3. Trap type – QCP species correlation:

<u>TRAP</u>	<u>QCP</u>
a. McPhail, Multilure or ChamP	Any one of the target fly species: MF, ML, MX, OF
b. Trimedlure Jackson	MF
c. Cue-lure Jackson	ML
d. Methyl eugenol Jackson	OF
e. SM	SM
f. JB	JB
g. EGVM	EGVM

4. Only one specimen per trap will be planted.
5. Specimens which are the same species as that being released as part of a sterile release project will not be planted into traps either within the release area or within a one-mile buffer surrounding the release area.
6. All planting specimens will be in good condition, clearly showing distinguishing body parts.
7. Specimens are available to District Entomologists through the CDFA Statewide Trapping QC Coordinator or designee.
7. Upon receipt, the District Entomologist is responsible for their specimens' distribution, condition, proper reporting, and follow-up to any identified problems.
8. All specimens are stored in alcohol, with the exception of EGVM and SM, which are stored dry in a freezer.
9. Specimens are kept secured by being stored in locked cabinets, boxes, etc.

Planting Procedure

1. The District Entomologist, or designee, will notify the county trapping supervisor that planting will occur within a general timeframe. All involved parties shall maintain the confidential nature of this process and must not inform trappers that planting will be performed during that timeframe. Trapping supervisors and District Entomologists should promote the concepts that planting can be performed at any time during the trapping season and that trappers should always be on the alert for targeted insects, not only when they think planting is occurring.
2. Traps to be planted will be those scheduled to be serviced within three to four working days of the planting. This will reduce the possibility of plants being destroyed while in the traps.
3. Trap address will be verified and all other identifying descriptions of that trap will be checked for accuracy.
4. The planter shall carefully place the planted insect within the trap in a manner that will not damage the insect and that will allow for accurate identification by the trapper. Flies placed on sticky traps will be placed so that one wing adheres to the adhesive on the insert, and one or both wings should be in full view. SM and EGVM will be placed so that the tops of the wings are visible, and SM may be placed under the trap lip to ensure that

the entire trap is examined. Plants on dry traps will be placed on the sticky surface in full view, and not partially covered by debris or other larger insects. Plants will not be placed in traps which are compromised and not fully functional, such as sticky traps covered by debris or other larger insects, dried out McPhails, etc.

5. Immediately after placing an insect within a trap, the planter will complete the QC Plant Form (QCPF) at the location of the planting, double-checking to make sure that all relevant information is accurate. It is recommended that photos be taken of the trap and of the QC plant as documentation.
6. Sticky traps are required to be double-checked by someone other than the trapper prior to being discarded. Therefore, it is acceptable for QC plants to be placed onto sticky traps removed from the field for discard to determine the effectiveness of the second checker when double-checking those inserts. This procedure will only be performed by the District Entomologist or designee in the presence of the trapping supervisor. If the trapping supervisor serves as the second checker, the trapping supervisor's supervisor must be notified and participate, per the above procedure. For this type of plant, the QCPF is completed with the appropriate notations and "Discard" written in the Address column.

Reporting

At the end of each planting day, the planter will provide (via email, fax or in person) the completed QCPF to the county Agricultural Commissioner (or designee), the Statewide Trapping QC Coordinator, the QCP contact at PD/EP Headquarters, and the District Entomologist (if not the planter). The naming convention to be used for the report is: county number or state office initial as designated in the PDR system (e.g., Shasta County is 45, San Marcos PD/EP office is SM) - date [year (last 2 numbers) - month (2 numbers) - day] - planter's initials (e.g., rl for Ray Leclerc) – qcp (Quality Control Plant). As an example, 45200618rlqcp would be the QCP report for Shasta County on June 18, 2020 as performed by Ray Leclerc. For those counties, such as San Diego, which are partially trapped by the county and partially by one or more state offices, the county number will be used for county routes and the state office initial used for state routes.

Within two working days of the last date that planted insects should have been discovered and submitted, the trapping supervisor shall send a copy of the QCPF with the final status for each of the planted traps indicated to the District Entomologist. The District Entomologist will forward the QCPF to the Statewide Trapping QC Coordinator and to the QCP contact at PDEP Headquarters.

If any of the plants were missed, the Missed QC Plant Report shall be submitted by the trapping supervisor to the District Entomologist as soon as possible. The District Entomologist will send the information to the Statewide QC Coordinator and the QCP contact at PD/EP Headquarters within two working days of receiving all of the relevant information.

Statewide Trapping QC Coordinator:
Ana Nistor
AnaMaria.Nistor@cdfa.ca.gov

QCP contact at PD/EP Headquarters:
Ana Nistor

AnaMaria.Nistor@cdfa.ca.gov

Sample Submission

Routine QCP recoveries should not be sent to the CDFA Plant Pest Diagnostics Center (PPDC), provided that the trapping supervisor can confirm the presence of identifying QCP markings on the specimen (e.g., clipped wing, fluorescent dye, pin hole through the sternum, etc.) and the trap information matches that on the QCPF. Such recovered plants should be returned to the District Entomologist or designee, who will destroy them. It is critical that all recovered plants are returned for disposal.

In the event that the identity of the sample as a QCP is not 100% assured as outlined above, the trapping program will send the sample to the PPDC at the address below, accompanied by an electronic Pest and Damage Record (ePDR). Examples of less-than-100% assurance can include the presence of two specimens on one insert when the QCPF shows only one, the inability to confirm identifying QCP markings as described above, or discrepancy in the trap information. Such specimens shall be considered a possible wild suspect and should be submitted as a RUSH wild A-rated suspect would be submitted (see ITG). In addition, in the "Remarks" section of the ePDR, state the following: "Questionable QC Planted Insect". Include the reason for the uncertainty in this section (e.g., "Two specimens on insert, one specimen known to be a plant." or "possible plant but lacking any marked features – no clipped wing", etc.). Report any such specimens to the District Entomologist immediately.

Send suspects to: Entomology Lab
 CDFA Plant Pest Diagnostics Center
 3294 Meadowview Road
 Sacramento, CA 95832-1448
 Phone: 916-262-1100

Missed Plant

Any missed plants will require the trapping supervisor to visit the subject trap location as soon as possible to determine if the plant is still in the trap and if it is in recognizable condition. A trapper who misses a plant shall be immediately retrained in target pest identification by the trapping supervisor, and will be re-planted within two weeks of the retraining session. The re-plant of a missed training plant is considered a general plant; i.e., it is not a second training plant.

In the event that the missed plant is determined by the District Entomologist to not be the fault of the trapper (e.g., plant missing from trap or plant damaged beyond recognition), this situation will be noted on the QCPF as "MNFT" (Missed Not Fault of Trapper) in the "Status" column. MNFT specimens will not be reported on the Missed QC Plant Report and do not count towards employee evaluations.

Trappers will be recommended for removal from the trapping program if they miss non-training planted insects in the following numbers during a 12-month period, starting on the date of the first miss.

- 1. Fruit Flies or EGVM: Three (in any combination)**
- 2. SM or JB: Two, or one plus any other insect (in any combination)**

Consequences of missing plants from a sticky trap that was double-checked will be reviewed and evaluated on an individual basis.

Missed training plants and MNFTs will not be counted against a program's overall percent-recovered rating.

PEIR Management Practices (MP) and Mitigation Measures (MM) For Trapping

January 2022

MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities.

- Use dedicated specific equipment for specific products when appropriate.
- Ensure equipment is cleaned properly per the manufacturer's specifications and any pesticide label directions.

MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions.

- Comply with Pesticide label.
- Be aware of any regulations or internal procedures before application.
- Use appropriate application methods and rates.
- Mix and load chemicals in areas where spills can be contained. Limit mixing and loading in the field.

MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions.

- Rinse equipment according to manufacturer's label instructions.
- Discharge rinse water only in areas that are part of the application site or at a certified waste treatment facility.
- Dispose of surplus chemicals and containers according to label instructions.

MP-SPRAY-7: Follow appropriate product storage procedures.

- Ensure proper storage of all pesticides per label instructions.
- Ensure all pesticides removed from their original container are properly sealed for use within a service container.
- Seal all service containers within a tool box.
- Lock tool boxes when unattended.

MP-GROUND-3: Train personnel in proper use of pesticides.

- Conduct training for personnel in the safe and proper mixing, loading, and application of pesticides, in compliance with both federal and State pesticide regulations and the product label.

MP-HAZ-1: Implement a Spill Contingency Plan.

- Contain spill immediately to minimize the risk of further pesticide exposure to people, animals, and the environment.
- Be prepared to respond to pesticide spills.
- Provide clean-up of small spills (50 gallons or less) and properly dispose of residual materials. For larger spills notify the Chemical Transportation Emergency Center at 800-424-9300.
- Follow instructions for First Aid Measures as listed on the Material Safety Data Sheet.
- Call an ambulance in the event of a spill involving severe personal injury.
- Remove anyone exposed to pesticides to a safe location. If applicable, remove their clothing and wash contaminated skin with soap and water.
- Do not move a seriously injured person unless it is absolutely essential because of the risk of further injury.

- Do not leave injured or incapacitated persons until proper medical assistance arrives.
- Provide a pesticide label and/or material safety data sheet for medical personnel.
- For any spill incident, contact the California State Warning Center / Governor's Office of Emergency Services at 916-845-8911 or warning.center@oes.ca.gov.
- Call the fire department and notify department personnel of the presence of pesticides for a spill involving fire, if a fire hazard exists. Eliminate all sources of ignition (electric motors, gasoline engines, or smoking) to prevent fire or explosion.
- Contact the California Highway Patrol by calling 911 for a spill occurring on a highway.
- Call local police or the county sheriff for a spill occurring off-road.
- For minor spills of 50 gallons or less:
 - Wear rubber boots, coveralls, rubber gloves, and eye protection.
 - Confine the leak or spill to the smallest area possible by using natural terrain, soil, or absorbent material.
 - Shovel contaminated material into a leak-proof container.
 - Do not hose down the area.
 - Work carefully and safely; do not hurry.
 - Dispose contaminated material in the same manner as for excess pesticides or hazardous wastes.
- For major spills of 50 gallons or more:
 - Follow the steps listed for all above and include the additional number below.
 - If the spill is too big, or uncertainty exists as to the appropriate action, notify the Chemical Transportation Emergency Center at 800-424-9300.

MP-HAZ-2: Use a safety and cleanup materials checklist.

- Follow a checklist for safety and cleanup materials to accompany mixing-loading vehicles during treatment activities, which should include the following:
 - For Safety: a first-aid kit; a fire extinguisher (516, type A-B-C), and goggles.
 - For Clean-up: one shovel, large heavy-duty plastic bags, rubber boots, disposable coveralls, water, rubber gloves, a broom and dust pan, liquid detergent, several bags of "kitty litter" or other absorbent materials.

MP-HAZ-3: Implement decontamination.

- Decontaminate paved surfaces per site specific protocols and Accidental Release Measures on the Material Safety Data Sheet.
- Shovel contaminated material into a leak-proof metal drum for final disposal.

MP-HAZ-4: Follow appropriate disposal procedures.

- Dispose all materials that have been contaminated by spillage or exposed to large volumes of pesticides, including cloth, soil, and wood that cannot be decontaminated, in the same manner as done for excess pesticides.
- Store contaminated absorbent material and materials that cannot be

decontaminated in a leak-proof container and dispose the container at a Class I landfill.

Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure.

- Before conducting any activities under the Proposed Program, CDFA staff (or the entity conducting the activity) shall determine whether the potential exists for the activity, based on its characteristics and location, to result in exposure to existing sites of hazardous materials contamination.

Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site.

- If exposure to hazardous materials contamination is determined to be a possibility, before conducting the activity under the Proposed Program, CDFA staff (or the entity conducting the activity) shall search the EnviroStor database to identify any area that may be on sites containing known hazardous materials. If hazardous sites are encountered, CDFA shall coordinate with the property owners and/or site managers, and regulatory agencies with jurisdiction over these sites for proper protocols to follow to protect worker health and safety. At a minimum, these protocols shall ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks.

- In the event that during the activity, previously unknown hazardous materials not related to the Proposed Program are encountered that may pose a health risk to those implementing Proposed Program activities, all activities will stop and CDFA (or the entity conducting the activity) shall consult the landowner and appropriate agencies to determine the extent of the hazardous material and determine what safety protocols need to be implemented to continue Proposed Program activities. At a minimum, these protocols will ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices.

- CDFA shall continue to work with CDPR and CACs to conduct public information sessions in the local communities where Proposed Program chemical management activities are proposed to be conducted. The focus will be on educating residents whose properties are being treated or who live in proximity to areas being treated on MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. As necessary, sessions will be conducted or translated in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides.

- CDFA shall continue training sessions for its staff and contractors

regarding safe pesticide handling and application.

- In addition, for quarantine areas, CDFA shall include materials in its compliance agreements with regulated entities (e.g., growers) with information for pesticide applicators and agricultural workers regarding MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. A regulated entity is defined as someone who has to comply with the quarantine requirements in order to move their products outside of the regulated area. This may include but not be limited to growers, nurseries, and commodity shippers. The compliance agreements will require that regulated entities distribute these materials to applicators and workers.
- As necessary, all materials will be presented in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios.

- CDFA shall require Proposed Program staff and contractors to conduct chemical applications in a manner consistent with the Proposed Program's authorized chemical application scenarios, resulting in acceptable human health risk as described in Chapter 2, Proposed Program Description and the HHRA (Appendix B). Deviations from the authorized chemical application scenarios may be allowed if:
 - An evaluation is conducted pursuant to the CEQA Tiering Strategy (Appendix C), which concludes that the alternative scenario will not exceed the level of concern for any receptor; or
 - A certified industrial hygienist concludes that the alternative scenario will not result in risk exceeding the level of concern for any potential receptor, and the scenario is implemented by a licensed or certified applicator. This conclusion may be based on site-specific factors that minimize potential for exposure, absence of a particular receptor, use of additional or different PPE, or monitoring of the exposure, such as regular blood tests to ensure blood concentrations in the exposed individuals are below the risk threshold.
 - The results of the evaluation or hygienist's conclusions will be documented, along with any monitoring results.
 - CDFA will conduct training for its staff and contractors on these approaches. CDFA also will require adherence to these scenarios by including requirements in contractual agreements, such as compliance agreements (for quarantines), permits (e.g., for movement of certain materials outside quarantine areas), contracts (e.g., with CDFA contractors), or other similar means.

Attachment 1 - Tiering Strategy Checklist

Start Date:	
Project Leader:	
Description of Activity:	
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	

Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?		
Is the activity described in the PEIR?		(If the Response is "Partially" or "No" skip to Part C)

Part B

		Check Applicable Requirements
General Requirements		
Conduct activity as described in Chapters 2 and 3 of PEIR		
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		
Activity Site Specific Review		
Database	Date Reviewed	Mitigation If Any
California Natural Diversity Database		
303(d) List of Impaired Waters		
EnviroStor Hazardous Site		

	Check Applicable Requirements
Management Practices	
MP-SPRAY-1: Conduct a Site Assessment	
MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	
MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions	
MP-SPRAY-4: Apply chemicals only under favorable weather conditions	
MP-SPRAY-5: Follow integrated pest management and drift reduction techniques	
MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions	
MP-SPRAY-7: Follow appropriate product storage procedures	
MP-AERIAL-1: Use appropriate aerial spray treatment procedures	
MP-GROUND-1: Follow appropriate ground-rig foliar treatment procedures	
MP-GROUND-2: Follow appropriate low-pressure backpack treatment procedures	
MP-GROUND-3: Train personnel in proper use of pesticides	
MP-GROUND-4: Enforce runoff and drift prevention	
MP-HAZ-1: Implement a Spill Contingency Plan	
MP-HAZ-2: Use safety and cleanup materials checklist	
MP-HAZ-3: Implement decontamination	
MP-HAZ-4: Follow appropriate disposal procedures	
Mitigation Measures	
Mitigation Measure BIO-CHEM-2: CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure	
Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	
Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks	
Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices	
Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	
Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	
Mitigation Measure NOISE-PHYS-1: Conduct Activities during the Daytime	
Mitigation Measure WQ-CHEM-2: Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
Mitigation Measure WQ-CHEM-5: Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
Mitigation Measure WQ-CUM-1: Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

Part C

	Y/N	Justification/Rationale
Step 1		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
Step 2	Attach supporting documentation for determination, and CEQA Addendum, as applicable	
Step 3	Attach tiered CEQA document, and identify additional requirements from that document	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	
Signature*:	
End Date:	

*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

Attachment 1 - Tiering Strategy Checklist

Start Date:	July 1, 2022
Project Leader:	Katherine Vanderwall
Description of Activity:	Spongy moth traps (contain disparlure) hung in or near host plants during the prescribed trapping season. Residents notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Spongy moth trapping conducted within the whole of Lake County. Property types are various (residential, agriculture, mixed use, undeveloped) and have spongy moth host plants on or near them.

Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect spongy moth.
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR section 3.4.19

Part B

Check Applicable Requirements		
General Requirements		
Conduct activity as described in Chapters 2 and 3 of PEIR		✓
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		
Activity Site Specific Review		
Database	Date Reviewed	Mitigation If Any
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

	Check Applicable Requirements
Management Practices	
MP-SPRAY-1: Conduct a Site Assessment	
MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	✓
MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions	✓
MP-SPRAY-4: Apply chemicals only under favorable weather conditions	
MP-SPRAY-5: Follow integrated pest management and drift reduction techniques	
MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions	✓
MP-SPRAY-7: Follow appropriate product storage procedures	✓
MP-AERIAL-1: Use appropriate aerial spray treatment procedures	
MP-GROUND-1: Follow appropriate ground-rig foliar treatment procedures	
MP-GROUND-2: Follow appropriate low-pressure backpack treatment procedures	
MP-GROUND-3: Train personnel in proper use of pesticides	✓
MP-GROUND-4: Enforce runoff and drift prevention	
MP-HAZ-1: Implement a Spill Contingency Plan	✓
MP-HAZ-2: Use safety and cleanup materials checklist	✓
MP-HAZ-3: Implement decontamination	✓
MP-HAZ-4: Follow appropriate disposal procedures	✓
Mitigation Measures	
Mitigation Measure BIO-CHEM-2: CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure	✓
Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	✓
Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks	✓
Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices	✓
Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	✓
Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	✓
Mitigation Measure NOISE-PHYS-1: Conduct Activities during the Daytime	
Mitigation Measure WQ-CHEM-2: Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
Mitigation Measure WQ-CHEM-5: Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
Mitigation Measure WQ-CUM-1: Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

Part C

	Y/N	Justification/Rationale
Step 1		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
Step 2	Attach supporting documentation for determination, and CEQA Addendum, as applicable	
Step 3	Attach tiered CEQA document, and identify additional requirements from that document	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	Katherine Vanderwall
Signature*:	
End Date:	

*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

Attachment 1 - Tiering Strategy Checklist

Start Date:	July 1, 2022
Project Leader:	Katherine Vanderwall
Description of Activity:	Japanese beetle traps (contain Japonilure, phenethyl propionate, eugenol, and geraniol) hung in or near host plants during the prescribed trapping season. Residents notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Japanese beetle trapping conducted within the whole of Lake County. Property types are various (residential, agriculture, mixed use, undeveloped) and have Japanese beetle host plants on or near them.

Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect Japanese beetle.
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR section 3.4.20

Part B

Check Applicable Requirements		
General Requirements		
Conduct activity as described in Chapters 2 and 3 of PEIR		✓
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		
Activity Site Specific Review		
Database	Date Reviewed	Mitigation If Any
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

	Check Applicable Requirements
Management Practices	
MP-SPRAY-1: Conduct a Site Assessment	
MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	✓
MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions	✓
MP-SPRAY-4: Apply chemicals only under favorable weather conditions	
MP-SPRAY-5: Follow integrated pest management and drift reduction techniques	
MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions	✓
MP-SPRAY-7: Follow appropriate product storage procedures	✓
MP-AERIAL-1: Use appropriate aerial spray treatment procedures	
MP-GROUND-1: Follow appropriate ground-rig foliar treatment procedures	
MP-GROUND-2: Follow appropriate low-pressure backpack treatment procedures	
MP-GROUND-3: Train personnel in proper use of pesticides	✓
MP-GROUND-4: Enforce runoff and drift prevention	
MP-HAZ-1: Implement a Spill Contingency Plan	✓
MP-HAZ-2: Use safety and cleanup materials checklist	✓
MP-HAZ-3: Implement decontamination	✓
MP-HAZ-4: Follow appropriate disposal procedures	✓
Mitigation Measures	
Mitigation Measure BIO-CHEM-2: CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure	✓
Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	✓
Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks	✓
Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices	✓
Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	✓
Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	✓
Mitigation Measure NOISE-PHYS-1: Conduct Activities during the Daytime	
Mitigation Measure WQ-CHEM-2: Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
Mitigation Measure WQ-CHEM-5: Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
Mitigation Measure WQ-CUM-1: Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

Part C

	Y/N	Justification/Rationale
Step 1		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
Step 2	Attach supporting documentation for determination, and CEQA Addendum, as applicable	
Step 3	Attach tiered CEQA document, and identify additional requirements from that document	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	Katherine Vanderwall
Signature*:	
End Date:	

*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

Budget and Survey Quick Guide

Pest Detection County Agreements

Budget summary guide of the fund source breakdown.

County: Lake

FY: 22/23

Total Agreement Amount CDFA will reimburse \$ 48,666.29

Funding Sources	CORE Costs			Additional Costs	CalTrap Costs
	Fruit Fly	Spongy Moth	Japanese Beetle		
<i>Federal Funds</i>	\$ 10,030.01				
<i>State Funds</i>	\$ 10,030.02				
<i>Unclaimed Gas Tax</i>				\$ 9,196.29	\$ 2,923.00
<i>PD/EP Branch general funds</i>		\$ 10,665.67	\$ 5,821.30		
<i>CDFA Emergency Funds</i>					

The **Total Agreement Amount CDFA will reimburse** for is the total cost CDFA may reimburse the counties. Any costs exceeding this total will not be paid.

The **Funding sources** give a summary of the funding costs CDFA uses to charge county monthly billing. Each fund source listed comes from separate pots of money. Once each fund source is exhausted, no more funds can be reimbursed through that specific fund source. Counties must not exceed the total individual costs listed above for each activity and fund source.

Quick Guide for Use in Billing and Invoicing:
PEST DETECTION /EMERGENCY PROJECTS

County: Lake
FY: 2022/2023

Survey Summary Guide: This form is to aid in billing and invoicing

Disclaimer: Refer to contract for full survey details. Does not include EFF Additional Extended Season Traps

Survey type	MF	MP	OF	ML	CP gard	CP rural	CP rural res.	Total EFF	SM	JB	VMB				
Core	103		25	25		20		173	92	46					
Additional								0			30				
Other								0							
Total trap/site surveyed/mo	103	0	25	25	0	20	0	173	92	46	30	0	0	0	0
Servicing/trap/Mo	2.17		2.17	2.17		1			2.17	2.17	2.17				
Servicings/Mo	224	0	54.3	54.3	0	20	0	352	200	99.8	65.1	0	0	0	0


TRAPPING SEASON for CORE PROGRAM

Trap Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MF					2	2	2	2	2	2		
MP												
OF					2	2	2	2	2	2		
ML						2	2	2	2	2		
CP garden												
CP rural					1	1	1	1	1	1		
CP rural res.												
SM						2	2	2	2			
JB						2	2	2	2			

TRAPPING SEASON for ADDITIONAL ACTIVITIES

Survey Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VMB						2	2	2	2	2		
	4	weekly servicings				2	biweekly servicings				1	monthly servicings

SUBMIT MONTHLY TO: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

<p align="center"> STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES Pest Detection Emergency Projects Branch 1220 N STREET SACRAMENTO CA 95814 </p> 
--

Agreement/Program Name:	
Agreement Number:	
Agreement Amount:	

Date:	
County:	
Amount Billed to Date:	
Invoice #	
Revision Date:	
Billing Period:	From: To:

CORE Costs

	<u>Total Hours</u>	<u>Total Costs</u>
Personnel Expenses		
Detection Activities	0.00	\$ -
Non-Detection Activities	0.00	\$ -
Indirect Rate	25%	\$ -
Operating Expenses		\$ -
Sub-Contracting Expenses		\$ -
Mileage Expenses		\$ -
Grand Total	0.00	\$ -

Mileage Expense Breakout	Total Miles	Rate	Total Cost
County Vehicles	0.00	0.000	\$0.00
State Vehicles	0.00	0.000	\$0.00
Rental Vehicles	0.00	0.000	\$0.00
Total Mileage Expenses:			\$0.00

COMMENTS:

Invoice Month/Year: _____

REMIT PAYMENT TO: (County Address)


<i>For State Use Only</i>

Accounting use only:

Accounting use only:

PDEP County Agreements Required		
Trap Activity	%	Cost
Core Cost		
Fruit Flies	0.000%	\$0.00
GM	0.000%	\$0.00
JB	0.000%	\$0.00
Total	0.000%	\$0.00

SUBMIT MONTHLY TO: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

<p align="center"> STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES Pest Detection Emergency Projects Branch 1220 N STREET SACRAMENTO CA 95814 </p> 
--

Agreement/Program Name:	
Agreement Number:	
Agreement Amount:	

Date:	
County:	
Amount Billed to Date:	
Invoice #	
Revision Date:	
Billing Period:	From: To:

Additional Costs

	<u>Total Hours</u>	Total Costs
Personnel Expenses		
Detection Activities	0.00	\$ -
Non-Detection Activities	0.00	\$ -
Indirect Rate	25%	\$ -
Operating Expenses		\$ -
Sub-Contracting Expenses		\$ -
Mileage Expenses		\$ -
Grand Total	0.00	\$ -

Mileage Expense Breakout	Total Miles	Rate	Total Cost
County Vehicles	0.00	0.000	\$0.00
State Vehicles	0.00	0.000	\$0.00
Rental Vehicles	0.00	0.000	\$0.00
Total Mileage Expenses:			\$0.00

COMMENTS:

Invoice Month/Year: _____

REMIT PAYMENT TO: (County Address)

<i>For State Use Only</i>

Accounting use only:


Accounting use only:

PDEP County Invoice Breakdown		
Trap Activity	%	Cost
Additional Cost		
Fruit Flies	0.000%	\$0.00
GM	0.000%	\$0.00
JB	0.000%	\$0.00
	0.000%	\$0.00
	0.000%	\$0.00
	0.000%	\$0.00
Total	0.000%	\$0.00

SUBMIT MONTHLY TO: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

Invoice Month/Year: _____

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
PLANT HEALTH AND PEST PREVENTION SERVICE
Pest Detection Emergency Projects Branch
1220 N STREET
SACRAMENTO CA 95814



Agreement/Program Name:	
Agreement Number:	
Agreement Amount:	

Date:	
County:	
Amount Billed to Date:	
Invoice #	
Revision Date:	
Billing Period:	From: To:

CalTrap Costs

	Total Hours	Total Costs
Personnel Expenses		
Training Hours	0	\$ -
Data Entry Hours	0	\$ -
Indirect Rate	25%	\$ -
Grand Total	0	\$ -

CALTRAP EXPENSES			
	No. of Sites	Cost Per Site	Cost
Data Conversion - Manual Entry	0.00	\$1.4000	\$0.00
Data Conversion - Bulk Upload	0.00	\$0.6323	\$0.00
	No. of Devices	Cost Per Devise	Cost
iPad	0.00	\$0.00	\$0.00
iPad Accessories	0.00	\$0.00	\$0.00
Data Plan	0.00	\$0.00	\$0.00
Insurance/Warranty (optional)	0.00	\$0.00	\$0.00
CalTrap Cost:			\$0.00

Accounting use only:

Accounting use only:

REMIT PAYMENT TO: (County Address)

For State Use Only

COMMENTS:

California Department of Food and Agriculture
Pest Detection Program
Budget Period FY 2022/2023
Email invoices to: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

Date:
County:
Agreement No:
Invoice No:
Billing Period:
Revision Date:

Trap Activity	Percentage	Amount
Core Cost		
Fruit Flies	0%	\$0.00
GM	0%	\$0.00
JB	0%	\$0.00
Additional Cost		
Fruit Flies	0%	\$0.00
GM	0%	\$0.00
JB	0%	\$0.00
Other traps	0%	\$0.00
Totals	0%	\$0.00

CDFA USE ONLY

A. Personnel

Detection Trappers

<u>Employee Name</u>	<u>Title</u>	<u>Hours</u>	<u>Hourly Rate *</u>	<u>Total</u>
1		0.00	\$0.00	\$0.00
2		0.00	\$0.00	\$0.00
3		0.00	\$0.00	\$0.00
4		0.00	\$0.00	\$0.00
5		0.00	\$0.00	\$0.00
6		0.00	\$0.00	\$0.00
7		0.00	\$0.00	\$0.00
8		0.00	\$0.00	\$0.00
9		0.00	\$0.00	\$0.00
10		0.00	\$0.00	\$0.00
11		0.00	\$0.00	\$0.00
12		0.00	\$0.00	\$0.00
13		0.00	\$0.00	\$0.00
14		0.00	\$0.00	\$0.00
15		0.00	\$0.00	\$0.00
16		0.00	\$0.00	\$0.00
17		0.00	\$0.00	\$0.00
18		0.00	\$0.00	\$0.00
19		0.00	\$0.00	\$0.00
20		0.00	\$0.00	\$0.00
21		0.00	\$0.00	\$0.00
22		0.00	\$0.00	\$0.00
23		0.00	\$0.00	\$0.00
24		0.00	\$0.00	\$0.00
25		0.00	\$0.00	\$0.00
Detection Salary Subtotal:				\$0.00

Non-Detection Trappers

<u>Employee Name</u>	<u>Title</u>	<u>Hours</u>	<u>Hourly Rate *</u>	<u>Total</u>
1		0.00	\$0.00	\$0.00
2		0.00	\$0.00	\$0.00
3		0.00	\$0.00	\$0.00
4		0.00	\$0.00	\$0.00
5		0.00	\$0.00	\$0.00
6		0.00	\$0.00	\$0.00
7		0.00	\$0.00	\$0.00
8		0.00	\$0.00	\$0.00
9		0.00	\$0.00	\$0.00
10		0.00	\$0.00	\$0.00
11		0.00	\$0.00	\$0.00
12		0.00	\$0.00	\$0.00
13		0.00	\$0.00	\$0.00
14		0.00	\$0.00	\$0.00
15		0.00	\$0.00	\$0.00
Non-Detection Salary Subtotal:				\$0.00

* The Hourly Rate must include Hourly Wage and Benefit Rate

** Overhead percent is editable, must not exceed 25%

Personnel Subtotal: \$0.00
Overhead** 0% \$0.00
Personnel Total: \$0.00

B. Supplies (Itemized such as: trapping poles, office & field supplies, etc.)

Supplies (Amounts shown are shipping prices, unless noted otherwise)		
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
Supplies Total:		\$0.00

C. Subcontractor

<u>Title/Description</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
Subcontractor Total:			\$0.00

D. Vehicle Operations

	<u>Mileage</u>	<u>Rate ***</u>	<u>Total</u>
1 State	0.00	\$0.000	\$0.00
2 County	0.00	\$0.000	\$0.00
3 Rental Vehicles	0.00	\$0.000	\$0.00
4 Other	0.00	\$0.000	\$0.00
Vehicle Total:			\$0.00

*** Mileage rates: Must not exceed the Federal Mileage Rate

E. Other Items of Expense (e.g., communications, IT services, Travel)		Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
Other Total:		\$0.00

Remit payment to:

Contact Person
Mailing Address
Contact Phone No
Contact Email

Invoice Total Cost:	\$0.00
---------------------	--------

COMMENTS:

Green = Fillable cells to be completed by the County.

Purple = Subtotals and totals. These contain formulas - **DO NOT MODIFY!**

Orange = Instructions.

"COUNTY NAME" COUNTY DEPARTMENT OF AGRICULTURE
FY 2020 - 22 Pest Detection CalTrap

INVOICE

1/25/22

Green = fillable cells to be completed by the County.

Purple = subtotals and totals. These contain formulas - **DO NOT MODIFY!**

Orange = instructions.

Date:
County:
Agreement No:
Invoice No:
Billing Period:
Revision Date:

Approval Stamp: CDFA USE ONLY

A. PERSONNEL**SALARY - Training**

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS</u>	<u>HOURLY RATE</u> <u>w/o BENEFITS</u>	<u>COST</u>
1			0.00	\$0.00	\$0.00
2			0.00	\$0.00	\$0.00
3			0.00	\$0.00	\$0.00
4			0.00	\$0.00	\$0.00
5			0.00	\$0.00	\$0.00
6			0.00	\$0.00	\$0.00
7			0.00	\$0.00	\$0.00
8			0.00	\$0.00	\$0.00
9			0.00	\$0.00	\$0.00
10			0.00	\$0.00	\$0.00
11			0.00	\$0.00	\$0.00
12			0.00	\$0.00	\$0.00
13			0.00	\$0.00	\$0.00
14			0.00	\$0.00	\$0.00
15			0.00	\$0.00	\$0.00
16			0.00	\$0.00	\$0.00
17			0.00	\$0.00	\$0.00
18			0.00	\$0.00	\$0.00
19			0.00	\$0.00	\$0.00
20			0.00	\$0.00	\$0.00
21			0.00	\$0.00	\$0.00
22			0.00	\$0.00	\$0.00
23			0.00	\$0.00	\$0.00
24			0.00	\$0.00	\$0.00
25			0.00	\$0.00	\$0.00
SALARY SUBTOTAL:					\$0.00

<u>BENEFITS</u>	<u>BENEFIT</u> <u>RATE %</u>	<u>SALARY</u>	<u>BENEFIT</u> <u>COST</u>
1	0.0000%	\$0.00	\$0.00
2	0.0000%	\$0.00	\$0.00
3	0.0000%	\$0.00	\$0.00
4	0.0000%	\$0.00	\$0.00
5	0.0000%	\$0.00	\$0.00
6	0.0000%	\$0.00	\$0.00
7	0.0000%	\$0.00	\$0.00
8	0.0000%	\$0.00	\$0.00
9	0.0000%	\$0.00	\$0.00
10	0.0000%	\$0.00	\$0.00
11	0.0000%	\$0.00	\$0.00
12	0.0000%	\$0.00	\$0.00
13	0.0000%	\$0.00	\$0.00
14	0.0000%	\$0.00	\$0.00
15	0.0000%	\$0.00	\$0.00
16	0.0000%	\$0.00	\$0.00
17	0.0000%	\$0.00	\$0.00
18	0.0000%	\$0.00	\$0.00
19	0.0000%	\$0.00	\$0.00
20	0.0000%	\$0.00	\$0.00
21	0.0000%	\$0.00	\$0.00

22
23
24
25

0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:		\$0.00

SALARY - Data Conversion Personell Costs

	<u>Employee Name</u>	<u>Title</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

	<u>HOURS</u>	<u>HOURLY RATE w/o BENEFITS</u>	<u>COST</u>
1	0.00	\$0.00	\$0.00
2	0.00	\$0.00	\$0.00
3	0.00	\$0.00	\$0.00
4	0.00	\$0.00	\$0.00
5	0.00	\$0.00	\$0.00
6	0.00	\$0.00	\$0.00
7	0.00	\$0.00	\$0.00
8	0.00	\$0.00	\$0.00
9	0.00	\$0.00	\$0.00
10	0.00	\$0.00	\$0.00
11	0.00	\$0.00	\$0.00
12	0.00	\$0.00	\$0.00
13	0.00	\$0.00	\$0.00
14	0.00	\$0.00	\$0.00
15	0.00	\$0.00	\$0.00
SALARY SUBTOTAL:			\$0.00

BENEFITS

1
2
3
4
5
6
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8
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11
12
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14
15

	<u>BENEFIT RATE %</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	0.0000%	\$0.00	\$0.00
2	0.0000%	\$0.00	\$0.00
3	0.0000%	\$0.00	\$0.00
4	0.0000%	\$0.00	\$0.00
5	0.0000%	\$0.00	\$0.00
6	0.0000%	\$0.00	\$0.00
7	0.0000%	\$0.00	\$0.00
8	0.0000%	\$0.00	\$0.00
9	0.0000%	\$0.00	\$0.00
10	0.0000%	\$0.00	\$0.00
11	0.0000%	\$0.00	\$0.00
12	0.0000%	\$0.00	\$0.00
13	0.0000%	\$0.00	\$0.00
14	0.0000%	\$0.00	\$0.00
15	0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:			\$0.00

0 % Overhead (Not to exceed 25%)

	<u>SALARIES</u>	<u>BENEFITS</u>	<u>OVERHEAD COST*</u>
	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL COST:			\$0.00

B. Data Conversion Costs (Manual and Bulk) and Operating Expenses

Item
Data Conversion - Manual Entry
Data Conversion - Bulk Upload

	<u>NO. OF SITES*</u>	<u>COST PER SITE</u>	<u>COST</u>
	0.00	\$1.4000	\$0.00
	0.00	\$0.6323	\$0.00

iPad
iPad Accessories
Data Plan
Insurance/Warranty (optional)

	<u>NO. OF DEVICES</u>	<u>COST PER DEVICE</u>	<u>COST</u>
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00
	0.00	\$0.00	\$0.00

TOTAL SECTION B COSTS: \$0.00

*This is the number of sites successfully uploaded to CalTrap with confirmation from the database administrator.

TOTAL MONTHLY INVOICE: \$0.00

COMMENTS:

Remit payment to:
Contact Person
Mailing Address
Contact Phone No
Contact Email

1 BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

2
3 RESOLUTION NO. _____

4
5 **A RESOLUTION APPROVING AMENDED AGREEMENT NO. 22-1694-002-SF WITH THE CALIFORNIA**
6 **DEPARTMENT OF FOOD AND AGRICULTURE TO PROVIDE REIMBURSEMENT FOR INSECT**
7 **TRAPPING PROGRAM FOR FY 22/23**

8
9 **NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors hereby finds,
determines, and declares that:

- 10 1) The Board of Supervisors of the County of Lake, State of California does hereby approve
11 and accept the Agreement No. 22-1694-002-SF with the California Department of Food
12 Agriculture beginning July 1, 2022 through June 30, 2023, for reimbursement for the
Insect Trapping Program Agreement
- 13 2) The Chair of the Board of Supervisors is authorized to execute the
14 Agreement No. 22-1694-002-SF

15
16
17
18 **THIS RESOLUTION** was passed by the Board of Supervisors, County of Lake,
19 State of California at a regular meeting thereof on the _____ day of _____,
20 2023 by the following vote :

21
22 AYES:

23 NOES:

24 ABSENT OR NOT VOTING:

25 ///

26 ///

27 ///

28

RECEIVED MAR 06 2023

1 RESOLUTION APPROVING AGREEMENT NO. 22-1694-002-SF
2 CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

(2601)
PAGE 2

3 RESOLUTION NO. _____
4
5
6
7

COUNTY OF LAKE

8
9
10 _____
CHAIRMAN, BOARD OF SUPERVISORS

11 ATTEST: SUSAN PARKER
12 CLERK OF THE BOARD OF SUPERVISORS

13 BY: _____
14

15
16 BY: _____

ANITA L. GRANT
COUNTY COUNSEL

17
18
19
20 AUDITOR REVIEW:
21 JENAVIVE HERRINGTON
22 AUDITOR CONTROLLER

23 ///

24 ///

25 ///

26 ///

27 ///

28

(2601)



Memorandum

3/21/2023

Item#:5.3

Memorandum

Date: March 21, 2023
To: The Honorable Lake County Board of Supervisors
From: Board of Supervisors
Subject: Adopt Proclamation Commending Library Technician Mickey Price for Going Above and Beyond and Serving the Public with Compassion and Professionalism

Executive Summary:

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

PROCLAMATION

**COMMENDING LIBRARY TECHNICIAN MICKEY PRICE FOR GOING ABOVE AND BEYOND
AND SERVING THE PUBLIC WITH COMPASSION AND PROFESSIONALISM**

WHEREAS, Mickey Price was working at Redbud Library when an elderly medically frail gentleman was dropped off; and

WHEREAS, Mickey Price saw that he was not well and became aware that he was unsheltered, so she reached out to the community via social media; and

WHEREAS, due to her social media post, Mickey Price was immediately connected with the Board of Supervisors where she asked about service availabilities and shelter capacities in hopes to find somewhere for this gentleman to be sheltered and cared for; and

WHEREAS, Mickey Price stated to one of the Supervisors, "if we don't find him a place today, I don't think he's going to make it"; and

WHEREAS, because of Mickey Price's immense empathy for the gentleman she hoped to find help for, and because of her persistence in finding a solution for him, he was able to find a place at Project Restoration; and

WHEREAS, based on Mickey Price's swift actions to provide assistance to this gentleman, it is quite possible that she may have saved his life; and

WHEREAS, the gentleman still resides at Project Restoration where he is currently thriving; and

WHEREAS, Mickey Price displays the same level of dedication, empathy, and willingness to go above and beyond in her assigned library duties including community outreach, interlibrary loan requests from the public, and presenting programs for children and adults.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Supervisors commend Mickey Price for taking action and going out of her way, outside her scope of work, to help a community member and ensure their safety and good health. The Board of Supervisors thanks you for being a leading example in our community for how we should all care for each other, whether we know each other or not. It is an honor to have such a shining example of love and kindness in our county staff. Mickey Price, you are an inspiration to all of us.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+Policy26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action: Adopt Proclamation Commending Library Technician Mickey Price for Going Above and Beyond and Serving the Public with Compassion and Professionalism



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:5.4

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

PROCLAMATION

Commending Anita L. Grant for her 31 Years of Service to the County of Lake

WHEREAS, Anita L. Grant, a proud native of Iowa, began her service with the County of Lake as a Deputy County Counsel in 1992, and was quickly recognized as having a brilliant legal mind and an ability to work effectively with County department heads and officials on a wide variety of matters, ranging from risk management to labor relations; and

WHEREAS, on retirement of the County's long-time County Counsel in 2005, Anita L. Grant was selected and appointed by the Board of Supervisors to serve in the position of County Counsel, a position she has held for the past 17 years; and

WHEREAS, Anita L. Grant has repeatedly provided special training to the Board of Supervisors and numerous other boards, commissions and committees on a variety of important matters including compliance with the State's Open Meetings Laws; and

WHEREAS, Anita L. Grant has provided invaluable guidance and advice to members of this Board during weekly meetings — advice and guidance that has assisted our Board in complying with the myriad of complex laws and regulations to which County Boards of Supervisors must adhere at all times; and

WHEREAS, Anita L. Grant, has skillfully handled an enormous workload, rarely missing a day of work and having forfeited vacation leave, and made numerous personal sacrifices over the years, including working on weekends and holidays; and

WHEREAS, Anita L. Grant has provided outstanding support to office staff, as well as guidance and training to current and former County of Lake deputy county counsel attorneys, each of whom have become better legal advocates as a result of her mentorship; and

WHEREAS, Anita L. Grant has consistently upheld a high standard for excellence in ethical legal advocacy, professional responsibility, and leadership for the County of Lake; and

WHEREAS, Anita L. Grant has announced her intention to retire on March 24, 2023.

NOW, THEREFORE, BE IT PROCLAIMED, although it is with regret that this Board has accepted Anita L. Grant's decision to retire, it is with pleasure we extend to her our sincerest gratitude for 31 years of outstanding and dedicated service to this Board and the County of Lake, and we wish her good health and much happiness during her retirement.

ADOPTED THIS 21ST DAY OF MARCH, 2023.

ATTEST: SUSAN PARKER

COUNTY OF LAKE

Clerk of the Board of Supervisors

By: _____
Deputy _____, Board of Supervisors





COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:5.5



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Meeting Minutes - Final BOARD OF SUPERVISORS

Tuesday, February 28, 2023

9:00 AM

Board Chambers

Please see agenda for public participation information and eComment submission on any agenda item.

1. Call to Order

The meeting was called to order at 9:00 a.m. by Chair Crandell. County Administrative Officer Susan Parker, County Counsel Anita Grant, and Assistant Clerk of the Board Johanna DeLong were present, along with the following Supervisors:

Present: Supervisor Simon, Supervisor Sabatier, Supervisor Green, Supervisor Pyska and Chair Crandell

2. Moment of Silence

A moment of silence was dedicated to Thomas Brown, Kevin Waycik, and the pedestrian victim in Clearlake.

3. Pledge of Allegiance

Led by Senior Deputy County Counsel Lloyd Guintivano.

4. Consideration of Extra Items Not Appearing on the Posted Agenda

- 4.1** a) Consideration of "extra" agenda item, and b) Consideration of Ratification of Proclamation of the Existence of a Local Emergency Due to Low Elevation Snow and Extreme Cold

a) Chair Pyska introduced the item to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

b) Sheriff Rob Howe presented the item to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

a) On motion of Supervisor Simon, and by vote of the Board, approved taking this item up as an extra item as it came up after the posting of the agenda. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

b) On motion of Supervisor Sabatier, and by vote of the Board, approved Ratification of Proclamation of the Existence of a Local Emergency Due to Low Elevation Snow and Extreme Cold. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

5. Approval of the Consent Agenda

- 5.1** (a) Approve Letter of Support for the North Shore Restoration Project Number 22-FH-LNU-46336202 and Authorize Chair to Sign and (b) Approve Letter of Support for the North Shore Restoration Project Number 22-FH-LNU-46336098 and Authorize Chair to Sign

- 5.2** Approve Letter of Support for Department of Energy Funding for CYRQ Energy's Geothermal Demonstration Project on Behalf of the Multi-Jurisdictional Geothermal Opportunity Zone (GeoZone)

This item was pulled from the agenda.

- 5.3** Approve Subordination, Nondisturbance, and Attornment Agreement dated October 22, 2021, by and among Oak Valley Community Bank, a California banking corporation and County of Lake and D. Judd Apartments, LLC and Authorize the Board Chair to Sign.

- 5.4** Approve Amendment to the Agreement Between County of Lake and the California Mental Health Services Authority for Behavioral Health Quality Improvement Program for FYs 2022-24 with no change to the contract maximum and authorize the Board Chair to Sign.

Assistant County Administrative Officer Stephen Carter presented the item to the Board. County Counsel Anita Grant spoke.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Sabatier, and by vote of the Board, approved Amendment to the Agreement Between County of Lake and the California Mental Health Services Authority for Behavioral Health Quality Improvement Program for FYs 2022-24 with no change to the contract maximum and authorize the Board Chair to Sign amendment with amendment to the signature page. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

- 5.5** Approve Agreement Between County of Lake and BHC Heritage Oaks Hospital, Inc. for Acute Inpatient Psychiatric Hospital Services and Professional Services Associated with Acute Inpatient Psychiatric Hospitalization for Fiscal Year 2022-23 in the amount of \$80,000 and Authorize the Board Chair to Sign.
- 5.6** Approve Board of Supervisors Minutes February 14, 2023
- 5.7** (a) Waive the competitive bid process under section 2-38.2(3) of the Lake County Code because it would produce no economic benefit to the County. (b) Approve first amendment of agreement between County of Lake and TruePoint Solutions for as-needed permitting software services, in the amount of \$19,965.00 and authorize the Chair to sign.
- 5.8** Approve Request to Close Health Services offices from 1:00 p.m. to 4:00 p.m. Thursday, March 16, 2023, for All Staff Training and Meeting
- 5.9** Approve Participation Agreement between the County of Lake and the Department of Health Care Services for Medi-Cal Administrative Activities (MAA) and authorize the Director of Health Services to sign.
- 5.10** Approve Amendment No. 1 to the Agreement Between the County of Lake and AirMedCare Network for air ambulance services to the County of Lake Participants listed and amend the total compensation and authorize Chair to sign.
- 5.11** Approve a Professional Services Agreement between the County of Lake and Headway Transportation, LLC for consulting services to prepare the Soda Bay Corridor Evacuation Plan and authorize the Chair to sign the Agreement

- 5.12** Approve contract with Guardian RFID for a Safety Check program in the amount of \$40,485 and authorize the Chair sign the contract

This item was pulled from the agenda.

- 5.13** Approve Long Distance Travel for Teresa Wold, Housing Program Coordinator, to Attend the Nelrod Consortium Annual Conference Training in Las Vegas, Nevada from April 19-21, 2023.

- 5.14** Approve Rescission of Tax Deed to Purchaser of Tax Defaulted Property (APN 040-322-100)

- 5.15** Approve Rescission of Tax Deed to Purchaser of Tax Defaulted Property (APN 044-211-160)

On motion of Supervisor Crandell, and by vote of the Board, approved consent agenda items 5.1 through 5.15 with the exception of items 5.2 and 5.12 which were pulled for further discussion. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

On motion of Supervisor Sabatier, and by vote of the Board, moved to reopen the consent agenda. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

On motion of Supervisor Sabatier, and by vote of the Board, approved consent agenda items 5.1 through 5.15 with the exception of items 5.2, 5.4, and 5.12 which were pulled for further discussion. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

6. Timed Items

6.1 9:06 A.M. - Public Input

Public Member Andre Guziec spoke.

- 6.2** 9:10 A.M. - Consideration of the December 31, 2022 Report of Lake County Pooled Investments

Treasurer Tax Collector Patrick Sullivan introduced the item to the Board. Chandler Asset Management Representative Carlos Oblitas presented the PowerPoint Presentation to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

Presentation Only.

- 6.3** 9:30 A.M. - Consideration of Draft Ordinance Amending Chapter 5 of The Lake County Code and Adopting by Reference the 2022 California Building Standards Code, Known As The California Code Of Regulations, Title 24, Parts 1 through 6, 8 through 12, Incorporating The 2022 Edition of the California Administrative Code, Title 24 Part 1; The 2022 Edition of the California Building Code, Title 24 Part 2; The 2022 Edition of the California Residential Code, Title 24 Part 2.5; The 2022 Edition of the California Electrical Code, Title 24 Part 3; The 2022 Edition of the California Mechanical Code, Title 24 Part 4; The 2022 Edition of the California Plumbing Code, Title 24 Part 5; The 2022 Edition of the California Energy Code, Title 24 Part 6; The 2022 Edition of the California Historical Building Code, Title 24 Part 8; The 2022 Edition of the California Fire Code, Title 24 Part 9; The 2022 Edition of the California Existing Building Code, Title 24 Part 10; The 2022 Edition of the California Green Building Code, Title 24 Part 11; The 2022 Edition of the California Referenced Standards Code, Title 24, Part 12; The 2021 Edition of the International Property Maintenance Code; The 2021 Edition of the International Wildland-Urban Interface Code

Community Development Director Mireya Turner presented the item to the Board. Chief Building Official Bill Collins, Code Enforcement Manager Marcus Beltramo, and Senior Deputy County Counsel Lloyd Guintivano spoke.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Sabatier, and by vote of the Board, approved reading of the ordinance to have it read in title only. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

On motion of Supervisor Sabatier, and by vote of the Board, advanced the second reading of the ordinance to the March 7, 2023 Board of Supervisors Meeting. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

- 6.4** 9:45 A.M. - Presentation of Report on the Road Map Task Force 2022 Activities

Community Development Director Mireya Turner introduced the item to the Board. Code Enforcement Manager Marcus Beltramo and Lieutenant Richard Ward presented a PowerPoint Presentation to the Board. Sheriff Rob Howe spoke.

Chair Pyska asked if anyone present wished to speak and Chair Crandell read public comment from Chuck Lamb and Holly Harris. The following person present in the Board of Supervisors Chambers spoke: Joan Moss. No one else wished to speak and the public input portion of this item was closed.

Presentation Only.

6.5 10:30 A.M. - Presentation on Progress of the County-Wide Wildland Fire Fuels Crew Program by the Northshore Fire Protection District

Northshore Fire Protection District Chief Mike Ciancio presented a PowerPoint Presentation to the Board. Public Works Director Scott De Leon.

Chair Pyska asked if anyone present wished to speak and the following people present in the Board of Supervisors Chambers spoke: Lake County Fire Protection District Chief Willie Sapeta, Kelseyville Fire Protection District Joe Huggins, Sherri Treppa, Shannon Stillwell, and Lakeport Fire Protection District Chief Patrick Reitz. No one else wished to speak and the public input portion of this item was closed.

Presentation Only.

6.6 11:30 A.M. - Presentation and Acceptance of Big Valley Groundwater Sustainability Agency (GSA) Charter Document

Deputy Water Resources Director Marina Deligiannis presented the item to the Board. Senior Deputy County Counsel Lloyd Guintivano and County Counsel Anita Grant spoke.

Chair Pyska asked if anyone present wished to speak and the following person present in the Board of Supervisors Chambers spoke: Joan Moss. No one else wished to speak and the public input portion of this item was closed.

On motion of Director Sabatier, and by vote of the Board, approved 2023 Charter of the Groundwater Sustainability Plan Advisory Committee as amended for the Resource Section and for the organizational structure and membership committee. The motion carried by the following vote:

Ayes- Directors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7. Non-Timed Items

7.1 Supervisors' weekly calendar, travel and reports

7.2 Consideration of an Informational Report on a CAL FIRE Grant Application currently being prepared by Lake County Resource Conservation District (RCD)

Chair Pyska introduced the item to the Board. Chief Climate Resiliency Officer Terre Logsdon and Deputy County Administrative Officer Matthew Rothstein presented the item to the Board. County Administrative Officer Susan Parker spoke.

Chair Pyska asked if anyone present wished to speak and the following person present in the Board of Supervisors Chambers spoke: Northshore Fire Protection District Chief Mike Ciancio. No one else wished to speak and the public input portion of this item was closed.

Presentation Only.

7.3 Consideration of American Rescue Act (ARPA) Funding Request for Senior Center Support Form to Provide up to \$50,000 for Each Senior Center's Capital Expenditures

Assistant County Administrative Officer Stephen Carter presented the item to the Board. County Administrative Officer Susan Parker and Behavioral Health Services Director Todd Metcalf spoke.

Chair Pyska asked if anyone present wished to speak and the following person present in the Board of Supervisors Chambers spoke: Joyce Overton. Supervisor Crandell read public comment from Betsy Cawn. No one else wished to speak and the public input portion of this item was closed.

On motion of Supervisor Simon, and by vote of the Board, approved American Rescue Act (ARPA) Funding Request for Senior Center Support Form to Provide up to \$50,000 for Each Senior Center's Capital Expenditures with amendments as stated by County Counsel. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7.4 (a) Consideration of Increasing the Cannabis Equity Grants funds from a maximum of \$50,000 to up to \$150,000 per applicant; and (b) Consideration of Resolution of the Lake County Board of Supervisors Authorizing State of California Cannabis Equity Act Grant Funding

Treasurer-Tax Collector Patrick Sullivan presented the item to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Sabatier, and by vote of the Board, approved increasing the Cannabis Equity Grants funds from a maximum of \$50,000 to up to \$150,000 per applicant. The motion carried by the following vote:

Supervisor Sabatier offered the resolution and it passed by roll call vote:

Ayes- Supervisors: 4 - Simon, Sabatier, Crandell, and Pyska

Nays- Supervisor: 1 - Green

Enactment No: Resolution No. 2023-22

7.5 Discussion and Consideration to Hold Special Meetings in March, 2023 to Participate in County Counsel Interviews in Closed Session and Select a Date

County Administrative Officer Susan Parker presented the item to the Board. County Counsel Anita Grant spoke.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Sabatier, and by vote of the Board, approved addition of a special meeting on March 6, 2023 from 9:00 A.M. to 1:00 P.M. and March 17, 2023 from 1:00 P.M. to 5:00 P.M. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7.6 Consideration and Discussion Involving the Recruitment Process for Filling the Vacancy Created by the Behavioral Health Director's Resignation

Human Resources Director Pam Samac presented the item to the Board.

Chair Pyksa asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

Direction was given to staff to open recruitment for 10 days.

7.7 Consideration of Agreement between County of Lake and Kings View Professional Services for Support Services for State Mandated Cost Reporting in the Amount of \$122,900.00 for Fiscal Year 2022-24 and Authorize the Board Chair to Sign.

Behavioral Health Director Todd Metcalf presented the item to the Board. Deputy Behavioral Health Director Elise Jones spoke.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Sabatier, and by vote of the Board, approved Agreement between County of Lake and Kings View Professional Services for Support Services for State Mandated Cost Reporting in the Amount of \$133,000.00 for Fiscal Year 2022-24 and Authorized the Board Chair to Sign as amended. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7.8 Consideration of the following Advisory Board Appointments:

Community Visioning Forum

Emergency Medical Care Committee

Fish & Wildlife Committee

Chair Pyska presented the item to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion of Supervisor Crandell, and by vote of the Board, appointed Georgina Marie Guardado to the Community Visioning Forum. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

On motion of Supervisor Sabatier, and by vote of the Board, appointed Zach Pindell, Lynne Kinniburgh, and James Dowdy to the Emergency Medical Care Committee. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

On motion of Supervisor Crandell, and by vote of the Board, appointed Luis Santana to the Fish and Wildlife Advisory Committee. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7.9 Consideration of the Classification, Compensation, Recruitment, and Retention Committee (CCRR) Approval of the 2022-2023 Reclassification Cycle Findings and Recommendations

Human Resources Director Pam Samac presented the item to the Board. Behavioral Health Director Todd Metcalf and Stephen Carter

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

On motion if Supervisor Simon, and by vote of the Board, approved in concept the recommendations and authorized Human Resources to initiate the meet and confer process with all applicable employee associations as needed. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

7.10 Consideration of Resolution authorizing the Chair of the Board to approve and direct the Tax Collector to sell, at public auction via internet, tax defaulted property which is subject to the power to sell in accordance with Chapter 7 of part 6 of Division 1, of the California Revenue and Taxation Code and approving sales below minimum price in specified cases.

Treasurer-Tax Collector Patrick Sullivan presented the item to the Board.

Chair Pyska asked if anyone present wished to speak. No one wished to speak and the public input portion of this item was closed.

Supervisor Crandell offered the resolution and it was passed by roll call vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

Enactment No: Resolution No. 2023-23

8. Closed Session

Chair Pyska announced that the Board would now go into Closed Session at 4:02 p.m. for the reasons stated on the agenda.

The Board reconvened into Regular Session at 4:22 p.m. having taken the following action on item 8.5:

Chair Pyska announced that the Board would now go back into Closed Session at 4:23 p.m. for the remaining closed session items on the agenda.

The Board reconvened into Regular Session at 7:03 p.m. having taken no further action.

8.1 Public Employee Evaluation:
Title: Public Services Director

8.2 Public Employee Evaluation:
Title: Registrar of Voters

- 8.3** Conference with County Negotiators regarding the Purchase of Property Located at 5245-3rd Street, Kelseyville, CA; price and terms of payment (a) County Negotiators: S. Parker and S. Carter and (b) Kelseyville Senior Center, Inc. Negotiator: Karlene Ellis
- 8.4** Conference with Legal Counsel: Existing Litigation pursuant to Gov. Code section 54956.9 (d)(1) - City of Clearlake v. Testate and Intestate Successors of Bailey Lumber Co, et al.
- 8.5** Conference with Legal Counsel: Existing Litigation pursuant to Gov. Code section 54956.9 (d)(1) – John Doe 1, et al. v. Humboldt County, et al.

On motion of Supervisor Simon, and by vote of the Board, approved the engagement of the firm Shook,Hardy, and Bacon in the matter of John Doe 1, et al. v. Humboldt County, et al. in coordination with 13 other counties and authorize the Chair to execute the engagement letter. The motion carried by the following vote:

Ayes- Supervisors: 5 - Simon, Sabatier, Crandell, Green, and Pyska

- 8.6** Conference with Legal Counsel: Existing Litigation pursuant to Gov. Code section 54956.9 (d)(1) – Penhall v. Lake County Probation Department, et al. and related Public Employees Relations Board claim

9. Adjournment

There being no further business, the Board of Supervisors adjourned at 7:03 p.m.

SUSAN PARKER
Clerk of the Board

By: _____
Johanna DeLong
Assistant Clerk of the Board

Chair-Lake County Board of Supervisors



Memorandum

3/21/2023

Item#:5.6

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Susan Krones, District Attorney

Subject: (a) Adopt the Resolution Amending Resolution No. 2022-118 Adopting the Final Budget for Fiscal Year 2022-2023 to Increase Revenue in the District Attorney's General Fund Budget Unit 2110 and to Appropriate the Unanticipated Revenue and (b) Approve the Purchase of a 2022 Ford Explorer Hybrid 4x4 and Authorize the District Attorney to Sign a Purchase Order Not to Exceed \$65,000 to Downtown Ford

Executive Summary:

The Investigators for the District Attorney's Office are peace officers and use safety-equipped vehicles for a variety of reasons: assisting other law enforcement agencies in apprehending suspects; investigating officer-involved-shooting cases; serving subpoenas within and outside of Lake County; transporting victims/witnesses to and from court; and assisting prosecutors with cases going to trial with additional investigation. These activities require a reliable and capable vehicle, especially with some of the off-road areas of Lake County. We are looking to replace our 2012 Dodge Charger, which has nearly 130,000 miles on the odometer.

In consulting with Lake County Fleet Management, Chris Hamel informed us that one of the State contracted vendors, Downtown Ford, has a 2022 Ford Hybrid Explorer on hand that we could purchase. This vehicle was ordered per the Statewide contract specifications - therefore, no other bids are required. Mr. Hamel received a quote from Downtown Ford for \$57,093.60.

We hope to be able to transfer the safety equipment (radio, sirens, etc) from the Dodge Charger to the new vehicle, but in the event new safety equipment has to be purchased, we are adding about \$8,000 to the cost of the vehicle and do not expect to exceed a budget of \$65,000.

Although the budget for the District Attorney's Asset Forfeiture account (Fund 080, Budget Unit 2116) was approved for a \$50,000 vehicle in fiscal year 2022-23, the District Attorney's Budget Unit 2110 in the General Fund had recently received \$65,000 in unanticipated revenues. Utilizing these unexpected General Fund monies would be more beneficial for our department.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$65,000 Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)

☒ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable☐ Well-being of Residents☒ Public Safety☐ Disaster Prevention, Preparedness, Recovery☐ Economic Development☐ Infrastructure☐ County Workforce☐ Community Collaboration☐ Business Process Efficiency☐ Clear Lake**Recommended Action:**

(a) Adopt the Resolution Amending Resolution No. 2022-118 Adopting the Final Budget for Fiscal Year 2022-2023 to Increase Revenue in the District Attorney's General Fund Budget Unit 2110 and to Appropriate the Unanticipated Revenue and (b) Approve the Purchase of a 2022 Ford Explorer Hybrid 4x4 and Authorize the District Attorney to Sign a Purchase Order Not to Exceed \$65,000 to Downtown Ford

BOARD OF SUPERVISORS
COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION No. 2022-118 ADOPTING THE FINAL
BUDGET FOR FISCAL YEAR 2022-2023 TO INCREASE REVENUE IN THE
DISTRICT ATTORNEY'S GENERAL FUND BUDGET UNIT 2110, AND TO
APPROPRIATE THE UNANTICIPATED REVENUE

WHEREAS, Section 29130 of the Government Code provides that unanticipated revenue may be made available for specific appropriation at any regularly scheduled or properly noticed special meeting by a four-fifths vote of the Board of Supervisors; and

WHEREAS, the District Attorney's Office, Budget Unit 2110, recently received unanticipated revenue in the amount of \$65,000 due to the allocation of prior years' growth in the Supplemental Law Enforcement Services Fund (SLESF); and

WHEREAS, the District Attorney's Office has determined that an eleven-year old District Attorney Investigator vehicle is in need of being retired; and

WHEREAS, Central Garage located a suitable replacement vehicle through the State Contract; and

WHEREAS, it would be advantageous to appropriate these unanticipated funds as a capital asset to replace the outdated vehicle; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Lake, State of California, that the following revisions to the FY 2022-23 Adopted Budget of the County of Lake are hereby ordered and approved:

ADJUSTMENT TO REVENUES					
Fund	Budget Unit	Budget Unit Title	Account Number	Description	Increase (Decrease)
001	2110	District Attorney	453.54-01	State Aid / Supplemental Law Enf Svcs	65,000

ADJUSTMENT TO APPROPRIATIONS					
Fund	Budget Unit	Budget Unit Title	Account Number	Description	Increase (Decrease)
001	2110	District Attorney	721.62-72	Cap. FA-Equipment / Autos & Light Trucks	65,000

THIS RESOLUTION was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof held on the _____ day of _____, 2023 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

Chair, BOARD OF SUPERVISORS


ATTEST: SUSAN PARKER
Clerk of the Board

APPROVED AS TO FORM:
ANITA GRANT
County Counsel

By: _____

By:  _____

AUDITOR ACCOUNTING REVIEW:
JENAVIVE HERRINGTON
Auditor-Controller

By:  _____
Jenavive Herrington (Mar 7, 2023 10:43 PST)







Resolution to recognize & appropriate unanticipated revenues

Final Audit Report

2023-03-07

Created:	2023-03-07
By:	Doris Lankford (Doris.Lankford@lakecountyca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA37oHuWyX3SfPh4b2YbyuVOmG8Hk6f9xT

"Resolution to recognize & appropriate unanticipated revenues" History

-  Document created by Doris Lankford (Doris.Lankford@lakecountyca.gov)
2023-03-07 - 5:23:43 PM GMT- IP address: 208.91.28.66
-  Document emailed to Jenavive.Herrington@lakecountyca.gov for signature
2023-03-07 - 5:30:51 PM GMT
-  Email viewed by Jenavive.Herrington@lakecountyca.gov
2023-03-07 - 6:43:08 PM GMT- IP address: 208.91.28.66
-  Signer Jenavive.Herrington@lakecountyca.gov entered name at signing as Jenavive Herrington
2023-03-07 - 6:43:44 PM GMT- IP address: 208.91.28.66
-  Document e-signed by Jenavive Herrington (Jenavive.Herrington@lakecountyca.gov)
Signature Date: 2023-03-07 - 6:43:46 PM GMT - Time Source: server- IP address: 208.91.28.66
-  Agreement completed.
2023-03-07 - 6:43:46 PM GMT



DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811

22323-KD

QUOTE

Customer

Name LAKE COUNTY
Address 230 N MAIN ST
City LAKEPORT State CA Zip 95453
Phone ATTN: CHRIS HAMEL

DATE 2/23/2023
SALES REP KAYLA DEAN
PHONE 916-717-0362
FOB LAKEPORT

Qty	Description	Unit Price	TOTAL
1	2022 FORD EXPLORER HYBRID 4X2 (LIMITED TRIM) STATE OF CALIFORNIA CONTRACT 1-18-23-23A CLIN 8 EXTERIOR COLOR: WHITE	\$47,651.00	\$47,651.00
OPTIONS			
1	CHANGE TO 4X4	\$3,638.00	\$3,638.00
1	FLOOR LINERS	\$160.00	\$160.00
1	CLASS IV TRAILER TOW PACKAGE	\$545.00	\$545.00
1	DAYTIME RUNNING LIGHTS	\$45.00	\$45.00
1			\$0.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 8.75% BASED ON REGISTRATION ADDRESS			

Payment Details

- ☐ Cash
☒ Check
☐ Credit Card

Name _____
CC # _____
Expires _____

SubTotal	\$52,124.00
DELIVERY	\$400.00
SALES TAX	\$4,560.85
CA Tire Tax	\$8.75
TOTAL	\$57,093.60

Office Use Only

\$500 DISCOUNT WITH PAYMENT IN 20 DAYS

SIGNATURE Chris Hamel County of Lake
H/E Fleet Superintendent

DATE 2/27/23



Memorandum

3/21/2023

Item#:5.7

Memorandum

Date: March 2, 2023

To: The Honorable Lake County Board of Supervisors

From: Scott De Leon, Public Works Director
Vance Ricks, County Surveyor

Subject: Approve Resolution of Intent to Conduct a Public Hearing for the Consideration of the Vacation of a Portion of a Roadway known as Robert's Road in the Middletown area

Executive Summary:

Mr. and Mrs. Lacy, owners of APN: 013-054-02, have petitioned the Board of Supervisors (Board) for the vacation of a portion of the roadway known as Robert's Road. The portion to be vacated is a dedicated easement approximately 1200 feet in length and extends from the intersection with APN 013-028-81 off of S. State Highway 29 and proceeds southwesterly to its intersection with a recorded parcel map.

The attached Resolution of Intent will set forth the location of the proposed vacation, the date and time of the public hearing, and directs the Clerk of the Board to give notice pursuant to Sections 8322 and 8323 of the Streets and Highways Code.

BACKGROUND

The Lacy's request for the vacation is based on the following from their letter dated June 26, 2022: absence of public necessity and personal and family safety concerns due to the proximity of the current easement to their residence. Their letter and application as well as responses from various agencies and utility companies are also attached.

On January 26, 2023, the Planning Commission heard the request for the vacation and found it to be in conformance with the Lake County General Plan.

The proposed vacation will not 'landlock' any parcel since any recorded private ingress and egress easements will remain in place as will any public or private utility easements. If the vacation of Robert's Road is approved, the applicant has submitted an "Irrevocable Offer of Dedication" to

provide public access over a new portion of road in a different location. The Irrevocable Offer of Dedication will be accepted by the Board concurrently with the vacation. Robert's Road is not a county-maintained road, nor is it proposed to be.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. _____

A RESOLUTION DECLARING INTENT TO ADOPT A RESOLUTION TO VACATE A
PORTION OF ROBERT'S ROAD, IN THE COUNTY OF LAKE

WHEREAS a petition has been received to vacate a portion of a roadway known as Robert's Road located in the Middletown area of the County of Lake, State of California; and

WHEREAS it appears to be in the best interest of the County of Lake to vacate the portions of said public road; and

WHEREAS it is appropriate to set a date and time for the public hearing to consider the proposed vacation by the Board of Supervisors;

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LAKE, STATE OF CALIFORNIA, THAT IT FINDS, DETERMINES, ORDERS AND HEREBY DECLARES THAT:

1. It is the intention of the Board to vacate the hereinafter described roadway in the County of Lake, State of California described as follows: A portion of Robert's Road, being a dedicated easement approximately 1200 feet in length beginning at its intersection with APN 013-054-02 off of S State Highway 29 and proceeding southwesterly to its connection to a recorded parcel map, and as described in Exhibit "A" attached.

2. Tuesday, the 11th day of April 2023, at 9:45 A.M., is fixed as the time, and the Board of Supervisors Chambers, Courthouse, Lakeport, California, is fixed as the place for hearing all persons interested in the proposed vacation.

3. This vacation proceeding is being conducted under the provisions of the Public Streets, Highways, and Service Easements Vacation Law (Streets and Highways Code, Section 8321, et. Seq.).

4. The Clerk of the Board is directed to give notice hereof pursuant to Sections 8322 and 8323 of the Streets and Highways Code.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Lake at a regular meeting thereof held on _____, 2023, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: SUSAN PARKER
Clerk to the Board

Chair, Board of Supervisors

By: _____

APPROVED AS TO FORM:
ANITA L. GRANT
County Counsel

By: _____

EXHIBIT "A"

EASEMENT LEGAL DESCRIPTION 60-foot Wide Roadway Easement to be Vacated

All that real property situate in the County of Lake, State of California, and lying within Section 23, Township 10 North, Range 7 West, Mount Diablo Base and Meridian, being the centerline of the 60-foot wide roadway easement as described in that certain Irrevocable Offer of Dedication, recorded December 15, 1975 in Book 816 of Official Records, page 351, Lake County Records, the centerline of which is described as follows:

Commencing at the most western corner of the lands described in the Grant Deed to Richard Doyal Lacy and Sherri Lynn Lacy recorded September 24, 1998 as Document No. 98-016741 in the County of Lake Recorder's Office; thence along the northerly line of the lands of said Lacy the following two courses:

1. North $61^{\circ} 40' 20''$ East 114.52 feet,
2. North $58^{\circ} 09' 30''$ East 194.62 feet,

to the point of intersection with said road alignment, said point being the TRUE POINT OF BEGINNING; thence leaving said northerly line along the centerline as described in said Irrevocable Offer of Dedication the following 7 courses:

1. South $33^{\circ} 42' 04''$ East 93.08 feet (cited as 92.61 feet in said Irrevocable Offer of Dedication),
2. along a curve to the right having a radius of 300.00 feet through a central angle of $22^{\circ} 19' 19''$ an arc length of 116.88 feet,
3. South $11^{\circ} 22' 45''$ East 509.45 feet,
4. along a curve to the left having a radius of 500.00 feet through a central angle of $7^{\circ} 08' 00''$ an arc length of 62.25 feet,
5. South $18^{\circ} 30' 45''$ East 115.79 feet,
6. along curve to the right having a radius of 300.00 feet through a central angle of $30^{\circ} 57' 19''$ an arc length of 162.08 feet
7. South $12^{\circ} 26' 57''$ West 118.04 feet

to the point of intersection thereof with the southerly line of said lands of Lacy, from which point the most southerly corner of said lands of Lacy bears South $40^{\circ} 29' 20''$ West 375.36 feet distant and being the terminus point of the hereinabove described road centerline.

The sidelines of said road shall be elongated or shortened so as to terminate at the northerly and southerly lines of said lands of Lacy.

The Basis of Bearings of this legal description is the bearing of South 40° 29' 20" West between the found ½" iron bars on the southerly line of said lines of Lacy, as shown on File No. 88-84 entitled "Survey of Northery (*sic*) Lines of Lamdin" on file in the County of Lake County Surveyor's Office.

Portion of APN 013-054-02





**PLAT OF
60' WIDE ROAD
TO BE VACATED
OVER THE LANDS OF
RICHARD & SHERRI LACY**
APN 013-054-02
24357 HIGHWAY 29
MIDDLETOWN, CALIFORNIA

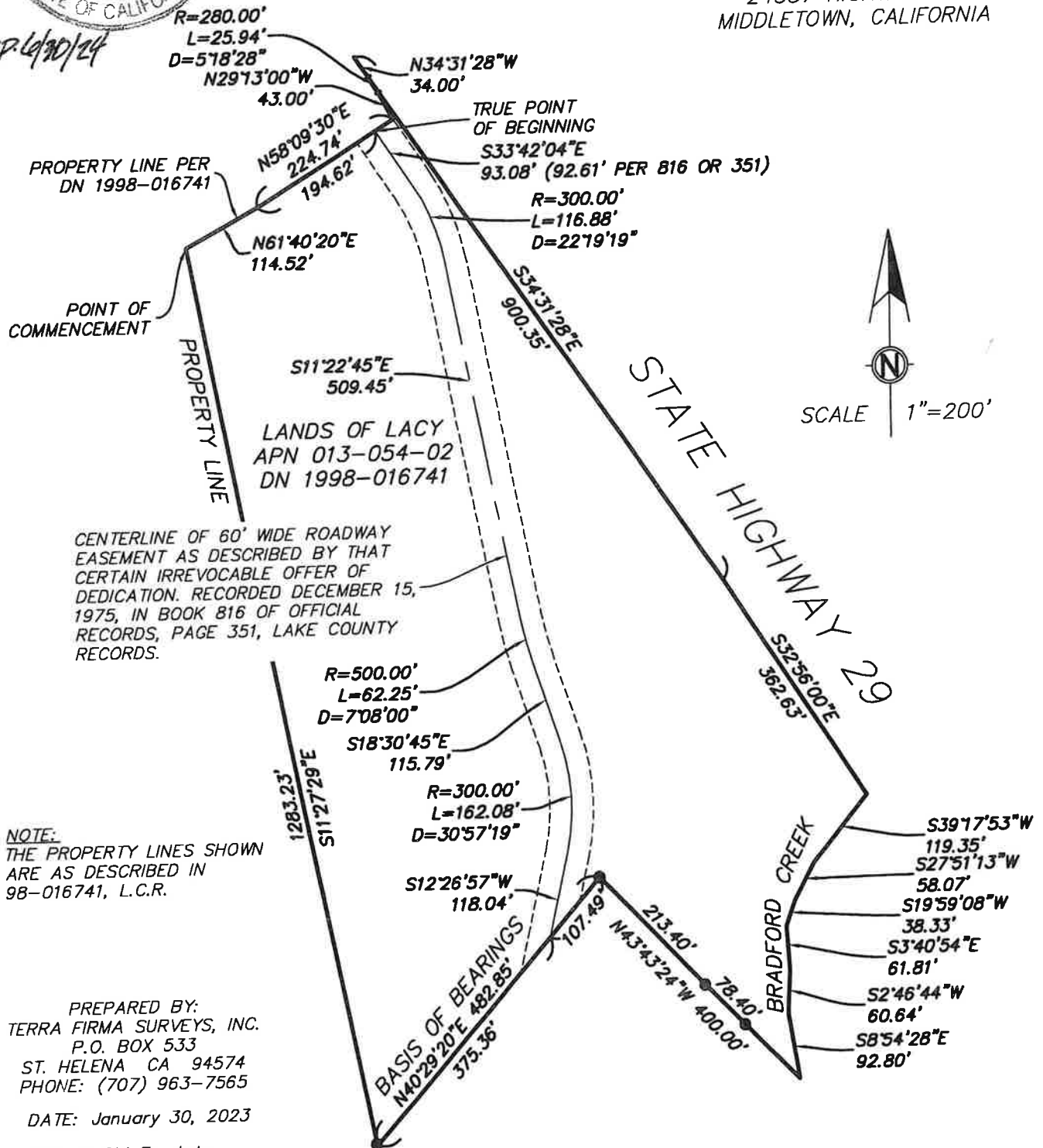


EXHIBIT "A"

EASEMENT LEGAL DESCRIPTION 60-foot Wide Access and Public Utility Easement Offer of Dedication

All that real property situate in the County of Lake, State of California, and lying within Section 23, Township 10 North, Range 7 West, Mount Diablo Base and Meridian, more particularly described as follows:

A non-exclusive easement for roadway and public utility purposes along a strip of land, 60 feet wide, the centerline line of which is described as follows:

Commencing at the most western corner of the lands described in the Grant Deed to Richard Doyal Lacy and Sherri Lynn Lacy recorded September 24, 1998 as Document No. 98-016741 in the County of Lake Recorder's Office; thence along the northerly line of the lands of said Lacy the following two courses:

1. North 61° 40' 20" East 114.52 feet and
2. North 58° 09' 30" East 199.89 feet

to the point of intersection with the centerline of a gravel road, as it exists on the date of this recording, said point being the TRUE POINT OF BEGINNING; thence leaving said northerly line along the centerline of said gravel road the following 3 courses:

1. South 34° 31' 28" East 70.62 feet,
2. along a curve to the right having a radius of 280.00 feet through a central angle of 19° 43' 11" an arc length of 96.37 feet to a point of reverse curvature,
3. along a reverse curve to the left having a radius of 150.00 feet through a central angle of 39° 26' 22" an arc length of 103.25 feet;

thence departing from the centerline of said gravel road and generally following the westerly edge of said gravel road the following 7 courses:

1. along a reverse curve to the right having a radius of 280.00 feet through a central angle of 19° 43' 11" an arc length of 96.37 feet to a point that is 30.00 feet southwesterly of, measured at right angle to, the southwesterly line of California State Highway 29,
2. parallel with said southwesterly line of State Highway 29, South 34° 31' 28" East 437.58 feet,
3. South 32° 56' 00" East 126.79 feet,
4. leaving said parallel line, along a curve to the right having a radius of 160.00 feet through a central angle of 123° 41' 16" an arc length of 345.40 feet,
5. South 85° 28' 07" West 97.11 feet,

6. along and non-tangent curve to the left, the center of which bears South 36°37'58" East, having a radius of 150.00 feet through a central angle of 31°17'51" an arc length of 81.94 feet and
7. South 12°26'57" West 50.14 feet

to the point of intersection thereof with the southerly line of said lands of Lacy, from which point a ½" iron bar at the angle point in said southerly line bears North 40° 29' 20" East 107.49 feet distant and being the terminus point of the hereinabove described easement centerline.

The sidelines of said easement shall be elongated or shortened so as to terminate at the northerly and southerly lines of said lands of Lacy.

The Basis of Bearings of this legal description is the bearing of South 40° 29' 20" West between the found ½" iron bars on the southerly line of said lines of Lacy, as shown on File No. 88-84 entitled "Survey of Northerly (*sic*) Lines of Lamdin" on file in the County of Lake County Surveyor's Office.

Portion of APN 013-054-02



exp. 4/30/24

60' RIGHT OF WAY & PUBLIC UTILITY EASEMENT PER 98-016741 & 816 OR 338

PLAT OF 60' WIDE ACCESS AND PUBLIC UTILITY EASEMENT

OVER THE LANDS OF
RICHARD & SHERRI LACY

APN 013-054-02
24357 HIGHWAY 29
MIDDLETOWN, CALIFORNIA

PREPARED BY:
TERRA FIRMA SURVEYS, INC.
P.O. BOX 533
ST. HELENA CA 94574
PHONE: (707) 963-7565

SEE DETAIL 'A' BELOW
S34°31'28"E
70.62'
R=280.00'
L=96.37'
D=19°43'11"

R=280.00'
L=96.37'
D=19°43'11"

LANDS OF LACY
APN 013-054-02
DN 1998-016741

EXISTING 20' WIDE GRAVEL ROAD
(HATCHED)

STATE HIGHWAY 29



SCALE 1"=150'

CENTERLINE OF 60' WIDE ACCESS AND
PUBLIC UTILITY EASEMENT



crp. 4/30/24

S32°56'00"E
126.79'
EXISTING 20' WIDE GRAVEL ROAD
(HATCHED)
R=160.00'
L=345.40'
D=123°41'16"

(E) PUMP HOUSE

DETAIL 'A'
1"=50'

N34°31'28"W
34.00'
R=280.00'
L=25.94'
D=5°18'28"
FOUND 1/2" IRON PIPES
LS 3049
(TYP)
S34°31'28"E 900.35'
N29°13'00"W
43.00'
N58°09'30"E
224.74'

R=150.00'
L=81.94'
D=31°17'51"
S12°26'57"W
50.14'
S36°37'58"E(R)
107.49'
S85°28'07"W
97.11'
213.40'
N43°43'24"W 400.00'

EXISTING
60' ROADWAY
AND PUBLIC
UTILITY EASEMENT
PER 816 OR 343

S39°17'53"W
119.35'
S27°51'13"W
58.07'
S19°59'08"W
38.33'
S3°40'54"E
61.81'
S2°46'44"W
60.64'
S8°54'28"E
92.80'

BRADFORD CREEK

LEGEND

● FOUND 1/2" IRON BAR PER
FILE NO. 88-84, COUNTY
SURVEYOR'S OFFICE, UNLESS
OTHERWISE SHOWN.

DATE: February 21, 2023

1995_3 Esmt.dwg

June 26, 2022

The Honorable Board of Supervisors
County of Lake
255 N. Forbes Street
Lakeport, CA 95453

Re: Lacy Property Located at 24357 S. State HWY 29, Middletown, CA 95461
Parcel 13-054-02

Dear Supervisors,

We have enclosed with this letter an advance copy of a report prepared by Terra Firma, a surveying company that we hired along with a detailed map prepared by this company.

We purchased our property from the Carmody's in 1987, since then we have maintained our private road which is only wide enough for one car to fit through at a time.

At times over the years, we have had issues with a few neighbors driving fast and making a nuisance out of themselves, we want to be able to enjoy our property in peace. We are submitting an application to the county development department and to the board of Supervisors to move our existing road. We are not removing anyone's existing easement rights; we will continue to maintain the road as property owners and the easement will remain the same as when we purchased our property from Carol and Robert Carmody in 1987. Moving the Road will only allow easier ingress and egress for our neighbors and improve the road for safety. We have already taken the proper steps and had Tod Elliott the Grading and Storm Water inspector with the Lake County Community and Development Department along with Michael Rivera Jr. with the Lake County Tribal out to look at the improvement as well as Supervisor Simon. We also requested the proper grading permits before beginning work on the project.

In conclusion, we ask that you act upon your powers as the Board of Supervisors and grant us a change of easement. This change has made our road safer for not only visitors and residents, but our children and grandchildren as well. The road is smoother and wider. It's a win for all.

Sincerely,

Richard and Sherri Lacy

The block contains two handwritten signatures in black ink. The top signature is 'Richard Lacy' and the bottom signature is 'Sherri Lacy'. Both are written in a cursive, flowing style.

APPLICATION
REQUEST TO VACATE A ROAD FOR PUBLIC USE IN LAKE COUNTY

Date: June 19, 2022

County of Lake
Department of Public Works
255 North Forbes Street, Rm 309
Lakeport, CA 95453

1. I would like to request the vacation of a road for public use in the Middletown
(town)
area.

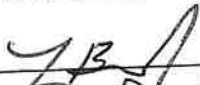




2. Road name: Roberts Road through our private property

3. The road is located (geographic location): through 24357 Hwy 29
Middletown

(Attach a map or sketch showing the portion of roadway to be vacated and any utilities and improvements involved.)

4. Reason for vacation: we would like to have safety and privacy
after 35 years of everyone driving right by our home, and Rich has
built after during the past 3 years a beautiful safe new road

5. Signatures of support for vacation (include signatures of all adjoining ownerships and those who take access off the road to be vacated):

Name	Signature	APN	Mailing Address	Phone #
Tyson Brand		013-028-81	PO BOX 1679 MIDDLETOWN	707 290 6742
Richard Brand		013-028-80	PO BOX 741 MIDDLETOWN	707 987 2648
Gail Brand		013-028-80	PO BOX 741 MIDDLETOWN CA	707 987 2618
Kathleen Scavone			PO BOX 1442 Middletown CA 95461	
Thomas Scavone			Box 1442 Middletown CA 95461	

Signature of Applicant: 

Date: 6/27/22



COUNTY OF LAKE
COMMUNITY DEVELOPMENT DEPARTMENT
Courthouse-255 N. Forbes Street
Lakeport, California 95453
Planning Division · Building Division · Code Enforcement Division
707/263-2221 · FAX 707/263-2225

Mireya Turner
Community Development Director

Item # 7a
9:05 A.M.
January 26, 2023

STAFF REPORT

TO: Planning Commission
FROM: Mireya Turner, Community Development Director
Trish Turner, Assistant Planner
DATE: December 15, 2022
RE: Consideration of Proposed General Plan Conformity Determination (GPC 22-13) and Categorical Exemption (CE 22-66) for vacating a portion of Roberts Road (APN 013-054-02); Applicant: Rich and Sheri Lacy.

ATTACHMENTS:

1. Vicinity Map
2. Plat of Road Abandonment
3. Plat of Road Dedication
4. New Easement Legal Description (Draft)
5. Department of Public Works Application
6. Site Visit Photos
7. Agency Comments

I. EXECUTIVE SUMMARY

Applicants Rich and Sheri Lacy propose to vacate a portion of Roberts Road which is located in Middletown in order to dedicate the new portion of road in a different location. The portion of Roberts Road to be vacated is approximately 0.25 mile in length. The applicant owns the parcel (APN 013-054-02) in which the portion of the road to be vacated and the portion of the new road to be dedicated are located. According to the applicant, the reason for the vacation is due to the road being very narrow, two cars cannot drive it at the same time, causing a hazard during fire season. Roberts Road serves ten property owners accessing their properties. A new road was built by the applicant to be offered for dedication as a public easement for the neighbors and for public utilities access.

II. PROJECT DESCRIPTION

Applicant: Rich and Sheri Lacy
Owner: Same
Location: 24357 State Highway 29, Middletown
APN: 013-054-02
Parcel Acres: 17.55



General Plan: RR - RC; Rural Residential, Resource Conservation
Zoning: RR-SC-WW; Rural Residential, Scenic Combining District, Waterway
Combining District.
Flood Zone: X
Hazards: Wildland Fire Hazard Area

III. PROJECT SETTING

Surrounding Uses and Zoning

Surrounding land uses around Roberts Road Project Site:

- North: residential, vineyard, and vacant land
- East: State Highway 29, residential, commercial, and vacant land
- South: residential and vacant land
- West: residential and vacant lands

Zoning district around Roberts Road Project Site:

- North: RR, SC, WW, SR, RL, FF, FW
- East: RR, FF, FW, SC, WW, CR, DR, RL, O
- South: RL, WW, SC
- West: RR, RL, SC, WW

The surrounding parcels that use this road range in size from 2.29 acres to 149.23 acres.

Topography: Varies, 0% to 30%
Fire Protection: South Lake County Fire Protection District
Vegetation: Brush, annual grasses, conifers, hardwoods, and forbs.
Watercourses: Bradford Creek
Supervisor District 1

IV. PROJECT ANALYSIS

Regulation

Section 8313 of the Streets and Highways Codes states:

- (a) If the proposed vacation of a street, highway, or public service easement is within an area for which a general plan is adopted by a local agency, the legislative body of the public entity shall consider the general plan prior to vacating the street, highway, or public service easement.
- (b) The procedure prescribed in Section 65402 of the Government Code shall be followed if that section applies to the proposed vacation. If Section 65402 of the Government Code does not apply to the proposed vacation, the legislative body may



submit the proposed vacation to the local planning commission or planning agency and give the commission or agency an opportunity to report upon the proposed vacation.

Section 65402 of the Government Code (Planning and Zoning Laws) states:

(a) If a general plan or part thereof has been adopted, no real property shall be acquired by dedication or otherwise for street, square, park or other public purposes, and no real property shall be disposed of, no street shall be vacated or abandoned, and no public building or structure shall be constructed or authorized, if the adopted general plan or part thereof applies thereto, until the location, purpose and extent of such acquisition or disposition, such street vacation or abandonment, or such public building or structure have been submitted to and reported upon by the planning agency as to conformity with said adopted general plan or part thereof.

General Plan Conformance

Road vacation requests are initially evaluated for conformity with the General Plan to determine the road's public value, as well as its relevancy to the General Plan Circulation map, and any other applicable General Plan policies. Consistent with State regulation, CDD staff has identified goals and policies from the Lake County General Plan's Transportation & Circulation Element and Public Facilities & Services Element that support conformity.

General Plan, Chapter 5 – Public Facilities & Services

- **Goal PFS-8:** To provide adequate fire and police protection facilities and services to ensure the safety of County residents and the protection of County property.

The new portion of Roberts Road to be offered for dedication is California SRA 4290 compliant for emergency vehicle access.

General Plan, Chapter 6 – Transportation & Circulation

- **Goal T-1.** To provide and plan for a unified, coordinated, and cost-efficient countywide road and highway system that ensures safety, maintains adequate levels of service, and the efficient movement of people and goods.

Given that Roberts Road is primarily used as a private access road for multiple residences, the applicant wishes to move the access to a different location on their property, due to people speeding and creating a nuisance in front of their home. The new portion of the road will be offered as a dedicated easement for the various property owners and as public utility access.

Middletown Area Plan

Conformity with the Middletown Area Plan was also evaluated.

Roberts Road, a private road, is not listed as among the roadways in the network of circulation for movement of goods and people in Table 5-4 Functional Road Classification.



V. ENVIRONMENTAL REVIEW

The proposed decision is not subject to California Environmental Quality Act (CEQA), pursuant to Sections 15061 (b) (3): The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

VI. RECOMMENDATIONS

Staff recommends that the Planning Commission find the request for the vacation of a portion of Roberts Road, is in conformance with the Lake County General Plan, based on the following findings:

- 1) This project has been found to be consistent with the Lake County General Plan:
 - a) General Plan, Chapter 5 – Public Facilities & Services
 - b) General Plan, Chapter 6 – Transportation & Circulation
- 2) This project has been found to be consistent with the Middletown Area Plan
 - a) Middletown Area Plan, Chapter 5.3 – Networks, Streets and Highways

VII. SAMPLE MOTIONS

Categorical Exemptions Approval

I move that the Planning Commission find that a determination that the proposed road vacation is in conformance with the General Plan is exempted from CEQA because it falls within the Categorical Exemption (CE 22-66) Section 15061 (b) (3): The activity is covered by the common sense exemption that CEQA applies only projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

General Plan of Conformity Approval

I move that the Planning Commission find that the General Plan of Conformity (GPC 22-13) for the vacation of a portion of Roberts Road as proposed by the applicant is in conformity with the Lake County General Plan.

Reviewed By: _____

Attachment 7: Agency Comments

From: [Vance Ricks](#)
To: [Trish Turner](#)
Cc: [Cara Salmon](#)
Subject: 24357 South State Hwy 29, Middletown , General Plan of Conformity (GPC 22-13); Categorical Exemption (CE 22-17)
Date: Monday, October 3, 2022 9:53:14 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Surveyor's Office has no concerns regarding General Plan Conformity

Thanks

Vance

From: Trish Turner
Sent: Wednesday, September 21, 2022 8:25 AM
To: Vance Ricks <Vance.Ricks@lakecountyca.gov>
Subject: RE: Pre-Application Conference

Here it is!



Trish Turner
Assistant Planner I
Department of Community Development
255 N. Forbes St.
Lakeport, CA 95453
Phone: (707) 263-2221 x 38112
Fax: (707) 263-2225
Email: trish.turner@lakecountyca.gov
STAY CONNECTED:



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Current social-distancing and shelter in place measures are being taken by the Community Development Department in response to the COVID-19 pandemic. Many of our staff are teleworking, in the office during non-traditional work day hours, or not presently working. As a result, responses to your public inquiries may be delayed. We will work with you as quickly as possible during this time.

From: [Scott DeLeon](#)
To: [Trish Turner](#)
Cc: [Vance Ricks](#); [Cara Salmon](#)
Subject: RE: Request for review for a Road Vacation at 24357 Hwy 29, Middletown
Date: Tuesday, September 20, 2022 11:47:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image005.png](#)

Trish, the Road Division of DPW has no comment on the proposed vacation. I will defer any comments related to dedication and mapping to the County Surveyor's Office.

Scott De Leon
Director of Public Works

From: Trish Turner
Sent: Tuesday, September 20, 2022 11:42 AM
To: William Collins <William.Collins@lakecountyca.gov>; Jack Smalley <Jack.Smalley@lakecountyca.gov>; Scott DeLeon <Scott.DeLeon@lakecountyca.gov>; Cara Salmon <cara.salmon@lakecountyca.gov>; Brian Martin <Brian.Martin@lakecountyca.gov>; Lars Ewing <Lars.Ewing@lakecountyca.gov>; Greg Peters <Greg.Peters@lakecountyca.gov>; mike.wink@fire.ca.gov; R2CEQA@wildlife.ca.gov; THPO@middletownrancheria.com; thpo@big-valley.net; rgeary@hpultribe-nsn.gov; tanderson@rrcbc-nsn.gov; thomas.jordan@sv-nsn.gov; PGENorthernAgencyIns@pge.com; PGEPlanReview@pge.com; r9.info@epa.gov; Douglas Gearhart <doug@lcaqmd.net>
Subject: Request for review for a Road Vacation at 24357 Hwy 29, Middletown

Good Morning,

Please find attached to this email a request for review for GPC 22-13 and CE 22-66. If you have no comments to submit, please reply to this email, with no comments. Please return your review comments no later than October 06, 2022.

Sincerely,



Trish Turner

Assistant Planner I

Department of Community Development
255 N. Forbes St.

Lakeport, CA 95453

Phone: (707) 263-2221 x 38112

Fax: (707) 263-2225

Email: trish.turner@lakecountyca.gov

STAY CONNECTED:



CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended

From: Michael Rivera
To: Trish Turner
Subject: [EXTERNAL] Re: Request for review for a Road Vacation at 24357 Hwy 29, Middletown
Date: Thursday, October 6, 2022 8:53:32 AM
Attachments: [image011.png](#)
[image008.png](#)
[image012.png](#)
[image009.png](#)
[image001.png](#)

Good Morning Trish -

I met with the Applicant and County a few months ago regarding this matter. Middletown Rancheria has no further comments at this time.

Respectfully,

On Thu, Oct 6, 2022 at 8:48 AM Trish Turner <Trish.Turner@lakecountyca.gov> wrote:

I sent out a request for review on September 20th asking for input from your agencies. If you have no comments, please respond with no comments. I have added a few names as additional contacts in the various departments.

Sincerely,



Trish Turner

Assistant Planner I

Department of Community Development

255 N. Forbes St.

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From: Trish Turner

Sent: Tuesday, September 20, 2022 11:42 AM

To: William Collins <William.Collins@lakecountyca.gov>; Jack Smalley <Jack.Smalley@lakecountyca.gov>; Scott DeLeon <Scott.DeLeon@lakecountyca.gov>; Cara Salmon <cara.salmon@lakecountyca.gov>; Brian Martin <Brian.Martin@lakecountyca.gov>; Lars Ewing <Lars.Ewing@lakecountyca.gov>; Greg Peters <Greg.Peters@lakecountyca.gov>; 'mike.wink@fire.ca.gov' <mike.wink@fire.ca.gov>; 'R2CEQA@wildlife.ca.gov' <R2CEQA@wildlife.ca.gov>; 'THPO@middletownrancheria.com' <THPO@middletownrancheria.com>; 'thpo@big-valley.net' <thpo@big-valley.net>; 'rgeary@hpultribe-nsn.gov' <rgeary@hpultribe-nsn.gov>; 'tanderson@rrcbc-nsn.gov' <tanderson@rrcbc-nsn.gov>; 'thomas.jordan@sv-nsn.gov' <thomas.jordan@sv-nsn.gov>; 'PGENorthernAgencyIns@pge.com' <PGENorthernAgencyIns@pge.com>; 'PGEPlanReview@pge.com' <PGEPlanReview@pge.com>; 'r9.info@epa.gov' <r9.info@epa.gov>; Douglas Gearhart <doug@lcaqmd.net>

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Sincerely,



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Department of Community Development

255 N. Forbes St.

Lakeport, CA 95453

Phone: (707) 263-2221 x 38112

Fax: (707) 263-2225

Email: trish.turner@lakecountyca.gov

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--
Michael Rivera Jr.

Middletown Rancheria

Tribal Historic Preservation Department

PO Box 1035 Middletown, CA 95461

Phone: (707) 987-1315

Fax: (707) 987-9091

Email: mlrivera@middletownrancheria.com

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From: [Jack Smalley](#)
To: [Trish Turner](#)
Subject: RE: Request for review for a Road Vacation at 24357 Hwy 29, Middletown
Date: Monday, September 26, 2022 7:14:44 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)
[image007.png](#)

Building Safety has no requirements to put forth, the new road looks better.



Jack Smalley
Plans Examiner II
Department of Community Development
255 N. Forbes St.
Lakeport, CA 95453
Phone: (707) 263-2382
Fax: (707) 262-1843
Email: jack.smalley@lakecountyca.gov
STAY CONNECTED:



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Sent: Tuesday, September 20, 2022 11:42 AM
To: William Collins <William.Collins@lakecountyca.gov>; Jack Smalley <Jack.Smalley@lakecountyca.gov>; Scott DeLeon <Scott.DeLeon@lakecountyca.gov>; Cara Salmon <cara.salmon@lakecountyca.gov>; Brian Martin <Brian.Martin@lakecountyca.gov>; Lars Ewing <Lars.Ewing@lakecountyca.gov>; Greg Peters <Greg.Peters@lakecountyca.gov>; mike.wink@fire.ca.gov; R2CEQA@wildlife.ca.gov; THPO@middletownrancheria.com; thpo@big-valley.net; rgeary@hpultribe-nsn.gov; tanderson@rrcbc-nsn.gov; thomas.jordan@sv-nsn.gov; PGENorthernAgencyIns@pge.com; PGEPlanReview@pge.com; r9.info@epa.gov; Douglas Gearhart <doug@lcaqmd.net>
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255 N. Forbes St.

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From: [R9.Info](#)
To: [Trish Turner](#)
Cc: [R9.Info](#)
Subject: [EXTERNAL] RE: Public Inquiry - Request from Review from your agency
Date: Tuesday, September 27, 2022 7:59:28 AM
Attachments: [Request for review for a Road Vacation at 24357 Hwy 29 Middletown.msg](#)

Hi Trish Turner,

Your email inquiry was forwarded to U.S. EPA Pacific Southwest (Region 9) Environmental Information Center for a response. Is this the same concern regarding Road Vacation at 24357 Hwy 29, Middletown mentioned in the email that you sent to r9.info@epa.gov on September 20th? That email was forwarded to our NEPA staff and they said they don't make comments on local land issues. Of course, if this is a different property question and specific to Superfund please let us know and please include the location.

Thanks,

Lisa Wheeler, MLIS
Environmental Information Center
U.S. Environmental Protection Agency
Pacific Southwest Region/ Region 9
r9.info@epa.gov
(415) 947-4406

=====

Trish Turner

Trish.turner@lakecountyca.gov

Date: 09/20/2022

Subject: Request from Review from your agency

Question: "I am an Assistant Planner with the County of Lake, CA. I am trying to find the contact information for a request for review I would like to send your agency. I am working on a project, that a neighbor stated that the EPA might make this area a superfund site."

From: [Wildlife R2 CEQA](#)
To: [Trish Turner](#)
Subject: [EXTERNAL] RE: Request for review for a Road Vacation at 24357 Hwy 29, Middletown
Date: Thursday, October 6, 2022 9:28:33 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)

Hello Trish,

California Department of Fish and Wildlife has no comments on this project.

Thank you,

April Dorman - Office Technician
Timberland Conservation Program
North Central Region
1701 Nimbus Road
Rancho Cordova, CA 95670
April.Dorman@wildlife.ca.gov



From: Trish Turner <Trish.Turner@lakecountyca.gov>
Sent: Thursday, October 6, 2022 8:47 AM
To: Brian Martin <Brian.Martin@lakecountyca.gov>; Lars Ewing <Lars.Ewing@lakecountyca.gov>; Greg Peters <Greg.Peters@lakecountyca.gov>; Wink, Mike <Mike.Wink@fire.ca.gov>; Wildlife R2 CEQA <R2CEQA@wildlife.ca.gov>; THPO@middletownrancheria.com; thpo@big-valley.net; rgeary@hpultribe-nsn.gov; tanderson@rrcbc-nsn.gov; thomas.jordan@sv-nsn.gov; PGENorthernAgencyIns@pge.com; PGEPlanReview@pge.com; r9.info@epa.gov; Douglas Gearhart <doug@lcaqmd.net>
Cc: Gloria Gregore <Gloria.Gregore@lakecountyca.gov>; Elizabeth Knight <elizabethk@lcaqmd.net>; Robinson, Talmadge (Tal)@Wildlife <Talmadge.Robinson@Wildlife.ca.gov>
Subject: RE: Request for review for a Road Vacation at 24357 Hwy 29, Middletown
Importance: High

You don't often get email from trish.turner@lakecountyca.gov. [Learn why this is important](#)

WARNING: This message is from an external source. Verify the sender and exercise caution when clicking links or opening attachments.

I sent out a request for review on September 20th asking for input from your agencies. If you have no comments, please respond with no comments. I have added a few names as additional contacts in the various departments.

Sincerely,



Trish Turner

Assistant Planner I

Department of Community Development

255 N. Forbes St.

Lakeport, CA 95453

Phone: (707) 263-2221 x 38112

Fax: (707) 263-2225

Email: trish.turner@lakecountyca.gov

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Fax: (707) 263-2225

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LAKE COUNTY AIR QUALITY MANAGEMENT DISTRICT

2617 South Main Street
Lakeport, CA 95453
Phone (707) 263-7000
Fax (707) 263-0421



Douglas G. Gearhart
Air Pollution Control Officer
doug@lcaqmd.net

-MEMORANDUM-

To: Trish Turner, Assistant Planner
LC Community Development Dept.

DATE: October 6, 2022

FROM: Douglas Gearhart, APCO

SUBJECT: Rich and Sherri Lacy ••• APN: 013-054-02 •••General Plan of Conformity (GPC 22-13), Categorical Exemption (CE 22-17) ••• Vacate a portion of Roberts Rd, and dedicate a newly made alternate route for Roberts Rd.

Lake County Air Quality Management District received a Request for Review from the County of Lake Community Development Department. Rich and Sherri Lacy propose to vacate a portion of Roberts Rd., Middletown and dedicate a newly made section of Roberts Rd to be used to replace the existing route.

Dust and serpentine issues have previously been an issue for this stretch of privately maintained road. Relocating the road away from residences is preferred as it will reduce the impacts to the residents of this property. But, as dust and serpentine outcroppings have been a concern on the portion of road to be vacated, the new road must be constructed to ensure no serpentine rock or soils can be exposed or used in the surfacing materials, and the road must be maintained to prevent future dust complaints or impacts to Hwy 29 which is in close proximity to the new roadway.

Construction activities can produce airborne particulate should be conducted with adequate dust controls to minimize airborne emissions. Concern exists that the newly constructed roadway may have occurred without adequate dust control measures or serpentine dust control plans in place to prevent exposure to the public. It is unclear when actual construction occurred and what the cover material is and how it was installed to prevent future failure of the road and/or dust controls. A dust mitigation plan may be required should the applicant fail to maintain adequate dust controls.

Significant dust may be generated from increase vehicle traffic if the roadway is not adequately surfaced. Surfacing standards should be included as a requirement to minimize dust impacts to the public, visitors, and road traffic. Paving with asphaltic concrete, chip seal, or other equivalently durable surfacing should be required if dust

generation impacts Hwy 29, or becomes a nuisance. We recommend a road maintenance fund be implemented for this neighborhood to ensure future road maintenance needs are met, if this remains a privately maintained roadway.

Given the above concerns are adequately addressed, the project as proposed with mitigation measures, can be supported for air quality concerns.



**Pacific Gas and
Electric Company**

Kacie McGehee
Land Management

2641 N. State Street
Ukiah, CA 95482
O – 707-468-3973
F – 707-468-3960
Kacie.Campbell@pge.com

July 29, 2022

W. Vance Ricks
County Surveyor
County of Lake
255 N. Forbes Street
Lakeport, CA 95453

RE: Vacation of a portion of Robert's Road, Middletown

Dear Mr. Ricks:

PG&E has utility facilities within the proposed vacated area of Robert's Road. However, they are covered by an easement granted to PG&E's predecessor in interest in Book 38 O.R. page 95. Therefore, we do not object to the vacation.

Upon approval of the vacation by the City Council/Board of Supervisors, please send a copy of the Resolution of Vacation to:

Pacific Gas and Electric Company
Attn: Kacie McGehee
Land & Environmental Management
2641 North State Street
Ukiah, CA 95482

If you have any questions, please contact me at (707) 468-3973. Thank you for your cooperation.

Sincerely,

Kacie McGehee
Lead Land Technician

Cara Salmon

From: Scott Harter
Sent: Wednesday, July 13, 2022 4:01 PM
To: Cara Salmon
Cc: Scott DeLeon; Vance Ricks; Scott Hornung; Lori Baca
Subject: Request for Review -Roberts Rd.doc
Attachments: Request for Review -Roberts Rd.doc

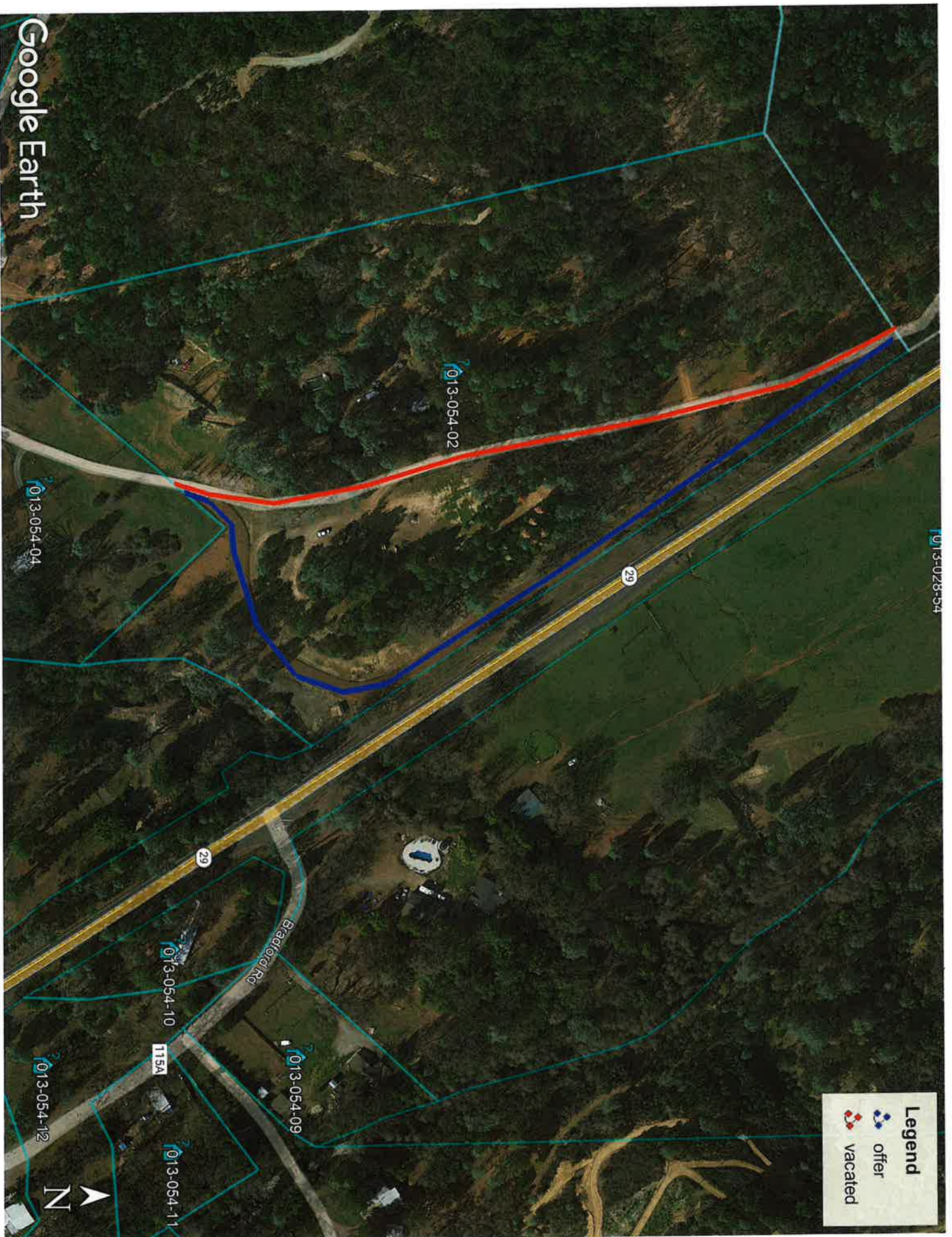
Cara,

Please find attached our response to the Roberts Road RFR. We have no concerns with the proposed abandonment as we have no facilities within the area.

Thanks,

Scott

Lake County Special Districts
230 N. Main Street
Lakeport, CA 95453
p:707-263-0119 f:707-263-3836
scott.harter@lakecountyca.gov





Memorandum

3/21/2023

Item#:5.8

Memorandum

Date: March 7, 2023

To: The Honorable Lake County Board of Supervisors

From: Rob Howe, Sheriff/Coroner/Director of Emergency Services

Subject: Approve Out of State travel for Emergency Services Assistant Alma Perez to attend the Emergency Management Institute in Maryland from June 11-June 17, 2023

Executive Summary: The Lake County Sheriff's Department respectfully requests your Board's authorization to send Emergency Services Specialist Alma Perez to the Foundations of Emergency Management (E101) 40-hour training course to be held at the FEMA's Emergency Management Institute (EMI) in Emmitsburg, Maryland June 12-16, 2023. This course is required to obtain the National Emergency Management Basic Academy certification and is facilitated by the Nation's leading emergency management training staff. EMI covers course costs including airfare, transportation, lodging, and the course once per year. Students are responsible to travel to their home airport and pay for a meal ticket. There are eleven prerequisite courses that Perez has already completed.

The vision of EMI is "to strengthen the field of emergency management by establishing an Emergency Management Professional Program (EMPP). The EMPP provides a framework for acquiring the knowledge, skills, and abilities to enter and progress through the field and to meet the challenges of a dynamic and complex environment." The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. ." As a rural County, in-person training of this caliber is often inaccessible. Because EMI provides much of the costs associated, Specialist Perez will be better equipped to fulfill her job duties and will be more engaged in the field of emergency management, ultimately enhancing Lake County Office of Emergency Services and the County of Lake. As the lead emergency management agency OES' success is a positive reflection on County and its ability to prepare, mitigate, respond, and recover from disasters.

OES developed a strategic plan in 2022 that laid the foundation to standardize our emergency management program and the Sheriff's office is committed to developing staff through training. Training objectives for this course, Foundations of Emergency Management, are based on the newly established Emergency Manager competencies that the National Emergency Management

Association (NEMA); the International Association of Emergency Managers (IAEM); and local, State, territorial, and tribal emergency management professionals have established in coordination with the Emergency Management Institute (EMI).

The following topics in emergency management are covered in this course: legal issues; intergovernmental and interagency context; influencing, organizing, social vulnerability issues; managing stress; collaboration, preparedness; team building; mitigation; response; prevention and protection; ethical decision-making; recovery; technology; administration; and the future.

Pursuant to the County of Lake Travel Policy 15-1.3(D), it is requested your Board approve sending Emergency Services Specialist Perez out of state to attend the Foundations of Emergency Management course at EMI in Emmitsburg, Maryland, traveling on June 11, 2023 and returning on June 17, 2023.

Non reimbursable costs should not exceed \$500 and will be paid out of the Sheriff/Coroner budget 2201. There are no tuition or lodging costs and the airfare is reimbursable. See attached breakdown.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (*describe process undertaken in "Executive Summary"*)
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOB1> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> (*"Yes," if checked*)
- ☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Public Safety | <input checked="" type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve Out of State travel for Emergency Services Assistant Alma Perez to attend the Emergency Management Institute in Maryland from June 11-June 17, 2023

Training Request – Additional Information

Course Dates: June 12-16, 2023

Travel Dates: June 11 and 17, 2023

	COST
<u>Registration:</u> Emergency Management Institute (EMI)	\$ 0
[] Attached "Course Acceptance" E-mail 1/26/2023	

<u>Lodging:</u> Provided on campus at EMI.	\$ 0
<ul style="list-style-type: none"> • Included in attached registration information 	

<u>Meals:</u>	
<ul style="list-style-type: none"> • A 5-day meal ticket is required for cafeteria style meals at EMI <ul style="list-style-type: none"> ○ Must be purchased 14 days in advance. ○ Not reimbursable. • Travel days will need per diem. (\$34/day) 	\$ 286.31 \$ 68

<u>Airfare:</u>	Approx. \$1,000
<ul style="list-style-type: none"> • Reimbursable but must be paid. Reimbursement checks will be issued to: Alma Perez. <ul style="list-style-type: none"> ○ Can the SO pay and Alma will reimburse? Or should Alma pay directly? • Attached preferred flights that also coordinate with EMI shuttle availability. 	

<u>Transportation:</u>	
<ul style="list-style-type: none"> • SO Car Requested for travel to airport <ul style="list-style-type: none"> ○ Included on the Training Request. Alma will follow up with MBS. • Airport Parking (# of days 6 x \$ / day \$12) = <ul style="list-style-type: none"> ○ Reimbursable? [] YES [] NO • Airport Shuttle from Destination Airport to Campus <ul style="list-style-type: none"> ○ Alma to reserve shuttle. 	 \$ 72 \$ 0

Alma Perez

From: netc-admissnotifications@fema.dhs.gov
Sent: Thursday, January 26, 2023 5:24
To: Alma Perez
Subject: [EXTERNAL] EMI Course Acceptance: E0101
Attachments: ICPDDigitalWelcomeBox_2022.pdf

DO NOT REPLY TO THIS EMAIL AS THIS ACCOUNT IS NOT MONITORED

Alma Perez
1375 Hoty Ave
Lakeport, CA 95453

Dear Student,

Congratulations on your acceptance into the Emergency Management Institute course:

Foundations of Emergency Management (E0101)

Course dates: June 12-16, 2023 **Travel days are:** June 11 and 17, 2023
Travel dates: June 11 and June 17

We're looking forward to training with you!

Read the Welcome Package Linked Below

https://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf
https://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf

PDF ~1 MB

For specific information about travel arrangements, transportation, lodging, food service, on-campus services and reimbursement.

then

Watch this Student Orientation Linked Below

<https://www.youtube.com/watch?v=d60WJBmbyus>
<https://www.youtube.com/watch?v=d60WJBmbyus>

For basic information about attending an on-campus course at the National Emergency Training Center.

The NETC Welcome Package has been updated with many changes to include COVID-related procedures. Please be sure to read through this important information prior to traveling to campus.

IMPORTANT INFORMATION PRIOR TO TRAVEL TO THE NETC

The health, wellness and safety of our students, instructors and staff is paramount. NETC staff is continuously monitoring and evaluating the national COVID-19 situation and the current guidance in Maryland and Pennsylvania.

Based on COVID-19 conditions, training at the NETC campus will be evaluated weekly.

If you are ill within 14 days prior to training, we ask that you do not attend training.

We want you to closely monitor your health and avoid situations or areas that are high risk for COVID-19 or other fever-related illnesses 14 days prior to arriving.

Vaccination and Screening requirements

- **Vaccination:** The NETC will no longer require vaccination or other proof of vaccination for contractors, visitors, students, and instructors.
- **Screening Testing:** The NETC will no longer require COVID-19 screening testing regardless of community level or vaccination status.

Masks

- All individuals will be required to mask when being transported by the federal bus to and from campus. Masks are also required indoors at the NETC when CDC community levels are HIGH. Individuals may choose to mask indoors when CDC community levels are MEDIUM or LOW.

Steps we're taking to protect you

We have put in place various COVID-19 mitigation measures on the NETC campus. These mitigation measures are like what you are currently experiencing in your state or jurisdiction. We will implement priority behavior practices daily on the NETC campus as follows:

1. Frequently washing hands or the use alcohol-based hand sanitizer when soap and water are not available.
2. Avoiding touching eyes, nose, and mouth.
3. Staying at home when sick, or in other words, not making the trip to NETC.
4. Cleaning and disinfecting frequently touched objects and surfaces.

The NETC appreciates your commitment to the health and safety of all individuals participating in training and education at the National Emergency Training Center. Should you have questions, please contact the Admissions Office at 301-447-1035.

Getting to and from campus

Free airport shuttle service to/from the National Emergency Training Center (NETC) is available from the airport(s) listed below. If you plan to use the bus transportation/shuttle from the airport to NETC and then back to the airport after class, please use the link (if link does not work, copy and paste into browser) below to reserve your shuttle seat. **You must reserve a seat at least 7 days before your course start date.**

Reserve your shuttle to the NETC Transportation Office with your arrival and departure flight information online at <https://training.fema.gov/netctransportationreservation/Default.aspx?ReservationId=f34f6e84-fc88-4907-a946-e332af30fb3d&Purpose=E0101>

Airport pickup times (all times Eastern)

Please arrive at the airport one hour before the times below.

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)

- Pick up Location: Lower Level Door 16, outside of the curb.
- No pickups scheduled for Ronald Reagan National Airport (DCA)
-

Campus departure times

Make your flight reservation for home at least four hours from the time(s) below. It will take two hours to get to the airport.

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)

Lodging

A room is reserved for you from June 11-17. Check-in time is any time after 2 p.m. on your travel day. If you don't need lodging on the NETC campus, please email the Housing Office at fema-netc-housing@fema.dhs.gov immediately.

Meal tickets

Visit www.netcmealtickets.com to order your meal ticket no earlier than 14 days before the course start date. Base your selection on the length of the course, using the travel dates listed above.

If you can't attend this course

If you are unable to attend this course, please notify Tiffany Fox at tiffany.fox@fema.dhs.gov or (301) 447-1021 in writing prior to the course start date.

Have a question?

Please check the Welcome Package first as most questions are answered there. If you have any questions or require additional information, please contact Tiffany Fox at tiffany.fox@fema.dhs.gov or (301) 447-1021.

Sincerely,

Jo Ann Boyd
Admissions Specialist
Management Operations and Support Services



Food services

The NETC food services contractor is Guest Services and may be contacted by phone at 301-447-1551 or email at FEMA-netccafeteria@fema.dhs.gov. If needed, Guest Services' federal tax ID number is 53-0164700.

If you stay on campus for more than 1 night, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room on campus.** You will then be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.

The requirement for purchasing a meal ticket is tied to the student stipend program (see Appendix B).

Meal ticket procedures: Go to www.netcmealtickets.com no more than 2 weeks prior to the course start date and no later than 2 days prior to your arrival date to purchase the meal ticket. The meal ticket will cover your evening meal on the arrival date through breakfast on your departure date based on your acceptance email. With this new procedure, **you will no longer be able to purchase meal tickets at registration** upon arrival to the NETC.

- ❖ If you will be attending back-to-back courses, you will be required to purchase a meal ticket for the entire stay (start of first course through the end of the last course).
- ❖ If you do **not** stay in a dorm room on the NETC campus, you must purchase the daily break ticket.
- ❖ Meal ticket prices are subject to change.
- ❖ Meal amounts for focus groups, conferences or any activity other than a resident course are not provided in this package. Contact the food service provider directly for meal ticket amounts.
- ❖ Meal ticket costs are the student's financial responsibility. The meal ticket is not a reimbursable expense.



Memorandum

3/21/2023

Item#:6.2

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Board of Supervisors

Subject: Presentation of Proclamation Commending Library Technician Mickey Price for Going Above and Beyond and Serving the Public with Compassion and Professionalism

Executive Summary:

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

PROCLAMATION

**COMMENDING LIBRARY TECHNICIAN MICKEY PRICE FOR GOING ABOVE AND BEYOND
AND SERVING THE PUBLIC WITH COMPASSION AND PROFESSIONALISM**

WHEREAS, Mickey Price was working at Redbud Library when an elderly medically frail gentleman was dropped off; and

WHEREAS, Mickey Price saw that he was not well and became aware that he was unsheltered, so she reached out to the community via social media; and

WHEREAS, due to her social media post, Mickey Price was immediately connected with the Board of Supervisors where she asked about service availabilities and shelter capacities in hopes to find somewhere for this gentleman to be sheltered and cared for; and

WHEREAS, Mickey Price stated to one of the Supervisors, "if we don't find him a place today, I don't think he's going to make it"; and

WHEREAS, because of Mickey Price's immense empathy for the gentleman she hoped to find help for, and because of her persistence in finding a solution for him, he was able to find a place at Project Restoration; and

WHEREAS, based on Mickey Price's swift actions to provide assistance to this gentleman, it is quite possible that she may have saved his life; and

WHEREAS, the gentleman still resides at Project Restoration where he is currently thriving; and

WHEREAS, Mickey Price displays the same level of dedication, empathy, and willingness to go above and beyond in her assigned library duties including community outreach, interlibrary loan requests from the public, and presenting programs for children and adults.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Supervisors commend Mickey Price for taking action and going out of her way, outside her scope of work, to help a community member and ensure their safety and good health. The Board of Supervisors thanks you for being a leading example in our community for how we should all care for each other, whether we know each other or not. It is an honor to have such a shining example of love and kindness in our county staff. Mickey Price, you are an inspiration to all of us.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action: Presentation Only.



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:6.3

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Anita L. Grant, County Counsel

Subject: Presentation by Jose Varela Regarding the Provision of Public Defender Services and the Structuring and Organization of a Public Defender Services Program

Executive Summary:

Jose Varela will be speaking to you today via Zoom regarding the provision of public defender services and the structuring and organization of a public defender services program.

Mr. Varela has considerable experience as a public defender in California. Most recently, he served as the executive department head for the Marin County Office of the Public Defender for thirteen years, supervising a staff of attorneys and other legal professionals in the provision of legal services for indigent clients. Mr. Varela's impressive background also includes extensive teaching, speaking and writing experience as shown by his resume, attached here.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Presentation Only.

3/21/2023

Item#:6.3

Jose H. Varela
P.O. Box 370338
Montara, California 94037
415.971.7132
josevarelaesq@gmail.com
California state bar number 129116

Relevant Work Experience:

March 2010 until retirement in March 2021:

Public Defender, Office of the Public Defender, Marin County, California

March 2001-March of 2010:

Assistant Public Defender, Office of the Public Defender, Marin County, California,

1993-2001

Supervising Attorney, Office of the Alternate Public Defender, San Diego County, California

1990-1993

Deputy Alternate Defense Counsel, Alternate Defense Counsel, Inc., Los Angeles County, California

1991

Blanning and Baker, Glendale, California (Public Sector Labor Relations Firm)

1987-1990

Deputy Public Defender, Office of the Public Defender, Los Angeles County, California

Management Background:

Marin: Appointed by the Marin County Board of Supervisors as the executive department head of the Department of the Public Defender. Set policy for the office and manage a budget of over five million dollars. Member of statewide policy groups, including appointment by chief justice of the California Supreme Court to the Court Interpreter Advisory Panel and the California Language Access Plan Task Force. Serve on numerous collaborative committees dealing with criminal justice, immigration, and drug policy. Active Marin County resident.

San Diego: Supervised the Chula Vista branch court office of the Alternate Public Defender (1996-2000), which included supervising and training two less experienced attorneys and supervising and scheduling the workload of one legal secretary; Represented clients in high profile criminal defense cases, including death penalty cases. (1993-2001)

Los Angeles: Assisted in the creation of new attorney mentoring program; Trained and supervised new attorneys at Bauchet Street Arraignment Court for eight months prior to transition to felony court assignment. (1988-1989)

Management and Leadership Training

Completed Marin County Franklin Covey Leadership course; Graduated from Marin County Supervisory Academy; Studied labor and employment in law school during which time I received the Sowell Fellowship in Labor Law; Speaker on Inclusion and Equity issues for the Marin County/Dominican University Leadership program. (2001-2011), trained in High Performance Organization (HPO) theory and implemented HPO into public defender office management and organizational response.

Litigation Experience

Death Penalty Litigation:

People v. Bryon Jones (San Diego Superior Court) Completed to Verdict
People v. Ivan Joe Gonzalez (San Diego Superior Court) Completed to Verdict

General Litigation:

Trial Practice involving all aspects of criminal defense practice, including high profile murder, serious felony, and Three Strike life cases. Served as writs and appeals attorney for San Diego County Alternate Public Defender. As trial attorney, Mr. Varela achieved complete acquittals or dismissals in approximately twenty life sentence cases.

Educational Background:

University of California at Berkeley School of Law: JD Graduated 1986; Awarded Sowell Fellowship in Labor Law; Co-Editor-in-Chief of the *La Raza Law Journal*, a journal focusing on legal issues affecting the Latino community; Member of the Department of Fair Employment and Housing (DFEH) clinic and Intern for the Contra Costa County Public Defender's Office.

Saint Mary's College of California: Graduated *Magna Cum Laude* with BA in Philosophy (1979); Involved in student government, opinion editor of the school newspaper; operations manager and disk jockey for KSMC college radio, focusing on jazz music; member of college rugby team; member of MECHA, Latino student group.

Professional Teaching and Lecturing Background:

Adjunct Professor at University of San Diego School of Law, teaching in the criminal trial practice curriculum (1997-1998); **Adjunct Professor:** Thomas Jefferson School of Law in San Diego, supervised criminal defense interns at the Office of the Alternate Public Defender (1999-2001) **Lecturer** University of California Berkeley School of Law on Trauma Informed Representation. (2018-Present)

Professional Affiliations:

Member of the California State Bar Association

Admitted to practice in June 1987, Bar Number 129116

Appointed attorney advisor to the Chief Justice's Jury Selection Work Group
2020 to 2022

Panel public defender representation to the California State Language Access Planning and Implementation task force. 2015 to 2019

Legal Advisor to the Judicial Council California Interpreters Advisory Panel
Appointed to a three-year term by Chief Justice of the California Supreme Court Ronald M. George on November 1, 2008, have continued to serve on this panel through 2014.

Member of Board of Directors of California Public Defender Association (2001-2018) Serving on the management, awards, training, awards, and several ad hoc committees; Appointed to be CPDA representative on California State Bar Diversity Ad Hoc Committee; and served as President of CPDA in 2010-11.

Member of the Marin County Bar Association (2004-2021)

Member of the Community Oriented Defender (COD) Network, National Legal Aid and Defender Association, Washington D.C. 2002 to 2020

Founding member and Past President of ALMA (Association of Latino Marin Attorneys).

Professional Teaching, Speaking and Writing Experience:

California State Bar Convention:

"Effective Closing Arguments" San Diego, California 1995

"Penal Code section 1108 and 1109 Evidence" San Diego, California 2000

California Public Defender Association Seminars and Law School Lectures:

1. **Motion Practice Seminar/Pretrial Motions, Monterey, California 1999.**
2. **Instructor in Basic Trial Skills Seminar San Diego, California 1999-Present.**
3. **Penal Code section 1108/1109, Lake Arrowhead, California 1999.**
4. **Preparing Your Case for Trial CPDA State Convention Palm Springs, California 2000.**
5. **Pretrial Motion Practice Basic Trial Skills Seminar San Diego, California, 2000.**
6. **Presenting Your Client at Trial Felony Practice Seminar Yosemite, California 2000.**

7. **Preparing Your Client to Testify Basic Trial Skills Seminar, San Diego, California 2001.**
8. **Preparing Your Client for a Death Penalty Trial CPDA/CACJ Death Penalty Seminar, Monterey, California, February 2002**
9. **Pretrial Motion Practice CPDA Basic Trial Skills Seminar, San Diego, California, August 2002**
10. **Preparing Your Case for Trial CPDA Seminar, Rohnert Park, California October, 2002**
11. **Presenting Your Client at Trial Basic Trial Skills Seminar, San Diego, California, July 2003**
12. **Conflicts in the Criminal Courts Alternate Defenders, Inc., San Rafael, California, June 2003**
13. **What Does Jazz Have To Do With the Practice of Law? Creative Law Society, Boalt Hall School of Law, U.C. Berkeley, September 2003**
14. **Conflicts in the Criminal Courts CPDA MCLE Specialty Seminar, Ventura, California, October 2003**
15. **Presenting Your Client at Trial CPDA Basic Trial Skills Seminar, San Diego, California, July 2004**
16. **Presenting Your Client at a Death Penalty Trial CPDA/CACJ Death Penalty Seminar, Monterey, California February 2005**
17. **Jury Selection CPDA Training Seminar, Clear Lake, California June 2005**
18. **Investigating Search and Seizure Cases, Defense Investigators Association, May, 2006, Irvine, California**
19. **Supporting Your Defense with Effective Jury Selection, Written Materials submitted, CPDA Seminar, October 2007**
20. **Creating a Home Grown Case Management System: The Marin County Gideon Case Management System, CPDA Management Seminar, April, 2008**
21. **Investigating Homicide Cases with an Environmental Focus, California Defense Investigators Association Spring 2008 seminar, Ventura, California**
22. **Winning Jury Trial Techniques in Domestic Violence Cases, CPDA Domestic Violence Seminar, July 12, 2008, Berkeley, California**
24. **Handling the Gnarly Case: Plea Negotiations in Difficult Cases, CPDA Seminar, Redondo Beach, California, March 2009**
24. **Coaching Public Defender Colleagues, CPDA Management Seminar, August 2009**
25. **Simplifying Trial Themes to Empower Your Jury, CPDA Seminar, San Diego, California, March 2010**
26. **Lectures on ethics, leadership, and office management, CPDA California Chief Defender Conference and Annual CPDA management seminar.**

Published Articles:

1. *What can I do with ten minutes of voir dire?*, California Defender, Spring 2009
2. Articles on differing topics included in the CPDA/CACJ Death Penalty Seminar materials 2002, 2005.

3. Numerous articles on the management of a public defender office, including **Ten Ways to Improve Morale in a Public Defender Office for the CPDA management seminar.**
4. Numerous articles in the Marin Voice section for the Marin Independent Journal
5. Articles for the legal newspaper Daily Journal on issues of law and legal work life balance.
6. MCLE article on Miranda Rights for the Los Angeles Daily Journal in conjunction with Superior Court Judge Alex Riccarduli

University of California, Berkeley, Boalt Hall School of Law Presentations,

Public Defender Work as Social Justice Work-- Lecture to Social Justice Program students. (2002, 2004)

Working and Networking in a Public Sector/Government Legal Setting-- Career Services/Public Sector Mentoring Program. (2007 to present)

Outreach and Mentoring Activities:

Organizing Member of the Marin County Organization of Latino Employees (OLE)
 Alumni Mentor to University of California, Berkeley, School of Law students
 Mentor to Students in the College of Marin Puente Program
 Scoring judge for the Marin County Mock Trial Competition
 Coach for the Tamalpais High School state champion mock trial team in 2022
 Mentor and Volunteer Supervisor in the Marin School to Career Partnership
 Member of the ALMA Mentorship and Scholarship committee.

Language Proficiency: Orally proficient in the Spanish language. Oral proficiency certifications in Los Angeles, San Diego and Marin Counties. Assisted in oral and written Spanish proficiency examination for Marin County Human Resources Department.

Non-Professional Activities: poet and author. Self-published two volumes of poetry, short stories, and commentary, *Brushes with Life* and *Streetcar*. All proceeds from writing are donated to charity. Website: josevarelapoetry.com.



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:6.4

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

PROCLAMATION

Commending Anita L. Grant for her 31 Years of Service to the County of Lake

WHEREAS, Anita L. Grant, a proud native of Iowa, began her service with the County of Lake as a Deputy County Counsel in 1992, and was quickly recognized as having a brilliant legal mind and an ability to work effectively with County department heads and officials on a wide variety of matters, ranging from risk management to labor relations; and

WHEREAS, on retirement of the County's long-time County Counsel in 2005, Anita L. Grant was selected and appointed by the Board of Supervisors to serve in the position of County Counsel, a position she has held for the past 17 years; and

WHEREAS, Anita L. Grant has repeatedly provided special training to the Board of Supervisors and numerous other boards, commissions and committees on a variety of important matters including compliance with the State's Open Meetings Laws; and

WHEREAS, Anita L. Grant has provided invaluable guidance and advice to members of this Board during weekly meetings — advice and guidance that has assisted our Board in complying with the myriad of complex laws and regulations to which County Boards of Supervisors must adhere at all times; and

WHEREAS, Anita L. Grant, has skillfully handled an enormous workload, rarely missing a day of work and having forfeited vacation leave, and made numerous personal sacrifices over the years, including working on weekends and holidays; and

WHEREAS, Anita L. Grant has provided outstanding support to office staff, as well as guidance and training to current and former County of Lake deputy county counsel attorneys, each of whom have become better legal advocates as a result of her mentorship; and

WHEREAS, Anita L. Grant has consistently upheld a high standard for excellence in ethical legal advocacy, professional responsibility, and leadership for the County of Lake; and

WHEREAS, Anita L. Grant has announced her intention to retire on March 24, 2023.

NOW, THEREFORE, BE IT PROCLAIMED, although it is with regret that this Board has accepted Anita L. Grant's decision to retire, it is with pleasure we extend to her our sincerest gratitude for 31 years of outstanding and dedicated service to this Board and the County of Lake, and we wish her good health and much happiness during her retirement.

ADOPTED THIS 21ST DAY OF MARCH, 2023.

ATTEST: SUSAN PARKER

COUNTY OF LAKE

Clerk of the Board of Supervisors

By: _____
Deputy _____, Board of Supervisors





COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.2

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer
Johanna DeLong, Assistant Clerk of the Board

Subject: Consideration of Updated Advisory Board Application

Executive Summary:

Before you is an updated advisory board application. Advisory boards are a great way for citizens and local stakeholders to work closely with your board and report back with constructive recommendations on issues and topics covered by that specific advisory board.

The Clerk of the Board's Office is motivated to strengthening the advisory board application process and participation with your Board.

I am seeking input on information and questions your Board would like to see removed or added to the application.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☒ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

3/21/2023

Item#:7.2

Recommended Action: Direction to staff.



COUNTY OF LAKE
CLERK OF THE BOARD OF SUPERVISORS
Courthouse - 255 North Forbes Street
Lakeport, California 95453
TELEPHONE (707) 263-2368
FAX (707) 263-2207

APPLICATION FOR APPOINTMENT TO LAKE COUNTY BOARDS, COMMISSIONS, AND COMMITTEES

Application For: _____ **Seat Category:** _____
Name of Board, Commission or Committee

Incumbent? Y/N: _____ **Supervisory District:** _____

Applicant Name: _____
Last, First

Home Address: _____
Street City Zip Code

Mailing Address: _____
(leave blank if same as above) Street City Zip Code

Primary Phone: _____ **Email Address:** _____

Current Occupation: _____ **Have you ever been convicted of a Felony? Y/N:** _____

Community organizations to which you belong: _____

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

Briefly describe how your participation on this Board will help the Lake County Community:

List any special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:

Do you or any member of your immediate family hold a position that might conflict with your duties for this Board/Commission? If yes, please explain:

I certify that the above information is true and correct, and I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

Signature

Date

For Board Use Only:
APPOINTED YES ___ NO ___
APPOINTED ON: _____



APPLICATION FOR
APPOINTMENT TO COUNTY OF LAKE
ADVISORY BOARD, COMMISSION OR COMMITTEE

Name of Applicant: _____

Home Address: _____ City: _____ ZIP: _____

Mailing Address: _____ City: _____ ZIP: _____

Occupation: _____ Email: _____

Home Phone: () _____ Work Phone: () _____ Supervisorial District _____

Name of Board/Committee/Commission(s) you are interested in serving on:

Board/Committee/Commission category under which you are applying, if applicable:

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:

List community organizations to which you belong:

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

List any affiliation you or your spouse has with public service agencies:

I certify that the above information is true and correct, and I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

(Signature)

(Date)

PLEASE RETURN COMPLETED FORM TO:

Clerk of the Board of Supervisors
255 N. Forbes St.
Lakeport, CA 95453
FAX (707) 263-2207

For Board Use Only:

APPOINTED YES___ NO___

APPOINTED ON: _____

TERM EXPIRES: _____

LAKE COUNTY
ADVISORY BOARD, COMMITTEE AND COMMISSION
CONFLICT OF INTEREST POLICY

POLICY

In addition to any Federal or State conflict of interest requirements which may apply, no member of any Advisory board, commission or committee shall make, participate in making or in any way attempt to use their position to influence a decision in which he or she knows or has reason to know that he or she or their spouse has a financial interest. In all such cases, the affected member shall disclose his or her interests in the records of the board, commission or committee and shall refrain from participating in all discussions and votes concerning the matter in which he/she or his/her spouse has a financial interest.

The purpose of this policy is not only to avoid actual improprieties, but also the appearance of possible improprieties. Therefore, it is the policy of the Board of Supervisors that any doubts as to whether a member shall refrain from participating in a particular matter should be resolved in favor of non-participation.

While recognizing that state law and regulations may specify categories of memberships on certain boards, commissions and committees, to the extent possible, no one shall be appointed to a board, commission or committee which recommends funding allocations to community based organizations, who is (or whose spouse is) a director, or officer of an agency or organization which competes in the funding process before that board, commission or committee.

The Clerk of the Board of Supervisors shall provide all applicants for County boards, commissions and committees with copies of this Conflict of Interest Policy. Additionally, the County's staff to each board, commission, and committee shall assist in monitoring compliance with the conflict of interest policy. Monitoring shall include annual review of appointee circumstances as they may change during each appointee's term of office.

All applicants shall state on their application for appointment what affiliation, if any, they or their spouse has with public service agencies. Additionally, all applicants shall certify prior to their participation as a voting representative of the Board of Supervisors that they have read this policy and can serve free of any conflict of interest. The certification will be made by an applicant/nominee by signing the application for their appointment. Further, should any conflict of interest arise during the appointee's term of office, the appointee shall so declare and abstain from participation on the proceeding and business as it relates to the area of conflict.

For those boards, commissions and committees which recommend funding allocations to the Board of Supervisors, no member shall participate in any discussions or decisions related to an agency of which the member or the member's spouse is a director or officer. Additionally, unless state law or regulation require otherwise, any such member shall also refrain from participation in discussions or decisions related to proposals which are in direct competition with a proposal submitted by the agency of which the member or member's spouse is a director or officer.

APPOINTMENT OF COUNTY EMPLOYEES TO ADVISORY BOARDS
(Policies & Procedures Manual, Section 1-7)

In order to further community involvement in County government and to further the independence of advisory boards, it shall be the policy of the Board of Supervisors to discourage appointment of County employees to those advisory boards which are intended to consist of independent citizens and/or community members.
(Adopted on 10/14/86 and amended on 4/12/94)



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.3

Memorandum

Date: March 21, 2023
To: The Honorable Lake County Board of Supervisors
From: Johanna DeLong, Assistant Clerk of the Board
Subject: Consideration of the following Advisory Board Appointments

Executive Summary:

Lake County Child Care Council: Two (2) Vacancies: (1) Consumer, (1) Community Representative
Cynthia Domingues - Community Representative

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input checked="" type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Appoint qualified applicants to the specified advisory board.



APPLICATION FOR
APPOINTMENT TO COUNTY OF LAKE
ADVISORY BOARD, COMMISSION OR COMMITTEE

Name of Applicant: Cynthia Dominguez

Home Address: 13931 # Lakeshore drive Clearlake City: Clearlake ZIP: 95422

Mailing Address: _____ City: _____ ZIP: _____

Occupation: _____ Email: _____

Home Phone: 707 461-9608 Work Phone: () Supervisorial District _____

Name of Board/Committee/Commission(s) you are interested in serving on:
Lake county policy council

Board/Committee/Commission category under which you are applying, if applicable:

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:

I enjoy helping Families and children in our community find things and resources that will help children developmental.

List community organizations to which you belong:

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.)

List any affiliation you or your spouse has with public service agencies:

I certify that the above information is true and correct, and I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

[Signature]
(Signature)

3.9.23
(Date)

PLEASE RETURN COMPLETED FORM TO:

Clerk of the Board of Supervisors
255 N. Forbes St.
Lakeport, CA 95453
FAX (707) 263-2207

For Board Use Only:
APPOINTED YES___ NO___
APPOINTED ON: _____
TERM EXPIRES: _____

LAKE COUNTY
ADVISORY BOARD, COMMITTEE AND COMMISSION
CONFLICT OF INTEREST POLICY

POLICY

In addition to any Federal or State conflict of interest requirements which may apply, no member of any Advisory board, commission or committee shall make, participate in making or in any way attempt to use their position to influence a decision in which he or she knows or has reason to know that he or she or their spouse has a financial interest. In all such cases, the affected member shall disclose his or her interests in the records of the board, commission or committee and shall refrain from participating in all discussions and votes concerning the matter in which he/she or his/her spouse has a financial interest.

The purpose of this policy is not only to avoid actual improprieties, but also the appearance of possible improprieties. Therefore, it is the policy of the Board of Supervisors that any doubts as to whether a member shall refrain from participating in a particular matter should be resolved in favor of non-participation.

While recognizing that state law and regulations may specify categories of memberships on certain boards, commissions and committees, to the extent possible, no one shall be appointed to a board, commission or committee which recommends funding allocations to community based organizations, who is (or whose spouse is) a director, or officer of an agency or organization which competes in the funding process before that board, commission or committee.

The Clerk of the Board of Supervisors shall provide all applicants for County boards, commissions and committees with copies of this Conflict of Interest Policy. Additionally, the County's staff to each board, commission, and committee shall assist in monitoring compliance with the conflict of interest policy. Monitoring shall include annual review of appointee circumstances as they may change during each appointee's term of office.

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For those boards, commissions and committees which recommend funding allocations to the Board of Supervisors, no member shall participate in any discussions or decisions related to an agency of which the member or the member's spouse is a director or officer. Additionally, unless state law or regulation require otherwise, any such member shall also refrain from participation in discussions or decisions related to proposals which are in direct competition with a proposal submitted by the agency of which the member or member's spouse is a director or officer.

APPOINTMENT OF COUNTY EMPLOYEES TO ADVISORY BOARDS
(Policies & Procedures Manual, Section 1-7)

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(Adopted on 10/14/86 and amended on 4/12/94)



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.4

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Mireya G. Turner, Director

Subject: Update regarding Timeline for Mandatory Advance Planning Projects; and Staff Resource Capacity within the Community Development Department

Executive Summary: The Community Development Department is responsible for updating various advance planning projects in a timely manner. These projects include, but are not limited to, local area plans and the General Plan and its various elements.

Due to reduced staff, staff turnover, lack of funds, and other reasons, these projects have been set aside for future attention, to the point where we are up against hard deadlines from the State for the updates.

The Department stands ready to support the Board of Supervisors and carry out Board-approved priorities; and appreciates this opportunity to inform the Board and the public on the projects that will require much of the Planning Staff's time over the next five years.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☒ Well-being of Residents

☒ Public Safety

☒ Disaster Prevention, Preparedness, Recovery

☒ Economic Development

☒ Infrastructure

☒ County Workforce

☒ Community Collaboration

☒ Business Process Efficiency

☒ Clear Lake




Recommended Action: This item is informational only. No action is required.

3/21/2023

Item#:7.4

<i>Attachment A: Timeline for Updates</i>																								
Year	2023				2024				2025				2026				2027				2028			
Quarter	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
CEQA Document	Selected consultant firm to determine appropriate CEQA document and timeline for completion.																							
Climate Vulnerability Analysis																								
Safety Element																								
Housing Element																								
Lower Lake Area Plan																								
Cobb Mountain Area Plan																								
Kelseyville Area Plan																								
Lakeport Area Plan																								
Shoreline Communities Area Plan																								
Upper Lake - Nice Area Plan																								
Rivieras Area Plan																								
Middletown Area Plan																								
General Plan Update																								
Agriculture Element																								
Aggregate Resource Management Plan Element																								

 Highest Priority
 High Priority
 Medium Priority

 Normal Priority
 Lower Priority
 Lowest Priority



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.5

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Scott De Leon, Water Resources Director and Marina Deligiannis, Deputy Water Resources Director

Subject: Presentation and Discussion on Capacity of Lake County Water Resources Department Development and Implementation of a (Clear Lake Hitch) Fisheries Program

Executive Summary:

Staff from the Lake County Water Resources Department (Department) will provide a presentation and discussion on the Department's capacity of forming and implementing a Fisheries Program, focused on the Clear Lake Hitch (Chi).

The presentation will include anticipated costs, staff, and resources needed to form a program of this nature along with outlining the overall capacity of the Department's ability to do so.

This presentation is being brought before the Board as a result of the February 7, 2023 Board of Supervisors adopted Proclamation of the Existence of a Local Emergency Due to Persistent Drought, Habitat Loss and Potential Extinction of Clear Lake Hitch.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+&26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

3/21/2023

Item#:7.5

Recommended Action: Presentation and discussion only.



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.6

Memorandum

Date: March 21, 2023

To: The Honorable Jessica Pyska, Lake County Board of Supervisors

From: Katherine Vanderwall, Agricultural Commissioner

Subject: Consideration of Resolution rescinding Resolutions 92-129 and 2012-98 and re-establishing Bylaws of the Lake County Fish & Wildlife Advisory Committee

Executive Summary:

Recently your Board discussed updating the bylaws of the Lake County Fish and Wildlife Advisory Committee which advises your Board on matters pertaining to fish and wildlife propagation and conservation; makes recommendations regarding fish and wildlife enhancement programs; and acts as liaison between the Board of Supervisors, general public, and other public agencies.

The suggested changes to the bylaws include adding two seats for Tribal Government representatives and a mechanism to stagger the terms of office so that all seats on the Council do not expire in the same year.

If not budgeted, fill in the blanks below only:

Estimated Cost: ____0____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Well-being of Residents
☒ Economic Development
☒ Community Collaboration

☐ Not applicable
☒ Public Safety
☒ Infrastructure
☐ Business Process Efficiency

☒ Disaster Prevention, Preparedness, Recovery
☐ County Workforce
☒ Clear Lake

3/21/2023

Item#:7.6

Recommended Action: Adopt recommended changes to the bylaws by Resolution.

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. _____

RESOLUTION RESCINDING RESOLUTIONS 92-129 AND 2012-98 AND

RE-ESTABLISHING BYLAWS OF THE LAKE COUNTY

FISH AND WILDLIFE ADVISORY COMMITTEE

WHEREAS, fish and wildlife conservation continues to be a matter of concern to the Board of Supervisors and residents of Lake County, and one of particular urgency in light of the threatened extinction of the Chi/Clear Lake Hitch, which was Proclaimed a Local Emergency by this Board Tuesday, February 7, 2023; and

WHEREAS, the Lake County Fish and Wildlife Advisory Committee has been charged with advising this Board on fish and wildlife, their habitats and conservation; and

WHEREAS, continued functioning of the Lake County Fish and Wildlife Advisory Committee is not only desirable, but necessary, in order that interested, reasonable, and knowledgeable residents may assist the Board of Supervisors in the proper and orderly conservation of fish and wildlife and their habitats; and

WHEREAS, to avoid a circumstance where the terms of office of all members of the Lake County Fish and Wildlife Advisory Committee terminate at the same time, it is necessary to ensure the terms of office are staggered.

NOW, THEREFORE, IT IS HEREBY RESOLVED Resolutions 92-129 and 2012-98 are hereby rescinded, and on the effective date of this Resolution and thereafter, the Lake County Fish and Wildlife Advisory Committee shall be governed by this Resolution as follows:

COMMITTEE COMPOSITION

One representative from the agricultural industry; and

One representative from the recreation industry; and

Two representatives from different fish and wildlife conservation organizations; and

One representative from an education organization; and

One representative from a land conservation organization; and

Two representatives from different Tribal Governments based in Lake County; and

Five public representatives, one from each Supervisorial district; and

The Supervising Game Warden in Lake County, or their designee, and the Agricultural Commissioner of Lake County, or their designee, shall serve as ex-officio members of the Committee.

TERM

Each member shall serve at the pleasure of the Board of Supervisors for terms of two years. The two-year terms shall be staggered.

In order to achieve staggered terms, corrective action must be taken to adjust the terms of office of the thirteen (13) governing board members. Solely for the appointment of the thirteen (13) committee members in 2023, seven (7) shall be assigned by lot to terms of (2) years and six (6) of the members, shall be assigned by lot to terms of one (1) year.

A member may be reappointed after their term expires.

Three unexcused, consecutive absences from regularly scheduled committee meetings shall be considered as a resignation from the Committee. The Board of Supervisors will be notified within two (2) weeks after a vacancy occurs.

Vacancies will be filled by appointment for the unexpired term.

POWERS AND FUNCTIONS

- 1) Review and make recommendations on matters pertaining to Fish and Wildlife protections, education, recreation, and conservation.
- 2) Make recommendations through the Agricultural Commissioner to the Board of Supervisors regarding fish and wildlife enhancement and conservation programs. Such programs shall be based on scientifically-sound wildlife and fisheries management principles. Programs that increase public awareness, education, and participation shall also be evaluated for their contribution to enhancement and conservation of fish and wildlife resources of Lake County.
- 3) Consider specific items referred to the Committee by the Board of Supervisors for recommendation, study, or report.
- 4) Consider specific items referred to the Committee by state, federal or local agencies for recommendations, study, or report to the Board of Supervisors.
- 5) Hold public meetings, workshops or presentations on topics of local, state or federal significance relative to fish and wildlife conservation, recreation and protection.
- 6) Review and make recommendations to the Board of Supervisors through the Agricultural Commissioner for the timely disbursement of the State Fish and Game Fines and Forfeitures funds returned pursuant to provisions of Sections 13103 of the State Fish and Game Code, in a manner consistent with the Code. Programs and/or projects shall demonstrate a benefit to the fish and wildlife resources of Lake County. Monitor project/program progress, completion, and evaluation in accordance with established guidelines.

- 7) Annually solicit nominations and recommend to the Board of Supervisors a nominee(s) for Conservationist of the Year.
- 8) With prior approval of the Board of Supervisors, join in association with other counties' advisory committees or commissions in the state to promote the protection, conservation and education of fish and wildlife.
- 9) Correspond with other conservation, land management, fisheries or wildlife organizations.
- 10) Review and comment on policies and programs from County departments regarding the impact of such policies and programs on fish and wildlife and their habitats with the County.

MEETINGS

Regular meetings will be held at least six (6) times a year. The locations of the meetings shall alternate between the north end and the south end of the County (when reasonable).

Notice of the time and place of each successive regular meeting shall be made a part of the order to adjourn.

Meetings shall be called and noticed as provided in Section 54950, et seq, of the California Government Code (Ralph M. Brown Act).

Each April an annual report shall be provided to the Board of Supervisors on the committee's activities from the previous year. The presentation (meeting) shall be held with the Board of Supervisors in the Board Chambers at the Courthouse. A majority of active members of the committee shall constitute a quorum for the transaction of business. No action or vote of the Committee shall be valid unless approved by a majority of the members present.

OFFICERS

Officers shall consist of a Chair, Vice Chair and Secretary who shall be elected annually in January by the Committee members.

If a vacancy occurs in the office of the Chair, the Vice-Chair shall assume that office for the unexpired portion of the term and a new Vice-Chair shall be elected by the Committee members.

DUTIES OF OFFICERS

The Chair shall preside at all meetings and shall provide the agenda and programs for such meetings. They shall also guide and coordinate the activities and appoint the members of all sub-committees.

The Vice-Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of the office.

The Secretary shall keep the minutes of all meetings; carry on all correspondence, send all notices, assist the officers and other members as required to conduct their Committee activities.

SUB-COMMITTEES

Sub-committees shall consist of such standing and special sub-committee as are required to carry out the Powers and Functions of the Fish and Wildlife Advisory Committee. All such sub-committees shall be created by a vote of the advisory committee members.

COMPENSATION

The members of the advisory committee and its subcommittees shall serve without compensation (i.e., participation is voluntary).

RULES AND REGULATIONS

The Committee shall adopt appropriate rules and regulations consistent with this Resolution as are necessary to assist it in implementing the Powers and Functions as set forth.

THIS RESOLUTION was passed by the Board of Supervisors of Lake County at a regular meeting thereof on the ____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING

CHAIR, Board of Supervisors

ATTEST: Susan Parker
Clerk of the
Board of Supervisors

APPROVED AS TO FORM:

ANITA L. GRANT
County Counsel

By: _____

By:  _____



Memorandum

3/21/2023

Item#:7.7

Memorandum

Date: March 7, 2023

To: The Honorable Lake County Board of Supervisors

From: Lars Ewing, Public Services Director

Subject: Consideration of Section 20 of the County Policies and Procedures Manual for a Facilities Capital Improvement Plan Policy

Executive Summary: (include fiscal and staffing impact narrative):

On September 20, 2022 your Board received a presentation of the results from a recently completed countywide facilities condition assessment. That assessment showed that the average condition of the 130 buildings in the County's portfolio is in the "Fair" category, with approximately \$5.7 million required annually to maintain that condition, and an additional \$3 million annually to be on course to improve to the "Good" category. Following the presentation, your Board provided direction to Public Services staff to develop a capital improvement plan process.

A capital improvement plan (CIP) is a planning document that identifies infrastructure improvement projects, such as new buildings or significant improvements to existing buildings, which the owner intends to construct or improve over a certain period of time (commonly five years). Typically a CIP is a funding constrained plan, with the projects programmed into the CIP being limited by the amount of funding available or reasonably anticipated to be available with the planning window, with a more general framework for projects anticipated beyond the planning window.

The County has never had a CIP for county buildings. Presented for Board consideration today is a draft County policy, proposed as a new section to the County policy and procedures manual, to prepare and annually update a Facilities Capital Improvement Plan (FCIP). Staff is proposing a formalized policy for two primary reasons. First, a Board-directed policy will assist with ensuring maximum participation by departments who occupy the buildings and are likely to recommend renovation-type projects (building changes to improve a tenant's operations), or in some cases recommend entirely new buildings. Second, memorializing the process will ensure due attention is given to rehabilitation-type projects (replacement of significant building systems such as roofs, HVAC, carpeting, etc.) that extend the useful life of the buildings.

The recommended annual process is aligned with the budget process, allowing for departments to

fully consider their capital project needs when they prepare budgets in the spring of each year. Of particular note for your Board, staff will prepare a draft FCIP for Board consideration in June during preliminary budget hearings, followed by a final FCIP during final budget hearings. Attachment A in the draft policy illustrates the timeline.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

☐ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input checked="" type="checkbox"/> Infrastructure |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action:

By motion, authorize creation of Section 20 of the County Policies and Procedures Manual for a Facilities Capital Improvement Plan Policy

Section Twenty

Facilities Capital Improvement Plan Policy

1. PURPOSE
2. DEFINITIONS
3. PROCEDURE
4. CRITERIA

APPENDICES

- A. CAPITAL PROJECT APPLICATION

1. PURPOSE

This policy establishes the process for adopting and amending the County of Lake's Facilities Capital Improvement Plan (FCIP). The FCIP is a planning document that identifies facilities-based capital improvement projects that the County intends to complete over a five-year period. The FCIP will provide key information for each project, including a project description, anticipated costs, identified future funding, and a delivery schedule.

The scope of this policy includes all buildings owned by the County of Lake. The policy will help to plan and organize facilities capital expenditures by establishing a process to:

- A. Assure sustainability of existing facilities by addressing the replacement of significant building systems or elements meant to recapitalize and extend the useful life of the facility.
- B. Assure responsiveness to fluctuations in tenant use of existing facilities by addressing building renovations to improve operations through efficiency, security, or comfort.
- C. Assure consideration of new facility construction when existing facilities do not satisfactorily meet the County's needs.

2. DEFINITIONS

Capital Improvement Committee – A group comprised of two members of the Board of Supervisors, the County Administrative Officer (and/or designated attendees), and the Public Services Director (and/or designated attendees). The committee evaluates capital facility projects, recommends project priority and funding options, and engages with county department heads for facilities issues.

Capital Project – A non-recurrent facilities expenditure of an amount of \$25,000 or more for a permanent facilities asset which has a useful life of ten years or more, or extends the useful life of an existing fixed asset by ten years or more. Expenditures can include soft costs and/or hard costs.

Capital Project Application – The form used by county departments who request that a capital project be included in the Facilities Capital Improvement Plan.

Facilities Capital Improvement Plan – A detailed plan for capital facility projects planned to be initiated within the next five years, including both new buildings, renovations, and rehabilitation of existing buildings, along with a more general framework for projects anticipated beyond a five-year horizon or sooner if funding becomes available or priorities change.

Hard Costs - Costs that are directly related to the physical construction of a facility. These costs include building materials and labor for construction.

Real Property - Land and anything permanently attached to the land including buildings, building components such as roof, walls, electrical systems, plumbing systems, HVAC systems, finishes, and site improvements such as pavement, landscaping, etc.

Renovation - Changes to improve a tenant's operations through efficiency, security, or comfort.

Rehabilitation - Periodic replacement of significant building systems or elements (i.e., roof, HVAC, carpeting, etc.) meant to recapitalize and extend the useful life of the building.

Soft Costs - Costs that are not directly related to the physical construction of a facility but still necessary for project development. Examples include professional design services, permit fees, construction testing/inspection, or other expenses required to complete the project.

Unfunded Project – A project that does not have a revenue source identified to pay for the planning or construction.

3. PROCEDURE

The FCIP will be updated as part of the budget process annually for a five-year forecast to reflect project status, funding availability, addition or deletion of projects, and changes to project prioritization. This annual process requires input from department heads, assistance from the Capital Improvement Committee to evaluate competing requests for limited funding, and administration from the Public Services Department.

Annual process:

- January: Departments begin formulating capital project needs
- March: Formal call for projects (with budget book)
- April: Project requests due to Administration (with budget submittals)
- April: Capital Improvement Committee reviews and prioritizes projects
- May: preparation of draft FCIP
- June: BOS presentation of recommended FCIP (with proposed budget)
- June-September: revision to draft FCIP
- September: BOS presentation of final FCIP

Projects that are rehabilitative or renovative in nature but are anticipated to cost less than \$25,000 will not be included in the FCIP.

Facility-related projects that exceed the \$50,000 capitalization threshold but do not qualify as a Capital Project will not be included in the FCIP. Examples include master planning or the purchase of personal property.

4. CRITERIA

The criteria for inclusion of projects in the FCIP are the following:

1. Required to meet compelling health, safety, legal or code compliance, a mandate of the Board of Supervisors, or a court order.
2. Previously approved phases of a project, which are integral to completing its initial scope.
3. Required to keep an existing facility operational. Provides measurable economic benefit or avoids economic loss to the County. Serves to maintain or improve infrastructure of the County as a general benefit to County operations and services.
4. Alleviates constraints and impediments to effective public access and service such as improvements regarding space limitations or inefficient layout of space in County facilities, provisions for expanded or changed programs or services, or improvements to heating, ventilation or other work environment conditions.
5. Improves the environmental quality or aesthetics of County facilities.

The County's facility-related needs are likely to exceed available resources, resulting in competing priorities for limited funds. This FCIP recognizes these funding limitations – it is a realistic, “funding constrained” plan. The amount and scope of projects programmed into the FCIP are limited by the amount of funding currently available or reasonably anticipated within the five-year horizon. Some funding sources are flexible and can be used to fund any project (e.g., General Funds), while other funds are restricted in nature (e.g., grants, state/federal program allocations, etc.). Funding for the first year of the FCIP is expected to be appropriated in the County's budget for the next fiscal year. Projects shown in future fiscal years are contingent upon available funding and may be reprioritized.

Capital projects that are funded by outside or non-discretionary sources may be given separate consideration if the projects conform to the Board of Supervisors strategic plan.

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COUNTY OF LAKE CAPITAL PROJECT PLANNING REQUEST

Project Title	
Project Location	
Department Requesting:	
Department Head Signature:	

Project Description and Justification

Provide cost estimate per year for project development/construction

Fiscal Year	23/24	24/25	25/26	27/28	28/29	Total
-						0

Proposed Funding Source(s)

Prepared by: _____

Date: _____



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:7.8

Memorandum

Date: March 21, 2023

To: The Honorable Lake County Board of Supervisors

From: Lars Ewing, Public Services Director

Subject: Consideration of Appointments to the Lake County Recreation Agency Board of Directors

BACKGROUND:

Last week your Board approved the County's participation in a joint exercise of powers agreement with the City of Clearlake and the City of Lakeport to create the Lake County Recreation Agency. The agency is to be administered by a board of directors which shall consist of seven members: two members of the legislative body of each jurisdiction, and one person appointed by the other board of director members. Furthermore, the agreement calls for each jurisdiction to appoint an alternate, who shall also be a member of the legislative body.

Consequently the action requested of your Board is to appoint two members and one alternate to the Lake County Recreation Agency.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☒ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☒ Economic Development

☒ Infrastructure

☒ County Workforce

3/21/2023

Item#:7.8

☒ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action:

Appoint two members and one alternate to the Lake County Recreation Agency Board of Directors



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:8.1



COUNTY OF LAKE

255 North Forbes Street
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COUNTY OF LAKE

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COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Memorandum

3/21/2023

Item#:8.4
