

Mariposa County

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

5100 Bullion Street

<http://www.mariposacounty.org/>



ROSEMARIE SMALLCOMBE, CHAIR
DANETTE TOSO, VICE-CHAIR
SHANNON POE
JENNI KISER
MILES MENETREY

DISTRICT I
DISTRICT III
DISTRICT II
DISTRICT IV
DISTRICT V

BOARD OF SUPERVISORS ACTION SUMMARY MINUTES JANUARY 14, 2025

A. 9:03 AM Call to Order and Roll Call

Chair Smallcombe called the meeting to order.

Attendee Name	Title	Status	Arrived
Rosemarie Smallcombe	District I Supervisor	Present	9:00 AM
Shannon Poe	District II Supervisor	Present	9:00 AM
Danette Toso	District III Supervisor	Present	9:00 AM
Jenni Kiser	District IV Supervisor	Present	9:00 AM
Miles Menetrey	District V Supervisor	Present	9:00 AM

B. Pledge of Allegiance

Chair Smallcombe led the pledge.

C. Introductions

Aerial Long/Owner of Pure Training Studio came up to introduce himself to the Board and public.

D. Approval of Consent Agenda (Items designated by "CA")

Chair Smallcombe read the consent agenda note. No public comment was received.

Supervisor Poe commented on CA. 2, noting it was near and dear to his heart. He noted the whole area had not been logged or actively managed for many years. He noted if anything were to go through there it would likely take out the entire Greely Hill community. He conveyed his appreciation for this being on the agenda and noted again his full support.

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso

SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

CA1. Health and Human Services Agency

Resolution Continuing a Shelter Crisis Local Emergency in Mariposa County

CA2. Board of Supervisors

Approve a Letter of Support for the National Forest Foundation's Application to the CAL FIRE Forest Health Grant Program for the Monotti Forest Health and Fire Mitigation Project; and Authorize the Board of Supervisors Chair to Sign the Letter (Supervisor Poe)

CA3. Clerk of the Board

Receive the List of Agreements Entered into by the County Administrative Officer (CAO) (Purchasing Agent) Pursuant to County Code Chapter 3.08, Entered into, Received and Processed in December of 2024

CA4. Clerk of the Board

Receive the List of Agreements Entered into by the Mariposa County Department Heads (Assistant Purchasing Agents) Pursuant to County Code Chapter 3.08 Entered Into, Received and Processed in December 2024

CA5. Clerk of the Board

Receive the List of Software as Service License Agreements Entered into by the County Administrative Officer (Purchasing Agent) Pursuant to Resolution 22-116 Entered Into, Received, and Processed in December 2024

CA6. Clerk of the Board

Receive Minutes of the Committees Established by the Mariposa County Board of Supervisors Pursuant to Resolution 22-115, Section 10.2

CA7. Health and Human Services Agency

Approve an Agreement with American Floors and Interiors, Inc. in the Amount of \$72,500 for Floor and Tile Installation Services; and Authorize the Board of Supervisors Chair to Sign the Agreement

E. Items removed from Consent Agenda

None.

F. Departmental Presentation

Jacob Hawley/Visitor Center/Chamber of Commerce explained the number of visitors dropped in 2023 from 2024, but the end of the year saw an increase. Mr. Hawley noted the Visitor Center did increase the number

of reservations made through them to enter Yosemite Park. Mr. Hawley informed the Board of a new questionnaire being used in the Visitor Center to learn about the people passing through. He noted as visitors come into the Visitor Center they are asked to take the survey; He noted it provides feedback on why people are visiting Mariposa. Mr. Hawley provided the Board with copies of the current results of the questionnaire. He pointed out the questions that are being asked, and plans on how he would like staff to use the questionnaire for visitors. In response to Supervisor Menetrey, Mr. Hawley noted it would be a goal to be able to provide the link for the public. In response to a question from Supervisor Kiser, Mr. Hawley noted there was already resources provided to downtown businesses but he would work on more ways to assist visitors. Supervisor Smallcombe requested graphs showing monthly data of visitors in Mariposa, in return Mr. Hawley said he would be able to provide that information for the Board.

Steve Engfer/Planning Director reminded the public and the Board that the Planning, Building and Environmental Health Offices were closed downstairs, but they were located inside the HHSA building at 5362 Lemee Lane. Director Engfer noted there was staff available to assist with permit applications. Director Engfer thanked Public Works, Environmental Health and HHSA for working with them during the project. Director Engfer noted the permit system was up and working, which was exciting for the County. Director Engfer noted there were bugs being worked out internally but aside from that the system had been working great. Director Engfer noted the Planning Commission, and the Code Compliance Committee had a joint session that went very well. Director Engfer stated he was very grateful to those who brought advice and information to the meeting. He was looking forward to the next step for the Planning Commission to develop something to bring forward to the Board. He noted further that the General Plan Update would be coming soon as well. Director Engfer noted in regard to the Guidehouse Study that having a Strong CAO had been working out very well, he looks forward to continued developments.

Joe Lynch/County Administrative Officer noted he had invited the Auditor to come speak on the single audit for Fiscal Year 2022 being complete, the Auditor was not able to come but the audit had been posted to the website, and they would be working March-June to complete the audit for 2023. Supervisor Poe noted he had a meeting coming up with Director Hansen and the Auditor and questioned if that information was something that would be needed for that meeting. Supervisor Poe mentioned he had been attempting to have meetings regarding Utility Districts since he had been elected and had been unable to do so because of the Auditor's Office. Director Hansen noted they needed the 2022-2023 Audit to feel secure about moving forward with new utility rates. Mr. Lynch noted the audit should have taken eight months, but the office was behind. He noted back to Director Hansen's comment changes cannot be made until the 2023 Audit is complete. Supervisor Poe raised the concern of negative ramifications from the delay, in response Director Hansen noted the consequences and how it has been a goal of hers to move forward with this task as well. Supervisor Smallcombe noted when she believed the last utility rate increase was, and Director Hansen referred to it being 2008. She further noted her hands are tied until they have solid numbers from the Auditor's office. Mr. Lynch noted there are not stacking delays, the two years 2022 took will not be the same for 2023 He noted due to tax season the audit for 2023 will be pushed back to begin around March, but he does not foresee any other delays in receiving the 2023 Audit. Mr. Lynch noted once 2023 has been completed they will be back on pace to not have any further issues moving forward. He noted before tackling the issues on rates, it would be important to be sure the County's financial house be in order.

G. Public Comment on Non-Agenda Items

No public comment was received.

Recess Board of Supervisors

9:35 PM Chair Smallcombe recessed the Board of Supervisors meeting and the Deputy Clerk of the Board read to government code 54952.3 announcement.

Announcement Pursuant to Government Code 54952.3

H. LOCAL TRANSPORTATION COMMISSION

9:36 AM Vice Chair Toso called the Local Transportation Commission (LTC) meeting to order.

Public Comment Period

No public comment was received.

LTC Regular Agenda

1. Clerk of the Board

Selection of a Commissioner to act as the 2025 Local Transportation Commission Chair

Deanna Stickles/Deputy Clerk of the Board gave the staff report. No public comment was received.

SELECTION: Danette Toso was selected as the 2025 Chair.

RESULT: Adopted (UNANIMOUS)

MOVER: District I Supervisor Rosemarie Smallcombe

SECONDER: District V Supervisor Miles Menetrey

AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

2. Clerk of the Board

Selection of a Commissioner to act as the 2025 Local Transportation Commission Vice-Chair

Deanna Stickles gave the staff report. No public comment was received.

SELECTION: Shannon Poe was selected as the 2025 Vice-Chair

RESULT: Adopted (UNANIMOUS)

MOVER: District I Supervisor Rosemarie Smallcombe

SECONDER: District V Supervisor Miles Menetrey

AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

3. Public Works

Approve an Agreement with Caltrans, which will Allow for Up to \$25,000 in Reimbursements for Planning, Programming, and Monitoring (PPM) Program Activities for Fiscal Year (FY) 2024-25; and

Authorize the Local Transportation Commission (LTC) Executive Director to Sign the Agreement
(Subject to Approval as to Legal Form by County Counsel)

Jeannie Morvay-Clayton/Public Works gave the staff report. No public comment was received.

RESULT: **Adopted (UNANIMOUS)**
MOVER: District I Supervisor Rosemarie Smallcombe
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

Adjourn LTC

9:41 AM Chair Toso adjourned the LTC meeting.

Reconvene as Board of Supervisors

9:41 AM Chair Smallcombe reconvened the Board of Supervisors meeting.

I. Regular Agenda Items

1. Clerk of the Board

Discussion and Direction on Oversight, Organization, Cost, Continuance, and Purpose of County Committees, Commissions, Boards, Councils, Community Working Groups, and Task Forces
(Supervisor Smallcombe)

Chair Smallcombe noted that this item has been withdrawn due to the Clerk of the Board being ill.

RESULT: Continued to January 21st, 2025 at 9:00 AM or soon thereafter.

J. Board Information

Information received.

K. Adjournment

9:45 AM Chair Smallcombe adjourned in memory of James Newberry and Marick Buenafe.

Respectfully submitted,

Name
Deputy Clerk

Deanna Stickles
Deputy Clerk of the Board

Rosemarie, Smallcombe
Chair, Board of Supervisors



MARIPOSA COUNTY

Board of Supervisors



RESOLUTION - ACTION REQUESTED 2025-19

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Kristina Keheley, Health and Human Services Agency Director
RE: Resolution Continuing a Shelter Crisis Local Emergency in Mariposa County

RECOMMENDATION AND JUSTIFICATION

Resolution Continuing a Shelter Crisis Local Emergency in Mariposa County.

California Government Code 8698, 8698.1 and 8698.2 allows for the governing body of a city or county to declare a shelter crisis. A shelter crisis declaration relaxes standards for building occupancy, limits liability and provides a legal basis for the use of certain facilities designated by the County as a shelter for the duration of the crisis.

In order to declare the shelter crisis, the County made findings at a public meeting and adopted Resolution 18-518 that (1) a significant number of persons within the county's jurisdiction are without the ability to obtain shelter; and (2) the situation has resulted in a threat to the health and safety of those persons.

BACKGROUND AND HISTORY OF BOARD ACTIONS

On November 5, 2018, the Board of Supervisors adopted Resolution 18-518 declaring the existence of a Shelter Crisis Local Emergency in Mariposa County to allow Mariposa County to proceed with temporary homeless shelter solutions to meet the needs of our homeless community members.

Recognizing the prevalence of homelessness in California and the health and safety risks facing homeless persons, California law authorizes counties to declare a "shelter crisis" and avail themselves to attendant protections and powers. Specifically, upon declaring a "shelter crisis":

- A county may allow persons unable to obtain housing to occupy designated public facilities during the duration of the emergency (public facilities include parks, schools, and vacant or underutilized facilities which are owned, operated, leased, or maintained by the county);
- A county is immune from liability for ordinary negligence in the provision of emergency housing for all conditions, acts, or omissions directly related to, and which would not occur but for, the provision of emergency housing; and
- The provisions of any state or local law or regulation prescribing standards of housing, health, and safety are suspended to the extent that strict compliance would prevent, hinder, or delay the mitigation of the effects of the crisis.

If the County desires to construct and operate an emergency homeless shelter, it is recommended that

the County Board of Supervisors first declare a “shelter crisis” in order to avail itself of the associated powers and liability protections.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

Do not continue the local emergency and the County may not be eligible for possible State or Federal assistance, or proceed with temporary homeless shelter solutions.

FINANCIAL IMPACT

Not Applicable

ATTACHMENTS

None

VOTE RESULT

RESULT: **Adopted (UNANIMOUS)**

MOVER: District III Supervisor Danette Toso

SECONDER: District II Supervisor Shannon Poe

AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser



MARIPOSA COUNTY

Board of Supervisors



RESOLUTION - ACTION REQUESTED 2025-20

MEETING: January 14, 2025

TO: The Board of Supervisors

FROM: Rosemarie Smallcombe, District I Supervisor

RE: Approve a Letter of Support for the National Forest Foundation's Application to the CAL FIRE Forest Health Grant Program for the Monotti Forest Health and Fire Mitigation Project; and Authorize the Board of Supervisors Chair to Sign the Letter (Supervisor Poe)

RECOMMENDATION AND JUSTIFICATION

Approve a Letter of Support for the National Forest Foundation's Application to the CAL FIRE Forest Health Grant Program for the Monotti Forest Health and Fire Mitigation Project; and Authorize the Board of Supervisors Chair to Sign the Letter (Supervisor Poe).

The Project aims to address overstocked forest conditions and reduce hazardous fuel loads within the Stanislaus National Forest and the nearby community of Greeley Hill. By focusing on high-risk areas, the initiative strengthens Wildland-Urban Interface (WUI) defense while addressing critical threat zones with the highest potential for catastrophic wildfires.

Funding from CAL FIRE's Forest Health Grant Program will play a pivotal role in implementing nearly 1,600 acres of fuel reduction treatments and biomass utilization. These efforts will significantly enhance forest health and improve fire safety by mitigating the risk of devastating wildfires that endanger the Stanislaus National Forest and nearby communities. If awarded, this grant will build upon Mariposa County and Greeley Hill's efforts to advance forest restoration and community protection.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board routinely approves letters of support.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

Do not approve and miss the opportunity to support a forest health and fire mitigation project.

FINANCIAL IMPACT

None

ATTACHMENTS

1. Letter of Support - Application for CAL FIRE Forest Health Grant Program - 011424

VOTE RESULT

RESULT: **Adopted (UNANIMOUS)**
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

January 14, 2025

Forest Health Program – Forest Health Grant
California Department of Forestry and Fire Protection (CAL FIRE)

Re: National Forest Foundation Application to the CAL FIRE Forest Health Grant Program for the Monotti Forest Health and Fire Mitigation Project

Dear Forest Health Grant Review Team:

On behalf of Mariposa County, we are pleased to express our strong support for the National Forest Foundation's (NFF) application to the CAL FIRE Forest Health Grant Program for the Monotti Forest Health and Fire Mitigation Project (the Project), located near Greely Hill, California.

The Project aims to address overstocked forest conditions and reduce hazardous fuel loads within the Stanislaus National Forest and the nearby community of Greely Hill. By focusing on high-risk areas, the initiative strengthens Wildland-Urban Interface (WUI) defense while addressing critical threat zones with the highest potential for catastrophic wildfires.

Funding from CAL FIRE's Forest Health Grant Program will play a pivotal role in implementing nearly 1,600 acres of fuel reduction treatments and biomass utilization. These efforts will significantly enhance forest health and improve fire safety by mitigating the risk of devastating wildfires that endanger the Stanislaus National Forest and nearby communities. If awarded, this grant will build upon Mariposa County and Greeley Hill's efforts to advance forest restoration and community protection. The Project's focus aligns with our shared commitment to long-term forest health, community resilience, and wildfire mitigation. Together, these efforts will deliver lasting benefits for forests and communities across Mariposa, Stanislaus and Sierra Counties.

We strongly support the Monotti Forest Health and Fire Mitigation Project and respectfully request your approval of the NFF's grant application. Thank you for considering this essential initiative, and we appreciate your support in funding this vital project.

Sincerely,

Rosemarie Smallcombe, Chair

Mariposa County Board of Supervisors



MARIPOSA COUNTY

Board of Supervisors



Information Item

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Receive the List of Agreements Entered into by the County Administrative Officer (CAO) (Purchasing Agent) Pursuant to County Code Chapter 3.08, Entered into, Received and Processed in December of 2024

RECOMMENDATION AND JUSTIFICATION

Receive the List of Agreements Entered into by the County Administrative Officer (CAO) (Purchasing Agent) Pursuant to County Code Chapter 3.08, Entered into, Received and Processed in December of 2024.

Per Resolution 05-400, the Board is to receive a monthly informational item with a synopsis of agreements entered into for that particular month.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board receives a synopsis of CAO Executed Agreements each month.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

The Board will be unaware of the contracts that the CAO has authorized.

FINANCIAL IMPACT

Not Applicable

ATTACHMENTS

1. CAO Approved Agreements 1-14-25

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

BOARD REPORT ON CAO EXECUTED CONTRACTS

Board Agenda Item for (January 14th 2025)

Contractor	Amount	Term	Service	Department
Docusign, Inc.	\$35,042	12/27/2024-12/26/2025	Docusign Software	ADMIN
PRISM	\$26,000	8/30/2024-8/29/2025	Member Agreement for Enterprise Risk Consultant Services	ADMIN
Municipal Resource Group LLC (MRG)	\$60,000	9/27/2024-6/30/2027	Investigation Services	ADMIN
Townsend Public Affairs	\$32,500	10/1/2024-9/30/2025	Advocacy and Grant Writing Services	ADMIN
Thomson Reuters	\$22,870	1/1/2025-12/31/2027	West Proflex	DA
Bryan B. Cooper	\$22,200	1/1/2025-12/31/2025	Lease - 5036 County Park Road, #B	HHSA
Kevin Larsen (Apt C)	\$10,500	2/1/2025-1/31/2026	Lease Agreement - 4978 12th Street (Apt C)	HHSA
Lori Dixon	\$35,400	12/15/2024-11/30/2025	Housing	HHSA
McGrady & Sons Heating and Cooling, Inc	\$50,000	7/1/2024-6/30/2025	Heating and Air Conditioning Services	HHSA
Stanislaus County Behavioral Health & Recovery Services	\$35,000	7/1/2024-6/30/2025	Substance Use Disorder Withdrawal & Treatment Services	HHSA
Judith Tyrosvoutis Family Revocable Trust	\$19,800	11/1/2024-10/31/2025	Lease - 5618 French Camp Road	HHSA
47th Place One Carpet Floor and Home	\$41,500	1/17/2025-4/29/2025	Building Department Carpet	PW
48th Place One Carpet Floor and Home	\$28,488	1/17/2025-4/29/2025	Planning Department Sealer	PW
Holt Ag Solutions	\$35,659	One Time Purchase	Off Highway Vehicle	SO

APA= Assistant Purchasing Agent (Department Head)



MARIPOSA COUNTY

Board of Supervisors



Information Item

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Receive the List of Agreements Entered into by the Mariposa County Department Heads (Assistant Purchasing Agents) Pursuant to County Code Chapter 3.08 Entered Into, Received and Processed in December 2024

RECOMMENDATION AND JUSTIFICATION

Receive the List of Agreements Entered into by the Mariposa County Department Heads (Assistant Purchasing Agents) Pursuant to County Code Chapter 3.08 Entered Into, Received and Processed in December 2024.

Per Resolution 05-400, the Board is to receive a monthly informational item with a synopsis of agreements entered into for that particular month.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board receives a synopsis of Department Head Executed Agreements each month.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

The Board will be unaware of the contracts that the Department Heads have authorized as Assistant Purchasing Agents.

FINANCIAL IMPACT

Not Applicable

ATTACHMENTS

1. Department Head Approved Agreements 1-14-25

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

Department Head Approved Agreement

Board Agenda Item for (January 14th 2025)

Contractor	Amount	Term	Service	Department
S&S Electric	\$3,000	12/18/2024-6/1/2025	Electrical Services	Fire
Bauer Compressors, Inc.	\$3,500	11/29/2024-11/28/2025	Compressor Move, Reassemble and Service	Fire
Compass Family Counseling Services	\$5,000	7/1/2024-6/30/2025	Counseling Services	HHSA
Compass RV	\$10,000	11/12/2024-2/1/2025	RID 5688 B RV Repair	HHSA
Evergreen Counseling	\$5,000	7/1/2024-6/30/2025	Counseling Services	HHSA
Mariposa Sign & Print	\$6,000	11/1/2024-6/30/2025	Marketing Services	HHSA
Scott's Cleaning Service	\$8,795	7/2/2024-9/30/2025	Cleaning Services RID 5730	HHSA
Scott's Cleaning Service	\$8,795	7/2/2024-9/30/2025	Cleaning Services RID 5731	HHSA
Angela Harris	\$1,000	11/19/2024-6/30/2025	Library Literacy Program ESL Services	Library
Alliance for Community Transformations	\$9,186	9/1/2024-8/31/2026	SGC TCC Partnership Agreement Compensation	Planning
Camping Unlimited DBA Camp Krem	\$500	12/10/2024-5/1/2025	AmeriCorps NCCC Crew - Supplies	Planning
Mariposa County Unified School District	\$7,581	9/1/2024-8/31/2026	SGC TCC Partnership Agreement Compensation	Planning
American Indian Council of Mariposa County	\$9,979	9/1/2024-8/31/2026	SGC TCC Partnership Agreement Compensation	Planning
Terrence Fick	\$15,000	12/1/2024-11/30/2025	Pre-employment Background Investigations	Probation
Barrys Drywall	\$12,970	6/1/2024-6/30/2025	Drywall Services	Sheriff
Pacific Storage Company	\$2,999	10/17/2024-6/30/2025	Shredding Services	Sheriff
S&S Electric	\$2,430	12/12/2024-6/30/2025	Electrical Services for Network Room	Sheriff

S&S Electric	\$2,492	12/12/2024-6/30/2025	Electrical Services in Office Area	Sheriff
S&S Electric	\$1,413	12/16/2024-6/30/2025	Electrical Services for Jail Rec Yard	Sheriff
Electrical Services for Jail Rec Yard	\$20,000	12/1/2023-6/30/2025	Fire Sprinkler System Service & Repair	Sheriff
Mariposa Mini Storage	\$946	1/1/2025-12/31/2025	Storage Unit H6: 4-H Ag in the Classroom	UCCE
APA= Assistant Purchasing Agent (Department Head)				



MARIPOSA COUNTY

Board of Supervisors



Information Item

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Receive the List of Software as Service License Agreements Entered into by the County Administrative Officer (Purchasing Agent) Pursuant to Resolution 22-116 Entered Into, Received, and Processed in December 2024

RECOMMENDATION AND JUSTIFICATION

Receive the List of Software as Service License Agreements Entered into by the County Administrative Officer (Purchasing Agent) Pursuant to Resolution 22-116 Entered Into, Received, and Processed in December 2024.

Per Resolution 22-116 Section 5.2.1.4, the Board is to receive a monthly informational item with a synopsis of agreements entered into for that particular month.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board receives a synopsis of Software as a Service License Agreements executed each month.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

The Board will be unaware of the Software Agreements that the CAO has authorized as the Purchasing Agent.

FINANCIAL IMPACT

Not Applicable

ATTACHMENTS

1. Software as a Licence Report 1-14-2025

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

Software Report

Board Agenda Item for (January 14th 2025)

Contractor	Amount	Term	Service	Department
Legal Notification Services	\$10,928	1/2/2025-1/1/2026	Legal Notification Services (iSubpoena)	DA
Pryme Infil	\$1,400 Per Year	10/2/2024-10/1/2025	Investigator Records Software	DA

APA= Assistant Purchasing Agent (Department Head)



MARIPOSA COUNTY

Board of Supervisors



Agenda Item – No Resolution Requested, Information Item

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Receive Minutes of the Committees Established by the Mariposa County Board of Supervisors Pursuant to Resolution 22-115, Section 10.2

RECOMMENDATION AND JUSTIFICATION

Receive Minutes of the Committees Established by the Mariposa County Board of Supervisors Pursuant to Resolution 22-115, Section 10.2.

BACKGROUND AND HISTORY OF BOARD ACTIONS

A Committee Policy was adopted by Resolution 22-115.

Per Section 10.2 of this policy it is required that all committees provide adopted minutes to the Clerk of the Board within thirty days of each meeting. For committees that meet quarterly or less frequently, draft minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. In turn, the Clerk of the Board shall prepare an informational agenda item to submit the minutes to the Board of Supervisors.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

The Board will not receive the minutes and the committees and Clerk of the Board will be out of compliance of Mariposa County Resolution 22-115.

FINANCIAL IMPACT

Not Applicable

ATTACHMENTS

1. 12-12-24 IHSS Advisory Committee Meeting - Minutes
2. Law Library Mins 12-5-24
3. LCCPC Mins 11-18-24

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III

Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser



**In-Home Supportive Services
Public Authority Advisory Committee
of Mariposa County
Post Office Box 99
Mariposa, CA 95338
(209) 966-2000**

MINUTES (DRAFT)

Thursday, December 12th, 2024

Members Present: Darlene Miles, Dana Hallett, Mary Dempsey, Mary Wilson & Terryli DeBeck

Members Absent: Eva Adams

Union Representative(s): Sandy Moreno

Staff Present: Janet Gass, Jason Allen, Jeff Dilbeck & Jesse Bullis.

Board Of Supervisors (BOS) Liaison(s): Rosemarie Smallcombe

Guest(s): N/A

Recording Secretary: Jason Allen

Call to Order and Introductions: Seeing a quorum, the regular meeting of the In-Home Supportive Services Advisory Committee was called to order at 1:38PM by

Chair Dana Hallett. The Committee proceeded to consider the agenda, and the following actions were taken or direction given:

1. Public Comments:

- a. N/A

2. Approvals:

a. December 12th, 2024 Agenda:

- i. By unanimous vote, the committee approved the motion of Mary W., with a second by Terry, to approve the December 12th, 2024 Agenda.

b. November 12th, 2024 Minutes:

- i. By unanimous vote, the committee approved the motion of Mary W., with a second by Terry., to approve the November 12th, 2024 Minutes.

3. UDWA - Union Status Update:

- a. UDW is still working on contract negotiations, they need to close current contracts before starting new ones and Mariposa will be coming soon though no exact date has been established it has been projected for 2025. The current contract expired approximately 1 year ago. Contract will state the exact length of the contract in place. A copy of the contract can be obtained through UDW or on the county website.
- b. Rosemarie asked about collective bargaining transitioning away from the individual counties to the state level, Sandy stated normal operations will be

continued until advised otherwise as no date has been established for switching to statewide bargaining.

- c. Darlene asked about career pathways, Sandy informed her that the program expired in September 2024 and the union had already extended the length as long as possible. Sandy stated she will look into seeing if there are any other training opportunities that can be utilized by providers and will let the committee know.
- d. Darlene inquired about union representation at these meetings, Sandy informed her that UDW is in a transition period with staffing but are planning to provide representation whenever possible.
- e. The last provider appreciation day in Mariposa was held in November 2024.

4. New Business:

- a. N/A

5. Board of Supervisors / Agency and Branch Updates:

- a. Rosemarie Smallcombe - Board of Supervisors (BOS):
 - i. Discussed California State Association of Counties (CSAC) involvement in IHSS collective bargaining, can share info about joining their meetings if anyone is interested. Rosemarie reached out to CSAC a while back and was informed the stakeholder group had not yet been formed, she will reach back out and try to get more information about

when the group was or will be established as well as inquire about IHSS providers joining in order to represent and have their voices heard

- ii. Regarding legislation about revamping services to seniors and disabled persons, input from Sydney was given about the California Department of Aging having trouble moving forward with establishing new processes and making a definitive choice about how to move forward. The main idea posed would be to cease being a part of the Joint Powers of Authority (JPA) under Area 12 Agency on Aging (A12AA) and beginning to cover those services provided by them at the county level. Dana voiced that she is concerned that the county would be unable to provide the same level of services and care that Area 12 is currently providing. One major benefit of leaving the JPA would be the removal of costs associated with reporting and processing of contacts and services with A12AA and those funds being able to be better utilized to put back into programs meant to help the senior and disabled populations. Rosemarie posed that Sydney Powell be invited to the next meeting so further discussion can be held and concerns can be expressed properly before a final decision is made, Jason will share meeting details with her.

b. Janet – Public Authority:

- i. Mariposa IHSS has a new Deputy Director Jeff Dilbeck, a new Social Worker Supervisor Jesse Bullis and a new Social Worker 1 Chiashi Vang.
- ii. Mariposa IHSS continues to see fewer providers than those needing services and is continuing to try to build our list of registry providers to meet the continually growing need.
- iii. Janet's schedule has been affected by personal matters, Jason is beginning to train to provide backup for immediate needs when she is unavailable.
- iv. Janet expressed that staffing of IHSS has seen multiple changes in the recent past and staff is working to be as flexible as possible in order ensure services are still provided. Some practices may be streamlined in order to simplify processes, but staff will do everything they can to maintain a high quality of services.

6. Quarterly Stats Update: Due in January

7. Next Scheduled Meeting Date: January 9th, 2025.

8. Adjournment: @ 2:41PM.

**Minutes – Board of Law Library Trustees Meeting
December 5, 2024**

Meeting commenced at 11:02 a.m. in the Law Library in the Courthouse.

Present were Judge Bryant; Steve Dahlem, County Counsel; Matt Johnson, County Librarian; Walter Wall, District Attorney; Rhonda Scherf, Legal Executive Assistant to County Counsel; and Nicole Shagner, Legal Executive Assistant to County Counsel, as a guest.

Steve Dahlem asked if anyone had any questions or concerns regarding the draft meeting minutes of June 13, 2024 and there were none. A motion to approve the minutes was made by Judge Bryant with a second by Walter Wall. Ayes: Unanimous.

Rhonda Scherf provided an overview of the current Law Library budget. It was agreed that there were sufficient funds in the account to purchase any necessary books and materials.

Discussion was held regarding purchasing new Nolo books. Matt Johnson advised that Nolo books appear to be updated every two years and the Law Library Trustees last purchased updated Nolo books two years ago. A motion to approve the purchase of new Nolo books in the not to exceed amount of \$2,500 was made by Walter Wall with a second by Judge Bryant. Ayes: Unanimous.

Matt Johnson presented a quarterly report containing information relative to the number of times each legal reference book had been checked out. Walter Wall noted some duplications on the list of books and suggested review and removal of all duplicates. Steve Dahlem recommended that Matt Johnson put another article in the newspaper once the new Nolo books arrive informing the public of the opportunities for legal research available at the library.

An update on the use of the Westlaw computer was provided by Matt Johnson. The report indicates that 50 data bases were accessed in the last three months. He will work with Westlaw to see if a more detailed report can be accessed.

Matt Johnson reported that the Red Cloud Library Branch Westlaw computer is getting used periodically. This library branch is only open three days per week and does not receive high patronage. Staff believes that the Westlaw computer is being used a couple of times a month.

Discussion was held and the next scheduled Law Library Trustees meeting is scheduled for March 6, 2025 at 11:00 a.m. in the Law Library of the Courthouse.

There being no further business, the meeting adjourned at 11:26 a.m.

Respectfully submitted,

Rhonda Scherf,
Law Library Trustees Secretary



Mariposa

Local Child Care Planning Council

P.O. Box 1162
Mariposa, CA 95338
(209) 966-6299

November 18, 2024 Meeting Minutes

ATTENDANCE

Amber Chambers	LPC Staff	Sarah Hamlett	Consumer Rep.
Olga Rassau	Community Rep.	Nikki West	First 5
Rebecca Maietto	Public Agency Rep.	Amanda Krull	Guest
Gwen Nitta	Community Rep.		

CALL TO ORDER

Meeting was called to order by Amber Chambers at 1:02 pm.

AGENDA/MINUTES

The Agenda was approved 1st: Rebecca Maietto 2nd: Gwen Nitta and the council carried.

The October minutes were approved. 1st: Rebecca Maietto 2nd: Gwen Nitta and the council carried.

FIRST 5 REPORT

Nikki reported that the First 5 Catheys Valley Preschool was in the process of redoing their outdoor playground & play structure. Amber Chambers stated that the LPC could possibly help financially with this project. Council members suggested the topic be added to the December LPC Agenda for discussion and action.

ICES REPORT

Sarah Hamlett gave a brief report for ICES. She shared that Cendie Shipp was busy enrolling families eligible for subsidized child care. She also reported that the ICES Board has a new member, Kim Martin, who is a real go getter and welcome addition to their Board.

NEW BUSINESS

Approval of Amanda Meek Krull as a Consumer Rep. 1st: Gwen Nitta 2nd: Olga Rassau and the council carried. Amber Chambers shared with council member's information based on MCUSD's current cap amount for health insurance. The current cap for employees of Mariposa School District is \$14,000.00 yearly or a monthly cap of \$1166.67. Amber Chambers cap has not increased from previous year of \$13359.00 yearly or a monthly cap of \$1113.25. This being an increase of \$641 yearly in health insurance. The council discussed increasing the cap for Amber Chambers to be at the same cap as MCUSD employees, retroactively to July 1, 2024. 1st: Gwen Nitta 2nd: Rebecca Maietto and the council carried. The council decided they would like to meet in December rather than taking the month off for Christmas. Amber gave a report on the Parks & Rec. Commission's last meeting. Three new additions to the Commission were present, and the Commission also had guests to do presentations. Girl Scouts were in attendance sharing a new idea to earn a patch and to construct a small traveling library at Catheys Valley Park. Members from the Little League Board shared their vision of improving the field at Woodland Park. Improvements would 100% be by donation. They have many local partners donating time and materials to this project. A discussion was held regarding land being leased to Mariposa County by a local community member. The land would be for hiking trails, swim complex, soccer fields, baseball/ softball fields, etc. Making this happen would be monetarily up to the County. Unfortunately, due to the Counties budget shortfall, no local sports grants were offered this year.

OLD BUSINESS

Amber Chambers spoke about members completing their personal bios for the website. She reminded members to bring something to the next meeting. She patted members, Rebecca, Olga & Amber Edwards on the back for completing this "daunting" task.

FINANCIAL REPORT

The 24/25 LPC budget sent to CDSS for review. Amber Chambers reported that she was trying to do more spending this time of year, rather than in middle or all at the end to avoid having to send funds back to CDSS.

Meeting adjourned at 1:42 PM 1st: Gwen Nitta 2nd: Rebecca Maietto and the council carried.

Next Meeting: December 16, 2024

Respectfully submitted,

**Amber Chambers
LCCPC Coordinator**



MARIPOSA COUNTY

Board of Supervisors



RESOLUTION - ACTION REQUESTED 2025-21

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Kristina Keheley, Health and Human Services Agency Director
RE: Approve an Agreement with American Floors and Interiors, Inc. in the Amount of \$72,500 for Floor and Tile Installation Services; and Authorize the Board of Supervisors Chair to Sign the Agreement

RECOMMENDATION AND JUSTIFICATION

Approve an Agreement with American Floors and Interiors, Inc. in the Amount of \$72,500 for Floor and Tile Installation Services; and Authorize the Board of Supervisors Chair to Sign the Agreement.

Due to an unforeseen mechanical issue, Health and Human Services Agency (HHSA) incurred flooding in portions of its main building that resulted in significant floor damage in those respective areas. After vetting several contractors throughout the Central Valley area, HHSA has determined that American Floors & Interiors, Inc. demonstrates the required competency and requests approval for an Agreement by the Board of Supervisors. The contractor has a proven track record in effectively completing similar restoration efforts.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board of Supervisors does not have a prior history with American Floors & Interiors, Inc.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

Non approval of the agreement runs the risk of County staff continuing to work in a less optimal and potentially hazardous environment.

FINANCIAL IMPACT

None

ATTACHMENTS

1. American Floors and Interiors Agreement 2025

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District III Supervisor Danette Toso
SECONDER: District II Supervisor Shannon Poe
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III

Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

AGREEMENT FOR FLOOR AND TILE INSTALLATION

THIS AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2024, by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as "County," and American Floors & Interiors, Inc., hereinafter referred to as "Contractor," pursuant to the following terms and conditions.

W I T N E S S E T H:

1. TERM

The term of this Agreement shall commence on January 15, 2025 and terminate on March 15, 2025 unless extended as provided by this Agreement.

2. SERVICES

Contractor shall perform floor and tile installation as described in Exhibit A, "Scope of Work and Cost Proposal," which is attached hereto and incorporated herein by reference. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

3. COMPENSATION

Contractor shall be compensated for services performed in an amount not to exceed \$72,500 as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. County shall pay Contractor within thirty (30) of receipt of an approved invoice.

4. INSURANCE

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

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

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

B. OTHER INSURANCE PROVISIONS

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

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

(2) Primary Coverage: For any claims related to this Agreement, Contractor's insurance coverage shall be primary insurance with respect to Contractor's negligent performance of the services as respects County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

(3) Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with at least thirty (30) calendar days' notice to County.

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

(5) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by County. County may require Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(6) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to County.

(7) Verification of Coverage: Contractor shall furnish County with original certificates and amendatory endorsements or copies of the applicable policy language effecting

coverage required by this clause. All certificates and endorsements are to be received and approved by County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

(8) Subcontractors: Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.

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

5. HOLD HARMLESS/INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall release, hold harmless, defend at its own expense, and indemnify County, its officers, employees, agents, and volunteers, from and against any and all claims, losses, damages, lawsuits, liabilities and expenses, including but not limited to reasonable attorneys' fees, including but not limited to those attributable to bodily injury, sickness, disease, death or injury to or destruction of property, including the loss therefrom, which arises out of or is in any way connected with the performance of this Agreement (collectively "Liabilities") to the extent caused by Contractor or its officers, agents or employees, except where such Liabilities are caused by the sole negligence or willful misconduct of County.

6. INDEPENDENT CONTRACTOR

It is the expressed intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

7. PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

8. STATE AND FEDERAL TAXES

As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- a. County will not withhold FICA (Social Security) from Contractor's payments;
- b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
- c. County will not withhold state or federal income tax from payment to Contractor;
- d. County will not make disability insurance contributions on behalf of Contractor;
- e. County will not obtain workers' compensation insurance on behalf of Contractor.

9. AUDITS AND INSPECTIONS

Contractor shall at any time during business hours, and as often as County may deem necessary, make available to County for examination all of its records and data with respect to the matters covered by this Agreement. Contractor shall, upon the request of County, permit County to audit and inspect all of such records and data necessary to ensure Contractor's compliance with the terms of this Agreement. If compensation to be paid by County under this Agreement exceeds Ten Thousand Dollars (\$10,000), Contractor shall be subject to the examination and audit of the California State Auditor, as provided in Government Code section 8546.7, for a period of three (3) years after final payment under this Agreement. This section survives the termination of this Agreement.

10. ASSIGNMENT

It is understood and agreed that this Agreement contemplates personal performance by Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of Contractor under this Agreement will be permitted only with the express written consent of County.

11. NOTICE

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

CONTRACTOR:

American Floors & Interiors, Inc.
P.O. Box 400
Oakhurst, CA 93644

COUNTY:

County of Mariposa
P.O. Box 99
5362 Lemee Lane
Mariposa, CA 95338

12. COMPLIANCE

Contractor shall comply with all federal, state and local laws, codes, ordinances and regulations applicable to Contractor's performance under this Agreement, including, but not limited to, laws related to prevailing wages. Specifically, Contractor shall not engage in unlawful employment discrimination, including, but not limited to, discrimination based upon a person's race, religion,

color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation, as prohibited by state or federal law.

13. PUBLIC RECORDS ACT

Contractor is aware that this Agreement and any documents provided to County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of Contractor to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

14. ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

15. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

16. TERMINATION AND RIGHTS UPON TERMINATION

A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, Contractor shall be entitled to compensation for services performed acceptably up to the effective date of termination as set forth in Exhibit A.

B. Either party may terminate this Agreement for convenience upon 30 calendar days' written notice to the other party. Upon termination for convenience, Contractor shall be entitled to compensation for services performed acceptably up to the effective date of termination, as set forth in Exhibit A.

C. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving written notification to Contractor. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.

17. NO WAIVER

The failure to exercise any right to enforce any remedy contained in this Agreement shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

18. DISPUTES

Should it become necessary for a party to this Agreement to bring an action in connection with this Agreement, the prevailing party in any such action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Mariposa, State of California.

19. CAPTIONS

The captions of this Agreement are for convenience and reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

20. NUMBER AND GENDER

In this Agreement, the neutral gender includes the feminine and masculine, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.

21. MANDATORY AND PERMISSIVE

"Shall" is mandatory. "May" is permissive.

22. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

23. COUNTERPARTS/ELECTRONIC, FACSIMILE, AND PDF SIGNATURES

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA"), Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the

same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA, as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

24. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

25. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

26. AUTHORITY

Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to this Agreement shall comply with all requirements of law, including capacity and authority to amend or modify this Agreement.

27. NEGOTIATED AGREEMENT

This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code section 1654. Each party represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other party. Each party also warrants and represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.

28. NO RELIANCE ON REPRESENTATIONS

Each party warrants and represents that it is not relying and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, have been independently verified. Each party further understands that it is responsible for verifying the representations of law or fact provided by the other party.

29. WARRANTY

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all work shall be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

30. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current fiscal year and/or any subsequent fiscal year covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall terminate and be of no further force and effect upon the day notice is provided by County to Contractor of such event. Upon termination of this Agreement, County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement except for services rendered prior to such termination and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this Agreement, the County shall have the option to either cancel this Agreement with no liability occurring to the County, except County must reimburse Contractor for services rendered prior to such reduction or modification of the County budget, or offer an amendment to this Agreement to Contractor to reflect the reduced amount.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

COUNTY OF MARIPOSA

CONTRACTOR

Miles Menetrey, Chair
Board of Supervisors

Carmen Villagomez, Owner
American Floors & Interiors, Inc.

COUNTERSIGNED:
(Government Code §25103)

APPROVED AS TO FORM:

Danielle Bondshu
Clerk of the Board

Steven W. Dahlem
County Counsel

Exhibit A
SCOPE OF WORK AND COST PROPOSAL

Contractor will supply the following services and materials to complete a flooring project, the result of water damage, at Mariposa County Health & Human Services Agency, 5362 Lemee Lane, Mariposa, California. Said flooring project is to commence as soon as possible and shall be completed within ten (10) days of start date. County and Contractor shall work together to agree on a schedule that may include weekends and late evenings.

Services

Tile

- Provide and install porcelain tile with grout sealed
- Remove exiting vinyl tile and carpet tile along with rubber base
- Provide and apply moisture transmission liquid membrane
- Floor prep as needed
- Furniture and partition moving

Carpet Tile

- Provide and install carpet tile in all damaged areas
- Remove and dispose of existing carpet tile and rubber base as needed
- Floor prep and sealer as needed
- Furniture and partition moving

Rubber Base

- Remove and install 4-1/4" rubber base to match existing

Materials

Product		Totals
Majestic Grey II 24" x 24" Porcelain Tile; Grout 185 New Taupe-Sealed	3,000 sq. ft. x \$10 sq. ft.	\$30,000.00
Pentz Art Deco/Symmetry	1,440 sq. ft. x \$4.00 sq. ft	5,760.00
4-1/4" Rubber Base	676 sq. ft. x \$4.00 sq. ft.	2,704.00
Labor to Install Porcelain Tile	3,000 sq. ft. x \$8.50 sq. ft	25,500.00
Labor to Install Carpet Tile	1,440 sq. ft. x \$2.1194444 sq. ft	3,052.00
Labor to install Rubber Base	676 sq. ft. x \$2.00 sq. ft.	1,352.00
TOTAL LABOR AND MATERIALS:		\$68,368.00

County to advance the sum of \$15,000.00 to Contractor to order materials following approval and execution of the contract.

Materials provided are to be those previously selected by County.

Warranty: Contractor warranties all work undertaken to complete the project. Warranties on materials are as provided by the manufacturer of that material.

Moving of computers and removing items on top or inside of desks is not included.

Term: 1/15/2025 to 3/15/2024

NTE: \$72,500.00



MARIPOSA COUNTY

Board of Supervisors



MEETING: January 14, 2025
TO: The Board of Supervisors
FROM:
RE: Handouts Received During the Departmental Presentation Portion of the January 7th, 2025 Meeting

RECOMMENDATION AND JUSTIFICATION

Handouts Received During the Departmental Presentation Portion of the January 7th, 2025 Meeting

- Survey results from the Visitor Center -Jacob Hawley/Visitor Center/ Chamber of Commerce

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Board occasionally receives handouts during departmental presentations.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

None

FINANCIAL IMPACT

None

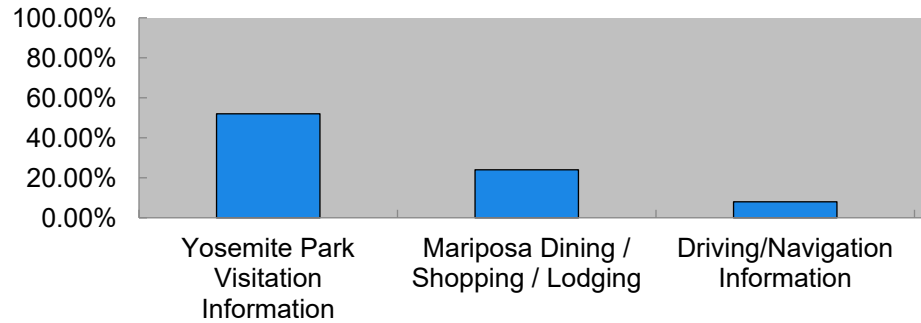
ATTACHMENTS

1. Jacob Hawley- Board Handout

Survey

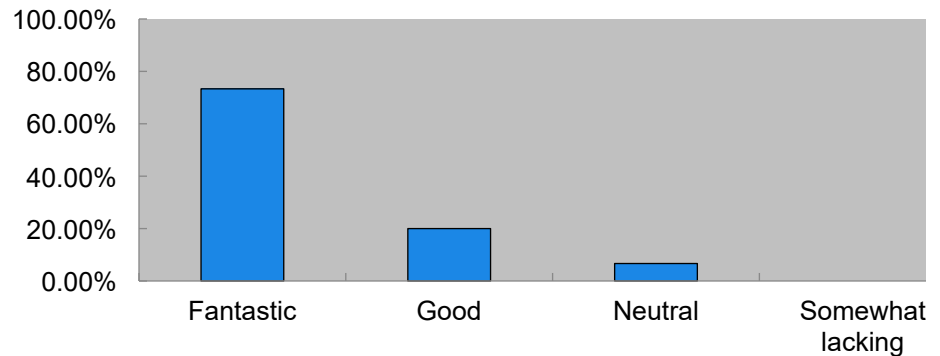
Q1. Why did you visit our Visitor Center today?

Answer	Percent(%)	Count(N)
Yosemite Park Visitation Information	52.00%	13
Mariposa Dining / Shopping / Lodging	24.00%	6
Driving/Navigation Information	8.00%	2
Other	16.00%	4
Total	100.00%	25
Mean	1.88	
Confidence Interval @ 95%	[1.437 - 2.323]	
Standard Deviation	1.130	
Standard Error	0.226	



Q2. How was your overall experience in our Visitor Center today?

Answer	Percent(%)	Count(N)
Fantastic	73.33%	11
Good	20.00%	3
Neutral	6.67%	1
Somewhat lacking	0.00%	0
Highly dissatisfied	0.00%	0
Total	100.00%	15
Mean	1.33	
Confidence Interval @ 95%	[1.021 - 1.646]	
Standard Deviation	0.617	
Standard Error	0.159	

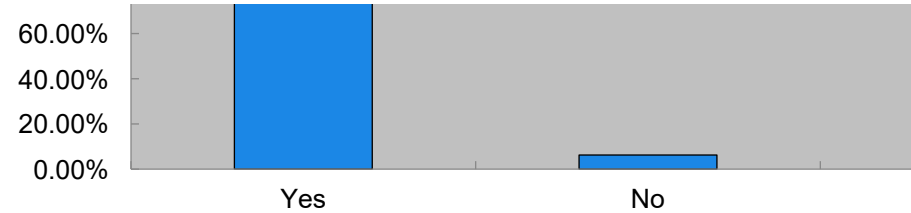


Q3. Did we answer all of your questions?

Answer	Percent(%)	Count(N)
Yes	93.75%	15
No	6.25%	1

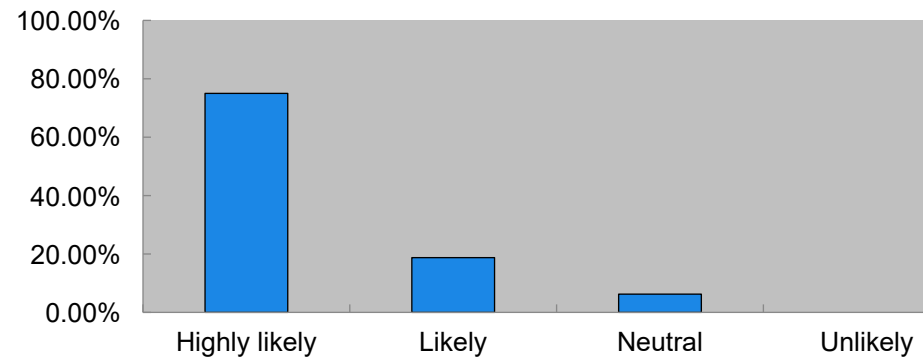


Other	0.00%	0
Total	100.00%	16
Mean	1.06	
Confidence Interval @ 95%	[0.940 - 1.185]	
Standard Deviation	0.250	
Standard Error	0.062	



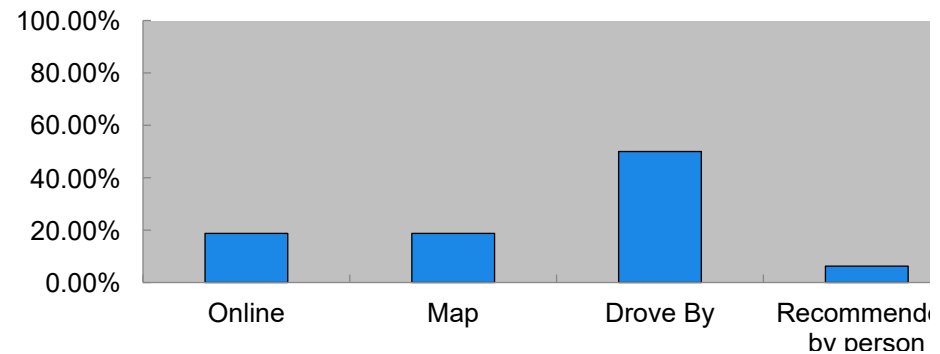
Q4. How likely are you to recommend us to someone else?

Answer	Percent(%)	Count(N)
Highly likely	75.00%	12
Likely	18.75%	3
Neutral	6.25%	1
Unlikely	0.00%	0
Very unlikely	0.00%	0
Total	100.00%	16
Mean	1.31	
Confidence Interval @ 95%	[1.017 - 1.608]	
Standard Deviation	0.602	
Standard Error	0.151	



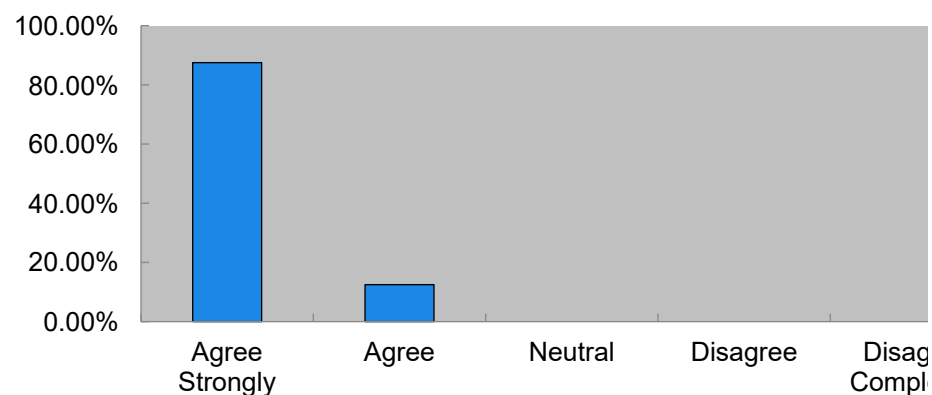
Q5. How did you find our Visitor Center today?

Answer	Percent(%)	Count(N)
Online	18.75%	3
Map	18.75%	3
Drove By	50.00%	8
Recommended by person	6.25%	1
Recommended by business	6.25%	1
Total	100.00%	16
Mean	2.63	
Confidence Interval @ 95%	[2.092 - 3.158]	
Standard Deviation	1.088	
Standard Error	0.272	



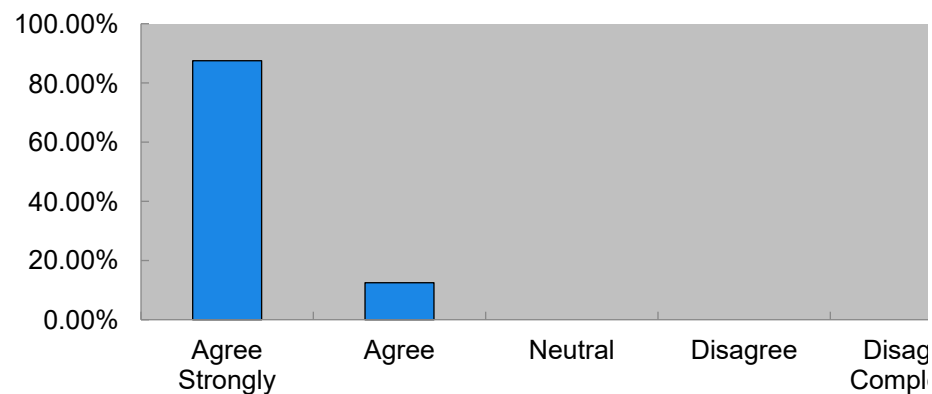
Q6. The staff is professional

Answer	Percent(%)	Count(N)
Agree Strongly	87.50%	14
Agree	12.50%	2
Neutral	0.00%	0
Disagree	0.00%	0
Disagree Completely	0.00%	0
N/A	0.00%	0
Total	100.00%	16
Mean	1.13	
Confidence Interval @ 95%	[0.958 - 1.292]	
Standard Deviation	0.342	
Standard Error	0.085	



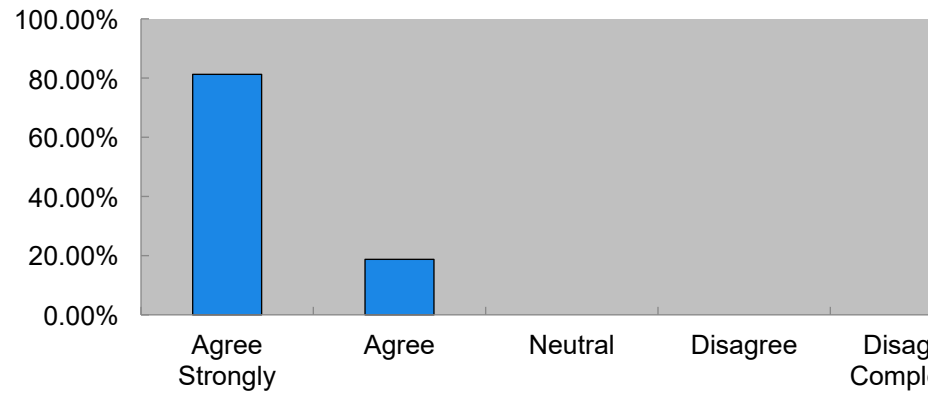
Q6. The staff is knowledgeable

Answer	Percent(%)	Count(N)
Agree Strongly	87.50%	14
Agree	12.50%	2
Neutral	0.00%	0
Disagree	0.00%	0
Disagree Completely	0.00%	0
N/A	0.00%	0
Total	100.00%	16
Mean	1.13	
Confidence Interval @ 95%	[0.958 - 1.292]	
Standard Deviation	0.342	
Standard Error	0.085	



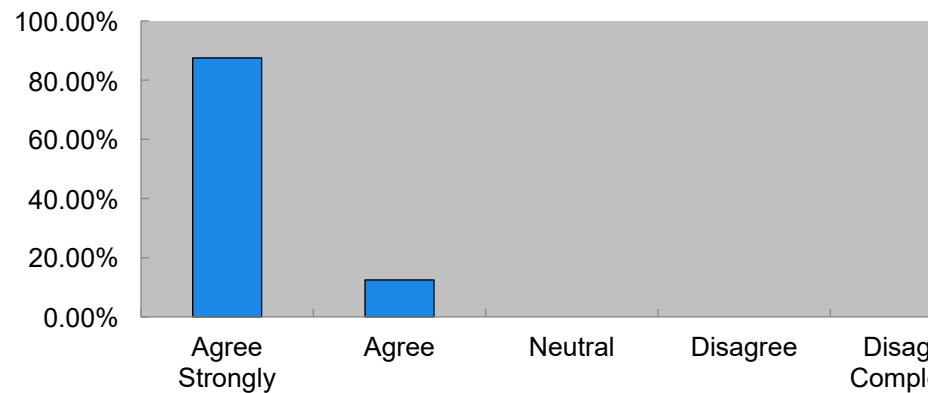
Q6. The staff is helpful

Answer	Percent(%)	Count(N)
Agree Strongly	81.25%	13
Agree	18.75%	3
Neutral	0.00%	0
Disagree	0.00%	0
Disagree Completely	0.00%	0
N/A	0.00%	0
Total	100.00%	16
Mean	1.19	
Confidence Interval @ 95%	[0.990 - 1.385]	
Standard Deviation	0.403	
Standard Error	0.101	



Q6. Visitor Center provided useful information

Answer	Percent(%)	Count(N)
Agree Strongly	87.50%	14
Agree	12.50%	2
Neutral	0.00%	0
Disagree	0.00%	0
Disagree Completely	0.00%	0
N/A	0.00%	0
Total	100.00%	16
Mean	1.13	
Confidence Interval @ 95%	[0.958 - 1.292]	
Standard Deviation	0.342	
Standard Error	0.085	

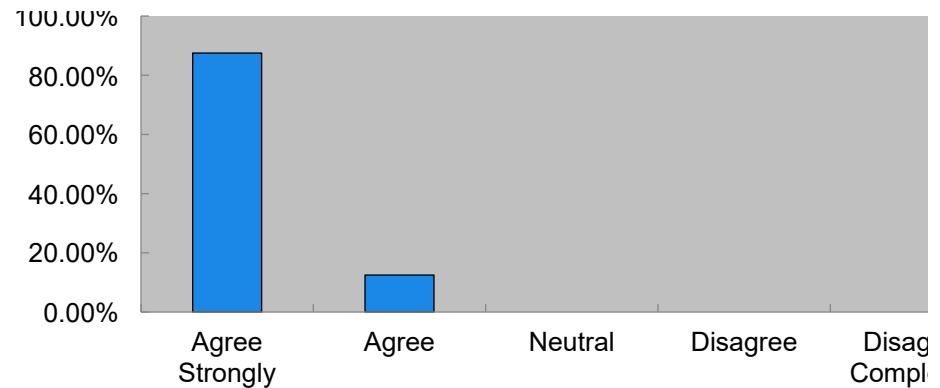


Q6. Visitor Center guided us to our destination

Answer	Percent(%)	Count(N)
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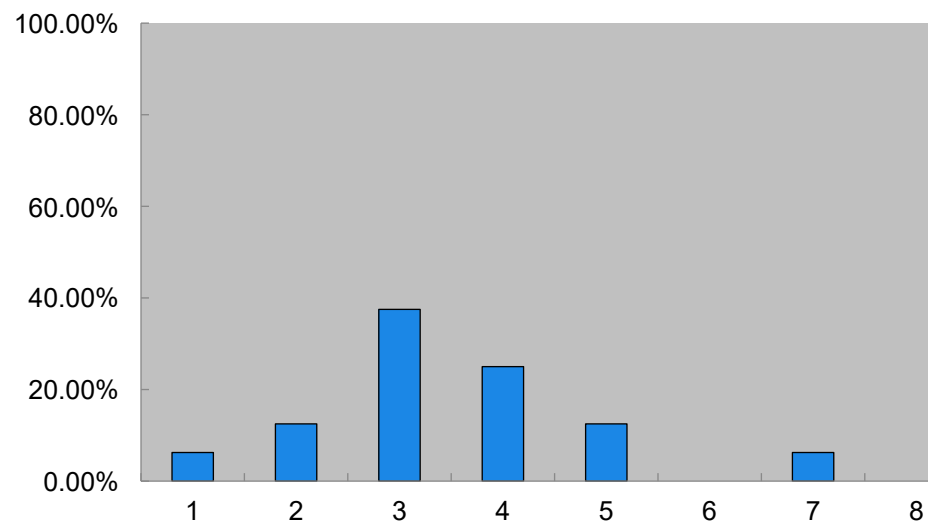
100.00%

Agree Strongly	87.50%	14
Agree	12.50%	2
Neutral	0.00%	0
Disagree	0.00%	0
Disagree Completely	0.00%	0
N/A	0.00%	0
Total	100.00%	16
Mean	1.13	
Confidence Interval @ 95%	[0.958 - 1.292]	
Standard Deviation	0.342	
Standard Error	0.085	



Q6. How many people are in your group?

Answer	Percent(%)	Count(N)
1	6.25%	1
2	12.50%	2
3	37.50%	6
4	25.00%	4
5	12.50%	2
6	0.00%	0
7	6.25%	1
8	0.00%	0
9	0.00%	0
Other	0.00%	0
Total	100.00%	16
Mean	3.50	
Confidence Interval @ 95%	[2.807 - 4.193]	
Standard Deviation	1.414	
Standard Error	0.354	

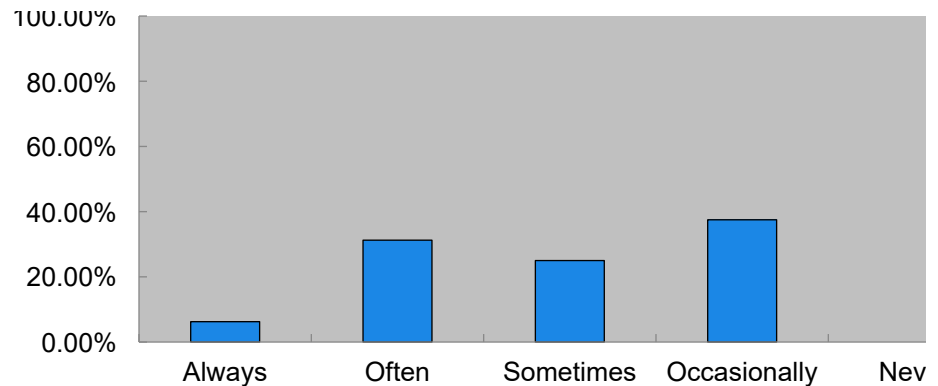


Q7. How often do you use Information Centers?

Answer	Percent(%)	Count(N)
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100.00%

Always	6.25%	1
Often	31.25%	5
Sometimes	25.00%	4
Occasionally	37.50%	6
Never	0.00%	0
Other	0.00%	0
Total	100.00%	16
Mean	2.94	
Confidence Interval @ 95%	[2.449 - 3.426]	
Standard Deviation	0.998	
Standard Error	0.249	

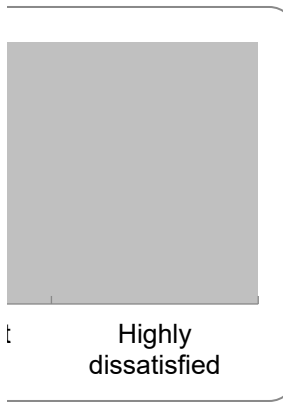
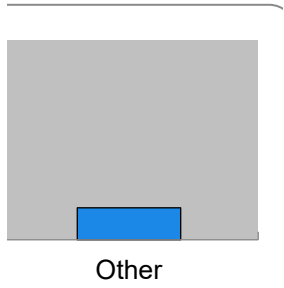


Q11. Please provide suggestions for improvement.

Response ID

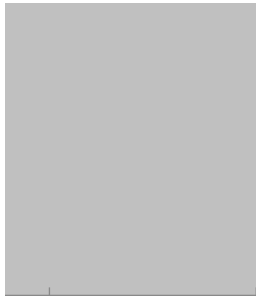
Data

152990857	100% awesome
152702988	Maybe coffee and tea in small cups. 9(help yourself/donation
152702342	You guys are doing a great job! Thank you!
152696606	Nothing

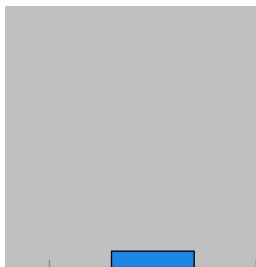




Other

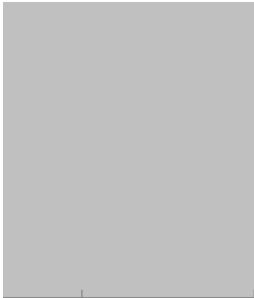


Very unlikely



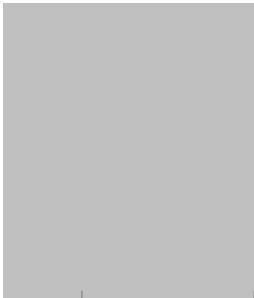
ed Recommended
by business

by business



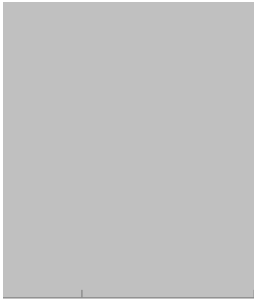
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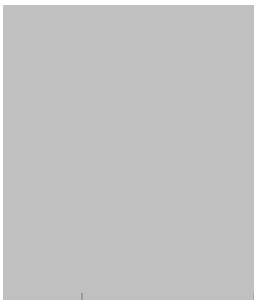
N/A



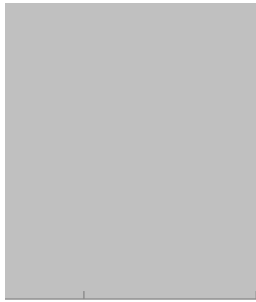
gree
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N/A

	
gree letely	N/A

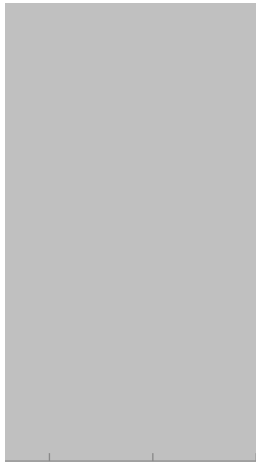
	
gree letely	N/A

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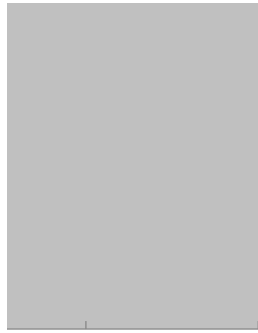
gree
letely

N/A



9

Other



er

Other





MARIPOSA COUNTY

Board of Supervisors



Local Transportation Commission LTC 25-001

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Selection of a Commissioner to act as the 2025 Local Transportation Commission Chair

RECOMMENDATION AND JUSTIFICATION

Selection of a Commissioner to act as the 2025 Local Transportation Commission Chair.

BACKGROUND AND HISTORY OF BOARD ACTIONS

Commissioner Forsythe was the Chair in 2024 and 2023, and Commissioner Smallcombe was the Chair in 2022.

The Commission typically selects the Chair and Vice-Chair at its first meeting of the year. This is the first meeting of the Local Transportation Commission in 2025.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

No selection will mean that the Commission will have to select an acting chair each time the Local Transportation Commission must meet.

FINANCIAL IMPACT

None.

ATTACHMENTS

None

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District I Supervisor Rosemarie Smallcombe
SECONDER: District V Supervisor Miles Menetrey
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser



MARIPOSA COUNTY

Board of Supervisors



Local Transportation Commission LTC 25-002

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Selection of a Commissioner to act as the 2025 Local Transportation Commission Vice-Chair

RECOMMENDATION AND JUSTIFICATION

Selection of a Commissioner to act as the 2025 Local Transportation Commission Vice-Chair.

BACKGROUND AND HISTORY OF BOARD ACTIONS

Commissioner Toso was the Vice-Chair in 2024. Commissioner Menetrey was the Vice-Chair in 2023. Commissioner Forsythe was the Vice-Chair for 2021 and 2022.

The Commission typically selects the Chair and Vice-Chair at its first meeting of the year. This is the first 2025 meeting of the Local Transportation Commission.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

No selection will mean that the Commission will have to select an acting chair each time the Local Transportation Commission must meet.

FINANCIAL IMPACT

None.

ATTACHMENTS

None

VOTE RESULT

RESULT: Adopted (UNANIMOUS)
MOVER: District I Supervisor Rosemarie Smallcombe
SECONDER: District V Supervisor Miles Menetrey
AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser



MARIPOSA COUNTY

Board of Supervisors



Local Transportation Commission LTC 25-003

MEETING: January 14, 2025

TO: The Board of Supervisors

FROM: Shannon Hansen, Director of Public Works and Transportation

RE: Approve an Agreement with Caltrans, which will Allow for Up to \$25,000 in Reimbursements for Planning, Programming, and Monitoring (PPM) Program Activities for Fiscal Year (FY) 2024-25; and Authorize the Local Transportation Commission (LTC) Executive Director to Sign the Agreement (Subject to Approval as to Legal Form by County Counsel)

RECOMMENDATION AND JUSTIFICATION

Approve an Agreement with Caltrans, which will Allow for Up to \$25,000 in Reimbursements for Planning, Programming, and Monitoring (PPM) Program Activities for Fiscal Year (FY) 2024-25; and Authorize the Local Transportation Commission (LTC) Executive Director to Sign the Agreement (Subject to Approval as to Legal Form by County Counsel).

State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) Funds are allocated for preparation of project study reports for County road improvement projects, monitoring of project implementation and project delivery of all state-funded projects.

The State requests approval from the Local Transportation Commission designating the official authorized to execute the agreement in order to be eligible to receive the funding.

BACKGROUND AND HISTORY OF BOARD ACTIONS

The Local Transportation Commission approved similar agreements in previous fiscal years; October 11, 2022, LTC #2022-19 and December 4, 2024, LTC #2024-018

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

If the requested action is not approved, Mariposa County would not receive STIP Funds for PPM of County STIP Projects from the State.

FINANCIAL IMPACT

None, the amount of \$25,000 is part of the Local Transportation Budget and does not impact the General Fund.

ATTACHMENTS

1. 6139054 PPM PSA - with Attachment A

VOTE RESULT

RESULT: **Adopted (UNANIMOUS)**

MOVER: District I Supervisor Rosemarie Smallcombe

SECONDER: District II Supervisor Shannon Poe

AYES: District V Supervisor Menetrey, District I Supervisor Smallcombe, District III Supervisor Toso, District II Supervisor Poe, District IV Supervisor Kiser

STIP PLANNING, PROGRAMMING & MONITORING PROGRAM
FUND TRANSFER AGREEMENT

Project Number: PPM25-6139(054)
Agreement Number: PPM25-6139(054)

Location: 10-MPA-0-MLTC
AMS Adv ID:1024000255
PPNO: 4957

THIS AGREEMENT, effective on October 18, 2024 is between the State of California, acting by and through the Department of Transportation, hereinafter referred to as STATE, and Mariposa County Local Transportation Commission, a local public agency, hereinafter referred to as ADMINISTERING AGENCY.

WHEREAS the annual California State Budget Act appropriates State Highway funds under local assistance for the State Transportation Improvement Program (STIP) Planning, Programming and Monitoring Program (PPM), and

WHEREAS PPM is defined as the project planning, programming and monitoring activities related to development of the Regional Transportation Improvement Program and the STIP required by Government Code Section 14527, et. seq. and for the monitoring of project implementation for projects approved in these documents, hereinafter referred to as PPM PROJECT, and

WHEREAS the California Transportation Commission (CTC) is tasked to allocate these funds in accordance with the amounts approved in the STIP in accordance with section 14527 (h) of the California Government code:

NOW, THEREFORE, the parties agree as follows:

SECTION I

STATE AGREES:

1. As authorized by Section 14527(h) of the Government Code to release to the ADMINISTERING AGENCY for its PPM PROJECT in an amount not to exceed \$25,000.00 from monies appropriated for the PPM Program as follows:

For Caltrans Use Only

I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance

Accounting Officer

Helga Siu

| Date 11/26/24

| \$ 25,000.00

2. To pay the ADMINISTERING AGENCY a single lump sum payment upon final execution of this AGREEMENT and the receipt of an original and two copies of a signed initial invoice in the proper form from ADMINISTERING AGENCY in the amount shown in Section 1, Article (1) as promptly as state fiscal procedures will permit.

3. When conducting an audit of the costs claimed under the provisions of this Agreement, to rely to the maximum extent possible on any prior audit of ADMINISTERING AGENCY pursuant to the provisions of State and federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to STATE when planning and conducting additional audits.

SECTION II

ADMINISTERING AGENCY AGREES:

1. To use all state funds paid hereunder only for eligible PPM specific work activities as defined in Attachment A to this AGREEMENT.

2. To use all state funds paid hereunder only for those transportation purposes that conform to Article XIX of the California State Constitution.

3. To prepare and submit to STATE an original and two copies of signed invoice for payment.

4. To prepare a Final Project Expenditure Report including a final invoice reporting actual costs expended in accordance with Attachment A and submit that Report and invoice no later than 60 days following the completion of expenditures. These allocated PPM funds are available for expenditure until June 30, 2027. The Final Report of Expenditures must state that the PPM funds were used in conformance with Article XIX of the California State Constitution and for PPM purposes as defined in this Agreement. Three copies of this report shall be submitted to STATE.

5. COST PRINCIPLES

A) To comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government, and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B) ADMINISTERING AGENCY will assure that its Fund recipients will be obligated to agree that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving Funds as a contractor or sub-contractor under this Agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any Fund expenditures for costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200, are subject to repayment by ADMINISTERING AGENCY to STATE. Should ADMINISTERING AGENCY fail to reimburse Fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the Parties hereto, STATE is authorized to intercept and withhold future payments due ADMINISTERING AGENCY from STATE or any third-party source, including, but not limited to, the State Treasurer, the State Controller and the CTC. The implementation of the Supercircular will cancel 49 CFR, Part 18.

6. THIRD PARTY CONTRACTING

A) ADMINISTERING AGENCY shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by ADMINISTERING AGENCY as a result of disbursing Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with ADMINISTERING AGENCY should be consistent with Local Program Procedures as published by STATE.

7. ACCOUNTING SYSTEM

ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

8. RIGHT TO AUDIT

For the purpose of determining compliance with this Agreement and other matters connected with the performance of ADMINISTERING AGENCY'S contracts with third parties, ADMINISTERING AGENCY, ADMINISTERING AGENCY's contractors and subcontractors and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to ADMINISTERING AGENCY. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and ADMINISTERING AGENCY shall furnish copies thereof if requested.

9. TRAVEL AND SUBSISTENCE

Payments to only ADMINISTERING AGENCY for travel and subsistence expenses of ADMINISTERING AGENCY forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of those authorized DPA rates, then Administering Agency is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

SECTION III

IT IS MUTUALLY AGREED:

1. All obligations of STATE under the terms of this AGREEMENT are subject to the availability of the state funds.
2. Eligible expenditures under this AGREEMENT shall be from the effective date of allocation to June 30, 2027.
3. In the event that ADMINISTERING AGENCY fails to implement or complete the PPM program commenced under this Agreement, fails to perform any of the obligations created by this agreement or fails to comply with applicable State laws and regulations, STATE reserves the right to terminate funding for the PPM program or portions thereof, upon written notice to ADMINISTERING AGENCY. An audit may be performed as provided in Section II, Article (8) of this agreement.
4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, ADMINISTERING AGENCY shall fully defend, indemnify and save harmless the State of California, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement.
5. As a condition of acceptance of the State funds provided for under this Agreement, ADMINISTERING AGENCY will abide by all State policies and procedures pertaining to the PPM Program.
6. This Agreement shall terminate on December 31, 2027.

STATE OF CALIFORNIA

Department of Transportation

Mariposa County Local Transportation Commission

By: _____
Office of Project Management Oversight
Division of Local Assistance
Date: _____

By: _____
Title: Executive Director – MCLTC
Date: _____

Attest: _____
Title: _____

Attachment to PPM Agreement Letter

The agency shall prepare a PPM plan, which will become a part of the Fund Transfer Agreement, titled Attachment A.

This plan is a one or two page summary outline of the major activities and, where appropriate, sub activities that will be accomplished with the current year PPM fund allocation. The plan shall outline the specific activities the Agency plans to implement. Indicate the approximate time period and cost for each major activity.

Funds may be moved between the elements. It is expected that work will be accomplished for each element and any revisions will be discussed in the Final Report of Expenditures.

Indicate if this is a single or multi-year plan for this specific allocation and the anticipated date of completion of all expenditures.

Fund allocations for future years should not be requested until this plan's expenditures are near completion.

Expenditures must be completed no later than two years after the fiscal year of allocation.

A Final Report of Expenditures is required within 60 days of completion of expenditures. Current or future allocations may be terminated if this report is not prepared in a timely manner. Unexpended funds shall be returned to the State.

A very simple plan is illustrated below. Details of a plan should be consistent with the activities proposed and funding received.

Attachment A

XYZ RTPA

STIP Planning, Programming and Monitoring Activities Plan (FY 2009/2010)

Activity	Time Period	Cost(\$1,000)
A. Prepare/Review Project Study Reports	9/02-4/03	\$10
B. RTIP Amendment Project Review/Programming	2/02-5/03	\$5
C. STIP Amendment Processing/CTC Coordination	5/02-6/02	\$5
D. Monitoring Implementation	9/02-6/03	\$10
Total		\$30

Anticipated Completion date 6/30/13

rev 08/13/2012

Attachment A

Mariposa County Local Transportation Commission

STIP Planning, Programming and Monitoring Activities Plan (FY 2024/2025)

<u>Activity</u>	<u>Time Period</u>	<u>Cost (\$1,000's)</u>
A. Prepare/Review Project Study Reports	07/23-06/24	\$ 5
B. RTIP Amendment Project Review/Programming	07/23-06/24	\$ 6
C. 2024 STIP Amendment Processing / CTC Coordination	07/23-06/24	\$ 8
D. Monitoring Implementation	07/23-06/24	\$ 6
TOTAL		\$ 25

The expenditure of these funds has been included in the Mariposa County Transportation Planning Overall Work Program. Anticipated Completion Date 6/30/25.



MARIPOSA COUNTY

Board of Supervisors



Agenda Item – No Resolution Requested

MEETING: January 14, 2025
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Discussion and Direction on Oversight, Organization, Cost, Continuance, and Purpose of County Committees, Commissions, Boards, Councils, Community Working Groups, and Task Forces (Supervisor Smallcombe)

RECOMMENDATION AND JUSTIFICATION

Discussion and Direction on Oversight, Organization, Cost, Continuance, and Purpose of County Committees, Commissions, Boards, Councils, Community Working Groups, and Task Forces (Supervisor Smallcombe).

For this staff report, these various bodies will be referred to as "committees." Mariposa County currently has thirty-six (36) active committees, six (6) inactive committees, and four (4) that are either not public-facing committees or are only activated if there is an appeal. Eleven of our committees are required by State Law, which means the codified California legislation states the County "shall" have these committees in place. Over the last few years, questions about various inconsistencies and associated costs with staff support have been raised regarding our local committees. The Guidehouse study also included a recommendation that the County "assess structure and processes for commissions and committees."

Staff would like directions from the Board on the following:

1) Oversight/Organization

The biggest question has been who has the authority to determine how committees operate and their focus areas. Ultimately, the Board of Supervisors has authority over their appointed committees, which should continue. However, because no single department oversees all committees, inconsistencies in the content and structure of required documentation, such as agendas, minutes, and by-laws, as well as how meetings are conducted, have been identified. It has also come to the attention of the sponsoring Board member and the Clerk of the Board that the agendas of many of the committees are no longer aligned with their stated purpose. While the Board has tried to remedy some of these issues through the Committee Policy, previously approved by the Board, more oversight is needed to ensure the Policy is fully implemented.

Since departments already contact the Clerk of the Board's office for questions, concerns, direction, or when they feel they need support during committee meetings, staff recommends the Board direct the Clerk of the Board and the County Administrative Officer to assess the resources necessary to support the committees and determine whether the Board should consider an alternative structure and

processes to ensure we are providing appropriate oversight with reasonable levels of staff resources. Several department heads have expressed frustration with the amount of staff time spent supporting these committees and question whether such committees are the best approach to soliciting public input on some of the issues confronting the County. Additional resources will be necessary if the Clerk's Office assumes more responsibility for supporting committees. Staff, therefore, asks for Board direction to identify how such resources might be made available.

Under an alternative structure, we anticipate that collaboration between the Clerk of the Board's Office and departments with committee responsibilities would not end. Each department head responsible for a committee would identify an appropriate point of contact who would ensure items included in the agendas reflect the department's vision regarding progress toward achieving the committee's goals. The Clerk would run committee agendas and minutes like those prepared for the Board. There would be a set deadline for agenda items for each committee meeting. In collaboration with the department, the Clerk would assist in ensuring the agendas align with the purpose of the Board-approved committee.

2) Cost

Currently, staff at all levels in several departments work as "staff" for committees. It is very difficult to estimate the costs incurred through staff support for the 36 active committees, and we have no visibility on costs for the other infrequently activated committees.

In order to provide some indication of costs incurred, we consulted with department heads and staff. We have a wide range of staff members from many different offices who provide services as staff for committees. For example, the Planning Department oversees multiple committees. Nearly every Planning staff member supports committees to some extent, whether by preparing supporting documentation or attending meetings. We asked one of the Planning Staff members to track their time working solely on committees. For an Office Technician supporting nine (9) committees over two and a half months, the total cost to the county to prepare these meeting agendas/minutes totaled \$2,247.61. Again, this is for one junior employee out of five or six in the Planning Department who support these committees.

This is not uncommon, as several departments have similar situations. Multiple people assisted in the prep work for the 36 active committees.

3) Continuance

The staff is recommending the dissolution of several committees. These committees either no longer meet their purpose, have not met in some time, or simply no longer align with the community and County's vision. Staff further recommends name changes and/or combining of committees. For example, the Cathey's Valley Cemetary Ad Hoc Committee and the Mariposa Town Cemetary Ad Hoc Committee could be combined and, if so, should include the person responsible for the Coulterville Cemetary.

Staff is seeking direction from the Board on the dissolution of said committees. ***Please see the attached spreadsheet.***

Staff recommends the dissolution of all eight (8) Planning Advisory Committees at appropriate times: El Portal Planning Advisory Committee, Fish Camp Town Planning Advisory Council, Midpines Planning

Advisory Committee, Wawona Town Planning Advisory Committee, Yosemite West Planning Advisory Committee, Coulterville Planning Advisory Committee, Greeley Hill Planning Advisory Committee, and Cathey's Valley Community Planning Advisory Committee.

Staff would like Board direction to find more effective and less resource-intensive ways to solicit public input on proposed projects and other issues in town planning areas. For example, public hearings must be held for projects such as those announced by KOA/Terramore. To hear all public input on such projects, perhaps the number and timing of such workshops should be increased to ensure all voices are heard. Similarly, workshops could be developed and scheduled in town planning areas around specific community concerns, such as residential lighting.

If the Board is interested in dissolving PACs, staff would like direction from the Board on developing a procedure/policy. This policy/procedure would lay out the requirements for notifying and soliciting public input.

4) Purpose

Many of our committees have been in place for decades. They were created for specific purposes that may or may not have not been met. Staff recommends that each committee be evaluated to ensure they are meeting the County's needs and those of their respective communities and that the County is using taxpayers' dollars responsibly. For the committees not recommended for dissolution in the attached spreadsheet, staff would like direction from the Board to work with each of them to evaluate their purpose and consider setting sunset dates for those committees not required by law or needed for specific projects.

While this project will take time and may occur in phases, staff believe this is the best course of action to increase consistency across our committees while cutting the total cost spent on managing the committees. Our goal is to ensure that if tax dollars are spent, they are for the benefit of the community. These changes would ensure each remaining committee has a clear vision and purpose that aligns with county goals, that staff resources are used as efficiently as possible, and that they comply with state laws, local ordinances, and policies.

BACKGROUND AND HISTORY OF BOARD ACTIONS

Besides adopting the committees' policy, the Board has not discussed all county committees as a whole.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION

Do not give directions, and all will remain status quo.

FINANCIAL IMPACT

None

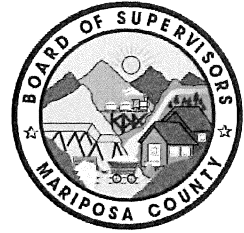
ATTACHMENTS

1. Resolution_2022-637 - Amended Committee Policy
2. Committees
3. Public Comment - Armstrong



MARIPOSA COUNTY

Clerk of the Board of Supervisors • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2022-637

MEETING: November 8, 2022
TO: The Board of Supervisors
FROM: Danielle Bondshu, Clerk of the Board
RE: Amend the Committee Policy

RECOMMENDATION AND JUSTIFICATION:

Approve Amendments to the Committee Policy, Effective Immediately.

Upon adoption in February, the policy was distributed to administering departments to provide to the various committees and commissions. Over the last eight and a half months, requests for changes and questions of clarification have been presented to the Clerk of the Board's Office. Changes vary based on different needs.

- 1) Allowing for County staff to take minutes, if approved by the Department Head.
- 2) Additional language that reiterates certain sub-committees are not bound by the Brown Act.
- 3) Clarifying definitions.
- 4) Additional language of communication responsibility of the chair.
- 5) Removal of standing committees from the sunset date list.
- 6) Clarification on what policies, procedures, and codes are given to the committees.
- 7) Clerical and grammatical corrections.

These amendments were reasonable in nature and are requested to be approved.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On February 15, 2022, the Board adopted Resolution 22-115 establishing a new Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees.

On August 24, 2021, the Board discussed the concept of a committee's policy and gave direction to the Clerk of the Board to develop same.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action means that the committees will continue to operate with the current policy. The Board may remove or alter provisions of this policy as it deems necessary.

ATTACHMENTS:

Amended Committee Policy - final (PDF)

**Mariposa Committees Policy and Resolution - working - 10-24-22 W TRACK
CHANGES (DOCX)
Change Log for Policy (DOCX)**

RESULT: ADOPTED [UNANIMOUS]

MOVER: Miles Menetrey, District V Supervisor

SECONDER: Wayne Forsythe, District IV Supervisor

AYES: Rosemarie Smallcombe, Marshall Long, Wayne Forsythe, Miles Menetrey



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

1. PURPOSE

The County of Mariposa depends on many discretionary and non-discretionary boards, commissions, and committees (hereinafter collectively referred to as “committees” and individually referred to as “the committee”) to conduct public business and to comply with applicable statutory mandates. Consequently, the Board of Supervisors deems it advisable and a matter of public interest to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the members of these bodies, as well as for staff and the public.

2. POLICY INTENT

These guidelines are intended to be applied to all committees established by the Board of Supervisors regardless of whether creation was via resolution, ordinance, or other Board action.

3. POLICY LIMITATIONS

This policy is not meant to change any statutory authority or requirement. Where a conflict exists between statutory authority and this policy, the statutory authority shall prevail.

4. DEFINITIONS

○ Ad hoc Committee

A sub-committee composed of less than a quorum of the committee created for a particular project or task and/or for a specific limited timeframe and which is usually dissolved upon completion of the project or task or automatically when the specified timeframe has elapsed.

○ Discretionary Committees

Advisory boards, commissions, and committees that are not mandated by state or federal law or regulation.

○ Majority

- Committees with a set number of committee members (as established upon committee creation or as amended by action of the Board of Supervisors):

One-half of the number of committee members (filled or unfilled), plus one, unless defined otherwise by law.

- Committees with a floating number of committee members (those with a range of a minimum and maximum number of members, as established upon committee creation or as amended by the Board of Supervisors):

One-half of the number of appointed committee members, plus one, unless defined otherwise by law.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- Quorum
One-half of the committee membership, plus one, unless defined otherwise by law.
- Standing committee
A committee with a continuing subject matter jurisdiction, or a meeting schedule fixed by ordinance, resolution, or formal action of the Board of Supervisors.
- Sub-committee
A small group of people composed of some members of a larger committee, and which reports back to the larger committee. A sub-committee can be established in the bylaws or by committee approval, which is clearly noted in the minutes. A sub-committee can be a standing committee or an ad hoc committee.
- Sunset Date
The date on which a committee's authorization to function expires, unless a Board action is taken to extend it another term.
- Unscheduled Vacancy
A vacancy that occurs for any reason prior to the end of a member's term.

5. ESTABLISHMENT AND DISSOLUTION OF DISCRETIONARY COMMITTEES

- 5.1 To conserve County resources, the Board of Supervisors may direct the use of ad hoc committees, advisory councils, or town hall meetings prior to establishing a new discretionary committee.
- 5.2 New discretionary committees shall be established by a resolution or ordinance of the Board of Supervisors which includes:
 - A) A statement of purpose.
 - B) Membership requirements, if any. (Demographics, experience, etc.)
 - C) Membership term lengths.
 - D) Member compensation.
 - a. A clause noting that members serve without compensation; or
 - b. A clause that addresses compensation, stipends, reimbursement of mileage, or other expenses.
 - E) A "sunset date," or other date of dissolution, for the committee which is no more than four years from the date that the Board of Supervisors creates the committee.
 - F) Designation of the administering County department to liaise with the committee and provide advice, oversight, and committee support, as needed, including submission of minutes to the Clerk of the Board.
- 5.3 No committee shall have powers other than advisory to the Board of Supervisors or Planning Commission except as may be contained in the Mariposa County Code.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- 5.4 Initial sunset dates, staggered across four years, are hereby established for existing committees via "Appendix 1 - Initial Sunset Dates," which is attached hereto and incorporated herein by reference.
- 5.5 A committee shall cease to exist upon the accomplishment of the special purpose for which it was created, upon reaching an unextended sunset date, or when dissolved by a majority vote of the Board of Supervisors. The Board of Supervisors may dissolve a committee prior to a discretionary committee's established sunset date.
- 5.6 The Board of Supervisors shall retain discretion to remove any committee member as it deems necessary, for any cause.

6. APPLICATION AND APPOINTMENT PROCEDURES

- 6.1 County committees are meant to inform policy regarding the needs of Mariposa County residents. Consequently, committee members must reside or work within Mariposa County, unless otherwise defined by the establishing authority.
- 6.2 All new committee members must submit a completed County Committees application to the Clerk of the Board, along with answers to any supplemental questions, prior to any advertised deadline. The Clerk shall log valid applications and forward them to the administering department to vet qualifications and prepare a Board item seeking the appointment of any new committee member. Applications received after the deadline are invalid and will not continue in the process.
- 6.3 In the event that multiple applications are submitted for a position, applications may be vetted by a committee composed of the Board of Supervisors liaisons for that department, the department head, and the Clerk of the Board, with a recommendation made to the Board of Supervisors. Any such recommendation will be presented to the Board of Supervisors along with all valid applications, redacted to protect sensitive personal information.
- 6.4 No committee member will be appointed/reappointed to a term longer than four years, except as otherwise provided herein.
- 6.5 Committee members, except for those who have resigned or been removed, may continue to serve until an appointment or reappointment is made.
- 6.6 Members of committees who wish to continue serving in their appointed capacity for additional terms are required to complete and submit a new application or may update and resubmit their original application if no pertinent information has changed. All qualifying applications for the vacancy will be submitted to the Board of Supervisors along with any recommendation from the administering department.
- 6.7 In the event of a resignation by a committee member, it is the responsibility of the resigning member to communicate the resignation to the Clerk of the Board or the



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

administering department.

- 6.8 In the event of an unscheduled vacancy on any discretionary committee, a Notice of Special Vacancy shall be posted in the Clerk of the Board's office, and on either the County's website or at the library designated pursuant to California Government Code Section 54973 et seq. (the Maddy Act). In the case of at large vacancies, a press release may also be sent to the local newspapers, at the discretion of the head of the administering department. Final appointment to the committee may not be made by the Board of Supervisors until at least 10 working days have elapsed since the posting of the notice in the Clerk's office.
- 6.9 Applicants for District appointments may be nominated by the District Supervisor, but require concurrence and approval by a majority vote of the full Board of Supervisors.
- 6.10 When a vacancy exists on a committee and no applications have been submitted by the deadline, the vacancy will be continued by the administering department until such time as an appointment can be made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.
- 6.11 Upon initial appointment, and at each reappointment, committee members shall receive a copy of this committee policy, the Policy Against Discrimination and Harassment in the Workplace, the Injury, Illness, and Prevention Program, the Brown Act, and the ADA Grievance Procedure and shall acknowledge their receipt. The administering department shall be responsible for providing the policies, obtaining signed acknowledgments, and keeping all acknowledgments until two years past the member's resignation or removal from the committee.

7. NEPOTISM

The role of advisory committees is to provide diverse and impartial input from throughout the county. Consequently, no more than one family member may serve on the same committee.

For purposes of this policy, family members are defined as spouse, child, step-child, parent, stepparent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, significant other, or any other member of an individual family household, or that have such familial relationships as are specifically identified above that live in separate households.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

8. ORIENTATION

Each committee shall have an orientation packet for new members which includes:

- A. A copy of this policy.
- B. Copies of any laws, regulations, and/or other applicable policies pertaining to the operation of County committees in general, as well as those specific to the committee, including the establishing authority, by-laws, and plans and goals of the committee.
- C. Copies of the last three (3) committee minutes and recent reports prepared for the Board of Supervisors review, as well as a schedule of meetings if one exists.
- D. A copy of the committee's rules of procedure, whether Rosenberg's Rules or Roberts' Rules of Order.
- E. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the committee.
- F. Information regarding any ad-hoc or subcommittees including, but not limited to, descriptions, list of ad-hoc or subcommittee members, or other pertinent materials.

It shall be the responsibility of County staff to assemble the orientation packet and to convey it to the committee chairperson. The committee chairperson, or his or her designee, shall provide these orientation materials to new committee members prior to their being seated as a member. County staff shall be responsible for supplying updated rosters to the committee chairperson and the remaining committee members.

9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare by-laws which shall, at a minimum, contain the sections and information contained in "Appendix 2 – Bylaws," which is attached hereto and incorporated herein by reference, and must be approved by the Board of Supervisors. Committees have the flexibility to add additional by-law provisions providing that they do not conflict with, or negate, the required provisions contained in Appendix 2 of this policy.
- 9.2 Newly formed committees shall have adopted by-laws approved by the Board of Supervisors within 90 calendar days of the committee's first meeting.
- 9.3 Existing committees named in Appendix 1, attached hereto, shall have adopted by-laws approved by the Board of Supervisors not later than 90 days after the committee's next scheduled meeting that occurs after the adoption of this policy.

10. REPORTING AND REVIEWS

- 10.1 Each committee shall select a member (or staff if available and approved by the administering department head) to prepare and maintain meeting minutes.
 - A. Minutes shall, at a minimum, contain the information noted in "Appendix



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

3 – Minutes,” which is attached hereto and incorporated herein by reference. However, committees are at liberty to add additional information to their minutes.

- B. For committees that meet quarterly or less frequently, draft minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. For committees that meet more frequently, adopted minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. In turn, the Clerk of the Board shall prepare an informational agenda item to submit the minutes to the Board of Supervisors. The Clerk of the Board may attach multiple committee minutes to a single consent item.
- C. If the selected committee member fails to produce the meeting minutes within the required timeframe, then it will be up to the committee chair to immediately prepare and submit the minutes.

10.2 Each committee shall prepare and submit an annual written report to the Board of Supervisors, through the Clerk of the Board, by April 1st of each year, beginning in 2023, that includes a summary of their activities and accomplishments during the last year, as well as committee goals and initiatives for the next year.

- A. Each annual report shall minimally include the following information:
 - A. An overview of the projects/issues/topics considered by the committee in the preceding year;
 - B. How the projects/issues/topics fall within the committee’s purpose;
 - C. Any issues impeding committee effectiveness; and
 - D. Goals and objectives for the next year.
- B. Committees are at liberty to add additional information to the annual report as they see fit.

10.3 It is the intent of this policy that written reports are communications between the committees and the Board of Supervisors and will, consequently, be written and prepared by the committee members rather than staff.

10.4 Written reports should be submitted to the Clerk of the Board of Supervisors who will schedule and prepare a Board of Supervisors item in coordination with the committee chairperson.

10.5 Committees that do not submit a report by May 1st of each year shall be reviewed by the Board of Supervisors and appropriate action, including dissolution of the committee



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

prior to the sunset date, may be considered.

- 10.6 An agenda item for a mid-term review of each committee shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the second year of the committee's four year term.
- 10.7 Agenda items for sunset reviews shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the last year of the committee's four year term, but prior to its sunset date, to allow the Board to consider the committee's purpose, effectiveness, and possible sunset date extension.
- 10.8 Mid-term and sunset board reviews will nominally include consideration of the annual reports, and will provide the committee members the opportunity to provide feedback regarding the committee's objectives relative to its purpose, as well as to allow the Board of Supervisors to provide direction.

11. STANDING RULES

- 11.1 If required, committee members shall take the loyalty Oath of Office, found in "Appendix 4 – Oath of Office," which is attached hereto and incorporated herein by reference, upon appointment or reappointment and prior to voting on any matter presented to the committee on which they serve. Oaths of Office may be administered by the Clerk of the Board, or the head of the administering department.
- 11.2 Any committee member who receives any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties, are required to complete ethics training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.
- 11.3 Committees and their members are responsible for conducting public business for the County of Mariposa and are, therefore, subject to the provisions of California Government Code Section 54950 et seq. (the Ralph M. Brown Act), which mandates open meetings for local legislative bodies.
 - A. Exceptions to this rule are ad-hoc or sub-committees established by the committee, which consist of less than a quorum of the committee. If an ad-hoc or sub-committee consists of a quorum of the committee, it will be subject to the Brown Act.
- 11.4 Committee members shall be responsible for having a working knowledge of the establishing ordinance or resolution, by-laws, federal or state mandates, or any other governing regulations that define and set forth the intent and purpose of their assigned committee, and shall only represent and take action on matters related thereto.
- 11.5 Meeting minutes can only be approved by members who attended the meeting, or by



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

those who have reviewed existing meeting audio.

- 11.6 If the committee membership changes enough to prevent a set of minutes from being approved by the original members in a number that equals or exceeds a quorum of the committee, and if no recording exists for new members to review to become qualified to vote on the minutes, then minutes may be deemed approved and marked as a “Technical Approval” under this policy.
- 11.7 Draft and approved minutes are to be posted to the agenda management system by County staff.
- 11.8 Comments, decisions, or actions by discretionary committees are wholly advisory and it is not the responsibility, or within the authority, of an advisory committee to make decisions, manage, or direct the delivery of services or facilities.
- 11.9 Contact between the committee and county staff should be made through the committee chair. The committee chair is responsible for ensuring that contacts between the committee and county staff remain fluid and timely.
- 11.10 Committee members represent the County of Mariposa and shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial/pecuniary gain or for any other purpose not directly related to the governmental function they have been appointed to perform.
- 11.11 Committee members shall not misrepresent the scope of their influence or authority in matters assigned to their committee or represent recommendations of their respective advisory body as official county policy until such time as formal action, such as adoption of a resolution, has been taken by the Board of Supervisors.
- 11.12 Committee members shall not represent the committee before any other committee, commission, outside agency, the press, or the general public unless authorized as the designated spokesperson by the committee.
- 11.13 The County is committed to providing a safe and dignified environment for all employees and volunteers, alike. Consequently, committee members are subject to all County human resources policies including, but not limited to, the Policy Against Discrimination and Harassment in the Workplace and the Injury, Illness, and Prevention Program. All new and returning committee members are responsible for understanding these policies and for conducting themselves in a professional and inclusive manner. Zero tolerance will be exhibited in any instance where a committee member is found to be out of compliance with any County human resources policy.
- 11.14 In the event that any committee member fails to adhere to one or more County human resource policies, staff shall document the issue, whether observed or reported by others, and submit the matter to the Human Resources division for investigation.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Written documentation shall specifically address the following:

- A. The allegation of misconduct or wrongdoing in detail;
- B. Citation of relevant policy, if known;
- C. Dates, times, and places where event or events occurred;
- D. Names of the people involved, as well as their contact information where available; and
- E. Any other relevant information which would help determine whether there is a basis for any charge of misconduct, wrongdoing, or policy noncompliance.

- 11.15 Upon receipt of a complaint against a committee member, the Human Resources division shall so inform the department head of the administering department as well as the Board of Supervisors and shall commence an investigation. The committee member in question shall be automatically suspended from his or her committee duties while the investigation is being conducted.
- 11.16 The Human Resources division shall conclude its investigation within forty-five (45) days, and shall issue its findings.
- 11.17 Any findings of noncompliance shall result in automatic removal of the committee member from all County committees upon which the member serves.

EXHIBIT "A"



Policy Specifying Guidelines, Procedures, and
Standing Rules for County Advisory Boards,
Commissions, and Committee

APPENDIX 1 – INITIAL SUNSET DATES

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards

APPENDIX 1 – INITIAL SUNSET DATES

COMMITTEE	ADMINISTERING DEPARTMENT	INITIAL LENGTH (YEARS)	SUNSET DATE	COMMENT
1 YEAR				
Community Recreation Facility Advisory Committee	Administration	1	10/31/2023	Inactive. Created in 2019. No appointments made.
Housing Rehabilitation and Loan Advisory Board	Administration	1	11/30/2023	Inactive
Housing Program Advisory Committee	Planning	1	8/31/2023	Inactive
Surface Mining Technical Advisory Committee	Planning	1	9/30/2023	Inactive
Town of Mariposa Transit Center Feasibility Study Citizens Advisory Committee	Planning	1	10/31/2023	Inactive
Yosemite West Planning Advisory Committee	Planning	1	11/30/2023	Inactive
Coulterville Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	No current members. Last appointment expired on 12-31-2019
Catheys Valley Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	All committee members expired on 12-31-2021
Mariposa Town Cemetery Ad Hoc Committee	Public Works	1	11/30/2023	Inactive
2 YEARS				
Agricultural Advisory Committee	Planning	2	8/31/2024	
Connect Mariposa Advisory Board	Administration	2	8/31/2024	
El Portal Planning Advisory Committee	Planning	2	9/30/2024	
Fire Advisory Committee	Fire	2	11/30/2024	
Local Child Care Planning Council	HHSA	2	11/30/2024	
Parks and Recreation Commission	Public Works	2	9/30/2024	
Wawona Town Planning Advisory Committee	Planning	2	10/31/2024	
3 YEARS				
Business Assistance/Microenterprise Loan Advisory Board	Administration	3	8/31/2025	
Child Care Task Force	Administration	3	8/31/2025	
Coulterville Planning Advisory Committee	Planning	3	9/30/2025	
Fish Camp Town Planning Advisory Council	Planning	3	9/30/2025	

Greeley Hill Planning Advisory Committee	Planning	3	10/31/2025
Historic Sites and Records Preservation Commission	Planning	3	10/31/2025
Mariposa County Commission on Aging	HHSA	3	11/30/2025

4 YEARS

Airport Advisory Committee	Public Works	4	11/30/2026
Catheys Valley Community Planning Advisory Committee	Planning	4	8/31/2026
Code Compliance Advisory Committee	Planning	4	11/30/2026
Creative Placemaking Strategy Advisory Committee	Planning	4	9/30/2026
Midpines Planning Advisory Committee	Planning	4	9/30/2026
Merced River Trail	Planning	4	10/31/2026

COMMITTEES NEEDING APPROVAL BY THE BOS SITTING AS A DIFFERENT ENTITY:

Air Pollution Control District Hearing Board	APCD
Coulterville Service Area No. One Advisory Board	CSA-1
In-Home Supportive Services Advisory Committee	IHSS Public Authority
Local Transportation Commission Technical Advisory Committee	LTC
Social Services Transportation Advisory Council	LTC
Water Agency Advisory Board	Mariposa County Water Agency
Yosemite West District Advisory Committee	Yosemite West District Board of Directors

COMMITTEES NOT SUBJECT TO THIS POLICY:

INTERNAL OR OPERATIONAL COMMITTEES/ENTITIES
--

Mariposa County Planning Commission	
Community Corrections Partnership	Dept: Probation
Disaster Council	Dept: Sheriff
Emergency Medical Care Committee	Dept: HHSA/Health
Mariposa County Safety Committee	Dept: County Counsel/Risk Manager

APPEALS BOARDS UNDER THE BOARD OF SUPERVISORS - Function differently than advisory committees
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Medical Services Program Appeal Board	HHSA
Building Department Advisory and Appeals Board	Building
Local Enforcement Agency (LEA) Hearing Panel	HHSA/Environmental Health
Wawona Appeals Board	Planning



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committee

APPENDIX 2 – BYLAWS

Article 1 – Purpose and Authority

Section A – The committee is established under authority of <State Code, Ordinance, Board Resolution with date, or Joint Powers Agreement with date.>

Section B – Its purpose is <as set forth in the establishing authority.>

Section C – The <Advisory Committee's name> is advisory to the Board of Supervisors (or the Planning Commission and the Board of Supervisors) and, as such, shall not take part officially in, nor shall it lend its influence to, any political causes or issues.

Section D – <Advisory Committee's name> is advisory to <list department(s), Planning Commission if appropriate> and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The <Advisory Committee's name> is not empowered by ordinance, resolution, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The <Advisory Committee's name> is limited to <number> members in accordance with the establishing authority. (Add membership categories, if necessary.)

Section B – Each term is for a period of <as set forth in the establishing authority.>

Section C – If a member of the <Advisory Committee's name> is absent from three successive regular meetings of the <Advisory Committee's name> without reasonable cause, as determined by the committee chair, the office becomes vacant automatically. The Advisory Board shall immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A - The advisory committee shall elect a Chairperson, and a Vice-Chairperson annually at the first meeting of the calendar year (or other time period as defined by the committee), and a Secretary.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act, and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed.

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, agendas, and meeting actions must be in compliance with the Ralph M. Brown Act, the Americans with Disabilities Act (A.D.A.), and all other applicable laws and policies. County staff shall be responsible for posting meeting agendas on the County’s agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, notices or agendas shall be mailed upon written request.

- 1) As County-affiliated entities, the tops of all committee agendas shall display the County emblem in compliance with the County Branding Policy.
- 2) The bottoms of all agendas shall provide a contact for A.D.A. assistance similar to “In compliance with the Americans with Disabilities Act, if special assistance is required to participate in this meeting, please contact the <Name of Person or Position and contact information if not given elsewhere on the agenda.>

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittee shall be open to the public to the extent required by the Brown Act. Those meetings which are required to be open to the public according to the Brown Act are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all <Advisory Committee’s name> meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg’s Rules of Order <or, alternatively, Robert’s Rules of Order> shall govern the operation of the committee in all cases not covered by these by-laws.

Section G – Each voting member has one vote and no proxy.

EXHIBIT "A"



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committee

APPENDIX 3 – MINUTES

(This Appendix is provided merely as a guide of the minimal things that must be captured in Action Summary Minutes. Committees are at liberty to add more information to suit their needs.)

<Committee Name>

<Meeting Date> ACTION SUMMARY MINUTES

Location of Meeting:

Present at Meeting:

Seeing a quorum, the regular meeting of the <Committee Name> was called to order at <time A.M or P.M> by Chair <Name>.

The committee proceeded to consider the agenda and the following actions were taken or direction given:

Item 1. (Number each item) <Description from the agenda>

Record the meeting ACTIONS. Narrating the discussion that led to the action is not necessary.

For a motion:

By a unanimous vote *(if not unanimous, define the vote, for instance: 5 ayes, 2 nays, with Smith abstaining)*, the committee approved the motion of <Name of Person>, with a second by <Name of Person>, to <describe the motion.>

Alternate format:

On the motion of <Name of Person>, with a second by <Name of Person>, the committee approved the motion to <describe the motion.>

AYES: Name1, Name2 <last names only, typically listed in alphabetical order>; NAYS: Name3;

ABSTAIN: Name4

For direction *(usually requests for some kind of follow-up action at a future meeting):*

<Name of Person> was requested to research the issue of <define what was requested> and return with a report at the <date> meeting.

<TIME A.M. or P.M.> There being no further business, the meeting was adjourned *(either by the Chair, or on a motion, second, and vote – depending on the committee's procedures.)*

Minutes submitted by,

<Name of Person who Prepared the Minutes>

EXHIBIT "A"



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committee

APPENDIX 4 – OATH OF OFFICE

(Some committees may require signed Oaths. Please check with the Clerk of the Board's office.)

I, [State your Name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Committee Name	When it was Adopted	The Authority	Required/ Not Required	Active/ Inactive	Department	Purpose	Proposed Dissolution (N/A, Yes, No, Committee Support)	Date of Last Meeting
Mariposa County Solid Waste AB 939 Local Task Force	Resolution 2003-116 April 15 2003	PRC 40900 – 40977; Resolution 2003-116; CCR Title 14, Section 18788; Resolution 2007-539; Resolution 2014-156; Resolution 2017-36	Yes	Active	Public Works Department	Review and comment on the planning documents regarding the five-year County Integrated Waste Management Plan (CIWMP) and to provide solid waste programs in accordance with CCR Title 14, Section 18788. To ensure a coordinated and cost-effective regional recycling system, the task force shall do all of the following: Identify solid waste management issues of countywide or regional concern; Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region; Facilitate the development of multi-jurisdictional arrangements for the marketing of recyclable materials; To the extent possible, facilitate resolution of conflicts and inconsistencies between goals, policies, and procedures which are consistent with guidelines and regulations adopted by the board, to guide the development of the sitting element of the countywide integrated waste management plan.	N/A	2/13/2020
Behavioral Health Board	Resolution 2017-289 May 16 2017	Welfare and Institutions Code 5604; Resolution 2017-289; Resolution 2017-340	Yes	Active	Clerk of the Board; Administered by HHSA	As mandated by Section 5604.2 of the California Welfare and Institutions Code, the Behavioral Health Board shall: Review and evaluate the community's mental health needs, services, facilities and special problems. Review any county agreements entered into pursuant to W&IC Section 5650. Advise the Mariposa County Board of Supervisors and the local mental health director as to any aspect of the local mental health program. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Submit an annual report to the Mariposa County Board of Supervisors on the needs and performance of the County's mental health system. Review and make recommendations on applicants for the appointment of a local director of behavioral health services. The Behavioral Health Board shall be included in the selection process prior to the vote of the Board of Supervisors. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.	N/A	12/4/2024
First 5 of Mariposa County	Ordinance 944 May 18 1999	CA Children and Families Program – HSC [130140]; Ordinance 1063; Ordinance 1032; Ordinance 1024; Ordinance 944; Resolution 2000-295; Resolution 2005-496	Yes	Active	HHSA	Create and implement a comprehensive, collaborative, and integrated system of information and services to promote, support, and optimize early childhood development from the prenatal stage to five (5) years of age.	N/A	12/9/2024
Law Library Trustees	Ordinance 169 November 10 1953 (re established in accordance with BPC 6300)	Business & Professions Code Section 6301 and 6301.5; Mariposa County Code Chapter 2.44; Resolution No. 1991-19; Ordinance 856; Ordinance 971; Ordinance 169	Yes	Active	County Counsel	To insure maintenance and updating of the Law Library.	N/A	12/5/2024
Local Agency Formation Commission (LAFCo)	Lafco Resolution 001 August 16 1966	Government Code Section 56329; LAFCo Resolutions 2014-4 and 2014-5	Yes	Active	Planning Department	To review and approve/disapprove proposals for formation of, or annexation to, special districts. Assures orderly formation of local governmental agencies based upon local conditions and circumstances.	N/A	2/27/2024

Local Child Care Planning Council	Resolution 1998-378 October 13 1998	Education Code – EDC 8499-8499.7; Resolution 1998-378; Resolution 1998-379	Yes	Active	HHSA	To serve as a forum to address the child care needs of all families and for all child care programs, both subsidized and non-subsidized in Mariposa County.	N/A	unknown
Local Enforcement Agency Hearing Panel (LEA)	Resolution 1992-191 April 14 1992	PRC Section 44308(a)(5); Resolution 1992-191; Resolution 1995-219	Yes	Active	HHSA	To conduct hearings, determine the facts and issue binding decisions pertaining to the County Solid Waste Management Plan and other solid waste issues in Mariposa County.	N/A	unknown
Local Transportation Commission Technical Advisory Committee	LTC Resolution 1987-2 February 17 1987	PUC 131265 (d); LTC Resolution 1987-1; LTC Resolution 1987-2	Yes	Active	Public Works Department	To make recommendations to the LTC on matters such as the Regional Transportation Plan, and the annual transportation planning Work Program.	N/A	12/4/2024
Safety Committee	Resolution 1991-181 April 23 1991	Resolution 1991-181; Resolution 2015-330; Resolution 2017-556; Senate Bill 198, Labor Code 6401	Yes	Active	County Counsel/ Risk Management	To provide a safer workplace for County employees, reduce accidents and injuries through a concerted and educated effort, and to maintain County compliance with all applicable State and Federal safety laws, (Senate Bill 198, Labor Code Section 6401.7, which requires that every employer establish, implement, and maintain an effective Injury Prevention Program.)	N/A	7/18/2024
Social Services Transportation Advisory Council	LTC Resolution 1988-2 April 19 1988	LTC Resolution 1988-2; PUC 99238; LTC Resolution 1988-3	Yes	Active	Public Works Department	Advise the Transportation Planning Agency regarding needs, including coordination and consolidation of specialized transportation services per PUC Section 99238.	N/A	10/30/2024
Air Pollution Control District Hearing Board	Resolution 1973-94 August 28 1973	Resolution 1973-94; Health and Safety Code Sections 40800, 40801, and 40804	Yes	N/A	HHSA - Environmental Health Division	Required by state law. An appeals board to hear appeals from denials of the Air Pollution Control Officer for construction or variances.	N/A	N/A
Airport Advisory Committee	Resolution 1993-387 July 6 1993	Resolution 2021-517; Resolution 2010-262; Resolution 2009-479; Resolution 2008-456; Resolution 2004-352; Resolution 1993-387	No	Active	Public Works Department	The Airport Advisory Committee was established as an advisory group to the Mariposa County Planning Commission and the Board of Supervisors. To advise and provide recommendations to the Board of Supervisors on the preparation and adoption of an airport comprehensive land use plan for the Mariposa-Yosemite Airport. To review, advise, and provide recommendations to the Planning Commission and Board of Supervisors on land use projects in the Mt. Bullion area that may affect airport operations. To advise and provide recommendations to the Board of Supervisors on the preparation and adoption of an airport master plan, with said airport master plan to include consideration of the operation of the airport.	N	12/9/2024
Americans with Disabilities (ADA) Advisory Committee	Resolution 2023-605 November 7 2023	Resolution 2023-605	No	Active	Public Works Department	Advise and make recommendations to the Board of Supervisors and Public Works Department regarding ADA compliance and matters pertaining to individuals with disabilities.	Y	never
Area 12 Agency on Aging PSA-12 Agency	Services Provider/PSA A12AA (88-92)	Joint Powers Agreement Between the Counties of Alpine, Amador, Calaveras, Tuolumne, and Mariposa.	No	Active	HHSA	Advise Governing Board in accordance with appropriate laws, rules, regulations and by-laws; six meetings per year; meetings held in Tuolumne County.	N	12/16/2024
Building Department Advisory and Appeals Board	Resolution 1986-92 March 11 1986	Resolution 1986-92; Resolution 2003-206; Resolution 2005-151; Ordinance 1073	No	Active	Building Department	Provide technical advice, as requested, to the Building Department and/or Board of Supervisors, pertaining to building construction in Mariposa County. Serve as screening committee to make recommendations re: hiring of Chief Building Inspector. Shall hear appeals based upon disputes between persons in building industry and Building Department re: decision adversely affecting appellant.	N	unknown

Catheys Valley Cemetery Ad Hoc Committee	Resolution 1992-578 November 10 1992; Ordinance 838 October 27 1992	Ordinance 838; Resolution 1992-578; Ordinance 1012; HSC 8115 says county "may by ordinance prescribe such standards governing burial ..." No	No	Active	Public Works Department - Recreation Division	Conducting day-to-day operation of the Catheys Valley Cemetery, controlling interments therein pursuant to rules approved by the Board of Supervisors, preparation of proposed rules regarding operations/interments in the Catheys Valley Cemetery for Board approval, resolution of public grievances through the Deputy Director, Parks & Recreation.	Y	unknown
Catheys Valley Community Planning Advisory Committee	Resolution 2016-112 March 8 2016 Rescinded Resolution 2003-438 December 2 2003 Rescinded Resolution 1994-273 June 28 1994; Ordinance 973 April 9 2002	Resolution 2016-112; Ordinance 973 No	No	Active	Planning Department	To prepare and recommend a Community Plan; Prepare applicable implementation regulations – such as zoning and design review – for the Community Plan to be adopted by the Board of Supervisors; and make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.	Y	6/22/2023
Commission on Aging	Resolution 1982-14 January 19 1982 Rescinded Resolution 1978-169 October 3 1978	Resolution 1982-14; Resolution 1983-238; Resolution 1988-106; Resolution 1991-46; Resolution 2005-584; and Resolution 2023-623 No	No	Active	HHSA	To provide better communication between the aging, the aged, and the balance of the community and to assist such persons in taking advantage of available opportunities to find solutions to community problems which may affect them.	Y	10/23/2024
Coulterville Cemetery	Resolution 1992-578 November 10 1992; Ordinance 838 October 27 1992	Ordinance 838; Resolution 1992-578; Ordinance 1012; HSC 8115 says county "may by ordinance prescribe such standards governing burial ..." No	No	Active	Public Works Department - Recreation Division	Conducting day-to-day operation of the Coulterville Cemetery, controlling interments therein pursuant to rules approved by the Board of Supervisors, preparation of proposed rules regarding operations/interments in the Coulterville Cemetery for Board approval, resolution of public grievances through the Deputy Director, Parks & Recreation.	Y	unknown
Coulterville Planning Advisory Committee	Resolution 1988-173 April 19 1988; Ordinance 973 April 9 2002	Resolution 1993-183; Resolution 1993-397; Resolution 1996-409; Ordinance 973 No	No	Active	Planning Department	Advisory and Resource to the Planning Commission, review and provide recommendations on development proposals, site plans and bldg. designs within the Historic Preservation Area of Coulterville; guidance and technical assistance to persons wishing to construct in historic preservation area of Coulterville; review, maintain and recommend updating standards, programs and specifications of Historic Preservation portion of this document and such implementing ordinances or regulations as may be developed by the County. Provide recommendations to County Officials concerning issues and quality of life in Coulterville.	Y	3/31/2024
Coulterville Service Area No. One Advisory Board (AKA Countywide County Service Area)	Resolution 1995-63 February 14 1995 Rescinded CSA No. 1 Resolution 1980-001 March 11 1980	Resolution 1991-475; Resolution 1995-63; Resolution 1997-24 No	No	Active	Public Works Department	Acts in an advisory capacity to the Board of Directors on matters affecting policies and the operations of the Coulterville Service Area No. One; reviews summaries from the Public Works Department of expenditures by vendors and labor activities, revenues and utility capital fund balances and provides input as appropriate; review status reports on maintenance activities conducted prior to meetings and upcoming planned maintenance activities and reviews and provides input for upcoming capital projects. The Advisory Board will be kept informed by the Public Works Department and given copies of the service area operational and maintenance manuals, including new manuals as they are prepared.	N	11/15/2021

County Code Compliance Advisory Committee	Resolution 2021-331 June 8 2021	Resolution 2021-331; Resolution 2021-682	No	Active	Planning Department	Develop recommendations to the Board of Supervisors for an effective code compliance process and program. Develop recommendations for innovative public policy and programs that address residents' needs while also mitigating alleged violations. Support the work of staff in the conduct of fact finding and data gathering necessary to the CCAC to develop informed recommendations. Provide periodic assessment and evaluation of, and feedback to the Board of Supervisors regarding the success of an amended code compliance process and programs.	Y	12/20/2024
Creative Placemaking Strategy Advisory Committee	Resolution 2018-26 January 16 2018	Resolution 2018-26; Resolution 2019-525	No	Active	Planning Department	Assist staff in pursuing grant funding and other resources to support a consultant-led process to develop a Creative Placemaking Strategy (CPS); Formulate, design, implement and participate in a public management program involving stakeholders in the community, for the establishment of a CPS; Support the work of staff and/or consultants in the conduct of fact finding and data gathering necessary to: identify existing placemaking resources and opportunities, and recommend projects, programs and policies needed to efficiently implement the General Plan and Economic Vitality Strategy's placemaking goals; Support the work of staff and/or consultant in the development, approval and implementation of a CPS: the CPS shall facilitate the implementation of the 2006 General Plan's placemaking goals, and address the creative placemaking aspects of the Economic Vitality Strategy, and the CPS shall identify, evaluate and recommend the implementation of feasible placemaking projects, programs and policies that are addressed in the General Plan. Provide periodic assessment, evaluation of, and feedback to the Board of Supervisors regarding the success of the Creative Placemaking Strategy.	N	12/16/2024
Fire Advisory Committee (MCFAC)	Resolution 2019-303 June 4 2019	Resolution 2019-303; Resolution 2019-415; Resolution 2020-627; Resolution 2022-539; Resolution 2023-596	No	Active	County Fire	To make recommendation for fire related issues to the Board of Supervisors, which will facilitate the implementation and ongoing maintenance of the Countywide Community Wildfire Protection Plan (CCWPP) and other needed fire plans, strategies, goals and documents (For the full purpose and functions see Res. 19-303)	N	12/18/2024
Fish Camp Town Planning Advisory Council	Resolution 2000-96 Rescinded ... Resolution 1983-298 October 11 1983; Ordinance 973 April 9 2002	Resolution 2007-73; Ordinance 973	No	Active	Planning Department	This Committee is appointed as an advisory group to the County Planning Commission and also serves as a resource group and as such should provide information and suggestions to prospective developers upon request... (Additional duties see page 3, Res. 00-96).	Y	10/26/2024
Historic Sites and Records Preservation Commission	Ordinance 870 February 15 1994	Ordinance 870; Ordinance 1157	No	Active	Planning Department	(1) prepare and recommend a Plan; (2) prepare applicable implementation regulations – such as zoning and design review – for the Plan to be adopted by the Board of Supervisors; and (3) make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.	N	12/9/2024

						To: Formulate, design, implement and participate in a public and stakeholder engagement program to ensure full participation by the community and stakeholders in the housing programs planning process required by the referenced 2014 -2019 Mariposa County Housing Element Program 2.1; Identify, evaluate and recommend the implementation of feasible programs to address the housing needs of all economic segments of the community, including the needs of special populations such as the homeless, disabled, elderly and seasonal workers; Support the work of staff and consultants in the conduct of fact-finding and data gathering necessary to identify housing programs and related operation, administration and management of such programs; Identify, evaluate and recommend to the Board of Supervisors management and administrative frameworks, operations, best practices and inter-governmental and public-private partner relationships to ensure the successful, permanent, ongoing operation of housing programs; Provide periodic assessment, evaluation and feedback to the Board of Supervisors regarding the success of programs and related administration and management approved for implementation; Coordinate with other public agencies, and with for profit and non-profit entities to identify and facilitate implementation of housing programs; and Identify, evaluate, recommend and facilitate the acquisition of grant and other funding to facilitate the development of housing for extremely low, very low, low, and moderate incomes and for populations with special housing needs.	N	7/25/2024
Housing Program Advisory Committee	Resolution 2017-365 June 6 2017	Resolution 2017-365; Resolution 2017-607; Resolution 2023-521	No	Active	Planning Department			
In Home Supportive Services Advisory Committee (IHSS)	Resolution 2002-144 May 14 2002; December 16 2003	WIC (12301.3) (AB 1682); Ordinance 1002; Resolution 2002-144; Resolution 2002-420; Resolution 2003-63; Resolution 2005-99; Resolution 2011-04, Resolution 2011-589, Resolution 2013-118; Resolution 2021-74	No	Active	HHSA	(1) submit recommendation to the Board of Supervisors on the preferred mode of services to be utilized in the County for IHSS; and (2) provide ongoing advice and recommendation regarding IHSS related to the delivery of Services to the Board of Supervisors, and administrative body in the County that is related to the delivery and administration of IHSS, and the Governing body and Administrative Agency of the public authority, non-profit consortium, contractor and public employees.	N	12/16/2024
Mariposa Advisory Task Force (MATF)	Resolution 2024-87 March 5 2024 Amended ... Resolution 2002-276 July 16 2002	Resolution 2002-276; Resolution 2003-006; Resolution 2004-003; Resolution 2024-87	No	Active	Planning Department	Review and evaluate the Town Plan and its policies and programs to provide recommendations for plan updates, including but not limited to: Consideration and review of existing development conditions to establish current baseline development data. Evaluate and recommend zoning and development standards changes considering alignment with the Development Code update. Establish plan update task prioritization list as relates to County project advancements within the plan area, such as the Creek Parkway, Fournier Road Bridge, Streetscape Improvement Plan, Gateway Murals, and Elements. Evaluation and review of Mariposa Public Utility District (MPUD) Service Area Annexation to the Town Plan Area for creation of any plan update needs recommendations. Consider and recommend circulation and any additional street improvement program in the Town Plan Area. Provide recommendations to implement, modify, update, or eliminate programs or policies and propose new programs or policies responsive to the needs of the Town Plan Area for economic development, as well as alignment of the Town Plan for County housing objectives and the 2024 Housing Element Update.	N	6/23/2004

Mariposa Town Cemetery Ad Hoc Committee	Ordinance 838; Resolution 1992-578; Ordinance 1012; (Final Budget Hearings for FY 98-99 Transferred Cemetery Function to PWD/Parks & Rec.); Resolution 2006-235; HSC 8115 says county "may by ordinance prescribe such standards governing burial ..." Resolution 1992-578 November 10 1992; Ordinance 838 October 27 1992	No	Active	Public Works Department	Conducting day-to-day operations of the Mariposa Town Cemetery, controlling interments therein pursuant to rules approved by the Board of Supervisors, preparation of proposed rules regarding operations/interments in the Mariposa Town Cemetery for Board approval, resolution of public grievances through the Community Services Director.	N	12/4/2024
Merced River Trail Community Working Group	Resolution 2019-405 July 9 2019 Resolution 2019-405; Resolution 2021-661	No	Active	Planning Department	Formulate, design, implement and participate in a public stakeholder engagement program to ensure appropriate participation by the development of the Merced River Trail Master Plan; Provide technical expertise in topic areas germane to the Merced River Trail Master Plan, including but not limited to: the trail's regulatory context; trail construction and maintenance; existing trail conditions; right of way acquisition; environmental conservation, including wildlife habitat and water quality issues; public health advocacy and promotion; cultural interpretation and conservation; community design and aesthetics; and trail programming; Support the work of staff and consultants in the conduct of fact finding and data gathering necessary to (1) identify and negotiate significant coordinative and logistical hurdles in achieving the trail; (2) recommend projects, programs, and policies needed to efficiently implement the community's vision for the trail; and (3) ultimately realize the recommendations contained in the Merced River Trail Master Plan; Provide periodic assessment, evaluation of, and feedback to the Board of Supervisors regarding the success of the Merced River Trail Master Plan.	Y	9/18/2024
Midpines Planning Advisory Committee	Resolution 10-159 April 6 2010 Rescinded Resolution 2003-383 October 21 2003; Ordinance 973 April 9 2002 Resolution 2017-34; Ordinance 973; Resolution 10-159; Resolution 95-451; Resolution 89-55	No	Active	Planning Department	(1) prepare and recommend a Community Plan to the Mariposa County Planning Commission; (2) prepare and recommend applicable implementation regulations for the Plan – such as zoning and design review – to be adopted by the Board of Supervisors; and (3) make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.	CS	11/13/2024
Parks and Recreation Commission	Ordinance 177 April 10 1956 Mariposa County Code Chapter 2.56; Ordinance 1069; Ordinance 177; Ordinance 469	No	Active	Public Works Department	To act in an advisory capacity to the Board of Supervisors in respect to public recreation: planning, maintenance, development and operation of all recreation areas/facilities owned, controlled, and/or leased by the County. To make recommendations to the Board regarding the acquisition and/or development of recreation areas and facilities.	N	11/14/2024
Planning Commission	Ordinance 848 January 19 1993 Amended Ordinance 632 November 27 1984 Amended ... Ordinance 387 August 13 1974 Ordinance 632 amending Chapter 2.52; Ordinance 848	No	Active	Planning Department	To hear and decide on applications for land use permit or variance permit; appeals from an order, requirement, permit, decision or determination made by county staff in administration and enforcement of zoning regulations; applications for tentative map and parcel map waiver; Environmental Impact Reports.	N	12/10/2025
Water Agency Advisory Board	Resolution WA 23 September 20 1977 Mariposa County Water Agency Act (Chapter 2036, Statutes of 1959) as amended by Chapter 638, Statutes of 1977	No	Active	Public Works Department	Recommends to Water Agency Board of Directors the terms of any loan to be considered; investigates any grant and makes recommendations to the Board of Directors of the Water Agency with respect to the MID Water Funds and FERC relicensing process and surface and ground water issues.	N	10/24/2024

Wawona Town Planning Advisory Committee	Resolution 1998-197 May 26 1998 Rescinded; Resolution 1982-82 April 27 1982; Ordinance 973 April 9 2002	Resolution 99-10; Resolution 98-197; Ordinance 973; Resolution 13-222	No	Active	Planning Department	Act as an advisory body to the Mariposa County Planning Commission and the Board of Supervisors for the purpose of developing a specific plan for the Wawona Community Planning Area and for the purpose of making recommendation for implementation.	Y	5/31/2024
Yosemite West District Advisory Committee	Resolution 1981-003 June 9 1981 (established the District Advisory Committee); Resolution 1995-119 March 28 1995 (consolidated Budget Advisory Committee into District Advisory Committee)	Resolution 1995-119; Authority History: Yosemite West Dist.- Res. Nos. 1981-3; 82-1; 85-5, Yosemite West Budget Advisory Ad Hoc Committee-MO 12/11/90; Resolution 2014-308	No	Active	Public Works Department	Review, comment and offer recommendations regarding annexation or other adjustments or any matters relative to contracts or agreements outside the service area boundaries; and to make recommendations concerning the Yosemite West Budget.	N	12/12/2024
Agricultural Advisory Committee	Ordinance 475 (repealed) February 7 1978; Ordinance 1014 December 14 2004; Ordinance 1015 December 14 2004; and Resolution 2004-529 (re-established the Committee) December 21 2004	Resolution 2004-529; Ordinance 1014; Ordinance 1015	No	Active	Planning Department	Advise and provide recommendations on agricultural issues associated with the General Plan and zoning, including requests for General Plan and Zoning Ordinance or map amendments involving agricultural lands and issues; Review and provide recommendations on applications for new Williamson Act (Land Conservation Act) Contracts, applications for cancellation of Williamson Act (Land Conservation Act) Contracts, and non-renewal of Williamson Act (Land Conservation Act) Contracts; Review and provide recommendations on policies for the implementation of the Williamson Act (Land Conservation Act) in Mariposa County; and to provide recommendations to the Board of Supervisors on matters of importance to the agricultural community and agricultural industry.	N	10/3/2024
Central Sierra Broadband Utility Zone Consortium	Resolution 2021-696 December 21 2021	Resolution 2021-696	No	Inactive	Administration - Economic Development	To make ubiquitous broadband available to the Central Sierra Counties through aggregation of users, engagement of providers and potential users, simplification of county and municipal policies and outreach to the unserved and underserved members of the region.	Y	inactive
Childcare Task Force	Resolution 2021-588 October 19 2021	Resolution 2021-588	No	Inactive	Administration	Assist staff and consultants through the process of developing a child care feasibility study. Formulate, design, implement and participate in a public engagement program involving stakeholders in the community, for the discussion of child care needs in Mariposa County. Support the work of staff and/or consultants in the conduct of fact finding and data gathering necessary to: i. identify existing child care providers in Mariposa County, and ii. determine how to construct the data into a study, and iii. recommend projects, programs, and policies, as well as identify goals needed to efficiently address the findings of the 2019 Child Care Needs Assessment. Work with Mariposa County High School, the University of California Merced and Merced Community College to create a Career and Technical Education (CTE) program for Mariposa County. Provide periodic assessment, evaluation of, and feedback to the Board of Supervisors regarding the success of the child care feasibility study, as well as achievements of the Child Care Task Force.	Y	inactive

El Portal Planning Advisory Committee	Resolution 2003-383 October 21 2003 Rescinded ... Resolution 1980-118 July 15 1980; Ordinance 973 April 9 2002	Resolution 2003-383; Resolution 2003-383a; Ordinance 973	No	Inactive	Planning Department	(1) provide Town representation and recommendations in any collaborative planning effort with the National Park Service for the El Portal Administrative Site; prepare and recommend a collaborative plan for the El Portal Town Planning Area; (2) prepare applicable implementation regulations – such as zoning and design review – for the Town Plan to be adopted by the Board of Supervisors and recommend appropriate development standards for collaboration between the County and National Park Service; and (3) make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.	CS	inactive
Greeley Hill Planning Advisory Committee	Resolution 2003-386 October 21 2003 Rescinded Resolution 1988-210 May 10 1988; Ordinance 973 April 9 2002	Resolution 2003-386; Resolution 2013-24	No	Inactive	Planning Department	(1) prepare and recommend a Plan; (2) prepare applicable implementation regulations – such as zoning and design review – for the Plan to be adopted by the Board of Supervisors; and (3) make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors.	Y	inactive
Surface Mining Technical Advisory Committee	PRC 2740; 18.02.010 Ordinance 499 on February 27 1979	Mariposa County Code Chapter 18.02; Surface Mining and Reclamation Act of 1975 – AKA PRC 2710 – 2796.5	No	Inactive	Planning Department	Processing and advisory agency to Planning Commission in administration of Surface Mining and Reclamation Act of 1975.	N	inactive
Yosemite West Planning Advisory Committee	Resolution 2003-385 October 21 2003 Rescinded Resolution 1998-210 June 9 1988; Ordinance 973 April 9 2002	Resolution 1998-210; Resolution 2003-385; Ordinance 973	No	Inactive	Planning Department	(1) prepare and recommend a Special Plan addressing issues of transient occupancy, development of undeveloped lots, accessory dwellings, bed and breakfast inns, and other issues related to the site development and build-out of the subdivision; (2) prepare and recommend applicable implementation regulations – such as zoning, design review, and other site development standards – for the Special Plan to be adopted by the Board of Supervisors; (3) make recommendations to the Planning Commission and other bodies on planning-related projects and other matters as directed by the Board of Supervisors; and (4) after conclusion of Special Plan process, recommend to the Board of Supervisors land development and regulatory standards for undeveloped and un-subdivided property within the boundary of the Yosemite West Special Planning Area.	Y	inactive
Disaster Council	Ordinance 600 May 24 1983; then amended by Ordinance 709 June 21 1988; then amended by Ordinance 1131 February 6 2018	Mariposa County Code Chapter 2.80.040; Ordinance 600; Ordinance 709; Ordinance 1131; GOV 8610	No	N/A	Sheriff	The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within Mariposa County in the event of an emergency and to provide for the coordination of the emergency functions of this county with all other public agencies, corporations, organizations and affected private persons. It shall be the duty of the Disaster Council and it is empowered, to review and recommend for adoption by the County Board of Supervisors emergency preparedness and mutual aid plans and agreements and such ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least annually upon the call of the chair or, in his absence from the County or inability to call such meeting, upon the call of the vice-chair.	N	N/A
Medical Services Program Appeal Board	Resolution 1984-351 November 26 1984	Resolution 1984-351	No	N/A	HHSA (HSD/ Social Services)	To hear appeals from denial of eligibility for the County Medical Services Program, or from any adverse action proposed or taken.	N	N/A
Wawona Appeals Board	Ordinance 698	Ordinance 698; GOV 65900	No	N/A	Planning Department	Appeals Board shall hear and decide on: An Appeal of a Planning Commission action on a variance application; An Appeal of a Planning Commission action on a conditional use permit application; An Appeal of a Planning Commission action on a subdivision application; Disputes between the County and the Park Service regarding issuance of building permits.	N	N/A

LEGEND	
Color	Meaning
Green	Required by Law and Active
Blue	Required by Law and Activity is N/A because it meets as necessary
Yellow	Not Required by Law and Active
Orange	Not Required by Law and Inactive
Pink	Not Required by Law and Activity is N/A because it meets as necessary

Public Comment Submission

From No Reply <noreply@civicplus.com>

Date Tue 1/14/2025 9:14 AM

To Board Clerk <board-clerk@mariposacounty.org>

Submitted by: Kathleen Armstrong

Email Address: labuelita@sti.net

Commented on event: <https://mariposacoca.portal.civicclerk.com/event/605/overview>

If you are having trouble viewing the URL above, cut and paste the string into your browser window.

User comment: January 13, 2024 Mariposa County Board of Supervisors Re: Agenda Item I. 1. Dear Board: Tucked neatly and practically hidden in a spreadsheet in attachments for staff recommendations for dissolution of certain committees in this county, it comes as a shock that one of the most diligent, dedicated and active committees in this county, the Code Advisory Compliance Committee has been recommended to be dissolved. The work of this Committee provides not only valuable research, expertise and recommendations for substantive changes in policies and procedures for county building and planning but some much needed oversight in an advisory capacity. It is my understanding that the CCAC has performed much, if not all of its mission despite the changes in members and with questionable response from the departments to implement its recommendations. The collective experience and expertise of its members represents literally hundreds of years in local government administration, legal research and implementation, building trade and other professions. The work of the CCAC is and should continue to be a mainstay and a lever of guidance and oversight which is otherwise sorely lacking. The reluctance to respect, appreciate and cooperate with this august committee is concerning and points to an overall lack of willingness on the part of the department to adopt policies and procedures that would improve department function including practical staffing and budgets. It appears that the mechanisms to recruit, vet, hire and maintain qualified and capable staff at sustainable levels is a serious problem. But the overall lack of response to CCAC recommendations points to other serious problems. It is unbelievable that there is a recommendation to disband this valuable committee and pushing to hire an outside consultant i.e. Mintier Harnish at an astounding rate of \$500,000 or perhaps like the Oracle software situation, a compounding cost to the county and hence county taxpayers. Is this consultancy meant to perform the work that should ostensibly be done by staff? Regardless, the move to disband CCAC is a slap in the face to CCAC committee members who worked on a volunteer basis and to every taxpayer in this county. The trend towards hiring consultants in this county is concerning and points to mismanagement at the very least, in addressing departmental issues and failures. A gentle reminder that the CCAC was formed in direct response to some of the policies recommended by this law firm a few years ago. If you will recall, there was a public outcry and large public attendance at the BOS meetings regarding building codes and plans that were proposed at that time. Many were unacceptable and in some cases, overly punitive, short-sighted and regressive. Do we really want to go down this same road again? I urge you all to seriously consider maintaining this committee through, if not beyond its term which ends in November 2026. Sincerely, Kathleen Armstrong/tax paying property owner and resident, Mariposa County