

**May 1, 2018**  
**Regular Meeting**  
**Item # 5d**

**County Counsel**

**SB 1084 Letter**



Vacant - District One    Fred Stump - District Two    Bob Gardner - District Three  
John Peters - District Four    Stacy Corless - District Five

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## BOARD OF SUPERVISORS COUNTY OF MONO

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P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517  
(760) 932-5538 • FAX (760) 932-5531  
*Shannon Kendall, Clerk of the Board*

May 1, 2018

Honorable Mike McGuire  
Senate Local Government and Finance Committee  
California State Capitol, Room 408  
Sacramento, CA 95814

**RE:    SB 1084 (Berryhill) – SUPPORT: Mono County Tri-Valley Groundwater Management District**

Dear Senator McGuire:

The Mono County Board of Supervisors (Board) writes to support Senate Bill 1084 (Berryhill). This bill would make non-controversial changes to the Mono County Tri-Valley Groundwater Management District Act (Act) to allow the Mono County Tri-Valley Groundwater Management District (District) to better represent the residents of the District and prepare to comply with implementation of the Sustainable Groundwater Management Act (SGMA).

Specifically, SB 1084 would ensure the District is able to equitably represent the residents of Benton, Hammil, and Chalfant Valleys on groundwater management related matters by replacing the director appointed by the Mono County Board of Supervisors with a District resident. This would ensure that all water management decisions with the potential to affect District residents are made by residents. Further, the Board supports the bill's effort to maintain the existing relationship between the County and the District by keeping the Board-appointed position on the District's board of directors but making it a non-voting, ex officio position. This will allow the County to continue to provide staff resources and services to the District. Also, the bill would amend the Act to eliminate the requirement to appoint a groundwater advisory board. Because the District has been unable to successfully solicit volunteers, the bill would make appointment of a groundwater advisory board optional. Finally, SB 1084 would make clear the District's authority to create zones of benefit and impose assessments for SGMA related planning and implementation purposes.

For the foregoing reasons, the Board respectfully requests your support of SB 1084 in the Senate Local Government and Finance Committee. If you have any questions or would like to discuss this bill further, please do not hesitate to contact Deputy County Counsel Jason Canger at (760) 924-1712 or [jcanger@mono.ca.gov](mailto:jcanger@mono.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Gardner".

Bob Gardner  
Chair, Mono County Board of Supervisors

cc:    Vice Chair Nguyen and Members, Senate Local Government and Finance Committee  
Board of Directors, Mono County Tri-Valley Groundwater Management District  
Paul Smith, Vice President, Governmental Affairs, Rural County Representatives of California  
Graham Knaus, Executive Director, California State Association of County

**May 1, 2018**  
**Regular Meeting**  
**Item # 7b**

**Public Health**

**Presentation**

**May 1, 2018**  
**Regular Meeting**  
**Item # 7f**

**Audit Reports 16-17**

**Presentation**



# ANNUAL AUDIT REPORTS

Presentation and Discussion

Fiscal Year Ended June 30, 2017

# AUDIT WORK COMPLETED

## 4 Deliverables

- Comprehensive Annual Financial Report (CAFR)
- Single Audit (Compliance audit of Federal Expenditures)
- GANN (Debt) Limit
- Treasury Oversight Committee (Investment Pool)

# CAFR

reporting financial balances and transactions

- Exceeds minimum reporting requirements
- Three Sections
  - Introductory
  - Financial
  - Statistical

# FINANCIAL SECTION – two sets of statements

## (1) Government-Wide (2) Funds

- **Balance Sheet**

- Assets – Resources with present service capacity
- Liabilities – Obligations requiring sacrifice of resources
- Equity – Net Position (Assets – Liabilities)

- **Income Statement**

- Revenues – Current financial resources
- Expenditures / Expenses – Consumption of resources
- Change in Equity – Revenues less Expenditures/Expenses

# AUDITOR'S REPORT (pg 1)

- Scope of Audit
- County responsibilities
- Auditor responsibilities
- Opinion (result of audit)

AUDIT FIRM:  
CliftonLarsonAllen  
(formerly Gallina,  
Bartig, Basler & Ray)

# CAFR CLIFF NOTES

## Management's Discussion & Analysis (MDA) p7, 10

### Condensed Statement of Net Position

|                                  | Governmental Activities |                      | Business-Type Activities |                   | Total                |                      |
|----------------------------------|-------------------------|----------------------|--------------------------|-------------------|----------------------|----------------------|
|                                  | 2017                    | 2016                 | 2017                     | 2016              | 2017                 | 2016                 |
| Current and other assets         | \$ 48,694,317           | \$ 44,993,534        | \$ 6,407,888             | \$ 4,861,884      | \$ 55,102,205        | \$ 49,855,418        |
| Capital assets                   | 35,036,545              | 37,058,137           | 6,591,060                | 6,416,220         | 41,627,605           | 43,474,357           |
| Total Assets                     | <u>83,730,862</u>       | <u>82,051,671</u>    | <u>12,998,948</u>        | <u>11,278,104</u> | <u>96,729,810</u>    | <u>93,329,775</u>    |
| Deferred outflows of resources   |                         |                      |                          |                   |                      |                      |
| Deferred pensions                | 10,588,868              | 3,901,710            | 219,142                  | 59,015            | 10,808,010           | 3,960,725            |
| Current and other liabilities    | 2,438,834               | 7,388,554            | 614,746                  | 223,416           | 3,053,580            | 7,611,970            |
| Long term liabilities            | 54,102,836              | 45,077,438           | 11,056,698               | 10,347,379        | 65,159,534           | 55,424,817           |
| Total Liabilities                | <u>56,541,670</u>       | <u>52,465,992</u>    | <u>11,671,444</u>        | <u>10,570,795</u> | <u>68,213,114</u>    | <u>63,036,787</u>    |
| Deferred inflows of resources    |                         |                      |                          |                   |                      |                      |
| Deferred pensions                | 2,109,352               | 4,352,742            | 38,058                   | 59,341            | 2,147,410            | 4,412,083            |
| Net investment in capital assets | 35,036,545              | 37,058,137           | 6,591,060                | 6,349,553         | 41,627,605           | 43,407,690           |
| Restricted                       | 20,397,419              | 19,407,068           | 4,648                    | 30,222            | 20,402,067           | 19,437,290           |
| Unrestricted                     | (19,765,256)            | (27,330,558)         | (5,087,120)              | (5,672,792)       | (24,852,376)         | (33,003,350)         |
| Total Net Position               | <u>\$ 35,668,708</u>    | <u>\$ 29,134,647</u> | <u>\$ 1,508,588</u>      | <u>\$ 706,983</u> | <u>\$ 37,177,296</u> | <u>\$ 29,841,630</u> |

# CAFR CLIFF NOTES

## Management's Discussion & Analysis (MDA) p11

### Statement of Activities

|                                    | Governmental Activities |                   | Business-Type Activities |                  | Total             |                   |
|------------------------------------|-------------------------|-------------------|--------------------------|------------------|-------------------|-------------------|
|                                    | 2017                    | 2016              | 2017                     | 2016             | 2017              | 2016              |
| <b>Program revenues:</b>           |                         |                   |                          |                  |                   |                   |
| Fees, Fines & Charges for Services | \$ 6,816,510            | \$ 6,999,158      | \$ 3,064,851             | \$ 2,885,906     | \$ 9,881,361      | \$ 9,885,064      |
| Operating grants                   | 20,243,272              | 21,422,359        | 62,799                   | 40,000           | 20,306,071        | 21,462,359        |
| Capital grants                     | 598,587                 | 4,054,304         | 464,976                  | 22,884           | 1,063,563         | 4,077,188         |
| <b>General revenues:</b>           |                         |                   |                          |                  |                   |                   |
| Property taxes                     | 20,369,909              | 19,992,544        | --                       | --               | 20,369,909        | 19,992,544        |
| Sales and use taxes                | 585,375                 | 643,086           | --                       | --               | 585,375           | 643,086           |
| Other taxes                        | 3,349,252               | 3,058,934         | --                       | --               | 3,349,252         | 3,058,934         |
| Interest/Investment earnings       | 300,085                 | 190,778           | 59,468                   | 43,356           | 359,553           | 234,134           |
| <b>Total Revenues</b>              | <b>52,262,990</b>       | <b>56,361,163</b> | <b>3,652,094</b>         | <b>2,992,146</b> | <b>55,915,084</b> | <b>59,353,309</b> |

# CAFR CLIFF NOTES

## Management's Discussion & Analysis (MDA) p11

### Statement of Activities

|   | Governmental Activities |                   | Business-Type Activities |                  | Total             |                   |
|---|-------------------------|-------------------|--------------------------|------------------|-------------------|-------------------|
|   | 2017                    | 2016              | 2017                     | 2016             | 2017              | 2016              |
| <b>Expenses:</b>                        |                         |                   |                          |                  |                   |                   |
| General government                      | 10,149,677              | 8,527,686         | --                       | --               | 10,149,677        | 8,527,686         |
| Public protection                       | 18,037,087              | 17,026,030        | --                       | --               | 18,037,087        | 17,026,030        |
| Public ways and facilities              | 6,465,642               | 7,655,712         | --                       | --               | 6,465,642         | 7,655,712         |
| Health and Sanitation                   | 8,568,557               | 8,564,376         | --                       | --               | 8,568,557         | 8,564,376         |
| Public assistance                       | 4,628,204               | 4,407,906         | --                       | --               | 4,628,204         | 4,407,906         |
| Education                               | 41,847                  | 39,784            | --                       | --               | 41,847            | 39,784            |
| Recreation and culture                  | 104,422                 | 104,588           | --                       | --               | 104,422           | 104,588           |
| Interest and fiscal charges             | 182,838                 | 112,476           | --                       | --               | 182,838           | 112,476           |
| Solid Waste Landfill                    | --                      | --                | 2,490,582                | 1,778,162        | 2,490,582         | 1,778,162         |
| Airport                                 | --                      | --                | 326,819                  | 426,882          | 326,819           | 426,882           |
| Campgrounds                             | --                      | --                | 32,240                   | 22,590           | 32,240            | 22,590            |
| Cemeteries                              | --                      | --                | 14,828                   | 15,703           | 14,828            | 15,703            |
| <b>Total Expenses</b>                   | <b>48,178,274</b>       | <b>46,438,558</b> | <b>2,864,469</b>         | <b>2,243,337</b> | <b>51,042,743</b> | <b>48,681,895</b> |
| Change in net position before transfers | 4,084,716               | 9,922,605         | 787,625                  | 748,809          | 4,872,341         | 10,671,414        |



# FUND STATEMENTS – GOV. FUNDS p26

## Balance Sheet (GF + SR + CP + DS)

- **ASSETS**

- Cash and investments \$30.4 million
- Receivables (uncollected revenues) \$5.9 million
- Loans receivable (CDBG & HOME) \$1.6 million

- **LIABILITIES**

- Vendors & Employees \$2.2 million
- Revenues collected after 60 days \$1.7 million

- **EQUITY**

- Restricted or cannot be spent (2/3<sup>rd</sup>) \$22.2 million
- Earmarked \$8.6 million
- Available \$4.2 million but includes
  - General reserve \$1.9 million
  - Stabilization \$1.1 million

# FUND STATEMENTS – GOV. FUNDS p30

## Income Statement (GF + SR + CP + DS)

- **REVENUES BY TYPE \$51.6 million**
  - Taxes \$24.3 million (47% of revenues)
  - Intergovernmental \$20.6 million (40% of revenues)
- **EXPENDITURES BY FUNCTION \$46.9 million**
  - Current = programs \$45.7 million (97%)
- **TRANSFERS**
  - Subsidies
  - Move Expenditures
  - Move Revenues
  - Finance debt service payments

# NOTES TO FINANCIAL STATEMENTS p43

- Inform readers more about balances and transactions
- Accounting policies – Note 1
  - Reporting entity – what's included
  - Recognition basis – revenues & expenditures/expenses
  - Capital asset thresholds, depreciation methods
  - Net position & fund balance classifications
  - Compensated absences
  - Pensions
  - Estimates

## OTHER FOOTNOTES

- P52: Note 2 - Cash and Investments
- P58: Note 4 – Capital Assets
- P59: Note 5 – Long-term Liabilities
- P62: Note 7 – Pension
- P69: Note 8 – Other Post Employment Benefits (OPEB)
- P72: Note 9 – Net Position / Fund Balance
- P74: Note 9 – Prior Period Adjustments

# SINGLE AUDIT – COMPLIANCE AUDIT OF FEDERAL EXPENDITURES

- P1: Government Auditing Standards Report of Internal Control and Compliance
  - Findings - Two Material Weaknesses (2017-001, 2017-002)
- P3: Results of testing federal programs
  - Major Programs
    - No misstatements
    - No findings
- P6: Schedule of Expenditures of Federal Assistance (SEFA)
- P11: Schedule of Findings – Major Programs

# MATERIAL WEAKNESS – Prior Period Adjustments

- **Adjustments to improve accuracy of financial reporting**
- P12: 2017-001 LOANS RECEIVABLE
  - Adjust beginning balances by \$1,247,815
  - County initiated, not results of audit work
  - No weakness in current system
- P13: 2017-002 REVENUE RECOGNITION (PILT)
  - Adjust beginning balances by \$1,215,510
  - Budgeting perspective vs Reporting standards
  - No weakness in current system

**May 1, 2018**  
**Regular Meeting**  
**Item # 11a**

**County Counsel**

**Letter from Public**



May 1, 2018

Honorable Board of Supervisors,

On behalf of the Mono County Economic Development, Tourism & Film Commission, I appreciate the opportunity to share the Commission's thoughts and recommendations regarding draft language of Chapter 5.60 "Cannabis Operations." The Commission has been following the cannabis process to date, and would like to acknowledge the diligence and hard work done both by staff and your Board.

We were able to review and discuss the recent draft language of Chapter 5.60 at our recent meeting on April 26th. In the big picture we recognize that this is a rapidly evolving issue that your Board and staff have engaged with in great detail. Our discussion centered on the following economic development question: given that Mono County is poised to allow retail cannabis operations, do the proposed regulations create a framework within which a new business has a reasonable chance of being successful? There are three main areas that the Commission would like to address from this perspective:

1. **On-site consumption.** The Commission respectfully suggests that Mono County allow regulated on-site consumption, which is consistent with state regulation.

Allowing consumption in the regulated and controlled environment of a permitted retail or microbusiness establishment is a service that will benefit tourism, residents, and help create sustainable, "weather-proof," year-round businesses and jobs for our local communities. Part of the reason that on-site consumption is not banned by the state of California is because it is modeled on the success of the winery and craft beer industry – a significant economic driver and a tourism sector in its own right. This is a useful frame of reference.

The challenge with banning on-site consumption is that it seems likely to force consumption to take place in undesirable or illegal locations. Consumption of cannabis in public is illegal in California, and most hotels and lodging rentals do not allow smoking or consumption in rooms or on their property. Mono County, of course, is 94% federal land, so smoking/ ingesting cannabis in any form is illegal at campgrounds, at the ski areas, on all trails, roads and land managed by the USFS and BLM. A customer aware of these limitations might seek out a local park, where consumption is also banned. Unfortunately, without a legal, controlled place where visitors or local residents can safely consume the product they have purchased legally, there will likely be a significant increase of illegal consumption in public spaces, or in lodging accommodations. This will result in a greater impact on the general public, as well as create issues for small business owners, local law enforcement and our federal agencies. For these reasons and others, the Sheriff has also voiced support of controlled and regulated on-site consumption.

Offering a legal option/alternative will help ensure the visitor experience around legalized cannabis is a positive one – whether it is a guest who wishes to participate in legal consumption or one that wishes to avoid cannabis altogether. It also gives our landlords and business owners



the opportunity to direct visitors to a feasible, legal alternative. In addition, it will be helpful to our local residents who live in rental or multi-unit accommodations where consumption is not allowed. Most importantly, on-site consumption should have parity with alcohol establishments, and this aspect of small business growth and success should be supported.

2. **Delivery services.** The Commission respectfully requests that the county either allow delivery services, following state regulations, or identify a process for future consideration of allowing delivery services.

State regulations include a list of provisions that are designed to control and manage delivery enterprises, and the Commission believes that a controlled, permitted system is superior and safer than “underground” operations. In a rural county with remote communities, there will likely be a demand for delivery services which tends to create a supply response. In jurisdictions both in California and other states where delivery is banned, illegal services have surfaced, creating law enforcement issues, increasing inadvertent access of cannabis product to youth, and precluding potential revenue sources for the county. The ability to operate a delivery service may be a significant factor in new business owner decision-making.

We recognize that there are unknowns with delivery services, such as possible limitations on deliveries to hotels or other businesses. If the time is not right to work through those, then we suggest that a process be identified for future return to this issue in the regulations so that a prospective cannabis business owner can consider delivery as a potential future part of a business plan.

3. **Training for retailers and retail employees (5.60.140-C).** The Commission respectfully requests that the language in this provision be modified, considering the following:

Although training is not state-regulated for cannabis Retailers or employees, the EDTF Commission regards training and certification as very important. However, because nothing is currently known about the format, cost and extent of the training program, the provision as worded has the potential to cause undue burden on the business owner and/or employee. The Commission recommends revising the language to ensure that access to the training curriculum is affordable, readily accessible (in an online format, or in-person in Mono County), and includes a reasonable timeframe in which a new hire must complete the course. This last point provides a probationary period in which an employer and employee may evaluate whether the job is a fit before making an investment in the training.

In conclusion, our goal is to ensure that the regulations in place support the growth of small business, our tourism base, and local communities. Thank you for your consideration of our thoughts and recommendations; the Commission is very appreciative of the work that is being done by staff and your Board on the Ordinance.

Sincerely,



Geoff McQuilkin

Chair, Mono County Economic Development, Tourism & Film Commission

**May 1, 2018**  
**Regular Meeting**  
**Item # 12**

**Board Reports**

**Additional Documents**



# OPEN HOUSE

**SATURDAY, MAY 5 9AM - NOON  
MAMMOTH LAKES FIRE DEPARTMENT  
FIRE STATION ONE, MAIN STREET**

Learn more about wildfire risks and how to prepare your home and your family. Hear first-hand experiences of wildfire, and see what a difference defensible space and prescribed burns can make.

- Free breakfast burritos, pastries, coffee and juice
- Family-friendly, kids are welcome
- Tour the fire station and inspect the fire trucks, honk the horns and see the equipment needed to fight a wildfire
- Exciting fire demonstrations
- Useful information about insurance, what to do if you have to evacuate your home, how to sign up for emergency alerts, what the economic impacts of wildfire are on communities, and how you can get involved with wildfire preparedness

*Open House brought to you by the Mammoth Lakes Fire Safe Council, Mammoth Lakes Fire Protection District, and the Inyo National Forest. For more information contact: Clint Hyde 760-914-2176 [clinthyde@aol.com](mailto:clinthyde@aol.com).*





**To:** RCRC Board of Directors  
**From:** Justin Caporusso, Vice President External Affairs  
Staci Heaton, Regulatory Affairs Advocate  
**Date:** April 17, 2018  
**Re:** Disaster Readiness for Safer Communities (D-RiSC): Coalition Support

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### **Summary**

The Disaster Readiness for Safer Communities coalition was recently formed by organizations representing California's fire chiefs, firefighters, and local governments to advocate for improving disaster response capability. This memo provides a description of the coalition and RCRC's involvement.

### **Background**

The Disaster Readiness for Safer Communities (D-RiSC) coalition was formed in the wake of the devastating 2017 wildfires that destroyed hundreds of homes and took more than 50 lives in Northern and Southern California. The mission of D-RiSC is to modernize California's mutual aid system to allow first responders to pre-position personnel, equipment, and communications to combat disasters proactively. The coalition is actively seeking State funding for local fire agencies to enable this goal.

### **Issue**

RCRC was recently approached by the organizers of D-RiSC about joining the coalition. Staff met with coalition representatives, and after fully vetting their policy goals and objectives, found them to be in line with RCRC's policies on mutual aid and disaster response. RCRC has agreed to join D-RiSC, and will be lending our advocacy and communications support to the coalition's goals to obtain State funding support for fire response pre-positioning.

### **Staff Recommendation**

RCRC will keep the RCRC Board of Directors apprised on the activities of D-RiSC, including progress on advocacy efforts and any other future goals the coalition pursues.

### **Attachments**

- Disaster Readiness for Safer Communities Fact Sheet
- Disaster Readiness for Safer Communities Questions & Answers



**To:** RCRC Board of Directors  
**From:** Greg Norton  
President and CEO  
**Date:** April 30, 2018  
**Re:** RCRC Board Meeting Highlights (April 26, 2018)

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### **President's Report**

RCRC President and CEO Greg Norton thanked RCRC Chair, Supervisor Rex Bohn (Humboldt) and staff for their work in hosting the April Board of Directors meeting in Humboldt County. Mr. Norton provided an update on RCRC sponsorships, legislative wins related to the Federal Omnibus Bill, governmental affairs staff events and activities, and an update on RCRC's economic development activities and projects.

### **Administrative Matters**

#### Capitol Morning Report: Free Lunch Trivia Contest

RCRC Vice President External Affairs Justin Caporusso outlined RCRC's sponsorship of the *Capitol Morning Report's (CMR)* "Free Lunch Trivia Contest," a weekly, interactive raffle where CMR subscribers are provided the opportunity to win a \$50 gift card to a Sacramento restaurant after correctly answering a specific trivia question related to California. Mr. Caporusso invited RCRC Board Members to submit questions/answers for consideration.

The memo outlining the CMR Trivia Contest can be accessed [here](#). Please email questions for consideration to RCRC External Affairs Coordinator [Santinia Pasquini](#).

#### **Guest Speaker: Moira Kenney, Executive Director, First 5 Association of California**

Ms. Kenney's presentation can be downloaded [here](#). Ms. Kenney can be reached via [email](#), or at (510) 227-6966.

### **Governmental Affairs**

#### Repeal of Senate Bill 1 (Beall) Initiative – ACTION

RCRC Vice President Governmental Affairs Paul A. Smith provided a summary of an initiative proposal – "Voter Approval for Increases in Gas and Car Tax" – that would repeal the recently-enacted Senate Bill 1 (Beall), which increased taxes and fees on motorists and dedicates those monies for road repair and transportation funding purposes.

The RCRC Board of Directors adopted an "Oppose" position on the effort to repeal Senate Bill 1 related to road repair and transportation funding. The memo can be accessed [here](#).



### Proposition 69 – Motor Vehicle Fees and Taxes – ACTION

Mr. Smith provided an overview of Proposition 69 (also known as Assembly Constitutional Amendment 5), which would prohibit the Legislature from borrowing or using revenues which are derived from increases in motor fuel taxes and vehicle fees, other than for transportation purposes.

The RCRC Board of Directors adopted a “Support” position on Proposition 69 related to protecting the revenues derived from Senate Bill 1 from being used for non-transportation purposes. The memo can be accessed [here](#).

### California Forest Watershed Alliance (CAFWA) Update

Mr. Caporusso and RCRC Regulatory Affairs Advocate Staci Heaton provided an update on the activities of the California Forest Watershed Alliance (CAFWA), of which RCRC is a founding member. CAFWA continues to meet monthly, and representatives from each organization spent time advocating in Washington, D.C. earlier this year on the Federal Omnibus Bill, which proved beneficial to California. In addition, CAFWA is in the process of finalizing a set of California-specific policy items related to forest health, and is scheduling meetings with various agencies and the Administration to begin conversations to move these items forward.

The CAFWA website can be accessed [here](#).

### Disaster Readiness for Safer Communities (D-RiSC): Coalition Support

Mr. Caporusso and Ms. Heaton introduced the RCRC Board of Directors to the Disaster Readiness for Safer Communities (D-RiSC) coalition, of which RCRC recently joined. Formed by organizations representing California’s fire chiefs, firefighters, and local governments, D-RiSC seeks to advocate for improving disaster response capability.

Mr. Caporusso and Ms. Heaton encouraged Board Members to discuss the coalition’s efforts with their individual counties, and support the efforts by advocating at the local level. The memo can be accessed [here](#). The D-RiSC website can be accessed [here](#), and the advocacy toolkit can be accessed [here](#).

### California Tree Mortality Task Force

Ms. Heaton provided an update on the California Tree Mortality Task Force (Task Force). In his January State-of-the-State address, Governor Edmund G. Brown announced the formation of a forest health working group that would be tasked to address the overarching need for better management of California’s forests and forested watersheds. At the April 2018 Task Force meeting, Co-Chairs California Department of Forestry and Fire Protection (CAL FIRE) Chief Ken Pimlott and Governor’s Deputy Cabinet Secretary Saul Gomez indicated that the formation of the new working group was imminent, with the Administration still trying to work out the final details of the group’s structure.

The memo can be accessed [here](#).

### **State Legislation**

#### Update on Senate Bill 623 (Monning)/Water Quality Proposed Budget Trailer Bill

RCRC Senior Legislative Advocate Mary-Ann Warmerdam provided an update on Senate Bill 623 (Monning), which would establish a fund to assist those who do not have access

to safe drinking water. Funding would be provided by a fee on water connections and fertilizer, plus an assessment against confined animal facilities.

The memo can be accessed [here](#). RCRC's comment letter on the proposed Budget Trailer Bill can be accessed [here](#).

### **Federal Issues Update**

#### Federal Issues Update

Mr. Smith and Ms. Warmerdam provided an update on various federal issues of importance to RCRC member counties, including Federal Payments in Lieu of Taxes (PILT), the Secure Rural Schools (SRS) program, wildfire disaster funding, the 2018 Farm Bill, and the Administration's proposed infrastructure package.

The memo can be accessed [here](#).

*Please refer to the Board Packet and Supplemental Packet for further details related to the items above, as well as all items covered during the April 2018 RCRC Board of Directors meeting. The April 2018 Board Packet can be accessed [here](#).*

**WILDFIRE IS COMING.  
ARE YOU...**

**READY?**

**DEFENSIBLE SPACE AND  
HARDENING YOUR HOME.**



**THOUSANDS OF WILDFIRES STRIKE CALIFORNIA  
EVERY YEAR. IT'S NOT A MATTER OF IF YOUR  
HOME IS AT RISK, BUT WHEN.**

**ReadyForWildfire.org**



# PLANT AND TREE SPACING

The spacing between grass, shrubs, and trees is crucial to reduce the spread of wildfire. The spacing needed is determined by the type and size of the shrubs and trees, as well as the slope of the land. For example, a property on a steep slope with larger plant life will require greater spacing between trees and shrubs than a level property that has small, sparse vegetation.

## VERTICAL SPACING

**Remove all tree branches at least 6 feet from the ground.**

If shrubs are under trees, additional vertical space is needed. Lack of vertical space can allow a fire to move from the ground to the shrubs to the treetops like a ladder.



## FIRE-SAFE LANDSCAPING

Fire-safe landscaping isn't necessarily the same thing as a well-maintained yard. Fire-safe landscaping uses fire-resistant plants that are strategically planted to resist the spread of fire to your home.

The good news is that you don't need to spend a lot of money to make your landscape fire-safe. And fire-safe landscaping can increase your property value and conserve water while beautifying your home. For more information on fire-safe landscaping, visit: [ReadyForWildfire.org/landscaping](https://www.readyforwildfire.org/landscaping).

## MINIMUM VERTICAL SPACING BETWEEN TREES AND SHRUBS

To determine the proper vertical space between shrubs and the lowest branches of trees, use the formula below.

### Example:

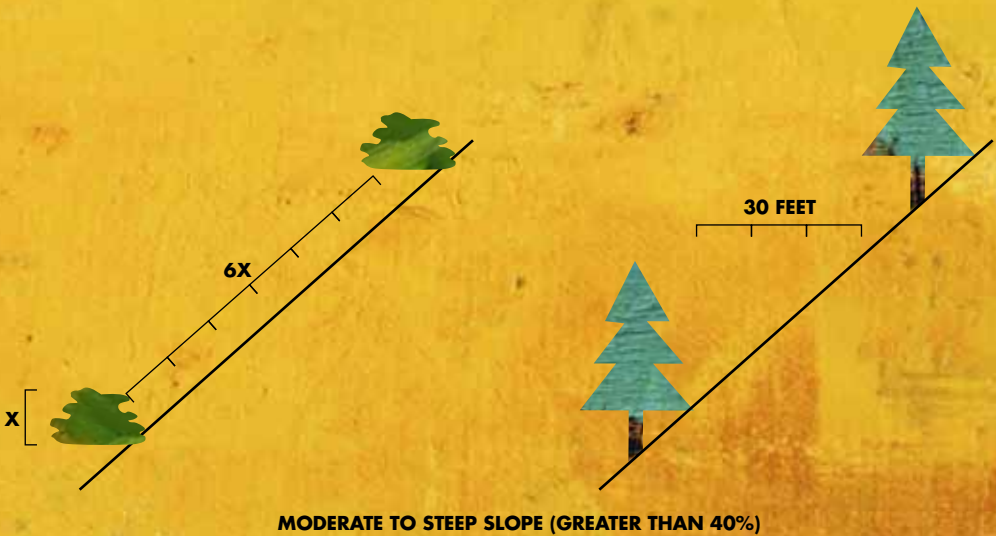
A five-foot shrub is growing near a tree.

$3 \times 5 = 15$  feet of clearance needed between the top of the shrub and the lowest tree branches.



# MINIMUM HORIZONTAL SPACING FOR TREES AND SHRUBS

Horizontal spacing depends on the slope of the land and the height of the shrubs or trees. Check the diagrams below to determine spacing distance.



# DEFENSIBLE SPACE

Creating and maintaining defensible space is essential for increasing your home's chance of surviving a wildfire. It's the buffer that homeowners are required to create on their property between a structure and the plants, brush and trees or other items surrounding the structure that could catch fire. This space is needed to slow the spread of wildfire and improves the safety of firefighters defending your home.

**Two zones make up the required 100 feet of defensible space:**

## **ZONE 1—Extends 30 feet out from buildings, decks, and other structures**

- 1 Remove all dead plants, grass and weeds.
- 2 Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- 3 Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- 4 Remove dead branches that hang over your roof. And keep branches 10 feet away from your chimney.
- 5 Relocate exposed woodpiles outside of Zone 1 unless they are completely covered in a fire resistant material.
- 6 Remove or prune flammable plants and shrubs near windows.
- 7 Remove vegetation and items that could catch fire from around and under decks.
- 8 Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, swing sets, etc.

## **ZONE 2—Extends 30 to 100 feet from buildings and other structures**

- 9 Cut or mow annual grass down to a maximum height of 4 inches.
- 10 Create horizontal spacing between shrubs and trees. (See diagram)
- 11 Create vertical spacing between grass, shrubs and trees. (See diagram)
- 12 Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 4 inches if erosion control is an issue.

## **BOTH ZONES—0 to 100 feet from buildings and other structures**

- 13 Mow before 10 a.m., but never when it's windy or excessively dry.
- 14 Protect water quality. Do not clear vegetation near waterways to bare soil. Vegetation removal can cause soil erosion—especially on steep slopes.

## ARE YOU DOING THE RIGHT THING—THE WRONG WAY?

Each year, CAL FIRE responds to hundreds of fires started by Californians using equipment the wrong way. If you live in a wildland area, all equipment must be used with extreme caution.

Lawn mowers, metal-bladed trimmers, chain saws, grinders, welders, and tractors can all start a wildland fire if not used properly. Do your part to keep your community fire-safe.

### **HERE'S HOW TO DO IT THE RIGHT WAY:**

#### **Mowing**

Metal blades striking rocks can create sparks and start fires in dry grass. Use caution.

#### **Spark Arresters**

In wildland areas, spark arresters are required on all

portable, gasoline-powered equipment. This includes tractors, harvesters, chainsaws, weed-trimmers and mowers.

- Keep the exhaust system, spark arresters and mower in proper working order and free of carbon buildup.
- Use the recommended grade of fuel, and don't top it off.





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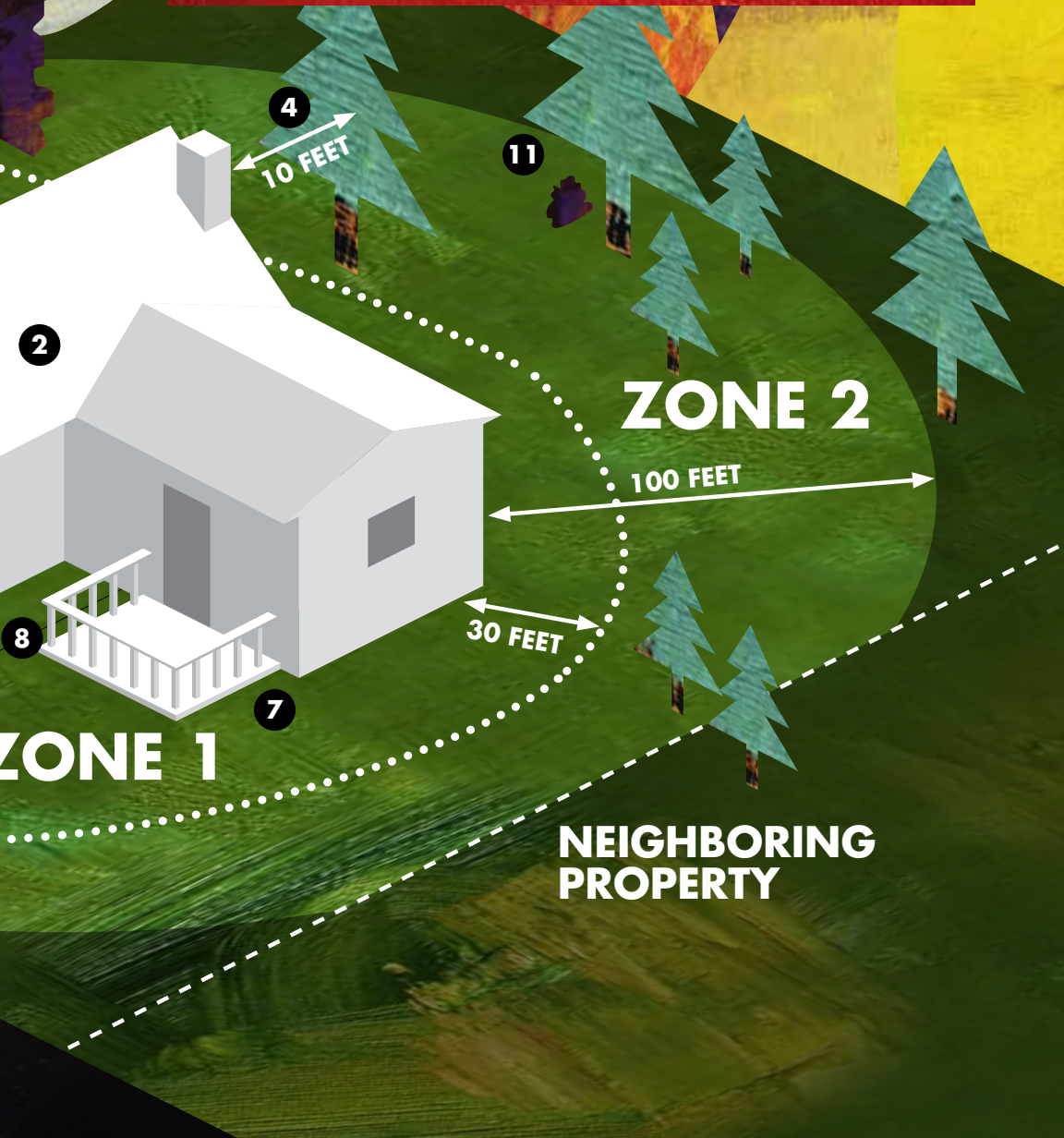
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# KNOW THE LAW BE FIRE SMART

100 FEET OF DEFENSIBLE SPACE IS REQUIRED UNDER THE PUBLIC RESOURCES CODE (PRC) 4291. CALIFORNIA BUILDING CODE CHAPTER 7A REQUIRES CERTAIN CONSTRUCTION MATERIALS AND METHODS FOR HOMES IN WILDLAND AREAS. BE SURE TO CONTACT YOUR LOCAL FIRE DEPARTMENT FOR ADDITIONAL REQUIREMENTS TO ENSURE YOUR HOME IS COMPLIANT WITH THE LAW. [READYFORWILDFIRE.ORG/THELAW](http://READYFORWILDFIRE.ORG/THELAW)



# HARDENING YOUR HOME

## FLYING EMBERS CAN DESTROY HOMES UP TO A MILE AHEAD OF A WILDFIRE. PREPARE (HARDEN) YOUR HOME NOW BEFORE FIRE STARTS.

### SOME THINGS YOU CAN DO TO HARDEN YOUR HOME:

**Roof:** Your roof is the most vulnerable part of your home. Homes with wood or shingle roofs are at high risk of being destroyed during a wildfire.

Build your roof or re-roof with materials such as composition, metal or tile. Block any spaces to prevent embers from entering and starting a fire.

**Vents:** Vents on homes create openings for flying embers.

- Cover all vent openings with 1/8-inch to 1/4-inch metal mesh. Do not use fiberglass or plastic mesh because they can melt and burn.
- Protect vents in eaves or cornices with baffles to block embers. (Mesh is not enough.)

### Eaves and Soffits:

Eaves and soffits should be protected with ignition-resistant or non-combustible materials.

**Windows:** Heat from a wildfire can cause windows to break even before the home ignites. This allows burning embers to enter and start fires inside. Single-paned and large windows are particularly at risk.

- Install dual-paned windows with one pane of tempered glass.
- Consider limiting the size and number of windows that face large areas of vegetation.

**Decks:** Surfaces within 10 feet of the building should be built with ignition-resistant, non-combustible, or other approved materials.

- Remove all combustible items from underneath your deck.

**Exterior Walls:** Wood products such as boards, panels or shingles are common siding materials. However, they are combustible and not good choices for fire-prone areas.

- Build or remodel your walls with ignition-resistant building materials, such as stucco, fiber or cement siding, fire-retardant-treated wood, or other approved materials.
- Be sure to extend materials from the foundation to the roof.

**Rain Gutters:** Screen or enclose rain gutters to prevent accumulation of plant debris.

**Patio Cover:** Use the same ignition-resistant materials for patio covers as a roof.

**Fences:** Consider using ignition-resistant or non-combustible fence materials to protect your home during a wildfire.

### Additional Home Fire Safety Steps:

Go to [ReadyForWildfire.org/hardening](https://www.readyforwildfire.org/hardening) for more important information on the following:

- Driveways and Access Road Information
- Address Visibility
- Equipment Use Safety
- Garage Safety
- Water Supply Access
- Ignition-Resistant Materials



# READY, SET, GO! PREPARATION GUIDES

Preparing for a wildfire starts with three simple steps: **Ready, Set, Go!** Keep all three wildfire preparation guides on hand as a quick reference for helping your family and property be safe in the event of a wildfire.

## WILDFIRE IS COMING PREPARATION GUIDES:



### Step 1: Is Your Home Ready?

Creating defensible space and hardening your home against wildfire.



### Step 2: Are You Set?

Developing a Wildfire Action Plan.



### Step 3: Are You Ready to Go?

A quick-reference evacuation guide.



Go to **ReadyForWildfire.org** for more detailed information on all three guides to prepare for and survive a wildfire.

**WILDFIRE IS COMING.  
ARE YOU...**

**SET?**

**GET PREPARED TO EVACUATE  
BEFORE WILDFIRE STRIKES.**



**THOUSANDS OF WILDFIRES STRIKE CALIFORNIA  
EVERY YEAR. IT'S NOT A MATTER OF IF YOUR  
HOME IS AT RISK, BUT WHEN.**

**ReadyForWildfire.org**



# USE THIS GUIDE TO PREPARE YOUR EVACUATION PLAN AND EMERGENCY SUPPLY KIT

Once you complete your plan, rehearse and discuss it regularly with your family. Consider practicing the plan at night as well. Keep it in a safe, visible place for quick access when a wildfire emergency occurs.

**Reminder:** In an emergency it is easy to become confused or panicked. Preparing your wildfire action plan in advance will help keep you focused and able to act quickly when evacuation is anticipated or needed.

For more information on wildfire evacuation planning and survival, see the Ready for Wildfire "Go!" brochure or visit [ReadyforWildfire.org/go](https://ReadyforWildfire.org/go).



## KNOW THE LAW BE READY TO EVACUATE

**CALIFORNIA LAW AUTHORIZES OFFICERS TO RESTRICT ACCESS TO ANY AREA WHERE A MENACE TO PUBLIC HEALTH OR SAFETY EXISTS DUE TO A CALAMITY SUCH AS FLOOD, STORM, FIRE, EARTHQUAKE, EXPLOSION, ACCIDENT OR OTHER DISASTER. REFUSAL TO COMPLY IS A MISDEMEANOR. (PENAL CODE 409.5)**

# CREATE A WILDFIRE ACTION PLAN

Your Wildfire Action Plan must be prepared and familiar to all members of your household well in advance of a wildfire. Use the checklist below to help create your plan. Each family's plan will be different, depending on a variety of issues, needs and situations.

## YOUR WILDFIRE ACTION PLAN CHECKLIST:

### Create an evacuation plan that includes:

- A designated emergency meeting location outside the fire or hazard area. This is critical to determine who has safely evacuated from the affected area.
- Several different escape routes from your home and community. Practice these often so everyone in your family is familiar in case of emergency.
- Have an evacuation plan for pets and large animals such as horses and other livestock.
- A family communication plan that designates an out-of-area friend or relative as a point of contact to act as a single source of communication among family members in case of separation. (It is easier to call or message one person and let them contact others than to try and call everyone when phone, cell, and internet systems can be overloaded or limited during a disaster.)

### Be Prepared:

- Have fire extinguishers on hand and train your family how to use them. (Check expiration dates regularly.)
- Ensure that your family knows where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency.
- Assemble an Emergency Supply Kit for each person, as recommended by the American Red Cross. (See next section for details.)
- Maintain a list of emergency contact numbers posted near your phone and in your emergency supply kit.
- Keep an extra emergency supply kit in your car in case you cannot get to your home because of fire or other emergency.
- Have a portable radio or scanner so you can stay updated on the fire.
- Tell your neighbors about Ready, Set, Go! and your Wildfire Action Plan.

## REMEMBER THE SIX "P's" KEEP THESE SIX "P's" READY IN CASE IMMEDIATE EVACUATION IS REQUIRED:

- **People and pets**
- **Papers, phone numbers, & important documents**
- **Prescriptions, vitamins, and eyeglasses**
- **Pictures and irreplaceable memorabilia**
- **Personal computer hard drive and disks**
- **"Plastic" (credit cards, ATM cards) and cash**

# ASSEMBLE AN EMERGENCY SUPPLY KIT

Put together your Emergency Supply Kit long before a wildfire or other disaster occurs and keep it easily accessible so you can take it with you when you have to evacuate. Plan to be away from your home for an extended period of time. Each person should have a readily accessible Emergency Supply Kit. Backpacks work great for storing these items (except food and water) and are quick to grab. Storing food and water in a tub or chest on wheels will make it easier to transport. Keep it light enough to be able to lift it into your car.

## Emergency Supply Kit Checklist:

- Three-day supply of non-perishable food and three gallons of water per person
- Map marked with at least two evacuation routes
- Prescriptions or special medications
- Change of clothing
- Extra eyeglasses or contact lenses
- An extra set of car keys, credit cards, cash or traveler's checks
- First aid kit
- Flashlight
- Battery-powered radio and extra batteries
- Sanitation supplies
- Copies of important documents (birth certificates, passports, etc.)
- Don't forget pet food and water!

## Items to take if time allows:

- Easily carried valuables
- Family photos and other irreplaceable items
- Personal computer information on hard drives and disks
- Chargers for cell phones, laptops, etc.

**ALWAYS KEEP A STURDY PAIR OF SHOES AND A FLASHLIGHT NEAR YOUR BED AND HANDY IN CASE OF A SUDDEN EVACUATION AT NIGHT.**

**FOR MORE INFORMATION ON EMERGENCY SUPPLIES, VISIT [WWW.READY.GOV](http://WWW.READY.GOV).**

# SAVE THIS FAMILY COMMUNICATION PLAN

Fill out this form and place it near your telephone where it can easily be found by everyone in your household. Copy the form and keep it in your Emergency Supply Kits. This will allow all family members to have access to this key information in case you get separated.

## WHEN WE HAVE TO EVACUATE, WE WILL MEET AT:

---

## OUR OUT-OF-AREA EMERGENCY CONTACT PERSON IS:

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

## OTHER IMPORTANT NUMBERS ARE:

Emergency 911: \_\_\_\_\_ Local Police: \_\_\_\_\_

Local Fire Department: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

## OUR TWO EVACUATION ROUTES ARE (SKETCH ROUTES BELOW):



# READY, SET, GO! PREPARATION GUIDES

Preparing for a wildfire starts with three simple steps: **Ready, Set, Go!** Keep all three wildfire preparation guides on hand as a quick reference for helping your family and property be safe in the event of a wildfire.

## WILDFIRE IS COMING PREPARATION GUIDES:



### Step 1: Is Your Home Ready?

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Go to **ReadyForWildfire.org** for more detailed information on all three guides to prepare for and survive a wildfire.

**WILDFIRE IS COMING.  
ARE YOU READY TO...**

**GO!**



**WILDFIRE EVACUATION GUIDE.**



**GIVE YOUR FAMILY THE BEST CHANCE OF  
SURVIVING A WILDFIRE BY EVACUATING EARLY.**

**ReadyForWildfire.org**

# TAKE ACTION IMMEDIATELY WHEN WILDFIRE STRIKES

**Follow these steps as soon as possible to get ready to Go!**

- 1.** Review your Evacuation Checklist.
- 2.** Ensure your Emergency Supply Kit is in your vehicle.
- 3.** Cover up to protect against heat and flying embers. Wear long pants, long sleeve shirt, heavy shoes/boots, cap, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- 4.** Locate your pets and take them with you.

## WHEN TO EVACUATE

**Leave as soon as evacuation is recommended by fire officials**

to avoid being caught in fire, smoke or road congestion. Don't wait to be ordered by authorities to leave. Evacuating early also helps firefighters keep roads clear of congestion, and lets them move more freely to do their job. In an intense wildfire, they may not have time to knock on every door. If you are advised to leave, don't hesitate!

- Officials will determine the areas to be evacuated and escape routes to use depending upon the fire's location, behavior, winds, terrain, etc.
- Law enforcement agencies are typically responsible for enforcing an evacuation order. Follow their directions promptly.
- You will be advised of potential evacuations as early as possible. You must take the initiative to stay informed and aware. Listen to your radio/TV for announcements from law enforcement and emergency personnel.
- You may be directed to temporary assembly areas to await transfer to a safe location.

**The terms "Voluntary" and "Mandatory" are used to describe evacuation orders. However, local jurisdictions may use other terminology such as "Precautionary" and "Immediate Threat." These terms are used to alert you to the significance of the danger. All evacuation instructions provided by officials should be followed immediately for your safety.**

# WHAT TO DO IF YOU BECOME TRAPPED

## WHILE IN YOUR VEHICLE:

- Stay calm.
- Park your vehicle in an area clear of vegetation.
- Close all vehicle windows and vents.
- Cover yourself with a wool or cotton blanket or jacket.
- Lie on vehicle floor.
- Use your cell phone to advise officials—**Call 911.**



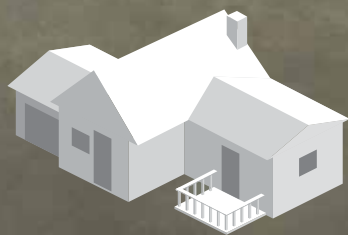
## WHILE ON FOOT:

- Stay calm.
- Go to an area clear of vegetation, a ditch or depression on level ground if possible.
- Lie face down and cover up your body.
- Use your cell phone to advise officials—**Call 911.**



## WHILE IN YOUR HOME:

- Stay calm and keep your family together.
- **Call 911** and inform authorities of your location.
- Fill sinks and tubs with cold water.
- Keep doors and windows closed, but unlocked.
- Stay inside your house.
- Stay away from outside walls and windows.





# PRE-EVACUATION PREPARATION STEPS

When an evacuation is anticipated, follow these checklists (if time allows) to give your home the best chance of surviving a wildfire:

## OUTSIDE

- **1** Gather up flammable items from the exterior of the house and bring them inside (patio furniture, children's toys, door mats, trash cans, etc.) or place them in your pool.
- **2** Turn off propane tanks.
- **3** Move propane BBQ appliances away from structures.
- **4** Connect garden hoses to outside water valves or spigots for use by firefighters. Fill water buckets and place them around the house.
- **5** Don't leave sprinklers on or water running; they can affect critical water pressure.
- **6** Leave exterior lights on so your home is visible to firefighters in the smoke or darkness of night.
- **7** Put your Emergency Supply Kit in your vehicle.
- **8** Back your car into the driveway with vehicle loaded and all doors and windows closed. Carry your car keys with you.
- **9** Have a ladder available and place it at the corner of the house for firefighters to quickly access your roof.
- **10** Seal attic and ground vents with pre-cut plywood or commercial seals.
- **11** Monitor your property and the fire situation. Don't wait for an evacuation order if you feel threatened and need to leave.
- **12** Check on neighbors and make sure they are preparing to leave.

## INSIDE THE HOUSE

- **13** Shut all windows and doors, leaving them unlocked.
- **14** Remove flammable window shades and curtains. Close metal shutters.
- **15** Move flammable furniture to the center of the room, away from windows and doors.
- **16** Shut off gas at the meter. Turn off pilot lights.
- **17** Leave your lights on so firefighters can see your house under smoky conditions.
- **18** Shut off the air conditioning.

## ANIMALS

- **19** Locate your pets and keep them nearby.
- **20** Prepare farm animals for transport and think about moving them to a safe location early.



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**NEIGHBORING  
PROPERTY**

# KNOW THE LAW

## BE READY TO EVACUATE

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## HOW TO BE PREPARED BEFORE WILDFIRE STRIKES

### DEVELOP AN ACTION PLAN THAT INCLUDES:

#### Where to Go

Have a safe destination planned. It should be a low-risk area, such as a well-prepared friend's or relative's house, an evacuation center, motel, etc.

#### How To Get There

Plan several travel route options in case one route is blocked by the fire or by emergency vehicles and equipment.

#### What To Take

Assemble your emergency supply kit long before a wildfire or other disaster occurs. Plan to be away from your home for at least three days. Don't forget to plan for your pets or livestock as well.

For more information on preparing your family, pets and property for wildfire see the Ready for Wildfire "Are You Set?" brochure or visit [ReadyforWildfire.org/set](http://ReadyforWildfire.org/set).

## RETURNING HOME AFTER A WILDFIRE

Do not return to your home until fire officials determine it is safe. Notification that it is safe to return home will be given as soon as possible considering safety and accessibility.

### When you return home:

- Be alert for downed power lines and other hazards.
- Check propane tanks, regulators, and lines before turning gas on.
- Check your residence carefully for hidden embers or smoldering fires.

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