

**AGENDA**  
**BOARD OF SUPERVISORS**  
**SONOMA COUNTY**  
**575 ADMINISTRATION DRIVE, ROOM 102A**  
**SANTA ROSA, CA 95403**

**TUESDAY**

**DECEMBER 9, 2014**

**8:30 A.M.**

(The regular afternoon session commences at 2:00 p.m.)

Susan Gorin	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Vacant	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

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Santa Rosa CityBus: Rt. 14

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**APPROVAL OF THE CONSENT CALENDAR**

The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

**PUBLIC COMMENT**

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

**8:30 A.M. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF THE AGENDA**

(Items may be added or withdrawn from the agenda consistent with State law.)

**II. BOARD MEMBER ANNOUNCEMENTS**

**III. CONSENT CALENDAR**

(Items 1 through 55)

**PRESENTATIONS/GOLD RESOLUTIONS**

(Items 1 through 7)

**PRESENTATIONS AT THE BOARD MEETING**

1. Adopt a Gold Resolution honoring Ralph Benson on his retirement, and for his years of service as Executive Director of the Sonoma Land Trust. (First District and Agricultural Preservation and Open Space District)
2. Adopt a Gold Resolution honoring Ray Peterson for his Twenty Years of service on the Sonoma County Board of Education. (Second District)
3. Adopt a Gold Resolution recognizing the Sonoma County Baby History Project and Book Publication. (Third District)
4. Adopt a Gold Resolution recognizing DeWayne Starnes, PRMD Deputy Director – Engineering & Construction, for his 33 years of dedicated service. (Permit and Resource Management Department)

**PRESENTATIONS AT A DIFFERENT DATE**

5. Adopt a Gold Resolution recognizing the Career of State Senator Noreen Evans and her service to Sonoma County.
6. Adopt a Gold Resolution recognizing the Career of Assemblymember Wes Chesbro and his service to Sonoma County.
7. Adopt a Gold Resolution recognizing the Career of Assemblymember Mariko Yamada and her service to Sonoma County.

**SONOMA COUNTY WATER AGENCY**

(Directors: Gorin, Rabbitt, Zane, Carrillo)

8. Authorize the Water Agency's General Manager to execute the Rate Agreement with the Power and Water Resources Pooling Authority for the Whitney Point Solar Project for up to 3 MW of solar power for a term of 20 years, in a form substantially similar to that provided, following review and approval by County Counsel as to form.



CONSENT CALENDAR (Continued)

9. Sea Ranch Wastewater –  
Authorize the Chair to execute an agreement with Stantec Consulting, Inc. to provide wastewater treatment plant capacity assessment and analysis for the amount of \$60,000; agreement terminates on December 31, 2015. (Fifth District)
  
10. Federal Legislative Advocacy Agreements –  
Authorize the Chair to execute agreements with: Van Ness Feldman to provide advocacy services related to federal funding for restoration, planning, research, monitoring, and project implementation and environmental regulatory issues in the amount of \$169,200; Alcalde & Fay to provide advocacy services related to flood control, sanitation, water supply, water recycling projects, and implementation of the Russian River Biological Opinion in the amount of \$193,200; Natural Resource Results, LLC to provide advocacy services related to extreme weather research, reservoir operations, federal administration and congressional outreach, and recycled water in the amount of \$183,600; agreements terminate on December 31, 2016.

**SONOMA COUNTY WATER AGENCY**

(Directors: Gorin, Rabbitt, Zane, Carrillo)

**AND**

**SONOMA VALLEY COUNTY SANITATION DISTRICT**

(Directors: Gorin, Rabbitt, Mayor Rouse)

11. Adopt an amendment to the Conflict of Interest Code of the Sonoma County Water Agency and the Sonoma Valley County Sanitation District.

**AUDITOR CONTROLLER-TREASURER TAX COLLECTOR**

12. Approve the County of Sonoma Statement of Investment Policy.
  
13. Review and accept the Annual Compliance Audit Report of the Sonoma County Treasury Investment Pool for the Fiscal Year ended June 30, 2013.

**AUDITOR CONTROLLER-TREASURER TAX COLLECTOR**

**AND**

**SONOMA COUNTY WATER AGENCY**

**AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT**

**COMMUNITY DEVELOPMENT COMMISSION**

**NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT**

(Directors/Commissioners: Gorin, Rabbitt, Zane, Carrillo)

14. Adopt a Concurrent Resolution of the Board of Supervisors and all Districts governed ex-officio by the Board of Supervisors renewing authorization for the County Treasurer to assume full responsibility for all transactions and expenditures related to the investment and reinvestment of funds on deposit in the County Treasury.

CONSENT CALENDAR (Continued)

**COMMUNITY DEVELOPMENT COMMISSION**

(Commissioners: Gorin, Rabbitt, Zane, Carrillo)

15. Accept the Fiscal Year 2013-14 Housing Successor Agency Annual Report.

**COUNTY ADMINISTRATOR**

16. Adopt a Resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for Fiscal Year 2013-14 for the Regional Parks Department and the Department of Transportation and Public Works.
17. Authorize the County Administrator to execute Amendment No. 3 to the services agreement with Granicus Inc. to extend the term for one year to October 20, 2015, and to increase the amount by \$17,144 for a new total not-to-exceed amount of \$47,654 for live and archived web-streaming video and closed captioning services for the Board of Supervisors and other County meetings and trainings.
18. Adopt a policy directing staff to prepare an annual report from Boards, Commissions, Committees and Task Forces, and to provide an annual recognition event for members of the Boards, Commissions, Committees, and Task Forces.
19. Authorize the County Administrator to execute a Personal Services Agreement with Robert Ochs as Chief Probation Officer from December 13, 2014 to December 31, 2016.
20. Authorize the Chair to execute a Personal Services Agreement with Jennifer Traumann as Director of the Sonoma County Department of Child Support Services, commencing on November 11, 2014 through November 10, 2017.

**COUNTY ADMINISTRATOR/  
AUDITOR CONTROLLER-TREASURER TAX COLLECTOR/  
INFORMATION SYSTEMS/GENERAL SERVICES**

21. Accept the quarterly update on the Enterprise Financial System Project Implementation.

**ECONOMIC DEVELOPMENT BOARD**

22. 2014 Sonoma County Tourism Annual Report & 2015 Marketing Plan – Adopt a Resolution approving and confirming the Annual Report for 2014 and the 2015 Marketing Plan prepared by the Sonoma County Tourism Board with a presentation to the Board of Supervisors in April, 2015; and levy of the Annual Assessment for the Sonoma County Tourism Business Improvement Area to remain effective through the upcoming calendar year, 2015.

**FIRE AND EMERGENCY SERVICES**

23. Adopt a 30 day extension of the Resolution proclaiming a drought emergency in Sonoma County.

CONSENT CALENDAR (Continued)

24. Adopt a Resolution terminating the proclamation of a local state of emergency in the Sonoma County Operational Area due to damage arising from the August 24, 2014, South Napa Earthquake.
25. Authorize the Fire and Emergency Services Department Director to execute the Fiscal Year 2014 Urban Areas Security Initiative Memorandum of Understanding with the City and County of San Francisco for the receipt of Urban Areas Security Initiative regional grant funds in the amount of \$498,278 for staff, Public Health planning and medical incident response, and lead development for California Water/Wastewater Agency Response (CalWARN) web-based planning effort.

**FIRE AND EMERGENCY SERVICES/COUNTY ADMINISTRATOR**

26. Adopt a Revised Sonoma County Operational Area Emergency Operations Plan, Resolutions Approving Standby Officer Designations for each member of the Board of Supervisors and Order of Succession for the Director of Emergency Services, and Amend Chapter 10 of the County Code.

**GENERAL SERVICES**

27. Item Removed from the Agenda.
28. 2015 Pacific Gas and Electric Local Government Partnership Contract Extension –
  - (A) Authorize the Director of General Services to execute an amendment to the existing contract with Pacific Gas and Electric Company (PG&E) extending the Sonoma County Energy Watch Local Government Partnership through December 31, 2015.
  - (B) Authorize the Director of General Services to execute amendments with PG&E, in a form approved by County Counsel, to receive additional funds that may become available during the course of this contract.

**GENERAL SERVICES**

**AND**

**COMMUNITY DEVELOPMENT COMMISSION**

(Commissioners: Gorin, Rabbitt, Zane, Carrillo)

29. County Properties for Homeless Safe Parking Program –
  - (A) Approve a County Center parking lot for use as an overnight Homeless Safe Parking Program site for up to thirty vehicles, consistent with the Scattered-Site Safe Parking Funding Grant Agreement for Fiscal Year 2014-2015 between the Sonoma County Community Development Commission and Catholic Charities of Santa Rosa.
  - (B) Make a finding under Government Code section 26227 and authorize the County Administrator to execute a license agreement and other ancillary documents with Catholic Charities of Santa Rosa, as required, in order to utilize a County Center parking lot for the Homeless Safe Parking Program for the period December 9, 2014 to June 30, 2015. (Third District)

CONSENT CALENDAR (Continued)

**GENERAL SERVICES**  
**AND**  
**COUNTY COUNSEL**

30. Authorize the Chair to execute a Non-Disclosure Agreement and Indemnity & Release Agreement with Fuel Cell Energy, Inc. to allow the County to inspect a replaced component of the County's fuel cell.

**GENERAL SERVICES**  
**AND**  
**HUMAN SERVICES**

31. Human Services Paulin Intake Service Delivery Renovation: Design Team Fee Approval - Authorize the Chair to execute a Master Services Agreement Task Order with Glass Architects to provide professional design services for the amount of \$160,500. (Third District)
32. Authorize the General Services Director to execute a lease with Cornerstone Properties II S, LLC, for approximately 4,985 sq. ft. of office space for Human Services Adult and Aging Division, in Building H located at 3645 Westwind Boulevard, Santa Rosa, for an initial rental rate of \$1.70 per sq. ft. per month (\$8,474 per month or \$101,694 per year), subject to adjustment as more particularly described in said lease, for an initial 2-1/2-year term to expire on May 31, 2017.

**GENERAL SERVICES**  
**AND**  
**SHERIFF**

33. Authorize the Chair to execute an amendment to Agreement #2610 with Stantec Architecture, Inc. to provide additional engineering services for the Burdell Communications Facility in the amount of \$2,500 which expires on June 30, 2015. (Second District)
34. Authorize the Chair to execute an amendment to Agreement #2612 with Stantec Architecture, Inc. to provide additional engineering services for the Meyers Grade Communications Tower in the amount of \$10,200 for a new contract maximum of \$64,300, through June 30, 2015. (Fifth District)

**HEALTH SERVICES**

35. Investment in Mental Health Wellness Act of 2013 Implementation and California Health Facilities Financing Authority Grant Report – Adopt a Resolution:
- (A) Accepting an Investment in Mental Health Wellness Grant of \$2,000,000 from the California Health Facilities Financing Authority for relocation and expansion of the Crisis Stabilization Unit; and
  - (B) Confirming the Department of Health Services Director's delegated authority to execute the grant agreement on behalf of the County.

CONSENT CALENDAR (Continued)

**HEALTH SERVICES/TRANSPORTATION AND PUBLIC WORKS**

36. Authorize the Director of Health Services to execute the first amendment to a cooperative funding agreement with Sonoma County Transportation Authority to accept additional Measure M revenue to support the Sonoma County Safe Routes to School Program, increasing the contract by \$78,000 resulting in a new total not-to-exceed amount of \$156,000, and extending the term from June 30, 2015 to June 30, 2018.

**HUMAN RESOURCES**

37. Authorize the Director of Human Resources to execute an amendment extending the current agreements with Manpower Incorporated and Nelson Staffing temporary help service agreements for short-term staffing needs of 90 days or less, for the period of January 1, 2015 through December 31, 2015.

**HUMAN RESOURCES**

**AND**

**SONOMA COUNTY WATER AGENCY**

**AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT**

**COMMUNITY DEVELOPMENT COMMISSION**

**NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT**

(Directors/Commissioners: Gorin, Rabbitt, Zane, Carrillo)

38. Authorize the Director of Human Resources to execute agreements with seven selected classification and compensation consulting firms, in amounts not-to-exceed \$50,000 per agreement, per annum, for three-year terms.

**HUMAN SERVICES**

39. Authorize the Human Service Director to execute a contract amendment for a one year pilot program through December 31, 2015, with the Redwood Empire Food Bank to provide CalFresh education and application assistance for an additional \$161,600, in an amount not-to-exceed \$186,600.

**INFORMATION SYSTEMS**

40. Authorize the Director of Information Systems to execute an agreement with Hicks Professional Group for as-needed technical staffing services for two years ending December 31, 2016 at a not-to-exceed amount of \$900,000 per year or a total not-to-exceed amount of \$1,800,000.

**PERMIT AND RESOURCE MANAGEMENT DEPARTMENT**

41. Land Conservation Contract, Louis and Raelene Neve; AGP14-0187 –  
Adopt a Resolution to:  
(A) Find the project exempt from CEQA;  
(B) Approve a new Land Conservation Contract (Williamson Act Contract), and the attached Land Conservation Plan for property located at 2645 Bodega Avenue, Petaluma, APN 021-010-065; and  
(C) Authorize the Chair to execute the contract. (Second District)

CONSENT CALENDAR (Continued)

42. Lot Line Adjustment between two parcels with Land Conservation Contract, owned by Gary Felder et al and Eleanor Phipps Price et al; LLA14-0005 –  
Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment between two parcels with one parcel subject to a Land Conservation Contract for property located at 1957 and 1951 Felder Road, Sonoma; APN’s 142-011-004, -005, and -007. (First District)
43. Land Conservation Act Contract Replacement; AGP 13-0016 -  
Adopt a Resolution authorizing the Chair to execute a replacement Land Conservation Act Contract, categorical exemption, for 134.23 acres owned by Richard Idell for Nuns Canyon, LLC for property located at 2449 Nelligan Road Sonoma, APN 051-180-011. (First District)
44. Approve the Comprehensive Planning Work Plan Fiscal Years 2015-16 and 2016-17 to include additional projects as directed by the Board.

**PERMIT AND RESOURCE MANAGEMENT DEPARTMENT**

**AND**

**SONOMA COUNTY WATER AGENCY**

(Directors: Gorin, Rabbitt, Zane, Carrillo)

**AND**

**SONOMA VALLEY COUNTY SANITATION DISTRICT**

(Directors: Gorin, Rabbitt, Mayor Rouse)

45. Adopt a Resolution authorizing the Chair of the Board of Directors of the Sonoma Valley County Sanitation District to execute an Outside Service Area Agreement for public sewer service to property located at 20675 Broadway, Sonoma California; APN: 128-311-020. (First District)

**PROBATION**

46. 2014 Justice Assistance Grant –
  - (A) Adopt a Resolution authorizing the Chief Probation Officer, on behalf of the County, to submit a 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) application to the California Board of State and Community Corrections and to accept funding for the period March 1, 2015, through December 31, 2017, in the amount of \$2,145,000.
  - (B) Authorize the Chief Probation Officer to add 1.0 FTE Department Program Manager, effective March 1, 2015, contingent upon securing the JAG Grant, which would fund the position.

**REGIONAL PARKS**

47. Adopt a Resolution authorizing execution of a State Standard Agreement for Moorland Housing-Related Parks Program Grant. (Fifth District)

CONSENT CALENDAR (Continued)**RETIREMENT**

48. Retirement Board Election Results for the Third, Eighth, and Eighth Alternate Trustee Positions
- (A) Adopt a Resolution ordering that no election be held and directing the County Clerk to cast a unanimous ballot for the only nominated candidate, Christel Querijero, for the Retirement Board Third Trustee position (general members) of the Sonoma County Employees' Retirement Association.
- (B) Adopt a Resolution ordering that no election be held and directing the County Clerk to cast a unanimous ballot for the only nominated candidate, Neil Baker, for the Retirement Board Eighth Alternate Trustee position (retired members) of the Sonoma County Employees' Retirement Association.
- (C) Adopt a Resolution adopting the election results for the Eighth Trustee position (retired member) of the Sonoma County Employees' Retirement Association (SCERA) Board, declaring John Pels elected to the Eighth Trustee position.

**TRANSPORTATION AND PUBLIC WORKS**

49. Adopt a Resolution establishing all-way stop controls at the intersection of Warm Springs Road (#6602) and Henno Road (#66049). (First District)
50. Authorize the Chair to execute the First Amendment to the Agreement with SCS Engineers for management and engineering support services of the existing landfill gas system and the leachate collection and removal system at the Central Disposal Site until the effective date of the Master Operations Agreement, at which time it will be terminated, increasing the not-to-exceed amount from \$25,000 to \$65,000. (Second District)
51. Leachate Hauling - Approve the award of and authorize the Purchasing Agent to execute Purchase Orders with (1) Industrial Carting as primary vendor for a one-year period with two (2) one-year optional extensions for the Roblar, Sonoma, Guerneville and Healdsburg closed landfills (First, Second, Fourth and Fifth Districts); and (2) Gualala Community Services District as primary vendor for a one-year period with two (2) one-year optional extensions for the Annapolis closed landfill (Fifth District).
52. Authorize the Chair to execute an agreement for the purchase and installation of a fully contained car wash rack system for the Charles M. Schulz – Sonoma County Airport. (Fourth District)

**MISCELLANEOUS**

53. Approve the Minutes of the Meeting of November 24, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and Approve the Minutes of the Meeting of November 24, 2014 for the Sonoma Valley County Sanitation District.

CONSENT CALENDAR (Continued)

**APPOINTMENTS/REAPPOINTMENTS**

(Items 54 - 55)

54. Reappoint Brian Sobel to serve as a public member-at-large of the Golden Gate Bridge, Highway and Transportation District Board of Directors for a two-year term beginning on January 1, 2015 and ending on January 1, 2017. (Countywide)
  
55. Maternal, Child and Adolescent Health Advisory Board Appointments –
  - (A) Appoint Casey McChesney to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2015 and ending on December 31, 2016.
  - (B) Reappoint Marta Flax Tilling, Annie Nicol, Amanda Silva, Adrienne Davis, Karla Fittipaldi, Ed Sheffield, Jeff Miller, Grace Harris, Renee McKenna, and Mignon Evans to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2015 and ending on December 31, 2016. (Health Services)



**IV. REGULAR CALENDAR**

(Items 56 through 60)

**COUNTY ADMINISTRATOR**

56. Receive an update on Climate Action work performed in 2014.

**AGRICULTURAL COMMISSIONER**

57. Receive a Report on the re-organization concept for the Agricultural Commissioner's Office, and Adopt a Resolution amending the department's allocation list accordingly, conceptually approving the funding increase associated with re-organization, and authorizing a change in the department's name to Department of Agriculture and Weights and Measures.

**SONOMA COUNTY WATER AGENCY**

(Directors: Gorin, Rabbitt, Zane, Carrillo)

58. Receive a Report on the Biological Opinion Phase 2 Letter of Credit – Authorize the General Manager to undertake actions necessary to procure a standby Letter of Credit in the amount of \$8,606,560 as described in the Memorandum of Agreement with California Department of Fish and Wildlife, including execution of an agreement with U.S. Bank for such a Letter of Credit in substantially the form presented to this Board, following review and approval by County Counsel as to form.

**SHERIFF**

59. Authorize the Sheriff to execute the necessary contracts to implement a Body Worn Camera program. The value of the contracts shall not exceed \$1,155,856. The term of all three contracts is five years from the date of execution.
- (A) Evidence.com Master Services Agreement for software management and cloud storage services;
  - (B) A Professional Services Agreement for installation and maintenance services;
  - (C) A Sales Agreement for the purchase of Taser International, Inc. equipment.

**BOARD OF SUPERVISORS**

60. Approve a fee waiver for the amount of \$1,142 for the historic Rio Nido sign project. (Fifth District)

**V. CLOSED SESSION CALENDAR**

(Items 61 through 65)

61. The Board of Commissioners of the Community Development Commission will consider the following in closed session: Public Employee Performance Evaluation – Community Development Commission Executive Director (Gov’t. Code Section 54957(b)(1)).
62. The Board of Supervisors will consider the following in closed session: Conference with legal Counsel – Existing Litigation – Gary Lee Pickard, Jr. v. Marcus Holton, an individual; U.S. District Court-Northern District Case No.: cv-121489 JST. (Gov’t. Code Section 54956.9(d)(1)).
63. The Board of Commissioners of the Community Development Commission will consider the following in closed session: Conference with legal Counsel – Existing Litigation – Sonoma County Community Development Commission v. CBS Outdoor, Inc, Sonoma County Superior Court Case No. MCV 233349. (Gov’t. Code Section 54956.9(d)(1)).
64. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation – Renewed Efforts of Neighbors Against Landfill Expansion (“RENALE”) an unincorporated association vs. County of Sonoma, a political subdivision of the State of California; Sonoma Compost Company, a corporation; Sonoma County Waste Management Agency, a public agency, U.S. District Court-Northern District Case No.: 3:14-cv-03804 TEH. (Gov’t. Code Section 54956.9(d)(1)).
65. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – California ex rel. Sherwin v. Office Depot, Inc., Los Angeles Superior Court Case No. BC410135. (Gov’t. Code Section 54956.9(d)(1)).

**VI. REGULAR AFTERNOON CALENDAR**

(Items 66 through 75)

**2:00 P.M. - RECONVENE FROM CLOSED SESSION**

66. Report on Closed Session.
67. **PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA** (Comments are restricted to matters within the Board's jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)
68. Permit and Resource Management Department: Review and possible action on the following:
- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
  - b) Acts and Determinations of Project Review and Advisory Committee
  - c) Acts and Determinations of Design Review Committee
  - d) Acts and Determinations of Landmarks Commission
  - e) Administrative Determinations of the Director of Permit and Resource Management

**PERMIT AND RESOURCE MANAGEMENT DEPARTMENT**

69. **2:10 P.M. – AGP14-0188** - Expansion of an Agricultural Preserve 2-335 and a new Land Conservation (Williamson) Act Contract (Second District)
- a) APPLICANT: DMT Land Company LLC
  - b) LOCATION: 640 Carmody Rd, Petaluma
  - c) ASSESSOR'S PARCEL NO.: 027-260-003
  - d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
  - e) REQUEST: Conduct a Public Hearing and Adopt a Resolution authorizing the Chair to 1) expand Agricultural Preserve 2-335; and 2) execute a Non-Prime Land Conservation Act Contract for 25 +/- acres. (Uncontested)
70. **2:10 P.M. – AGP14-0174** - Expansion of an Agricultural Preserve 1-249 and a new Land Conservation (Williamson) Act Contract (First District)
- a) APPLICANT: Jim Bundschu for Eagle Creek Pacific, LLC
  - b) LOCATION: 2340 Napa Road, Sonoma
  - c) ASSESSOR'S PARCEL NO.: 126-101-033, 126-101-018, and 126-101-019
  - d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
  - e) REQUEST: Conduct a Public Hearing and Adopt a Resolution authorizing the Chair to 1) expand Agricultural Preserve 2-338; and 2) to execute a Prime Land Conservation Act Contract for 146.76 +/- acres as requested. (Uncontested)

REGULAR AFTERNOON CALENDAR (Continued)

71. **2:10 P.M.** – **AGP14-0184** - Expansion of an Agricultural Preserve 2-510 and a new Land Conservation (Williamson) Act Contract (Second District)
- APPLICANT: Kathy Tresch
  - LOCATION: 3645 Roblar Road, Petaluma
  - ASSESSOR'S PARCEL NO.: 027-040-021 and 024-080-003
  - ENVIRONMENTAL DOCUMENT: Categorical Exemption
  - REQUEST: Conduct a Public Hearing and Adopt a Resolution authorizing the Chair to 1) expand Agricultural Preserve 2-510; and 2) execute a Non-Prime Land Conservation Act Contract for 310.96 +/- acres. (Uncontested)
72. **2:10 P.M.** – **AGP13-0007** - Agricultural Preserve Expansion and New Land Conservation Contract (First District)
- APPLICANT: George and Loretta Gajdos
  - LOCATION: 21250 Burndale Road, Sonoma
  - ASSESSOR'S PARCEL NO.: 126-061-036
  - ENVIRONMENTAL DOCUMENT: Categorical Exemption
  - REQUEST: Conduct a Public Hearing and Adopt a Resolution authorizing the Chair to expand an Agricultural Preserve and execute a new Land Conservation Contract for 10.12 acres. (Uncontested)
73. **2:10 P.M.** – **ZCE13-0003** - Scenic Landscape Unit designation and Scenic Resource zoning (First District)
- APPLICANT: N/A
  - LOCATION: a one mile portion of Highway 12 at the entrance to The Springs community.
  - ASSESSOR'S PARCEL NO.: N/A
  - ENVIRONMENTAL DOCUMENT: Within scope of General Plan 2020 Environmental Impact Report.
  - REQUEST: Conduct a Public Hearing, Adopt a Resolution, and Adopt an Ordinance establishing Scenic Landscape Unit designation and Scenic Resource zoning along a one mile portion of Highway 12 at the west entrance to The Springs community.
74. **2:10 P.M.** – **PLP11-0040** - Third General Plan Amendment Package for 2014; General Plan/Specific Plan Amendments, Zone Change, Lot Line Adjustment and 3 Lot Subdivision. (First District)
- APPLICANT: Hanna Boys Center
  - LOCATION: 17000 Arnold Drive, Sonoma
  - ASSESSOR'S PARCEL NO.: 133-111-023 and 133-112-020, 133-130-047 and -011.
  - ENVIRONMENTAL DOCUMENT: Mitigated Negative Declaration
  - REQUEST: Conduct a Public Hearing and 1) Adopt a Resolution to adopt a Mitigated Negative Declaration and approve a General Plan and Specific Plan Amendments, 2) Adopt an ordinance for a Zone Change, and 3) Approve a Minor Subdivision/Lot Line Adjustment.
75. **ADJOURNMENTS**

**NOTE: The next regular meeting will be held on January 6, 2015.**



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 1  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Agricultural Preservation and Open Space District Board of Directors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** No Vote Required

**Department or Agency Name(s):** Sonoma County Agricultural Preservation and Open Space District

**Staff Name and Phone Number:**

Misti Arias, 565-7264

**Supervisorial District(s):**

All

**Title:** Ralph Benson Gold Resolution

**Recommended Actions:**

Adopt a resolution from the Sonoma County Board of Directors, State of California Honoring Ralph Benson for his leadership of land conservation and management efforts throughout Sonoma County.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Not Applicable

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
Not Applicable			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution			
<b>Related Items “On File” with the Clerk of the Board:</b>			

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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**A Joint Resolution of the Board Of Supervisors of The County of Sonoma, State of California, and of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, Commending Ralph Benson for his years of service to the District and the County as the Executive Director of the Sonoma Land Trust**

**Whereas,**

Ralph is retiring after 11 years as Executive Director of the Sonoma Land Trust, and after a total of 35 years working in land conservation, including 24 years with the well-respected national conservation organization Trust for Public Land; and

**Whereas,**

During his tenure as Executive Director of the Sonoma Land Trust, his organization increased protected acreage in Sonoma County by more than 33,000 acres, ensuring that future generations will know the beautiful places saved by his vision and expertise; and

**Whereas,**

Ralph guided the Sonoma Land Trust in its successful efforts to partner with the Agricultural Preservation and Open Space District on eight projects, totaling 25,976 acres, throughout the County; and these projects preserve important natural resources, wildlife habitat, and working forests, including the 5,000 acre Baylands Project, the largest private tidal marsh restoration project on San Francisco Bay; 1,300 acres of coastal prairie and 23,000 acres of redwood/Douglas fir forests on the North Coast's Jenner Headlands; Pole Mountain, Preservation Ranch, and the globally-rare Pitkin Lily in Pitkin Marsh; and securing a broader wildlife corridor in the Sonoma Valley; and

**Whereas,**

Ralph led the Sonoma Land Trust to expand public recreational opportunities through the transfer of properties to Sonoma County Regional Parks for the Tolay Lake Regional Park and the Sonoma Valley Regional Park; and through the Sonoma Land Trust's *On the Land* program to enable hundreds of people to visit protected lands and thereby experience a sense of this beautiful place; and

**Whereas,**

Ralph has led and grown the Sonoma Land Trust during challenging economic times, created a nationally-accredited conservation program with high caliber professional staff, which has earned the respect of the local and national conservation communities; and within the Sonoma Land Trust, created a culture of respect, autonomy, celebration and appreciation, while maintaining a consistent spirit of generosity and good humor,

**Whereas,**

Ralph, a community leader, forged the Sonoma County Parks Alliance, which assisted to keep California State Parks open in Sonoma County; and

**Now, Therefore, Be It Resolved**

That the County of Sonoma and the Sonoma County Agricultural Preservation and Open Space District congratulates Ralph Benson on the occasion of his retirement from the Sonoma Land Trust, and thanks him for his years of working together with Sonoma County and the District.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**





County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 2  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor David Rabbitt, 707/565-2241

**Supervisorial District(s):**

Second District

**Title:** Gold Resolution

**Recommended Actions:**

Adopt a gold resolution Honoring and Acknowledging Ray Peterson for his Twenty Years of Outstanding Service to the People of Sonoma County on the Sonoma County Board of Education.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 4: Civic Services and Engagement

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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**Resolution of the Board of Supervisors of the County of Sonoma, State of California,  
Honoring Ray Peterson for Twenty Years of Outstanding Service on the  
Sonoma County Board of Education Representing Area 2**

**Whereas,** Ray Peterson was elected to the Sonoma County Board of Education in 1994 to represent Area Two, the Southwest Area of Sonoma County, and provided the people of Sonoma County with twenty years of outstanding service; and

**Whereas,** Ray has been both dedicated and innovative in his service on the board, an example of which is the attendance scholarship he and his wife Ettamarie created in the Alternative Education program in 2006 which provides a graduating senior with the best attendance record a \$500 certificate at graduation which is used to reimburse this student for secondary education costs at college or a trade school; and

**Whereas,** Ray also has given his time and encouragement to students by volunteering in classrooms where he mentored students in the subjects of science and math; and

**Whereas,** During his time on the Sonoma County Board of Education, Ray served as a consistent advocate for Career Technical Education Programs as well as acting as a proponent of strong fiscal management in the County Office; and

**Whereas,** during his tenure on the Board of Education, Ray served in a number of leadership positions including two terms as both President and Vice President, he also served as treasurer, and as an executive officer participated on the California County Boards of Education for a total of five years; he also served on the California School Boards Association - on their Delegate Assembly, on their Board of Directors, their Annual Conference Planning Committee and their Legislative Action Committee;.

**Now, Therefore, Be It Resolved** that the Sonoma County Board of Supervisors does hereby honor and acknowledge Ray Peterson for his twenty years of outstanding service to the people of Sonoma County on the Sonoma County Board of Education representing Area 2.

Resolution #

Date:

Page 2

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number: 3**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor Shirlee Zane  
(707) 565-2241

**Supervisorial District(s):**

Third District

**Title:** Gold Resolution

**Recommended Actions:**

Gold Resolution Recognizing The Sonoma County Baby History Project And Book Publication.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			



# County of Sonoma

## State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

4/5 Vote Required

### **Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California Recognizing The Sonoma County Baby History Project And Book Publication.**

**WHEREAS**, in 1867, Sonoma County’s first maternity ward and hospital was built by the Board of Supervisors to care for the county’s poorest families and underserved mothers; and

**Whereas**, the County of Sonoma has one of California State’s highest rates of native born residents establishing their vocations locally, raising their families in our cities, living here through their retirement and subsequently passing along their Sonoma County legacy and values; and

**WHEREAS**, in 2013, local authors, teachers, health care providers and the Sonoma County Historical Society began an online project, “Sonoma County Baby” to record these family histories, as told by native Sonomans; and

**WHEREAS**, over three thousand locals stepped forward to submit their family stories online, with a “special pride of place” to celebrate their roots, history and unique connection with Sonoma County; and

**WHEREAS**, on October 25, 2014, a selection of these stories was published in a keepsake history book, called “Sonoma County Baby,” which now is gifted to mothers giving birth at Sonoma County’s new Sutter Santa Rosa Regional Hospital. The book records the new baby’s birth information, photo and creates a keepsake connection with them to their local ancestry; and

**WHEREAS**, the Sonoma County Baby book, is available online free to all Sonoma County residents, which includes a graphic timeline of our County’s origins and historical milestones.

**NOW, THEREFORE, BE IT RESOLVED** that the Sonoma County Board of Supervisors hereby honors the authors, artists and native participants in the Sonoma County Baby Book project along with Sutter Health for their sponsorship, which has helped memorialize and pass along these Sonoma County legacies to future generations.

#### **Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Resolution #

Date:

Page 2

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**





County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 4  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit & Resource Management Department

**Staff Name and Phone Number:**

Tennis Wick 565-1925

**Supervisorial District(s):**

all

**Title:** Gold Resolution

**Recommended Actions:**

Adopt a Gold Resolution recognizing DeWayne Starnes, PRMD Deputy Director – Engineering & Construction, for his 33 years of dedicated service.

**Executive Summary:**

None

**Prior Board Actions:**

None

**Strategic Plan Alignment** Not Applicable

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
None			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None			
<b>Attachments:</b>			
Resolution			
<b>Related Items “On File” with the Clerk of the Board:</b>			



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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**Gold Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
recognizing DeWayne Starnes, PE, CBO for his outstanding and professional 33 years of public  
service**

**Whereas,** DeWayne Starnes, PE, CBO, has more than 33 years of public service to the communities of Bakersfield, Kern and Sonoma Counties, 15 of them as Permit & Resource Management Department's Deputy Director of Engineering and Construction, overseeing more than 70 employees in five sections while also serving as Chief Building Official and Deputy Roads Commissioner; and

**Whereas,** DeWayne's expertise runs the professional gamut from design, plan check, field inspection, administration, professional association leadership and legislative advocacy; and

**Whereas,** while in the employ of the City of Bakersfield (because somebody has to be), DeWayne managed the design and construction of Centennial Gardens, a 10,000+ seat entertainment, sports, and convention center revitalizing Bakersfield's City Center, and received City commendations; and

**Whereas,** State Senate Pro Tempore Darrel Steinberg tapped DeWayne for his expertise in accessibility issues, crafting legislation based on DeWayne's expertise and common sense to find a reasonable approach to solutions; and

**Whereas,** the State Housing and Community Development Department and graywater advocates relied on DeWayne to draft State graywater legislation now part of the California Plumbing Code; and

**Whereas,** DeWayne worked through the Santa Rosa Cal Green Research Team and Redwood Empire Association of Code Officials to analyze LEED, Build it Green, and new Cal Green regulations to develop consistent green building regulations across all Sonoma County jurisdictions; and

**Whereas,** DeWayne will do whatever it takes to get the job done: In May 2004, the roof

Resolution #

Date:

Page 2

collapsed at Glen Ellen's Chauvet Hotel, a then vacant, three story unreinforced masonry building. To determine whether the structure posed a threat to traffic and pedestrians on Arnold Drive, DeWayne volunteered to do a damage assessment. Sonoma Fire suited DeWayne with a safety belt and lanyard, tethering him to the ladder. They then threaded DeWayne, strapped to the end of the ladder, through live 25,000 volt high power transmission lines feeding electricity to Glen Ellen to hover over and inspect the collapsed roof. DeWayne radioed back after inspection the roof and Sonoma Fire brought him safely back to ground; and



**Whereas**, the California Building Official Association of California awarded DeWayne the 2014 Building Official of the Year (BOOTY) award for his agency and professional association leadership. He has served as president of COOAC and 2008 president of the Redwood Empire Association of Code Officials. DeWayne also received numerous awards and recognitions from private design professional associations such as the American Institute of Architects; and

**Whereas**, and most importantly, we all know DeWayne to be that professional, wise, and friendly leader who answers every question with insight, humor, and a story or anecdote.

**Now, Therefore, Be It Resolved** that the Sonoma County Board of Supervisors hereby honors Mr. DeWayne Starnes for his outstanding 33 years of public service and wishes him all the best in his retirement years ahead.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number: 5**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Countywide

**Title:** Gold Resolution

**Recommended Actions:**

Gold Resolution Recognizing the Career of State Senator Noreen Evans and her service to Sonoma County.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

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**Staffing Impacts**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

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**Attachments:**

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**Related Items “On File” with the Clerk of the Board:**

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# County of Sonoma

## State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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### **Resolution of the Board of Supervisors of the County Of Sonoma, State Of California, Recognizing the Career of State Senator Noreen Evans and Her Service to Sonoma County**

**Whereas**, Senator Noreen Evans represented California's Second Senatorial District, encompassing all or portions of the counties of Humboldt, Lake, Mendocino, Napa, Solano and Sonoma; and

**Whereas**, she carried 5 bills for the Sonoma County Board of Supervisors including AB 958 regarding the Spud Point Marina, AB 1542 and SB 444 which proposed to close a loophole that facilitated unwanted conversions in mobile home parks, and SB 1428 regarding the Sonoma Developmental Center;

**Whereas**, Senate District 2 stretches 10,000 square miles over one third of California's coastline, and is home to a world-renowned wine industry, California's beloved and historic giant redwood forests and 55 of California's treasured State Parks;

**Whereas**, Senator Evans' policy priorities included protecting our environment, fighting for women and children, and reforming our legal system to promote access to justice for all; and

**Whereas**, Senator Evans previously served in the State Assembly from 2004-2010 where she served as Majority Whip, Democratic Caucus Chair, Human Services Committee Chair, and Budget Committee Chair. She was also a member of the Banking and Finance Committee, the Governmental Organization Committee, and the Joint Legislative Audit Committee. Representing much of California's premium wine growing region, Senator Evans also chaired the Assembly Select Committee on Wine for all of her six years in the Assembly; and

**Whereas**, concurrently, Senator Evans served as a Commissioner for the Commission on the Status of Women where she advised the Governor and the Legislature on inequities in laws, practices, and conditions that affected women. She also served on the California Coastal Conservancy, the Pacific Fisheries Legislative Task Force, and the Western State Legislative Forestry Task Force; and

Resolution #

Date:

Page 2

**Whereas**, prior to her election to the Assembly in 2004, Senator Evans served two terms on the Santa Rosa City Council, and three years on the Santa Rosa Planning Commission; and

**Whereas**, an attorney by training, Senator Evans practiced law for more than twenty years, focusing on civil litigation and appeals. She has litigated before both state and federal courts, including the United States Supreme Court. Recently, Senator Evans became the first woman to receive the Defender of Justice Award from the Judicial Council of California; and

**Whereas**, she has a Juris Doctor degree from the McGeorge School of Law at the University of Pacific and a Bachelor of Arts degree in Government from California State University, Sacramento;

**Whereas**, Senator Evans lives in Santa Rosa and has three children: Erin, Joel, and Rachel;

**Now, Therefore, Be It Resolved**, the Sonoma County Board of Supervisors recognizes the career of Senator Noreen Evans and her service to Sonoma County.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**





County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number: 6**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Countywide

**Title:** Gold Resolution

**Recommended Actions:**

Gold Resolution Recognizing the Career of Assemblymember Wes Chesbro and his service to Sonoma County.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

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**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

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**Attachments:**

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**Related Items “On File” with the Clerk of the Board:**

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# County of Sonoma

## State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

---



4/5 Vote Required

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### **Resolution of the Board of Supervisors of the County Of Sonoma, State of California, Recognizing the Career of Assemblymember Wes Chesbro and His Service to Sonoma County**

**Whereas**, a resident of Arcata, Assemblyman Wes Chesbro represented the Second Assembly District in his final term, which stretches from Bodega Bay to the Oregon border, encompassing all of Del Norte, Trinity, Humboldt, and Mendocino counties, plus Northern and Coastal Sonoma County, including about half the City of Santa Rosa; and

**Whereas**, as a member of the Legislature's two Budget Committees, he worked tirelessly to protect vulnerable citizens, particularly those who reside at the Sonoma Developmental Center and those who relied on public assistance for basic necessities; and

**Whereas**, in his long career in public service, Assemblymember Chesbro served in both houses of the California Legislature and on the California Integrated Waste Management Board, the Humboldt County Board of Supervisors and the Arcata City Council; and

**Whereas**, he has been a passionate advocate for the environment for more than four decades. In the Legislature he has authored legislation to increase recycling and reduce the amount of waste that ends up in landfills, a major producer of greenhouse gases. He also authored or helped pass landmark legislation to preserve California's forests and to bring environmentalists and the timber industry over sustainable forestry practices; and

**Whereas**, other issues important to Mr. Chesbro included increasing Californians' access to education and health care, especially in rural communities, protecting services for veterans and ensuring that those with physical and developmental disabilities have the resources they need to lead quality lives; and

**Whereas**, Mr. Chesbro moved from Southern California to the North Coast as a teenager in 1969 to attend Humboldt State College in Arcata. Even before he won his first election to public office, Chesbro devoted much of his time fighting for the environment. One of his earliest political victories was spearheading a campaign to convince Humboldt County voters to reject a proposal to build a dam on the Mad River

Resolution #

Date:

Page 2

and flood the Butler Valley, east of Humboldt Bay; and

**Whereas**, he co-founded the Arcata Community Recycling Center in 1971 and served as its first director. The ACRC was one of earliest community recycling centers in California and remained in existence for 40 years – long after most others had closed; and

**Whereas**, Mr. Chesbro also co-founded the Northcoast Environmental Center and served as its first executive director. He also helped defeat the peripheral canal, fought to save local open space and has championed coastal protection laws, including being a leader in the fight against off-shore oil drilling off the North Coast of California; and

**Whereas**, he won his first election at age 22 in 1974, when voters in Arcata elected him to the City Council. He won re-election in 1978. In 1980 he was elected to the Humboldt County Board of Supervisors, representing District 3, and won re-election in 1984 and 1988; and

**Whereas**, after 10 years of service on the Board of Supervisors, in 1990 the California State Senate appointed Chesbro to serve as an inaugural member of the California Integrated Waste Management Board. The CIWMB was a first-of-its-kind body that had great success implementing the nation's most comprehensive recycling law (AB 939, passed in 1989), which made California the leader in recycling and diverting waste away from landfills; and

**Whereas**, in 1998 Chesbro was elected to the State Senate in District 2. He won re-election to the Senate in 2002. During his eight-year tenure in the Senate, Chesbro chaired the Senate's Budget and Fiscal Review Committee, Health and Human Services Committee, Standing Committee on Revenue and Taxation, and the Select Committees on California's Wine Industry. He also served as a member of the following committees: Education, Environmental Quality, Governmental Organization, Health, Human Services, and Veterans Affairs; and

**Whereas**, while in the Senate, Chesbro authored legislation to maintain funding for rural community clinics, protect California's natural resources, guarantee individuals with special needs have adequate housing, establish incentives for recycling, and ensure rural law enforcement agencies are fully funded; and

**Whereas**, after finishing two terms in the Senate in 2006, Mr. Chesbro was once again appointed to the California Integrated Waste Management Board. He also served on the California Mental Health Oversight and Accountability Commission and as a board member for Open Door Community Health Centers and the Humboldt Bay Housing and Development Corporation; and

**Whereas**, in November 2008, voters on the North Coast again elected Chesbro to the Legislature, and re-elected him in 2010 and again in 2012; and

Resolution #

Date:

Page 3

**Whereas**, in the Assembly, Chesbro served as chair of the Natural Resources Committee, the Joint Committee on Fisheries and Aquaculture, the Select Committee on Disabilities and the Select Committee on Wine. He also served on Assembly's Budget Committee, Governmental Organization Committee, Health Committee and the Budget Subcommittee on Health and Human Services; and

**Whereas**, he and his wife Cindy have been married for more than 30 years and are the parents of two sons, Alan and Colin.

**Now, Therefore, Be It Resolved**, the Sonoma County Board of Supervisors recognizes the career of Assemblymember Wes Chesbro and his service to Sonoma County.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number: 7**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Countywide

**Title:** Gold Resolution

**Recommended Actions:**

Gold Resolution Recognizing the Career of Assemblymember Mariko Yamada and her service to Sonoma County.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

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**Staffing Impacts**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

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**Attachments:**

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**Related Items “On File” with the Clerk of the Board:**

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# County of Sonoma

## State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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**Resolution of the Board Of Supervisors of the County of Sonoma, State of California,  
Recognizing the Career of State Assemblymember Mariko Yamada and her Service to Sonoma  
County**

**Whereas**, Mariko Yamada represented California's 4th Assembly District, which included Colusa, Lake, Napa, Solano, Sonoma and Yolo Counties; and

**Whereas**, she chaired the Assembly Aging and Long-Term Care Committee, a position that reflected her professional background as a social worker and her longtime work advocating for seniors and persons with disabilities; and

**Whereas**, she served on the Assembly Committees on Agriculture; Housing and Community Development; Water, Parks and Wildlife; and the Assembly Select Committee on Homelessness; and

**Whereas**, she chaired the Assembly Select Committee on Sustainable and Organic Agriculture and the Select Committee on State Hospital and Developmental Center Safety. As a member of these committees, she worked to protect vulnerable populations and those who care for them; precious farmland and open space; and the Sacramento-San Joaquin Delta, the largest freshwater estuary in North America; and

**Whereas**, she authored AB 2349, Developmental Services: Sonoma Developmental Center, a bill to establish community care coordination, requiring a plan to address the operation of acute crisis clinics and to assist former residents of developmental centers while expanding and enhancing existing community services. She was an effective legislator, delivering many bills to the Governor's desk and earning his signature; and

**Whereas**, her district office hosted Veterans Benefits Forums helping veterans and their families learn about the benefits they earned while in service; Cash for College events assisting high school seniors apply for financial aid; and the Volunteer Income Tax Assistance (VITA) program helping low to moderate-income families receive free tax assistance. The district office resolved more than 1,000 constituent cases, ranging from helping the jobless navigate the unemployment benefits system to taking on the Medi-Cal program on behalf of residents in need; and



Resolution #

Date:

Page 2

**Whereas**, prior to becoming an Assemblymember, Mariko served on the Yolo County Board of Supervisors for five years (2003 – 2008), representing a portion of the City of Davis and surrounding unincorporated county lands. Her education and experience as a social worker marked her as a leader on issues affecting the poor, elderly, and disabled. As a Supervisor, she became the first Chairperson of the Yolo County Commission on Aging and Adult services and helped to plan the first Aging Summit in Yolo County's history; and

**Whereas**, her interest in emergency services resulted in her assuming the Yolo County Board of Supervisors position on the Sierra Sacramento Valley Emergency Medical Services Agency (SSV-EMS), then a five-county Local Emergency Services Management Agency (LEMSA), when she was elected to the Board. She was then elected SSV-EMS Board Chair in 2005, continuing as Chair for two years; and

**Whereas**, she also worked for a decade in Washington, D.C., first with the U.S. Census Bureau and then as an investigator with the Office of the Secretary, Office for Civil Rights, U.S. Department of Commerce; and

**Whereas**, she was born in Denver, Colorado on October 23, 1950 after her family's release from the Manzanar War Relocation Center, one of ten such Japanese American internment camps established during World War II. She attended inner city public schools in Denver, and in June 1972, was the first in her family to graduate from college, earning her B. A. in psychology from the University of Colorado, Boulder with an emphasis in the special mental health needs of Asian Americans. This interest brought her to Los Angeles, and in June 1974, she earned a Master of Social Work from the University of Southern California, specializing in community organizing, planning and administration. During her time in Southern California, she served as Assistant Deputy County Supervisor to Los Angeles County Supervisor Ed Edelman and as the Equal Employment Opportunity/Affirmative Action Officer for the San Diego County Department of Social Services; and

**Whereas**, she has been married since 1983 to Janlee Wong, and resides in Davis. They are the proud parents of two daughters, Meilee and Midori.

**Now, Therefore, Be It Resolved** the Sonoma County Board of Supervisors recognizes the career of Assemblymember Mariko Yamada and her service to Sonoma County.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 8  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Directors, Sonoma County Water Agency

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Water Agency

**Staff Name and Phone Number:**

Michael Thompson, 707-521-1863

**Supervisorial District(s):**

All

**Title:** Whitney Point Solar Project Agreement

### **Recommended Actions:**

Authorize the Water Agency's General Manager to execute the Rate Agreement with the Power and Water Resources Pooling Authority for the Whitney Point Solar Project for up to 3 MW of solar power for a term of 20 years, in a form substantially similar to that provided, following review and approval by County Counsel as to form.

### **Executive Summary:**

#### **HISTORY OF ITEM/BACKGROUND**

The Sonoma County Water Agency (Water Agency) is a project participant of the Power and Water Resources Pooling Authority (PWRPA), which provides most of the electrical power for the Water Agency's facilities. PWRPA was formed in 2004 by a number of irrigation districts to collectively manage power assets and loads. Each PWRPA project participant is able to receive a customized blend of power from multiple sources. In 2011, the Water Agency's Board of Directors (Board) adopted an Energy Policy that directed the Water Agency to pursue the goal of achieving a net carbon neutral power supply for its operations. All of the power the Water Agency receives through PWRPA is from renewable or carbon-free sources. This power consists of (1) hydroelectric power from Water Agency's Warm Springs Dam, (2) power generated at the Sonoma County landfill from methane gas, and (3) hydroelectric power from the Western Area Power Administration. The Landfill agreement expires near the end of 2015. The PWRPA General Manager has been meeting with the anticipated operator of Sonoma County's Landfill regarding an extension and rate change on the Landfill agreement. It is not known whether the PWRPA General Manager and the anticipated landfill operator will be able to reach agreement on an extension. If an agreement is not reached, the Water Agency will need to find alternative sources of energy.

#### **Whitney Point Solar Project**

PWRPA is participating in the development of the Whitney Point Solar Project (Whitney Point), which is

the second phase of a photovoltaic solar generating facility in Kern County being developed by NextEra Energy, Inc. (NextEra). The Whitney Point will be owned and operated by NextEra. PWRPA has the opportunity to purchase power from the project at a cost of \$0.0589 per kwh, fixed for the entire 20 year term of the agreement between PWRPA and NextEra. The PWRPA Board will consider approval the power purchase agreement between NextEra and PWRPA at its December 10, 2014 board meeting. This project is scheduled to be operational in December 2016. In March 2014, the Board approved the Water Agency's participation in the Astoria II Solar Project at a cost of \$0.064 per kwh. The Whitney Point project will provide energy only, but will not include a component referred to as resource adequacy; however, PWRPA has other assets and contracts in its generation portfolio to meet its resource adequacy requirements. Resource Adequacy is a requirement the California Public Utilities Commission has placed on utilities to ensure that the California Independent System Operator has the resources it may need to call upon to meet local regional energy needs. PWRPA also received a significant price discount for this project because it is energy only at this time.

An analysis was performed of anticipated future market prices for power by PWRPA's General Manager. Based this analysis, it is anticipated that the price of power from Whitney Point would be less than non-renewable power at some point between 5 and 10 years after the facility becomes operational. Aside from power from small hydropower facilities, PWRPA's General Manager believes that the price of renewable power from this project is among the lowest cost renewable power on the market today.

The Water Agency currently has the opportunity to purchase approximately 2.7 megawatts of solar power from the Whitney Point project through an agreement with PWRPA. The Water Agency's Board of Directors needs to authorize execution of the Rate Agreement with PWRPA for the Whitney Point Solar Project in order for (1) the Water Agency to participate in this project, and (2) the PWRPA Board to approve the PPA between NextEra and PWRPA. As indicated above, it is not known whether PWRPA's General Manager will be able to reach agreement with the anticipated landfill operator on a lease extension, therefore, it is important for the Water Agency to develop alternative sources of energy separate from the landfill gas project. Should the Water Agency, at some time, secure energy in excess of its needs, the excess energy would be sold to other PWRPA members at market rate. Since energy procured under the Whitney Point agreement will have marketable renewable attributes and in time could cost less than non-renewable energy, it is anticipated that excess energy could be sold at rates above the Water Agency's cost for this energy. The Rate Agreement is on file with the Clerk.

**Prior Board Actions:**

03-25-2014 Agreement to execute agreements necessary for participation in Astoria II Solar Project

12-13-2011 Power and Water Resources Pooling Authority – Agreement to purchase all power generated by County of Sonoma Landfill Gas Project

03-22-2011 Water Agency Energy Policy and Energy Initiatives

11-03-2009 Agreement for Sale of Power from Warm Springs Dam

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

County of Sonoma – Economic and Environmental Stewardship: A water & energy plan that maximizes renewable energy

Sonoma County Water Agency – Energy Goal 1, Provide Carbon-Free Water

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items “On File” with the Clerk of the Board:**

Draft Whitney Point Rate Agreement



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 9  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Directors, Sonoma County Water Agency

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Water Agency

**Staff Name and Phone Number:**

Kevin Booker 521-1865

**Supervisorial District(s):**

Fifth

**Title:** Sea Ranch Wastewater

### **Recommended Actions:**

Authorize Chair to execute an agreement with Stantec Consulting, Inc. to provide wastewater treatment plant capacity assessment and analysis for the amount of \$60,000; agreement terminates on December 31, 2015.

### **Executive Summary:**

#### HISTORY OF ITEM/BACKGROUND

In February 1990, the Sea Ranch North Sanitation Zone (Zone), Gualala Community Service District (District), and the Sea Ranch Golf Links entered into a Tri-Party Member agreement for reclaimed water disposal through use on the Sea Ranch Golf Links course.

The Tri-Party Members have met regularly since 2007 to coordinate the production and distribution of recycled water and have worked to increase recycled water storage. Currently, the Zone sends its secondary treated recycled water to the District for further treatment to tertiary recycled water. The tertiary recycled water is then stored and used to irrigate the Sea Ranch Golf Links course. The Tri-Party Members acknowledge that the process can be made more efficient by having the Zone send its influent wastewater directly to the District for treatment to tertiary recycled water. In order to do this, a capacity study must be prepared to determine the feasibility of this process change.

The proposed agreement would retain the Stantec Consulting Services, Inc to study the District treatment facilities and the Zone's infrastructure to determine the feasibility of receiving and treating all of the Zone's wastewater at the District's facilities, and whether the facilities meet Title 22 regulations. If the study determines that the District facilities can successfully process additional inflows from the Zone, the Zone could begin sending untreated wastewater to the District's treatment facility, thereby eliminating treatment at the Zone facility. If such a project is determined feasible, the Zone would become a collection system only, thereby removing the need for the Zone to continue treating wastewater and in doing so reduce the need for future capital projects. These steps would result in

lowering the Zone's operating costs. In addition, the Zone would not have to obtain a discharge permit from the North Coast Regional Water Quality Control Board, which will result in additional cost savings.

**SELECTION PROCESS**

On April 24, 2013, the Sonoma County Water Agency (Water Agency) issued a Request for Qualifications for services to assist with National Pollution Discharge Elimination System Permit and/or Waste Discharge Requirement Permitting. The Request for Qualification was sent to nine firms and posted on the Water Agency's web site.

The following six firms submitted Statements of Qualifications and met the minimum qualifications to be added to the Water Agency's list of qualified firms:

1. Larry Walker Associates, Inc., Davis, CA
2. Stantec Consulting Services Inc., Petaluma, CA
3. R.M.C. Water and Environment, San Francisco, CA
4. West Yost Associates, Davis, CA
5. Kennedy/Jenks Consultants, Santa Rosa, CA
6. U.R.S. Corporation, Oakland, CA

The following criteria were used to evaluate each firm: responsiveness to the work requirements, evidence of specific project experience, demonstrated ability to perform the work, professional qualifications, overall performance commitment, exceptions to agreement terms and local service provider preference.

Stantec Consulting Services, Inc. (Consultant), a Canadian Corporation with offices in Petaluma, CA, was selected from the list of qualified firms for this particular scope of work because of its experience in wastewater treatment and Title 22 regulations.

**SERVICES TO BE PERFORMED**

Under the proposed agreement, the Consultant will conduct a capacity evaluation of the District treatment facility and assess the ability of both the District and the Zone to comply with current Title 22 water recycling requirements. Consultant will prepare a technical memorandum summarizing the findings.

The cost of services will not exceed \$60,000; the term end date is December 31, 2015.

**Prior Board Actions:**

None.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The proposed project invests in wastewater infrastructure planning, compliance with environmental regulations, and facilitating ongoing recycled water use for recreational benefits.

Water Agency Sanitation Goals and Strategies, Goal 1: Meet or exceed environmental regulations and public health standards.

<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 60,000	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Sea Ranch Sanitation Zone Operation fundFees/Other	\$ 60,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 60,000</b>	<b>Total Sources</b>	<b>\$ 60,000</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
Budgeted amount of \$60,000 is available from FY 2014/2015 appropriations for the Sea Ranch Sanitation Zone Operations fund.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
N/A			
<b>Attachments:</b>			
None.			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Agreement (4 copies)			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 10  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Directors, Sonoma County Water Agency

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Water Agency

**Staff Name and Phone Number:**

Brad Sherwood 547-1927

**Supervisorial District(s):**

All

**Title:** Federal Legislative Advocacy Agreements

### **Recommended Actions:**

- a) Authorize Chair to execute an agreement with Van Ness Feldman to provide advocacy services related to federal funding for restoration, planning, research, monitoring, and project implementation and environmental regulatory issues in the amount of \$169,200; agreement terminates on December 31, 2016.
- b) Authorize Chair to execute an agreement with Alcalde & Fay to provide advocacy services related to flood control, sanitation, water supply, water recycling projects, and implementation of the Russian River Biological Opinion in the amount of \$193,200; agreement terminates on December 31, 2016.
- c) Authorize Chair to execute an agreement with Natural Resource Results, LLC to provide advocacy services related to extreme weather research, reservoir operations, federal administration and congressional outreach, and recycled water in the amount of \$183,600; agreement terminates on December 31, 2016.

### **Executive Summary:**

#### HISTORY OF ITEM/BACKGROUND

Since 1999 the Sonoma County Water Agency's (Water Agency) Board of Directors (Board) has provided direction regarding future federal funding authorizations, funding requests, and legislative and regulatory issues of importance to the Water Agency. The Water Agency's Federal Advocacy Program for 2013 and 2014 was approved by the Board in December 2012. The Water Agency's federal and state legislative programs have been submitted for inclusion in the County of Sonoma's overall legislative program. The Water Agency will continue to coordinate with the County of Sonoma on legislative outreach efforts, both at the state and federal levels. The current list of federal advocacy priorities for the Water Agency includes:

1. Legislative, regulatory, and funding support for weather-related initiatives, such as revising



reservoir operations at Lake Mendocino, National Oceanic and Atmospheric Administration's Hydrometeorology Testbed Project Implementation, atmospheric rivers research and drought funding opportunities

2. Funding to implement the Russian River Biological Opinion
3. Support full funding for Corps of Engineers' operations and maintenance activities at Warm Springs and Coyote Valley dams and related fish facilities
4. North Bay Water Re-Use program (program and federal and state advocacy efforts are managed and funded through the North Bay Water Reuse Authority)
5. Pacific Coastal Salmon Recovery Fund
6. Climate Protection
7. Quagga/Zebra Mussel prevention funding and planning
8. San Francisco Bay Restoration
9. Technical Collaboration with United States Geological Survey and National Oceanic and Atmospheric Administration
10. Agricultural Water Enhancement program
11. San Pablo Bay Ecosystem Restoration

The 114<sup>th</sup> Congress will convene in January 2015. Ongoing drought conditions, potential and current impacts of climate change, potential changes in regulations, efforts to collaborate with federal regulatory agencies and the U.S. Army Corps of Engineers (Corps) to implement reservoir reoperations initiatives, prevention of the spread of invasive species, and significant costs of complying with the Russian River Biological Opinion for Water Supply, Flood Control Operations and Channel Maintenance (Russian River Biological Opinion work) all require ongoing work with federal legislators to ensure that the Water Agency is prepared to respond to current events and upcoming opportunities.

#### **Federal Authorization Requests**

While specific project earmarks have not been made by Congress in some time, it is possible to include authorization for a general program in an appropriations bill such as the Energy and Water Appropriations bill. It is recommended that this approach be used for authorizations, when so advised by federal legislators or legislative staff members, to support programs that would further Water Agency projects and funding needs, and regional funding needs that are synergistic with and supportive of Water Agency programs.

#### **Federal Funding Requests**

Water Agency staff's recommended top priority is advocating for appropriation of federal funds to implement the measures required under the Russian River Biological Opinion and support for weather-related initiatives, such as atmospheric rivers research within the Russian River watershed and funding to support the National Oceanic and Atmospheric Administration's Hydrometeorology Testbed Program (H.M.T.). H.M.T. conducts research on precipitation and weather conditions that can lead to flooding, and fosters transition of scientific advances and new tools into forecasting operations. H.M.T.'s outputs support efforts to balance water resource demands and flood control in a changing climate. Specific to the Water Agency, H.M.T.'s outputs support efforts to revise reservoir operations, such as at Lake Mendocino.

The Corps and the Water Agency are both required to implement measures pursuant to the Russian River Biological Opinion under a strict timeline. Coordinated implementation of those measures will

reduce costs to the Water Agency in both the short and long terms. Appropriation of adequate funding in the Energy and Water bills will provide greater assurance that the Corps will implement its required measures in a timely manner, will enhance Corps' coordination with implementation of Water Agency-required measures so that projects do not have to be redesigned or redone, and could offset costs the Water Agency would otherwise have to pay. Local federal projects like Warm Springs Dam and Coyote Valley Dam compete nationwide for Corps funding to cover operating costs, mandated upgrades, safety improvements, and Endangered Species Act compliance programs. The Water Agency advocates vigorously for allocation of federal dollars for these local projects and, with the assistance of advocacy firms, has secured more than \$80 million for this purpose since 2005 including \$22 million in funding from the Federal Stimulus Bill.

#### SELECTION PROCESS

In 2012, the Water Agency conducted a Request for Qualifications for legislative advocacy consulting services.

Alcalde & Fay, Natural Resource Results, and Van Ness Feldman ranked highest based on their submittals in the areas of expertise, Congressional and Administration contacts, and success in obtaining passage of funding legislation. Each of the top three firms was interviewed and scopes of work were developed for each firm, which emphasized areas of expertise and established Congressional or Administration contacts within each firm, but which also required coordination and support between firms and with the County of Sonoma's legislative program as appropriate. The Consultants continue to provide value to the Water Agency's federal affairs program as the 114<sup>th</sup> Congress is set to begin in January 2015. The Consultants are seasoned water management and environmental resource advocates with the ability to assist with securing as-needed legislative, regulatory and administrative meetings and stakeholder outreach in Washington, D.C.

#### SERVICES TO BE PERFORMED

Under the proposed agreements, Alcalde & Fay, Natural Resource Results, and Van Ness Feldman would continue advocacy efforts on behalf of the Water Agency to obtain federal funding to facilitate the enactment of favorable legislation and regulations. If the agreements are not approved, the Water Agency would have reduced effectiveness in securing federal funding for essential projects, and would have limited ability to provide input to legislation and regulatory proposals that would affect Water Agency operations. Under the proposed Agreements, the consultants will provide federal legislative advocacy and consulting services with each consultant focusing on specific areas:

**Alcalde & Fay:** This firm will focus on working with the Corps and Congressional and subcommittee offices on implementation of the Russian River Biological Opinion and assisting the Water Agency in obtaining federal funding and legislation to support flood control, sanitation, water supply reliability and emergency response, water quality protection, water recycling, and related projects. The cost of services will not exceed \$48,300 in fiscal year 2014/2015, \$96,600 in fiscal year 2015/2016, and \$48,300 in fiscal year 2016/2017; the term end date is December 31, 2016. The total agreement amount is \$193,200.

**Natural Resource Results:** This firm will focus on government consultation and advocacy services for the Water Agency's weather-related initiatives, including legislative efforts responding to the drought, the National Oceanic and Atmospheric Administration's Hydrometeorology Testbed Project, atmospheric rivers research and reservoir reoperation initiatives. This firm will also work to secure funding for the

Youth Ecology Corps, Dry Creek habitat restoration and enhancement projects; planning and related outreach activities, and coordination with State of California advocacy initiatives. The cost of services will not exceed \$45,900 in fiscal year 2014/2015, \$91,800 in fiscal year 2015/2016, and \$45,900 in fiscal year 2016/2017; the term end date is December 31, 2016. The total agreement amount is \$183,600.

**Van Ness Feldman:** This firm will focus on working with states, local agencies, and other interested parties to maintain and increase federal funding for habitat and fisheries restoration, planning, research, monitoring, and related programs, such as the Pacific Coastal Salmon Recovery Fund, prevention of invasive species, and safe medicine disposal programs; this firm also specializes in reviewing environmental regulations, legal analysis and sustainability/alternative energy sources. The cost of services will not exceed \$42,300 in fiscal year 2014/2015, \$84,600 in fiscal year 2015/2016, and \$42,300 in fiscal year 2016/2017; the term end date is December 31, 2016. The total agreement amount is \$169,200.

**Prior Board Actions:**

- 12/11/2012 Approved agreements between Water Agency and Alcalde & Fay, Van Ness Feldman, and Natural Resource Results for legislative and advocacy services. Cost \$193,200, \$169,200, and \$151,800 respectively; term end December 31, 2014.
- 02/21/2012 Approval of Water Agency State and Federal Legislative Priorities for 2012 and 2013
- 01/24/2012 Approval of resolution supporting the San Francisco Bay Restoration Act and joining the San Francisco Bay Restoration Program coalition
- 01/10/2012 Approval of the County of Sonoma 2012 legislative platform
- 06/07/2011 Board Action approving participation in the Local Government Sustainable Energy
- 04/05/2011 Approval of consultation and advocacy agreement with Natural Resource Results for sustainability program public policy planning and related activity in the amount of \$167,000 with the agreement term ending February 2013
- 12/14/2010 Approval of legislative advocacy agreements with Van Ness Feldman (\$192,000) and Alcalde & Fay (\$228,000) in support of federal funding, legislative, and regulatory requests through December 31, 2012
- 03/18/2008 Board Action approving pursuing partnerships and advocating for state and federal funding and legislative policy for sustainability
- 02/01/2005 Resolution 05-0104 approving state and federal funding and authorization requests, authorizing the Chair to sign letters of support, authorizing the Water Agency to organize local and regional coalitions and to reimburse costs of reasonable travel costs for staff and regional leaders to support such funding and authorization requests.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The proposed federal advocacy agreements will support funding and legislative initiatives to implement endangered species and other habitat restoration efforts, protect water quality and spread of invasive species, increase energy efficiency and alternative energy projects, promote sustainability, offset impacts of climate change and offset costs to Water Agency ratepayers.

Water Agency Water Supply Goals and Strategies, Goal 3: Maintain stable water supply revenue source and improve operational efficiencies.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 136,500	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 136,500
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 136,500</b>	<b>Total Sources</b>	<b>\$ 136,500</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Budgeted amount of \$136,500 is available from FY 2014/2015 appropriations for the Water Transmission, Warm Springs Dam, and Recycled Water funds. FY 2015/2016, and 2016/2017 appropriations will be budgeted in those fiscal years.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
N/A			

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

**Related Items “On File” with the Clerk of the Board:**

- 1) Van Ness Feldman Agreement (4 Copies)
- 2) Alcalde & Fay Agreement (4 Copies)
- 3) Natural Resource Results, LLC Agreement (4 Copies)

nw\\S:\CL\Agenda\agrees\12-09-2014 WA Federal Legislative Advocacy Agreements\_summ.docm

CF/0-0-21 Van Ness Feldman (Agree for Government Consultation and Advocacy Services for Federal Funding, Legislative Advocacy, and Environmental... and Project Implementation) TW 14/15-049 (ID 5157)  
 CF/0-0-21 Alcalde & Fay (Agree for Federal Legislative Consultation and Advocacy for Flood Control, Sanitation... and Implementation of the Russian River Biological Opinion) TW 14/15-050 (ID 5158)  
 CF/0-0-21 Natural Resource Results, LLC (Agree for Federal Legislative Consultation and Advocacy for Extreme Weather Research, Federal... Resource Programs and Planning) TW 14/15-051 (ID 5159)



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 11  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Directors, Sonoma County Water Agency and Sonoma Valley County Sanitation District

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Water Agency and Sonoma Valley County Sanitation District

**Staff Name and Phone Number:**

Michael Gossman 707.521.6207

**Supervisory District(s):**

All Districts

**Title:** Conflict of Interest Code

### **Recommended Actions:**

Adopt amendment to the Conflict of Interest Code of the Sonoma County Water Agency and the Sonoma Valley County Sanitation District.

### **Executive Summary:**

#### HISTORY OF ITEM/BACKGROUND

State law requires that each local agency adopt a conflict of interest code identifying 1) those positions in which officers or employees make decisions affecting government spending ("designated employee"), and 2) the types of personal interests which could be affected by those decisions ("disclosure categories"). The Sonoma County Water Agency (Water Agency) adopted a Conflict of Interest Code complying with these requirements.

State law also requires that at the close of each even numbered year each agency review its code and determine whether any changes should be made. There have been several changes to position titles and descriptions, and the code is being updated to reflect these changes. The positions of Water Agency Chief Engineer/Director of Groundwater Management and Water Agency Governmental Affairs Manager are being added, reporting all interests in Disclosure Category 1. The positions of Water Agency Environmental Resources Manager, Water Agency Principal Environmental Specialist, and Water Agency Principal Programs Specialist are also being added, reporting all interests in Disclosure Category 2.

The positions of Water Agency Chief Engineer, Governmental Affairs Coordinator, Environmental Resources Coordinator, Principal Environmental Specialist, and Principal Programs Specialist are being deleted from the code to align with the current job classifications and titles in the Water Agency. These changes are highlighted in Appendix A.

County Counsel has advised that the Code as submitted appears to comply with the requirements of the

Political Reform Act, and recommends that the resolution approving the amendments be adopted.

**Prior Board Actions:**

Water Agency last updated code in December 2012.

**Strategic Plan Alignment**      Goal 4: Civic Services and Engagement

Water Agency Organizational Goals and Strategies, Goal 2: Responsibly manage Water Agency finances.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

None.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

Coordinate with Human Resources to include current and annual staffing impacts.

**Attachments:**

Resolution, Appendix A

**Related Items "On File" with the Clerk of the Board:**

None.

**Resolution No.**

**County of Sonoma  
Santa Rosa, CA 95403**

**Date: 12/9/2014**

**Resolution Of The Board Of Directors of the Sonoma County Water Agency and Sonoma Valley County Sanitation District, County of Sonoma, State Of California, Amending Its Conflict of Interest Code.**

**Whereas**, the Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt conflict of interest codes; and

**Whereas**, Government Code section 87306.5 requires that all local agencies periodically review and update their conflict of interest codes; and

**Whereas**, the Sonoma County Water Agency and the Sonoma Valley CSD have reviewed its code and determined that Appendix A should be amended as follows: The positions of Water Agency Chief Engineer/Director of Groundwater Management and Water Agency Governmental Affairs Manager are being added, reporting all interests in Disclosure Category 1. The positions of Water Agency Environmental Resources Manager, Water Agency Principal Environmental Specialist, and Water Agency Principal Programs Specialist are also being added, reporting all interests in Disclosure Category 2.

The positions of Water Agency Chief Engineer, Governmental Affairs Coordinator, Environmental Resources Coordinator, Principal Environmental Specialist, and Principal Programs Specialist are being deleted from the code to align with the current job classifications and titles in the Water Agency; and

**Whereas**, employees subject to the revised code have been notified of this hearing and of their right to be heard concerning amendment and approval of the code, and have raised no objection to the code being amended and approved as adopted.

**NOW, THEREFORE, BE IT RESOLVED**, Appendix A to the Water Agency's Conflict of Interest Code is hereby amended as set forth above. The Clerk is directed to send a copy of this resolution to the Water Agency, Sonoma Valley CSD, and County Counsel.

**Directors:**

Gorin:                  Zane:                          Carrillo:                  Rabbitt:  
Absent:                          Abstain:

**Sonoma Valley CSD Directors:**

Rouse:                  Gorin:                  Rabbitt:  
Absent:                          Abstain:

**So Ordered.**



## APPENDIX A

<b><u>Designated Position</u></b>	<b><u>Category</u></b>
Members, Board of Directors	1
General Manager	1
Assistant General Manager	1
Deputy Chief Engineer	1
<del>Water Agency Chief Engineer</del>	1
<b>Water Agency Chief Engineer/Director of Groundwater Management</b>	1
Water Agency Division Manager	1
<del>Governmental Affairs Coordinator--</del>	1
<b>Water Agency Governmental Affairs Manager</b>	1
Administrative Services Officer I	1
Administrative Services Officer II	1
Principal Engineer	2
Licensed Land Surveyor	3
<del>Environmental Resources Coordinator--</del>	2
<b>Water Agency Environmental Resources Manager</b>	2
<del>Principal Environmental Specialist -</del>	2
<b>Water Agency Principal Environmental Specialist</b>	2
<del>Principal Programs Specialist -</del>	2
<b>Water Agency Principal Programs Specialist</b>	2
Water Agency Coordinator	2
<del>Engineering Programmer Manager</del>	2
<b>Engineering Programming Manager</b>	2
Consultant	1



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 12  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:**

Cathy Patton 565-2073 or Paul Cocking 565-2858

**Supervisorial District(s):**

Countywide

**Title:** County of Sonoma Statement of Investment Policy

### **Recommended Actions:**

Approval of the County of Sonoma Statement of Investment Policy

### **Executive Summary:**

Every year the Treasurer reviews the Investment Policy and makes changes based on changes to the Government Code. The Investment Policy is then reviewed and approved by the Sonoma County Treasury Oversight Committee. Regardless of whether changes are made, the policy is then brought to the Board of approval per Government Code Section 53646.

On November 18, 2014, the Sonoma County Treasury Oversight Committee unanimously approved the Investment Policy being submitted. The policy has been amended, effective January 1, 2015, to include the addition of the obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation or Inter-American Development Bank as an investment type on page 4. This change is as a result of §53601(q) being added to Government Code, which allows for the purchase of the following Supranational organizations: International Bank for Reconstruction and Development, International Finance Corporation or Inter-American Development Bank, provided they are "AA" rated and limits them to no more than 30% of pool assets.

### **Prior Board Actions:**

Since 1997, the Board of Supervisors annually approves the Statement of Investment Policy and also when there are changes.

**Strategic Plan Alignment** Goal 4: Civic Services and Engagement

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Statement of Investment Policy

**Related Items "On File" with the Clerk of the Board:**

# COUNTY OF SONOMA



## STATEMENT OF INVESTMENT POLICY

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# COUNTY OF SONOMA

## STATEMENT OF INVESTMENT POLICY

Under the authority delegated to the County Treasurer by the Board of Supervisors to invest and reinvest all of the funds in the County Treasury and, in accordance with the California Government Code, the following sets forth the investment policy of the County of Sonoma:

### **1. POLICY STATEMENT**

The purpose of this Investment Policy (Policy) is to establish cash management and investment guidelines for the County Treasurer, who is responsible for the stewardship of the Sonoma County Pooled Investment Fund (Pooled Investment Fund). Each transaction and the entire portfolio must comply with California Government Code Section 53601, et. seq., Section 53635, et. seq., and this policy. All portfolio activities will be judged by the standards of the Policy and ranking of investment objectives.

### **2. STANDARDS OF CARE**

The County Treasurer is the Trustee of the Pooled Investment Fund and, therefore, a fiduciary subject to the prudent investor standard. The County Treasurer, employees involved in the investment process and the members of the Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activity that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California State law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the County Treasurer shall act with the care, skill, prudence and diligence to meet the aims of the investment objectives listed in the Policy.

### **3. INVESTMENT OBJECTIVES**

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance:

- [a] **SAFETY OF CAPITAL** - The preservation of capital is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.
- [b] **LIQUIDITY** - As a second objective, the Pooled Investment Fund should remain sufficiently flexible to ensure the County Treasurer meets all operating requirements, which may be reasonably anticipated in any depositor's fund.

- [c] **MAXIMUM RATE OF RETURN** - As the third objective, the Pooled Investment Fund should be designed to attain a rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein.

#### **4. IMPLEMENTATION**

In order to provide direction to those responsible for management of the Pooled Investment Fund, the County Treasurer has established this Policy and presented it to the Treasury Oversight Committee and the Board of Supervisors, and has provided the report to the legislative body of local agencies that participate in the Pooled Investment Fund.

The Policy defines investible funds; authorized instruments; credit quality required; maximum maturities and concentrations; collateral requirements; qualifications of broker-dealers and financial institutions doing business with, or on behalf of, the County; limits on gifts and honoraria; the reporting requirements; the Treasury Oversight Committee; the manner of appropriating costs; and the criteria to request withdrawal of funds.

#### **5. PARTICIPANTS**

- [a] **STATUTORY PARTICIPANTS** - General Participants are those government agencies within the County of Sonoma for which the Sonoma County Treasurer is statutorily designated as the Custodian of Funds.
- [b] **VOLUNTARY PARTICIPANTS** - Other local agencies, such as Special Districts and Cities for which the Treasurer is not the statutory designated Custodian of Funds, may participate in the Pooled Investment Fund. Such participation is subject to the consent of the County Treasurer and must be in accordance with the California Code Section 53684, et seq. The agency must approve in writing the Pooled Investment Fund as an authorized investment and accept the County of Sonoma Investment Policy.

## **6. AUTHORIZED PERSONS**

The Sonoma County Board of Supervisors, by resolution, has delegated investment responsibility for the Sonoma County Investment Program to the Auditor-Controller-Treasurer-Tax Collector. Daily management responsibility of the investment program has been assigned to the Assistant Treasurer-Tax Collector. The Treasury Manager or the Investment and Debt Officer are also authorized to initiate investment transactions.

All investment decisions shall be made with care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting as a trustee in a like capacity and familiarity would use in the conduct of funds of a like character, and with like aims, to safeguard the principal and maintain the liquidity needs of depositors.

## **7. AUTHORIZED INVESTMENTS**

Authorized investments shall match the general categories established by the California Government Code Section 53635, et. seq., and further defined by California Government Code Section 53601, et. seq.. Authorized investments shall also include, in accordance with California Government Code Section 16429.1, investments into the State Local Agency Investment Fund (LAIF). No investment shall be made in any security with a maturity greater than five years, unless the Board of Supervisors has granted express authority to make that investment. As the California Government Code is amended, this Policy shall likewise become amended.

## **8. PROHIBITED INVESTMENTS**

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity. These shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.



**9. INVESTMENT CRITERIA**

Investment Type	Maximum Maturity	Maximum % of Pool	Rating
U.S Treasury and Agency Securities (§53601 (b & f))	5 years	100	N/A
Obligations Issued or Unconditionally Guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation or Inter-American Development Bank (§53601 (q))	<u>5 years</u>	<u>30</u>	<u>AA</u>
Bonds and Notes issued by local agencies (§53601 (a & e))	5 years	100	N/A
Registered State Warrants and Municipal Notes and Bonds (§53601 (c & d))	5 years	100	N/A
Bankers' Acceptances (See Section 10) (§53601 (g))	180 days	40	N/A
Commercial Paper (See Section 11) (§53601 (h) and (§53635 (a))	270 days	40	A-1/F-1/P-1
Negotiable Certificates of Deposit (§53601 (i))	5 years	30	N/A
Repurchase Agreements (See Section 12) (§53601 (j))	1 year	100	N/A
Reverse Repurchase Agreements and Securities Lending Agreements (See Section 12) (§53601 (j))	92 days	20	N/A
Medium Term Corporate Notes (§53601 (k))	5 years	30	A
Mutual Funds & Money Market Mutual Funds (See Section 13) (§53601 (l))	N/A	20	Aaa & AAAM
Collateralized Mortgage Obligations (§53601 (o))	5 years	20	AA
Joint Powers Agreement (See Section 14) (§53601 (p))	N/A	20	N/A
Local Agency Investment Fund (LAIF) (§16429.1)	N/A	As limited by LAIF	N/A
Investment Trust of California (CalTRUST) (§6509.7)	N/A	As limited by CalTRUST	N/A

Collateralized Time Deposits (§53649et seq.)	5 years	N/A	N/A
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**10. BANKERS' ACCEPTANCE**

No more than 30 percent of the agency's surplus funds may be invested in the Bankers' Acceptances of any one commercial bank pursuant to this section.

**11. COMMERCIAL PAPER**

All commercial paper issuers must maintain an "A-1" rating by Standard & Poor's Corporation, a "P-1" rating by Moody's Investor Service, or a "F-1" rating by Fitch Financial Services, issued by corporations operating within the United States, and having total assets in excess of five hundred million dollars (500,000,000.00). As used in this policy, "corporation" includes a limited liability company.

No more than 10% of the total assets of the investments held by a local agency may be invested in any one issuer's Commercial Paper.

**12. REPURCHASE AND REVERSE REPURCHASE AGREEMENTS / SECURITIES LENDING AGREEMENTS**

Under California Government Code Section 53601, Paragraph (j) and Section 53635, the County Treasurer may enter into repurchase agreements and reverse repurchase agreements / securities lending agreements. The maximum maturity of repurchase agreements shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of reverse repurchase agreements / securities lending agreements may not be invested beyond the expiration of the agreement. The reverse repurchase agreements / securities lending agreements must be "matched to maturity."

**13. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS**

A Mutual Fund managed by an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by Government Code Section 53601, subdivisions (a) to (k), inclusive, or subdivisions (m) to (o) and with assets under management in excess of five hundred million dollars (\$500,000,000.00).

No more than 10% of the agency's funds may be invested in any one Mutual Fund.

**14. JOINT POWERS AGREEMENT**

With approval of the Board of Supervisors, the Treasurer is allowed to enter into a Joint Powers Agreement with governments whose policies are consistent with or more restrictive than Sonoma County's Statement of Investment Policy.

**15. COLLATERAL**

Repurchase agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments which are on the approved list of the County and which meet the qualifications of the Policy, with a market value of 102%. Use of mortgage-backed securities for collateral is not permitted. For purposes of investing the daily excess bank balance, the collateral provided by the County's depository bank can include mortgage-backed securities valued at 100%.

**16. CRITERIA FOR THE SELECTION OF BROKER/DEALERS AND FINANCIAL INSTITUTIONS**

All transactions initiated on behalf of the Pooled Investment Fund and Sonoma County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York, financial institutions that directly issue their own securities which have been placed on the Approved List of Broker/Dealers and Financial Institutions or broker/dealers in the State of California approved by the County Treasurer based on the reputation and expertise of the company and individuals employed . All brokers/dealers and financial institutions must have a strong industry reputation and open lines of credit with other dealers. Further, these firms must have an investment grade rating from at least one national rating service, if applicable.

Broker/dealers and financial institutions which have exceeded the political contribution limits within a four year period to the County Treasurer or any member of the governing board of a local agency or any candidate for those offices, are prohibited from the Approved List of Broker/Dealers and Financial Institutions.

Each broker/dealer or financial institution will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of Broker/Dealers and Financial Institutions.

Each broker/dealer and financial institution authorized to do business with Sonoma County shall, at

least annually, supply the County Treasurer with financial statements.

**17. WITHDRAWAL REQUESTS**

[a] **STATUTORY PARTICIPANTS** - The County Treasurer will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Sonoma County Auditor-Controller at a one dollar net asset value. Any requests to withdraw funds for purposes other than cash flow, such as for external investing, shall be subject to the consent of the County Treasurer. In accordance with California Government Code Section 27136, et seq., such requests for withdrawals must first be made in writing to the County Treasurer. These requests are subject to the County Treasurer's consideration of the stability and predictability of the Pooled Investment Fund, or the adverse effect on the interests of the other depositors in the Pooled Investment Fund. Any withdrawal for such purposes shall be at the market value of the Pooled Investment Fund as of the date of the withdrawal.

[b] **VOLUNTARY PARTICIPANTS** - For outside participants who utilize Government Code Section 53684, where the County Treasurer does not serve as the agency's treasurer, any withdrawal request, with the exception of normal cash flow withdrawals, shall submit the request for withdrawal to the County Treasurer to determine the timing of the payout, in order that the withdrawal will not adversely affect the interests of the other depositors in the County Treasury Investment Fund. Withdrawals will be paid based upon the market value of the Pooled Investment Fund. If the Treasurer deems appropriate, the deposits may be returned at any time.

**18. DELIVERY & SAFEKEEPING**

Delivery of all securities shall be either to the County Treasurer or to a third party custodian. No securities shall be held in the safekeeping of a broker / dealer unless it is collateral for a reverse repurchase agreement.

**19. APPORTIONMENT OF INTEREST & COSTS**

Interest shall be apportioned to all Pooled Investment Fund participants quarterly, based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the Pooled Investment Fund. The amount of interest apportioned shall be determined using the accrual method of accounting, whereby interest will be apportioned for the quarter in which it was actually earned. The Treasurer shall deduct from the gross interest earnings those budgeted administrative costs relating to the management of the Treasury, including salaries and other compensation, banking costs, equipment costs, supplies, the cost of information services, audit and

any other costs as provided by Section 27013 of the Government Code. The deduction shall be adjusted to actual cost in the fourth quarter of the fiscal year and/or the first quarter of the following fiscal year.

## **20. REVIEW, MONITORING AND REPORTING OF THE PORTFOLIO**

Quarterly, the County Treasurer will provide to the Treasury Oversight Committee, the Board of Supervisors, and to any local agency participant a report on the Pooled Investment Fund. The report will list the type of investments, name of issuer, maturity date, par amount and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Investment Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Annually, the County Treasurer shall provide to the Treasury Oversight Committee a Statement of Investment Policy. Additionally, the County Treasurer will render a copy of the Statement of Investment Policy to the Board of Supervisors and to the legislative body of the local agencies that participate in the Pooled Investment Fund.

## **21. LIMITS ON HONORARIA, GIFTS AND GRATUITIES**

In accordance with California Government Code Section 27133 (d), et seq., this Policy hereby establishes limits for the County Treasurer, individuals responsible for management of the portfolios, and members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar 12 month time period from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the County Treasurer and complete the appropriate state forms.

No individual may receive aggregate gifts, honoraria and gratuities in a calendar twelve (12) month time period in excess of the limits established by the Fair Political Practices Commission (FPPC). Any violation must be reported to the FPPC on an annual basis.

## **22. AUDITS**

The Treasury Oversight Committee shall initiate an annual audit to ensure the County's Investment Portfolio is in compliance with its policy and state law.

## **23. EXCEPTION TO POLICY**

The County Treasurer, except as prohibited by state law, can make exceptions to the investment purchasing limits when he deems it in the best interest of all of the Pooled Investment Fund participants. All exceptions will be reported in the quarterly report. Any State of California

legislative action that further restricts allowable maturities, investment type, or percentage allocations will become effective immediately.

#### **24. *INVESTMENT OF BOND PROCEEDS***

The County Treasurer shall invest bond proceeds using the standards of the County of Sonoma's Investment Policy. The bond proceeds will be invested in securities permitted by the bond documents. If the bond documents are silent, the bond proceeds will be invested in securities permitted by the County of Sonoma's Investment Policy.

#### **25. *DISASTER RECOVERY PLAN***

The County Treasurer's Disaster Recovery Plan includes contact information for the Treasury staff and key county personnel, as well as contact information for authorized banks and brokers. Copies of the plan have been distributed to the investment staff: Assistant Treasurer-Tax Collector, Treasury Manager, and Investment and Debt Officer.

In the event we are unable to conduct normal business operations, the investment staff shall interact with one another by home phone, cell phone, or e-mail to decide on an alternate location from which to conduct daily operations. If unable to contact one another, the investment staff shall establish contact with one another through the County Office of Emergency Services.

## **GLOSSARY OF TERMS**

### **ACCRUED INTEREST**

Interest that has accumulated but has not yet been paid from the most recent interest payment date or issue date to a certain date.

### **BANKERS' ACCEPTANCES**

A time bill of exchange drawn on and accepted by a commercial bank to finance the exchange of goods. When a bank "accepts" such a bill, the time draft becomes, in effect, a predated, certified check payable to the bearer at some future specified date. Little risk is involved for the investor because the commercial bank assumes primary liability once the draft is accepted.

### **BASIS POINT**

One basis point is equal to 1/100 of one percent. For example, if interest rates increase from 4.25% to 4.50%, the difference is referred to as a 25-basis-point increase.

### **BOOK VALUE**

The value of a held security as carried in the records of an investor. May differ from current market value of the security.

### **BROKER/DEALER**

Any person engaged in the business of effecting transactions in securities in this state for the account of others or for her/his own account. Broker/dealer also includes a person engaged in the regular business of issuing or guaranteeing options with regard to securities not of her/his own issue.

### **COMMERCIAL PAPER**

Short-term, unsecured promissory notes issued in either registered or bearer form and usually backed by a line of credit with a bank. Maturities do not exceed 270 days and generally average 30-45 days.

### **COUPON RATE**

The annual rate of interest payable on a security expressed as a percentage of the principal amount.

### **CREDIT RISK**

The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

### **CURRENT YIELD**

The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**CUSIP NUMBERS**

CUSIP is an acronym for Committee on Uniform Security Identification Procedures. CUSIP numbers are identification numbers assigned each maturity of a security issue and usually printed on the face of each individual security in the issue. The CUSIP numbers are intended to facilitate identification and clearance of securities.

**DISCOUNT**

The amount by which the par value of a security exceeds the price paid for the security.

**EARNINGS APPORTIONMENT**

The quarterly interest distribution to the Pooled Investment Fund Participants where the actual investment costs incurred by the Treasurer are deducted from the interest earnings of the Pooled Investment Fund.

**FAIR VALUE**

The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**FEDERAL FUNDS**

Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend Fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**FEDERAL FUNDS RATE**

Interest rate at which banks lend federal funds to each other.

**FEDERAL OPEN MARKET COMMITTEE (FOMC)**

This committee sets Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.

**FLOATING RATE NOTE**

A debt security whose interest rate is reset periodically (monthly, quarterly, annually) and is based on a market index (e.g. Treasury bills, LIBOR, etc.).

**INTEREST**

The amount earned while owning a debt security, generally calculated as a percentage of the principal amount.

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

The State of California investment pool in which money of local agencies is pooled as a method for managing and investing local funds.

**MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.



**MATURITY**

The date upon which the principal of a security becomes due and payable to the holder.

**MONEY MARKET MUTUAL FUND**

A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty.

**PAR**

The stated maturity value, or face value, of a security.

**PAR VALUE**

The stated or face value of a security expressed as a specific dollar amount marked on the face of the security; the amount of money due at maturity. Par value should not be confused with market value.

**PREMIUM**

The amount by which the price paid for a security exceeds the security's par value.

**PRIME RATE**

A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**REPURCHASE AGREEMENT OR RP OR REPO**

An agreement consisting of two simultaneous transactions whereby the investor purchases securities from a bank or dealer and the bank or dealer agrees to repurchase the securities at the same price on a certain future date. The interest rate on a RP is that which the dealer pays the investor for the use of his funds. Reverse repurchase agreements are the mirror image of the RPs when the bank or dealer purchases securities from the investor under an agreement to sell them back to the investor.

**SECURITIES LENDING**

A transaction wherein the Treasurer's Pooled Investment Fund transfers its securities to broker/dealers and other entities for collateral which may be cash or securities and simultaneously agrees to return the collateral for the same securities in the future.

**SETTLEMENT DATE**

The date on which the purchase or sale of securities is executed. For example, in a purchase transaction, the day securities are physically delivered or wired to the buyer in exchange for cash is the settlement date.

**TRADE DATE**

The date and time corresponding to an investor's commitment to buy or sell a security.

**WEIGHTED AVERAGE MATURITY**

The remaining average maturity of all securities held in a portfolio.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 13  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:**

**Supervisory District(s):**

Kanchan Charan – (707) 565-8300

Countywide

**Title:** Annual Compliance Audit: Sonoma County Treasury Investment Pool

### Recommended Actions:

Review and accept the Annual Compliance Audit Report of the Sonoma County Treasury Investment Pool for the fiscal year ended June 30, 2013.

### Executive Summary:

The Treasury Oversight Committee represents all government agencies for which the Sonoma County Treasury is statutorily designated as the custodian of funds.

The primary objectives of the audit were to test the Treasurer's Investment Pool's compliance with applicable Government Code Sections, compliance with the County of Sonoma's Investment Policy, and verify that interest apportionments and the cost of its operations were correctly calculated and distributed to the pool participants.

There were no significant findings or recommendations identified during the audit.

As stated in the Internal Audit Charter the Internal Audit Division is organized and managed to optimize auditor independence, including not being directly involved in the day-to-day operation of the system of internal controls and having the ability to report directly to the Board with review findings. As such, we believe that the Internal Audit Division maintained independence during the review.

### Prior Board Actions:

The Board reviewed and accepted the Annual Compliance Audit Report for the Fiscal Year Ended June 30, 2012 on August 6, 2013.

**Strategic Plan Alignment:** Goal 4: Civic Services and Engagement

**Fiscal Summary - FY 12-13**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**  
 The acceptance of this report creates no fiscal impact at this time.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**  
 Attachment A-Annual Compliance Audit Report of the Sonoma County Treasury Investment Pool

**Related Items "On File" with the Clerk of the Board:**  
 NONE

# Internal Audit

S o n o m a C o u n t y

ATTACHMENT A-1

## Annual Compliance Audit: Sonoma County Treasury Investment Pool

For the Fiscal Year Ended  
June 30, 2013

The Treasury Oversight Committee complied with the requirements of the County investment policy and the Government code Section 27134 to initiate an annual audit.

Internal Audit found that Investments were made in compliance with the County's investment policy and California Government code sections 26920, 26905, 27013, 53646, 53635, 53601 and 27133.

Internal Audit also found that the pool earnings and the cost of its operations are accurately calculated and distributed to the pool participants.

Audit No: 3600  
Report Date June 20, 2014



**Audit Manager:** Kanchan K. Charan, CPA, CGMA  
**Audit Supervisor:** Damian Gonshorowski, CPA, CGMA  
**Auditor:** Olga Gray, CPA, CGMA

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# Table of Contents

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**Annual Compliance Audit:  
Sonoma County Treasury Investment Pool  
Audit No. 3600**

For the Fiscal Year Ended  
June 30, 2013

**Internal Auditor's Report**

<b>Introduction &amp; Background</b>	<b>1</b>
<b>Objectives &amp; Scope</b>	<b>2</b>
<b>Procedures &amp; Results</b>	<b>3</b>

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# Introduction and Background

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**Audit No. 3600**

**June 20, 2014**

To: Mr. Jonathan Kadlec, Assistant Treasurer  
Treasury Oversight Committee  
Sonoma County Auditor Controller Treasury Tax collector's Office

From: Kanchan K. Charan, CPA, CGMA  
Audit Manager

Subject: Annual Compliance Audit:  
Treasury Oversight Committee

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## Introduction

We have completed an audit of Sonoma County Treasury Investment Pool for the fiscal year ended June 30, 2013, pertinent to the Government Code Section 27134 and Investment Policy that states that the Treasury Oversight Committee shall initiate an annual audit to ensure the County's Investment Portfolio is in compliance with its policy and state law. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our audit objectives. We believe that the evidence obtained provides a reasonable basis for the results, observations, and recommendations contained in our report.

We would like to thank management and staff for their time, information, and cooperation throughout the review.

## Background

The County Treasurer manages the County's investment pool in which certain funds of the County and certain funds of other participating entities are invested pending disbursement. The Treasury oversees all banking operations for the County and its Departments and is the paying agent for all debt and Special Assessments. All public financing is coordinated through the Treasury, as well as tax and revenue anticipation notes for the County and School Districts and General Obligation bonds for the School Districts. As of 6/30/13 total funds managed by the Treasury was \$1,805,737,151. During the 12-month audit period, total interest earned after fees was \$11,074,247 and total cost charged to the Treasury Pool was \$1,422,116.

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# Objectives & Scope

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## Objectives

The primary objectives of our audit were to determine whether:

- 1) Investments were made in compliance with the County's investment policy and relevant laws, including but not limited to California Government code sections 26920, 26905, 27013, 53646, 53635, 53601 and 27133.
- 2) The pool earnings and the cost of its operation are accurately calculated and distributed to the pool participants.

## Scope

The scope of our work included but was not limited to the following:

- A preliminary survey to update our knowledge of the operating environment; identify changes in laws and regulations, systems, personnel and organization structure
- A risk analysis to identify significant risks of non compliance with policies, procedures or laws, loss or misuse of assets and inefficiencies in processes
- A review and evaluation of internal controls designed to ensure compliance with the above requirements and to adequately reduce the risk identified
- Tests of compliance to gain assurance that the internal control system is functioning as intended and is achieving its design objectives.
- Follow up to determine the status of previous audit report findings and recommendations.

Our audit included inquiry, auditor observation, and testing for assessing the adequacy of documentation and ensuring the compliance with California Government Code sections.

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# Procedures & Results

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## Procedures

To achieve the objectives we performed the following:

1. Verified, on a test basis that quarterly interest earned in the Treasurer's Pool is calculated correctly and allocated properly to the participants per the Sonoma County Treasury Investment Policy.
2. Reviewed a sample of charges to the investment pool and verified that they were calculated correctly, adequately supported, and allowed by the California Government code section 27013 and the Treasury Investment Policy.
3. Verified that the Treasurer's quarterly reports complied with the California Government code section 53646.
4. Verified that the Treasurer's investment activities, in regard to the Treasury Investment Pool, are in compliance with the Sonoma County Treasury Investment Policy and Government code sections 53635 and 53601.
5. For a sample of investments, determined the types, the terms, and the rating of the investments, and the brokers/dealers used to purchase them were in compliance with the Sonoma County Treasury Investment Policy.
6. Verified that the Sonoma County Treasury Investment Policy is in compliance with government code section 27133.

## Results

**Objective #1: Investments were made in compliance with the County's investment policy and relevant laws, including but not limited to California Government code sections 26920, 26905, 27013, 53646, 53635, 53601 and 27133.**

We determined that investments were made in compliance with the County's investment policy and the code sections referenced above.

We noted no exceptions in performing the procedures described in the previous section, designed to achieve the above objective.



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## Procedures & Results

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**Objective #2: The pool earnings and the cost of its operation are accurately calculated and distributed to the pool participants.**

Our tests support that pool earnings and the cost of its operation are accurately calculated and distributed to the pool participants.

We noted no exceptions in performing the procedures described in the previous section, designed to achieve the above objective.



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 14  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:**

Cathy Patton 565-2073 or Paul Cocking 565-2858

**Supervisorial District(s):**

Countywide

**Title:** Authority to Invest and Reinvest Funds

### **Recommended Actions:**

Approval of the Concurrent Resolution of the Board of Supervisors of the County of Sonoma and all Districts governed ex-officio by the Board of Supervisors renewing authorization for the County Treasurer to assume full responsibility for all transactions and expenditures related to the investment and reinvestment of funds on deposit in the County Treasury

### **Executive Summary:**

On June 17, 1997, the Board of Supervisors enacted County Ordinance 5037, which delegates the authority of investing and reinvesting funds held on deposit in the County Treasury. The ordinance was based on California Government Code 27000.1 that authorized the Board of Supervisors to delegate, by ordinances, to the County Treasurer its authority to invest and reinvest the funds of the County and the funds of other depositors in the County treasury and to sell or exchange securities. The County Treasurer then assumes full responsibilities for all transactions and expenditures related to the investment and reinvestment of funds on deposit in the Sonoma County Treasury until the Board revokes its delegation of authority by ordinance.

Government Code Section 53607 requires the Board of Supervisors to annually review, and by resolution renew, the authority of the County Treasurer to invest and reinvest funds of the County and other depositors.

### **Prior Board Actions:**

Delegation is renewed annually.

**Strategic Plan Alignment**      Goal 3: Invest in the Future

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Resolution of the Board of Supervisors

**Related Items "On File" with the Clerk of the Board:**



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District And The Board Of Directors Of The Northern Sonoma County Air Pollution Control District, Approval of Resolution Authorizing The County Treasurer To Assume Full Responsibility For All Transactions And Expenditures Related To The Investment And Reinvestment Of Funds On Deposit In The County Treasury**

**Whereas**, Ordinance 5037 dated June 17, 1997 authorized the County Treasurer of the County of Sonoma to invest and reinvest funds as provided by California Government Code Sections 27000.1 and 27000.3; and

**Whereas**, the Sonoma County Treasurer has been designated as the agent of the County with regards to investment of funds, to serve as fiduciary of the funds and be subject to the Prudent Investor Standard; and

**Whereas**, Government code Section 53607 requires that this Board annually review and renew this delegation.

**Now, Therefore, Be It Resolved** that the Board of Supervisors, acting as the Governing Body of Sonoma County and as the Governing Board of Directors of the various districts listed above, hereby renews its delegation of authority for investments to the Treasurer of Sonoma County to invest and reinvest funds as provided by Government Code Section 27000.1 and 27000.3

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

Resolution #

Date:

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## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 15  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Commissioners

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Community Development Commission

**Staff Name and Phone Number:**

Kathleen Kane, 565-7505

**Supervisorial District(s):**

All

**Title:** FY 2013-14 Housing Successor Agency Annual Report

### **Recommended Actions:**

Accept the FY 2013-14 Housing Successor Agency Annual Report.

### **Executive Summary:**

Approval of this agenda item will accept the attached Sonoma County Community Development Commission's FY 2013-14 Housing Successor Agency Annual Report, which demonstrates compliance with the provisions of State law governing the Low- and Moderate-Income Housing Asst Fund.

As of February 1, 2012, the housing functions of former redevelopment agencies were either retained by the sponsoring community or transferred to local housing authorities that were then designated as housing successor agencies. The Sonoma County Community Development Commission (CDC), as parent entity of the Sonoma County Housing Authority, became the Housing Successor for the former redevelopment agencies of the County and the cities of Sebastopol and Sonoma. All encumbered housing assets of the three former redevelopment agencies were transferred to the CDC. These assets, as well as income earned on the assets, must be held in a Low- and Moderate-Income Housing Asset Fund (LMIHAF) and used pursuant to the housing provisions of California Community Redevelopment Law (CRL).

Beginning with FY 2013-14, the CDC is required to prepare a Housing Successor Agency report within six months after the end of each fiscal year, which must be provided to your Board and posted on the agency's website, together with the attached CDC FY 2013-14 Financial Audit Report and the most recent Five-Year Implementation Plans of the five former redevelopment project areas (on file with Clerk of the Board).

As noted in the Annual Report, the LMIHAF available balance for all project areas as of 6/30/14 was \$1.2 million. This excludes the \$1 million fund balance related to the Village Green II Apartments, which must be held separately pursuant to US Department of Agriculture regulations that govern the property as a condition of the on-going rental subsidies provided for the project. During the current fiscal year,

your Board has approved use of the available fund balance to make loans through the County Fund for Housing (\$500,000), and for homelessness prevention and rapid re-housing services (\$250,000). An additional \$250,000 is being held for homelessness assistance during FY 2015-16. The remaining fund balance will be used for management and maintenance of other Housing Successor properties during the current fiscal year.

The Annual Report shows the value of the five real properties held by the Housing Successor (Village Green II, 2 single-family homes in Sebastopol, the vacant 2.0 acre lot in Sonoma City, and the Roseland Village shopping center) to be \$10.8 million. The value of Housing Successor notes receivable is \$19.1 million.

The Report shows that the Housing Successor is in compliance with the CRL requirements related to replacement of lost housing units, income levels served, and targeting of units for people of all ages.

The FY 2013-14 Housing Successor Agency Annual Report documenting compliance with CRL will be posted on the CDC's website upon acceptance by your Board.

**Prior Board Actions:**

The Commission accepted the Redevelopment Agency Annual Report and Audit at its annual meeting in December each year from 1985 through 2011.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

Assisting in the development and preservation of housing for low-income and homeless people enhances health, safety, and general well being.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

None.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
<ol style="list-style-type: none"> <li>1. FY 2013-14 Housing Successor Agency Annual Report</li> <li>2. FY 2013-14 Financial Statements and Auditor’s Report</li> </ol>			
<b>Related Items “On File” with the Clerk of the Board:</b>			
<ol style="list-style-type: none"> <li>1. Roseland Five-Year Implementation Plan</li> <li>2. Russian River Five-Year Implementation Plan</li> <li>3. Sonoma Valley Springs Five-Year Implementation Plan</li> <li>4. City of Sebastopol Five-Year Implementation Plan</li> <li>5. City of Sonoma Community Development Agency Five-Year Implementation Plan</li> </ol>			



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# SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

Santa Rosa, CA



Financial Statements  
Proprietary (Enterprise) Fund Type  
&  
Independent Auditors' Report

**For the Year Ended June 30, 2014**

SONOMA COUNTY COMMUNITY  
DEVELOPMENT COMMISSION

NOV 6 PM 2 32

RECEIVED

**SM&Co**  
**Smith Marion**  
& Company, LLP  
Certified Public Accountants

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Financial Statements and Independent Auditors' Report  
For the Year Ended June 30, 2014

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**FINANCIAL INFORMATION**



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Smith Marion & Company, LLP • Certified Public Accountants  
Tennessee Office • 5111 Maryland Way, Ste 210 • Brentwood, TN 37027 • (615) 309-8959

**Board of Commissioners**  
**Sonoma County Community Development Commission**  
Santa Rosa, CA

## **INDEPENDENT AUDITORS' REPORT**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of business-type activities of the Sonoma County Community Development Commission as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Sonoma County Community Development Commission, as of June 30, 2014, and the respective change in financial position and cash flows thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages i-v be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Sonoma County Community Development Commission's financial statements. The combining statement of net position, and combining statement of revenues, expenses and changes in fund net positions are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining statement of net position and combining statement of revenues, expenses and changes in fund net position are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statement of net position, and combining statement of revenues, expenses and changes in fund net position are fairly stated in all material respects in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2014, on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Sonoma County Community Development Commission's internal control over financial reporting and compliance.

  
October 31, 2014



**Sonoma County Community Development Commission**  
Santa Rosa, CA

Management Discussion and Analysis  
For the Year Ended June 30, 2014

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The Sonoma County Community Development Commission (the "Commission") provides housing assistance to low income families and individuals and funds community development projects and activities. The Commission also provides staffing services for the Sonoma County Successor Agency to the former Sonoma County Community Redevelopment Agency and administers the Low Moderate Income Housing Asset Fund per ABx1 26 and AB1484. The Commission's largest funding source is the U.S. Department of Housing and Urban Development (HUD).

The Management's Discussion and Analysis (MD&A) is an element of the reporting model adopted by the Government Accounting Standards Board (GASB), Statement No. 34 (GASB 34) Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued in June 1999. The MD&A is meant to be read in conjunction with the Basic Financial Statements.

For accounting purposes, the Commission is classified as an enterprise fund. Enterprise funds account for activities similar to those found in the private business sector where the determination of net income is useful to sound financial administration. Enterprise funds are reported using the full accrual method of accounting, in which all assets and liabilities associated with the operation of the funds are included on the balance sheet. The focus of enterprise funds is on income measurement which, together with the maintenance of equity, is an important financial indicator.

**The Commission's Programs**

Under the Housing Choice Voucher Program, the Commission administers contracts with independent landlords that own rental properties. A Housing Assistance Payment is made by the Commission to a landlord to subsidize a low income family or individual's rent. This program is administered under a contract with HUD, who provides funding for this purpose. The Housing Choice Voucher Program is 63% of the Commission's revenues and 76% of the Commission's expenses.

The Commission's other HUD-funded programs include the Community Development Block Grant, the HOME Investment Partnerships Program, the Emergency Solutions Grant and the McKinney-Vento Continuum of Care. These programs help provide affordable housing to low income individuals and families, rehabilitate homes of low income individuals that are in ill repair, and provide homeless intervention and prevention services. These programs are 11% of the Commission's revenues and 10% of the Commission's expenses.

The Flood Elevation program is funded by California's Emergency Management Agency (CalEMA) through the Federal Emergency Management Agency (FEMA). The program provides a percentage of the cost of raising a flood-prone residential structure above the 100-year flood level. The Flood Elevation program is 7% of the Commission's revenues and 6% of the Commission's expenses.

The Commission also maintains other state and local programs to help support their objectives of affordable and safe housing to low income individuals.

**Sonoma County Community Development Commission**  
Santa Rosa, CA

Management Discussion and Analysis  
For the Year Ended June 30, 2014

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**Financial Highlights**

The following financial highlights are provided in an effort to describe, in terms of dollar amounts, the resources and operations of the Sonoma County Community Development Commission.

- The Commission's revenues are primarily derived from federally supported activities, which accounted for 79% of current fiscal year revenues.
- Total assets increased by \$6,003,446 from prior year and liabilities increased by \$90,051. The majority of the Commission's assets are cash, investments and notes receivable. Cash and investments accounted for 18% of total assets. Loans and related interest represents 68% of the agency's assets. The fiscal year ended with total assets of \$88,434,632 and liabilities of \$1,157,014. Total liabilities amount to 1.3% of total assets.
- The total net position of the Commission increased by \$5,913,395 from the June 30, 2013 balance of \$81,364,223, to the June 30, 2014 balance of \$87,277,618.

**Overview of the Financial Statements**

The Commission's Financial Report is comprised of the Independent Auditors' Report, Management's Discussion and Analysis, the Basic Financial Statements, Supplementary Information, and Compliance Reports. The Commission is classified as an enterprise fund, and accordingly, uses the full accrual method of accounting. Enterprise accounting reports information similar to private sector companies to offer short and long term financial information about the Commission's activities.

**The Basic Financial Statements**

The *Statement of Net Position* provides information about the financial position of the Commission as a whole on the full accrual basis, similar to that used in the private sector. The *Statement of Net Position* presents information on all of the Commission's assets and liabilities, with the difference between the two reported as *Net Position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Fund Net Position* provides information about the Commission's revenues and expenses on the full accrual basis, with emphasis on measuring net revenues and expenses of each of the Commission's programs. The *Statement of Revenues, Expenses and Changes in Fund Net Position* explains the change in net position during the most recent fiscal year. Changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The *Statement of Cash Flows* presents the change in the Commission's cash and cash equivalents during the most recent fiscal year.

The *Notes to Financial Statements* provide additional information that is essential to a full understanding of the data provided in the financial statements.

**Sonoma County Community Development Commission**  
Santa Rosa, CA

Management Discussion and Analysis  
For the Year Ended June 30, 2014

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**Financial Analysis**

The Commission's total net position from governmental activities increased during the current fiscal year in the amount of \$5,913,395. The year-to-year change in total net position is a result of the net change of revenues and expenses during the year. The following table represents a comparative analysis of the net position of the governmental activities at June 30, 2014 and 2013.

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
Current assets	\$ 18,436,095	\$ 13,034,996
Non-current assets	<u>69,998,537</u>	<u>69,396,190</u>
Total Assets	<u>88,434,632</u>	<u>82,431,186</u>
Current liabilities	928,403	806,448
Non-current liabilities	<u>228,611</u>	<u>260,515</u>
Total Liabilities	<u>1,157,014</u>	<u>1,066,963</u>
Net Position		
Net investment in capital assets	9,751,748	9,914,805
Restricted	292,548	2,697,124
Unrestricted	<u>77,233,322</u>	<u>68,752,294</u>
Total Net Position	<u>\$ 87,277,618</u>	<u>\$ 81,364,223</u>

*Analysis of Net Position*– Various Commission activities contributed to the total increase in net position. The following table shows the change in net assets by program.

<u>Program</u>	<u>Net Position Change</u>
Housing Choice Voucher Program	\$ (610,588)
Reinvestment & Revitalization Program	2,938,003
County Fund for Housing	2,026,394
Other HUD Funded Programs	1,359,800
All Other Programs	<u>199,786</u>
	<u>\$ 5,913,395</u>

The Commission administers the Sonoma County Housing Authority. The Housing Authority's largest program is the Housing Choice Voucher Program. The net position of this program decreased by \$610,588 during the fiscal year ended June 30, 2014. This reduction was the result of a program implemented by the U.S. Department of Housing and Urban Development to recapture Housing Assistance Payment reserve dollars from local housing authorities.



**Sonoma County Community Development Commission**  
Santa Rosa, CA

Management Discussion and Analysis  
For the Year Ended June 30, 2014

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The largest increase in net position was due to the start-up of the Commission's Reinvestment and Revitalization program, funded by tax revenues related to former Redevelopment agencies in Sonoma County, CA. This program is intended to complete projects of the former Sonoma County Redevelopment Agency, that were disallowed by the California State Department of Finance upon dissolution.

The County Fund for Housing receives revenue through Sonoma County's Permit and Resource Management Department. During fiscal year 2013-14, no money was requested from the fund's current awardees, so the fund's net position increased by a substantial amount. The Commission anticipates distributing the majority of this fund's fiscal year 2013-14 net position within the next two years.

The remaining changes in all other funds of the Commission are due to normal business activities.

The following table is a comparative analysis of the Statement of Revenues, Expenses and Changes in Net Position for fiscal years ended June 30, 2014 and 2013.

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
Operating Revenues	\$ 38,319,694	\$ 35,155,464
Operating Expenses	<u>33,916,100</u>	<u>34,476,849</u>
Operating Income (Loss)	4,403,594	678,615
Non-operating Revenues (Expenses)	1,509,801	401,491
Capital Contributions and Transfers	-	3,467,000
Change in Net Position	<u>\$ 5,913,395</u>	<u>\$ 4,547,106</u>

Below is a table of the changes, in total, in revenues and expenses for the fiscal years ended June 30, 2014 and June 30, 2013.

	<u>Revenues</u>	<u>Expenses</u>
Fiscal Year 2013-14	\$ 39,829,495	\$ 33,916,100
Fiscal Year 2012-13	<u>39,023,955</u>	<u>34,476,849</u>
Change from Prior Year	<u>\$ 805,540</u>	<u>\$ (560,749)</u>
Percent Change	2.1%	-1.6%

**Capital Assets and Debt Administration**

*Capital Assets*

The Commission's capital assets were comprised of several computers, an unimproved real estate parcel, a shopping center, two single-family homes and a rent-restricted affordable apartment complex at the beginning of the fiscal year. During the year, the unimproved parcel with a value of \$420,000 was sold.

*Debt Administration*

At June 30, 2014, the Commission had total long-term debt outstanding of \$-0-.

**Sonoma County Community Development Commission**  
Santa Rosa, CA

Management Discussion and Analysis  
For the Year Ended June 30, 2014

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**Economic Factors and Next Year's Budget**

The Commission will continue to rely primarily on federal funding, specifically HUD, for Community Development and Rental Assistance Programs. California continues to face significant economic and budgetary challenges, which may effect the Commission's state funded programs and the ability of individuals and non-profits to pay their Commission-sponsored loans.

**Request for Information**

This annual report is intended to provide citizens with a general overview of the Commission's finances. Questions about this report should be directed to the Commission's Executive Director at 1440 Guerneville Road, Santa Rosa, CA 95403.

# Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Statement of Net Position  
June 30, 2014

## ASSETS

### Current Assets

Cash and cash equivalents:	
Unrestricted	\$ 15,190,189
Restricted	292,548
Subtotal	<u>15,482,737</u>
Accounts receivable (net)	105,702
Due from other governments	2,847,656
Prepays	-
<b>Total Current Assets</b>	<u>18,436,095</u>

### Noncurrent Assets

Interest receivable (net)	10,404,362
Capital assets (net)	9,751,748
Long term notes receivable (net)	<u>49,842,427</u>
<b>Total Noncurrent Assets</b>	<u>69,998,537</u>

**TOTAL ASSETS** 88,434,632

**DEFERRED OUTFLOWS OF RESOURCES** -

## LIABILITIES

### Current Liabilities

Accounts payable	493,049
Other liabilities	393,934
Unearned revenue	1,077
Compensated absences - current	<u>40,343</u>
<b>Total Current Liabilities</b>	<u>928,403</u>

### Noncurrent Liabilities

Compensated absences - long-term	<u>228,611</u>
<b>Total Noncurrent Liabilities</b>	<u>228,611</u>

**TOTAL LIABILITIES** 1,157,014

**DEFERRED INFLOWS OF RESOURCES** -

## NET POSITION

Net investment in capital assets	9,751,748
Restricted	292,548
Unrestricted	<u>77,233,322</u>
<b>TOTAL NET POSITION</b>	<u>\$ 87,277,618</u>

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type

Santa Rosa, CA

Statement of Revenues, Expenses, and Changes in Fund Net Position  
For the Year Ended June 30, 2014

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**REVENUES**

**Operating Revenues**

Government grants - operating	\$ 37,753,973
Program	201,407
Rental	327,457
Other	36,857
<b>Total Operating Revenues</b>	<u>38,319,694</u>

**EXPENSES**

**Operating Expenses**

Administrative	1,283,611
Salaries and benefits	3,697,991
Occupancy	188,642
Insurance	19,666
Project	4,079,769
Housing assistance payments	24,483,364
Depreciation	163,057
<b>Total Operating Expenses</b>	<u>33,916,100</u>

**Operating Income (Loss)** 4,403,594

**Nonoperating Revenues (Expenses)**

Interest income	1,538,801
Interest expense	-
Gain (loss) on sale of capital assets	(29,000)
<b>Total Nonoperating Revenues (Expenses)</b>	<u>1,509,801</u>

**Income (loss) Before Capital Contributions and Transfers** 5,913,395

**Capital Contributions and Transfers**

Government grants - capital	-
Transfers in (out)	-
<b>Total Capital Contributions and Transfers</b>	<u>-</u>

**Change in Net Position** 5,913,395

**Net position - beginning** 81,364,223  
**Net Position - ending** \$ 87,277,618

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Statement of Cash Flows  
For the Year Ended June 30, 2014

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers and users	\$ 878,928
Receipts from grants	37,641,917
Payments to suppliers	(5,419,136)
Payments to employees for services	(3,664,937)
Payments for housing assistance	(24,483,364)
<b>Net Cash Provided (Used) By Operating Activities</b>	<u>4,953,408</u>

**CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES**

Transfers in - Sonoma County	-
<b>Net Cash Provided (Used) By Noncapital Financing Activities</b>	<u>-</u>

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES**

Proceeds from sale of assets	391,000
Principal paid on debt	(60,000)
Interest paid on debt	-
<b>Net Cash Provided (Used) By Financing Activities</b>	<u>331,000</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Collection of long term notes receivable	95,935
Investment income	677,462
<b>Net Cash Provided (Used) By Investing Activities</b>	<u>773,397</u>

**Net Increase (Decrease) In Cash** 6,057,805

**BEGINNING CASH** 9,424,932  
**ENDING CASH** \$ 15,482,737

**Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities**

Operating Income (Loss) \$ 4,403,594

Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:

Non-cash items:

Depreciation 163,057

Changes in assets and liabilities

*(Increase) decrease in assets:*

Accounts receivable 312,130

Due from other governments (94,956)

Prepaid expenses 19,532

*Increase (decrease) in liabilities:*

Accounts payable 133,020

Other liabilities (17,100)

Unearned revenue 1,077

Compensated absences 33,054

Due to other governments -

Total Adjustments 549,814

**Net Cash Provided (Used) By Operating Activities** \$ 4,953,408

## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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The notes to the basic financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present the transactions and final position of the Sonoma County Community Development Commission as follows:

- Note 1. Definition of Reporting Entity
- Note 2. Summary of Significant Accounting Policies
- Note 3. Cash and Investments
- Note 4. Accounts Receivable
- Note 5. Long-term Notes Receivable and Interest Receivable
- Note 6. Capital Assets
- Note 7. Interfund Balances
- Note 8. Employer Retirement Plan
- Note 9. Contingent Liabilities
- Note 10. Other Post-Employment Health Benefits
- Note 11. Other Liabilities
- Note 12. Related Party Transactions
- Note 13. Compensated Absences – Long-term
- Note 14. Subsequent Events



## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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### 1. DEFINITION OF REPORTING ENTITY

The Sonoma County Community Development Commission (the "Commission") was established as a separate public and corporate entity pursuant to Section 34110 of the California Health and Safety Code. The Commission is governed by the Board of Commissioners who are appointed by the Elected Board of Supervisors of Sonoma County. The exercise of this oversight responsibility causes the Commission to be an integral part of the County of Sonoma's (the "County") reporting entity. Therefore, the Commission's basic financial statements are expected to be included as a component unit in the County's annual financial report for the fiscal year ended June 30, 2014.

The Commission's financial statements include activities over which the Board of Commissioners has oversight and budgeting responsibility. Sonoma County Housing Authority is included in the reporting entity.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) Basis of Accounting

The Commission reports on the accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the period incurred.

#### (b) Proprietary Fund Type

Proprietary funds use the economic resources measurement focus. The accounting objectives are determination of net income, financial position, and cash flows. All assets, deferred inflows of resources, liabilities and deferred outflow of resources associated with a proprietary fund's activities are included on its statement of net position.

In addition, the accounting records of the Commission are organized on the basis of funds. Each of the Commission's programs is accounted for in a separate fund.

The basic accounting and reporting entity is a "fund." A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, including resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. All the programs are reported as a single business-type activity fund.

#### (c) Use of Estimates

The preparation of all financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent liabilities and assets at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period, actual results could differ from those estimates.

#### (d) Revenues

Operating revenues are recognized in the accounting period in which they are earned and become measurable. Intergovernmental grant revenue received for capital acquisitions or construction is reported as operating revenues. Charges for services include fees generated by the activities of the various programs. Fees generated by a program remain within the program and are used for program purposes.

#### (e) Expenses

Expenses are recognized in the accounting period in which the related liability is incurred.

## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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### **(f) Accounts Receivable**

Accounts receivable consist of miscellaneous receivables related to the Commission's various programs and fraud recovery. An allowance for uncollectable amounts has been set up and relates to the estimated uncollectable balance of revenues earned or accrued that have been included in accounts receivable at year end. An allowance is recorded on receivable balances based on historical bad debt experience related to the nature of each receivable balance.

### **(g) Due From Other Governments**

Due From Other Governments are amounts due to the Commission and represents revenues earned or accrued in the current period. These include amounts due from grantors for grants for specific programs and capital projects. All amounts are deemed to be fully collectible, therefore no allowance for uncollectable amounts have been recorded.

### **(h) Cash and Investments**

The majority of the Commission's cash and investments are pooled with the Sonoma County Treasurer in the County Treasury Investment Pool ("the Treasury Pool"), which is an external investment pool. The Commission also has cash deposits with banks and investments which are held by outside trustees. The Sonoma County Treasurer also acts as a disbursing agent for the Commission. The fair value of the investments in the Sonoma County Treasury pool is determined quarterly. Realized and unrealized gains or losses and interest earned on pooled investments are allocated quarterly to the appropriate funds based on their respective average daily balance for that quarter.

For the purposes of the statement of cash flows, equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity of 3 months or less.

### **(i) Capital Assets**

Capital assets are stated at cost or estimated historical cost. The Commission defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Depreciation has been provided for, excluding land, using the straight-line method over estimated lives ranging from 3 to 50 years. Useful lives of machinery and equipment are generally estimated to be 3 to 15 years. Buildings and improvements are generally estimated to have useful lives ranging from 30 to 50 years.

The costs of normal maintenance and repairs that do not add to the value of the asset, or materially extend an asset's life, are not capitalized.

No capital asset impairments were recorded for the year ended June 30, 2014.

### **(j) Accrued Compensated Absences**

The Commission's employees are entitled to certain compensated absences based on their length of employment and position held. Vacation time is subject to certain maximum accumulations. Vacation pay is payable upon termination. Sick leave may be accumulated without limitation. The monetary equivalent of 25% of all unused sick leave is vested and payable to employees who separate from the Commission by retirement.



## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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### **(k) Assets Held for Resale**

An asset which the Commission is not using in operations and that is intended to sell is classified on the Statement of Net Position as "Assets Held for Resale." The asset held for resale in the prior year was a piece of land with a commercial building on it and was sold during the year. The carrying value of an asset is the lower of the asset's cost or its net realizable value, which is currently its historical cost to the Commission.

### **(l) Notes and Interest Receivable**

As part of the Commission's housing rehabilitation programs and low-income housing development programs, the Commission makes certain loans to homeowners, non-profit agencies and for-profit entities. The Commission accrues interest on these loans based on the loan agreement.

The Commission's notes receivable are primarily "second mortgages" which follow a first lender in order of security interest. It is the Commission's practice to primarily make only "traditional" fixed interest rate loans with 20 to 30 year amortization periods. All of the Commission's notes and interest receivable are secured upon the related real property.

The Commission performs an analysis of notes receivable annually to estimate the potential for uncollectible notes and interest receivable. This analysis involves consideration of the notes risk of default and, should a default take place, the probability that the value of the property which the note is secured on will be less than the related outstanding debt.

### **(m) New Accounting Pronouncements**

In fiscal year 2013, the Commission did implement a new accounting standard issued by GASB. GASB 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The requirements of this Statement are to improve the financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position.

### **(n) Net Position**

The statement of net position reports all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. The Commission presents the statement of net position in the format recommended by GASB, displaying assets plus deferred outflows of resources minus liabilities and deferred inflows of resources equal net position.

The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

Net position is reported as restricted when there are limitations imposed on the use of assets, either through constitutional provisions or enabling legislation, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Commission exhausts all restricted resources before use of unrestricted resources.

## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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### 3. CASH AND INVESTMENTS

The Commission follows the practice of pooling cash and investment of funds with the County Treasurer except for funds required to be held by outside fiscal agents or trustees under the provisions of bond indentures and grant agreements. The Treasury Oversight Committee has regulatory oversight for all monies deposited into the Treasury Pool.

Interest income earned on pooled cash and investments is allocated quarterly to the various funds based on the average daily balances by fund during the quarter. Interest income from cash and investments with fiscal agents or trustees is credited directly to the related fund.

#### *Investment Guidelines*

The Commission's pooled cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer and approved by the Board of Supervisors. The objectives of the policy are, in order of priority: safety of capital, liquidity and maximum rate of return. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.

#### *Permitted investments include the following:*

- U.S. Treasury and Federal Agency securities
- Bonds issued by local agencies
- Registered State Warrants and Municipal Notes
- Negotiable certificates of deposit
- Bankers' acceptances
- Commercial paper
- Medium-term corporate notes
- Local Agency Investment Fund (Slate Pool) demand deposits
- Repurchase agreements
- Shares of a mutual fund average life
- Collateralized mortgage obligations
- Joint power agreements

A copy of the County Investment Policy is available upon request from the Treasurer at 585 Fiscal Drive, Room 1001F, Santa Rosa, California, 95403.

#### *Investment in County Treasurer's Pooled Cash*

As of June 30, 2014, the Commission's cash and investments balance managed by the County Treasurer was \$11,348,472. At that time, the weighted average maturity of the investments in the pool was less than two years. The credit rating and other information regarding the Treasury pool for the year is disclosed in Sonoma County's 2013-2014 Comprehensive Annual Financial Report.

The net increase in the fair value of the Commission's investments during the year was \$130,289. This amount takes into account all changes in fair value (including purchases and sales) that occurred during the year. The cumulative unrealized gain on investments held at year end amounted to \$90,774. The realized gain and loss from securities matured during the current fiscal year are recognized through the net change in the fair value of the investment held in the Treasury Pool.

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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*Non-Pooled Cash and Investments*

Included in the non-pooled cash and investments balance are \$250 cash on-hand and \$4,134,015 cash deposited with the banks.

The following schedule shows the pooled and non-pooled cash amounts as of year end:

<i>Cash inside Sonoma County Treasurer's Pool</i>	
Cash with Sonoma County	\$ 11,348,472
Less: Bank overdraft	-
Total cash and investments in pooled cash (net)	<u>11,348,472</u>
<i>Cash outside of Sonoma County Treasurer's pool</i>	
Cash with banks	4,134,015
Petty cash	250
Total cash and investments outside of pool	<u>4,134,265</u>
Total cash and investments	<u>\$ 15,482,737</u>

*Interest Rate Risk*

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Commission manages its exposure is to spread its cash between several financial institutions. The majority of the Commission's cash and investments are held by the Treasury Pool, which has a weighted average maturity of less than two years.

*Custodial Credit Risk*

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

California law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of cash, deposit or first trust deed mortgage notes with a value of 150% of the deposit as collateral. Under California law this collateral is held in the Commission's name and places the Commission ahead of general creditors of the institution. The Commission has waived the collateral requirements for the portion of deposits covered by federal deposit insurance.

As of June 30, 2014, \$500,000 of the Commission's cash with banks balance of \$4,134,015 was federally insured and \$3,634,015 was uninsured but collateralized by pledged securities and therefore not exposed to custodial risk.

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**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

*Concentration of Credit Risk*

The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. The Commission has no investments in any one issuer (other than U.S. Treasury securities and mutual funds) that represent 5% or more of total investments. Below indicates the concentration by bank as of June 30, 2014:

Exchange Bank	\$ 3,088,304	74.70%
WestAmerica Bank	1,045,711	25.30%
Total Cash With Banks	<u>\$ 4,134,015</u>	<u>100.00%</u>

*Credit Risk*

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Commission follows the County's policy to purchase investments with the minimum ratings required by the California Government Code. The Commission does not currently hold any investments to report.

Funds totaling \$11,348,472 are pooled with other County of Sonoma funds and are invested pursuant to investment policies established by the County Treasurer. Investments in the County Treasury pool are unrated.

**4. ACCOUNTS RECEIVABLE**

Accounts receivable consisted of the following as of June 30, 2014:

Fraud recovery	\$ 220,612
Less: Allowance	(220,476)
Fraud recovery (net)	136
Density bonus	16,325
Miscellaneous other	89,241
Accounts receivable (net)	<u>\$ 105,702</u>

**5. LONG-TERM NOTES RECEIVABLE AND INTEREST RECEIVABLE**

There are various types of notes receivable. Some require monthly principal reduction, and others have balloon payments at the end of the term of the note. Interest rates on the loans range from zero to ten percent per annum. Long-term notes receivable and interest receivable consisted of the following at year end:

Long-term notes receivable	\$ 50,776,987
Less: Allowance for doubtful accounts	(934,560)
Long-term Notes Receivable (net)	<u>\$ 49,842,427</u>
Interest receivable	\$ 10,462,734
Less: Allowance for uncollectable interest	(58,372)
Interest Receivable (net)	<u>\$ 10,404,362</u>

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

**6. CAPITAL ASSETS**

A summary of the land, structures and equipment for the year ended June 30, 2014 is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<i>Non-depreciable Capital Assets:</i>				
Land	\$ 5,450,000	\$ -	\$ -	\$ 5,450,000
Subtotal	5,450,000	-	-	5,450,000
<i>Depreciable Capital Assets:</i>				
Buildings and improvements	4,714,218	-	-	4,714,218
Equipment	117,359	-	-	117,359
Subtotal	4,831,577	-	-	4,831,577
Total Capital Assets	10,281,577	-	-	10,281,577
Accumulated depreciation	(366,772)	(163,057)	-	(529,829)
Capital Assets (net)	\$ 9,914,805	\$ (163,057)	\$ -	\$ 9,751,748

Depreciation expense for the year ended June 30, 2014 was \$163,057.

**7. INTERFUND BALANCES**

Cash is moved between programs in the form of short-term loans and permanent transfers. The short-term interfund borrowing is reflected on the Combining Statement of Net Positions as Due From Other Funds and Due to Other Funds. These transfers are typically for periods of less than one year and funds are only transferred out of funds where allowed by law or program guidelines. All balances have been eliminated in the Statement of Net Position.

**8. EMPLOYER RETIREMENT PLAN**

The Commission participates in a defined benefit retirement plan (DBRP or the "Plan") that is administered by the Sonoma County Employee's Retirement Association. All full-time employees of the Commission participate in this plan. The Commission had 34 participants at June 30, 2014. The Plan provides benefits as defined by law upon retirement, death, or disability of its members. The Commission's total payroll for covered employees was \$3,195,838 for the year ended June 30, 2014.

The California Public Employees' Pension Reform Act of 2013 (PEPRA) was signed into law by Governor Jerry Brown in early September with an effective date of January 1, 2013. All employees hired after January 1, 2013, with the exception of employees who are eligible for reciprocity with another qualified California retirement system, are part of Plan B which complies with the laws established by PEPRA. The details of the Sonoma County Board of Supervisors policy decisions have been documented and posted to the SCERA website.

The Plan is funded by actuarially-determined regular contributions using the entry age normal cost method. Under this method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated on a level basis over the working lifetime of the individual. Plan B uses a single rate methodology, regardless of entry age, where members pay 50% of the normal costs. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a 5-year period. Employer and member contributions are funded and recognized through the County payroll system via employer benefit payments and employee deductions.

## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

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Defined benefit pension plan members are required to contribute 7 percent to 14 percent of their annual covered salary, and their particular rate is based upon age at entry into the system. The Commission is required to contribute the remaining amounts necessary to finance the coverage of the employees through periodic contributions at actuarially determined rates. The Commission's contributions during the years are as follows:

	<u>Contribution</u>
June 30, 2014	\$ 397,066
June 30, 2013	\$ 455,687
June 30, 2012	\$ 463,691

Because the Commission's portion cannot be separated from the whole, additional financial information pertaining to the retirement plan can be found in the financial statements of the County of Sonoma, California as of June 30, 2014. Detailed information and separately issued financial statements of the Retirement Association can be obtained from the Sonoma County Employee's Retirement Association located at: 433 Aviation Boulevard, Suite 100. Santa Rosa, California 95403 or can be found at [www.scretire.com](http://www.scretire.com).

### 9. CONTINGENT LIABILITIES

#### *Insurance*

The Commission, as a component unit of the County, is named insured on all general and automobile liability coverage maintained by the County of Sonoma. The County maintains a self-insured retention of \$1,000,000 per occurrence which is accounted for in the County's Risk Management internal Service Fund. Excess liability coverage is maintained through participation in the California State Association of Counties, Excess Insurance Authority (CSAC-EIA), and Excess Liability Program. Limits of this coverage are \$15,000,000. The Commission is covered under this program for general liability, auto liability, public employee faithful performance/dishonesty and property insurance. The Commission paid an annual premium to the County for the above insurance coverage in the amount of \$19,666. Settlements have not exceeded coverage for each of the past three fiscal years. The Commission maintains worker's compensation insurance through the State Compensation Insurance Fund.

#### *Grants*

The Commission has received funds from various federal, state, and local grant programs. It is possible that at some future date it may be determined that the Commission was not in compliance with applicable grant requirements. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Commission does not expect such disallowed amounts, if any, to materially affect the financial statements.

### 10. OTHER POST-EMPLOYMENT HEALTH BENEFITS

The County of Sonoma's governmental reporting entity consists of the County and its component units. The Sonoma County Community Development Commission is a component unit of the County of Sonoma. The County administers a post-employment healthcare plan. The County offers either a defined benefit or defined contribution medical plan in accordance with the County Salary Resolution No. 95-0926 and Commission employees are covered under said resolution.



## Sonoma County Community Development Commission

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Notes to Financial Statements  
For the Year Ended June 30, 2014

Governmental Accounting Standards Board (GASB) standard 45 direct how local governments account for and report other post-employment benefits (OPEB) that are separate from pension benefits. The County of Sonoma has calculated the medical benefit plan OPEB requirements and described the County's methodology and amounts with within the County's June 30, 2014 CAFR. These calculations cover the OPEB or all County employees including Commission employees.

On June 30, 2008 the County established another post-employment health benefit (OPEB) trust with the Public Agency Retirement Services (PARS) which is used to accumulate resources to fund future benefits.

The Sonoma County Employee's Retirement Association (SCERA) administers the retirement benefits of County employees, including employees of the Sonoma County Community Development Commission. The County entered into a Memorandum of Understanding (MOU) with the SCERA to perform retiree health benefit administrative services as well. For additional OPEB details see the notes to the financial statements of the County of Sonoma for the fiscal year ending June 30, 2014.

### 11. OTHER LIABILITIES

Other current liabilities of the Commission were comprised of the following as of June 30, 2014:

Owners' contributions - Flood elevation	\$	227,045
FSS escrow deposits		138,192
Other miscellaneous payables and deposits		28,697
Total Other Liabilities	\$	<u>393,934</u>

### 12. RELATED-PARTY TRANSACTIONS

In fiscal year 2012-2013, the Commission received a multifamily project from the Sonoma City Redevelopment Agency dissolution called "Village Green." In accordance with the Successor Agency agreement, only the assets were transferred to the Commission. The project has a related mortgage which was not transferred to the Commission but was transferred to Sonoma City. Currently, the Commission is making the principal and interest payments on the mortgage and billing the City of Sonoma for reimbursement. As of June 30, 2014 Sonoma City has prepaid \$10,080 to the Commission for future mortgage payments. The amount is currently classified with other liabilities.

### 13. COMPENSATED ABSENCES LONG-TERM

The Commission had the following activity for the noncurrent portion of compensated absences for the year ended June 30, 2014:

	Beginning Balance	Additions	Deletions	Ending Balance
Compensated absences - LT	\$ 207,679	\$ 61,275	\$ (40,343)	\$ 228,611
Total	\$ 207,679	\$ 61,275	\$ (40,343)	\$ 228,611

### 14. SUBSEQUENT EVENTS

Accounting standards require that Sonoma County Community Development Commission assess and disclose the data and the basis for the date through which potential subsequent events have been evaluated. The date represents the date the financial statements were issued or were available to be issued. Management evaluated all potential subsequent events as of October 31, 2014 when the financial statements were authorized and available to be issued and noted no matters that required disclosure.

**SUPPLEMENTARY FINANCIAL INFORMATION**



**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Combining Statement of Net Position  
June 30, 2014

<b>ASSETS</b>	Housing Choice		Inter-Program	
<b>Current Assets</b>	Vouchers	Other Programs	Eliminating	Totals
			Entries	
Cash and cash equivalents:				
Unrestricted	\$ 3,103,752	\$ 12,086,437	\$ -	\$ 15,190,189
Restricted	292,548	-	-	292,548
Subtotal	3,396,300	12,086,437	-	15,482,737
Accounts receivable (net)	36,291	69,411	-	105,702
Due from other governments	-	2,847,656	-	2,847,656
Due from other funds	-	2,002,340	(2,002,340)	-
Prepays	-	-	-	-
<b>Total Current Assets</b>	<b>3,432,591</b>	<b>17,005,844</b>	<b>(2,002,340)</b>	<b>18,436,095</b>
<b>Noncurrent Assets</b>				
Interest receivable (net)	-	10,404,362	-	10,404,362
Capital assets (net)	-	9,751,748	-	9,751,748
Long-term notes receivable (net)	-	49,842,427	-	49,842,427
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>69,998,537</b>	<b>-</b>	<b>69,998,537</b>
<b>TOTAL ASSETS</b>	<b>3,432,591</b>	<b>87,004,381</b>	<b>(2,002,340)</b>	<b>88,434,632</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts payable	1,824	491,225	-	493,049
Other liabilities	138,192	255,742	-	393,934
Unearned revenue	-	1,077	-	1,077
Due to other funds	-	2,002,340	(2,002,340)	-
Compensated absences - current	11,348	28,995	-	40,343
<b>Total Current Liabilities</b>	<b>151,364</b>	<b>2,779,379</b>	<b>(2,002,340)</b>	<b>928,403</b>
<b>Noncurrent Liabilities</b>				
Compensated absences - long-term	64,305	164,306	-	228,611
<b>Total Noncurrent Liabilities</b>	<b>64,305</b>	<b>164,306</b>	<b>-</b>	<b>228,611</b>
<b>TOTAL LIABILITIES</b>	<b>215,669</b>	<b>2,943,685</b>	<b>(2,002,340)</b>	<b>1,157,014</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET POSITION</b>				
Net investment in capital assets	-	9,751,748	-	9,751,748
Restricted	292,548	-	-	292,548
Unrestricted	2,924,374	74,308,948	-	77,233,322
<b>TOTAL NET POSITION</b>	<b>\$ 3,216,922</b>	<b>\$ 84,060,696</b>	<b>\$ -</b>	<b>\$ 87,277,618</b>

**Sonoma County Community Development Commission**

Proprietary (Enterprise) Fund Type  
Santa Rosa, CA

Combining Statement of Revenues, Expenses, and Changes in Fund Net Position  
For the Year Ended June 30, 2014

REVENUES	Housing Choice		Inter-Program	Totals
	Vouchers	Other Programs	Eliminating Entries	
<b>Operating Revenues</b>				
Government grants - operating Program	\$ 25,073,712	\$ 12,680,261	\$ -	\$ 37,753,973
Rental	2,379	199,028	-	201,407
Other	-	327,457	-	327,457
<b>Total Operating Revenues</b>	<b>25,110,397</b>	<b>13,209,297</b>	<b>-</b>	<b>38,319,694</b>
<b>EXPENSES</b>				
<b>Operating Expenses</b>				
Administrative	459,607	824,004	-	1,283,611
Salaries and benefits	1,690,501	2,007,490	-	3,697,991
Occupancy	88,426	100,216	-	188,642
Insurance	10,260	9,406	-	19,666
Project	-	4,079,769	-	4,079,769
Housing assistance payments	23,480,323	1,003,041	-	24,483,364
Depreciation	-	163,057	-	163,057
<b>Total Operating Expenses</b>	<b>25,729,117</b>	<b>8,186,983</b>	<b>-</b>	<b>33,916,100</b>
<b>Operating Income (Loss)</b>	<b>(618,720)</b>	<b>5,022,314</b>	<b>-</b>	<b>4,403,594</b>
<b>Nonoperating Revenues (Expenses)</b>				
Interest income	8,132	1,530,669	-	1,538,801
Interest expense	-	-	-	-
Gain (loss) on sale of capital assets	-	(29,000)	-	(29,000)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>8,132</b>	<b>1,501,669</b>	<b>-</b>	<b>1,509,801</b>
<b>Income (loss) Before Capital Contributions and Transfers</b>	<b>(610,588)</b>	<b>6,523,983</b>	<b>-</b>	<b>5,913,395</b>
<b>Capital Contributions and Transfers</b>				
Government grants - capital	-	-	-	-
Transfers in - Sonoma County	-	-	-	-
<b>Total Capital Contributions and Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(610,588)</b>	<b>6,523,983</b>	<b>-</b>	<b>5,913,395</b>
<b>Net position - beginning</b>	<b>3,827,510</b>	<b>77,536,713</b>	<b>-</b>	<b>81,364,223</b>
<b>Net Position - ending</b>	<b>\$ 3,216,922</b>	<b>\$ 84,060,696</b>	<b>\$ -</b>	<b>\$ 87,277,618</b>



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 16  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:**

Mary Booher 565-3779  
Peter Bruland 565-3086

**Supervisorial District(s):**

All.

**Title:** AB 1600 Development Fees Annual Reports for FY 2013/14.

### **Recommended Actions:**

Adopt resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for FY 2013/14 for the Regional Parks Department and the Department of Transportation and Public Works.

### **Executive Summary:**

AB 1600 enacted Government Codes Sections 66000-66008, requiring that local agencies prepare annual reports on all development fees collected in the development process to finance public facilities, if those fees were established, increased, or imposed on or after January 1, 1989. It does not include fees charged for processing development applications, development agreements, or reimbursement agreements. The report is due 180 days after the close of each fiscal year and requires that a report concerning each fee fund be made available to the public. Among other fee and project information, balances of any fee deposits that are five or more years old are required to be reported.

Reporting is applicable to the fees collected by the Regional Parks Department and the Department of Transportation and Public Works. Annually, each agency provides reports on fee programs under its jurisdiction in compliance with AB1600, as well as applicable County Code sections. Each agency's report includes the following components:

1. A narrative summary of the financial statement.
2. A brief project status statement for each capital project referenced in the financial statement.
3. The financial statement, in a format developed by the Auditor-Controller-Treasurer-Tax Collector.

### **Regional Parks**

The Regional Parks Department's report covers Park Mitigation fees under Chapter 25, Article VI – Public Improvements, Sections 25-58 of the [Sonoma County Code](#), requiring the dedication of park land and/or

payment of in lieu fees from developers and home builders. First established in 1986, the purpose of the Ordinance is to assist the County in acquiring and developing parks to meet the growing population as a direct correlation to the development and construction of new homes. The Ordinance requires the Director of Regional Parks to report to the Board annually on the income and appropriations in each of the seven areas covered by the Park Mitigation Fee Ordinances. In addition, State law requires that all agencies imposing development impact fees file an annual report on the balances of any fees deposits that are five or more years old.

Park mitigation fees are set during the annual consolidated fee hearings. The fee rate for FY 2013-14 was \$3,165.00 per developed unit. The FY 2013-14 beginning fund balance in the Park Mitigation Fund (7 Areas) was \$1,407,748.96. Total fees collected were \$408,285.00. Interest earned was \$9,445.53. Thus, the total fees plus interest earned in the Park Mitigation Fee Trust Fund in FY 2013-14 was \$417,730.53.

During FY 2013-14 \$666,192.00 was appropriated to 29 Capital Projects for the planning, design and construction of new and expanded park facilities that will be paid from mitigation funds. Mitigation funds are typically transferred at year-end, but due to an oversight during the transition to Enterprise Financial System, that step was not completed and no fees were transferred to Capital Projects... This funding will be transferred in FY 2014-15 during the second quarter consolidated budget adjustment.

A total of \$3,165.00 in fees was refunded to individuals cancelling building permits. The year's ending fund balance was \$1,822,314.49. The balance of funds less appropriated funding is \$1,156,122.49. The attached report includes a full breakdown of fees collected and funds appropriated for each of the seven areas.

Park Mitigation Fees were used to leverage grants and other matching contributions at an approximate ratio of 3 to 1.

No funding collected on or before FY2008-09 remains in any of the seven Park Mitigation Fee Trust Accounts as of June 30, 2014.

### **Transportation and Public Works**

Under AB 1600, Transportation and Public Works (TPW) has prepared fiscal information reports for the traffic mitigation fee programs listed below. The purpose of the traffic mitigation fees adopted by [ordinance](#) (Section 26-98 of the [Sonoma County Code](#)) is to pay the costs of roadway facilities and improvements in accordance with the provisions of the general plan. Under AB 1600 and the Sonoma County Code, Transportation and Public Works (TPW) reports on the following traffic mitigation fee programs:

1. Countywide Traffic Mitigation- In May 1990, the Board established the Countywide Development Fees (Sec. 26-98-605), which apply to all unincorporated lands within the boundary of the county except for those lying within the boundaries of the Sonoma Valley development fee impact area. The beginning balance as of July 1, 2013 was \$8,784,980. Collected fees and interest earnings, net of refunds, total \$1,041,653. Funds expended during FY 13/14 total \$5,148,150, for an ending balance as of June 30, 2014 of \$4,678,483. Fees which remain unexpended for five years or more total

\$1,329,629 and have been committed to the following traffic capacity increasing project: Airport Blvd at Hwy 101 Interchange.

2. Sonoma Valley Traffic Mitigation - In 1989, the Board adopted Ordinance No. 4073 (Sec. 26-98-010) establishing development fees to finance the improvements of certain public facilities and services within the Sonoma Valley area. The beginning balance as of July 1, 2013 was \$937,638. Collected fees and interest earnings total \$237,656. Funds expended during the FY total \$659,132, for an ending balance, as of June 30, 2013, of \$516,162. There are no fees which remain unexpended for five years or more total in the Sonoma Valley Traffic Mitigation Fund.
3. In 1988, the Board of Supervisors adopted Ordinance No. 3841 establishing development fees to finance the cost of improving certain public facilities within the Moorland Avenue Plan Area. This fund was determined to be no longer necessary in 2013 and was closed out in 2013-14.

In January, the fees for the above two programs are adjusted annually based on the Construction Cost Index per the ordinance. Fees are collected by Permit Resource Management Department as part of the permitting process.

#### **Sonoma County Water Agency**

The Water Agency previously reported on certain fees collected on sewer system and connections. Following review by Counsel and the legal statutes and requirements, it was determined that these fees are exempt from the AB 1600 requirements.

#### **Reports and Findings**

There are no Regional Parks collected fees that are unexpended for a period of five years or more in all the reported funds. Transportation and Public Works' have a total of \$5,770,742 in unexpended funds in the Countywide Development Fee Program. There are no fees that have been unexpended for five years in the Sonoma Valley Development Fee Program. These unexpended funds are programmed to be spent in FY 13/14 on the following projects:

- 1.) Airport Blvd @ Hwy 101 Interchange

The AB 1600 Development Fees Annual Reports for Department of Transportation and Public Works and Regional Parks and affected agencies under each of the department's control were made available for public review on November 24, 2014, and are on file with the Clerk.

Requested Board action includes the adoption of the attached concurrent resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for the Regional Parks and the Department of Transportation and Public Works.

#### **Prior Board Actions:**

The Board has annually approved AB 1600 Development Fee Reports, with the most recent report approved on 12/3/13.

<b>Strategic Plan Alignment</b> Goal 2: Economic and Environmental Stewardship			
Mitigation fees are invested in the community in the form of public infrastructure, facilities, and parks and trails. The annual AB 1600 report provides investment information which is relevant to the County's overall economic and environmental stewardship goal.			
<b>Fiscal Summary - FY 13-14</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$ 0</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
There is no impact to the FY 14-15 budget. This report is administrative and intended to document development impact fees accumulated and investment activities completed in FY 13/14.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
Resolution.			
<b>Related Items "On File" with the Clerk of the Board:</b>			
AB 1600 Development Fees Annual Report.			



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Approving The AB 1600 Development Fees Annual Reports And Making Findings In  
Connection With The Following Funds: Park Mitigation, Countywide Traffic Mitigation,  
Sonoma Valley Traffic Mitigation, and Moorland Avenue Drainage Mitigation.**

**Whereas**, under existing law, local agencies must provide the public with specified information relating to fees which have been collected in connection with the approval of development projects; and

**Whereas**, this information must be provided within 180 days from the close of each fiscal year and must be reviewed by the public agency's legislative body; and

**Whereas**, Regional Parks Department and the Department of Transportation and Public Works have prepared reports entitled FY 2013/14 Annual Report on Park Mitigation Fees and 2013/2014 Status Report for the various Transportation and Public Works fee programs. These reports contain all information required by law regarding the various fee programs, and have been filed and made publicly available within the times required by law; and

**Whereas**, the Board of Supervisors has reviewed the reports.

**Now, Therefore, Be It Resolved** that the Board of Supervisors hereby find, determine and declare as follows:

1. All of the above recitals are true and correct; and
2. Except to the extent that findings are made below, no funds have remained unexpended for a period of five (5) years or more.

**Be It Further Resolved** that with respect to unexpended funds remaining in the Countywide and Sonoma Valley Development Fee Programs, the Board finds, determines and declares as follows:

1. These funds were collected to pay the cost of roadway facilities and improvements in accordance with the provisions of the Sonoma County General Plan, including the Circulation and Transit Element, to implement the County's General Plan, and to use the

Resolution #

Date:

Page 2

authority of Article XI, Section 7 of the California Constitution by imposing development fees to fund the cost of certain facilities and services in the Countywide and Sonoma Valley Development Fee Impact Areas; and

2. There is a reasonable relationship between the fee and the purpose for which it is charged in that development fees are used to finance traffic mitigation for capacity increasing/congestion reducing improvements to roadways as a result of a development project; and

3. The sources and amounts of funding anticipated to complete or pay for the Countywide and Sonoma Valley mitigation ordinances share of the projects in FY 2014/15 are as follows:

a) Airport Blvd @ Hwy 101 Interchange (\$1,329,629)-Mitigation, reflecting balance due for work completed and not yet invoiced. Project completed in 2014.

4. Funds for projects mentioned in paragraph 3 have been or will be deposited into the corresponding Road Capital Fund Index at the time construction and engineering contracts for these projects are expended, right-of-way acquisition agreements are processed, or staff time is charged to the project.

**Be It Further Resolved** that the Board of Supervisors hereby approves the AB 1600 Development Fees Annual Reports for FY 2013/14 for the above fee programs.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 17  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:**

Michelle Arellano 707-565-2431

**Supervisorial District(s):**

All

**Title:** Granicus Inc. Service Agreement Amendment No. 3

### **Recommended Actions:**

Authorize the County Administrator to execute the Amendment No. 3 to the services agreement with Granicus Inc. to extend the term for one year to October 20, 2015, and to increase the amount by \$17,144 for a new total not to exceed amount of \$47,654 for live and archived web-streaming video and closed captioning services for the Board of Supervisors and other County meetings and trainings.

### **Executive Summary:**

This item requests that the Board authorize the County Administrator to execute Amendment No. 3 to the agreement with Granicus Inc. (Granicus) for the period of October 20, 2014 to October 19, 2015. The agreement amendment adds an additional \$17,144 to existing services to cover costs associated with closed captioning services of live and archived web-streaming Board of Supervisors meetings.

### **Background**

On October 20, 2009, the Board authorized execution of a contract with Granicus for a term of four years to provide a full service solution for live and archived web-streaming video of public meetings. While Board meetings continue to be broadcast on the local public access television station, Granicus has increased government transparency and accessibility to the public by allowing the public to access agendas, supporting documents, meeting minutes and the ability to view live or prior meetings on-line. This solution has also contributed to workload efficiencies for the Clerk of the Board's meeting minute process which were previously transcribed from the Clerk's hand written notes and prepare for Board approval 2-3 months later. Today, minutes are captured during meetings via Granicus meeting management application, with an unofficial version posted online within days following the meeting, and calendared for Board approval within three weeks.

### **Contract Amendment**

On July 6, 2010, the County Administrator executed the First Amendment to the agreement whereby implementing a voluntary vendor cost reduction initiative during Fiscal Year 2010-11 reducing the

monthly managed service fees by 10% and extending the term of the agreement through October 19, 2014. The Second Amendment to the agreement was executed on September 18, 2013 for implementation of solution upgrades that allowed for streaming unlimited meetings over mobile devices, ipad application for paperless agendas and hardware and software necessary for webcasting and closed captioning enhancements.

The proposed Third Amendment extends the term of the agreement through October 19, 2015 and increases the agreement amount by \$17,144. The increase in the annual amount is due largely to cover closed captioning services for meetings that allow text to be streamed in real time and which are archived with the meeting video for access at a later date. The original Agreement did not account for this service, however since the Granicus solution was put into place in 2010, the County has provided closed captioning for meetings in compliance with the Americans with Disabilities Act - Title II Equal Access Information to ensure that persons with hearing impairments can benefit from these presentations online. Closed caption services are provided by Aegis RapidText, a Granicus subcontractor, at a rate of \$110.25 per hour.

Staff is recommending that the Board authorize execution of Amendment No. 3 for continued Granicus services for an additional year while the County Administrator’s Office in coordination with Information Systems Department develop and issue a Request for Information to explore if there are other providers that offer comparative Government webcast solutions. The Request for Information is expected to be completed no later than May 30, 2015. Staff will also work simultaneously to prepare a Request for Proposal for closed captioning services to consider contracting separately for these services as the rate charged through Granicus is subject to an increase from \$110 to \$145.

**Prior Board Actions:**

10/20/09 Authorized execution of Contract between County and Granicus Inc.

**Strategic Plan Alignment**      Goal 4: Civic Services and Engagement

Increased government transparency and accessibility to the public by allowing the public to access Board of Supervisors agendas, agenda items and supporting materials, meeting minutes and live and archived webcasts on-line.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 47,654	County General Fund	\$ 47,654
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 47,654</b>	<b>Total Sources</b>	<b>\$ 47,654</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<b>Staffing Impacts</b>			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Third Amendment to Granicus Contract and Granicus Service Renewal Quote			
<b>Related Items “On File” with the Clerk of the Board:</b>			
Granicus Contract and First and Second Amendments			

**THIRD AMENDMENT TO THE GRANICUS SERVICES AGREEMENT BETWEEN  
GRANICUS, INC., AND THE COUNTY OF SONOMA**

This Third Amendment to the Granicus, Inc. Services Agreement dated October 20, 2009 is made and entered into by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "COUNTY") and Granicus, Inc., a California Corporation (hereinafter CONTRACTOR).

**RECITALS**

WHEREAS, County and Contractor entered into a Services Agreement dated October 20, 2009, and further amended by a First Amendment dated July 6, 2010 and Second Amendment dated September 19, 2003 (collectively the "Agreement");

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree to amend the Agreement as follows:

I. Article 10.1 Term of the Agreement is changed as follows: The term of this Agreement shall commence on the date hereof and shall continue in full force and effect for one (1) year after the date hereof (October 20, 2009 through October 19, 2015).

II. Payment is changed as follows:

Exhibit A of the Agreement is changed as follows on Pages 3 of 17 and 6 of 17:

Monthly Managed Services Fee: \$2,542.50

Monthly Managed Services: Open Platform: \$375

Closed Captioning Services: \$110.25 per hour

All other aspects of Exhibit A remain unchanged.

III. Except as amended by this Third Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IV. In the event of any inconsistency between the provisions of this Third Amendment, and the original Agreement, the inconsistency shall be resolved by giving precedence to the documents in the following order:

A. Paragraphs set forth in the body of the Third Amendment.

B. Paragraphs set forth in the body of the Agreement.

COUNTY AND CONTRACTOR HAVE CAREFULLY READ AND REVIEWED THIS THIRD AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND,

BY EXECUTION OF THIS THIRD AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

IN WITNESS WHEREOF, the parties hereto have executed this Third Agreement by their duly authorized representatives as of the Effective Date.

Date: \_\_\_\_\_

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

**GRANICUS, INC.**

Date: \_\_\_\_\_

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

**COUNTY OF SONOMA**  
County Administrator

# Granicus, Inc. Services Renewal Quote County of Sonoma

**Proposal presented to:**  
Roxanne Epstein  
Chief Deputy Clerk of the Board  
County of Sonoma

# Granicus, Inc. Service Quote: County of Sonoma

October 30<sup>th</sup>, 2014

Dear Roxanne,

Ref: Effective: **October 19, 2014 - December 31, 2015**

Thank you for continuing your partnership with Granicus. We're excited to support your streaming needs. At Granicus, we recognize that a great product is only part of what keeps our clients satisfied. We also take full responsibility for maintaining and monitoring the technology that powers your solution, so that you can avoid the cost of developing a team of streaming experts. When you need us we will be there to help. Attached you will find a summary of your current services with Granicus as well as a yearly maintenance renewal.

Please contact me directly should you have any questions relating to this documentation. As always, thank you for your time and relationship with our organization.

Most Sincerely,

Claudia  
Claudia Caipo  
Finance Director  
415 357 3618 x 1468  
Granicus, Inc.

## Granicus Managed Services

Media Manager, StreamReplicator, MediaVault	\$ 2,542.50/mo
Monthly Managed Service: Open Platform	\$ 375.00/mo
<b>Monthly Managed Services Total: 10/20/14-10/19/15</b>	<b>\$ 30,510.00</b>

## Granicus Closed Captioning

Closed Captioning Hourly Rate	\$110.25/hour
Closed Captioning Average (yearly estimate from 10/20/14 to 10/19/15)	\$ 17,143.92

## Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance. The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. You also receive continual access to advanced learning tools and the hands-on support, knowledge, and expertise of our skilled Support Engineers and Customer Advocacy professionals.

## Granicus Differentiators

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, legislative management, and training management solutions with:
  - Over 1,100 clients in all 50 states, at every level of government
  - Over 31 million government webcasts viewed
  - More than 265,350 government meetings online
- First fully integrated legislative workflow management system for local government
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Certified integrations provide flexibility and choice of agenda workflow solutions
- Only government webcasting service to provide encoding, minutes annotation, transcription, and closed captioning services
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Only provider of both government webcasting and citizen participation services
- Only provider of both government webcasting and training management services
- Access a library of peer-created government media content from over 900 Granicus users
- 97% customer satisfaction rating, 99% client retention rating
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: <http://www.granicus.com/Clients/Case-Studies.aspx>

**Sign to Accept proposal.  
return to representative:**

**County of Sonoma**

**Granicus, Inc.  
600 Harrison St. Ste 120  
San Francisco, CA 94107  
Granicus, Inc.**

Client Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

Date: \_\_\_\_\_



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 18  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):**

**Staff Name and Phone Number:**

Veronica Ferguson, 565-2431

**Supervisorial District(s):**

All

**Title:** Recognition for Boards, Commissions, Committees, and Task Forces

### **Recommended Actions:**

Adopt policy directing staff to prepare an annual report from Boards, Commissions, Committees and Task Forces and provide an annual recognition event for members of the Boards, Commissions, Committees, and Task Forces.

### **Executive Summary:**

The 2013/14 Sonoma County Civil Grand Jury made two recommendation regarding the Boards, Commissions, Committees and Task Forces and their members, that are appointed by the Sonoma County Board of Supervisors. The recommendations were

1. The Board of Supervisors direct that each board, commission, committee and task force post, on its website, an annual one-page report about its activities and accomplishments that will provide accountability and transparency.
2. The Board of Supervisors adopt a program to recognize the boards, commissions, committees and task forces and their members, to solicit greater public interest and participation.

The proposed policy would direct staff to compile an annual report and submit the report to the Board. The policy also directs staff to coordinate an annual recognition event for current members of the Boards, Commissions, Committees, and Task Forces.

### **Prior Board Actions:**

### **Strategic Plan Alignment**

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

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**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

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**Attachments:**

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**Related Items "On File" with the Clerk of the Board:**

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## ADMINISTRATIVE POLICY 1-3:

# Policy Regarding Recognition of the Boards, Commissions, Committees, and Task Forces, and their members

Approved: Board of Supervisors

Authority: County Administrator

Resolution: N/A

Revised Date: 12/9/14

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## **PURPOSE**

The Sonoma County Board of Supervisors acknowledges that the volunteers who serve on the various Boards, Commissions, Committees and Task Forces provide an invaluable service to the County, and as such the Board adopts this policy as a means of highlighting the work of these volunteers and appreciating their many hours of dedicated service.

## **ANNUAL REPORT**

Annually, prior to December 31, staff will contact each Board, Commission, Committee and Task Force, or the agency that manages the Board, Commission, Committee or Task Force, and request a one page annual report. The report will summarize the activities and accomplishments of the Board, Commission, Committee, or Task Force. Staff will compile these reports into a single document, and submit the report to the Board of Supervisors for acceptance at a Board meeting. Upon acceptance by the Board, staff will submit a copy of this report to the sitting Grand Jury and make this report available to the public on the County website.

## **VOLUNTEER RECOGNITION**

Annually, in conjunction with Volunteer Appreciation week in April, the Board will sponsor an event to recognize all the volunteer members of the Boards, Commissions, Committees and Task Forces. This event may be held during a regular meeting of the Board of Supervisors, or may be a separate event. At a minimum, the Board will provide a certificate of recognition for all current members of the Boards, Commissions, Committees, and Task Forces.



## County of Sonoma Agenda Item Summary Report

**Agenda Item Number:** 19  
(This Section for use by Clerk of the Board Only.)

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):**

**Staff Name and Phone Number:**

**Supervisory District(s):**

Veronica Ferguson (707) 565-2431

**Title:** Personal Services Agreement – Chief Probation Officer

### **Recommended Actions:**

Authorize the County Administrator to execute a Personal Services Agreement with Robert Ochs as Chief Probation Officer from December 13, 2014 through December 31, 2016.

### **Executive Summary:**

Robert Ochs has served as Chief Probation Officer with Sonoma County since 2006. During that time, Mr. Ochs has been a proactive leader not only for the Probation Department but also in the countywide efforts on various public safety initiatives in process, in particular, Criminal Justice Realignment, the County's Criminal Justice Master Plan, and the pursuit of state funding for a new justice facility, which might include a Community Corrections Center. The County will continue to benefit from Mr. Ochs' leadership during this time. The Recommended Action before the Board will renew Mr. Ochs' Professional Services Agreement effective December 13, 2014-December 31, 2016.

The Penal Code and Welfare and Institutions Code specify that the Chief Probation Officer is appointed by the Court. The court, including the Presiding Judge and the Presiding Juvenile Judge, support this renewal.

Previously, in 2011, Mr. Ochs' submitted his intent to resign. Pursuant to the Sonoma County Salary Resolution, Section 7.22 he was provided a 5% increase in salary for Department Heads during the final year of employment after submitting a formal resignation during 2012. Also as a result of submitting his intent to resign, Mr. Ochs waived certain provisions of the Salary Resolution. Mr. Ochs has voluntarily agreed to forego the 5% increase since the initial extension of his resignation date, on 12/4/2012. The renewal of this agreement incorporates a 2.5% salary increase above the incumbent's current "I" step. In addition, Mr. Ochs will be covered by the provisions of the Salary Resolution with this new agreement.

**Prior Board Actions:**

1/10/2006, 12/16/08, and 12/6/2011: Board Authorized Personal Services Agreement with Robert Ochs, Chief Probation Officer. Current agreement expires December 12, 2014.

12/4/2012: Board authorized extension of resignation date until December 31, 2013.

12/10/13, Board authorized extension of resignation date until December 12, 2014.

**Strategic Plan Alignment:** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 13-14**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Salary and benefit costs associated with the Chief Probation Officer position are fully funded in FY 14-15.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):****Attachments:****Related Items "On File" with the Clerk of the Board:**

AGREEMENT FOR PERSONAL SERVICES  
CHIEF PROBATION OFFICER

This Agreement is made this 9<sup>th</sup> day of December, 2014 by and between the SUPERIOR COURT OF THE COUNTY OF SONOMA (hereinafter "COURT"), the COUNTY OF SONOMA, a political subdivision of the State of California (hereinafter "COUNTY") and ROBERT OCHS (hereinafter "EMPLOYEE").

WITNESSETH:

WHEREAS, Pursuant to Penal Code section 12.03.5 and 1203.6, and Welfare and Institutions Code section 215, the COURT appoints and may remove for good cause the Chief Probation Officer; and,

WHEREAS, under the policy direction of the Judges of the Superior Court, the Chief Probation Officer directs the operation of adult and juvenile probation activities including Juvenile Hall, Probation Camp, and related facilities; serves as the principle administrative official over probation services in terms of general administration and budget preparation; and performs related duties as required; and,

WHEREAS, though EMPLOYEE is appointed by the COURT, EMPLOYEE is deemed an employee of the COUNTY and his salary and benefits are paid for by the COUNTY; and,

WHEREAS, the COURT, COUNTY and EMPLOYEE previously entered into personal services contract, the most recent of which was entered into on or about December 6, 2011, for a term of three (3) years, and which expires on December 12, 2014; and,

WHEREAS, COURT, COUNTY and EMPLOYEE desire to enter into a new personal services agreement for a period of two (2) years, commencing on December 12, 2014 and ending on December 31, 2016; and,

WHEREAS, EMPLOYEE acknowledges that by accepting the position of Chief Probation Officer, his position will be in the unclassified service under the Sonoma County Civil Service System;

NOW, THEREFORE, BE IT AGREED by and between the parties as follows:

1. Term of Employment. The COURT hereby appoints EMPLOYEE as Chief Probation Officer for a period of two (2) years, commencing on December 12, 2014 and ending on December 31, 2016, subject, however, to termination as herein provided.

2. Duties. EMPLOYEE shall perform the duties of Chief Probation Officer as set forth in the County job specification, attached hereto as Exhibit A, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the COURT and the COUNTY.

3. Compensation.

(a) EMPLOYEE's salary shall be set at \$167,575, and shall be subject to any COLA or other increases as set forth in the Sonoma County Salary Resolution.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits generally available to Sonoma County department heads, as specified in the Sonoma County Salary Resolution, including but not limited to any COLA increases as provided in the Salary Resolution.

4. Performance review.

The COURT may conduct a performance evaluation at anytime; however, it shall be the goal to have a performance review conducted once every year. The COUNTY shall assist with the performance review by conducting its own review and making recommendations to the COURT on a performance evaluation.

5. Expiration and Non-renewal. At the expiration of the term of this Agreement, EMPLOYEE's employment shall automatically terminate. The COURT agrees to give written notice of its intention of non-renewal at least sixty (60) calendar days in advance of the expiration of this Agreement; provided, however, that failure to give sixty-day notice of non-renewal shall cause this Agreement to be extended for an additional period of sixty (60) calendar days from date of notice of non-renewal, and shall not result in an automatic renewal of the agreement. Upon expiration of the Agreement, EMPLOYEE shall be entitled to the same benefits as those described in Exhibit B, paragraph 2. In no event shall this Agreement be construed to extend beyond the three year term provided in Section 1 or the additional sixty (60) days as provided herein.

6. Termination.

(a) EMPLOYEE shall serve at the will and pleasure of the COURT and may be terminated and removed by the COURT with or without cause as provided in attachment B. EMPLOYEE expressly waives and disclaims any right to any pre-termination or post termination notice and hearing.

(b) EMPLOYEE may terminate his employment at any time by delivering to the Presiding Judge of the COURT his written resignation. A copy of the resignation shall also be served on the County Administrator for the COUNTY. Such resignation shall be irrevocable and shall be effective not earlier than ninety (90) calendar days following delivery to the COURT.

(c) From the date upon which EMPLOYEE either resigns or is notified of the COURT's intention to terminate the Agreement until the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote his full time attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist the COURT in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as Chief Probation Officer.



(d) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement. Except as provided herein, no other document, handbook, policy, resolution or oral or written representation shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment.

7. Nonassignability. EMPLOYEE shall not, during the term of this Agreement, make any assignment or delegation of any of its provisions without the prior written consent of the COURT and the COUNTY.

8. Compliance with Law. EMPLOYEE shall, during his employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving the COURT and the COUNTY of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to this Agreement.

9. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

10. No Representations or Warranties on Tax or Retirement Issues. EMPLOYEE acknowledges and agrees that the COURT and the COUNTY have not made any representations or warranties regarding tax consequences or retirement compensation pertaining to his salary and benefits. EMPLOYEE further acknowledges and agrees that the Sonoma County Employees' Retirement Association ("SCERA") makes the final determination on what is deemed "final compensation" for purposes calculating retirement benefits.

11. Conflict of Interest. EMPLOYEE covenants that he presently has no interest and will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of his duties required under this Agreement. EMPLOYEE shall comply with all state and local conflict of interest laws or policies, including, but not limited to, Government Code section 1090, the Political Reform Act and requirements promulgated by the Fair Political Practices Committee, the County's policies on incompatible offices and conflicts of interest, and any Departmental policies on conflicts of interest. EMPLOYEE shall also complete and file a "Statement of Economic Interest" with the County, disclosing EMPLOYEE's financial interests, as required by the County's Conflict of Interest Code.

ATTEST:

COUNTY OF SONOMA

\_\_\_\_\_  
Clerk of the Board

By \_\_\_\_\_  
County Administrator

EMPLOYEE

\_\_\_\_\_  
Robert Ochs

SONOMA COUNTY SUPERIOR COURT

By \_\_\_\_\_  
Presiding Judge

SONOMA COUNTY SUPERIOR COURT

By \_\_\_\_\_  
Presiding Juvenile Judge

## EXHIBIT A to Personal Services Agreement with Robert Ochs

### (Job Specification)

County of Sonoma 2677  
CAT. NO. 1 JGRP NO. II Established 8/94

#### CHIEF PROBATION OFFICER

##### Definition

Under general policy direction of the Board of Supervisors and the County Administrator, provides leadership and administrative policy direction for programs and services of the Probation Department; and performs related duties as required.

##### Distinguishing Characteristics

The incumbent of this class serves as the department head for the Sonoma County Probation Department. The incumbent is in a position of trust and confidence and serves as the department head and appointing authority for all employees in the Probation Department except for the Public Health Officer who, by law, is appointed by the Board of Supervisors. The Chief Probation Officer reports to the Board of Supervisors through the County Administrator to provide advice and consultation on all matters related to the requirements of the department and the administrative performance of the Public Health Officer. The Chief Probation Officer has been delegated authority and is held accountable for the overall resource development and administration of all programs, services and employees of the Probation Department. Work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County Administrator. The incumbent serves a one-year probationary period.

##### Typical Duties

Provides leadership and administrative policy direction; coordinates administration of all departmental divisions; evaluates performance of subordinate managers; conducts meetings and conferences with department staff; advises the Board of Supervisors regularly of health services issues.

Develops an organizational chart which identifies department divisions and sections with an explanation of how authority will be delegated and work will flow; develops and recommends changes as necessary; refines management structure with particular attention to lines of communication, decision making, and accountability; develops and implements administrative policies and procedures.

Directs the research, analysis and formulation of the department budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County

Administrator and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Submits estimates of facility requirements with estimated costs and time lines for relocation and/or modifications.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new systems and services.

Interviews and selects top management staff; reviews and approves staff training program; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Health Services Department; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Reviews and approves Board of Supervisors' agenda items, personnel, operational and budgetary actions recommended by Division Directors.

Coordinates the administration of public health, mental health and environmental health divisions, initiates, implements, and reconciles management practices and policies; consults with the Public Health Officer concerning medical protocols that affect the delivery of public health, mental health and environmental health services; approves changes and modifications recommended by the Public Health Officer and ensures intra-departmental communication and implementation of changes and modifications of protocols.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of public health, mental health and environmental health services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

With concurrence of the Board of Supervisors and the County Administrator, seeks and applies for grants in aid to improve or enhance the delivery of mental health, public health and environmental health services.

Coordinates preparation and release to the media of information related to the programs and services of the Department of Health Services.

Coordinates and directs the provision of technical and professional assistance to other county departments, other health agencies, businesses and members of the general public on matters affecting the health and safety of the citizens of Sonoma County.

Serves as the local Mental Health Director, or may delegate authorities and responsibilities.

Conducts meetings and conferences with department staff; interprets policies, rules and regulations to staff members; allocates and reallocates department resources to meet mental health, public health and environmental health service needs; analyzes difficult management and fiscal problems, considers available options, evaluates possible solutions, selects an appropriate solution and implements a decision to resolve the problem.

### Knowledge and Abilities

**Extensive knowledge of:** modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct a Health Services Department.

**Knowledge of:** federal, state and local laws, ordinances, rules and regulations relating to the management and operations of a Health Services Department; research methodology, report writing and basic statistics.

**Thorough knowledge of:** modern organizational and planning techniques used to manage a multi-service health services agency.

**Considerable knowledge of:** the social and economic problems that have an impact on the public health, mental health, and environmental health of the community; communications and conflict resolution techniques.

**Ability to:** evaluate the performance of subordinates, identify behavior and performance problems, communicate appropriate employment standards to affected employees and hold those employees to the standards; analyze management problems, to reach practical conclusions, and institute effective changes; develop and update departmental rules, regulations and policies; direct or prepare comprehensive, clear written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; establish and maintain effective professional and working relationships with the Board of Supervisors, the County Administrator, other County department heads, subordinates, community groups, medical professionals, other health agencies, the general public and others who have an interest in health services issues; understand and appreciate differing views on the role of the Department of Health Services in the management of sensitive health services issues.

### Minimum Qualifications

**Education:** Any combination of education or training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in health care administration, public administration, hospital administration, business administration or a closely related field would provide such opportunity. Possession of a Masters degree is desirable. Incumbent must meet the standards contained in the California Administrative Code, Title IX, Section 620.

**Experience:** Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years of increasingly responsible experience managing a health services organization or large division of such organization would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

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EXHIBIT B to Personal Services Agreement with Robert Ochs  
Termination and Administrative Leave Provisions

1. As provided in the Personal Services Agreement, to which this Exhibit B is attached and incorporated, the COURT may terminate EMPLOYEE's employment and remove him with or without cause.

2. Termination without cause:

Severance. Termination of EMPLOYEE's employment without cause may be effected by the COURT giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary, and any other compensation allowed under the County of Sonoma Salary Resolution, equal to that which would accrue during ninety (90) calendar days following termination and to be computed by the Sonoma County Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, EMPLOYEE shall also be entitled to be compensated for any floating holiday balance or any other compensation or benefits as allowed by the Sonoma County Salary Resolution, as it may be amended from time to time. EMPLOYEE's health benefits and the COUNTY's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against the COUNTY arising out of his employment.

3. Termination and Removal with cause:

The COURT may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by the COURT depositing a written notice in the United States mail that is addressed to EMPLOYEE at EMPLOYEE's last known address. After termination for just cause has been affected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with the COUNTY or the COURT. Just cause includes, but is not limited to, hostile and discourteous treatment of employees, unauthorized absence, conviction of a felony or of any criminal act involving moral turpitude; mismanagement of COUNTY funds; conduct which brings discredit to the COURT or the COUNTY; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of an a COURT or COUNTY or departmental policy and/or laws regarding the confidentiality of records; using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on COURT or COUNTY property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in COURT or COUNTY uniform (possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section); negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority; falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related

statement to other employees at work or committing perjury; unauthorized use of COURT or COUNTY vehicles and equipment; conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, in a COURT or COUNTY vehicle; unauthorized possession of weapons or explosives on COURT or COUNTY premises; willful carelessness or violation of safety rules and regulations which jeopardize the safety of other and/or which could result in bodily injury to other or damage to COURT or COUNTY property; and sexual harassment of or unlawful discrimination against another employee or applicant for employment. Any other just cause not set forth above, must be of similar egregious conduct.

4. Statement of Reasons for Termination.

The COURT, COUNTY and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination and removal. If the parties cannot mutually agree to an acceptable statement of the reasons for termination and removal within the time period set forth above, the COURT may, in its sole discretion, publish its reasons for termination. Within ninety (90) calendar days following the announcement of termination and removal, EMPLOYEE may present a written response to the COURT and the COUNTY which will be maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination and removal

5. Administrative Leave.

Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the Presiding Judge of the COURT may place EMPLOYEE on administrative leave when, in the sole opinion of the Presiding Judge, EMPLOYEE's temporary removal from office would be in the best interests of COURT. The administrative leave will commence on the COURT's delivery to EMPLOYEE's office of a written notice to that effect. The COURT shall also deliver a copy of the notice to the employee determined by the Presiding Judge to be next in authority as Chief Probation Officer. Upon the delivery of the notice to EMPLOYEE's office, performance of EMPLOYEE's job duties under this Agreement are suspended but all other provisions of this Agreement shall remain in full force and effect. Thereafter, EMPLOYEE's job duties shall be performed by the employee next in authority until further notice by the Presiding Judge. The COURT and EMPLOYEE agree that the COURT will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 2, or in any other way interferes with the administration or operation of the Probation Department. The COURT and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in the job specification for the position of Chief Probation Officer, or in any other way interferes with the administration or operation of the Department, the COURT and the COUNTY's duties to compensate EMPLOYEE under the Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or interference. The administrative leave and the suspension of job duties shall terminate on the Presiding Judge's delivery to EMPLOYEE's office of a written notice to that effect.





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 20  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:**

Veronica Ferguson, (707) 565-2431

**Supervisorial District(s):**

All

**Title:** Personal Services Agreement – Director of Child Support Services

### **Recommended Actions:**

Authorize the Chair to execute a Personal Services Agreement with Jennifer Traumann as Director of the Sonoma County Department of Child Support Services, commencing on November 11, 2014 through November 10, 2017.

### **Executive Summary:**

Attached for your Board's approval is the Personal Services Agreement with Jennifer Traumann as the Director of the Sonoma County Department Child Support Services. Ms. Traumann was appointed by your Board on November 4, 2014 and was selected through a competitive recruitment process that produced a slate of highly qualified candidates.

The requested action would approve a contract, which would cover the period from November 11, 2014 through November 10, 2017.

### **Prior Board Actions:**

November 4, 2014 – Appointment of the position.

**Strategic Plan Alignment** Goal 4: Civic Services and Engagement

This position provides the civic services and support required to manage various Child Support Service programs.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 139,858		\$ 139,858
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Ongoing annualizing salary associated with this position is \$139,897.91 at the "C" step and is incorporated in the FY 14-15 budget.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Agreement for Personal Services

**Related Items "On File" with the Clerk of the Board:**

AGREEMENT FOR PERSONAL SERVICES

DIRECTOR OF CHILD SUPPORT SERVICES

This Agreement is made this 9<sup>th</sup> day of December, 2014 by and between the COUNTY OF SONOMA, a political subdivision of the State of California (hereinafter "COUNTY") and JENNIFER TRUAMANN (hereinafter called "EMPLOYEE").

WITNESSETH:

WHEREAS, the COUNTY seeks to appoint EMPLOYEE as the Director of Child Support Services for a period of three (3) years, commencing on November 11, 2014; and,

WHEREAS, EMPLOYEE acknowledges that by accepting the position of Director of Child Support Services her position will be in the unclassified service under the Sonoma County Civil Service System;

NOW, THEREFORE, BE IT AGREED by and between the parties as follows:

1. Term of Employment. COUNTY hereby employs EMPLOYEE in the position of Director of Child Support Services for a period of three (3) years, commencing on November 11, 2014 and ending on November 10, 2017, subject, however, to termination as herein provided.

2. Duties. EMPLOYEE shall perform the duties of Child Support Services as set forth in the County job specification, attached hereto as Exhibit A, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the COUNTY.

3. Compensation.

(a) EMPLOYEE's salary shall be initially set at the "C" step of the salary range as provided for in the Sonoma County Salary Resolution 95-0926, and as may be amended from time to time during the term of this Agreement.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits generally available to Sonoma County department heads, as specified in the Sonoma County Salary Resolution.

4. Performance review.

The Board of Supervisors shall review EMPLOYEE's performance on an annual basis. EMPLOYEE agrees that concerns that COUNTY's Board of Supervisors, individual members of the Board, or COUNTY's Administrative Officer have concerning EMPLOYEE's performance are not "specific complaints or charges brought against an employee by another person or employee" as that phrase is used in Government Code section 54957 and that the notice requirement of that section is, under the circumstances, in applicable.

5. Expiration and Non-renewal. At the expiration of the term of this Agreement, EMPLOYEE's employment shall automatically terminate, subject to the following exception. COUNTY agrees to give written notice of its intention of non-renewal at least sixty (60) calendar

days in advance of the expiration of this Agreement; provided, however, that failure to give sixty-day notice of non-renewal shall cause this Agreement to be extended for an additional period of sixty (60) calendar days, and shall not result in an automatic renewal of the Agreement.

6. Termination.

(a) EMPLOYEE may be terminated by the Board of Supervisors with cause as provided in attachment B.

(b) EMPLOYEE may terminate her employment at any time by delivering to the Board of Supervisors her written resignation. Such resignation shall be irrevocable and shall be effective not earlier than sixty (60) calendar days following delivery.

(c) From the date upon which EMPLOYEE either resigns or is notified of the COUNTY's intention to terminate the Agreement until the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote her full time attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist COUNTY in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership of the COUNTY. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as Director of Child Support Services.

(d) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement. Except as provided herein, no other document, handbook, policy, resolution or oral or written representation shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment with COUNTY.

7. Nonassignability. EMPLOYEE shall not, during the term of this Agreement, make any assignment or delegation of any of its provisions without the prior written consent of COUNTY.

8. Compliance with Law. EMPLOYEE shall, during her employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving COUNTY of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to this Agreement.

9. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

10. No Representations or Warranties on Tax or Retirement Issues. EMPLOYEE acknowledges and agrees that the COUNTY has not made any representations or warranties regarding tax consequences or retirement compensation pertaining to her salary and benefits. EMPLOYEE further acknowledges and agrees that the Sonoma County Employees' Retirement

Association (“SCERA”) makes the final determination on what is deemed “final compensation” for purposes calculating retirement benefits.

11. Conflict of Interest. EMPLOYEE covenants that she presently has no interest and will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of her duties required under this Agreement. EMPLOYEE shall comply with all state and local conflict of interest laws or policies, including, but not limited to, Government Code section 1090, the Political Reform Act and requirements promulgated by the Fair Political Practices Committee, the County’s policies on incompatible offices and conflicts of interest, and any Departmental policies on conflicts of interest. EMPLOYEE shall also complete and file a “Statement of Economic Interest” with the County, disclosing EMPLOYEE’s financial interests, as required by the County’s Conflict of Interest Code.

ATTEST:

COUNTY OF SONOMA

\_\_\_\_\_  
Clerk of the Board

By \_\_\_\_\_  
Chair, Board of Supervisors

EMPLOYEE

\_\_\_\_\_  
Jennifer Traumann

EXHIBIT A to Personal Services Agreement with Jennifer Traumann

(Job Specification)

County of Sonoma  
CAT. NO. 1 JGRP. NO. IX

0876  
Established: 3/02

DIRECTOR OF CHILD SUPPORT SERVICES

Definition

Under general policy direction of the Board of Supervisors and the County Administrator, and within state and federal laws and regulations, plans, organizes, and directs Child Support Services programs and services for the County of Sonoma; and performs related duties as required.

Distinguishing Characteristics

This single position class is a department head, appointed by the Board of Supervisors, with responsibility for overall administrative direction and management of all child support services provided by the county. The Director establishes and maintains programs to collect support payments for custodial parents and their children from parents ordered to pay child support by providing such services as locating absent parents; establishing paternity; obtaining, enforcing and initiating modifications to child and medical support orders; and collecting and distributing payments. The incumbent performs assignments with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County Administrator. This job class is not within the classified civil service under the provisions of Section 5 (u) of the County of Sonoma Civil Service Ordinance No. 305-A as amended. The incumbent serves at the will of the Board of Supervisors and is required to enter into an "at will" employment contract.

Typical Duties

Plans, organizes, directs, coordinates, controls, and evaluates the operation of the Department; delegates appropriate authority to management subordinates.

Directs the development, revision, and implementation of operational and administrative policies and procedures; analyzes and interprets existing and proposed legislation and State Department of Child Support Services policies, procedures, and other directives to determine their impact on departmental operations; identifies areas for organizational improvement; formulates long range plans and initiates changes to improve organizational efficiency and ensure program conformance to federal and state child support laws, regulations, and court decisions.

Directs staff in the preparation and monitoring of the departmental and state budgets; analyzes performance measures to ensure cost efficiency and determine the appropriate level of services; presents and justifies proposed budget to the County Administrator and Board of Supervisors; ensures that budget expenditures are properly controlled..

Serves on local and statewide committees to coordinate program administrative and training efforts; represents the County in statewide efforts to affect state and federal policy and regulations; and addresses legislative, judicial and regulatory bodies to explain, defend and advocate the County's positions and actions.

Oversees the development and ongoing operations of the department's automation programs and systems; and coordinates with the State Department of Child Support Services and other government agencies for the development, implementation, and maintenance of a statewide, interactive, automated case management and tracking system.

Selects management and support staff; establishes performance standards; evaluates staff performance; reviews performance evaluations prepared by subordinate staff; and reviews and takes action on disciplinary matters.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Recommends and administers a variety of contracts to meet department goals.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

Directs public relations activities for the department; make presentations to the public and media to promote awareness of the department's services;

#### Knowledge And Abilities

**Thorough knowledge of:** the principles and practices involved in child support enforcement programs at the federal, state and local levels; communication and conflict resolution; principles and practices of budget and fiscal management, supervision, training, and administration of public services; intergovernmental relationships and regulations affecting delivery of services; legislation and laws that regulate the operation of the Child Support Services Department; and modern methods of public services administration.

**Considerable knowledge of:** the social and economic problems affecting public child support services; program planning, evaluation and monitoring; principles and application of budget preparation and public funding; research methods and techniques; human resources management; report writing; and basic statistics quantitative analysis.

**Ability to:** plan, organize and direct comprehensive child support service programs; understand, interpret and explain laws, regulations and policies governing child support service programs and operations; develop goals and objectives; supervise and evaluate the performance of subordinate managers, professional and administrative staff; ensure proper compliance with state, federal and local guidelines, policies, goals, rules and regulations; identify and analyze administrative problems and implement operational changes; analyze problems and adopt an effective course of action; organize inter-departmental operations; direct the preparation and justification of the department's budget; respond to and promote effective media relations; make presentations to elected officials; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; coordinate and integrate program components in a cohesive and effective service delivery system; secure cooperation and teamwork among professionals and support staff.

### Minimum Qualifications

**Education:** Any combination of education and training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in public administration, social work, business administration, economics, psychology, or sociology or a closely related field would provide such opportunity. Possession of a Masters degree is desirable.

**Experience:** Any combination of experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, four years of increasingly responsible management experience in a child support enforcement program, including policy development, program planning and evaluation, budget management, personnel management and performance evaluation, would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.



EXHIBIT B to Personal Services Agreement with Jennifer Traumann  
Termination and Administrative Leave Provisions

1. As provided in the Personal Services Agreement, to which this Exhibit B is attached and incorporated, COUNTY may terminate EMPLOYEE's employment with or without cause.

2. Termination without cause:

Severance. Termination of EMPLOYEE's employment without cause may be effected by the COUNTY giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary, and any other compensation allowed under the County of Sonoma Salary Resolution, equal to that which would accrue during ninety (90) calendar days following termination and to be computed by the Sonoma County Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, EMPLOYEE shall also be entitled to be compensated for any floating holiday balance or any other compensation or benefits as allowed by the Sonoma County Salary Resolution, as it may be amended from time to time. EMPLOYEE's health benefits and the COUNTY's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against the COUNTY arising out of her employment.

3. Termination with cause:

COUNTY may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by COUNTY depositing a written notice in the United States mail that is addressed to EMPLOYEE at EMPLOYEE's last known address. After termination for just cause has been affected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with the COUNTY. Just cause includes those grounds set forth in the Sonoma County Civil Service Rules, Rule 10.3 and may include, but is not limited to, unauthorized absence, conviction of a felony or of any criminal act involving moral turpitude; hostile and discourteous treatment of employees; mismanagement of County funds; conduct which brings discredit to the County; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of a County or departmental policy and/or laws regarding the confidentiality of records; using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on County property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in County uniform (possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section); negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority; falsification of any records, such as

medical forms, time cards or employment applications, or making material dishonest work-related statement to other employees at work or committing perjury; unauthorized use of County vehicles and equipment; conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, on County property or in a County vehicle; unauthorized possession of weapons or explosives on County premises; willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property; and sexual harassment of or unlawful discrimination against another employee or applicant for employment. Any other just cause not set forth above, must be of similar egregious conduct.

4. Statement of Reasons for Termination.

The COUNTY and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination. If the parties cannot mutually agree to an acceptable statement of the reasons for termination within the time period set forth above, the Board of Supervisors may, in its sole discretion, publish its reasons for termination. In such event, publication shall consist of filing the reasons with the Clerk of the Board. A copy of the statement shall be made for EMPLOYEE and kept for her in the office of the Board's Clerk. Within ninety (90) days following the announcement of termination, EMPLOYEE may present a written response to the Chair of the Board of Supervisors which will be maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination.

5. Administrative Leave.

Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the Chair of the Board of Supervisors may place EMPLOYEE on administrative leave when, in the sole opinion of the Chair of the Board of Supervisors, EMPLOYEE's temporary removal from office would be in the best interests of COUNTY. The administrative leave will commence on the Chair of the Board of Supervisors' delivery to EMPLOYEE's office of a written notice to that effect. Upon the delivery of the notice to EMPLOYEE's office, performance of EMPLOYEE's job duties under this Agreement are suspended but all other provisions of this Agreement shall remain in full force and effect. COUNTY and EMPLOYEE agree that COUNTY will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 2, or in any other way interferes with the administration or operation of the Child Support Services Department. COUNTY and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in job specification for the position of Director of Child Support Services, or in any other way interferes with the administration or operation of the COUNTY that COUNTY's duties to compensate EMPLOYEE under the Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or interference. The administrative leave and the suspension of job duties shall terminate on the Chair's delivery to EMPLOYEE's office of a written notice to that effect.



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 21  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** County Administrator, Auditor-Controller-Treasurer-Tax Collector, Information Systems Department (ISD), General Services

**Staff Name and Phone Number:**

Donna Dunk 565-3274  
Terina Tracy 565-3234

**Supervisorial District(s):**

All

**Title:** Quarterly Update on Enterprise Financial System (EFS) Project Implementation

### **Recommended Actions:**

Accept quarterly update on the Enterprise Financial System Project Implementation

### **Executive Summary:**

On February 5, 2013, The Sonoma County Board of Supervisors (BOS) directed staff to proceed with the Enterprise Financial System (EFS) implementation project and to return with quarterly updates on the project's progression. The purpose of this report is to provide The BOS with the Winter 2014 quarterly update.

At this time the project continues on time, on budget, without the use of contingencies and within the planned scope. As was previously reported, Phase 1 of the project went live on July 1, 2014 and included the following modules:

- General Ledger
- Accounts Payable
- Fixed Assets
- Purchasing

Phase 2 of the project is scheduled to go-live on July 1, 2015 and includes the following Modules:

- Hyperion Budgeting
- Grants and Project Costing
- Contracts, this module allows increased visibility into any contract's financial status and commitment
- Billing
- Accounts Receivable
- Oracle Scorecard and Strategy Management, this module enables the County to define

strategies, communicate critical success factors , and measure tangible results on a continuous basis

- Oracle Business Intelligence, this module enables ad hoc query and analysis, dashboards, enterprise reporting, and scorecards
- Strategic Sourcing, this module enables the County to streamline the RFP process, and strategically award contracts. Strategic Sourcing will go live in February 2015 due to an accelerated schedule

**Project Activities Over the Past Three Months:**

Project activities since the last quarterly update worth noting are as follows:

- Completed all conversions of data necessary for Phase 1 operations.
- Continued to provide post production support and help desk support to end users.
- Phase 2 planning and review of business requirements are underway.
- Formed a Users Group to improve user experience and share best practices.
- Completed a Go-Live Readiness Assessment to determine the overall effectiveness of sponsorship, communication and training. Lessons learned from Phase 1 will be incorporated into Phase 2 implementation.
- Held project team training for all PeopleSoft Phase 2 modules.
- Completed Phase 1 enhancements and fixes as needed.

**Upcoming Phase 2 project activities:**

Upcoming project activities that are planned for the next three months include the following:


- Design and configure the software to meet the County’s system-wide core business needs.
- Design, build, test and develop reports.
- Analyze, design and test security.
- Vendor registration outreach event in January 2015 for Strategic Sourcing .
- Strategic Sourcing go-live on February 2, 2015 due to accelerated schedule.

As of this writing, there are no major issues that are unresolved with either Phase of the project. A summary of the project budget is included in Attachment A.

**Prior Board Actions:**

Board accepted the quarterly EFS update on 9/9/14; 6/3/14; 12/5/13; 8/13/13  
8/19/14 – Board approved a contract amendment with Maverick Solutions for core project team training  
2/25/14 – Board accepted the quarterly EFS update and approved a contract with Bottomline Technologies for C-Series Payments Software upgrade  
5/7/2013 – Board accepted the quarterly EFS update and approved a contract with Neko Industries, Inc. for document management to be integrated with the PeopleSoft system  
2/5/2013 – Board approved proceeding with EFS project and budget, along with contracts with Ciber, Inc., Oracle, and Maverick Solutions  
9/18/2012 – Board approved proceeding with EFS project by negotiating a contract with Ciber, Inc and Oracle

<b>Strategic Plan Alignment</b> Goal 3: Invest in the Future			
The enterprisewide system solution will allow the county to ensure fiscal transparency by replacing outdated and unsupported financial tracking and reporting technology.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
No fiscal impact.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
N/A			
<b>Attachments:</b>			
Attachment A – EFS Budget Summary			
<b>Related Items “On File” with the Clerk of the Board:</b>			

		Steering Committee EFS Budget Summary					
		A	B	C	D = B+C	E = D-A	F = E/A
Description	Approved Budget As of 2/5/2013	PTD Expenditures As of 10/31/2014	ETC Expenditures As of 10/31/2014	Total Expenditures As of 10/31/2014	\$ Budget Variance As of 10/31/2014	% Budget Variance As of 10/31/2014	
<b>External Costs:</b>							
Hardware, OS & DB	\$ 881,387	\$ 215,383	\$ 717,617	\$ 933,000	\$ 51,613	6%	
PeopleSoft License & Maintenance	\$ 1,570,639	\$ 1,318,127	\$ 306,773	\$ 1,624,900	\$ 54,261	3%	
Ciber Implementation Services	\$ 5,709,705	\$ 2,970,085	\$ 2,739,620	\$ 5,709,705	\$ -	0%	
OnBase Integration & Maintenance	\$ 896,000	\$ 222,612	\$ 589,663	\$ 812,275	\$ (83,725)	-9%	
Project Management Consulting	\$ 1,404,000	\$ 879,525	\$ 524,475	\$ 1,404,000	\$ -	0%	
Other External Costs	\$ 970,663	\$ 567,022	\$ 281,856	\$ 848,878	\$ (121,785)	-13%	
Contingency - External Costs	\$ 1,714,859	\$ -	\$ -	\$ -	\$ (1,714,859)	-100%	
	<b>\$ 13,147,253</b>	<b>\$ 6,172,754</b>	<b>\$ 5,160,004</b>	<b>\$ 11,332,758</b>	<b>\$ (1,814,495)</b>		
<b>Internal Costs:</b>							
Internal Staffing	\$ 6,200,000	\$ 3,322,277	\$ 2,440,350	\$ 5,762,626	\$ (437,374)	-7%	
Fixed Internal Costs	\$ 639,000	\$ 419,745	\$ 201,717	\$ 621,462	\$ (17,538)	-3%	
Other Variable Internal Costs	\$ 239,000	\$ 95,913	\$ 81,316	\$ 177,229	\$ (61,771)	-26%	
Departmental Vendor Interfaces	\$ 98,000	\$ 1,515	\$ 47,485	\$ 49,000	\$ (49,000)	-50%	
Contingency - Internal Costs	\$ 1,076,400	\$ -	\$ -	\$ -	\$ (1,076,400)	-100%	
	<b>\$ 8,252,400</b>	<b>\$ 3,839,449</b>	<b>\$ 2,770,869</b>	<b>\$ 6,610,317</b>	<b>\$ (1,642,083)</b>		
<b>Financing Costs</b>							
	\$ 993,540	\$ 70,554	\$ 568,210	\$ 638,764	\$ (354,776)	-36%	
<b>TOTALS</b>	<b>\$ 22,393,193</b>	<b>\$ 10,082,756</b>	<b>\$ 8,499,083</b>	<b>\$ 18,581,839</b>	<b>\$ (3,811,354)</b>	All Line Items	
					\$ (1,020,095)	Excluding Contingencies	
					\$ (665,319)	Excluding Contingencies and Financing Costs	

Current Project Budget Status

Forecasted Project Budget Status

PTD = Project To Date ETC = Estimate To Complete



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 22  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Economic Development

**Staff Name and Phone Number:**

Al Lerma – (707)-565-6428  
Maureen Tunheim (707) – 522-5807 SCT

**Supervisorial District(s):**

**Title:** 2014 Sonoma County Tourism Annual Report & 2015 Marketing Plan

### **Recommended Actions:**

Resolution approving and confirming the Annual Report for 2014 and the 2015 Marketing Plan prepared by the Sonoma County Tourism Board with a presentation to the Board of Supervisors in April, 2015; and levy of the Annual Assessment for the Sonoma County Tourism Business Improvement Area to remain effective through the upcoming calendar year, 2015.

### **Executive Summary:**

#### **Background**

On November 2, 2004, the Sonoma County Board of Supervisors (Board) adopted the ordinance creating the Sonoma County Tourism Business Improvement Area (SCTBIA). Under the ordinance, lodging establishments generating annual room revenue of \$350,000 or more must pay an assessment equal to 2% of such revenue. Proceeds from assessments are used to pay for marketing and other efforts to increase overnight visitors to the county.

In January 2005, the Board appointed five members to the Sonoma County Tourism Business Improvement Area Advisory Board which is charged with advising the Board of Supervisors on the amount of the Area's Assessments and on the services, programs and activities to be funded by the Assessments, and in February 2005, appointed eight (8) of the 22-member body to the Sonoma County Tourism Bureau (SCTB) Board of Directors.

In June 2005, the Board executed an agreement with the SCTB to carry out services, activities, and programs promoting tourism to Sonoma County, funded by assessments from within the SCTBIA.

In 2011, the Sonoma County Board of Supervisors amended the ordinance that formed the SCTBIA, appointing SCTB's board of directors to also serve as the advisory board for the SCTBIA. This decision was based on recommendations of the 2010 County audit of the organization.

In accordance with the ordinance and state law, the SCTB Board has submitted to the Board, an Annual Report for 2014. The Report contains information on the activities carried out in 2014 and the activities to be carried out in 2015. The Report also contains a budget showing that the revenues from assessments and all other sources sufficient to carry out the services, programs, and activities set forth in the plan. Staff finds the SCTB in compliance with all the requirements of the ordinance and agreement. The following are some highlights from the report, as provided by the SCTB:

### **Accomplishments and Objectives:**

#### 2014 Accomplishments

- Sales team exceeded goals by 12 percent; booked business up 28 percent. This means more group and mid-week overnight business was brought to Sonoma County with an economic impact of \$9.3 million.
- Increased Sonoma County's presence in international tour operator programs and partnered with other Regions to promote multi-day stays.
- Grew the Certified Tourism Ambassador program to more than 1,000 actively engaged tourism ambassadors.
- Promoted Sonoma County with appealing collateral through paid media, earned public relations, and online campaigns to potential overnight visitors in major markets.
- Produced quality content – blogs, articles, photographs, and videos – that engaged potential travelers: Web traffic increased 85 percent over previous year; requests for printed material rose 10 percent.
- Partnered with local marketing organizations like Sonoma County Winegrowers, Sonoma County Vintners, and regional visitor centers to expand marketing reach of SCT.
- First-ever Sustainable Tourism Business Week brought local tourism businesses and sustainability experts together to learn how to save water and energy.

#### 2015 Initiatives

- Develop and maintain strategic marketing programs and partnerships to yield overnight visits during need periods (mid-week and shoulder season).
- Reinforce the Sonoma County Brand to maintain visitation during stronger season by:
  - Concentrating on main markets (California and West Coast, as well as large cities nationally) for direct-to-consumer marketing.
  - Launching a new campaign that builds on success of SCT.
- Showcase Sonoma County during the Meeting Professionals International World Education Congress, taking place in San Francisco.
- Actively participate in Super Bowl 50 Host Committee to ensure Sonoma County is part of the overall Bay Area message.
- Increase investment in inbound Asian travel to supplement an already strong international market.
- Support new tourism businesses with Public Relations, marketing, and sales initiatives.
- Maintain Certified Tourism Ambassador program and invest in front-line service levels.



The Board is requested to conditionally approve the resolution approving and confirming the Annual Report for 2014, the Marketing Plan for 2015 and levy of the Annual Assessment for the Sonoma County Tourism Business Improvement Area, for the Annual Assessment to remain effective through the upcoming calendar year, 2015. A formal presentation and discussion on the Annual Report and Marketing Plan as well as other SCTB initiatives will occur in April, 2015 for the Board's final approval.

**Prior Board Actions:**

12/10/13 - Annual resolution approving the 2013 SCTB Annual Report and levy of assessment (2005-2013)

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The Sonoma County Tourism Bureau strives to enhance the value of local, domestic, and international demand for Sonoma County produced goods and to promote tourism and growth in Sonoma County.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This item is administrative in nature and has no budgetary impacts associated. The funds collected from BIA tax fund the SCTB.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

<b>Attachments:</b>
Resolution, Business Improvement Area Ordinance No. 5525, and copy of the 2014 Sonoma County Tourism Bureau Annual Report and 2015 Marketing Plan.
<b>Related Items "On File" with the Clerk of the Board:</b>
None



# County of Sonoma

## State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Approving And Confirming The Annual Report For 2014 & the Marketing Plan for 2015,  
Prepared By The Sonoma County Tourism Bureau Board**

**Whereas**, the Parking and Business Improvement Area of Law of 1989 (Streets and Highways Code Sections 36500 et seq.) and Chapter 33 of the Sonoma County Code (the BIA Ordinance) require the Sonoma County Tourism Bureau Board to prepare and file an annual report; and

**Whereas**, the Board has filed an Annual Report for 2014 and Marketing Plan for 2015 with the Clerk of the Board; and

**Whereas**, the Annual Report contains the matters required in Section 36533 of the Streets and Highways Code; and

**Whereas**, the Annual Report does not propose any change in the amount of assessments to be levied under the Business Improvement Area (BIA) Ordinance or any changes in the boundaries of the Sonoma County Tourism Business Improvement Area (SCTBIA).

**Now, Therefore, Be It Resolved** the Board of Supervisors of the County of Sonoma hereby resolves, determines, and finds as follows:

1. Recitals: the recitals set forth above are true and correct.
2. Approval of Annual Report: the Board approves the Annual Report for 2014 as submitted by the Sonoma County Tourism Bureau Board.
3. Levy of Annual Assessment: pursuant to the parking and Business Improvement Area of Law of 1989 (Streets and Highways Code Sections 36500 et seq.), adoption of this resolution shall constitute the levy of an assessment for the year referred to in the Annual Report.
4. Effective Date: this Resolution is effective upon its adoption.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

**ORDINANCE NO. 5525**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ESTABLISHING THE SONOMA COUNTY TOURISM BUSINESS IMPROVEMENT AREA**

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

**SECTION I.**

(a) Pursuant to the Parking and Business Improvement Area Law of 1989, Streets and Highways Code sections 36500, et seq. (the "Law"), on September 14, 2004, this Board adopted Resolution No. 04-0850, entitled "RESOLUTION OF THE BOARD DECLARING ITS INTENTION TO ESTABLISH A TOURISM BUSINESS IMPROVEMENT AREA IN VARIOUS CITIES OF SONOMA COUNTY AND IN THE UNINCORPORATED AREA OF THE COUNTY OF SONOMA, TO PROVIDE FOR THE LEVYING OF ASSESSMENTS ON SPECIFIED LODGING BUSINESSES CONDUCTED WITHIN SUCH AREA, DESCRIBING THE BOUNDARIES OF THE PROPOSED AREA, THE AUTHORIZED USES TO WHICH THE PROPOSED REVENUES SHALL BE PUT, THE RATE OF SUCH ASSESSMENTS, FIXING OCTOBER 12, 2004 AT 10 A.M. AND NOVEMBER 2, 2004 10:00 A.M. AS THE DATES FOR A PUBLIC MEETING AND A PUBLIC HEARING TO BE HELD BY THE BOARD TO CONSIDER THE ESTABLISHMENT OF SUCH AREA AND THE LEVY OF ASSESSMENTS, AND AUTHORIZING AND DIRECTING THE GIVING OF NOTICE," declaring its intention to form a business improvement area within the boundaries of the County of Sonoma, to be known as the "Sonoma County Tourism Business Improvement Area," providing for the levy of an assessment and charge to be imposed therein, fixing the times and places for a public meeting and a public hearing, and giving notice of the meeting and hearing.

(b) Resolution No. 04-0850 was duly published, and copies thereof were mailed, as provided by the Law.

(c) As specified in Resolution No. 04-0850, a public meeting pursuant to Government Code section 54954.6 concerning the formation of the area and the levy of assessments was held on October 12, 2004 at 10:00 a.m. before this Board in the Board's chambers at 575 Administration Drive, Santa Rosa.

(d) On October 12, 2004, the Board adopted its Resolution No. 04-0984, entitled "READOPTED RESOLUTION OF THE BOARD DECLARING ITS INTENTION TO ESTABLISH A TOURISM BUSINESS IMPROVEMENT AREA IN

VARIOUS CITIES OF SONOMA COUNTY AND IN THE UNINCORPORATED AREA OF THE COUNTY OF SONOMA, TO PROVIDE FOR THE LEVYING OF ASSESSMENTS ON SPECIFIED LODGING BUSINESSES CONDUCTED WITHIN SUCH AREA, DESCRIBING THE BOUNDARIES OF THE PROPOSED AREA, THE AUTHORIZED USES TO WHICH THE PROPOSED REVENUES SHALL BE PUT, THE RATE OF SUCH ASSESSMENTS, FIXING NOVEMBER 2, 2004 10:00 A.M. AS THE DATE FOR A PUBLIC HEARING TO BE HELD BY THE BOARD TO CONSIDER THE ESTABLISHMENT OF SUCH AREA AND THE LEVY OF ASSESSMENTS, AND AUTHORIZING AND DIRECTING THE GIVING OF NOTICE.”

(e) Copies of Resolution No. 04-0984 were mailed as provided by law. Pursuant to Resolution Nos. 04-0850 and 04-0984, a public hearing concerning the formation of the area and the levy of assessments was held on before this Board in its Chambers on November 2, 2004 at 10:00 a.m.

(f) At the public hearing on November 2, 2004, all protests, both written and oral, made or filed, were considered and duly overruled and denied, and this Board determined that there was no majority protest to the formation of the Area within the meaning of Section 36523 of the Law.

(g) Pursuant to Section 36521.5 of the Law, the County of Sonoma may not form a business improvement area within the territorial jurisdiction of a city without the consent of the city council of that city. The Board has received resolutions providing such consent from each of the following: the Cities of Santa Rosa, Rohnert Park, Petaluma, Cloverdale, Cotati, and Sebastopol, and the Town of Windsor.

(h) With respect to Government Code section 87103 and Section 18707.4 of Title 2, Division 6 of the California Code of Regulations, the Board finds and declares (i) that the persons appointed to the Advisory Board created by this Ordinance and to the Board of Directors of the Contractor contemplated by this Ordinance are appointed to represent and further the economic interest of lodging owners and other businesses that rely upon tourist visits to Sonoma County, (ii) that these members are required to have this economic interest, (iii) that decisions made by the Advisory Board or the Board of Directors of the Contractor will not have a reasonably foreseeable financial effect on any other economic interest held by the members, other than the economic interest they are appointed to represent, and (iv) the decisions of the Advisory Board or the Board of Directors of the Contractor will financially effect the member’s economic interest in a manner that is substantially the same or proportionally the same as the decision will financially effect a significant portion of the persons the member was appointed to represent.

## **SECTION II.**

Chapter 33, pertaining to the creation of the Sonoma County Tourism Business Improvement Area, is added to the Sonoma County Code to read as follows:

**CHAPTER 33. SONOMA COUNTY TOURISM BUSINESS IMPROVEMENT AREA**

**Section 33-1 Authority.**

This chapter is adopted pursuant to the “Parking and Business Improvement Area Law of 1989,” Sections 36500 et seq. of the California Streets and Highways Code, and Resolution Nos. 04-0850 and 04-0984, adopted by the Board of Supervisors on September 14, 2004, and October 12, 2004. Such resolutions were published and mailed as provided by law, and meetings and hearings thereon were held by the Board at public meetings and hearings on October 12, 2004, and November 2, 2004, at which time all persons desiring to be heard, and all objections or protests made or filed, were fully heard and considered. The Board duly concluded the hearing on November 2, 2004, and determined that protests objecting to the formation of the Area had not been received from the owners of lodging businesses in the proposed Area which would pay 50 percent or more of the Assessments proposed to be levied. The Board of Supervisors finds that the Assessments levied on owners of lodging businesses pursuant to this Chapter are based upon the estimated benefit to the owners of assessed lodging businesses within the Area, and that all owners of lodging businesses in the Area against whom Assessments are proposed to be levied will be benefited by the expenditure of funds raised by the Assessments.

**Section 33-2 Definitions.**

Except where the context otherwise requires, as used in this Chapter:

“Administrative Fee” means a fee equal to the actual costs of collection and administration, not to exceed two percent (2%) of the amount of Assessments collected, which a Collecting Entity is entitled to retain from the Assessments collected within their respective territorial jurisdictions.

“Advisory Board” means the advisory board appointed by the Board of Supervisors pursuant to this Chapter.

“Annual Report” means the annual report required by Section 36533 of the Law.

“Area” means the Sonoma County Tourism Business Improvement Area created by this Chapter and as delineated in Section 33-3.

“Assessment” means the levy imposed by this Chapter for the purpose of funding activities and programs promoting tourism in the Area.

“Board of Supervisors” means the Board of Supervisors of the County of Sonoma.

“City” or “Cities” shall mean, individually or collectively, as the context may require, the various Cities or Towns of Sonoma County, excluding those Cities and Towns that have not consented to the imposition of Assessments within their territorial jurisdiction.

“City Council” means a city council of a City.

“Collecting Entity” means (1) for Lodging establishments located within the territorial jurisdiction of a City that has entered into an administrative agreement with the County pursuant to Section 33-6, the City in which the Lodging establishment is located; and (2) for all other Lodging establishments, the Sonoma County Tax Collector.

“Contractor” means a non-profit or for-profit entity with which the County of Sonoma contracts to carry out the services, activities, and programs to be funded by revenues from Assessments.

“County” means the County of Sonoma.

“Lodging” means any accommodation consisting of one (1) or more rooms or other living spaces which are occupied or intended or designed for occupancy by Transients for dwelling, lodging, or sleeping purposes. Such term includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, recreational vehicle park, or public or private campground. The term “Lodging” does not include an organized camp, as that term is defined in Section 18897 of the Health and Safety Code, or any establishment operated by a public or non-profit entity exclusively for the purpose of providing temporary shelter for the homeless.

“Marketing Activities” means activities designed to market the Area as a tourist destination, including the expenditure of funds to place advertising in any media, conduct public relations campaigns, perform marketing research, promote conventions and trade shows, and foster improved contacts within the travel industry, for the purpose of promoting tourism within the Area.

“Occupancy” means the use or possession, or the right to the use or possession, of any one or more rooms or portion thereof, or other living space, in any Lodging for dwelling, lodging, or sleeping purposes.

“Operator” means the person who is the owner of a Lodging business, whether in the capacity of an owner, lessee, sublessee, mortgagee in possession, or licensee of the real property upon which the Lodging business is located, or other capacity. When the Operator performs his or her functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an Operator for the purposes of this article, and shall have the same duties and liabilities as his or her principal. Compliance with the provisions of this article by either the principal or the managing agent shall, however, be considered compliance by both. For purposes of the imposition of Assessments pursuant to Section 33-5, (a) the term “Operator of a Lodging establishment” shall include persons or entities who manage the rental of individual residential units to Transients, even if such units are not owned by such Operator, and (b) whether such Operator generated Rent of more than \$350,000 in the prior fiscal year shall be determined by the aggregate total of Rent received from all individual residential units managed by such Operator during such fiscal year.

“Parking and Business Improvement Area Law of 1989” or “Law” means the provisions of California Streets and Highways Code Sections 36500 to 36551, as they now exist or are hereafter amended. Businesses in the Area shall be subject to any amendments to the Law.

“Person” means an individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit, or any public agency.

“Rent” means the consideration charged, whether or not received, for the occupancy of a space in a Lodging valued in money, whether to be received in money, goods, labor, or otherwise, including all receipts, cash, credits, property, and services of any kind or nature, without deduction therefrom whatsoever.

“Room or other living space” means a room or any portion of any room in any Lodging; any tent cabin or any space designated for location of a mobile home or house trailer, tent trailer, recreational vehicle, tent, or other movable living space.

“Sonoma County Tourism Bureau” or “SCTB” means the Sonoma County Tourism Bureau, Inc., a California nonprofit mutual benefit corporation.

“Sonoma County Tourism Business Improvement Area” means that area created by this Chapter as a business improvement area pursuant to the Parking and Business Improvement Area Law of 1989.



“Sonoma County Tourism Business Improvement Area Fund” or “Fund” means the fund created pursuant to Section 33-7 of this Chapter.

“Tax Collector” means the Sonoma County Tax Collector.

“Transient” means any person who exercises occupancy or who is entitled to occupancy by reason of concession, permit, right of access, license, or other agreement for a period of thirty (30) consecutive calendar days or less, counting portions of calendar days as full days. Any such person so occupying space in a Lodging shall be deemed to be a Transient until the period of thirty (30) days has expired unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy.

### **Section 33-3 Area Established – Description.**

Pursuant to the Parking and Business Improvement Area Law of 1989, a parking and business improvement area is hereby established, to be known as the “Sonoma County Tourism Business Improvement Area.” The boundaries of the Area are the same as the boundaries of the County of Sonoma, but the Area does not include the territory of any incorporated city in Sonoma County that has not consented to the formation of the Area within its territorial jurisdiction.

### **Section 33-4 Authorized Uses.**

The purpose of forming the Area as a business improvement area under the Law is to provide revenue to defray the costs of services, activities, and programs that promote and encourage tourism within the Area, which will benefit the Operators of Lodging establishments paying Assessments in the Area through the promotion of the scenic, recreational, cultural, and other attractions in the Area. Revenues from Assessments shall be used to conduct Marketing Activities designed to increase overnight visits to the Area. Revenues from Assessments may be used for programs, services, and activities outside the Area, if such programs, services, and activities are designed to promote and encourage overnight visits to the Area. Revenues from Assessments may also be used to pay or reimburse administrative costs incurred by the Contractor or County of Sonoma in connection with the creation of the Area and the Sonoma County Tourism Bureau, the transition of the current County-operated tourism marketing program to the Contractor, and the ongoing administrative costs associated with the Marketing Activities. Administrative costs paid or reimbursed pursuant to this Section 33-4 shall not be subject to the limit set forth in Section 33-6; provided, however, that the County’s reimbursement for Assessment collection costs is limited as provided in Section 33-6. Revenues from Assessments collected in the Area may not be used for any purposes other than those set forth above.

### **Section 33-5 Imposition and Collection of Assessments.**

(a) Each Operator of a Lodging establishment generating total Rent during the preceding fiscal year (July 1 to June 30) of greater than Three Hundred Fifty Thousand Dollars (\$350,000) shall pay as an Assessment a sum equal to two percent (2%) of the Rent charged by the Operator.

(b) Each Operator of a Lodging establishment subject to assessment under this Chapter shall, on or before the last day of the month following each calendar quarter, or at the end of any shorter reporting period that may be established by the Tax Collector, make a return to the Tax Collector, on forms provided by the Tax Collector, of the total rents charged by the Operator and the amount of Assessments owed for such calendar quarter. At the time the return is filed, the full amount of Assessments owed for such calendar quarter shall be remitted to the Tax Collector. Notwithstanding the foregoing, Operators of Lodging establishments subject to assessment under this Chapter located in Cities that have entered into agreements with the Tax Collector pursuant to Section 33-6 shall report and remit Assessments as required by the applicable Collecting Entity.

(c) The Operator of a Lodging establishment subject to assessment under this Chapter shall be solely responsible for paying all Assessments when due. Notwithstanding the foregoing, in the event that the Operator of a Lodging establishment elects to pass on some or all of the Assessment to Transient customers of the Lodging establishment, the Operator of the Lodging establishment shall separately identify or itemize the Assessment on any document provided to a customer. Assessments levied on the Operators of Lodging establishments pursuant to this Ordinance and passed on to customers are not part of a Lodging establishment Operator's rent, gross receipts, or gross revenues for purposes of this Chapter or Chapter 12 of the Sonoma County Code.

### **Section 33-6 Collecting Entities; Administrative Fee; Registration.**

(a) The Tax Collector may enter into agreements with any City, under which the City shall collect the Assessments levied under this Chapter from Operators of Lodging located within the territory of the City. Such agreements shall be consistent with the provisions of this Chapter. Operators of Lodgings subject to assessment under this Chapter located within the territories of any such City shall file, at such times as the Collecting Entity shall specify, information returns containing, at a minimum, the amount of Rent charged and the amount of Assessments owed for the applicable reporting period, and shall remit to the Collecting Entity the amount of Assessments owed for such reporting period.

(b) Each Collecting Entity (including the Tax Collector) shall be entitled to charge an amount equal to its actual costs of collection and administration, not to exceed two percent (2%), of the Assessments collected from Operators of Lodging

establishments to defer the administrative costs incurred by the Collecting Entity for the operation of the Area. Notwithstanding the foregoing, for the first two (2) years of the Area, the two percent (2%) administrative fee shall be charged in full for extraordinary enforcement costs and other related unforeseeable costs. All Assessments collected by any City, less the aforementioned administrative fee, shall be transferred to the Sonoma County Tax Collector within 30 days following collection of the Assessment by the applicable City. The Sonoma County Tax Collector will not charge an administrative fee for Assessments collected by a City if to do so would result in the imposition of a total administrative fee of greater than 2%.

(c) Each Collecting Entity may require each Operator subject to assessment under this Chapter to register with the Collecting Entity and to provide such information as the Collecting Entity deems necessary to enable the Collecting Entity to collect Assessments due under this Chapter.

#### **Section 33-7 Special Fund.**

A special fund designated as the "Sonoma County Tourism Business Improvement Area Fund" is hereby created. The Sonoma County Tax Collector shall place all Assessments collected or remitted hereunder into the Fund. The revenue from the levy of Assessments within the Area shall not be used for any purposes other than those set forth in Section 33-4 of this Chapter.

#### **Section 33-8 Deficiencies; Penalties.**

(a) Any Operator subject to assessment under this Chapter who fails to remit any assessment imposed by this Chapter within the time required shall pay a penalty of ten (10) percent of the amount of the assessment in addition to the amount of the assessment.

(b) Any Operator subject to assessment under this Chapter who fails to remit any delinquent remittance on or before a period of thirty days following the date upon which the remittance first became delinquent shall pay a second delinquency penalty of ten (10) percent of the amount of the assessment, in addition to the amount of the assessment and the ten percent penalty first imposed.

(c) If the Sonoma County Tax Collector or applicable Collecting Entity determines that the nonpayment of any remittance due under this Chapter is due to fraud, a penalty of twenty-five (25) percent of the amount of the Assessments due shall be added thereto, in addition to the penalties set forth in subsections (a) and (b) of this section.

(d) In addition to any penalties imposed hereunder, any Operator who fails to remit any assessment imposed by this Chapter when due shall pay interest at the rate of one-and-one-half percent (1.5%) per month on the unpaid balance of the assessment, from the date on which the assessment first became delinquent until paid.

### **Section 33-9 Determination of Assessment upon Nonpayment**

(a) If any Operator subject to assessment under this Chapter shall fail to make any report or remittance of Assessments within the time provided in this Chapter, the applicable Collecting Entity shall proceed in the manner it deems best to obtain facts and information upon which to base its estimate of the assessment due, and shall thereafter determine and assess against the Operator the assessment, penalties, and interest due pursuant to this Chapter. In any case where such determination is made, the Collecting Entity shall give a notice of the amounts so assessed by serving it personally or depositing it in the United States mail, postage prepaid, addressed to the Operator at its last known place of address.

(b) The Operator may, within ten (10) calendar days after the serving or mailing of such notice, make application in writing to the Collecting Entity for a hearing on the amount assessed. The application is considered made when mailed. If application by the Operator for a hearing is not made within the time prescribed, the Assessments, penalties, and interest, if any, determined by the Collecting Entity to be due shall become final and conclusive and immediately due and payable. If the Operator makes timely application for a hearing, the Collecting Entity shall give not less than ten (10) calendar days' written notice to the Operator as provided herein of the time and date of the hearing. At the hearing, the Operator may appear and offer evidence as to why the amounts specified in the Collecting Entity's determination should not be fixed.

(c) After such hearing, the Collecting Entity shall determine the proper assessment, penalties, and interest to be remitted, and shall thereafter give written notice of same to the Operator, within thirty (30) calendar days of the hearing. The Collecting Entity's determination shall be presumed to be correct. The amount determined to be due shall be payable after fifteen (15) calendar days from the date of mailing of the determination, unless an appeal is taken pursuant to Section 33-10 of this Chapter. At any appeal, the Operator has the burden of proving that the Collecting Entity's determination is incorrect.

### **Section 33-10 Appeals**

Any Operator subject to assessment under this Chapter aggrieved by any decision of the Collecting Entity with respect to the amount of Assessments, penalties, or interest imposed under this Chapter may appeal to the Board of Supervisors by filing a notice of appeal with the County Clerk, and a copy on the Tax Collector, within fifteen (15)

calendar days of the serving or mailing of the determination by the Collecting Entity. The Board of Supervisors shall fix a time and place for hearing such appeal, and the County Clerk or the Tax Collector shall give notice to the Operator by mailing such notice to the Operator at its last known place of address. The time of the hearing shall be at least 15 calendar days after the mailing of the notice. The Tax Collector shall present the matter to the Board of Supervisors and include evidence submitted by the Operator. The Tax Collector shall also include proposed findings and a resolution of the appeal. At the hearing, the Tax Collector, the Collecting Entity, and the Operator shall have an opportunity to explain their case and introduce other statements or evidence. The Board of Supervisors may impose reasonable time limits on each party's presentation. The findings of the Board of Supervisors shall be final and conclusive, and shall be served on the Operator as provided in Section 33-9 of this Chapter. Any amount found to be due shall be immediately due and payable.

### **Section 33-11 Assessments Due Deemed Debt to County; Actions to Collect**

Any assessment, penalty, or interest required to be paid by any Operator subject to assessment under this Chapter shall be deemed a debt owed by the Operator to the County. Any assessment collected from a Transient by an Operator which has not been paid to the County shall be deemed a debt owed by the Operator to the County. Any Operator owing money to the County for Assessments under this Chapter shall be liable to an action brought in the name of the County for the recovery of the amount of the debt. The County shall be entitled to recover from an Operator found liable for the debt, or any part thereof, any costs, including attorneys' fees, personnel costs, or other expenses incurred by the County because of the failure of the Operator to timely remit Assessments, penalties, or interest to the County.

### **Section 33-12 Refunds.**

If an assessment, penalty, or interest imposed by this Chapter has been overpaid or paid more than once or paid in error, or has been illegally collected or received by the County, a refund may be sought by filing a claim according to the procedure set forth in Chapter 2, Article XXV of this Code.

### **Section 33-13 Violations.**

Any Operator violating any of the provisions of this Chapter shall be guilty of a misdemeanor and shall be punishable therefore as provided in Section 1-7 of this Code. In addition, the Tax Collector may pursue on behalf of the County any civil or administrative remedy otherwise available for failure to comply with the requirements of this Chapter. If the County prevails in such action or proceeding, the County shall be entitled to recover its costs, including attorneys' fees, personnel costs, or other expenses incurred because of the failure to comply with the provisions of this Chapter.

### **Section 33-14 Records.**

Every Operator of a Lodging establishment subject to assessment under this Chapter shall keep and preserve, for a period of three years, all records as may be necessary to determine the amount of such assessment as he may have been liable for the collection of and payment to the applicable Collecting Entity, which records the applicable Collecting Entity and the County of Sonoma shall have the right to inspect at a reasonable time and following twenty-four (24) hours' prior written notice.

### **Section 33-15 Advisory Board.**

An Advisory Board comprised of five (5) members is hereby created to carry out the functions of an advisory board under the Law. The members of the Advisory Board may be nominated by and be members of the board of directors of the Contractor, subject to the approval of the Board of Supervisors. Members of the Advisory Board shall serve at the pleasure of the Board of Supervisors and may be removed by the Board of Supervisors at any time. The Advisory Board shall advise the Board of Supervisors on the amount of the Area's Assessments and on the services, programs, and activities to be funded by the Assessments, and shall perform such other duties as required by the Law, including preparing the Annual Report required by Section 36533 of the Law.

### **Section 33-16 Administration; Sonoma County Tourism Bureau.**

(a) The County of Sonoma may contract with a Contractor to carry out the services, activities, and programs to be funded by revenues from Assessments, as set forth in this Chapter and the Law, and as specified in the applicable Annual Report. The Sonoma County Tourism Bureau is hereby designated to act as the initial Contractor. Any contract between the County and the Contractor shall conform to the provisions of this Chapter.

(b) The board of directors of the Contractor shall be comprised of 22 members. Directors shall be appointed by the Board of Supervisors, City Councils and by the lodging industry in proportion to the respective financial contribution to the operation of the Contractor made by the County (from transient occupancy tax receipts or other sources), the Cities (from transient occupancy tax receipts or other sources) and the lodging industry (from Assessments under this Chapter or other sources). The number of directors appointed by Cities shall be based on the collective financial contribution from all Cities. The right to appoint a director shall not vest until pro-rata contributions equal or exceed the amount required to appoint one director. The lodging industry shall appoint as directors operators of lodging establishments from each of the following categories: (i) 25 units or fewer; (ii) 26-75 units; (iii) 76-140 units; (iv) over 140 units. Appointment of directors by the lodging industry shall be made based upon the percentage of

Assessments contributed by each lodging type; provided, however, that no less than two nor more than five directors shall be appointed from any one lodging category; and provided further, that no less than two nor more than five directors shall be operators of lodging establishments located within each separate Sonoma County supervisorial district. Directors appointed on behalf of the County or the Cities shall be appointed by the Board of Supervisors or City Councils, as applicable. Such directors may not be members of the appointing bodies, but shall be operators of tourism-related businesses within the Area, or employees or board members of non-profit entities within the Area carrying out activities to promote tourism within Sonoma County. In the event the Contractor changes the composition of the board of directors, the County may immediately terminate the Contractor. Meetings of the board of directors of the Contractor shall be noticed, public, and held in conformance with the provisions of the Ralph M. Brown Act.

(c) The contract with the Contractor shall reasonably specify the services, programs, and activities to be provided by the Contractor, which services, programs, and activities shall be in conformance with the applicable Annual Report. The Contractor may provide any services, programs, or activities that promote tourist visits to the Area, without regard to the limitations set forth in Section 33-4, provided that services, programs, or activities not authorized by Section 33-4 may not be paid for using revenues from Assessments. Prior to contracting with a Contractor, the County shall obtain a budget from the Contractor showing to the satisfaction of the County that the revenues from Assessments and all other sources to be paid to the Contractor are sufficient to permit the Contractor to carry out the services, programs, and activities set forth in the annual plan. The contract with the Contractor shall contain provisions allowing the County to inspect the Contractor's records, to perform audits and investigations, or to obtain reports from the Contractor as the County deems necessary to ensure that revenues from Assessments are used only as set forth in the contract and as permitted under this Chapter and the Law. The contract shall provide that it may be terminated by the County, with or without cause, on no less than thirty (30) days' notice.

(d) The Board of Supervisors may, in its sole discretion, remove the SCTB or successor Contractor at any time. Upon such removal, the Board of Supervisors may either (1) select and contract with a successor Contractor or (2) provide the services, program, and activities set forth in the applicable Annual Report with the County's own forces, in which case, the County may obtain reimbursement for services performed and expenses incurred from revenues from Assessments. The composition of the board of directors of any successor Contractor must be substantially similar to the composition of the board of directors of SCTB as set forth in Subsection 33-16(b) above. If the Board of Supervisors does not select a successor Contractor, the Board shall appoint an Advisory Board, whose members must be Operators of Lodging establishments subject to assessment under this Chapter.

(e) The contract with the Contractor shall be administered on behalf of the County of Sonoma by the Director of the Economic Development Board, who may authorize disbursements from the Sonoma County Tourism Business Improvement Area Fund solely for the purposes set forth in Section 33-4.

**Section 33-17 Modification or Disestablishment of the Area.**

(a) The Board of Supervisors, by ordinance, may modify the provisions of this Chapter and may disestablish the Area, after adopting a resolution of intention to such effect. Such resolution shall describe the proposed change or changes, or indicate that it is proposed to disestablish the area, and shall state the time and place of a hearing to be held by the Board of Supervisors to consider the proposed action.

(b) If the Operators of Lodging establishments which pay 50 percent or more of the Assessments in the Area file a petition with the Clerk of the Board of Supervisors requesting the Board of Supervisors to adopt a resolution of intention to modify or disestablish the Area, the Board of Supervisors shall adopt such resolution and act upon it as required by Section 33-17(d) below and the Law. Signatures on such petition shall be those of a duly authorized representative of the Operators of Lodging establishments in the Area that paid Assessments in the prior calendar quarter.

(c) In the event the resolution proposes to modify any of the provisions of this Chapter, including changes in the existing Assessments or in the existing boundaries of the Area, such proceedings shall terminate if protest is made by the Operators of Lodging establishments paying 50 percent or more of the Assessments in the Area.

(d) In the event the resolution proposes disestablishment of the Area, the Board of Supervisors shall disestablish the Area; unless at such hearing, protest against disestablishment is made by the Operators of Lodging establishments paying 50 percent or more of the Assessments in the Area.

**SECTION III.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**SECTION IV.** This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in *The Press Democrat*, a newspaper of general circulation published in the County of Sonoma, State of California.



In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this 2nd day of November, 2004, on regular roll call of the members of said Board by the following vote:

**SUPERVISORS:**

**BROWN**\_\_\_\_ **KERNS**\_\_\_\_ **SMITH**\_\_\_\_ **KELLEY**\_\_\_\_ **REILLY**\_\_\_\_

**AYES** \_\_\_\_ **NOES** \_\_\_\_ **ABSTAIN** \_\_\_\_ **ABSENT**\_\_\_\_

**WHEREUPON**, the Chair declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma

**ATTEST:**

\_\_\_\_\_  
EEVE T. LEWIS, County Clerk and  
ex-officio Clerk of the Board of Supervisors



**SONOMA  
COUNTY  
TOURISM**

2014 annual **report** 2015 marketing **plan**

**SONOMA COUNTY  
TOURISM (ALSO  
KNOWN AS SCT) IS THE  
OFFICIAL DESTINATION  
MARKETING ORGANI-  
ZATION DEDICATED TO  
PROMOTING SONOMA  
COUNTY AS AN OVER-  
NIGHT DESTINATION.**

SCT is a private, non-profit 501(c)6 organization, staffed by professionals in the fields of sales, marketing, communications, and administration. It is governed by a volunteer board of directors, with input from committees, stakeholders, and the general public.

The core values of SCT are **accountability, innovation, leadership, transparency, and diversity.** These values drive our strategic planning, and affect decisions for sales, marketing, and operations.

The majority of SCT’s funding comes from a 2 percent assessment on applicable lodging rooms within the Sonoma County Tourism Business Improvement Area. SCT also receives funds from the County of Sonoma’s Advertising Award Program.

Tourism in Sonoma County has a direct economic impact of more than \$1.55 billion annually, and represents close to 19,000 local jobs. Taxes collected from visitors mean \$97.3 million in government revenues, and those funds are used for general funds for government, regional parks, arts and cultural organizations, affordable housing, and public safety.

SCT’s efforts are divided into three main segments of travelers: individual leisure travelers; meetings and groups; and tour and travel, which are the buyers of packaged travel like tour operators and travel agents. Combining these three segments provides a “balanced portfolio” of potential travelers, so SCT can bring more “heads in beds” throughout the year.



**Sonoma County Tourism** | 3637 Westwind Blvd., Santa Rosa, CA 95403  
707-522-5800 | 800-576-6662 | [www.SonomaCounty.com/partners](http://www.SonomaCounty.com/partners)

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## the faces of tourism

**meet** MORE THAN 19,000 PEOPLE WORK IN THE TOURISM INDUSTRY IN SONOMA COUNTY. They come from all walks of life and do all kinds of jobs. Some were set on the hospitality business from a young age; others took different paths that led to tourism careers.

The one thing all of our neighbors in the industry have in common is that they represent Sonoma County to the millions of visitors who come here each year. They are the ones who know the best picnic spots, a good trail to discover, or a great art gallery featuring Sonoma County artists. They also volunteer for local non-profits, show up for the PTA, and cheer kids on from the sidelines of the soccer field.

*Throughout this book you'll meet some of your neighbors who work in tourism. These are the Faces of Sonoma County Tourism. To meet more Sonoma County residents who work in tourism, see the "Faces of Tourism" page on the Sonoma County Tourism website at: [www.sonomacounty.com/faces-sonoma-county-tourism](http://www.sonomacounty.com/faces-sonoma-county-tourism). Throughout the year we will add new profiles.*

## What can we accomplish together? Consider this:

Sonoma County Tourism hosted Helms Briscoe's West Coast sales team for their retreat and showed them myriad options Sonoma County has for their clients. This resulted in three meetings booked, with an economic impact worth \$477,000.

### That's the power of Sonoma County Tourism.

Through the efforts of SCT and its partners, more than 300 journalists experienced Sonoma County to write positive travel and lifestyle articles, which, in turn, influences hundreds of thousands of potential travelers to book a trip. For example, the Sea Ranch Lodge answered a publicity alert to host a journalist. Six months later, a visitor checked in to the hotel and pointed to one of the rooms featured in the magazine. She booked that room.

### That's the power of Sonoma County Tourism.

The Western Wine Trail - a collaboration between SCT, Oregon, San Francisco, and Visit California - resulted in four 30-minute TV episodes airing on the Travel Channel in the United Kingdom. In the first month after airing, SonomaCounty.com received 22,789 page impressions from this program. The four episodes will be broadcast 30 times.

### That's the power of Sonoma County Tourism.

Sonoma County Tourism and you - our hospitality partners - create hundreds of these success stories each year. It's reflected in this annual report and marketing plan, which details how we met our sales and marketing goals and outlines our plans for 2015.

Sonoma County continues to draw wine and culinary enthusiasts. And visitors are discovering the other bubbly - craft brews. That, cider houses, and distilleries are becoming a great addition to the food and wine culture here.


We continue to promote the arts as a way to enhance a Sonoma County experience, whether it's visiting an artist's studio, catching a local band at a pub, or seeing headline entertainers at the Wells Fargo Center for the Arts or at the Green Music Center.

People visit Sonoma County for the stunning scenery and outdoor recreation. We continue to build on our relationships with Sonoma County Regional Parks, the Stewards of the Coast and Redwoods, and other organizations that showcase Sonoma County's natural beauty.

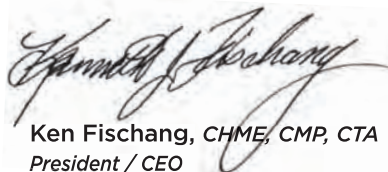
We recommend that the SCT BIA continue with its present boundaries and assessment methods. We look forward to another great year marketing our amazing destination together.

We've laid out an ambitious plan for 2015. Our collective success depends on all of us working together to provide the best experiences for the more than 7.5 million visitors who come to Sonoma County. They leave behind more than \$1.55 billion in destination spending, up 5.4 percent, supporting thousands of jobs and hundreds of local businesses.

### And that's the true power of Sonoma County Tourism.



Pauline Wood, CTA  
Board of Directors Chair



Ken Fischang, CHME, CMP, CTA  
President / CEO



**TOURISM COMPRISES ONE OUT OF EVERY 10 JOBS IN SONOMA COUNTY**, bringing in \$1.55 billion in spending and more than \$97 million in government revenue. The businesses that make up the tourism economy are overwhelmingly small, locally owned businesses. And the people who own and work at these businesses are a cross-section of Sonoma County: They are neighbors and friends, moms-turned-brewers, and artists-turned-café-owners. They are immigrants and transplants and Sonoma County natives.

**SONOMA COUNTY TOURISM PROMOTES SONOMA COUNTY** as an overnight destination and showcases the diversity of our unique home.

**IN 2014** lodging occupancy rates grew by 4.5 percent and average daily rates for lodging increased by 7.5 percent.

2014  
accomplishments

**SCT EXISTS TO MARKET AND SELL SONOMA COUNTY AS A DESIRABLE DESTINATION TO VISITORS WHO ARE TRAVELING FOR LEISURE OR BUSINESS. IN 2014, THE TEAM WAS SUCCESSFUL IN THE FOLLOWING WAYS:**

- Sales team exceeded goals by 12 percent; booked business up 28 percent. This means more group and mid-week overnight business was brought to Sonoma County with an economic impact of \$9.3 million.
- Increased Sonoma County's presence in international tour operator programs and partnered with other regions to promote multi-day stays.
- Grew the Certified Tourism Ambassador program to more than 1,000 actively-engaged tourism ambassadors.
- Promoted Sonoma County with appealing collateral through paid media, earned public relations, and online campaigns to potential overnight visitors in major markets.
- Produced quality content – blogs, articles, photographs, and videos – that engaged potential travelers: Web traffic increased 85 percent over previous year; requests for printed material rose 10 percent.
- Partnered with local marketing organizations like Sonoma County Winegrowers, Sonoma County Vintners, and regional visitor centers to expand marketing reach of SCT.
- First-ever Sustainable Tourism Business Week brought local tourism businesses and sustainability experts together to learn how to save water and energy.

2015  
plans

**IN THE NEXT YEAR, SCT STRIVES TO BUILD ON ITS EXISTING SUCCESSFUL PROGRAMS THAT ARE DESIGNED TO ATTRACT OVERNIGHT VISITORS TO THE DESTINATION. THE MAJOR THEMES FOR SCT INCLUDE:**

- Develop and maintain strategic marketing programs and partnerships to yield overnight visits during need periods (mid-week and shoulder season).
- Reinforce the Sonoma County Brand to maintain visitation during stronger season by:
  - Concentrating on main markets (California and West Coast, as well as large cities nationally) for direct-to-consumer marketing.
  - Launching a new campaign that builds on success of SCT.
- Showcase Sonoma County during the Meeting Professionals International World Education Congress, taking place in San Francisco.
- Actively participate in Super Bowl 50 Host Committee to ensure Sonoma County is part of the overall Bay Area message.
- Increase investment in inbound Asian travel to supplement an already strong international market.
- Support new tourism businesses with PR, marketing, and sales initiatives.
- Maintain Certified Tourism Ambassador program and invest in front-line service levels.

# 2015 sonoma county tourism board of directors

	<b>Michelle Arellano, CTA</b>	Administrator Analyst - County Administrator office
	<b>Joe Bartolomei</b>	Farmhouse Inn & Restaurant, Owner
	<b>Tom Birdsall</b>	Basin Street Properties, Director
SECRETARY /	<b>Percy Brandon, CTA</b>	Vintners Inn, General Manager
	<b>Jennifer Buffo, CTA</b>	Pure Luxury Transportation, Owner/COO
	<b>Floriann Bynum, CTA</b>	Flamingo Resort & Spa, General Manager
VICE CHAIR TREASURER /	<b>Dan Christensen, CTA</b>	Geyserville Inn, Owner
	<b>Jonathan Coe, CTA</b>	Santa Rosa Chamber of Commerce, President
	<b>Veronica Ferguson, CTA</b>	County Administrator
	<b>Michelle Heston</b>	Fairmont Sonoma Mission Inn & Spa, Regional Director of Public Relations
	<b>Lowell Johnson, CTA</b>	Coast Hospitality Partners
	<b>Steve Jung, CTA</b>	Doubletree by Hilton, General Manager
	<b>Karissa Kruse, CTA</b>	Sonoma County Winegrowers, President
	<b>Rachel LeGrand, CTA</b>	Russian River Getaways, Owner
	<b>Kirk Lok, CTA</b>	The Lok Group of Companies, President/CEO
	<b>James Luchini, CTA</b>	Francis Ford Coppola Winery, Special Events/Performing Arts Manager
	<b>Tim McGregor, CTA</b>	Bodega Bay Lodge, General Manager
	<b>Dan Parks, CTA</b>	Sonoma Creek Inn, Owner
	<b>Wendy Peterson, CTA</b>	Sonoma Valley Visitors Bureau, Executive Director
	<b>Bert Rangel, CTA</b>	Rivers End Restaurant & Inn, Owner
	<b>Gary Saperstein</b>	Out in the Vineyard, General Manager
	<b>Scott Satterfield</b>	Sheraton Sonoma County Petaluma, General Manager
	<b>Sally Shaffer, CTA</b>	Hilton Sonoma Wine Country, General Manager
CHAIR /	<b>Pauline Wood, CTA</b>	San Francisco North / Petaluma KOA, Co-Owner

**CURRENT MEMBERS AS OF NOV. 1, 2014**

# sonoma county

# supervisorial districts





**SCT STAFF**

<b>Nicole Bradin, CTA</b>	Executive Office Manager
<b>Kristin Clark, CTA</b>	Marketing Coordinator
<b>Chyrl Collins, CMP, CTA, CTIS</b>	Tourism Sales Manager
<b>Mark Crabb, CMP, CTA, FCDME</b>	Chief Sales Officer
<b>Ken Fischang, CHME, CMP, CTA</b>	President/CEO
<b>Kathleen Gray, CTA</b>	Accountant
<b>Jeff Herdell, CTA</b>	Webmaster for SCT, SCV, SCW
<b>Ariane Hildebrand, CTA</b>	Interactive Manager
<b>Kila Janusevskis, CTA</b>	Sales Coordinator
<b>Paula Johnson, CMP, CTA</b>	Group Sales Director
<b>Bill Judson, CTA</b>	Chief Financial Officer
<b>Deleyse Langdale</b>	International Sales Director
<b>Tina Luster, CTA</b>	Communications Manager
<b>Tamara McGiboney, CTA</b>	National Sales Manager, Southwest U.S.
<b>Susan Montes, CTA</b>	Meeting Sales and Services Manager
<b>Ginger Myrick</b>	Advertising Traffic Coordinator
<b>Barbara Quigley, CTA</b>	National Sales Manager, Midwest/Northeast U.S.
<b>Sandy Shuster, CTA</b>	Customer Service / CTA Coordinator
<b>Beth Snow, CTA</b>	Marketing Manager
<b>Maureen Tunheim, CTA</b>	Administrative Manager
<b>Jill VandenHeuvel, CDME, CTA</b>	Advertising and Industry Relations Director
<b>Birgitt Vaughan, CTA</b>	Public Relations Manager
<b>Jamie Ward, CMP, CTA</b>	National Sales Manager, Southeast/Eastern U.S.
<b>Tim Zahner, CTA</b>	Chief Marketing Officer
<b>(TBA)</b>	Administrative Support

**SUPPORT SERVICES**

RESPONSIBILITIES	COMPANY NAME
<b>LEGAL COUNSEL</b>	<b>Bill Arnone</b> Merrill, Arnone and Jones, LLP
<b>AUDITING</b>	<b>(TBD)</b>
<b>RESEARCH</b>	<b>Dominic Wiggam</b> Sonoma County Economic Development Board
<b>DATA MANAGEMENT</b>	<b>Jennifer Jones</b>
<b>HUMAN RESOURCES</b>	<b>Robyn Bramhall</b> North Bay Human Resources
<b>CERTIFIED TOURISM AMBASSADOR PROGRAM</b>	<b>Mo McElroy, CTA</b>
<b>PUBLIC RELATIONS / SALES SUPPORT</b>	<b>Lou Hammond &amp; Associates</b> (U.S., Canada), <b>Black Diamond</b> (U.K., Ireland), <b>MSI</b> (Germany, Austria, Switzerland), <b>Gate 7</b> (Australia, New Zealand)

Sonoma County Tourism  
**promise**

**AS PROFESSIONALS LIVING AND WORKING IN THIS REGION, THE SONOMA COUNTY TOURISM (SCT) TEAM IS COMMITTED TO MOVING SONOMA COUNTY FORWARD AND GROWING THE ECONOMY THROUGH TOURISM.**

**WE ARE COMMITTED TO THESE CORE VALUES THAT DRIVE OUR PASSION FOR THIS INDUSTRY, OUR ORGANIZATION, AND OUR COMMUNITY:**

**integrity**

We accept only the highest ethical standards in all of our activities, including sales, marketing, public relations, and administration.

**partnership**

We engage our region in building relationships to further our mission and promote a stronger hospitality industry.

**service**

We commit to delighting our customers by going above and beyond their expectations for service.

**innovation**

We are leaders in innovative programming, sales, marketing, and technology, leading the charge in positive destination marketing, and economic growth.

**passion**

We enthusiastically promote our destination and organization, inspiring community pride in our region's diverse assets.

## overview

SCT's sales team outshined its competitive set in 2014. Now fully staffed, the team exceeded its goals. Creating and maintaining productive relationships are still a priority. These personal relationships create repeat business.

The meetings market is changing, with a large number of third-party planners producing the majority of leads. SCT hosted Helms Briscoe's West Coast sales team retreat and had the opportunity to show all the options Sonoma County has for their clients.

## objectives

**THE SALES TEAM SEEKS TO BOOK NEW AND REPEAT OVERNIGHT BUSINESS IN SONOMA COUNTY.**

**THE TEAM STRIVES TO PROVIDE EXCEPTIONAL CUSTOMER SERVICE, STRENGTHEN RELATIONSHIPS, UPHOLD THE BRAND, AND EXHIBIT PROFESSIONALISM AT ALL TIMES.**

Domestic and international travelers are discovering the rich heritage and hometown feel of Sonoma County. There is an increased awareness of Sonoma County throughout the travel trade, though additional education and training continues to be important.

The tour and travel market continues to evolve with a trend towards buying hotel rooms through receptive operators. There has also been a marked increase in requests for ready-made luxury accommodations and experiences.

At the end of the 2013-14 fiscal year, lead generation was up 20 percent, booked business up 28 percent, and actual room nights up 21 percent, with an economic impact of \$9.3 million.

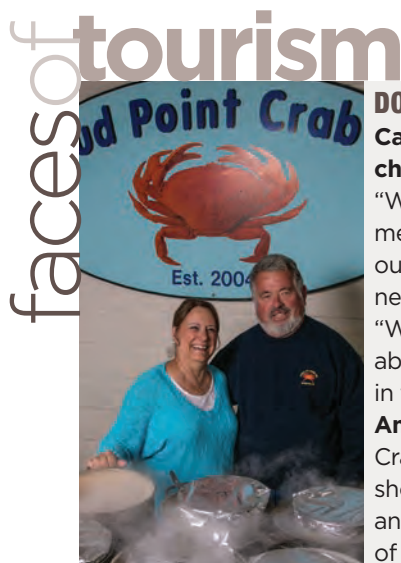
The cash incentive program continues to be a hit with planners. Through this program, 26 meetings were booked for need periods, generating 4,354 room nights with an economic impact of \$2.5 million.

Couples still love being married in Wine Country and Sonoma County benefits three-fold: 140 leads were generated, with an 18 percent increase in bookings; and actual room nights were up 108 percent. The "Suite Deal" cash incentive brought in 25 weddings, with 1,456 room nights and an economic impact of \$471,000.

## Meetings / Group Markets

goal:  
**MEET OR EXCEED  
THE 2013 FISCAL  
YEAR TEAM GOALS  
OF LEADS, LEADS  
TURNED DEFINITE,  
AND ROOM NIGHTS  
FOR THE MEETINGS  
AND GROUP MAR-  
KETS.**

- Result: Exceeded team goals by 12 percent.
- Result: Distributed leads, up 20 percent.
  - Last year: 325 leads; this year - 389 leads
  - Room nights are up 38 percent over 2012-13 fiscal year
- Result: Definite total leads were up 28 percent.
  - Last year - 86 leads; this year - 111 leads
  - Definite rooms nights up 21 percent over 2012-13
- Result: Hosted 72 Helms Briscoe West Coast meeting planners for their staff retreat; 19 meeting planners attended the pre-retreat familiarization tour. This program resulted in three meetings booked with 542 room nights and an economic impact of \$477,000.
- Result: Partnered with third-party planners (Cvent, HelmsBriscoe, and Conference Direct) to generate a significant amount of leads; 34 percent of the total leads were generated from these partnerships.
- Result: Garnered 59 percent of leads from face-to-face meetings, repeat business, and industry referrals.
- Result: Distributed, through the cash incentive program, \$53,500 to 26 meetings and groups that had an economic impact of \$2.5 million during need periods.
- Result: Hosted two client events in conjunction with Sonoma County Vintners' and Sonoma County Winegrowers' "Sonoma in the City" events in San Diego, Los Angeles, and New York City, which helps to strengthen relationships and brand awareness in those markets.



### DOWN BY THE SEA – CAROL AND TONY ANELLO

**Carol and Tony Anello thought they were slowing down when they built a chowder shack next to their Bodega Bay house.**

"We opened our little Spud Point Crab Company when he retired from the fire department," Carol said. "The shop was going to be a little mom-and-pop operation run with our daughters. Well it became more than what we ever dreamed it would - we now need to have eight employees plus ourselves to keep it going.

"We love our business and meeting people from all over the world and telling them about the history of Bodega Bay and the fishing industry. People are really interested in the process of how the product goes from the ocean to their tables," related Carol.

**And if they weren't making world-famous chowder?** "If we didn't have Spud Point Crab Co., the only other thing I would do is maybe turn our shop into a very small gift shop with homemade things from the local people in the area. We have so many crafty and talented people here in our town, it would be a one-of-a-kind shop with a little bit of everything."

## Tour and Travel Market

**goal:**  
**MEET OR EXCEED  
THE 2013 FISCAL  
YEAR TEAM GOALS  
OF LEADS, LEADS  
TURNED DEFINITE,  
AND ROOM NIGHTS  
FOR THE TOUR AND  
TRAVEL MARKET.**

- Result: Exceeded team goals by 12 percent.
- Result: Developed new packages and itineraries with both domestic and international tour operators and travel companies that increased consumer brand awareness and encouraged overnight stays.
- Result: Launched a quarterly domestic and international travel trade e-newsletter that is sent to more than 4,600 travel trade professionals.
- Result: Hosted 174 tour operator and travel agent delegates to experience Sonoma County on familiarization tours.
- Result: Built on the success of the Northern California Triangle, a partnership with San Francisco and Yosemite that was established in 2012, SCT formed a new partnership with Santa Barbara and Santa Cruz to promote a “California Wine, Waves & Whales” itinerary to receptive operators and tour operators for them to package and sell to overnight visitors.
- Result: Developed new opportunities with many tour operators and partnered in marketing co-ops in U.S.A. (four) Germany (five), United Kingdom (three), New Zealand (two), and Japan (two).
- Result: Exclusively partnered with San Francisco Travel and United Airlines at a series of “food- and wine- themed” travel trade and media events in Tokyo and Osaka to promote overnight stays. Partners from Francis Ford Coppola (wine) and Madrona Manor (food) participated.
- Result: The Western Wine Trail itinerary – developed by SCT, Oregon, San Francisco, and Visit California for international tour operators – resulted in four 30-minute TV episodes airing on the Travel Channel in the United Kingdom. In the first month after airing, SonomaCounty.com received 22,789 page impressions from this program. The four episodes will be broadcast 30 times.
- Result: Continued to partner with Brand USA, Visit California, and its United Kingdom and German offices at World Travel Market and ITB, Europe’s two largest travel shows. The sales team also helped sponsor the wine at the Brand USA reception at ITB for added exposure.
- Result: Partnered with Visit California and San Francisco Travel to participate in the following international sales missions and trade shows: United Kingdom, Japan, Korea, WTM (London), Australia, New Zealand, Copenhagen, ITB (Berlin), Mexico, Europe, and Canada. During these events the sales team held more than 160 one-on-one appointments, and trained and networked with 2,000-plus travel agents.

## Wedding Market

goal:  
MEET OR EXCEED  
THE 2013 FISCAL  
YEAR TEAM GOALS  
OF LEADS, LEADS  
TURNED DEFINITE,  
AND ROOM NIGHTS  
FOR THE WEDDINGS  
MARKET.

- Result: Exceeded team goals by 12 percent.
- Result: Fielded more than 500 requests for information about weddings. with an increase in requests from the Midwest and Northeast.
- Result: Generated more than 140 wedding leads, with an 18 percent increase in bookings and 108 percent increase in room nights booked. SCT distributed \$24,500 from the Suite Deal cash incentive for 25 weddings that booked 1,456 room nights, an economic impact worth \$471,000.

## Promote Air Service to Sonoma County

goal:  
ASSIST THE  
CHARLES M.  
SCHULZ – SONOMA  
COUNTY AIRPORT  
(STS) IN ATTRACTING  
NEW AIR SERVICE  
INTO SONOMA  
COUNTY.

- Result: At publication of this document, STS is almost complete with its safety enhancement project. SCT is working closely with the airport team on marketing current flights. The team is also working on bringing in new direct flights.
- Result: At every tradeshow, the sales team promoted daily air service into Sonoma County.
- Result: The marketing team created a flight/lodging package with Alaska Airlines for the 2013-14 shoulder season and saw a significant increase in activity from that market. New “Wine Flies Free” campaign was created in partnership with Alaska Airlines and STS.

## faces of tourism



### ALEXANDER VALLEY ARTIST – CARRIE BROWN, JIMTOWN STORE

Carrie Brown owns the Jimtown Store, a restaurant and community gathering spot in northern Sonoma County. There are about 20 employees there, depending on the season. She opened her business in 1991.

“My late husband, John Werner, and I were living in New York and happened upon the closed Jimtown Store with a ‘For Sale’ sign on it in 1988,” Carrie said. “It took us several years to make a deal with the previous owners to acquire the landmark store and then it took us several years to do major reconstruction and to reopen.

“We immediately found ourselves in the business of taking care of locals and travelers from all over the country and the world. I soon figured out that my job is to be the ‘concierge’ to the Valley, offering advice on where to picnic, taste wine, eat, walk, stay, shop and find the hidden, offbeat places that make our county so special.

“This is a hands-on job and while it is rewarding it also takes an incredible amount of dedication and time.”

#### And if she didn't work in tourism, what would she be doing?

“Work on art projects like the design book I'm managing to sneak into my daily life for a publisher in New York. Travel more; in fact all my trips are inspirational, I always return home with new ideas for Jimtown.”



# 2014 highlights

**MEETINGS  
GROUP SALES  
TOUR & TRAVEL**





# highlights<sup>20</sup> 14

**MEETINGS**  
**GROUP SALES**  
**TOUR & TRAVEL**



## overview

Anticipating another successful year, the sales team is adding two major projects in 2015 to complement an already robust program.

As a sponsor of the Super Bowl 50 host committee, SCT will host events and meetings and groups prior to the 2016 Super Bowl in San Francisco.

## objectives

**WORK WITH EXISTING AND NEW CONTACTS IN THE MEETINGS AND TOUR AND TRAVEL MARKETS TO BOOK MIDWEEK OVERNIGHT BUSINESS FOR LODGING PROPERTIES. OFFER A CASH INCENTIVE TO QUALIFIED GROUPS AND WEDDINGS TO INCREASE OFF-SEASON AND MIDWEEK BUSINESS.**

SCT worked with SF Travel to bring the 2015 Meeting Professionals International World Education Congress to San Francisco and will continue to leverage the partnership to offer pre- and post-conference tours, wine sponsorship, and more.

The team will seek opportunities to meet new meeting planners and expand its reach in new markets. International travel is up, and Sonoma County continues to be a popular destination for weddings. The cash incentive, which had a \$2.5 million economic impact in 2014, remains an important program.

The sales team will continue to strengthen the partnership with San Francisco Travel, Visit California, and Brand USA to showcase Sonoma County to international tour operators, travel agents, and media who influence visitors to come to the destination.



## Meetings, Group Markets

**goal:**  
MEET OR EXCEED THE 2014  
FISCAL YEAR TEAM GOALS  
OF LEADS, LEADS TURNED  
DEFINITE, AND ROOM  
NIGHTS FOR THE MEETINGS  
AND GROUP MARKETS.

- Tactic: Attend hosted-buyer trade shows and produce client events to generate requests for proposals.
- Tactic: Use qualified site tours, sales calls, and online marketing to promote Sonoma County as a meetings and group destination with emphasis on booking midweek November through April.
- Tactic: Expand SCT's reach into the Silicon Valley market through a contracted representative.
- Tactic: Partner with third-party vendors to increase their awareness of Sonoma County as a destination and bring in new business.
- Tactic: Market the cash incentive program to entice meeting and incentive planners to book in need periods. Engage lodging partners to help market this program.
- Tactic: Generate group opportunities through the Sonoma County Vintners' and Sonoma County Winegrowers' contacts and business relationships, as well as events such as Sonoma in the City and Super Bowl 50.

## Tour and Travel Market

**goal:**  
MEET OR EXCEED THE 2014  
FISCAL YEAR TEAM GOALS  
OF LEADS, LEADS TURNED  
DEFINITE, AND ROOM  
NIGHTS FOR THE TOUR AND  
TRAVEL MARKET.

- Tactic: Work closely with receptive operators to extend overnight stays.
- Tactic: Proactively market Sonoma County through trade shows, newsletters, and SCT's international representation offices in the United Kingdom, Germany, and Australia.
- Tactic: Encourage multiple-night bookings through creative marketing campaigns with a measurable return on investment for international markets and operators.
- Tactic: Expand SCT's reach into international markets: Canada, Mexico, Germany, United Kingdom, Australia, and New Zealand; explore opportunities in Asia.
- Tactic: Expand into more product catalogs for stronger brand awareness.
- Tactic: Work collaboratively with public relations and marketing to complement sales efforts.
- Tactic: Participate with Brand USA through marketing opportunities to give Sonoma County maximum exposure.
- Tactic: Continue cooperation with Visit California at travel shows and participate in familiarization tour opportunities from Visit California's international offices.

## Wedding Market

**goal:**  
MEET OR EXCEED THE 2014 FISCAL YEAR TEAM GOALS OF LEADS, LEADS TURNED DEFINITE, AND ROOM NIGHTS FOR THE WEDDINGS MARKET.

- Tactic: Market the cash incentive program to attract couples to book weddings in Sonoma County during need periods.
- Tactic: Reach potential clients at bridal shows.
- Tactic: Entice couples to book multiple nights through creative marketing avenues. Continue to use Twitter and Facebook to promote the Suite Deal.
- Tactic: Meet with partners to explain the value of offering the cash incentive to couples who are discussing a Sonoma County wedding at the partners' venues.

## Promote Air Service to Sonoma County

**goal:**  
ASSIST THE CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT (STS) IN ATTRACTING NEW AIR SERVICE INTO SONOMA COUNTY.

- Tactic: Continue to participate in the airline attraction committee, which is charged with driving more air service to STS.
- Tactic: Design creative flight/lodging packages to promote shoulder season for overnight stays in order to increase room nights.
- Tactic: Maintain a strong marketing relationship with carriers to STS.

## faces of tourism



**A DOZEN CHICKENS, THREE SONS, TWO DOGS, A HUSBAND AND A WINERY – ANA KELLER, KELLER ESTATE WINERY, PETALUMA**

**For the past 17 years, Ana Keller has been at Keller Estate Winery, situated on the hills outside of Petaluma.**

“I live in Petaluma with my husband, three boys, two dogs, maybe one cat – we’re on our way to the shelter – 12 chickens and family that visits all the time. (Who doesn’t want to have family to visit in Sonoma County?)”

Ana got into the tourism business by accident. “It turns out if you make wine, you have to sell it and, well, you want people to come to your tasting room and see how awesome your region is,” Ana said. Prior to her wine-making career, Ana was a biochemist. Unlike the exactitudes of a laboratory, wine making has more variables over which she has little control. Planning for the future is always a challenge: “We only get to harvest fruit once a year and we have to be reading our sales numbers, the economy, and our growth plan and then try to get Mother Nature to oblige.”

Ana is active with trade organizations and the community. She is often on the road promoting Sonoma County. A native of Mexico, she helped Visit California promote California wine during the Mexican media and trade mission in 2014. And, of course, she talked about Sonoma County, too.



**LIFE AFTER THE FUNERAL BUSINESS – SAMAGSE MASSAGE**

**Santa Rosa resident Miguel Lujan’s life changed dramatically when he was hit by a car in 2004.**

“After the accident, I had to go through a lot of rehab,” Miguel explained. “In the process I had to finish college. I studied in Thailand with monks and learned how to walk and drive again. I went to massage school and started my business by setting up a massage chair in the lobby of the Hilton Sonoma Wine Country.”

Lujan now has seven therapists on call and can employ up to 30 for large events like the Gran Fondo bicycle ride.

“I was in the funeral business for more than 15 years before getting into massage,” he said. “Now I don’t have just a job but an amazing career. I love that my work has allowed me to be the man I am and create enough work for others to join me.”

Lujan is committed to Sonoma County. He buys his massage equipment from a Sebastopol manufacturer, and uses Sonoma County products for spa treatments. “I volunteer with Sutter VNA hospice doing palliative massage, and I’m the coordinator with Out and About Sonoma County, as well as doing chair massages at the Hilton Sonoma Wine Country to raise money for Roseland Elementary School. I have a full life and love everything Sonoma County has blessed me with,” Miguel added.

## overview

The Sonoma County message was in front of hundreds of millions of potential travelers this year, with either paid advertising or positive travel stories written by more than 300 journalists. Because of robust marketing, advertising, and public relations programs, millions chose to visit Sonoma County, leaving behind \$1.55 billion in destination spending.

## objectives

**BRING MORE OVERNIGHT VISITORS TO SONOMA COUNTY USING PUBLIC RELATIONS, MARKETING, AND PARTNERSHIPS. INFORM LOCAL COMMUNITIES ABOUT WHAT SCT DOES AND WHAT IMPACT TOURISM HAS ON THE LOCAL ECONOMY.**

goal:  
COMMUNICATE THAT  
SONOMA COUNTY  
PROVIDES A GENU-  
INE, INDEPENDENT,  
AND ADVENTUROUS  
WINE COUNTRY  
EXPERIENCE TO IN-  
CREASE OVERNIGHT  
STAYS.

Result: Distributed Sonoma Insider, monthly newsletter (CRM) program, to approximately 20,000 opt-in subscribers monthly. According to ROI report, the CRM program generated \$4,698,779 in incremental spending.

Result: Used digital strategy for social media, customer relationship management, and search marketing.

Result: Continued to refine the website (launched in 2013 with responsive design) with additional features to drive customer engagement and conversions:

- Increased the Deals and Sonoma Sneakaway section
- Refined business listings and profiles
- Refined search functionality
- Added additional interest pages such as wine regions, luxury travel, and girls getaways
- Published nearly 500 new blog posts and articles and updated existing articles.

Result: Completed media visits in New York, Los Angeles, Seattle, San Francisco, Sacramento, Chicago, Miami, San Diego, Vancouver, Toronto, Mexico City, Guadalajara, Berlin, Tokyo, and London. More than 340 journalists visited Sonoma County to research stories.

Result: Produced and distributed more than 130 press releases, advertorials, pitches, and fact-checking to journalists and publications worldwide.

Result: Implemented a comprehensive, multi-media, branded advertising program in all market segments to complement sales and public relations initiatives. The program included seasonal campaigns like Q1/Q2 Sneakaway, Summer River Promotion, and a winter promotion that yielded the following results:

- **Annual Campaign highlights:**
  - Facebook grew to more than 110,000 fans
  - Trip Advisor sponsor pages continued to be developed, resulting in highly engaged website traffic.
  - The team established an advertising program with Brand USA, while maintaining robust advertising programs with Visit California and SF Travel to extend SCT's reach.
- **Sneakaway campaign:** Promoted more than 100 off-season deals from SCT partners and generated more than 42,000 unique visitors to the deals page.
- **Fall/Winter Promotion:** Implemented late fall promotion for shoulder and winter seasons.
- **Summer River Promotion:** Implemented a promotion to offset traveler perceptions due to drought.

- Result: Implemented sophisticated search engine optimization and content creation/distribution strategy using content calendar, analytics platforms, online targeting, and specialist vendor recommendations. Tactics increased traffic by 83 percent year-over-year.
- Result: Increased distribution of the visitor guide and map: Added four high-traffic visitor centers to Certified Folder, which distributes throughout Northern California. The weekly requests (website, advertising reader requests, visitors centers requests) totaled 34,645, which is a 10 percent increase over the same period last year. (August 2013-September 2014, compared to August 2012-September 2013) Total distribution is 150,000 visitor guides, and 350,000 maps.
- Result: Participated in marketing partnerships with Sonoma County Vintners in the VinoVolo program and Visa Signature to reach wine enthusiasts. This resulted in 2,000 people, from both programs, opting in to receive more information about Sonoma County as a travel destination.
- Result: Participated in outreach marketing programs in the San Francisco Bay Area and Sacramento that included San Francisco Travel, Northern California Concierge Association, San Francisco Ferry Building, Ghiradelli Square, Marin Country Mart, and others.
- Result: Promoted Sonoma County to leisure travelers in California at the Travel & Adventure Shows in Long Beach and Santa Clara. This resulted in 1,678 potential travelers opting to receive additional information about the destination.
- Result: Helped design and promote the first-ever Sustainability Business Week that took place in various locations throughout the county. The well-attended event gave businesses valuable information about sustainability programs available.
- Result: Produced and distributed seven press releases that explain tourism's role in Sonoma County's overall economy.
- Result: Planned and produced Sonoma County Tourism's annual meeting, which is open to the public and let people know how tourism affects the local economy.
- Result: Offered regularly scheduled partner information presentations, which allowed businesses to present their information to SCT staff and to learn more about SCT.
- Result: Received three Adrian Awards from Hospitality Sales and Marketing Association International (HSMAI) for achievements in marketing and public relations in the travel industry:
  - Gold: Sonoma Sneakaway, a seasonal marketing campaign
  - Silver: New SCT website, SonomaCounty.com
  - Bronze: Public relations award for a travel story about Sonoma County

**goal:**  
**COMMUNICATE TO LOCAL COMMUNITIES WHAT SCT DOES AND THE IMPORTANCE OF THE HOSPITALITY INDUSTRY TO THE SONOMA COUNTY ECONOMY.**

goal:  
**GET COMMUNITY  
PARTNERS INVOLVED  
WITH ASSISTING  
MEDIA AND TELLING  
THE SONOMA COUN-  
TY STORY.**

goal:  
**IDENTIFY WHO IS  
VISITING SONOMA  
COUNTY, WHERE THEY  
ARE COMING FROM,  
AND HOW THEY ARE  
DECIDING TO COME  
HERE. USE THIS IN-  
FORMATION TO TAILOR  
SALES AND MAR-  
KETING EFFORTS TO  
INCREASE VISITATION  
TO SONOMA COUNTY.**

goal:  
**INVEST IN INDUSTRY  
TRAINING FOR SCT  
STAFF.**

Result: Promoted 2,583 businesses on SonomaCounty.com, with the ability for all to add photos and information to showcase their businesses. Since the onset of the extranet (February 2013), 632 accounts have updated their business profiles, which make them more attractive to journalists.

Result: Created the Sonoma County Journalists Handbook, which allows partners to offer deals directly to journalists. This gives increased exposure and puts more hospitality partners in front of qualified media.

Result: There are 1,168 Certified Tourism Ambassadors in Sonoma County.

Result: Wrapped up a year-long consumer intercept survey that offers a snap shot of who is coming to Sonoma County, why are they coming, what are their travel patterns, and how much did they spend. This will drive the team's marketing efforts over the next year.

Result: Instituted an airport research project that tracks who is using the airport and why they chose to fly into Sonoma County.

Result: Worked with Sonoma County Economic Development Board to develop a research plan, using a dedicated research intern.

Result: Delivered targeted content to audience segments through technology, both on the website and the Internet.

Result: Other research projects include return on investment for all advertising and marketing campaigns, competitive set analysis, and others.

Result: Team members attended conferences throughout the year. These included Cal Travel Summit, Visit California Outlook Forum, Simpleview Summit, Digital Travel Summit, E-Tourism Summit, WACVB Tech Summit, All Things Facebook Summit, Destination Marketing Association International, ESTO, Public Relations Society of America, and others.



# 2014 highlights

**PUBLIC RELATIONS  
MARKETING  
PARTNERSHIPS**





# highlights<sup>20</sup> 14

**PUBLIC RELATIONS**  
**MARKETING**  
**PARTNERSHIPS**



## overview

The marketing team will support SCT's goal of attracting overnight visitors to Sonoma County by producing creative advertising and marketing programs, as well as improving digital marketing strategies. The team supports SCT's outreach in the leisure travel market, as well as works in tandem with the sales team to market the destination to meetings and groups, and tour and travel outlets.

## objectives

**BRING MORE OVERNIGHT VISITORS TO SONOMA COUNTY USING MARKETING, PUBLIC RELATIONS, COMMUNICATIONS, AND PARTNERSHIPS. ALSO, INFORM LOCAL COMMUNITIES ABOUT WHAT SONOMA COUNTY TOURISM DOES AND WHAT IMPACT TOURISM HAS ON THE LOCAL ECONOMY.**

Advertising, media relations, and marketing will target potential travelers in identified geographical markets – Northern and Southern California, West Coast cities served by Alaska Airlines, major national markets, and international locations as led by SF Travel, Visit California, and Brand USA.

The team will also reach out to additional focus markets – culinary, LGBT (lesbian, gay, bi-sexual, transgender), eco-tourism, and the arts. These markets were chosen with input from SCT's board of directors, community partners, and staff.

SCT will research potential visitors and return on investment on programs. On an ongoing basis, the team evaluates new opportunities to determine if the project meets SCT's goals of promoting Sonoma County, while falling within the existing budget.

Programs are supported by a data management system in which information about local hospitality businesses is updated annually for SonomaCounty.com, the Official Sonoma County Visitors Guide and Map, the Sonoma Insider (monthly e-newsletter to interested leisure travelers), and SCT's internal database. This information is also provided to journalists through pitches, press releases, and fact checking.

SCT will continue an active community relations program by educating Sonoma County government bodies, residents, and tourism stakeholders about the impact tourism has on the local economies via face-to-face meetings, regular e-newsletter updates, tourism briefing sheets, press releases, and SCT's annual meeting.

**PUBLIC RELATIONS  
MARKETING  
PARTNERSHIPS**

**goal:**  
**COMMUNICATE THAT  
SONOMA COUNTY PROVIDES  
A GENUINE, INDEPENDENT,  
AND ADVENTUROUS WINE  
COUNTRY EXPERIENCE  
TO INCREASE OVERNIGHT  
STAYS.**

- Tactic: Place advertising in markets likely to yield overnight visits. Adjust advertising to implement off-season advertising campaigns to drive traffic in slower seasons. Drive consumers to trackable channels to increase marketing opt-ins.
- Tactic: Create compelling collateral to market the destination (visitors guide, map, websites, and more).
- Tactic: Use press releases to inspire potential travelers to book an overnight stay in Sonoma County.
- Tactic: Visit media in select markets, offer media tours to qualified travel and lifestyle writers, and share national public relations representation with Sonoma County Vintners and Sonoma County Winegrowers.
- Tactic: Employ social media, customer relationship management, and search marketing in the overall digital strategy.
- Tactic: Continue to reach out to partners to ensure business information is up to date in order to provide accurate information to potential travelers.
- Tactic: SCT, Sonoma County Vintners, and Sonoma County Winegrowers will partner in marketing, branding, and public relations initiatives when appropriate.
- Tactic: Form partnerships with organizations and/or events that help extend SCT's message to generate overnight stays, while providing SCT with opt-in information of potential travelers.

**goal:**  
**COMMUNICATE WHAT SCT  
DOES AND THE IMPOR-  
TANCE OF THE HOSPITALITY  
INDUSTRY TO THE SONOMA  
COUNTY ECONOMY.**

- Tactic: Use e-newsletters, partner information presentations, and local media outreach to tell SCT's business message.
- Tactic: Use press releases to inform local media of the impact tourism has on the Sonoma County economy; what SCT is doing locally and industrywide; and what industry awards SCT has won.
- Tactic: Submit for relevant industry awards, in order to show the value of the organization's work as judged by industry peers.

**goal:**  
**GET COMMUNITY PARTNERS  
INVOLVED WITH ASSISTING  
MEDIA AND TELLING THE  
SONOMA COUNTY STORY.**

- Tactic: Work with partners to become spokespeople to tell the Sonoma County story to visiting media.
- Tactic: Encourage partners to submit deals to the Sonoma County Journalists Handbook, which offers increased exposure and puts more hospitality partners in front of qualified media.
- Tactic: Offer the Sonoma County Certified Tourism Ambassador program to local businesses and organizations.



# goal:

**IDENTIFY WHO IS VISITING SONOMA COUNTY, WHERE THEY ARE COMING FROM, AND HOW THEY ARE DECIDING TO COME HERE. USE THIS INFORMATION TO TAILOR SALES AND MARKETING EFFORTS TO INCREASE VISITATION TO SONOMA COUNTY.**

- Tactic: Research visitor origination and motivation to fine tune SCT marketing and sales efforts.
- Tactic: Research visitors who use the Charles M. Schulz – Sonoma County Airport (STS) for travel.
- Tactic: Work with Sonoma County Economic Development Board and outside vendors for quality research.
- Tactic: Use technology on the website to deliver targeted content to audience segments.
- Tactic: Research the return on investment for marketing, advertising, and public relations projects and programs.

# goal:

**INVEST IN INDUSTRY TRAINING FOR STAFF IN RESPECTIVE WORK AREAS.**

- Tactic: Send staff to appropriate industry conferences, workshops, and continuing education to maintain effectiveness in marketing, communications, and strategy.

# faces of tourism



## THE ACTORS AT THE WRITERS HOUSE – TRANSCENDENCE THEATER

**Stephan Stubbins is the co-executive director of Transcendence Theatre Company, which puts on the popular “Broadway Under the Stars” during the summer months at Jack London State Park in Glen Ellen. He is joined by Amy Miller, artistic director, and Brad Surosky, co-executive director. The company has eight employees and brings in 120 artists and contractors throughout the year.**

“We toured the U.S. in RVs for two-and-a-half months looking for a location to permanently settle our company,” Stephan said. “After that trip, we chose Sonoma County as our home. We moved in late 2011 when we discovered we could help save Jack London State Historic Park and we planted our roots in Sonoma.”

“We’ve had great success already: Attracting more than 36,000 attendees to our events, raising more

than \$117,000 for Jack London State Historic Park, being named Theater Of The Year by Broadway World San Francisco ... as well as being written up in the New York Times, the Huffington Post and other publications.”

Stephan added, “Our biggest challenge is managing our growth with the staff and funding to make our future sustainable.”

*To see more of the Transcendence Act, go to [www.sonomacounty.com/faces-sonoma-county-tourism](http://www.sonomacounty.com/faces-sonoma-county-tourism).*

**PUBLIC RELATIONS  
MARKETING  
PARTNERSHIPS**

# 2014 overview

The primary goal of the finance department is improving fiscal and administrative efficiency, accountability and transparency while enabling other departments to focus their efforts on the sales and marketing mission of SCT.

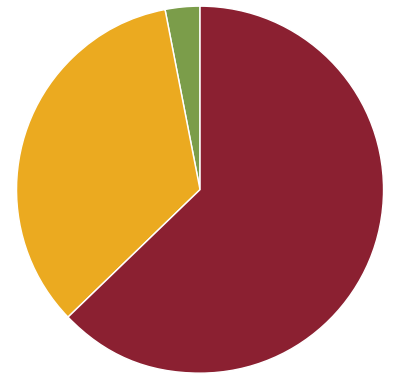
## 2014 Fiscal Year Revenues (October 2013 – September 2014)

FY 2014 County Transient Occupancy Tax (TOT) revenue for the period from October 2013 through September 2014 was \$2,071,369, 4 percent (\$75,459) more than the prior year. TOT revenue is allocated to countywide advertising and marketing support.

Business Improvement Area (BIA) assessments were \$3,799,021, 12 percent (\$409,851) more than the prior year. BIA revenues are used for expenses other than countywide advertising and marketing.

### Revenue Sources (Total: \$6,032,004)

- 63%**  
**BIA Assessments**  
 (\$3,799,021)
- 34%**  
**County TOT**  
 (\$2,071,369)
- 3%**  
**Other Income**  
 (\$161,614)



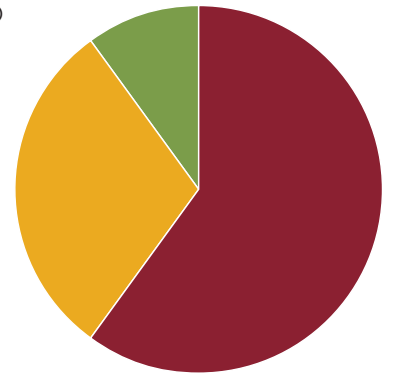
## 2014 Program Expense Allocations

2014 program expense allocations closely followed the approved budget for the year. After allocating general and administrative, and sales general expenses into the three program areas, the expense percentages are:

- Leisure** = 60 percent  
*(verses 61% in 2013)*
- Meetings and Groups** = 30 percent  
*(the same as in 2013)*
- Tour and Travel** = 10 percent  
*(versus 9 percent in 2013)*

### Program Allocations (Total: \$ \$5,368,765)

- 60%**  
**Leisure**  
 (\$3,193,503)
- 30%**  
**Meetings & Groups**  
 (\$1,631,959)
- 10%**  
**Tour & Travel**  
 (\$543,303)



# 2015 overview

Increasing tourism within Sonoma County has led to increased tax collections and revenues for SCT. Use of these additional revenues has been budgeted to expand sales and marketing efforts designed to increase tourism. The program allocations are consistent with previously established ratios of 60 percent leisure, 30 percent meetings and groups, and 10 percent tour and travel.

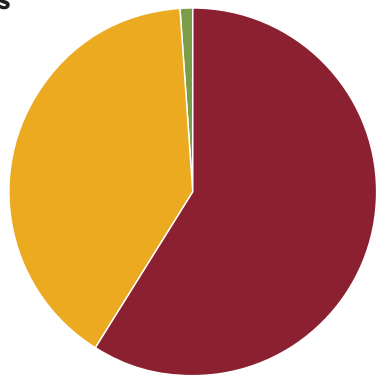
## 2015 Revenues

The 2015 revenue budget was developed based on the current year's business improvement area (BIA) collections, feedback from the SCT board of directors and contracted service agreements.

### Revenue Sources

(Total: \$6,799,619)

- 59%**  
BIA Assessments  
(\$4,009,045)
- 40%**  
County TOT  
(\$2,724,469)
- 1%**  
Other Income  
(\$66,105)



## 2015 Program Expense Allocations

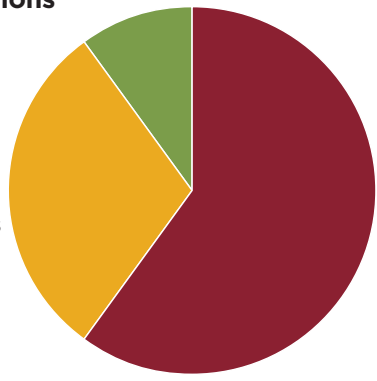
2015 Program Expense Allocations reflect a trend from prior years to maximize the return on investment as it relates to tourism for Sonoma County. After allocating general and administrative and sales general expenses into the three program areas, the expense percentages are the same as budgeted in 2014:

- Leisure** = 60 percent
- Meetings and Groups** = 30 percent
- Tour and Travel** = 10 percent

### Program Allocations

(Total: \$6,550,832)

- 60%**  
Leisure  
(\$3,927,434)
- 30%**  
Meetings and Groups  
(\$1,933,229)
- 10%**  
Tour and Travel  
(\$690,169)





# Appendix



# history and formation of sonoma county tourism

**WITH AN ANNUAL ECONOMIC IMPACT OF MORE THAN \$1.55 BILLION, THE TOURISM INDUSTRY IN SONOMA COUNTY HAS EMERGED AS A VITAL COMPONENT IN SUSTAINING THE LOCAL ECONOMY.**

**IN RECOGNITION OF ITS IMPORTANCE, A PUBLIC/PRIVATE COLLABORATIVE PROCESS WAS INITIATED TO DEVELOP A STRUCTURE TO SUPPORT AND INCREASE THE VITALITY OF THIS INDUSTRY SECTOR. FROM THIS COLLABORATIVE PROCESS, THE SONOMA COUNTY TOURISM BUREAU WAS CREATED AS THE DESTINATION MARKETING ORGANIZATION FOR SONOMA COUNTY.**

**IN MARCH 2001**, leaders in the tourism industry and the public sector began to formulate ideas and investigate ways of creating a funding structure to support a comprehensive tourism marketing program. In these discussions, the idea of creating a special countywide tourism business improvement area emerged.

The Sonoma County Lodging Association (SCLA) became the lead organization advocating the development of a new business improvement area. In 2004, SCLA promoted the development of the business improvement area to its members, community leaders, public officials, and tourism-related organizations. In November 2004, SCLA saw their vision become reality when the Sonoma County Board of Supervisors established the Sonoma County Tourism Business Improvement Area (SCTBIA).

Soon after the establishment of the SCTBIA, the organizational framework for the Sonoma County Tourism Bureau (SCTB) was developed, including articles of incorporation and by-laws. In addition, the five-member SCTBIA Advisory Board was appointed to act as liaison between the Board of Supervisors and the new SCTB.

**ON JAN. 1, 2005**, a new era in funding Sonoma County tourism marketing began as the SCTBIA went into effect. The development of the new Sonoma County Tourism Bureau took a significant step forward in February 2005 as the 22-member board of directors was appointed and had its inaugural meeting.

**IN JUNE 2005**, the Board of Supervisors ratified a contract with SCTB to market Sonoma County and promote overnight visitors. On July 1, 2005, the SCTB officially became the destination marketing organization for Sonoma County.

# sonomacountytourism

board committees 2014/15

## EXECUTIVE COMMITTEE

**Percy Brandon, CTA**  
*Secretary*  
Vintners Inn

**Jennifer Buffo, CTA**  
*Group Business Development Co-Chair*  
Pure Luxury Transportation

**Dan Christensen, CTA, Vice Chair, Treasurer,  
Finance & Legal Committee Chair**  
Geyserville Inn

**Michelle Heston, PR/Marketing Chair**  
Fairmont Sonoma Mission Inn & Spa

**Steve Jung, CTA,**  
*Group Business Development Chair*  
Doubletree by Hilton

**Tim McGregor, CTA,**  
*Governance/HR Committee Chair*  
Bodega Bay Lodge & Spa

**Pauline Wood, CTA, Chair**  
San Francisco North / Petaluma KOA

## FINANCE AND LEGAL

**Gary Buffo**  
Pure Luxury Transportation

**Floriann Bynum, CTA**  
Flamingo Resort & Spa

**Dan Christensen, CTA, Chair**  
Geyserville Inn

**Rick Nowlin, CTA**  
Wells Fargo Center for the Arts

**Dan Parks, CTA**  
Sonoma Creek Inn

**Percy Brandon, CTA**  
Vintners Inn

## GOVERNANCE /HR COMMITTEE

**Percy Brandon, CTA**  
Vintners Inn

**Jennifer Buffo, CTA**  
Pure Luxury Transportation

**Jonathan Coe, CTA**  
Santa Rosa Chamber of Commerce, Director

**Lowell Johnson, CTA**  
Coast Hospitality Partners

**Rachel LeGrand, CTA**  
Russian River Getaways

**Tim McGregor, CTA, Chair**  
Bodega Bay Lodge & Spa

**Pauline Wood, CTA**  
San Francisco North / Petaluma KOA

## PROGRAM COMMITTEES / PR/MARKETING

**Joe Bartolomei**  
Farmhouse Inn & Restaurant

**Jim Caudill**  
Caudill Communications

**Mary Clemens, CTA**  
Sonoma County Regional Parks

**Karissa Kruse, CTA**  
Sonoma County Winegrowers

**Craig Haskell, CTA**  
Beau Wine Tours

**Michelle Heston, Chair**  
Fairmont Sonoma Mission Inn

**Kirk Lok, CTA**  
Holiday Inn Express Hotel & Suites  
Sebastopol

**Wendy Peterson, CTA**  
Sonoma Valley Visitors Bureau

**Don Prial**  
Prial Public Relations

## GROUP BUSINESS DEVELOPMENT

**Jennifer Buffo, CTA, Co-Chair**  
Pure Luxury Transportation

**Rene Byck, CTA**  
Paradise Ridge Winery

**Steve Jung, CTA, Chair**  
Doubletree by Hilton

**Sharon Marsh, CTA**  
Medtronic, Inc.

**Michael Russell**  
Hyatt Vineyard Creek

**Sally Shaffer, CTA**  
Hilton Sonoma Wine Country

CURRENT MEMBERS AS OF NOV. 1, 2014

Sonoma County	2013-14	2012-13	% Change
Hotels	90	90	0.0%
Supply	2,218,681	2,224,598	-0.3%
Demand	1,655,917	1,588,333	4.3%
Occupancy	74.6%	71.4%	4.5%
ADR	\$136.35	\$126.80	7.5%
RevPAR	\$101.76	\$90.54	12.4%
Room Rev	\$225,779,690	\$201,404,333	12.1%

Reflects a 12-month period, figures are from Oct. 1 - Sept. 30 for both years.

Occupancy		
2014	2013	% Change
63.0%	61.7%	2.2%

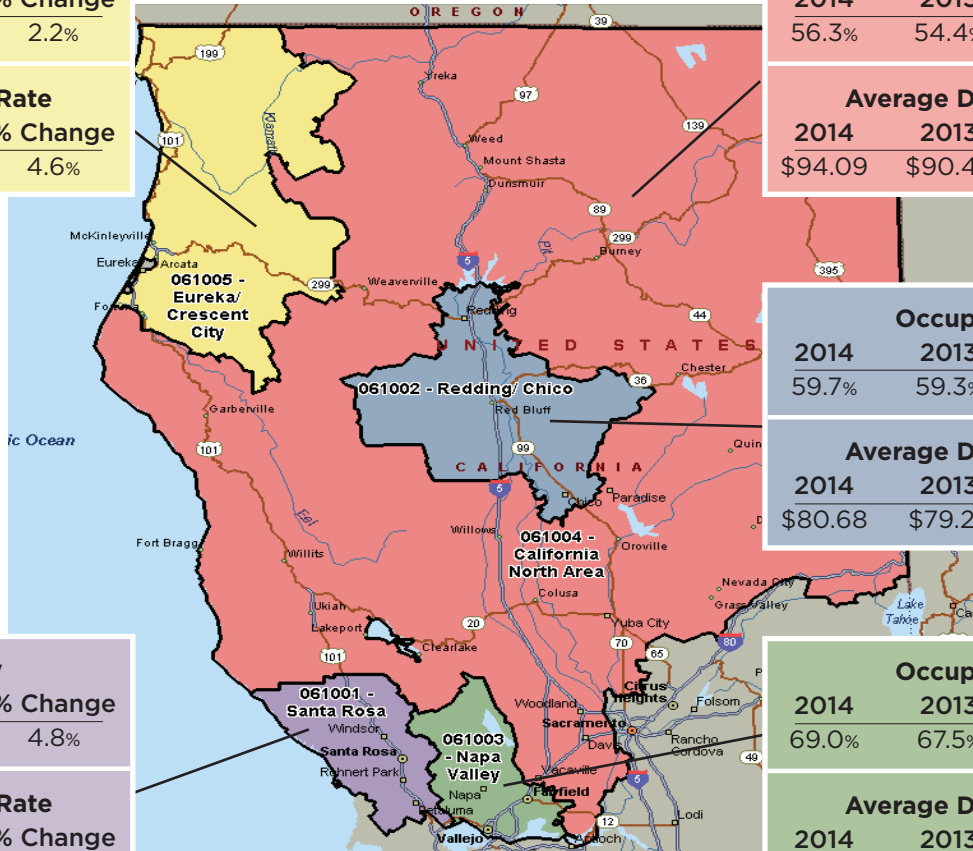
  

Average Daily Rate		
2014	2013	% Change
\$86.77	\$82.93	4.6%

Occupancy		
2014	2013	% Change
56.3%	54.4%	3.5%

Average Daily Rate		
2014	2013	% Change
\$94.09	\$90.45	4.0%



Occupancy		
2014	2013	% Change
59.7%	59.3%	0.7%

Average Daily Rate		
2014	2013	% Change
\$80.68	\$79.22	1.8%

Occupancy		
2014	2013	% Change
74.8%	71.3%	4.8%

Average Daily Rate		
2014	2013	% Change
\$117.09	\$108.02	8.4%

Occupancy		
2014	2013	% Change
69.0%	67.5%	2.2%

Average Daily Rate		
2014	2013	% Change
\$272.13	\$257.42	5.7%

## CALIFORNIA NORTH AREA

- 061001 - Santa Rosa
- 061002 - Redding/ Chico
- 061003 - Napa Valley
- 061004 - California Rural North
- 061005 - Eureka/ Crescent City



**ABOUT SMITH TRAVEL RESEARCH:**  
 For more than 20 years, Smith Travel Research, Inc. (STR) has been the recognized leader for hotel industry benchmarking and research. STR and STR Global offer monthly, weekly and daily STAR benchmarking reports to more than 38,000 hotel clients, representing over 5 million rooms worldwide.



# Annual Tourism Report

**2014**  
SONOMA  
COUNTY



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[www.sonomaedb.org](http://www.sonomaedb.org)

# Annual Tourism Report

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## August 2014

The Sonoma County Economic Development Board (EDB), in partnership with Sonoma County Tourism, is pleased to bring you the 2014 Annual Tourism Report. The 2014 Annual Tourism Report contains three sections integrating findings on the local tourism industry. The first section contains research conducted by our research partner, Moody's Analytics. The second section of the report highlights key economic indicators produced by the California Travel & Tourism Commission and Smith Travel Research. The third section provides updated results of the EDB Annual Tourism Industry Survey.

Moody's Analytics is a leader in economic research and provides key quantitative and qualitative analysis on Sonoma County's tourism industry. Key findings from Moody's Analytics Tourism Analysis include:

- Sonoma County's tourism industry is maintaining a strong expansion. This marks the continuation of three years of growth in which tourism has outpaced the rest of the economy.
- The long-term outlook for Sonoma County tourism remains positive. The region is growing in recognition as a premier tourist destination, and its proximity to Bay Area attractions and airports will support its expansion.

The California Travel & Tourism Commission provides a 'Travel Impacts by County' report each year. This report provides the latest available economic impact figures on Sonoma County and along with the most recent lodging statistics. These are the primary sources for the Tourism Industry Indicators. Key findings include:

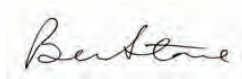
- Key tourism indicators show that travel is returning to Sonoma County following the economic downturn beginning in 2007-2008. Destination spending, transient occupancy tax (TOT) receipts, industry earnings and local and state tax receipts are the highest that Sonoma County has seen in the last decade. Travelers are returning to Sonoma County and supporting the local economy through spending.
- Lodging indicators and occupancy rates also increased in 2013.

Each year the EDB conducts an annual tourism industry survey of Sonoma County business owners and executives involved in tourism. The survey focuses on complete industry strength, confidence, and opportunities. Key findings from this survey include:

- Businesses have a positive outlook for tourism in the coming year.
- More businesses expanded operations over the past year than in the year before.

Thank you for your interest in the Economic Development Board's research. For additional information, questions, comments, or suggestions please contact us at (707) 565-7170 or visit [www.sonomaedb.org](http://www.sonomaedb.org).

Sincerely,



Ben Stone  
Executive Director



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[www.sonomaedb.org](http://www.sonomaedb.org)

# Annual Tourism Report: Moody's Analytics Tourism Analysis

## Recent Trends

Sonoma County's tourism industry is maintaining a strong expansion. Although leisure/hospitality payroll growth has stalled since reaching an all-time high in June, this does not account for Indian casinos, which are categorized under local government. The new Graton Resort & Casino directly employs around 2,000 workers, and including those workers implies tourism related payrolls in February were up 10% from a year earlier, rather than a mere 1%. This marks the continuation of three years of growth in which tourism has outpaced the rest of the economy.

Sonoma is benefiting from sustained improvement in Bay Area tourism. Although national spending on tourism grew by a relatively slight 4% in 2013, the Bay Area is becoming an increasingly attractive tourist destination. San Francisco and Napa have outperformed the national average, with leisure/hospitality payrolls around 4% higher than a year earlier. Tourism indicators have decelerated but demonstrate further growth. Air traffic increased at Charles M. Schulz-Sonoma County Airport by 5% in February from a year earlier, while passenger traffic at San Francisco International Airport, the primary gateway for air travel to the Bay Area, rose 11% in December from a year earlier. Hotel occupancy is exhibiting a strong upward trend, with revenue per available room in Sonoma County up 27% in January from a year earlier, according to PKF Consulting. Overall in 2013, hotel occupancy rose 9% and the average daily room rate rose 5%.

## Macro Drivers

Although a severe winter has suppressed job gains, strong fundamentals in the U.S. economy will promote steady expansion in 2014. Record-breaking snowfalls and cold temperatures led to weak job creation in December and January, especially in construction and transportation. However, these numbers do not reflect true macroeconomic conditions; businesses are profitable, household debts are low, and a stronger banking system is providing greater access to credit. These all contribute to an optimistic outlook for the remainder of the year, with monthly job gains expected to hover around 200,000 and annual GDP growth projected to exceed 3% for the first time since before the Great Recession. GDP growth will accelerate further in 2015, reaching 4% for the first time since 2000.

Most risks to the forecast are to the downside, however. Political turmoil overseas especially in emerging markets, could lead to disappointing yields for U.S. investors that turned to the developing world to avoid the effects of quantitative easing. In addition, much of the credit growth that has occurred in emerging markets in recent years was speculative, and political instability and fiscal mismanagement could suppress or even halt gains in China, India or Brazil.

The revised forecast calls for household survey employment to rise by nearly 3 million jobs over the course of 2014, removing the labor market as a primary source of weakness. The unemployment rate will fall below 6.5%. The labor force participation rate is no longer decreasing, and expanding job opportunities will cause some reversal in the previous decline, as some workers with marginal attachment to the labor market return. With the labor market tightening, real earnings growth will experience sustained improvement for the first time in four years.



**Chart:** Leisure/hospitality will be a major driver of Sonoma County's recovery in 2014 and the county's later expansion. The new Graton Resort and Casino, owned by the Graton Rancheria tribe, employs 2,000 workers who, while categorized as local government employees by the Bureau of Labor Statistics, have contributed significantly to payroll growth in tourism-related industries. Not only is gambling an increasingly prominent tourist draw, but Sonoma's wineries are gaining visitors as their reputations grow. Tourism gains in the Bay Area in general are above the national average.



# Annual Tourism Report: Moody's Analytics Tourism Analysis

## Industry Drivers

Many of the obstacles to confidence have receded in recent months, and consumer confidence is expected to rise steadily through 2014. A year of sequestration and last fall's federal government shutdown led consumers to doubt the ability of the federal government to provide stability and security in the U.S. economy. Since that time, however, Congress passed a budget with bipartisan support, and debt limit brinkmanship appears to have ended. Following the federal government shutdown, the Conference Board Consumer Confidence Index fell by close to 10 points, but it has risen since and will likely surpass its 2013 peak by summer.

Although overall consumer confidence is rising, future expectations remain restrained. In contrast to the perception of the present situation, measured expectations have declined overall since June 2012, and in February the index for the current outlook surpassed future expectations. At least part of the weakness in expectations in February is attributable to jobs reports that grew more disappointing during the winter. However, if jobs recover through the spring as they are expected to, the consumer outlook should grow less pessimistic.

Vacation expectations surpassed prerecession levels in 2013. According to the Conference Board, 43.5% of consumers expect to take a vacation in the next six months. This is roughly equal to year-ago levels, indicating that the surge in vacation expectations over the previous two years may be leveling off. But risks are skewed to the upside: Over the past three years, consumers have demonstrated greater optimism in October through December and weaker expectations in February through June.

Household net worth rose quickly in 2013, surpassing its prerecession peak. Much of this growth was due to expansion of financial assets as financial markets steadily increased. Real estate net worth also contributed to the strong gains in household net worth, posting 25% gains in each of the last two years. In addition, the tightening labor market will help boost wages.

Crude oil prices will be softer in 2014, but increased demand for air travel will support high ticket prices. The West Texas Intermediate benchmark oil price is projected to fall 2% from its average in 2013. Gasoline prices are projected to remain roughly flat, but air carriers should enjoy slightly cheaper fuel costs. Increased demand for air travel will push up net ticket prices, however. According to the Federal Aviation Administration, the number of airline passengers will rise steadily, but the number of flights has remained fixed. Increased competition for seats will result in climbing prices.

The growth rate of private consumption will accelerate and is expected to exceed 4% by the end of 2014.

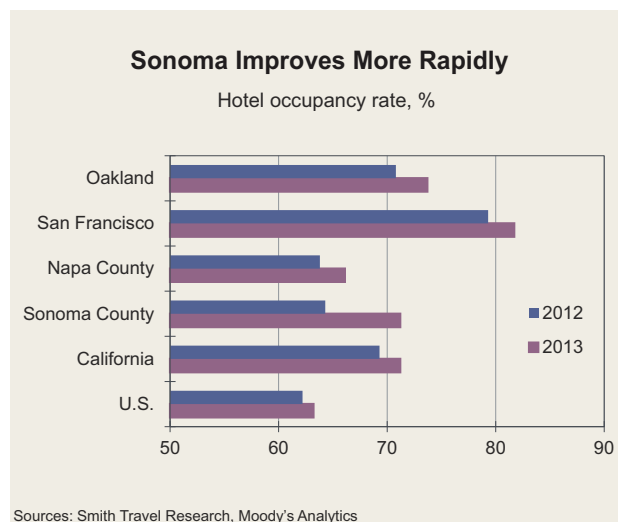
In addition, consumption of energy and food is growing at a slower rate than other categories, allowing a shift toward spending on discretionary categories including tourism.

The solid economic fundamentals of Sonoma County remain important for tourism growth. Consumer-dependent industries have made up for weak public sector performance, and a tightening labor market will support incomes, increasing demand for the restaurants and retailers that also draw tourists. The county's economy is on firm footing, but high prices keep Sonoma County inaccessible to many less-skilled workers, which will produce just average performance in the coming year.

## Pricing

Pricing power has returned for hospitality firms. No longer needing deep discounts to attract customers, hotels are increasing room rates amid rising room occupancy rates. Slow growth in available hotel rooms in recent years is fueling the sensitivity of rates to increasing demand.

Hotel occupancy surpassed its prerecession peak in the summer, with the strongest demand in higher-end hotels.



**Chart:** The rebound of leisure/hospitality payrolls is reflected in rapidly improving occupancy rates amid rising room rates. A temporary moratorium on new-hotel construction in the wake of prior over-building has enabled demand to catch up with supply. Permitting for new hotels resumed in 2012. Revenue per available room on Sonoma's hotels rose 15% in 2013. Hotel demand will be further lifted by Sonoma's major tourist draws: wineries, gambling, and its location bordering Napa, the bay, the San Francisco metro area, and the Pacific Ocean.



# Annual Tourism Report: Moody's Analytics Tourism Analysis

## Pricing (cont.)

According to STR, the busiest nights were midweek, suggesting that much of the demand for hotels is from business travelers. However, weekend demand also rose, indicating greater leisure travel as well. As hotels move toward maximum capacity, pricing will respond even more strongly to greater demand. Prices will increase close to 2% on food consumed outside the home in 2014. Demand is also expected to produce a 2.5% increase in the national price of alcoholic beverages, a boon to Sonoma County's large wine tourism industry. Despite a large grape harvest, inventories are balanced and wineries will likely be able to raise prices and increase profitability.

## Operating expenses

Growth in low-wage industries, including leisure/hospitality, will push up labor costs. Although labor market slack has suppressed wage growth nationally, expansion of low-wage industries will lead to higher wages in leisure/hospitality.

Increased demand for commercial real estate is driving up rents. According to Keegan & Coppin Co., retail vacancy rates in the fourth quarter fell from year-ago numbers but remained mostly steady from the previous quarter. As the commercial real estate market tightens, rental costs will rise steadily. High land costs in Sonoma County will act as a barrier to construction of new commercial real estate, preventing suppliers from meeting demand and producing continued price increases.

## Profitability

Price growth this year will outpace rising costs, helping the industry's bottom line. According to data from Smith Travel Research, Sonoma County's average hotel occupancy rate jumped 7 percentage points from 2012 to 2013, reaching 71%. Although the increase in average daily rates was relatively muted, with only a 5% increase from 2012, the combination of higher occupancy and higher rates raised revenue per available room by one-sixth from the previous year. Average revenues remain far below the prerecession peak, however. Reduced hotel building over the last few years and continued growth in demand will allow occupancy rates to remain high even as the steep post-recession discounting comes to an end.

Despite excellent grape harvests over the past two years, inventories are considered to be balanced. Rising demand will allow for modest price increases, with faster growth at the higher end of the market. The popularity of wine-tasting has lifted tourism in both Sonoma County and neighboring Napa, while the Bay Area in general has proven a potent tourist draw, with the rise in tourism-related payrolls greatly outpacing the state and national averages. The new casino has added a major tourist attraction to Sonoma County's array of restaurants, theatres, wineries, casinos, golf courses, equestrian facilities and ocean-related activities. Strong near-term demand will boost profits.

## Long-term Outlook

The long-term outlook for Sonoma County's tourism remains positive. The region is growing in recognition as a premier tourist destination, and its proximity to Bay Area attractions and airports will support expansion. Construction at Charles M. Schulz–Sonoma County Airport will add capacity and reduce reliance on traffic through San Francisco. The Graton Resort & Casino will ensure that gambling is a major attraction for regional tourists, supporting thousands of jobs. Increased access to highspending tourists from Asia, who represent a growing share of U.S. tourist traffic, will boost tourism spending in California.

An ever-increasing number of oenophiles and improving brand recognition for Sonoma will ensure that Sonoma's wineries become an even more potent tourist draw, also attracting business to local hotels and restaurants. The rising popularity of cooking and food reality shows and the highlighting of the California wine region as a premier artisan food destination also contribute to an increasingly positive outlook for tourism. Wine consumption is increasing among millennials, meaning the pool of potential visitors will expand as incomes for this cohort rise over the coming decades.



**Chart:** Sonoma County is poised to take advantage of rising international tourism to California. The number of foreign visitors to the U.S. was 19% higher in 2013 than in 2008, and spending per visitor has recovered after tumbling in 2009 because of the global downturn. California, along with other West Coast destinations, has benefited from the rapid increase in Asian tourists, especially from China. The number of Chinese tourists to the U.S. is expected to more than double over the next five years, to account for more than 10% of arrivals from non-NAFTA countries.

# Annual Tourism Report: Moody's Analytics Tourism Analysis

## Upside Risks

Sonoma's attempts at raising brand recognition for area wines have the potential to boost wine-related tourism. A new law requires all wines from Sonoma County to carry "Sonoma" on the label. If this succeeds in improving the reputation of Sonoma County wines as similar legislation has done for Napa wines, there will be faster growth in out-of-area tourists coming to Sonoma to sample its wineries. Greater improvement in the job market for young adults and lower-end consumers would benefit Sonoma County. Although the county caters to higher-end patrons as well, it enjoys a competitive advantage in affordability over nearby Napa.

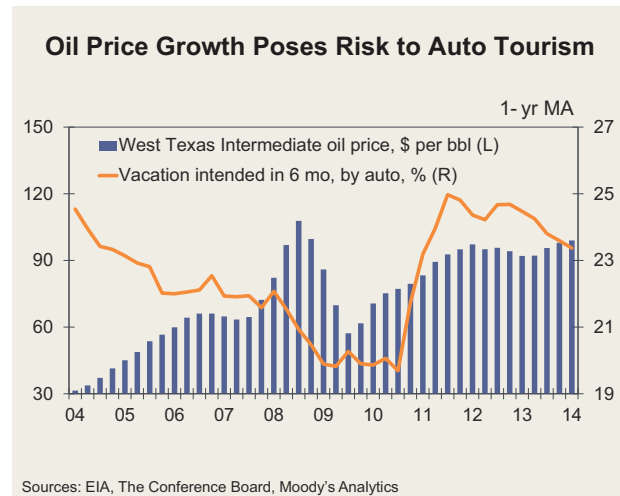
Better than expected business spending over the coming year could produce even stronger outcomes for Sonoma County. Business optimism has yet to fully recover from global and domestic economic shocks last year, and caution continues to be exercised in budgeting for gatherings and face-to-face meetings. The recent increase in business travel spending has resulted more from higher costs than increased travel, according to the Global Business Travel Association.

## Downside Risks

Despite a generally positive outlook, there are a number of downside risks that could derail growth for tourism-related industries in Sonoma County. A renewed European debt crisis, potentially including the exit of several economies from the euro zone, could hurt tourism in a similar fashion as did the financial crisis of 2008 and the subsequent Great Recession. Though the U.S. financial system has been relatively immune to Europe's economic and financial woes, banks and other financial institutions would be affected by a worldwide decrease in liquidity that a breakup of the euro would entail, damaging business and consumer confidence, increasing risk aversion, and reducing business and vacation travel.

Tourism from Asia, and China in particular, represents a fast-growing international segment of wine consumers that is especially important in California. Thus, the possibility of a more pronounced slowdown in Asian growth represents another risk for Sonoma County's visitor-dependent industries. An explosion of airports to service China's burgeoning population centers has put international travel closer to the country's expanding ranks of middle- and upper-income households, but it also increases the sensitivity of the tourism outlook to any disruption in Asian growth.

Further declines in immigration could disrupt labor flows in Sonoma County. According to the Pew Research Center, net migration from Mexico to the U.S. halted in the aftermath of the U.S. housing crisis, partly because of declining birthrates and increasing economic opportunities in Mexico. Combined with stronger border enforcement and a more pronounced anti-immigration stance in many states, the flow of foreign workers at hotels and restaurants may be slow to respond to increasing demand, placing strain on employers.



**Chart:** The uncertainty surrounding oil prices is one of the main downside risks for the county. The number of people planning to take a vacation by auto rebounded in 2010 from a low level during the recession but has since been trending downward. Domestically, a large number of visitors travel to Sonoma County by car, often in addition to a visit to San Francisco. Rising oil prices would likely dissuade some people from making the trip. Car travelers are more sensitive to oil price shocks because of both the direct pain they feel at the pump and the fact that their plans are more easily adjusted.

Peter Melgren  
David Rosenblum  
Moody's Analytics

# Annual Tourism Report

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## Tourism Industry Indicators

### Sonoma County Tourism Industry Indicators

The Tourism Industry Indicators section is based on data prepared for the California Travel & Tourism Commission by Dean Runyan and Associates, industry data from Smith Travel Research, and Sonoma County's Transient Occupancy Tax receipts. Additionally, an excerpt from Moody's Analytics Tourism Analysis is incorporated at the end of the Tourism Industry Indicators section. Where applicable, the data and graphs in this section have been adjusted for inflation using the U.S. Bureau of Labor Statistics Consumer Price Index.

Santa Barbara and Napa are used as comparison counties because of their similarities in offerings, size, and geographical location. The featured data is the latest available from the California Tour and Travel Commission.

#### Key Findings

- In 2012, Sonoma County destination spending, industry earnings and industry employment experienced a year-over increase from 2011 after adjusting for inflation. This follows an increase seen in 2011 over 2010. This suggests travel is returning to Sonoma County following the economic downturn.
- In 2013, Sonoma County's year-over average daily rate (ADR) for lodging increased 3.5% when adjusted for inflation. This follows a 1.3% increase in 2012, further suggesting that travel is returning to Sonoma County.
- Sonoma County's Transient Occupancy Tax (TOT) receipts totaled \$27.5 million in 2013 after adjusting for inflation. This is the highest level of TOT receipts that Sonoma County has ever received.

# Annual Tourism Report: Tourism Industry Indicators

## Destination Spending

Destination spending is the total amount spent by visitors in Sonoma County. This indicator includes all spending for accommodations, wine activities, retail, and other tourism related purchases. The most recent figures show that Sonoma County's destination spending was up 9% from \$1.47 billion in 2011 to \$1.6 billion in 2012.

### Destination Spending by Year

Destination spending is sensitive to the economic climate. As a result, Sonoma County experienced decreases in destination spending in both 2008 and 2009. This was a common trend as all of the competitive destinations also experienced decreases. However, 2012 figures indicate that tourism is making a strong comeback in Sonoma County as well as in other destinations.

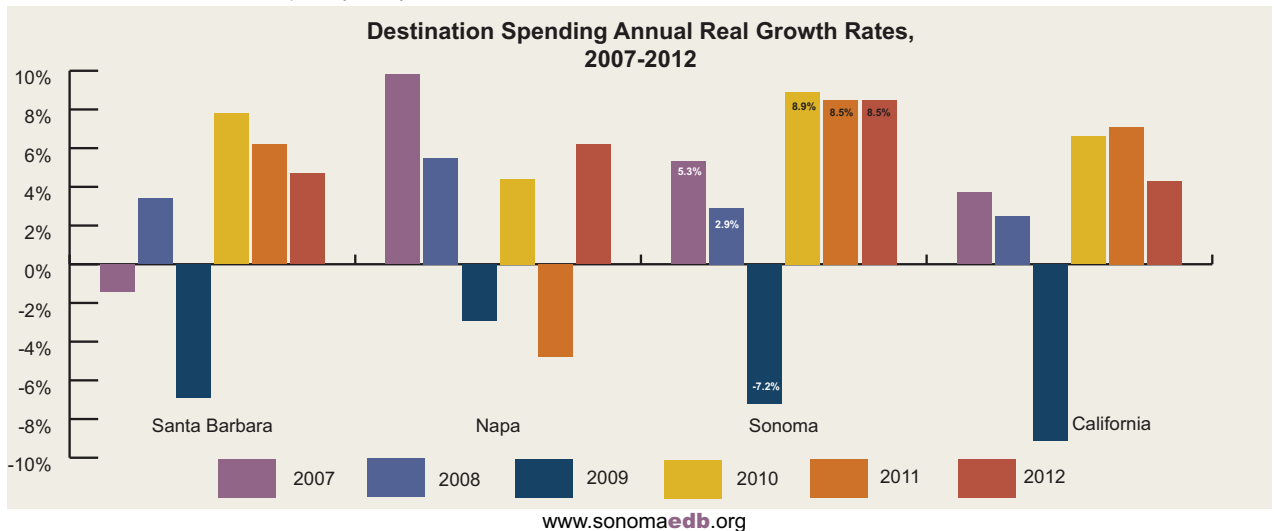
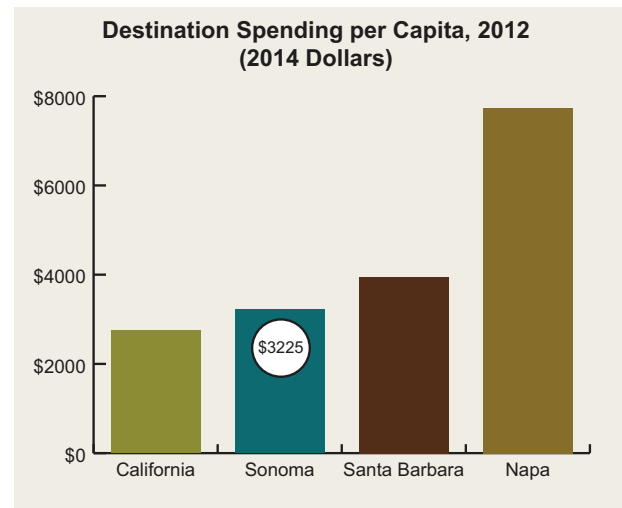
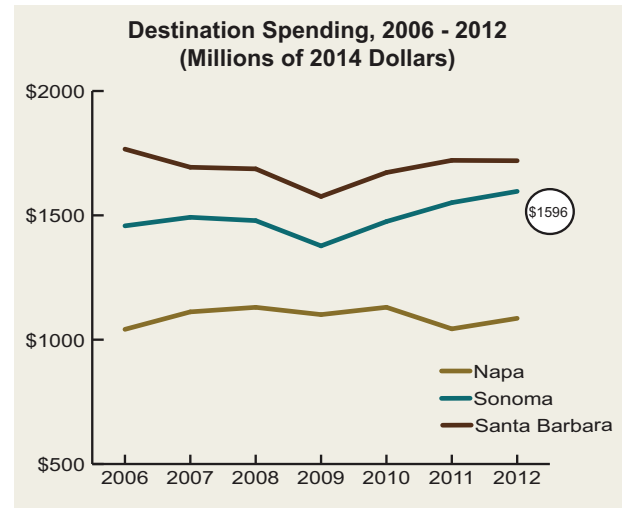
### Destination Spending per Capita

For each of Sonoma County's 495,025 residents, \$3,225 in destination spending was generated. Santa Barbara County, with a population of 435,697 generated \$3,947 per-capita and Napa County generated the highest per-capita spending at \$7,738 for each of its 140,326 residents. Napa County consistently has high per-capita destination spending due to its relatively small population. Sonoma County's destination spending per-capita fell short of Napa and Santa Barbara Counties, but outpaced the statewide average of \$2,744 per capita.

### Destination Spending Annual Real Growth Rates

The 8.5% increase in inflation-adjusted destination spending was a positive indicator for tourism in Sonoma County, following the same increase in the year prior. These increases indicate that direct spending is on track with pre-recession levels. This growth also outpaced that of Santa Barbara and Napa County, as well as the California average for 2012. Early statewide 2013 figures indicate that this positive trend will continue.

Source for all data: California Travel Impacts by County, 2014



# Annual Tourism Report: Tourism Industry Indicators

## Destination Spending Breakdown

As in previous years, the overall distribution of commodity based visitor spending in Sonoma County is comparable to the featured competitive counties and the statewide average. However, there are several areas where Sonoma County appears to be somewhat unique.

### Distribution of Visitor Spending by Commodity

Visitors to Sonoma County devote a smaller share of their spending towards accommodations than other destinations - 17.8% of all spending, compared to 24% in Santa Barbara County and 25.7% in Napa County. Sonoma County visitors spend an approximately equal share of total spending on accommodations (17.8%), and arts, recreation & entertainment (18.4%). They spend the largest amount on food and beverage services (26.5%) and on retail sales (19.5%). Visitors to both Napa and Sonoma County spend more than the state average on arts, entertainment & recreation, and retail sales.

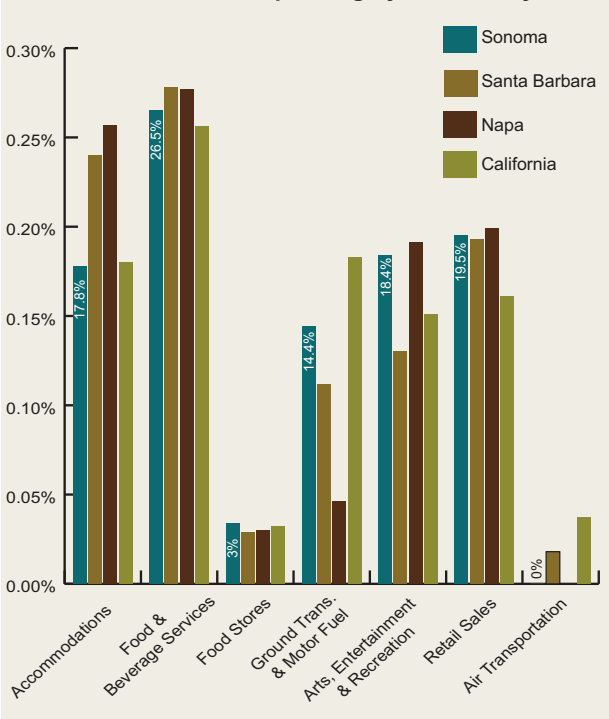
### Distribution of Visitor Spending by Accommodation

In comparison with the state and other competitive counties, a smaller share of visitor spending in Sonoma County comes from visitors who are staying in a hotel or motel (49% compared to 64%, 67% and 55% for Napa County, Santa Barbara County and California, respectively). Instead, a significant share of Sonoma County visitor spending is received from day travelers (30.3%) compared to 25.5% for Napa, 24% for California and 21.4% for Santa Barbara County. A comparatively larger share of spending in Sonoma County comes from visitors who stay in vacation homes (7.4%).

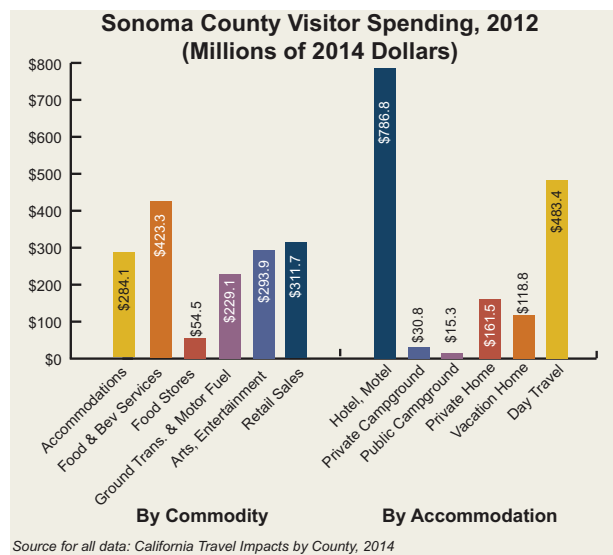
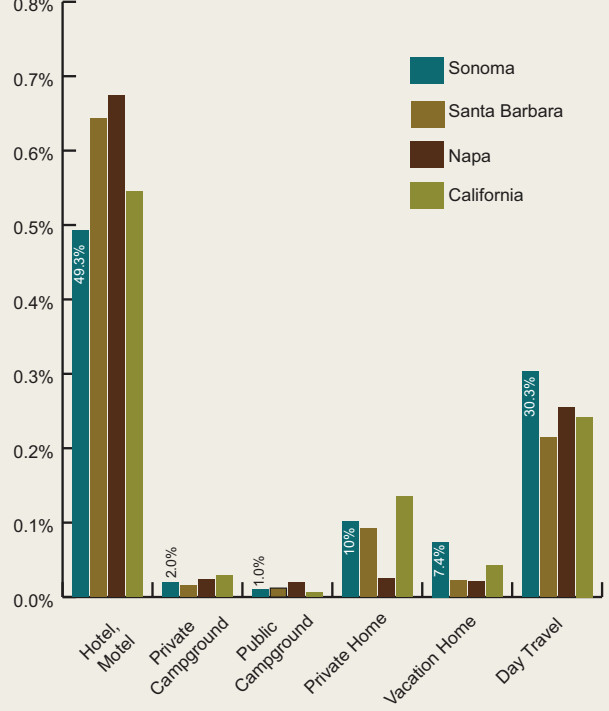
### Sonoma County Visitor Spending

With a total visitor spending equal to \$1.6 billion, the majority of the money is spent by visitors who stay at hotels or motels (\$786.8 million) and on day travel (\$483.4 million).

Distribution of Visitor Spending by Commodity, 2012



Distribution of Visitor Spending by Accommodation, 2012



Source for all data: California Travel Impacts by County, 2014

# Annual Tourism Report: Tourism Industry Indicators

## Industry Employment

With 17,700 jobs generated by tourist destination spending, Sonoma County ranks first against comparable counties - Napa had 12,100 tourism jobs and Santa Barbara had 16,700 tourism jobs in 2012. Sonoma County's 2012 job figures show a 4.7% increase from 2011, up from a year-over increase of 2.3% from 2010 to 2011.

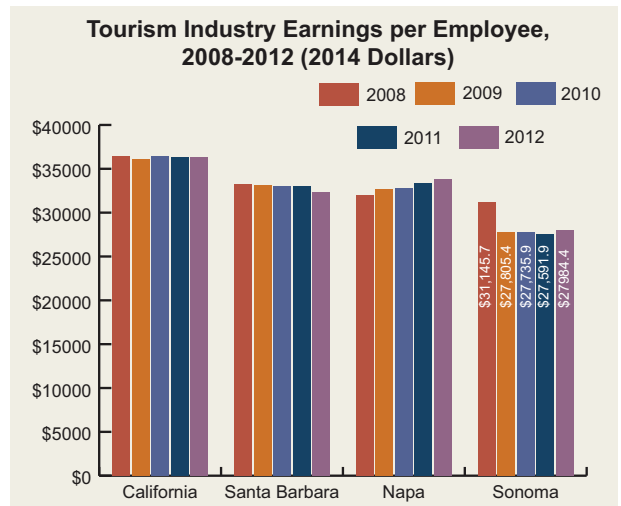
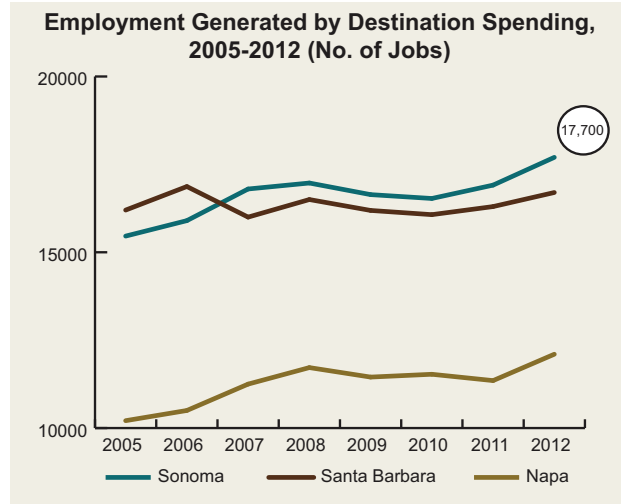
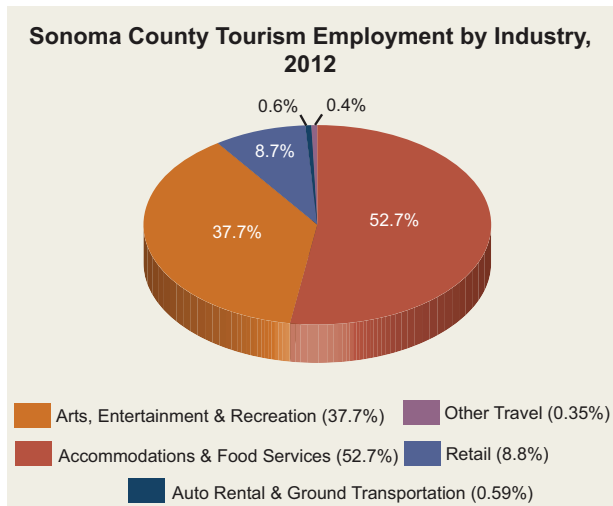
### Tourism Industry Earnings per Employee, Real Growth Rates

Partly as a result of Sonoma County's decline in destination spending in 2008 and 2009, employment levels in the tourism industry decreased in 2009 and 2010. Businesses are starting to add staff as destination spending returns to pre-recession levels. Jobs supported by the tourism industry have surpassed their peak level seen in 2007, with tourism-related job growth increasing by 4.7% in 2012. The county still employs more tourism industry employees than Napa and Santa Barbara, counties where total destination spending consistently outpaces that of Sonoma County. Due to discrepancies in growth between inflation-adjusted industry earnings (8.4%) and industry employment (4.7%), earnings-per-employee increased just 1.4% in 2012. California experienced only a slight change in earnings-per-employee in 2012 (0.02%), while Napa County saw only a small increase (1.5%) and Santa Barbara County experienced decreased earnings-per-employee (-2.1%).

### Sonoma County Tourism Employment by Industry

Distribution of employment within Sonoma County's tourism industry is similar to previous years, with 52.7% of employment in accommodations & food services, 37.7% in arts, entertainment & recreation, and 8.7% in retail. In the coming years, air transportation is expected to be a new source of employment, due to the expansion of air services to Sonoma County.

Source for all data: California Travel Impact by County, 2014



www.sonomaedb.org



# Annual Tourism Report: Tourism Industry Indicators

## Lodging & Hospitality Assessment

As page 4 illustrates, visitors staying in hotels and motels are the single largest source of destination spending in Sonoma County, with an estimated \$786.8 million in spending in 2012 (2014 dollars). Lodging figures from 2013 suggest that travelers are returning to Sonoma County following the national economic downturn, indicating that we can expect to continue seeing growth in destination spending.

### Annual Lodging Occupancy Rates

Sonoma County's occupancy rates stayed relatively stable amid expansion in Sonoma County's room offerings through 2007. During 2008 and 2009, however, average occupancy dropped as the recession decreased discretionary consumer spending. Occupancy rates have been steadily increasing since 2009, surpassing pre-recession levels at 73% in 2013.

### Annual Average Daily Rate (ADR)

Average daily rate (ADR) began to increase following the low seen in 2010 at \$118.92 (2014 Dollars). Despite a 3.64% increase in 2011 and a 3.4% increase in 2012, Sonoma County's ADR still remains lower than the previous high of \$144.08 (2014 dollars) during 2007.

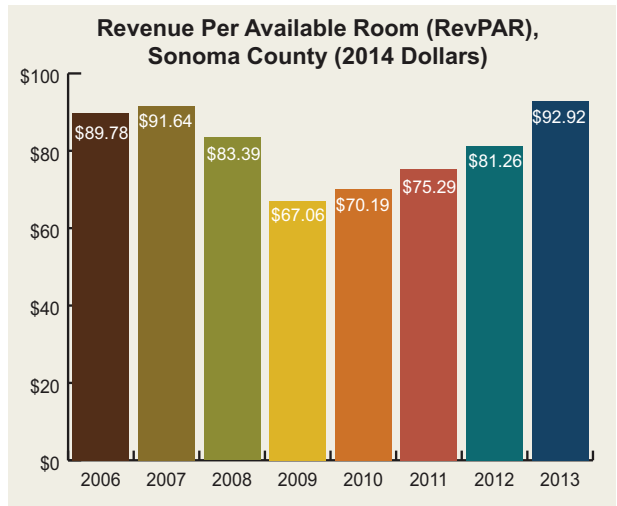
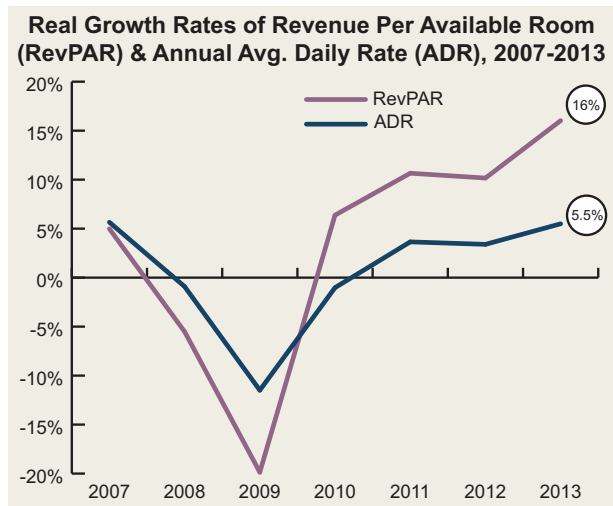
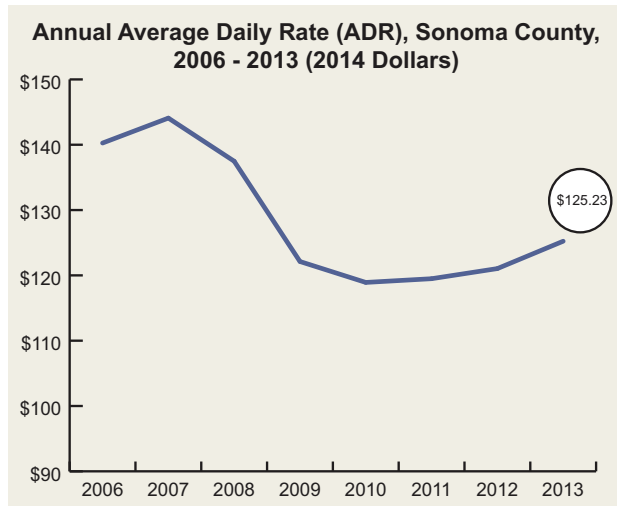
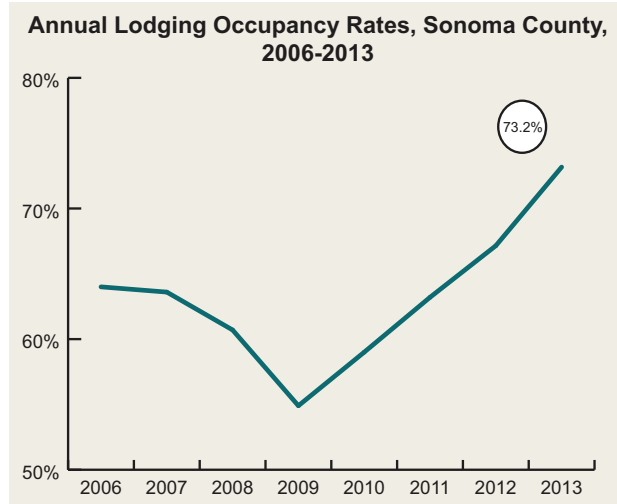
### Revenue per Available Room

Revenue per available room (RevPAR) for Sonoma County have been increasing since 2009. In 2013, RevPAR surpassed pre-recession levels, highlighting the strengthening tourism industry in Sonoma County.

### Real Growth Rates of RevPAR and ADR

Revenue per available room and average daily rate have both increased from 2010 to 2013. As occupancy rates and average daily rate both increase, revenue per available room is expected to maintain above pre-recession levels.

Source for all data: Smith Travel Research, 2014



www.sonomaedb.org

# Annual Tourism Report: Tourism Industry Indicators

## Tourism-Generated Taxes

Transient Occupancy Tax (TOT) is a local tax on room rental revenue in lodging properties located in Sonoma County. The TOT rate varies between 9% and 12% from city to city.

### Annual TOT Collections

TOT revenues in Sonoma County increased 12% to \$27.5 million in 2013 when adjusted for inflation. TOT revenues fell in 2008 and 2009 as the recession began to negatively affect visitor traffic and spending nationwide. This downward trend has been fully reversed with 2013 TOT revenues being the highest ever in Sonoma County.

### TOT Revenue Spending Areas

TOT funds are distributed to different spending areas. The majority of TOT funds go to regional park maintenance and operation (21.6%), tourism marketing (19.1%), or are transferred to the general fund in each city or area (24.1%).

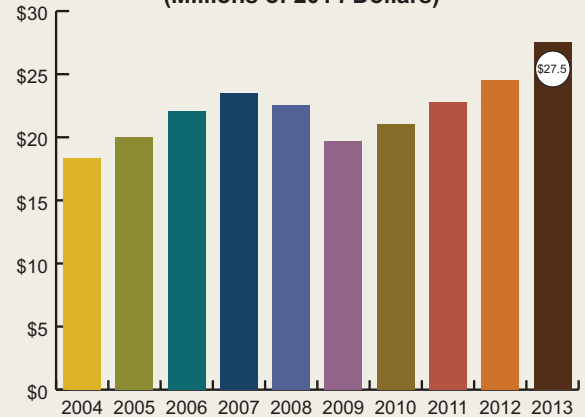
### Tax Receipts Generated by Travel Spending

Spending by day travelers and overnight visitors to Sonoma County generates a significant amount of tax for state and local governments. Total local taxes collected, including TOT, from visitors to Sonoma County were estimated at \$35.2 million in 2012, after adjusting for inflation. The state collected \$65.3 million from Sonoma County visitors in 2012, after adjusting for inflation. This is a slight increase from 2011 figures.

### Percentage of Annual TOT Revenue by City

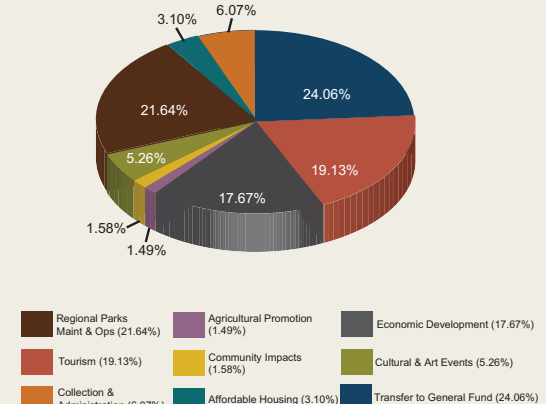
Revenues from TOT are divided between the County of Sonoma (which receives revenue from lodging properties in unincorporated regions) and the individual cities in the county. Collectively, the incorporated cities generated 61% of all revenue in 2012, while the unincorporated areas of the county generated 39%.

Annual TOT Collections, Sonoma County 2004-2013 (Millions of 2014 Dollars)



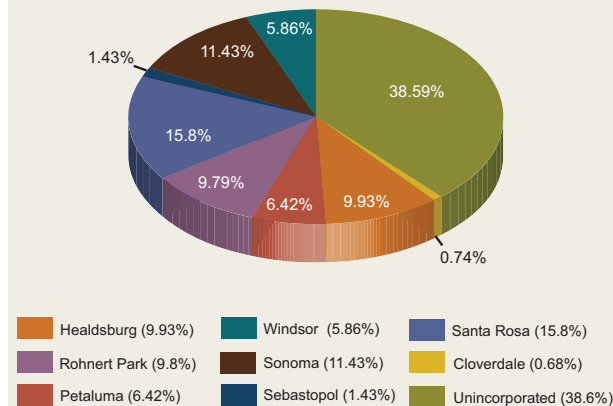
Source: Transient Occupancy Tax Reports, 2014

Fiscal Year 2012 - 2013 (July - June)  
County of Sonoma TOT Budget Breakdown by Spending Area



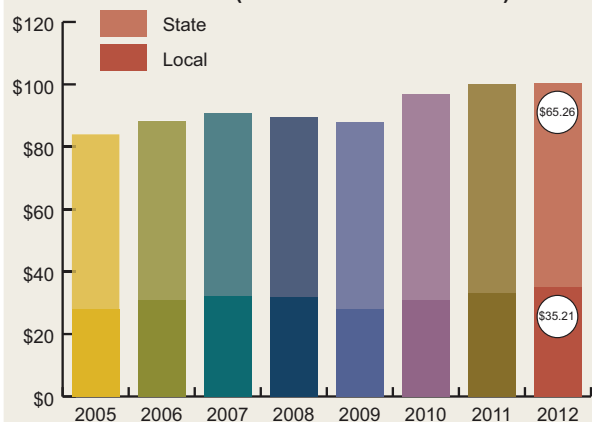
Source: Transient Occupancy Tax Reports, 2014

Percentage of Annual TOT Revenue by City, 2013



Source: Transient Occupancy Tax Reports, 2014

Tax Receipts Generated by Travel Spending, 2005-2012 (Millions of 2014 Dollars)



Source: California Travel Impacts by County, 2014



# Annual Tourism Report

## Emerging Trends

This page identifies any emerging trends in tourism that are relevant to Sonoma County. The purpose for identifying these trends is to provide insight into issues that will become increasingly significant for Sonoma County's tourism industry in the future.

### Short-Term Vacation Rentals

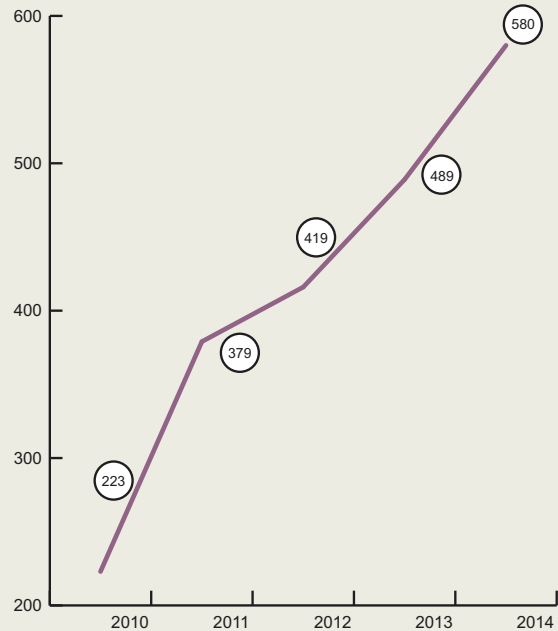
The short-term vacation rental market has changed dramatically in the past few years. In general, vacation rentals are classified as properties intended for permanent occupancy that are rented out for periods of 30 days or less. In Sonoma County, many of these vacation rentals are operated by professionals who manage multiple properties under a single TOT certificate.

However, an increasing number of individual owner-operated short term rentals are appearing in Sonoma County, and are being promoted through travel websites such as VRBO.com and Airbnb.com. Within these sites, individual owners are able to solicit travelers by listing their properties as either entire-home or private room rentals, despite not being registered for TOT collection within Sonoma County.

The County of Sonoma Auditor-Controller's office now faces the task of identifying and notifying these vacation rentals of local ordinances regarding transient occupancy taxes. Currently, the Auditor-Controller's office is in the process of auditing all known vacation rentals by owner in Sonoma County. At the time of this report there are 580 vacation rentals by owner-operator registered for TOT collection. Searches on VRBO.com and Airbnb.com indicate that there may be more than 1,000 such property rentals in existence in Sonoma County.

Sonoma County joins hundreds of destinations across the country that are encountering the shift in distribution and consumption of short-term vacation rentals. How these will affect established lodging properties remains to be seen, just as the reaction of various local governments will be varied. This is a trend worth watching.

Number of Registered VRBOs, Sonoma County  
Fiscal Year 2010 - 2014 (June - July)



Note: VRBOs are self-identified at time of reporting, and may not reflect the actual number of VRBOs within Sonoma County.

# Annual Tourism Report

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## 2014 Tourism Industry Survey

### Tourism Industry Survey: Results Summary

The 2014 Tourism Industry Survey is an annual survey of Sonoma County tourism businesses performed by the Sonoma County Economic Development Board (EDB). Surveys were sent to more than 1,000 Sonoma County business owners, executives and individuals involved in the tourism sector. More than 150 respondents representing local wineries, restaurants, lodging establishments, tours & transportation, spa & wellness services and tourism-related businesses responded to questions regarding economic outlook visitor and business demographics, and marketing strategies, representing a 15% response rate, a strong rate for a mailed survey.

The source for all data in the following section is the 2014 Annual Tourism Survey

### Key Findings

- Businesses have a positive outlook for tourism in the coming year. More tourism businesses feel optimistic about Sonoma County's tourism industry than reported in previous years, and more businesses expanded operations over the past year than in the year before.
- Most respondents believe that Sonoma County has a high potential to attract visitors overall; and the diversity of attractions and activities, Sonoma County's scenery and climate, and the county's culinary offerings are its greatest assets besides wine reputation/culture.
- The most commonly identified opportunities for Sonoma County tourism in niche markets were Culinary Tourism, Cycling, and Eco-tourism.
- Respondents feel local government agencies can make a positive difference in the tourism industry by assisting with licensing and permits and infrastructure improvement. Promotion agencies can best assist respondent businesses through marketing, PR and media visits, and tourist industry trend reports. The majority of respondents feel that countywide and regional marketing initiatives are effective in promoting Sonoma County.

# Annual Tourism Report

## Survey Respondent Demographics

Owners and executives of more than 150 diverse tourism businesses responded to the EDB's 2014 Tourism Industry Survey. The following graphs outline the types of businesses that responded to our survey, Please note: respondents were asked to classify their own business/ operations type.

### Tourism Industry Businesses

'Other' and 'Winery' were the most common primary operations of responding businesses at 40.9% and 44.3%, respectively. The lodging classification of respondents is broken down further below, and had a response rate of another 30.4%. Businesses that classified themselves as 'other' include art galleries, museums, visitor centers and retail shops. Other respondents included businesses whose primary operations were 'tour and transportation service or support' (7.8%), 'restaurant' (7.0%), 'recreation service provider or outfitter' (5.2%), and 'spa and wellness' (3.5%). The surveyed businesses reflect the diverse strength of Sonoma County's tourism industry.

### LODGING CLASSIFICATIONS

#### 1. Full Service Lodging

Properties offering a full range of on-premises food and beverage service, cocktail lounge, entertainment, conference facilities, shops and recreational activities provided by uniformed staff on duty 24 hours. Of 'lodging' respondents, 14.3% indicated they were classified as full service.

#### 2. Vacation Rentals

These properties are fully-furnished condominiums, town homes or single family homes - featuring amenities such as games, beach equipment, DVD libraries, and a stocked kitchen. These properties are rented on a temporary basis to tourists as an alternative to a hotel. Of 'lodging' respondents, 25.7% indicated they were classified as vacation rentals.

#### 3. Bed & Breakfast

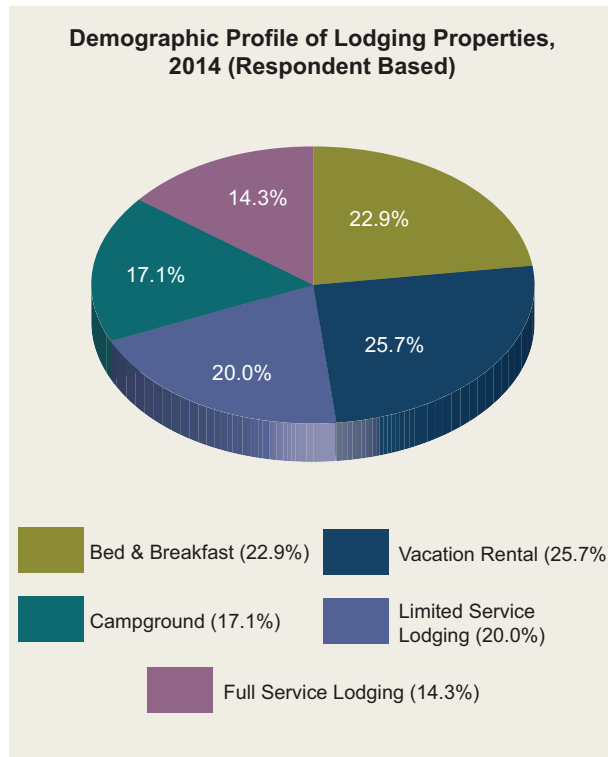
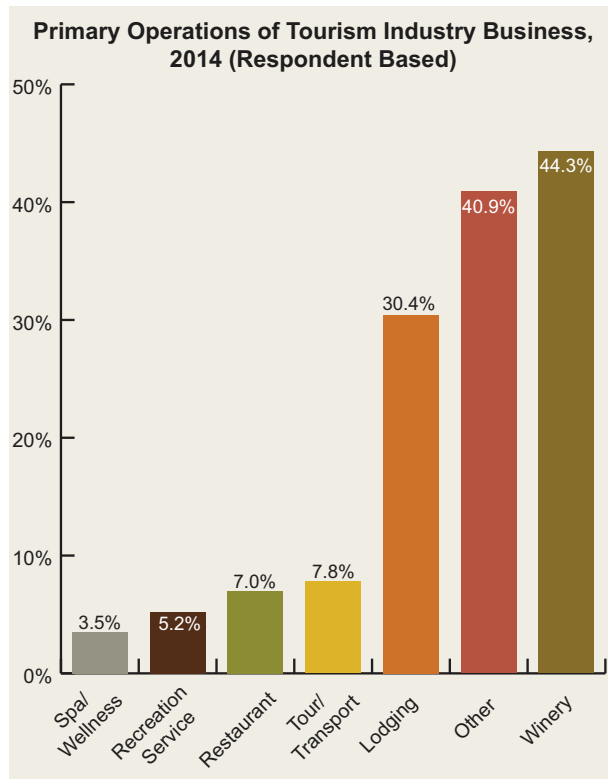
Smaller establishments emphasizing a more personal relationship between operators and guests. Guest units tend to be individually decorated. Rooms may not include some modern amenities and may have a shared bathroom. They are usually owner-operated. A continental or full hot breakfast is included in the room rate. Of 'lodging' respondents, 22.9% indicated they were classified as bed & breakfasts.

#### 4. Limited Service Lodging

Only the basic services and facilities are available and self-service aspects are predominate for limited service lodging. Commonly, a continental breakfast may be offered rather than having a restaurant on premises. Of 'lodging' respondents, 20.0% indicated they were classified as limited service.

#### 5. Campground

A place useful for overnight stay in the outdoors, where an individual, family or group may camp. Consists of open pieces of ground where a camper can pitch a tent or park an RV. Some campsites have amenities including fire pits, picnic tables, utility hookups, shower facilities, and more. Of 'lodging' respondents, 17.1% indicated they were classified as campground.



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# Annual Tourism Report: Industry Survey

## Survey Respondent Demographics (cont.)

From responses given, local tourism industry businesses may be described as independent, long-established and relatively small. The following graphs outline more details about the characteristics of Sonoma County's tourism businesses.

### Number of Years in Business

The majority of respondents indicated they have been in business for more than 11 years. Almost half of the respondents have been in business for more than 20 years (46%) and 27% indicated they have been in business for 11-20 years. Fewer businesses have opened in the last five years than are 6-10 years old (10.5% and 16.5%, respectively). This suggests that there is room for growth, and that the tourism business is also maturing and stabilizing in Sonoma County.

### Independently Owned in Sonoma County

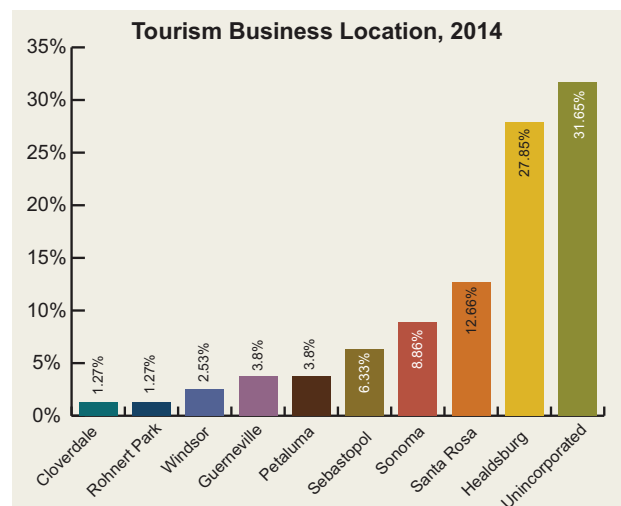
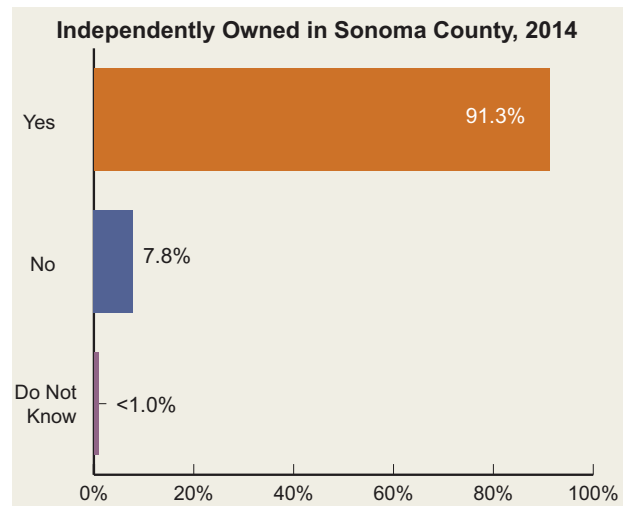
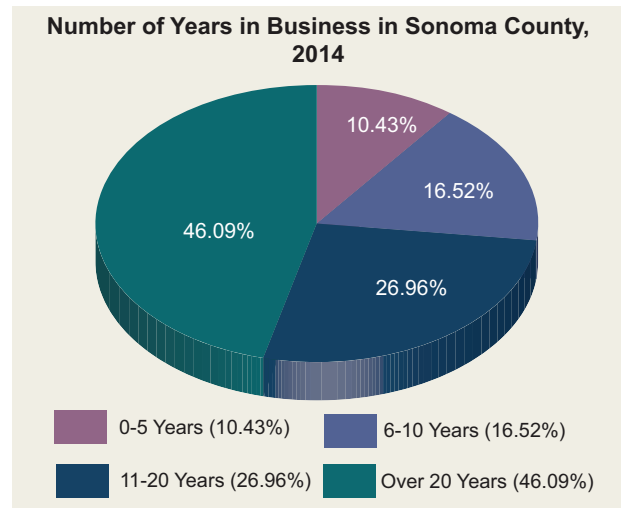
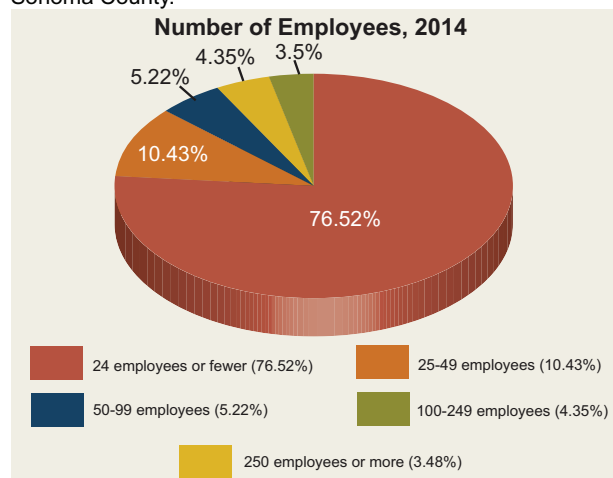
A significant percentage of businesses surveyed indicated that they are independently owned in Sonoma County (91%). Of those that are independently owned in Sonoma County, 8.2% indicated that they were a franchise.

### Tourism Business Location

The majority of Sonoma County's tourism-related businesses that responded are located in unincorporated county (31.7%), Healdsburg (27.9%), and Santa Rosa (12.7%). Other areas of the county represented by respondents include the coastal cities of Bodega Bay, Jenner and the Sea Ranch, as well as smaller towns within Sonoma County.

### Number of Employees

The majority of tourism businesses surveyed in Sonoma County employ 24 or fewer people (76.5%). On average, 41% of employees at businesses who employ 24 or fewer employees are part time or seasonal. There was a significant variance in the reported part-to-full time mix by all respondents, reflecting the diverse employment needs of different industries within Sonoma County.



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# Annual Tourism Report: Industry Survey

## Industry Confidence & Outlook

Respondents were asked to indicate their perception about the tourism industry and whether they had expanded operations in the past year. Survey responses indicate that local tourism-related businesses are optimistic about the economy and travel industry.

### Tourism Industry Outlook

More than 89% of the tourism-related businesses that responded to the survey indicated that they were 'optimistic' (51%) or 'somewhat optimistic' (38%) about the tourism portion of their business in the next year. This is an increase over the percentage of respondents who had some hope for the tourism industry last year. Less than 5% of respondents indicated that they were 'concerned' (0.1%) or 'somewhat concerned' (3.5%) with the tourism portion of their business over the next year.

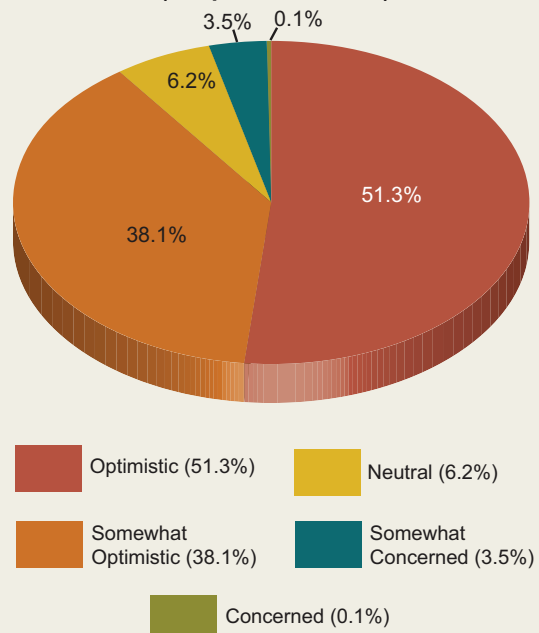
With industry optimism on the rise, this seems to have translated into the decision for businesses to expand their operations in the past year.

### Operation Expansion over Last 12 Months

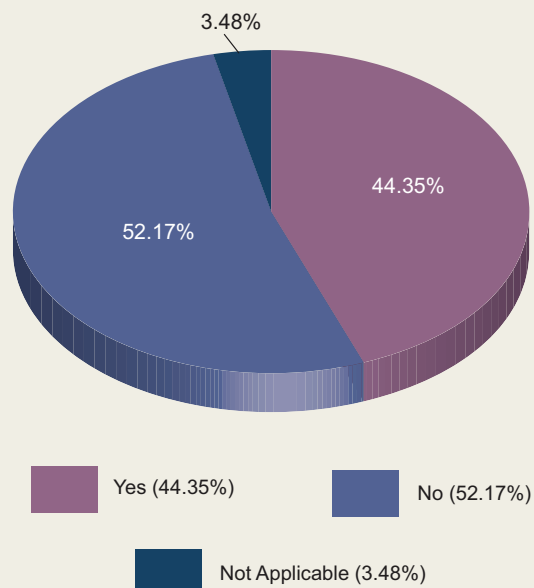
More tourism-related businesses are expanding their operations as tourism-spending returns to pre-recession levels. Of responding businesses, 44.4% indicated that they had expanded operations in the time between May 2013 and May 2014. Those that expanded indicated that they were already starting to see an increase in business and spending and were responding to new demand. The majority of businesses did not expand operations from May 2012 to May 2013 (52.2%). Those that did not expand indicated concern over the future of the general economy; citing issues over lack of economic resources such as financing, and not enough demand for their products.

Compared to the percentage of respondents that expanded over the same 2012-2013 time period, 14% more respondents indicated that they have expanded over the last 12 months (2013-2014). As the travel and tourism sector rebound in upcoming years coupled with increased optimism, it is likely that tourism businesses will continue to expand their operations.

**Sonoma County Tourism Industry Outlook, 2014  
(Respondent Based)**



**Percentage of Respondents that Expanded Operations over Last 12 months, 2014**



# Annual Tourism Report: Industry Survey

## Marketing, Government & Promotional Assistance

Sonoma County's tourism industry is a diversified market of service-oriented businesses and segmented markets. The diversification results in a wide range of marketing channels and budgets to reach out to customers. There is also a variety of areas where tourism businesses feel they can be assisted by local government agencies and promotion agencies.

### Potential for Local Government Assistance

Tourism-related businesses indicated that the largest potential for government assistance to their business is concerning licensing and permitting (72%), and infrastructure improvement (62%). Respondents also indicated that local government could help them with 'other' things which include destination marketing and parking issues.

### Potential for Local Promotion Agency Assistance

There is potential for local promotion agencies to help tourism-related businesses in several ways. 91% of respondents indicated that marketing would be helpful; 75% of respondents selected PR/ media visits; and 44% of respondents indicated they found trend reports useful.

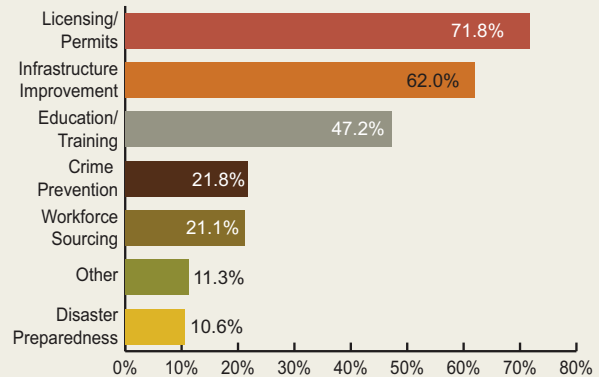
### Marketing Tools Utilized by Tourism Businesses

The most widely used marketing tool among tourism businesses was a business website (91%), this was followed by social media (83%) and then by membership organizations (75%). The least used marketing outlets were television (5%), radio (15%) and national magazines (21%).

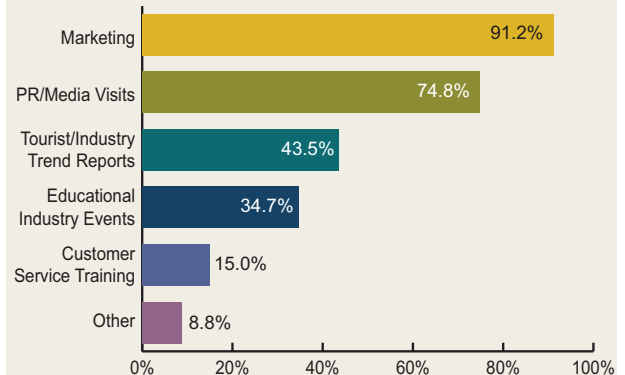
### Percentage of Gross Revenue Spent on Marketing

The majority of tourism-related businesses spend between 0-5% (40%) and 5-10% (32%) of gross revenue on marketing efforts. More respondents indicated spending in the 0-10% brackets than in 2012, with fewer respondents indicating that they spend between 10-25% or more than 25% of their gross revenue on marketing.

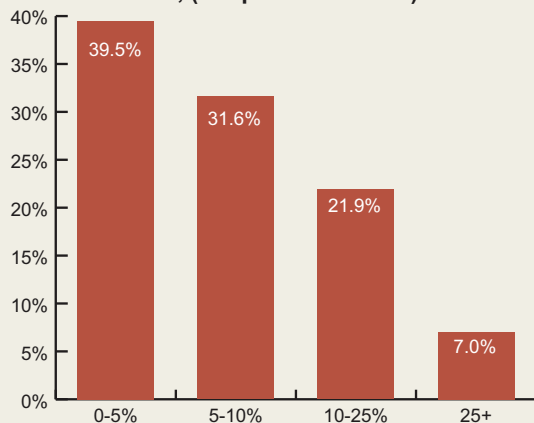
Potential for Local Government Assistance, 2014 (Respondent Based)



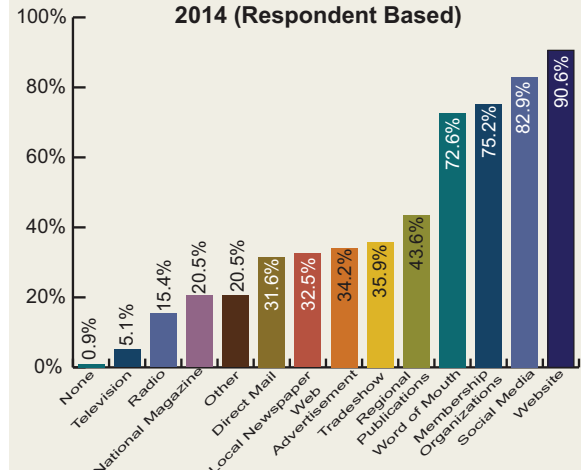
Potential for Local Promotion Agency Assistance, 2014 (Respondent Based)



Percentage of Gross Revenue Spent on Marketing, 2014, (Respondent Based)



Marketing Tools Used by Tourism Businesses, 2014 (Respondent Based)



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# Annual Tourism Report: Industry Survey

## Attractions & Potential Market Opportunities

Tourism-related businesses were asked to indicate what tourism assets were most attractive to potential visitors to Sonoma County and in what markets there was room for growth. Please note: respondents were asked to identify which three niche markets they felt were the biggest opportunity for Sonoma County. As a result, the percentage in the corresponding graph indicates the number of times a niche market was selected as a 'top three'.

### Potential for Attracting Visitors

86% of respondents felt that Sonoma County had a high potential to attract visitors. This was largely due to the diversity of services and attractions available to visitors and the climate and scenery. Of those who indicated otherwise, the largest concern was competition from Napa County and the Bay Area.

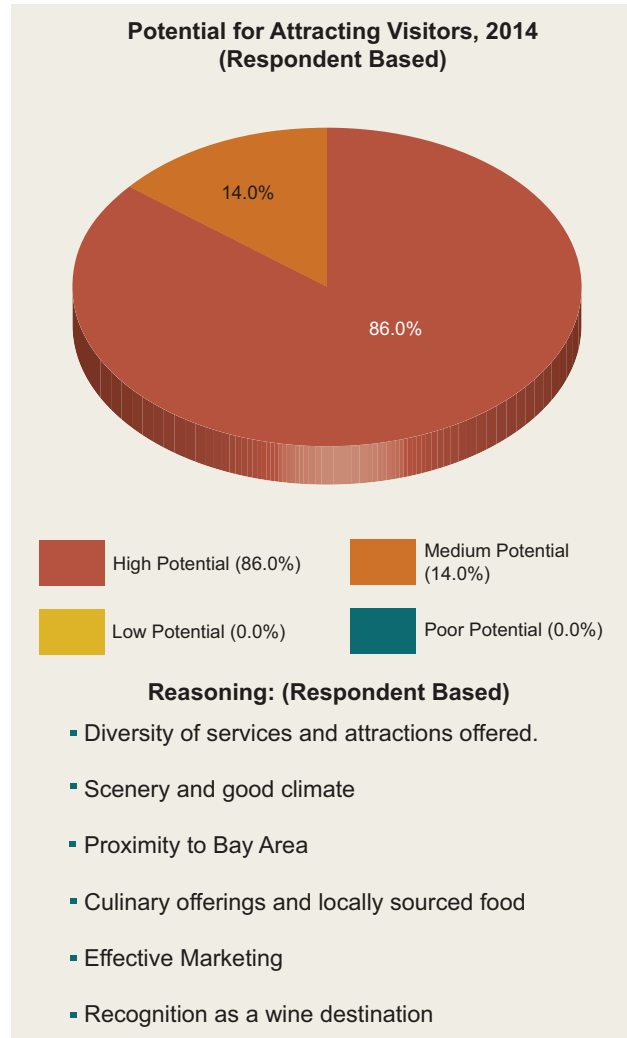
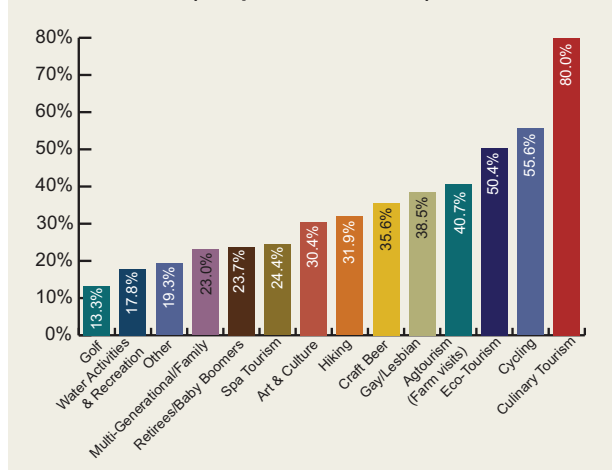
### Pull Attraction in Sonoma County

Tourism-related businesses were asked to rank tourism assets on a scale from one to five, one for a least attractive asset and five for a most attractive asset. Respondents indicated that besides wine reputation, the most attractive assets to visitors are scenery (Average rating of 4.7), culinary offerings (4.6) and outdoor recreational activities (4.4). These top-three assets remain unchanged from 2013, although the score for each category increased. A new category to note with a strong score is the Craft Beer, Cider and Spirits industry (4).

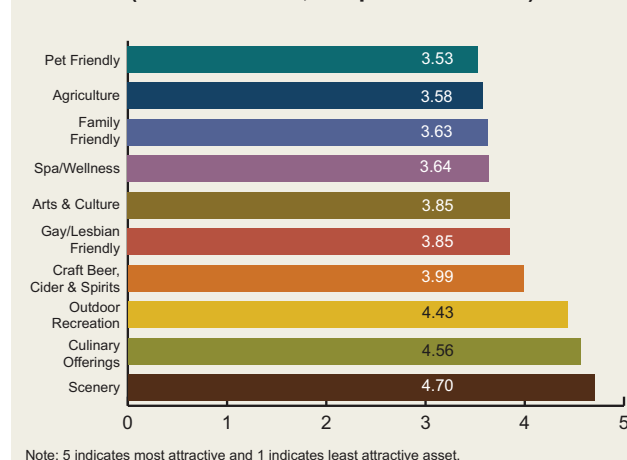
### Niche Market Opportunities for Sonoma County

Markets that tourism businesses felt would be good opportunities for Sonoma County were varied. The most reported niche market was culinary tourism (80%), followed by cycling (56%) and eco-tourism (50%). Respondents who indicated 'other' (19%) suggested more specific wine marketing and outdoor 'experiences'.

### Niche Market Opportunities for Sonoma County, 2014 (Respondent - Based)



### Pull Attractions in Sonoma County, 2014 (Excludes Wine, Respondent Based)



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# Annual Tourism Report: Industry Survey

## Marketing Initiatives & Agency Involvement

Industry respondents cited many marketing opportunities to showcase Sonoma County's tourism assets. Responses indicate that there is more opportunity for businesses to collaborate with promotional agencies like Visitor Centers and Sonoma County Tourism.

### Effectivity of Marketing Initiatives

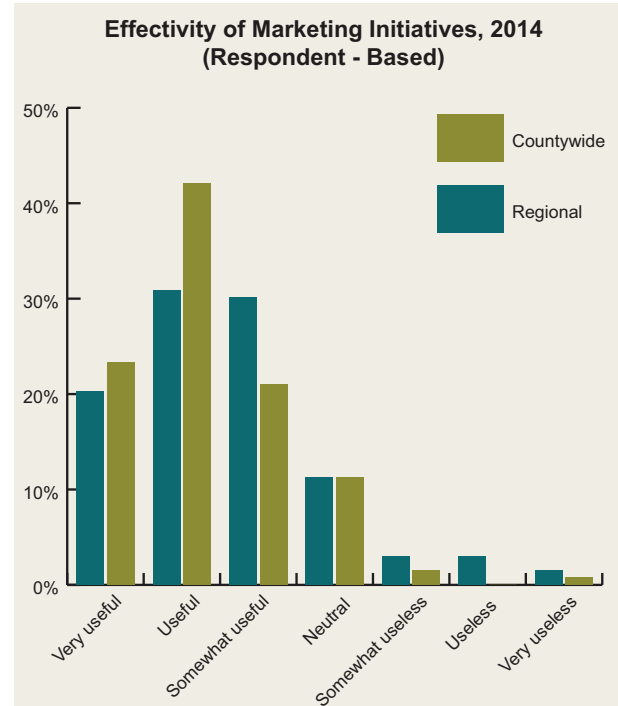
The majority of respondents indicated that tourism marketing initiatives were 'useful' for countywide marketing (42%) and 'useful' for regional marketing (31%). Very few respondents felt that regional or countywide marketing initiatives were 'somewhat useless' to 'very useless'. However, many respondents indicated suggestions to improve marketing. These included more region-specific marketing, more non-wine activity promotion, and expanding specific niche marketing.

### Involvement with Sonoma County Tourism

Respondents were asked to indicate how involved they were in working with Sonoma County Tourism (SCT). The majority indicated that they are 'somewhat involved' with Sonoma County Tourism (67%). Of those who worked with SCT, a larger percentage felt that regional and countywide marketing initiatives were 'useful' than 'somewhat useless' to 'very useless'.

### Involvement with Sonoma County Visitors Centers

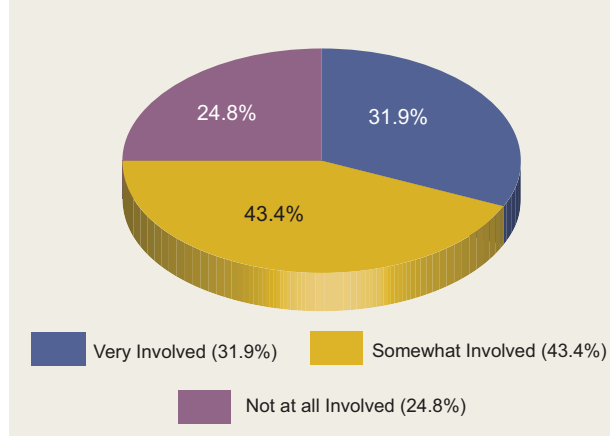
Respondents were also asked to indicate whether they worked with a local Sonoma County visitor center. The majority of respondents indicated that they were 'somewhat involved' in working with Sonoma County Visitor Center (43%). Of those that were not working with a Visitor Center, the majority still felt that the regional and countywide marketing efforts were 'useful'.



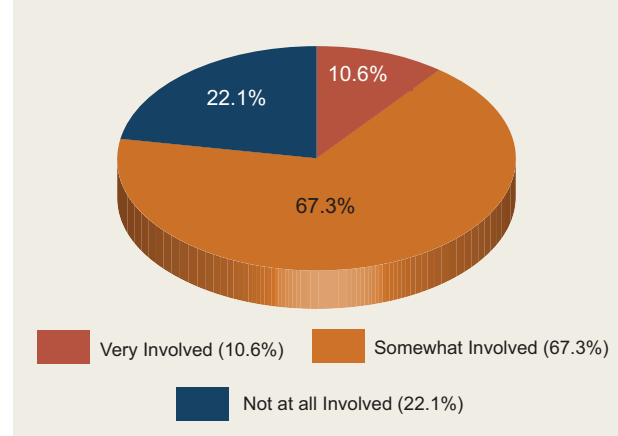
### Respondent Suggestions for Improved Marketing

- Market non-wine activities
- Market specific regions and locations within the county more heavily
- Do more promotion of smaller tourism businesses
- Increase specific niche marketing
- More marketing promotions in airplane magazines, airports

Involvement with a Sonoma County Visitor Center, 2014 (Respondent Based)



Involvement with Sonoma County Tourism, 2014 (Respondent Based)



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## Methodology

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The Sonoma County Economic Development Board (EDB) conducted its 2014 survey of Sonoma County tourism businesses in relation to the tourism industry. Owners and executives of more than 150 tourism businesses rated their confidence in the industry and identified changes and needs they expect at their businesses in the near future. The responses covered businesses in a broad range of tourism establishments. The survey asked tourism-centered businesses to respond to a broad array of questions about their market and marketing efforts, their visitor demographics, their expansion plans, the demographics of the industry, and their opinion on key county tourism policies. This report represents the findings from that survey as well as an analysis of those responses.

In addition to the survey responses, the Sonoma County 2014 Annual Tourism Report includes general background information for the tourism industry on a regional and national level. Statistics presented represent the most recently published data from the Travel Industry Association (TIA), [www.tia.org](http://www.tia.org), Smith Travel Research, the California Travel and Tourism Commission's California Travel Impacts by County, prepared by Dean Runyan & Associates and updated May 2014, [www.visitcalifornia.com](http://www.visitcalifornia.com), and Moody's Analytics Tourism Analysis report. The EDB used the U.S. Bureau of Labor Statistics' Consumer Price Index to adjust some data for inflation, <http://www.bls.gov/>. Lodging classifications were defined by AAA, [www.AAA.com](http://www.AAA.com). The EDB collected and compiled all TOT data from each Sonoma County jurisdiction.

Please note that all survey data contained in this report is based on the information self-reported by respondents, which was not factually verified by the EDB. The responses were then gathered into a database for analysis. Due to the fact that survey respondents may provide no responses to some questions, the category percentages indicated in the graphs for those questions may not add up to 100%. Where replies are mutually exclusive, percentages may be slightly off due to rounding. Where replies are not mutually exclusive, percentages may total more than 100%. As mentioned above, it was our intention to obtain averages that provide a general "snapshot" of various issues for the hospitality/tourism industry in Sonoma County. Accordingly, the data averages are not weighted by any factor or interest.

## Acknowledgements

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The 2014 Annual Tourism Report would not have been possible without the contributions of many individuals.

Most of the credit for this study belongs to the local businesses that participated in the survey. Their responses created the foundation upon which the tourism sector could be studied and analyzed.

Special acknowledgement is also due to Ken Fischang and Tim Zahner at Sonoma County Tourism for their invaluable suggestions and generous provision of statistical data on the tourism sector in Sonoma County.

Finally, Hanna Berglund, Tourism Project Coordinator with the EDB, contributed a significant amount of time and effort to the report through surveying administration, compilation, and organization of the report, data, and survey findings. Hanna Berglund updated and consolidated the data sources and statistics from previous years to create this comprehensive analysis, and deserves special thanks.

Ben Stone  
Executive Director

---

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*With acknowledgement and appreciation to key local businesses that support economic development in Sonoma County*



**DIRECTOR**



**EXECUTIVE**



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**Sonoma County Board of Supervisors**

# hospitalityindustryacronymns

<b>ABA</b> American Bus Association	<b>IACC</b> International Association of Conference Centers
<b>ACOM</b> Association of Convention Operations Managers	<b>IAEM</b> International Association of Exposition Managers
<b>ADOS</b> Associate Director of Sales	<b>IMEX America</b> Incentive and Meeting Travel Expo
<b>ADR</b> Average Daily Rate	<b>IPW</b> International Pow Wow
<b>AFOC</b> Association Forum of Chicagoland	<b>ITB</b> Internationale Tourismus-Börse
<b>AIBTM</b> American Incentive Business Travel and Meetings Expo	<b>ITME</b> Incentive Travel and Marketing Executive/Motivation Show
<b>ASAE</b> American Society of Association Executives	<b>JATA</b> Japanese Association of Travel Agents
<b>ATI</b> American Tours International	<b>LGBT</b> Lesbian, Gay, Bisexual, Transgender
<b>AVA</b> American Viticultural Areas	<b>MPG</b> Meeting Planner Guide
<b>A/V</b> Audio Visual	<b>MPI</b> Meeting Professionals International
<b>BATW</b> Bay Area Travel Writers	<b>MPI CAC</b> MPI Chicago Area Chapter
<b>BEO</b> Banquet Event Order (plus service charge, plus tax)	<b>MPI NCC</b> Meeting Professionals International Northern California Chapter
<b>BRC</b> Business Reply Card	<b>NCSAE</b> Northern California Society of Association Executives (a chapter of ASAE)
<b>CAE</b> Certified Association Executive	<b>NN</b> Need need
<b>CaiSAE</b> California Society of Association Executives	<b>NSF</b> Net Square Feet: square footage devoted only to exhibit booths, usually 50 percent of gross amount
<b>CC</b> Convention Center	<b>NTA</b> National Tour Association
<b>CDME</b> Certified Destination Management Executive	<b>OWAC</b> Outdoor Writers Association of California
<b>CSS</b> Council of Engineering Scientific Societies	<b>PCMA</b> Professional Convention Management Association
<b>CHME</b> Certified Hospitality Marketing Executive	<b>PP</b> Per Person
<b>CIC</b> Convention Industry Council	<b>Post-Con</b> Post-convention meeting
<b>CMP</b> Certified Meeting Professional	<b>Pre-Con</b> Pre-convention meeting
<b>CONF</b> Conference Style	<b>PRMC</b> Public Relations, Marketing & Communications
<b>CPG</b> Cost per Gallon	<b>RCMA</b> Religious Convention Management Association
<b>CPOR</b> Cost per Occupied Room	<b>RevPAR</b> Revenue per Available Room
<b>CSSM</b> Convention Services Sales Manager	<b>RFP</b> Request for Proposal
<b>CTA</b> Certified Tourism Ambassador	<b>RFQ</b> Request for quote
<b>CTP</b> Corporation for Travel Promotion	<b>ROI</b> Return on Investment
<b>C/S</b> Classroom Style	<b>SATW</b> Society of American Travel Writers
<b>CVA</b> Convention & Visitors Authority	<b>SGL</b> Single
<b>CVB</b> Convention & Visitors Bureau	<b>SGMP</b> Society of Government Meeting Planners
<b>DBL/DBL</b> Two double beds	<b>SMERF</b> Social, Military, Educational, Religious & Fraternal Organizations
<b>DMAI</b> Destination Marketing Association International	<b>SWAG</b> Stuff we all get
<b>DMC</b> Destination Management Company	<b>TAG</b> Travel Alternatives Group
<b>DOS</b> Director of Sales	<b>TMI</b> Too much information
<b>EI</b> Economic Impact	<b>TRN</b> The Reunion Network
<b>F&amp;B</b> Food & Beverage	<b>T/S</b> Theater Style
<b>GM</b> General Manager	<b>U/S</b> "U" shape
<b>GSF</b> Gross Square Feet: total amount of square footage needed for exhibits, incl. aisles	<b>WACVB</b> Western Association of Convention and Visitors Bureaus
<b>GTD</b> Guaranteed	<b>WIB</b> Workforce Investment Board
<b>HCEA</b> Healthcare Convention & Exhibitors Association	<b>WTM</b> World Travel Market
<b>H/S</b> Hollow Square	<b>30-day</b> Reservations due 30 (45 or 60) days before arrival
<b>HSMAI</b> Hospitality Sales & Marketing Association International	
<b>IAAM</b> International Association of Auditorium Managers	



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do you speak SONOMA?

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## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 23  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors, County of Sonoma

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire and Emergency Services

**Staff Name and Phone Number:**

Al Terrell / 565-1152

**Supervisorial District(s):**

All Districts

**Title:** Extension of Proclamation of Local Emergency Due to Drought Conditions

### **Recommended Actions:**

Adopt a 30 Day extension of the Resolution proclaiming a drought emergency in Sonoma County.

### **Executive Summary:**

The Board of Supervisors proclaimed a local emergency due to drought conditions at the February 25, 2014, Board meeting. That resolution covers the entire Sonoma County (County) Operational Area, including all nine cities and special districts. Subsequent 30 day extensions were approved on March 25, April 22, May 20, June 17, June 24, July 22, August 19, September 16, October 14, November 4, and December 2, 2014. Drought conditions still persist throughout the County. The Director of Emergency Services recommends that the Board approve the proclamation extending the local emergency for another 30 days. This is the maximum period allowed by law that an emergency can be extended. It is likely that an additional extension renewal will be submitted again within 30 days, unless conditions improve markedly, using the objective measurement outlined in this Board item. Should conditions improve, Fire and Emergency Services (FES) will request the Board formally terminate the emergency.

### Drought

Current weather conditions and forecasts are cause for optimism, as the National Weather Service (NWS) expects the recent trends to continue. Though the latest rainfall is beneficial to our area and may provide some short term benefits, it is only a step in the right direction. California's present drought has evolved over several years' worth of rainfall deficits, and one or two storms will not completely end the significant impacts across the state. It is still important for Californians to conserve water and heed the advice of local and statewide water management agencies, despite any short term improvements that are observed. It will take several more storms in the next few months to make a significant or long-lasting improvement to California's drought conditions; our message of conservation continues.

As of December 1, Santa Rosa precipitation totals are 32 percent of a normal water year (Oct 1-Sep 30), Ukiah, 87 percent.

On November 19, the State Water Board lifted the water rights curtailments for all post-1914 water rights permits and licenses in the Russian River watershed based on water conservation savings in the watershed, recent increases in tributary flows and reduced diversion demands.

As prescribed in our last extension, staff has evaluated these five conditions in consideration of this 30-day extension to the drought emergency proclamation:

1. What is the status of Sonoma County and California on the U.S. Drought Monitor? Virtually all of Sonoma County continues to be listed as “Exceptional Drought”, the highest of the four drought ratings used by the U.S. Drought Monitor published by U.S. Department of Agriculture. Over 55 percent of the state is in “Exceptional Drought” and 99.7 percent are experiencing drought conditions.
2. What is the status of the Governor’s drought proclamation? The Governor’s Office of Emergency Services has activated the State Operations Center (SOC), Inland, Coastal and Southern Regional Emergency Operations Centers (REOCs) in support of the Drought State of Emergency and continues to monitor the conditions.
3. What is the status of the local emergency proclamations within the Operational Area (Cloverdale and Healdsburg)? Cloverdale remains in a “Stage 2 Water Shortage Emergency” with mandatory 25 percent restrictions on water usage. Conservation efforts, leak repairs and two new wells have significantly improved their water supply situation. Healdsburg continues to maintain “Stage 2” mandatory water conservation efforts until there is a significant rise in the Lake Mendocino levels.
4. What is the status of the Water Agency’s Temporary Urgency Change Order? The current order expires in February 2015.
5. What is the status of Lake Sonoma and Lake Mendocino reservoir storage levels? The Water Agency reports that regional water supply reservoirs remain well below average water supply capacities, with Lake Sonoma at 56 percent, and Lake Mendocino at 41 percent. Lake Mendocino is just beginning to approach levels experienced in December 2013. Lake Sonoma remains some 30,000 acre feet below last year’s marks.

Based upon these current conditions, staff recommends another 30 day extension to the proclamation of local emergency due to drought conditions.

The proclamation extending the existence of a local emergency will enable the County to receive disaster related assistance from the State and Federal governments. There are several State and Federal grant programs available to an assortment of departments, agencies, special districts, and individuals affected by the drought conditions. Currently available through the California Disaster Assistance Act (CDAA) are funds to provide temporary water supplies to households without water for drinking and/or sanitation purposes. The County has enacted financial measures to track response costs that would allow for reimbursement should it become available in the future.

**Prior Board Actions:**

- 12/02/2014: 30 Day extension of proclamation.
- 11/04/2014: 30 Day extension of proclamation.
- 10/14/2014: 30 Day extension of proclamation.
- 09/16/2014: 30 Day extension of proclamation.
- 08/19/2014: 30 Day extension of proclamation.
- 07/22/2014: 30 Day extension of proclamation.
- 06/24/2014: 30 Day extension of proclamation.
- 06/17/2014: 30 Day extension of proclamation.
- 05/20/2014: 30 Day extension of proclamation.
- 04/22/2014: 30 Day extension of proclamation.
- 03/25/2014: 30 Day extension of proclamation.
- 02/25/2014: Proclamation of a local emergency due to drought conditions.

<b>Strategic Plan Alignment</b>		Goal 2: Economic and Environmental Stewardship	
The recommended actions support the conservation of vital resources necessary for the health, safety, and continued economic growth of the County and its citizens.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ -0-	County General Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	Fees/Other	\$ -0-
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
<b>Total Expenditure</b>	<b>\$ -0-</b>	<b>Total Sources</b>	<b>\$ -0-</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
No specific budget action is requested through this item. Costs associated with emergency response planning and activity, including costs associated with staffing the Emergency Operations Center, requesting mutual aide, and other necessary measures are being tracked through the County's financial system.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
Resolution (A1)			
<b>Related Items "On File" with the Clerk of the Board:</b>			
None.			

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# County of Sonoma

## State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Santa Rosa, CA 95403

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4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Extending A Proclamation Of Local Emergency Due To Drought Conditions In The County Of Sonoma And Requesting Immediate State and Federal Assistance. (All Districts)**

**Whereas**, the State of California is experiencing one of the driest winters in recorded history; and

**Whereas**, on January 17, 2014, the Governor of the State of California proclaimed a State of Emergency for the State of California due to drought conditions; and

**Whereas**, on January 24, 2014, the United States Department of Agriculture designated the County of Sonoma, along with many other California counties, a natural disaster area due to drought; and

**Whereas**, the adverse environmental, economic, health, welfare and social impacts of the drought pose an imminent threat of disaster and threaten to cause widespread potential harm to people, businesses, agriculture, property, communities, wildlife and recreation in the County of Sonoma; and

**Whereas**, Section 8630, Article 14 of the California Emergency Services Act requires that Board of Supervisors of the County of Sonoma review, at least every 30 days until such local emergency is terminated, the need for continuing the local emergency; and

**Whereas**, a period of local emergency presently exists in the County of Sonoma in accordance with the proclamation thereof by the Board of Supervisors on the 25th day of February, 2014, as a result of persistent drought conditions; and

**Whereas**, the Board of Supervisors of the County of Sonoma has reviewed the need to continue the existence of this local emergency.

**Now, Therefore, Be It Resolved** by Board of Supervisors of the County of Sonoma, State of California, as follows:

**It Is Proclaimed and Ordered**, pursuant to Government Code section 8558 and Chapter 10 of the Sonoma County Code, that a local emergency has existed throughout the County of Sonoma because of drought conditions since January 17, 2014; and

**It Is Further Proclaimed and Ordered**, that during the existence of this local emergency, the powers, functions and duties of the Director of Emergency Services and the emergency management organization of the Sonoma County Operational Area shall be those prescribed by Federal law; State law; by ordinances, resolutions and the Code of the County of Sonoma; and by the Sonoma County/Operational Area Emergency Operations Plan approved the Board of Supervisors; and

**It Is Requested** that the Governor of the State of California waive regulations that may hinder response and recovery efforts, make available California Disaster Assistance Act funding for the State of Emergency proclaimed on January 17, 2014, and seek all available forms of Federal disaster assistance and relief programs, to include a Presidential Declaration of Emergency; and

**Be It Further Resolved** pursuant to Government Code section 8630, the Board of Supervisors shall review the need for continuing this local emergency at least once every 30 days until the Board of Supervisors terminates the local emergency; and

**Be It Further Resolved** that a copy of this extension of the emergency proclamation be forwarded to the State Director of the Office of Emergency Services and all State and Federal legislators representing the County of Sonoma.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes	Absent:	Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 24

(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire & Emergency Services

**Staff Name and Phone Number:**

Christopher Helgren / 565-1152

**Supervisory District(s):**

All

**Title:** Termination of the Proclamation of Local Emergency Due to Earthquake Damage

### **Recommended Actions:**

Adopt a resolution terminating the proclamation of a local state of emergency in the Sonoma County Operational Area due damage arising from the August 24, 2014, South Napa Earthquake.

### **Executive Summary:**

This item requests the Board of Supervisors to terminate the proclamation of a local emergency in Sonoma County Operational Area due damages arising from the August 24, 2014, South Napa Earthquake.

### **Background:**

The Board adopted a resolution ratifying the proclamation of the of Existence of Local Emergency in Sonoma County Operational Area due to damage arising from the August 24, 2014, South Napa Earthquake at a special Board meeting on Thursday, September 4, 2014. 30 Day extensions of the proclamation were approved by the Board on September 23, October 21, 2014, and November 14, 2014.

The current estimate of private damage to businesses and residences in Sonoma County Operational Area remains approximately \$5.5 million. These damages are restricted primarily to the Sonoma Valley area. This figure includes both real and personal property reports made to the County. There has not been a damage report for several weeks to either the reporting line or directly to PRMD.

As in prior emergencies, the Proclamation resolution included a waiver of County permitting fees for the repair of earthquake damage in order to assist with timely recovery from the earthquake. Although we are asking to terminate the emergency, we are request to leave this waiver in place for permits initiated by December 31, 2014. Budgetary adjustments associated with any waived permit fees will be included in future quarterly consolidated budget adjustments.

On September 2, 2014, the Governor requested a Presidential Major Disaster Declaration, and issued an Executive Order making available California Disaster Assistance Act funding and other financial relief. Staff have solicited to all jurisdictions in the Operational Area for public damage and have not received any reports of eligible damages. On September 11, 2014, President Obama declared a Major Disaster for Napa and Solano counties, providing assistance for emergency work and public infrastructure repairs. Sonoma County, which suffered minimal public damages, was not included. Cal OES has provided FEMA with more information to bolster the case to offer individual assistance, and on October 28 FEMA announced

disaster assistance for individuals and households affected by the South Napa earthquake in Napa and Solano counties. Sonoma County residents were not included in this announcement. However, US Small Business Administration (SBA) is offering loans for economic injury to Napa, Solano and adjoining counties, including Sonoma. This remedy may provide loan assistance to the businesses in our county suffering from economic injury related to the earthquake for loan applications submitted prior to December 29, 2014. The notice released from the SBA regarding loans for physical damage is limited to the primary counties of Napa and Solano.

Following FEMA's announcement, staff followed up with our state and federal officials and agencies to ensure that Sonoma County residents had been considered for all available aid. On December 1, 2014, Senator Lois Wolk and Assemblymember Bill Dodd introduced Senate Bill 35 and Assembly Bill 18, which will provide tax relief for residents of Sonoma, Napa, and Solano counties who were affected by the earthquake. Staff recommends that the Board terminate the proclamation of a local emergency due to earthquake damage by the South Napa earthquake.

**Prior Board Actions:**

11/14/2014: 30 Day extension of proclamation.  
 10/21/2014: 30 Day extension of proclamation.  
 09/23/2014: 30 Day extension of proclamation.  
 09/04/2014: Proclamation of a local emergency due to earthquake damage.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ -0-	County General Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	Fees/Other	\$ -0-
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
<b>Total Expenditure</b>	<b>\$ -0-</b>	<b>Total Sources</b>	<b>\$ -0-</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

No specific budget action is requested through this item.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

<b>Attachments:</b>
Resolution (A1)
<b>Related Items "On File" with the Clerk of the Board:</b>
None.



County of Sonoma  
State of California

Date: December 9, 2014

Santa Rosa, CA 95403

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Terminating The Existence Of A Local Emergency In The Sonoma County Operational Area Due To The 2014 South Napa Earthquake.**

**WHEREAS**, California Government Code section 8630 and the Sonoma County Code section 10.5, empower the County Administrator to proclaim the existence of a local emergency when Sonoma County is affected or likely to be affected by a public calamity; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property have arisen within Sonoma County as of August 24, 2014, at 3:20 a.m. due to an earthquake, referred to as the 2014 South Napa Earthquake; and

**WHEREAS**, the Board of Supervisors finds that the aforesaid conditions of extreme peril is now deemed not to be beyond the control of the normal protective services, personnel, equipment and facilities within the Sonoma County Operational Area; and

**NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED**, that the Proclamation of Existence of a Local Emergency, as issued by the County Administrator on August 30, 2014, and ratified by the Board of Supervisors on September 4, 2014, is hereby terminated by the Board of Supervisors; and

**IT IS FURTHER PROCLAIMED AND ORDERD** that a copy of this termination be forwarded to the State Director of the Office of Emergency Services and all State and Federal legislators representing the County of Sonoma.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 25  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors, County of Sonoma

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire and Emergency Services

**Staff Name and Phone Number:**

Al Terrell / 565-1152

**Supervisorial District(s):**

All

**Title:** Memorandum of Understanding with the City and County of San Francisco for the distribution of fiscal year 2014 Urban Areas Security Initiative regional grant funds.

### **Recommended Actions:**

Authorize the Fire and Emergency Services Department Director to execute the fiscal year 2014 Urban Areas Security Initiative Memorandum of Understanding with the City and County of San Francisco for the receipt of Urban Areas Security Initiative regional grant funds in the amount of \$498,278 for staff, Public Health planning and medical incident response, and lead development for California Water/Wastewater Agency Response (CalWARN) web-based planning effort.

### **Executive Summary:**

The United States Department of Homeland Security (DHS) has a Homeland Security Grant Program, which includes the Urban Areas Security Initiative (UASI) Program. The UASI Program addresses the unique planning, equipment, training, and exercise needs of high-threat, high-density Urban Areas and assists those areas in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from threats and acts of terrorism. The City and County of San Francisco acts as the fiduciary agent for the federal funds distributed for the approved projects. Sonoma County is a sub-grantee for these reimbursement based funds and this MOU outlines the parameters and deliverables.

The fiscal year 2014 (FY14) UASI grant to the San Francisco Bay Area was distributed using an annual risk assessment, capabilities, and gap analysis methodology. The Bay Area was further divided in four Planning Hubs. Sonoma County acts as the lead for the North Bay Hub consisting of Marin, Napa, Solano, and Sonoma counties. Funding is allocated to projects within the Planning Hub using the above mentioned gap analysis methodology. Some projects are also funded across the entire Bay Area UASI region and approved by all sixteen counties.

This Memorandum of Understanding (MOU) with the City and County of San Francisco will allow funding for the FY14 UASI North Bay Planning Hub project and three Bay Area UASI regional projects

that Sonoma County has been awarded. The Bay Area UASI has allocated \$498,278 to Sonoma County for the following projects: \$151,278 for personnel costs to fund the North Bay Hub UASI Program Manager position authorized for the Fire and Emergency Services Department; \$147,000 for personnel costs to fund the Regional Risk Management & Planning position in Fire and Emergency Services Department; \$150,000 to fund a Regional Public Health planning and medical response incident project, proposed and led by Sonoma County Health Services Department; and \$50,000 to lead development for Regional CalWARN web-based planning effort, proposed and led by the Sonoma County Water Agency.

Staff recommends approval for these UASI funded and prioritized projects

**Prior Board Actions:**

01/15/2013: Approval of the FY12-13 MOU with the City and County of San Francisco; Since FY06-07, the Board has approved the annual MOU.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

Community members are safe in their homes and communities. This is a facilitating investment to increase our risk awareness for our Operational Area Critical Infrastructure and Key Resources for both public and private sectors. Receiving grant funds also provides the opportunity to purchase and provide specialized equipment and training to enhance planning and response capabilities for our Emergency Managers and first responders. Our participation in the Bay Area UASI coupled with our Program and Planning Management efforts increase the likelihood of receiving future grant funds for facilitating investments.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 498,278	County General Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	UASI Grant Funds - Fees/Other	\$ 498,278
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
<b>Total Expenditure</b>	<b>\$ 498,278</b>	<b>Total Sources</b>	<b>\$ 498,278</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The Fire and Emergency Services 2014-2015 fiscal year adopted budget and subsequent budget adjustments adopted by the Board included funding and offsetting revenue allocation for the 2014 UASI project expenditures and revenue allocations.



<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
MOU (A1)			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None.			

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**AGREEMENT BETWEEN THE CITY AND COUNTY OF  
SAN FRANCISCO AND THE COUNTY OF SONOMA  
FOR THE DISTRIBUTION OF FY 2014 UASI GRANT FUNDS**

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THIS AGREEMENT is made this **NOVEMBER 1, 2014** in the City and County of San Francisco, State of California, by and between the **COUNTY OF SONOMA** ("SONOMA") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("San Francisco" or "City"), in its capacity as fiscal agent for the Approval Authority, as defined below, acting by and through the San Francisco Department of Emergency Management ("DEM").

***RECITALS***

WHEREAS, The United States Department of Homeland Security ("DHS") consolidated the separate San Jose, Oakland, and San Francisco Urban Areas into a combined Bay Area Urban Area ("UASI Region") for the purpose of application for and allocation and distribution of federal Urban Areas Security Initiative ("UASI") program grant funds; and

WHEREAS, The Bay Area Urban Area Approval Authority ("Approval Authority") was established as the Urban Area Working Group ("UAWG") for the UASI Region, to provide overall governance of the homeland security grant program across the UASI Region, to coordinate development and implementation of all UASI program initiatives, and to ensure compliance with all UASI program requirements; and

WHEREAS, The UASI General Manager is responsible for implementing and managing the policy and program decisions of the Approval Authority, directing the work of the UASI Management Team personnel, and performing other duties as determined and directed by the Approval Authority, and

WHEREAS, San Francisco has been designated as the grantee for UASI funds granted by the DHS through the California Office of Emergency Services ("Cal OES") to the UASI Region, with responsibility to establish procedures and execute subgrant agreements for the distribution of UASI program grant funds to jurisdictions selected by the Approval Authority to receive grant funding; and

WHEREAS, San Francisco has been designated to serve as the fiscal agent for the Approval Authority, and to establish procedures and provide all financial services for distribution of UASI program grant funds within the UASI Region; and

WHEREAS, Pursuant to grant allocation decisions by the Approval Authority, the UASI Management Team has asked San Francisco to distribute a portion of the regional UASI grant funds to SONOMA on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

## ARTICLE 1 DEFINITIONS

1.1 **Specific Terms.** Unless the context requires otherwise, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) “**ADA**” shall mean the Americans with Disabilities Act (including all rules and regulations there under) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) “**Authorized Expenditures**” shall mean expenditures for those purposes identified and budgeted in Appendix A, attached hereto and incorporated by reference as though fully set forth herein.

(c) “**Event of Default**” shall have the meaning set forth in Section 7.1.

(d) “**Fiscal Quarter**” shall mean each period of three calendar months commencing on July 1, October 1, January 1, and April 1, respectively.

(e) “**Grant Funds**” shall mean any and all funds allocated or disbursed to SONOMA under this Agreement. This Agreement shall specifically cover funds allocated or disbursed from Cal OES Grant No. 2014-SS-00093, Cal OES ID No. 075-95017, CFDA No. 97.067.

(f) “**Grant Plan**” shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter, and the budget and requirements, described in Appendix A. If SONOMA requests any modification to the Grant Plan, SONOMA shall submit a written request to the UASI General Manager with the following information: Scope of change requested, reason for change, proposed plan for change, summary of approved and requested modifications to the Grant Plan, and any necessary approvals in support of change (e.g., EHP).

(g) “**Indemnified Parties**” shall mean: (i) San Francisco, including all commissions, departments including DEM, agencies, and other subdivisions of San Francisco; (ii) San Francisco’s elected officials, directors, officers, employees, agents, successors, and assigns; and (iii) all persons or entities acting on behalf of the foregoing.

(h) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(i) “**Reimbursement Request**” shall have the meaning set forth in Section 3.10(a).

1.2 **Additional Terms.** The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of City. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of City. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable or satisfactory to, City. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation.” The use of the term “subcontractor,” “subgrantee,” “successor” or “assign” herein refers only to a subcontractor, subgrantee, successor or assign expressly permitted under Article 8.

1.3 **References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, and attachments hereto; (b) any and all statutes, ordinances, regulations

or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 10.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” “herein” or “hereto” refer to this Agreement as a whole.

1.4 **Reference to laws.** Any reference in this Agreement to a federal or state statute, regulation, executive order, requirement, policy, guide, guideline, information bulletin, or instruction shall mean that statute, regulation, executive order, requirement, policy, guide, guideline, information bulletin, or instruction as is currently in effect and as may be amended, modified or supplemented from time to time.

## ARTICLE 2 ALLOCATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON SAN FRANCISCO'S OBLIGATIONS

2.1 **Risk of Non-Allocation of Grant Funds.** This Agreement is subject to all federal and state grant requirements and guidelines, including DHS and Cal OES requirements, guidelines, information bulletins, and instructions, the decision-making of the Cal OES and the Approval Authority, the terms and conditions of the grant award; the approved application, and to the extent applicable the budget and fiscal provisions of the San Francisco Charter. The Approval Authority shall have no obligation to allocate or direct disbursement of funds for this Agreement in lieu of allocations for new or other agreements. SONOMA acknowledges and agrees that grant decisions are subject to the discretion of the Cal OES and Approval Authority. Further, SONOMA acknowledges and agrees that the City shall have no obligation to disburse grant funds to SONOMA until City and SONOMA have fully and finally executed this Agreement. SONOMA acknowledges and agrees that if it takes any action, informal or formal, to appropriate, encumber or expend Grant Funds before final allocation decisions by Cal OES and the Approval Authority, and before this Agreement is fully and finally executed, it assumes all risk of possible non-allocation or non-reimbursement of funds, and such acknowledgement and agreement is part of the consideration of this Agreement.

2.2 **Certification of Controller; Guaranteed Maximum Costs.** No funds shall be available under this Agreement without prior written authorization certified by the San Francisco Controller. In addition, as set forth in Section 21.19 of the San Francisco Administrative Code:

(a) San Francisco's obligations hereunder shall not at any time exceed the amount approved in the grant award and/or by the Approval Authority, and certified by the Controller for the purpose and period stated in such certification.

(b) Except as may be provided by San Francisco ordinances governing emergency conditions, San Francisco and its employees and officers, and the UASI Management Team and its personnel, are not authorized to request SONOMA to perform services or to provide materials, equipment and supplies that would result in SONOMA performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement, unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. San Francisco is not required to pay SONOMA for services, materials, equipment or supplies that are provided by SONOMA that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by San Francisco.

(c) San Francisco and its employees and officers, and the UASI Management Team and its personnel, are not authorized to offer or promise to SONOMA additional funding for this Agreement that would exceed the maximum amount of funding provided for herein. Additional funding for this

Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. San Francisco is not required to honor any offered or promised additional funding that exceeds the maximum provided in this Agreement that requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained.

(d) The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

2.3 **SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

### **ARTICLE 3 PERFORMANCE OF THE AGREEMENT**

3.1 **Duration of Term.** The term of this Agreement shall commence on **NOVEMBER 1, 2014** and shall end at 11:59 p.m. San Francisco time on **FEBRUARY 28, 2016.**

3.2 **Maximum Amount of Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **FOUR HUNDRED NINETY-EIGHT THOUSAND, TWO HUNDRED SEVENTY-EIGHT DOLLARS (\$498,278)**. The City will not automatically transfer Grant Funds to SONOMA upon execution of this Agreement. SONOMA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to SONOMA.

3.3 **Use of Funds.**

(a) **General Requirements.** SONOMA shall use the Grant Funds received under this Agreement for the purposes and in the amounts set forth in the Grant Plan. SONOMA shall not use or expend Grant Funds for any other purpose, including but not limited to, for matching funds for other federal grants/cooperative agreements, lobbying or intervention in federal regulatory or adjudicatory proceedings, or to sue the federal government or any other government entity. SONOMA shall not permit any federal employee to receive Grant Funds.

(b) **Modification of Grant Plan.** Under Sections 1.1(f) and 10.2 of this Agreement, SONOMA may submit a written request to modify the Grant Plan. SONOMA shall not appropriate, encumber or expend any additional or reallocated Grant Funds pursuant to such a request for modification until (1) the General Manager or designee has provided written approval for the request and (2) the parties have finally executed a modification of this Agreement under Section 10.2, to reflect the modified Grant Plan. In addition, if the modification request requires approval from the Approval Authority and/or Cal OES, as determined by the General Manager, SONOMA shall not appropriate, encumber or expend any additional or reallocated Grant Funds pursuant to the modification request without approval from the Approval Authority and/or Cal OES.

(c) **No Supplanting.** SONOMA shall use Grant Funds to supplement existing funds, and not replace (supplant) funds that have been appropriated for the same purpose.

(d) **Obligations.** SONOMA must expend Grant Funds in a timely manner consistent with the grant milestones, guidance and assurances; and make satisfactory progress toward the goals, objectives, milestones and deliverables in this Agreement.

### 3.4 **Grant Assurances; Other Requirements; Cooperation with Monitoring.**

(a) SONOMA shall comply with all Grant Assurances included in Appendix B, attached hereto and incorporated by reference as though fully set forth herein. SONOMA shall require all subgrantees, contractors and other entities receiving Grant Funds through or from SONOMA to execute a copy of the Grant Assurances, and shall ensure that they comply with those Grant Assurances.

(b) In addition to complying with all Grant Assurances, SONOMA shall comply with all applicable statutes, regulations, executive orders, requirements, policies, guides, guidelines, information bulletins, Cal OES grant management memos, and instructions; the terms and conditions of the grant award; the approved application, and any conditions imposed by Cal OES or the Approval Authority. SONOMA shall require and ensure that all subgrantees, contractors and other entities receiving Grant Funds through or from SONOMA comply with all applicable statutes, regulations, executive orders, requirements, policies, guides, guidelines, information bulletins, Cal OES grant management memos, and instructions; the terms and conditions of the grant award; the approved application, and any conditions imposed by Cal OES or the Approval Authority.

(c) SONOMA shall promptly comply with all standards, specifications and formats of San Francisco and the UASI Management Team, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and compliance with this Agreement. SONOMA shall cooperate in good faith with San Francisco and the UASI Management Team in any evaluation, inspection, planning or monitoring activities conducted or authorized by DHS, Cal OES, San Francisco or the UASI Management Team. For ensuring compliance with non-supplanting requirements, upon request by City or the UASI Management Team, SONOMA shall supply documentation certifying that a reduction of non-federal resources occurred for reasons other than the receipt or expected receipt of Grant Funds.

3.5 **Administrative, Programmatic and Financial Management Requirements.** SONOMA shall establish and maintain administrative, programmatic and financial management systems and records in accordance with federal and State of California requirements. This provision requires, at a minimum, that SONOMA comply with the following non-exclusive list of regulations commonly applicable to DHS grants, as applicable to this Agreement and the Grant Plan:

- (a) Administrative Requirements:
1. 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*; and
  2. 2 CFR Part 215, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* (formerly OMB Circular A-110).
- (b) Cost Principles:
1. 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments* (formerly OMB Circular A-87);
  2. 2 CFR Part 220, *Cost Principles for Educational Institutions* (formerly OMB Circular A-21);
  3. 2 CFR Part 230, *Cost Principles for Non-Profit Organizations* (formerly OMB Circular A-122); and
  4. 48 CFR Part 31, Subpart 31.2 (Federal Acquisition Regulations (FAR), Part 31.2) *Contract Principles and Procedures, Contracts with Commercial Organizations*.
- (c) Audit Requirements:



1. OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

### 3.6 **Technology Requirements.**

(a) National Information Exchange Model ("NIEM"). SONOMA shall use the latest NIEM specifications and guidelines regarding the use of Extensible Markup Language ("XML") for all awards of Grant Funds.

(b) Geospatial Guidance. SONOMA is encouraged to use Geospatial technologies, which can capture, store, analyze, transmit and/or display location-based information (i.e., information linked to a latitude and longitude), and to align any geospatial activities with the guidance available on the Federal Emergency Management Agency ("FEMA") website.

(c) Criminal Intelligence Systems Operating Policies. Any information technology system funded or supported by Grant Funds shall comply with 28 CFR Part 23, *Criminal Intelligence Systems Operating Policies*, if applicable.

(d) SONOMA is encouraged to use the DHS guidance in *Best Practices for Government Use of CCTV: Implementing the Fair Information Practice Principles*, if Grant Funds are used to purchase or install closed circuit television (CCTV) systems or to support operational CCTV systems.

### 3.7 **Procurement Requirements.**

(a) General Requirements. SONOMA shall follow its own procurement requirements as long as those requirements comply with all applicable federal and State of California statutes, regulations, requirements, policies, guides, guidelines and instructions.

(b) Specific Purchases. If SONOMA is using Grant Funds to purchase interoperable communication equipment, SONOMA shall consult DHS's SAFECOM's coordinated grant guidance, which outlines standards and equipment information to enhance interoperable communication. If SONOMA is using Grant Funds to acquire critical emergency supplies, prior to expending any Grant Funds, SONOMA shall submit to the UASI Management Team for approval by Cal OES a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

(c) Bond requirement. SONOMA shall obtain a performance bond for any equipment items over \$250,000 or any vehicle, aircraft or watercraft financed with Grant Funds.

### 3.8 **Subgrantee and Contractor Requirements.**

(a) SONOMA shall ensure and independently verify that any subgrantee, contractor or other entity receiving Grant Funds through or from SONOMA is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, under Executive Orders 12549 and 12689, as implemented at 2 CFR Part 3000. SONOMA shall obtain documentation of eligibility before disbursing Grant Funds to any subgrantee, contractor or other entity. SONOMA shall maintain documentary proof of this verification in its files. SONOMA shall establish procedures for the effective use of the "Excluded Parties List System," to assure that it does not provide Grant Funds to excluded parties. SONOMA shall also establish procedures to provide for effective use and/or dissemination of the list to assure that its grantees and subgrantees, including contractors, at any tier do not make awards in violation of the non-procurement debarment and suspension common rule.

(b) SONOMA shall ensure that any subgrantee, contractor or other entity receiving Grant Funds through or from SONOMA complies with the requirements of 44 CFR Part 18, *New Restrictions on Lobbying*; and

(c) SONOMA shall ensure that any subgrantee, contractor or other entity receiving Grant Funds through or from SONOMA complies with the requirements of 2 CFR Part 3001, *Requirements for Drug-Free Workplace (Financial Assistance)*.

### 3.9 **Monitoring Grant Performance.**

(a) City and the UASI Management Team are both authorized to perform periodic monitoring reviews of SONOMA's performance under this Agreement, to ensure that the Grant Plan goals, objectives, performance requirements, timelines, milestone completion, budgets and other criteria are being met. Programmatic monitoring may include the Regional Federal Preparedness Coordinators, or other federal or state personnel, when appropriate. Monitoring may involve a combination of desk-based reviews and on-site monitoring visits, inspection of records, and verifications of grant activities. These reviews will involve a review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed. The reviews may include, but are not limited to:

1. Evaluating eligibility of expenditures;
2. Comparing actual grant activities to those approved by the Approval Authority and specified in the Grant Plan;
3. Ensuring that any advances have been deposited in an interest bearing account and disbursed in accordance with applicable guidelines; and
4. Confirming compliance with: Grant Assurances; information provided on performance reports and payment requests; and needs and threat assessments and strategies.

(b) SONOMA is responsible for monitoring and auditing the grant activities of any subgrantee, contractor or other entity receiving Grant Funds through or from SONOMA. This requirement includes but is not limited to mandatory on-site verification visits.

(c) If after any monitoring review, the DHS or Cal OES makes findings that require a Corrective Action Plan by SONOMA, the City shall place a hold on all Reimbursement Requests from SONOMA until the findings are resolved.

### 3.10 **Disbursement Procedures.** San Francisco shall disburse Grant Funds to SONOMA as follows:

(a) SONOMA shall submit to the UASI Management Team, in the manner specified for notices pursuant to Article 9, a document ("Reimbursement Request") substantially in the form attached as Appendix C, attached hereto and incorporated by reference as though fully set forth herein. The UASI Management Team shall serve as the primary contact for SONOMA regarding any Reimbursement Request.

(b) The UASI Management Team will review all Reimbursement Requests for compliance with this Agreement and all applicable guidelines and requirements. The UASI Management Team will return to SONOMA any Reimbursement Request that is submitted and not approved by the UASI Management Team, with a brief statement of the reason for the rejection of the Reimbursement Request.



(c) The UASI Management Team will submit any Reimbursement Request that is approved by the UASI Management Team to DEM. City through DEM shall review the Reimbursement Request for compliance with this Agreement and all applicable guidelines and requirements. City shall return to the UASI Management Team any Reimbursement Request that is not approved by City, with a brief explanation of the reason for the rejection of the Reimbursement Request.

(d) If a rejection relates only to a portion of the expenditures itemized in any Reimbursement Request, City shall have no obligation to disburse any Grant Funds for any other expenditures itemized in such Reimbursement Request unless and until SONOMA submits a Reimbursement Request that is in all respects acceptable to the UASI Management Team and to City.

(e) If SONOMA is not in compliance with any provision of this Agreement, City may withhold disbursement of Grant Funds until SONOMA has taken corrective action and currently complies with all terms and conditions of the Agreement.

3.11 **Disallowance.** SONOMA agrees that if it claims or receives reimbursement from City for an expenditure that is later disallowed by the State of California or the federal government, SONOMA shall promptly refund the disallowed amount to City upon City's written request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to SONOMA hereunder or under any other Agreement with SONOMA. Any such offset with respect to a portion of the disallowed amount shall not release SONOMA from SONOMA's obligation hereunder to refund the remainder of the disallowed amount.

3.12 **Sustainability.** Grant Funded programs that contain continuing personnel and operating expenses, over and above planning and implementation costs, must be sustained once the Grant Funding ends. If Equipment is purchased with grant funds the equipment must be sustained through the useful life of equipment. By executing this Agreement, SONOMA acknowledges its responsibility and agrees to sustain continuing programs beyond the Grant Funding period. SONOMA acknowledges and agrees that this sustainability requirement is a material term of the Agreement.

### 3.13 **EHP Requirements.**

(a) Grant Funded projects must comply with the federal Environmental and Historic Preservation ("EHP") program. SONOMA shall not initiate any project with the potential to impact environmental or historic properties or resources until Cal OES and FEMA have completed EHP reviews and approved the project. Examples of projects that may impact EHP resources include: communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. SONOMA shall notify the UASI Management Team of any project that may require an EHP review. SONOMA agrees to provide detailed project information to FEMA, Cal OES and/or the UASI Management Team, to cooperate fully in the review, and to prepare any documents requested for the review. SONOMA shall comply with all conditions placed on the project as the result of the EHP review, and implement any treatment or mitigation measures deemed necessary to address potential adverse impacts. With prior approval of the UASI Management Team, SONOMA may use Grant Funds toward the costs of preparing documents and/or implementing treatment or mitigation measures. Any change to the approved project scope of work will require re-evaluation for compliance with EHP requirements. If ground disturbing activities occur during project implementation, SONOMA shall notify the UASI Management Team and ensure monitoring of ground disturbance. If any potential archeological resources are discovered, SONOMA shall immediately cease construction in that area and notify the UASI Management Team, which will notify the appropriate State Historic Preservation Office. If SONOMA is using Grant Funds for a communication tower project, SONOMA

shall complete its Federal Communication Commission (“FCC”) EHP process before preparing its Cal OES/FEMA EHP materials, and shall include the FCC EHP materials in the Cal OES/FEMA submission.

(b) Any construction or other project that SONOMA initiates without the necessary EHP review and approval will not be eligible for reimbursement. Failure of SONOMA to meet federal, State, and local EHP requirements, obtain applicable permits, or comply with any conditions that may be placed on the project as the result of FEMA’s and/or Cal OES’s EHP review will result in the denial of Reimbursement Requests.

3.14 **National Energy Conservation Policy and Energy Policy Acts.** SONOMA shall comply with the following requirements:

(a) Grant Funds may not be used in contravention of the Federal buildings performance and reporting requirements of Executive Order 13123, part 3 of Title V of the National Energy Conservation Policy Act (42 USC §8251 et seq.), or Subtitle A of Title I of the Energy Policy Act of 2005; and

(b) Grant Funds may not be used in contravention of Section 303 of the Energy Policy Act of 1992 (42 USC §13212).

3.15 **Royalty-Free License.** SONOMA understands and agrees that FEMA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed using Grant Funds; and (b) any rights of copyright that SONOMA purchases or acquires using Grant Funds. SONOMA shall consult with the UASI Management Team and FEMA regarding the allocation of any patent rights that arise from, or are purchased with, Grant Funds.

3.16 **Publication Statements.** SONOMA shall ensure that all publications created or developed under this Agreement prominently contain the following statement: “This document was prepared under a grant from the Federal Emergency Management Agencies Grant Programs Directorate (FEMA/GPD) within the US Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the US Department of Homeland Security.”

#### **ARTICLE 4 REPORTING REQUIREMENTS; AUDITS**

4.1 **Regular Reports.** SONOMA shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the UASI Management Team or by City, in form and substance satisfactory to the UASI Management Team or City. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

4.2 **Notification of Defaults or Changes in Circumstances.** SONOMA shall notify the UASI Management Team and City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; (b) any change of circumstances that would cause any of the representations or warranties contained in Article 5 to be false or misleading at any time during the term of this Agreement; and (c) any change of circumstances or events that would cause SONOMA to be out of compliance with the Grant Assurances in Appendix B.

4.3 **Books and Records.** SONOMA shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds. Without limiting the scope of the foregoing, SONOMA shall establish and maintain accurate financial books and accounting records relating to Authorized Expenditures and to Grant Funds received and expended under

this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. SONOMA shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after expiration of this Agreement or until any final audit by Cal OES has been fully completed, whichever is later.

4.4 **Inspection and Audit.** SONOMA shall make available to the UASI Management Team and to City, and to UASI Management Team and City employees and authorized representatives, during regular business hours, all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by SONOMA under Section 4.3, and allow access and the right to examine those items. SONOMA shall permit the UASI Management Team and City, and UASI Management Team and City employees and authorized representatives, to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of the UASI Management Team and City pursuant to this Section shall remain in effect so long as SONOMA has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 4. The DHS, the Comptroller General of the United States or designee, and Cal OES shall have the same inspection and audit rights as the City and UASI Management Team. SONOMA shall cooperate with any federal or state audit.

4.5 **Audit Report.** If the amount specified in Section 3.2 of this agreement is \$500,000 or more, SONOMA shall submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's *Government Auditing Standards*, and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. SONOMA shall submit its audit report to the UASI Management Team no later than six months after the end of SONOMA's fiscal year.

## ARTICLE 5 REPRESENTATIONS AND WARRANTIES

SONOMA represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

5.1 **No Misstatements.** No document furnished or to be furnished by SONOMA to the UASI Management Team or to City in connection with this Agreement, any Reimbursement Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

5.2 **Eligibility to Receive Federal Funds.** By executing this Agreement, SONOMA certifies that it is eligible to receive federal funds, and specifically certifies as follows:

(a) SONOMA is not suspended, debarred or otherwise excluded from participation in federal assistance programs, as required by Executive Order 12549 and 12689, "Debarment and Suspension" and implemented at 2 CFR Part 3000.

(b) SONOMA complies with 31 U.S.C. §1352, *Limitation on use of appropriated funds to influence federal contracting and financial transactions*, as implemented at 44 CFR Part 18 and 6 CFR Part 9.

(c) SONOMA complies with the Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. §701 et seq., as implemented in 2 CFR Part 3001, and will continue to provide a drug-free workplace as required under that Act and implementing regulations.

(d) SONOMA is not delinquent in the repayment of any federal debt. See OMB Circular A-129.

SONOMA acknowledges that these certifications of eligibility to receive federal funds are material terms of the Agreement.

5.3 **NIMS Compliance.** To be eligible to receive Grant Funds, SONOMA must meet National Incident Management System ("NIMS") compliance requirements, and report full NIMS compliance via the National Incident Management System Capability Assessment Support Tool ("NIMSCAST"). By executing this Agreement, SONOMA certifies that it is in full NIMS compliance, and that it has reported that compliance via the NIMSCAST. SONOMA shall provide documentation of its NIMS compliance to the UASI Management Team. SONOMA acknowledges that this certification is a material term of the Agreement.

## **ARTICLE 6 INDEMNIFICATION AND GENERAL LIABILITY**

6.1 **Indemnification.** SONOMA shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by SONOMA's performance of this Agreement, including, but not limited to, the following: (a) a material breach of this Agreement by SONOMA; (b) a material breach of any representation or warranty of SONOMA contained in this Agreement; (c) any personal injury or death caused, directly or indirectly, by any act or omission of SONOMA or its employees, subgrantees or agents; (d) any loss of or damage to property caused, directly or indirectly, by any act or omission of SONOMA or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by SONOMA, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to SONOMA by an Indemnified Party; (f) any tax, fee, assessment or other charge for which SONOMA is responsible under Section 10.4; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished by SONOMA or its employees, subgrantees or agents to such Indemnified Party in connection with this Agreement. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and San Francisco's costs of investigating any claims against San Francisco.

6.2 **Duty to Defend; Notice of Loss.** SONOMA acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 6.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 6.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to SONOMA by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give SONOMA prompt notice of any Loss under Section 6.1 and SONOMA shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of SONOMA if representation of such Indemnified Party by the counsel retained by SONOMA would be inappropriate due to conflicts of interest between such Indemnified Party and SONOMA. An Indemnified Party's failure to notify SONOMA promptly of any Loss shall not relieve SONOMA of any liability to such Indemnified Party pursuant to Section 6.1, unless such failure materially impairs SONOMA's ability to defend such Loss. SONOMA shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if SONOMA contends that such Indemnified Party shares in liability with respect thereto.

6.3 **Incidental and Consequential Damages.** Losses covered under this Article 6 shall include any and all incidental and consequential damages resulting in whole or in part from SONOMA's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

6.4 **LIMITATION ON LIABILITY OF SAN FRANCISCO.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## ARTICLE 7

### EVENTS OF DEFAULT AND REMEDIES; TERMINATION FOR CONVENIENCE

7.1 **Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement.** Any statement, representation, certification or warranty contained in this Agreement, in any Reimbursement Request, or in any other document submitted to the UASI Management Team or to City under this Agreement is found by the UASI Management Team or by City to be false or misleading.

(b) **Failure to Perform Other Covenants.** SONOMA fails to perform or breaches any provision or covenant of this Agreement to be performed or observed by SONOMA as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(c) **Failure to Comply with Applicable Laws.** SONOMA fails to perform or breaches any of the terms or provisions of Article 12.

(d) **Voluntary Insolvency.** SONOMA(i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of SONOMA or of any substantial part of SONOMA's property or (v) takes action for the purpose of any of the foregoing.

(e) **Involuntary Insolvency.** Without consent by SONOMA, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to SONOMA or with respect to any substantial part of SONOMA's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of SONOMA.



7.2 **Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to SONOMA and, on the date specified in such notice, this Agreement shall terminate and all rights of SONOMA hereunder shall be extinguished. In the event of such termination, City will pay SONOMA for Authorized Expenditures in any Reimbursement Request that was submitted and approved by the UASI Management Team and by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether SONOMA has previously submitted a Reimbursement Request or whether the UASI Management Team and/or City has approved the disbursement of the Grant Funds requested in any Reimbursement Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to SONOMA after cure of applicable Events of Default shall be disbursed without interest.

(c) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by SONOMA in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

7.3 **Termination for Convenience.**

(a) City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving SONOMA written notice of termination. The notice shall specify the date on which termination shall become effective.

(b) Upon receipt of the notice, SONOMA shall commence and perform, with diligence, all actions necessary on the part of SONOMA to effect the termination of this Agreement on the date specified by City and to minimize the liability of SONOMA and City to third parties as a result of termination. All such actions shall be subject to the prior approval of the UASI Management Team.

(c) Within 30 days after the specified termination date, SONOMA shall submit to the UASI Management Team an invoice for all Authorized Expenses incurred through the termination date. For Authorized Expenses incurred after receipt of the notice of termination, City will only reimburse SONOMA if the Authorized Expenses received prior approval from the UASI Management Team as specified in subparagraph (b).

(d) In no event shall City be liable for costs incurred by SONOMA or any of its contractors or subgrantees after the termination date specified by City.

(e) City's payment obligation under this Section shall survive termination of this Agreement.

7.4 **Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## ARTICLE 8 ASSIGNMENTS

8.1 **No Assignment by SONOMA.** SONOMA shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of SONOMA hereunder without the prior written consent of the UASI Management Team; provided, however, that any contractor or subgrantee specifically referenced in Appendix A shall not require the consent of Management Team. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of SONOMA involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of SONOMA or a sale or transfer of substantially all of the assets of SONOMA shall be deemed an assignment for purposes of this Agreement.

8.2 **Agreement Made in Violation of this Article.** Any agreement made in violation of Section 8.1 shall confer no rights on any person or entity and shall automatically be null and void.

8.3 **SONOMA Retains Responsibility.** SONOMA shall in all events remain liable for the performance by any subgrantee contractor, or assignee of all of the covenants, terms and conditions in this Agreement.

## ARTICLE 9 NOTICES AND OTHER COMMUNICATIONS

9.1 **Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

**If to San Francisco:**

San Francisco Department of Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
Attn: Anne Kronenberg, Executive Director  
Facsimile No.: (415) 558-3864

**If to the UASI Management Team:**

UASI Management Team  
711 Van Ness Avenue, Suite #420  
San Francisco, CA 94102  
Attn: Catherine Spaulding, Assistant General Manager  
Facsimile No.: (415) 353-5246

If to SONOMA:

Sonoma County Fire and Emergency Services Department  
 2300 County Center Drive, Suite 221A  
 Santa Rosa, CA 95403  
 Attn: Al Terrell, County Fire Chief-Department Director  
 Facsimile No.: (707) 565-1172

9.2 **Effective Date.** All communications sent in accordance with Section 9.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

9.3 **Change of Address.** From time to time any party hereto may designate a new address or recipient for notice for purposes of this Article 9 by written notice to the other party and the UASI Management Team.

## ARTICLE 10 MISCELLANEOUS

10.1 **No Waiver.** No waiver by San Francisco of any default or breach of this Agreement shall be implied from any failure by the UASI Management Team or San Francisco to take action on account of such default if such default persists or is repeated. No express waiver by San Francisco shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by San Francisco of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the UASI Management Team or San Francisco of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

10.2 **Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement; provided, however, that the General Manager or designee may establish alternate procedures for modification of the Appendix A and the Grant Plan.

10.3 **Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

10.4 **SONOMA to Pay All Taxes.** SONOMA shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

10.5 **Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.



10.6 **Entire Agreement.** This Agreement sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. The following Appendices are attached to and a part of this Agreement:

- Appendix A, Authorized Expenditures and Timelines
- Appendix B, Grant Assurances
- Appendix C, Form of Reimbursement Request

10.7 **Certified Resolution of Signatory Authority.** Upon request of San Francisco, SONOMA shall deliver to San Francisco a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the appropriate authorized representative of SONOMA.

10.8 **Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

10.9 **Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 8, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 6, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

10.10 **Survival of Terms.** The obligations of SONOMA and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement: Sections 4.3 and 4.4, Article 6, this Article 10, and the Grant Assurances of Appendix B.

10.11 **Further Assurances.** From and after the date of this Agreement, SONOMA agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

10.12 **Disclosure of Subawards and Executive Compensation.** Pursuant to the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282) as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (P.L. 110-252), full disclosure to the public of entities or organizations receiving federal funds is now required. As defined by the Office of Management and Budget (OMB), all new Federal awards of \$25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. The Transparency Act definition of “Federal awards” includes not only prime awards for grantees, cooperators, and contractors, but also awards to sub-recipients. If applicable, SONOMA must provide the following information on SONOMA letterhead within 30 days of receipt of this Agreement.

1. Subawards greater than \$25,000:
  - a) Name of entity receiving award;
  - b) Amount of award;
  - c) Funding agency;
  - d) The Catalog of Federal Domestic Assistance program number;

- e) Award title (descriptive of the purpose of the funding action);
  - f) Location of the entity and primary location of performance including city, state, and Congressional district;
  - g) Dun & Bradstreet (D&B) DUNS Number of the entity, and its parent if applicable; and,
  - h) Total compensation and names of top five executives (same thresholds as for prime recipients).
2. The Total compensation and names of the top five executives if:
- a) 80% or more of annual gross revenues are from Federal awards (contracts, sub-contracts and Federal financial assistance), and \$25,000,000 or more in annual gross revenues from Federal awards; and,
  - b) Compensation information is not already available through reporting to the Securities and Exchange Commission.

## **ARTICLE 11 INSURANCE**

11.1 **Types and Amounts of Coverage.** Without limiting SONOMA's liability pursuant to Article 6 of this Agreement, SONOMA shall maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
- (c) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

11.2 **Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

- (a) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (b) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

11.3 **Additional Requirements Regarding Workers' Compensation.** Regarding Workers' Compensation, SONOMA hereby agrees to waive subrogation which any insurer of SONOMA may acquire from SONOMA by virtue of the payment of any loss. SONOMA agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the SONOMA, its employees, agents and subcontractors.

11.4 **Additional Requirements for All Policies.** All policies shall provide thirty days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in Article 9, Notices and Other Communications.

11.5 **Required Post-Expiration Coverage.** Should any of the required insurance be provided under a claims-made form, SONOMA shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

11.6 **General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

11.7 **Lapse in Insurance.** Should any required insurance lapse during the term of this Agreement, requests for reimbursement originating after such lapse may not be processed, in the City's sole discretion, until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

11.8 **Evidence of Insurance.** Before commencing any operations or expending any Grant Funds under this Agreement, SONOMA shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

11.9 **Effect of Approval.** Approval of the insurance by City shall not relieve or decrease the liability of SONOMA hereunder.

11.10 **Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor or subgrantee will be used to complete any portion of this Agreement, SONOMA shall ensure that the subcontractor or subgrantee shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents and employees and the SONOMA as additional insureds.

11.11 **Authority to Self-Insure.** Nothing in this Agreement shall preclude SONOMA from self-insuring all or part of the insurance requirement in this Article. However, SONOMA shall provide proof of self-insurance, in a form acceptable to San Francisco, in the amounts of each line of self-insurance.

## **ARTICLE 12 COMPLIANCE**

12.1 **Nondiscrimination.** In the performance of this Agreement, SONOMA agrees not to discriminate against any employee, San Francisco employee working with SONOMA or any subgrantee of SONOMA, applicant for employment with SONOMA or subgrantee of SONOMA, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

12.2 **Conflict of Interest.** Through its execution of this Agreement, SONOMA acknowledges that it is familiar with the provisions of Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify City if it becomes aware of any such fact during the term of this Agreement.

12.3 **Compliance with ADA.** SONOMA acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. SONOMA shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

12.4 **Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, SONOMA may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”) in the performance of the services provided under this Agreement. SONOMA agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by San Francisco’s Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, San Francisco may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit SONOMA from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider SONOMA’s use of profit as a violation of this section.

12.5 **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY AND COUNTY OF SAN FRANCISCO:

COUNTY OF SONOMA:

SAN FRANCISCO DEPARTMENT OF  
EMERGENCY MANAGEMENT

By:

By:

\_\_\_\_\_  
ANNE KRONENBERG  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
AL TERRELL, COUNTY FIRE CHIEF  
DEPARTMENT DIRECTOR

Federal Tax ID #: 94-6000539

**Approved as to Form:**  
Dennis J. Herrera  
City Attorney

By: \_\_\_\_\_  
Thomas Owen  
Deputy City Attorney

**Appendix A — Authorized Expenditures and Timelines**

ENTITY: **SONOMA**

Total allocation to be spent on the following solution areas:

<u><b>UASI Project Letter and Title</b></u>	<u><b>Solution Area</b></u>	<u><b>Program Description</b></u>	<u><b>Projected Milestone Dates (to be completed on or about)</b></u>	<u><b>Deliverable Dates</b></u>	<u><b>Amount</b></u>
<p><b>Project A</b></p> <p><b>Develop Regional Risk Management and Planning</b></p>	<p>Planning</p>	<p>Funds for the North Bay Hub Risk Capability Planner who will perform the following:</p> <ul style="list-style-type: none"> <li>a) Coordinate, manage and facilitate the delivery of projects from North Bay HUB stakeholders.</li> <li>b) Participate and facilitate the North Bay HUB project vetting process for FY.</li> <li>c) Coordinate North Bay HUB Risk Management activities.</li> <li>d) Update and add CIKR assets into the RAC.</li> <li>e) Support Hub stakeholders by assisting activities related to project development and monitoring.</li> <li>f) Assist and support completion of Hub Core Capabilities assessment process.</li> <li>g) Conduct a Gaps Analysis.</li> <li>h) Attend Regional Work Groups to represent Sonoma County and Hub.</li> <li>i) Conduct outreach to Hub stakeholders to ensure effective coordination and provide updates regarding UASI strategies and funding opportunities</li> </ul> <p>Final deadline for submittal of claims is <b>01/31/2016</b>.</p>	<ul style="list-style-type: none"> <li>a) 15 Days From Project Start Date</li> <li>b) 30 Days From Project Start Date</li> <li>c) 120 Days From Project Start Date</li> <li>d) 180 Days From project Start Date</li> <li>e) 190 Days From project Start Date</li> <li>f) 210 Days From project Start Date</li> <li>g) 240 Days From project Start Date</li> <li>h) 335 Days From project Start Date</li> <li>i) 365 Days From project Start Date</li> </ul>	<p>12/31/2015</p>	<p>Not to Exceed: \$151,278</p>

<u><b>UASI Project Letter and Title</b></u>	<u><b>Solution Area</b></u>	<u><b>Program Description</b></u>	<u><b>Projected Milestone Dates (to be completed on or about)</b></u>	<u><b>Deliverable Dates</b></u>	<u><b>Amount</b></u>
<p><b>Project A</b></p> <p><b>Develop Regional Risk Management and Planning</b></p>	<p>Planning</p>	<p>Funds for UASI Risk Management Program Manager.</p> <ul style="list-style-type: none"> <li>• UASI Management Team Member</li> <li>• Salary, Benefits and Travel for planning and oversight of the Regional Risk Management and Info Sharing Programs.</li> <li>• Provide Guidance to sub-recipients (including Fusion Center) of all 12 County Bay Area Regions and 3 Core Cities</li> <li>• Attend Weekly Staff Meetings</li> <li>• Attend Monthly Approval Authority Meetings</li> <li>• Assist with the development of the Annual Report</li> </ul> <p>Final deadline for submittal of final claims is <b>01/31/2016</b>.</p>	<p>11/01/2014</p> <p>-</p> <p>12/31/2015</p>	<p>12/31/2015</p>	<p>Not to Exceed: \$147,000</p>
<p><b>Project E</b></p> <p><b>Enhance Medical, Public Health, and Mass Care Preparedness</b></p>	<p>Planning</p>	<p>Funds to develop incident response guides that support regional public health and medical incident response.</p>	<p>RFP Release: 15 Days From Project Start Date</p> <p>Contract Award: 45 Days From Project Start Date</p> <p>Kick-Off and Introductory Meeting: 01/09/2015</p> <p>Earthquake IRG (Including Workshops, Tabletop, and Final IRG): 08/01/2015</p> <p>Infectious Disease IRG (Including Workshops, Tabletop and Final IRG): 11/02/2015</p>	<p>12/31/2015</p>	<p>Not to Exceed: \$150,000</p>

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
		Final deadline for submittal of claims is <b>01/31/2016</b> .	Foodborne Illness IRG: 10/30/2015  Drinking Water IRG: 12/15/2015		
<b>Project G Enhance Recovery Capabilities</b>	Planning	<p>Funds for the CalWARN Planner who will perform the following:</p> <p>a) Develop an online web-based tool that links water sector utility members and other response organizations on a common operating picture that will include the following functions:</p> <ul style="list-style-type: none"> <li>• Utility operations status;</li> <li>• Ability to share a database of specialized water and wastewater resources;</li> <li>• Identify the current member utilities who have signed the California Water/Wastewater Agency Response Network (CalWARN) Mutual Aid/Assistance Agreement;</li> <li>• Identify the boundaries of service.</li> <li>• Provide a reporting link to the city, operational area, and ultimately the region;</li> <li>• Provide a systematic way of reporting damages and system interruptions;</li> </ul>	<p>Create Specifications: 45 Days From Project Start Date</p> <p>RFP Release: 90 Days From Project Start Date</p> <p>Contract Award: 120 Days From Project Start Date</p> <p>Produce Database System and Web Pages: 180 Days From Project Start Date</p> <p>Test the Designed System: 240 Days From Project Start Date</p> <p>Provide Access to Members to Update Information: 290 Days From Project Start Date</p>	12/31/2015	Not to Exceed: \$50,000



<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
		<ul style="list-style-type: none"> <li>• Provide a means to request and track resources;</li> <li>• Ability to link all information on a geo-spatial tool that can be used by various levels of response agencies to assess risk, damage and response to an incident;</li> <li>• Ability to inform utilities, government agencies and others about the mutual aid and assistance program, how to become a member, who is a member, and general contact information;</li> <li>• Resources needed to respond; and</li> <li>• Interrelated response issues each face.</li> </ul> <p style="text-align: center;">Final deadline for submittal of claims is <b>01/31/2016</b>.</p>			
		<b>TOTAL ALLOCATION</b>			<b>NOT TO EXCEED: \$498,278</b>

## **PLANNING**

### *Reimbursement for Planning Requires:*

- **Personnel** – Prior to any expenditure for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following: all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed including a statement of completed activities.
- **Contracts** – All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:
  - Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit a sole source request to the UASI for submission to the State.
  - The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments.
  - All services must be performed and paid within the grant performance period.
- **Travel** - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority in September 2011) prior to scheduling. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.

- 
- **All requests for reimbursements must be submitted by January 31, 2016, unless an earlier deadline is set in this Appendix. SONOMA should submit reimbursement requests on a quarterly basis, as applicable.**
  - **Authorized expenditures must fall into one of the following categories: Planning, Organization, Equipment, Training, or Exercises. Descriptions of authorized expenditures are in the following documents:**
  - *FY 2014 Homeland Security Grant Program Funding Opportunity Announcement*, dated March 16, 2014, [http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY\\_2014\\_HSGP\\_FOA\\_Final.pdf](http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf)
  - *California Supplement to the Federal Funding Opportunity Announcement*, dated May 2014, available at <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx> as “FY 2014 Homeland Security Grant Program State Supplement.”
  - *Authorized Equipment List:*  
[https://www.llis.dhs.gov/sites/default/files/AEL\\_PDF\\_Complete.pdf](https://www.llis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf)
  - *Office of Justice Programs Financial and Administrative Guide for Grants:*  
[http://ojp.gov/financialguide/PDFs/OCFO\\_2014Financial\\_Guide.pdf](http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf)
  - *Cal OES Rules and Regulations:*  
<http://www.calema.ca.gov/GrantsMonitoring/Pages/Rules%20and%20Regulations.aspx>
  - *CalEMA 2014 Recipient Handbook:*  
[http://www.calema.ca.gov/PublicSafetyandVictimServices/Documents/MiscReports/2014\\_Recipient\\_Handbook.pdf](http://www.calema.ca.gov/PublicSafetyandVictimServices/Documents/MiscReports/2014_Recipient_Handbook.pdf)

- **Any equipment purchased under this Agreement must match the UASI 2014 Grant Application Workbook. Any modification to the inventory list in that Workbook must receive prior written approval from by the Bay Area UASI Program Manager.**
- **No Management and Administration expenses are allowed, unless expressly identified and authorized in this Appendix.**
- **Sustainability requirements may apply to some or all of the grant funded projects or programs authorized in this Appendix. See Agreement, ¶13.12.**
- **All EHP documentation must be submitted and approved prior to any expenditure of funds requiring EHP submission.**

## Appendix B-- Grant Assurances

Name of Jurisdiction: County of Sonoma

Name of Authorized Agent: Al Terrell, County Fire Chief-Department Director

Address: 2300 County Center Drive, B220

City: Santa Rosa State: CA Zip Code: 95403

Telephone Number: (707) 565-1157

E-Mail Address: [Al.Terrell@sonoma-county.org](mailto:Al.Terrell@sonoma-county.org)

As the duly authorized representative of SONOMA (the subrecipient), I certify that SONOMA:

1. Will assure that all allocations and use of funds under this grant will be in accordance with the requirements contained in the FY2014 Homeland Security Grant Program Funding Opportunity Announcement, the California Supplement to the FY2014 Homeland Security Grant Program Funding Opportunity Announcement, and all applicable laws and regulations.
2. Will assure that use of funds under this grant will support efforts related to providing an integrated mechanism to enhance the coordination of national priority efforts to prepare for, prevent, respond to, and recover from terrorist attacks, major disasters and other emergencies.
3. Will assure that all allocations and use of funds under this grant will support the goals and objectives included in the State and/or Urban Area Homeland Security Strategies as well as the investments identified in the Investment Justifications which were submitted as part of the California FY2014 Homeland Security Grant Program application. Further, use of FY2014 funds is limited to those investments included in the California FY2014 Investment Justifications submitted to DHS/FEMA and Cal OES and evaluated through the peer review process.
4. Has the legal authority to apply for Federal assistance and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) and sub-granted through the State of California, California Governor's Office of Emergency Services (Cal OES) and the Bay Area UASI.
5. Will assure that grant funds are used for allowable, fair, and reasonable costs only and will not be transferred between grant programs (for example: State Homeland Security Program and Urban Area Security Initiative) or fiscal years.
6. Will comply with any cost sharing commitments included in the FY2014 Investment Justifications submitted to DHS/FEMA/Cal OES, where applicable.
7. Will establish a proper accounting system in accordance with generally accepted accounting standards and awarding agency directives.
8. Will give the DHS/FEMA, the General Accounting Office, the Comptroller General of the United States, the Cal OES, the Office of Inspector General, and the Bay Area UASI, through any authorized representatives, access to, and the right to examine, all paper or electronic records,

books, and documents related to the award, and will permit access to its facilities, personnel and other individuals and information as may be necessary, as required by DHS/FEMA, Cal OES or the Bay Area UASI, through any authorized representative, with regard to examination of grant-related records, accounts, documents, information and staff.

9. Agrees, and will require any subrecipient, contractor, successor, transferee, and assignee to acknowledge and agree to comply with applicable provisions governing DHS/FEMA access to records, accounts, documents, information, facilities, and staff.
  - a. Subrecipients must cooperate with any compliance review or complaint investigation conducted by DHS/FEMA or Cal OES.
  - b. Subrecipients must give DHS/FEMA, Cal OES and the Bay Area UASI access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS/FEMA, Cal OES and Bay Area UASI program guidance, requirements, and applicable laws.
  - c. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance, and subrecipients must submit timely, complete, and accurate reports to the appropriate DHS/FEMA officials and maintain appropriate backup documentation to support the reports.
  - d. If, during the past three years, the subrecipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the subrecipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS/FEMA/Cal OES awarding office and the DHS Office of Civil Rights and Civil Liberties.
  - e. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the subrecipient, or the subrecipient settles a case or matter alleging such discrimination, subrecipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

10. Will comply with any other special reporting, assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement, or detailed in the program guidance.
11. Agrees that, subject to Section 12, below, funds utilized to establish or enhance State and Local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines, follow the Federal and State approved privacy policies, and achieve (at a minimum) the baseline level of capability as defined by the Fusion Capability Planning Tool.

12. Understands that a hold is in place on Fusion Center activities and the subrecipient is prohibited from obligating, expending, or drawing down HSGP – UASI funds in support of their State and/or Major Urban Area Fusion Center. Cal OES will notify the Bay Area UASI in writing when DHS/FEMA has lifted the hold.
13. Will initiate and complete the work within the applicable timeframe (Bay Area UASI subgrantee performance period), in accordance with grant award terms and requirements, after receipt of approval from Cal OES and will maintain procedures to minimize the amount of time elapsing between the award of funds and the disbursement of funds.
14. Will provide timely, complete and accurate progress reports, and maintain appropriate support documentation to support the reports, and other such information as may be required by the awarding agency, including the Initial Strategy Implementation Plan (ISIP), within 45 (forty-five) days of the award, and update these reports and related documentation via the Grant Reporting Tool (GRT) twice each year.
15. Will provide timely notifications to Cal OES and the Bay Area UASI of any developments that have a significant impact on award-supported activities, including changes to key program staff.
16. Agrees to be non-delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B, item number 17 for additional information and guidance.
17. Will comply with the requirements of 31 U.S.C. § 3729, which sets forth that no subgrantee, recipient or subrecipient of federal payments, shall submit a false claim for payment, reimbursement, or advance. Administrative remedies may be found at 38 U.S.C. §§ 3801-3812, addressing false claims and statements made.
18. Will comply with all applicable provisions of DHS/FEMA's regulations, including Title 44 of the Code of Federal Regulations, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, including the payment of interest earned on advances.
19. Will comply with the Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"), which requirements are also located within DHS regulations at Title 44, Code of Federal Regulations (CFR), Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"; and will comply with OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (see 2 CFR Part 215).
20. Will comply with any applicable financial and administrative requirements set forth in: the current edition of the DHS Financial Management Guide; OMB Circular A-21, "Cost Principles for Educational Institutions" (see 2 CFR Part 220); OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments" (see 2 CFR Part 225); OMB Circular A-122, "Cost Principles for Non-Profit Organizations" (see 2 CFR Part 230); and OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

21. Will comply with all provisions of the Federal Acquisition Regulations, including, but not limited, to 48 CFR Part 31.2, "Contract Cost Principles and Procedures, Contracts with Commercial Organizations."
22. Will comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
23. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business, or other connections.
24. Understands and agrees that Federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval from DHS/FEMA and Cal OES.
25. Will comply with all applicable lobbying prohibitions and laws, including those found at 31 U.S.C. § 1352., and agrees that none of the funds provided under this award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, or cooperative agreement.
26. Agrees that, to the extent contractors or subcontractors are utilized, will use small, minority-owned, women-owned, or disadvantaged businesses, to the extent practicable.
27. Will comply with Title 2 of the Code of Federal Regulations, Part 225, Appendix A, paragraph (C)(3)(c), which provides that any cost allocable to a particular Federal award or cost objective under the principles provided for in this authority may not be charged to other Federal awards to overcome fund deficiencies.
28. Will ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Subgrantees and subrecipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.
29. Will comply, if applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of structures.
30. Will comply with all federal and state laws and regulations relating to civil rights protections and nondiscrimination. These laws and regulations include, but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964, Public Law 88-352, (42 U.S.C. § 2000d et seq.), codified at 6 CFR Part 21 and 44 CFR Part 7, which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.



- b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681 et seq.), which prohibits discrimination on the basis of gender in educational programs and activities. These regulations are codified at 6 CFR Part 17 and 44 CFR Part 19.
- c. The Americans with Disabilities Act, as amended, which prohibits recipients and subrecipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. § 12101 et seq.).
- d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.
- e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse.
- f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
- g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. § 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records.
- h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq., as implemented by 24 CFR Part 100), as amended, relating to nondiscrimination in the sale, rental and financing of housing.
- i. Title 44 of the Code of Federal Regulations (CFR) Parts 7, 16, and 19, relating to nondiscrimination.
- j. The requirements of any other nondiscrimination provisions in the specific statute(s) under which the application for Federal assistance is being made and any other applicable statutes.
- k. The requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified individual with a disability in the United States will, solely by reason of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.
- l. Will, in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, gender, or disability against a subrecipient of funds, the subrecipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.
- m. Will provide an Equal Employment Opportunity Plan, if applicable, to the Department of Justice Office of Civil Rights within 60 days of grant award.



- n. Will comply, and assure the compliance of all contractors with the nondiscrimination requirements and all other provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1.
31. Will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 et seq. [P.L. 91-646]), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes, regardless of Federal participation in purchases. Will also comply with Title 44 CFR, Part 25, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs."
32. Will comply with all provisions of 44 CFR Part 10, relating to environmental considerations for FEMA and FEMA-funded projects.
33. Will comply with all applicable Federal, State, and Local environmental and historical preservation (EHP) requirements. Failure to meet Federal, State, and Local EHP requirements and obtain applicable permits may jeopardize Federal funding. Agrees not to undertake any project having the potential to impact EHP resources without the prior written approval of DHS/FEMA and Cal OES, including, but not limited to, ground disturbance, construction, modification to any structure, physical security enhancements, communications towers, any structure over 50 years old, and purchase and/or use of any sonar equipment. The subrecipient must comply with all conditions and restrictions placed on the project as a result of the EHP review. Any construction-related activities initiated without the necessary EHP review and approval will result in a noncompliance finding, and may not be eligible for reimbursement with DHS/FEMA and Cal OES funding. Any change to the scope of work will require re-evaluation of compliance with the EHP. If ground-disturbing activities occur during the project implementation, the subrecipient must ensure monitoring of the disturbance. If any potential archeological resources are discovered, the subrecipient will immediately cease activity in that area and notify DHS/FEMA and Cal OES and the appropriate State Historic Preservation Office.
34. Agrees that any construction activities that have been initiated prior to the full environmental and historic preservation review could result in a non-compliance finding. Subrecipients must complete the DHS EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to their Cal OES program representative, for processing by the DHS GPD EHP.
35. Agrees that subrecipients should submit the FEMA EHP Screening Form for each project, where applicable, as soon as possible upon receiving their grant award. The Screening Form for these types of projects is available at:  
[www.fema.gov/doc/government/grant/bulletins/info329\\_final\\_screening\\_memo.doc](http://www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.doc).
36. Will ensure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of this project, are not on the Environmental Protection Agency's (EPA's) List of Violating Facilities, and will notify Cal OES and DHS/FEMA of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating if a facility to be used in the project is under consideration for listing by the EPA.
37. Will provide any information requested by DHS/FEMA and Cal OES to ensure compliance with applicable laws including, but not limited to, the following:

- a. Institution of environmental quality control measures under the Archaeological and Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), and Environmental Justice (Executive Order (E.O.) 12898) and Environmental Quality (E.O.11514).
  - b. Notification of violating facilities pursuant to E.O. 11738.
  - c. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).
  - d. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974 (P.L. 93-523), as amended.
  - e. California Environmental Quality Act (CEQA), California Public Resources Code Sections 21080-21098, and California Code of Regulations, Title 14, Chapter 3, §§ 15000-15007.
  - f. Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) relating to protecting components or potential components of the national wild and scenic rivers system.
  - g. Applicable provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC § 3501 et seq.), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
38. Will comply with Standardized Emergency Management System (SEMS) requirements stated in the California Emergency Services Act (Cal. Govt. Code § 8607.1(e)) and CCR Title 19, §§ 2445, 2446, 2447, and 2448.
  39. Agrees that subrecipients collecting Personally Identifiable Information (PII) must have a publicly-available privacy policy that describes what PII they collect, how they plan to use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. Subrecipients may also find DHS Privacy Impact Assessments, guidance and templates online at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_template.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_template.pdf), respectively.
  40. Agrees that any subrecipient carrying out DHS/FEMA-funded project activities outside the United States must coordinate as necessary with appropriate government authorities and obtain appropriate licenses, permits, and approvals.
  41. Will comply with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225(a), which requires that all subgrantees, recipients, and subrecipients ensure that any conference, meeting, convention, or training space, funded in whole or in part with Federal funds, complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2225).
  42. Will comply with the Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B138942.

43. Agrees that all publications created or published with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security." The subrecipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
44. Acknowledges that DHS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: a) the copyright in any work developed under an award or sub-award; and b) any rights of copyright to which a subrecipient purchases ownership with Federal support. The subrecipient must affix the applicable copyright notices of 17 U.S.C. section 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). The subrecipient agrees to consult with DHS/FEMA and Cal OES regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
45. Agrees that as a condition of receiving Federal financial assistance to perform eligible work under the award, subrecipient agrees to the following:
  - a. Subrecipient shall promptly return to the State of California all funds received which exceed the approved, actual expenditures as determined by the Federal or State government.
  - b. In the event the approved amount of the grant is reduced, subrecipient shall promptly refund to the State of California the amount of the reduction.
  - c. Property and equipment purchased under the HSGP reverts to Cal OES if the grant funds are deobligated or disallowed and not promptly repaid.
  - d. Following the deobligation or disallowment of costs, subrecipient must promptly repay to Cal OES any HSGP funds used for the improvement of real property, and Cal OES reserves the right to place a lien on the property for the amount owed.
  - e. Subrecipient shall separately account for interest earned on grant funds, and will return all interest earned in excess of \$100 per Federal Fiscal Year.
46. Understands that subrecipients who receive awards for emergency communication equipment and related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
47. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended; 7 U.S.C. § 2131 et seq.), relating to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

48. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. § 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
49. Agrees that "Classified national security information," as defined in E.O. 12958, as amended or updated via later executive order(s), means information that has been determined pursuant to E.O. 12958 to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form. No funding under this award shall be used to support a contract, subaward, or other agreement for goods or services that will include access to classified national security information if the subrecipient has not been approved for and granted access to such information by appropriate authorities.
50. Agrees that where a subrecipient has been approved for and has access to classified national security information, no funding under this award shall be used to support a contract, subaward, or other agreement for goods or services that will include access to such classified national security information by the subrecipient, its contractor or other entity without prior written approval from the DHS Office of Security, Industrial Security Program Branch (ISPB), or an appropriate official within the Federal department or agency with whom the classified effort will be performed. Such contracts, subawards, or other agreements shall be processed and administered in accordance with: the DHS "Standard Operating Procedures, Classified Contracting by States and Local Entities," dated July 7, 2008; E.O.s 12829, 12958, and 12968, and other applicable executive orders; the National Industrial Security Program Operating Manual (NISPOM); and any other applicable implementing directives or instructions. Security requirement documents may be located at: <http://www.dhs.gov/xopnbiz/grants/index.shtm>
51. Agrees that immediately upon determination by the subrecipient that funding under this award may be used to support a contract or other agreement involving access to classified national security information pursuant to paragraph 49, and prior to execution of any actions to facilitate the acquisition of such a contract or other agreement, the subrecipient shall contact ISPB, and the applicable Federal department or agency, for approval and processing instructions.

DHS Office of Security ISPB contact information:

Telephone: 202-447-5346  
 Email: DD254AdministrativeSecurity@dhs.gov  
 Mail: Department of Homeland Security  
 Office of the Chief Security Officer  
 ATTN: ASD/Industrial Security Program Branch  
 Washington, D.C. 20528

52. Will comply with the requirements regarding Data Universal Numbering System (DUNS) numbers. Subrecipients must have a DUNS number. For purposes of this award term, the following definitions will apply:
- a. "Data Universal Numbering System (DUNS)" number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet, currently at <http://fedgov.dnb.com/webform>.

- b. “Entity”, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C, as a Governmental Organization, which is: a State, local government, or Indian Tribe; a foreign public entity; a domestic or foreign nonprofit organization; a domestic or foreign for-profit organization; or, a Federal agency (but only as a subrecipient under an award or subaward to a non-Federal entity).
  - c. “Subaward” means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the subrecipient received the award. It does not include the subrecipient’s procurement of property and services needed to carry out the project or program (for further explanation, see section 210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”) and may be provided through any legal agreement, including an agreement that is considered a contract.
53. Will comply with all applicable provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c; 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for Federally-assisted construction subagreements.
54. Agrees that equipment acquired or obtained by subrecipient with grant funds:
- a. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement, in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the subrecipient, and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan; and,
  - b. Is consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that Strategy.
55. Will comply with Homeland Security Presidential Directive 5, “Management of Domestic Incidents.” The adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities. NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.
56. Will comply with OMB Standard Form 424B, “Assurances – Non-Construction Programs,” under which the awarding agency may require subrecipients to certify to additional assurances.
57. Will not make any award or permit any contract to any party if that party has been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under E.O. 12549 and E.O. 12689, “Debarment and Suspension.” E.O. 12549, 44 CFR Part 17, requires recipients of awards of Federal assistance to protect the public against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government. Subrecipient certifies that it and its principals:



- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
- b. Have not within a three-year period preceding this award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and have not within a three-year period preceding this award had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the subrecipient is unable to certify to any of the statements in this certification, it shall submit a written explanation to the Bay Area UASI.

58. Will comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.
59. Will obtain, via Cal OES, the prior approval from DHS for any use of the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
60. Will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The subrecipient must notify the awarding office if an employee of the subrecipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR 3001.
61. Will comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This award term is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007, and in accordance with Section 106(g) of the TVPA, as amended, which requires the Federal agency making the award to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a subrecipient engages in severe forms of trafficking in persons during the period of time that the award is in effect, procures a commercial sex act during the period of time that the award is in effect, or uses forced labor in the performance of the award or subawards under the award. Full text of the award term is provided at 2 CFR Part 175.15.
62. Will comply with Title VI of the Civil Rights Act of 1964 prohibition against discrimination on the basis of national origin, which requires that recipients and subrecipients of Federal financial assistance take reasonable steps to provide meaningful access to their programs and services. "Meaningful access" may entail providing language assistance services, including oral and written translation, where necessary. Subrecipients are encouraged to consider the need for language

services for Limited English Proficiency (LEP) persons both in developing budgets and in conducting programs and activities. Subrecipient shall comply with “DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons,” 76 Fed. Reg. 21755-21768 (April 18, 2011), implementing E.O. 13166. For assistance and information regarding LEP obligations, refer to DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

63. Will comply with the requirements of 42 U.S.C. § 7401 et seq. and E.O. 11738, which provide for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters.
64. Will comply with the requirements of 45 CFR Part 46 and DHS Management Directive 026-04, “Protection of Human Subjects,” before starting any work with human subjects. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B), prisoners (Subpart C), and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.
65. Will comply with the requirements of the National Environmental Policy Act (NEPA) (42 U.S.C. § 4331 et seq.), as amended, which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application.
66. Will comply with the requirements of section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or Local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44 CFR Part 63.
67. Will comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. § 4001 et seq.), as amended, which provides that no Federal agency shall provide financial assistance to acquire, modernize, or construct property in identified flood-prone communities unless the community participates in the National Flood Insurance Program and flood insurance is purchased within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.
68. Will comply with the requirements of E.O. 11990, which provides that Federally-funded construction and improvements must minimize the destruction, loss, or degradation of wetlands. The Executive Order provides that, in furtherance of section 101(b)(3) of NEPA (42 U.S.C. § 4331(b)(3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm

to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This requirement is codified at 44 CFR Part 9.

69. Will comply with the requirements of the “Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act),” which amends 18 U.S.C. §§ 175-175c. Among other things, the Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The Act also establishes restrictions on access to specified materials. “Restricted persons,” as defined by the Act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.
70. Will comply with provisions of the “Federal Funding Accountability and Transparency Act (FFATA)” (P.L. 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (P.L. 110-252), which require full disclosure to the public of entities or organizations receiving federal funds. As defined by the Office of Management and Budget, all new Federal awards of \$25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. The Transparency Act definition of “Federal awards” includes not only prime awards for grantees, cooperators, and contractors, but also awards to sub-recipients. If applicable, subrecipient must provide the following information on subrecipient letterhead within 30 days of receipt of this Agreement.
- a. Subawards greater than \$25,000:
    - i. Name of entity receiving award;
    - ii. Amount of award;
    - iii. Funding agency;
    - iv. The Catalog of Federal Domestic Assistance program number;
    - v. Award title (descriptive of the purpose of the funding action);
    - vi. Location of the entity and primary location of performance including city, state, and Congressional district;
    - vii. Dun & Bradstreet (D&B) DUNS Number of the entity, and its parent if applicable; and,
    - viii. Total compensation and names of top five executives (same thresholds as for prime recipients).
  - b. The Total compensation and names of the top five executives if:
    - i. 80% or more of annual gross revenues are from Federal awards (contracts, sub-contracts and Federal financial assistance), and \$25,000,000 or more in annual gross revenues from Federal awards; and,



- ii. Compensation information is not already available through reporting to the Securities and Exchange Commission.

- 71. Understands that failure to comply with any of these assurances may result in suspension, termination, or reduction of grant funds.
- 72. The undersigned represents that he/she is authorized by the above-named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C -- Form of Reimbursement Request

### REIMBURSEMENT REQUEST

\_\_\_\_\_, 2015

UASI Management Team  
711 Van Ness Avenue, Suite 420  
San Francisco, CA 94102

Re: FY 14 UASI Grant Reimbursement Request

Pursuant to Section 3.10 of the "Agreement between the City and County of San Francisco and the County of SONOMA for the Distribution of FY 2014 UASI Grant Funds" (the "Agreement"), dated NOVEMBER 1, 2014, between the County of SONOMA ("SONOMA") and the City and County of San Francisco, SONOMA hereby requests reimbursement as follows:

Total Amount of  
Reimbursement  
Requested in this  
Request:                   \$ \_\_\_\_\_

Maximum Amount of  
Funds Specified in  
Section 3.2 of the  
Agreement:               \$ \_\_\_\_\_

Total of All Funds  
Disbursed Prior to this  
Request:                   \$ \_\_\_\_\_

SONOMA certifies that:

- (a) The total amount of funds requested pursuant to this Reimbursement Request will be used to reimburse SONOMA for Authorized Expenditures, which expenditures are set forth on the attached Schedule 1, to which are attached true and correct copies of all required documentation of such expenditures.
- (b) After giving effect to the disbursement requested pursuant to this Reimbursement Request, the Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 3.2 of the Agreement, or the not to exceed amounts specified in Appendix A for specific projects and programs.

- (c) The representations, warranties and certifications made in the Agreement are true and correct in all material respects as if made on the date hereof, and SONOMA is in compliance with all Grant Assurances in Appendix B of the Agreement. Furthermore, by signing this report, SONOMA certifies to the best of their knowledge and belief that the report is true, complete and accurate and expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. SONOMA is aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject SONOMA to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise.
- (d) No Event of Default has occurred and is continuing.
- (e) The undersigned is an officer of SONOMA authorized to execute this Reimbursement Request on behalf of SONOMA.

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE 1 TO REQUEST FOR REIMBURSEMENT**

The following is an itemized list of Authorized Expenditures for which reimbursement is requested:

Project	Payee	Amount	Description	If final claim for project, check box
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

The following are attached as part of this Schedule 1 (Please check items that are applicable):

**Planning:**

- Invoice/Payroll Charges
- Payroll Register
- Cleared Check Payment
- Job Description
- Functional Timesheets
- Deliverables/Progress Reports

**Organization:**

- Invoice/Payroll Charges
- Payroll Register
- Cleared Check Payment
- Job Description
- Functional Timesheets
- Deliverables/Progress Reports

**Equipment:**

- Invoice
- Cleared Check Payment
- Purchase Order
- Packing Slip
- EHP Approval
- EOC Approval
- Watercraft or Aviation
- Sole Source
- Performance Bond
- Equipment Ledger (Please submit electronic copy to Grants Specialist)

**Training:**

- Invoice
- Cleared Check Payment
- Training Feedback Number
- EHP Approval
- Certificates/Proof of Participation
- Sign In Sheet
- Agenda

**Exercise:**

- Invoice
- Cleared Check Payment
- After Action Report
- EHP Approval
- Overtime Authorization

For inquiries/questions, please contact:

\_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Print Name



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 26  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors, County of Sonoma

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Fire and Emergency Services, County Administrator

**Staff Name and Phone Number:**

Al Terrell / 565-1152  
Bruce Goldstein / 565-6118  
Veronica Ferguson / 565-3784

**Supervisory District(s):**

All Districts

**Title:** Adopt Revised Sonoma County Operational Area Emergency Operations Plan, Resolutions Approving Standby Officer Designations for each member of the Board of Supervisors and Order of Succession for the Director of Emergency Services, and Amend Chapter 10 of the County Code.

**Recommended Actions:**

- 1) Adopt the revised version of the Sonoma County Operational Area Emergency Operations Plan;
- 2) Adopt a Resolution approving standby officer designations for each member of the Board of Supervisors;
- 3) Adopt a Resolution approving the order of succession for the Director of Emergency Services; and,
- 4) Adopt a Resolution introducing reading the title of, and waiving further reading of an ordinance Amending Chapter 10 of the Sonoma County Code.

**Executive Summary:**

The Fire & Emergency Services Department and the County Administrator's Office are presenting four items to improve our readiness and help ensure the continuity of government for the County of Sonoma and the Operational Area in the event of an emergency.

The first item for this Board's adoption is a revised version of the Sonoma County Operational Area Emergency Operations Plan (EOP). This nearly two-year revision process incorporated collaborative planning meetings with numerous County Departments, cities, special districts, and non-government organizations that represent our disaster response partners. During the process, staff used "best practices" compiled by the Federal Emergency Management Agency (FEMA), following the Six Step Planning Process for Emergency Operations Planning, and took guidance from Developing and Maintaining Emergency Operations Plans, Whole Community Approach to Emergency Management, Threat Hazard Identification and Risk Assessment (THIRA) and Chapter 7 of the Department of Justice ADA Best Practices Tool Kit for State and Local Government. This revision of the plan was reviewed by the Sonoma County Operational Area Emergency Coordinator's Forum and formally recommended for approval by the Sonoma County Operational Area Emergency Council.

The EOP's purpose is to establish policies and procedures, assign responsibilities, and define the emergency management organization for the Sonoma County Operational Area. The EOP outlines the structure, methods and tools to meet emergency management goals and objectives during both disaster and non-disaster times. The EOP is organized in three parts, General Information, Threat Summary and Assessments, and References, including a glossary and acronyms section. Hazard specific appendices dealing with contingencies for emergencies such as lower Russian River flooding, hazardous materials spills, oil spills, public health emergencies, weapons of mass destruction incidents and others are part of the overall emergency management planning continuum.

Revisions to the EOP were based on lessons learned from real world responses; improvement plans from workshops, drills, table top and functional exercises; new requirements from federal and state agencies; inclusion of people with disabilities and access and functional needs, development of County Department Operations Centers (DOC); new Memoranda of Understanding; reduced staffing to reflect current practices and updating our local threats, hazards and vulnerabilities, including adding assessments for the energy and agriculture sectors. Several clarifying figures were added to visually identify the relationships and plans between agencies and jurisdictions. In conjunction with the EOP, we have prepared an Emergency Operations Center (EOC) Staff Development Program to guide departments and personnel to formalize the training processes for the EOC. This program which was presented to the Department and Agency Heads Association at the August 29, 2014, meeting, will ensure that the policy and procedures in the revised EOP are institutionalized and remain ongoing. Together, these revisions make our EOP plan current and reflect the latest practices, processes and operations in emergency management.

Second, as authorized by Government Code section 8638, we are asking the Board to approve a Resolution appointing standby officers designated by each Board member. These individuals would be asked to fill the post in the event of an emergency in which a Board member becomes unavailable, until the Board member can return or until the election or appointment of a new Supervisor. This is a key component of our continuity of government planning to ensure the governing body will be able to continue to conduct business during an emergency.

Third, as authorized by Government Code section 8638 and Sonoma County Code section 10-5(h), we are asking the Board to approve a Resolution adopting an order of succession if the Director of Emergency Services (a position held by the County Administrator) becomes unavailable due to an emergency. The names/positions listed in the order of succession are recommended by the Director. The order of succession would take effect should the Director not be able to perform her duties in an emergency. This delegation would remain in effect until a new Director is appointed.

Finally, staff recommends that the Board adopt a Resolution introducing, reading the title of, and waiving further reading of an ordinance proposing amendments to Chapter 10, which is currently titled: Civil Defense and Disaster, of the County Code. This Chapter is intended to comply with the California Emergency Services Act, to help provide for the preparation and carrying out of plans for the protection of persons and property in the County in the event of an emergency. The proposed changes are mostly to make the Code consistent with changes to terms used in state law and to slightly modify the process to notify the Board when the Director changes her order of succession, eliminating the need for periodic notifications when there are no changes.

Staff recommends adopting the above.

<b>Prior Board Actions:</b>			
09/26/2006: Adoption of revised 2006 Sonoma County Operational Area Emergency Operations Plan			
<b>Strategic Plan Alignment</b> Goal 2: Economic and Environmental Stewardship			
The recommended actions support the conservation of vital resources necessary for the health, safety, and continued economic growth of the County and its citizens.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ -0-	County General Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	Fees/Other	\$ -0-
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
<b>Total Expenditure</b>	<b>\$ -0-</b>	<b>Total Sources</b>	<b>\$ -0-</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
No specific budget action is requested through this item.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
1) Resolution Adopting Revised EOP (A1); 2) Revised Emergency Operations Plan (A2); 3) Resolution Appointing Standby Officers - Board Members(A3) 4) Resolution Appointing Standby Officers - Director (A4) 5) Resolution of Ordinance 10 Amendments and Waiver of Reading (A5)			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Emergency Operations Center Staff Development Program; Chapter 10 Ordinance and Revisions			

S:\BOS AGENDA\Emergency Management\EOP\12-09-2014 FES EOP\_Revision\_summ.docm



# County of Sonoma

## State of California

---

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Santa Rosa, CA 95403

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4/5 Vote Required

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### **Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California Adopting The Revised 2014 Sonoma County Operational Area Emergency Operations Plan.**

**WHEREAS**, the Sonoma County Fire and Emergency Services Department is designated the lead agency for emergency management in the Sonoma County Operational Area, consisting of the unincorporated area, incorporated cities and special districts; and

**WHEREAS**, they are responsible for developing and maintaining the Sonoma County Operational Area Emergency Operations Plan; and

**WHEREAS**, the purpose of the EOP is to facilitate multi-agency and multi-jurisdictional coordination during emergency operations, particularly between Sonoma County and local governments, including, special districts, as well as state and Federal agencies; and

**WHEREAS**, they conducted planning meetings and incorporated revisions from numerous disaster response partners from throughout the Sonoma County Operational Area, including consideration of the Federal Emergency Management Agency's Whole Community planning concepts and residents with disabilities and others with access and functional needs; and

**WHEREAS**, the Sonoma County Operational Area Emergency Council has approved said revision and updates at their May 14, 2014 meeting and recommended to present it to the Board of Supervisors for adoption; and

**WHEREAS**, the last revision of this plan was in 2006.



Resolution #  
Date: December 9, 2014  
Page 2

**NOW, THEREFORE BE IT RESOLVED** that the Sonoma County Board of Supervisors adopt the 2014 revision of the Sonoma County Operational Area Emergency Operations Plan (EOP).

**APPROVED AND ADOPTED** by the Board this 9<sup>th</sup> day of December, 2014.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes	Absent:	Abstain:

**So Ordered.**

# Sonoma County / Operational Area Emergency Operations Plan

October 2014



**DRAFT**



Sonoma County Fire and Emergency Services Department  
2300 County Center Drive, Suite 220B  
Santa Rosa, CA 95403

707/565-1152  
707/565-1172 (fax)

[www.sonomacounty.ca.gov](http://www.sonomacounty.ca.gov)



# Emergency Operations Plan

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Pictures on the cover:

Top Left - Two swift water rescue technicians assisting a man to safety from his flooded vehicle during the New Years Flood of 2005/2006.

Center – Santa Rosa Court House damage after the 1906 Earthquake.

Bottom Right – 2013 House Fire on Montgomery Lane in Camp Meeker.

# PART ONE - GENERAL INFORMATION

## INTRODUCTION TO THE PLAN

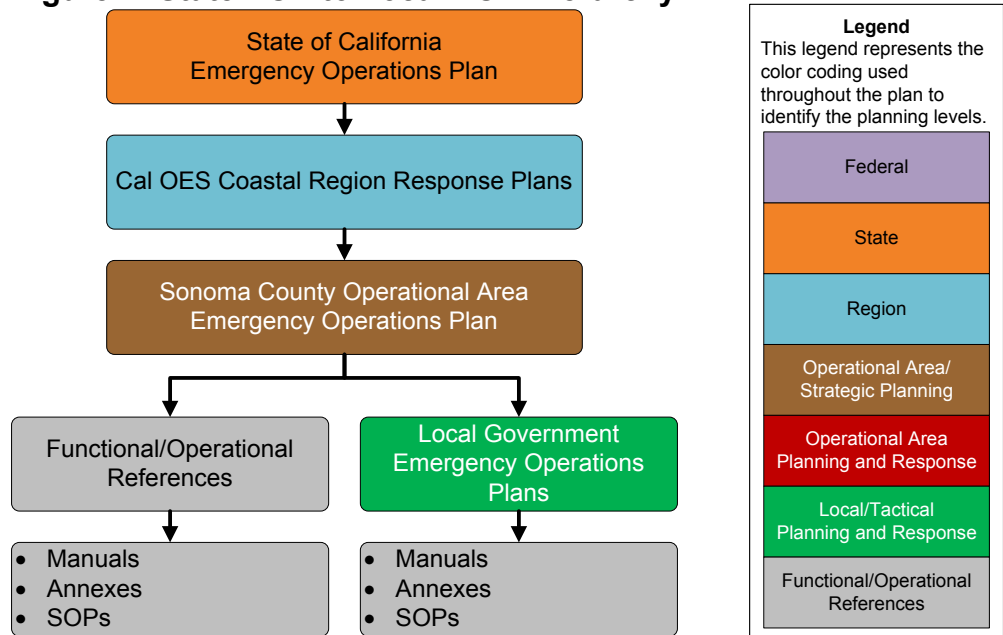
The Sonoma County/Operational Area Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with large-scale disasters affecting the Sonoma County Operational Area. The Sonoma County Operational Area (Sonoma County Op Area) consists of the cities, special districts and the unincorporated areas of the County. This plan is not intended to address the normal day-to-day emergency or well-established emergency procedures.

This plan accomplishes the following:

- ◆ Establishes the emergency management organization necessary for response to any significant emergency or disaster affecting the Sonoma County Op Area.
- ◆ Establishes the overall operational concepts associated with the management of emergencies.
- ◆ Provides a flexible platform for planning and response to all hazards and emergencies that are likely to impact Sonoma County. The EOP is adaptable for disasters such as earthquake, wildland/urban interface fires, floods, landslides, health emergencies, and other situations outlined in Part Two; Threat Summary and Assessments. The Sonoma County Op Area EOP also has Hazard Specific Appendices dealing with contingencies for emergencies such as Hazardous Materials Spills, Oils Spills, Public Health Emergencies, Weapons of Mass Destruction (WMD) incidents and others.

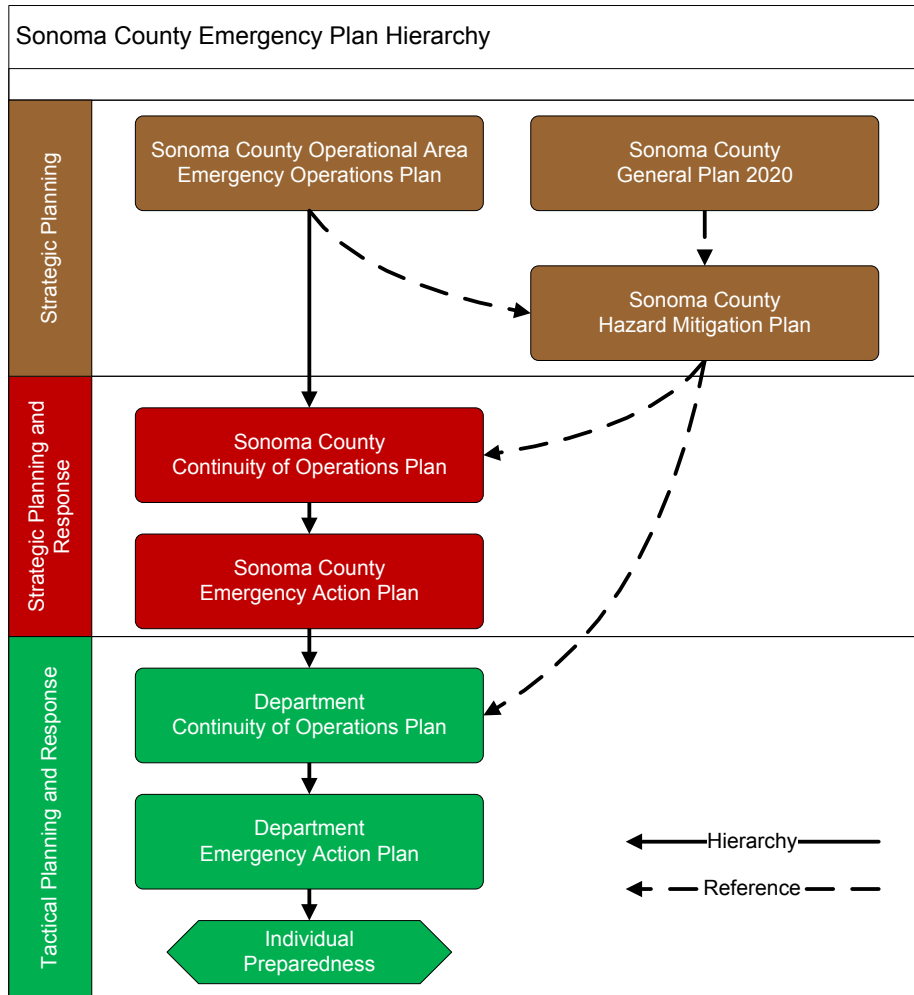
This plan is designed to establish the implementation of the Standardized Emergency Management System (SEMS) for the Sonoma County Op Area and has been revised to comply with components of the National Incident Management System (NIMS). In disaster situations, emergency management and homeland security operations start at the local level and expand to include Federal, state, regional and private sector assets as the affected jurisdictions requires additional resources and capabilities. The purpose of this plan is to facilitate multi-agency and multi-jurisdictional coordination during emergency operations, particularly between Sonoma County and local governments, including, special districts as well as state and Federal agencies.

**Figure 1: State EOP to Local EOP Hierarchy**



This document serves as a planning reference. Departments within the County of Sonoma and other agencies that have roles and responsibilities identified by this plan are encouraged to develop department operations plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of this plan.

This document serves as the legal and conceptual framework for emergency management in the Sonoma County Op Area. There are a number of separately published documents that support this plan (Figure 5). These supporting references further describe the operational or functional response to particular threats and the responsibilities of specific emergency response disciplines. These references contain checklists and other resource material designed to provide users with the basic considerations and actions necessary for effective emergency response for the specific hazard or function.



The Sonoma County Operational Area utilizes an “all hazards” and “whole community” approach to develop emergency plans and to make all emergency planning, programs, and services equally accessible to individuals with Access and Functional Needs, At Risk Populations, and individuals protected under the Americans with Disabilities Act in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). For the purposes of this document, individuals in these groups are referred to as “residents with disabilities and others with access and functional needs.” Residents with disabilities and others with access and functional needs are considered to be those who may need assistance with communication, maintaining health, independence, support and safety, or transportation including, but not limited to: elderly, children, homeless or living in a non-traditional environment, individuals with physical or mental disabilities, non

or limited English speakers, individuals with limited or no access to mass media, visitors and tourists, or other groups.

This plan is divided into the following parts:

**Part 1 – General Information**

The "basic plan" describes the emergency management organization, and its roles, responsibilities, and operational concepts.

**Part 2 – Threat Summaries and Assessments**

A general description of the Sonoma County Operational Area and a brief analysis of hazards and how they might affect the Operational Area.

**Part 3 – References**

A reference section containing copies of agreements and memorandums of understanding (MOU), glossary and a list of acronyms and abbreviations used in the plan.

**Emergency Operation Plan Revision Process**

In order to develop a comprehensive plan, the Sonoma County Operational Area utilized guidance from Developing and Maintaining Emergency Operations Plans (Nov 2010), Whole Community Approach to Emergency Management (Dec 2011) and Chapter 7 of the Department of Justice’s ADA Best Practices Tool Kit for State and Local Government. A six step planning process was used in the development of this revision to the EOP (Figure 3).

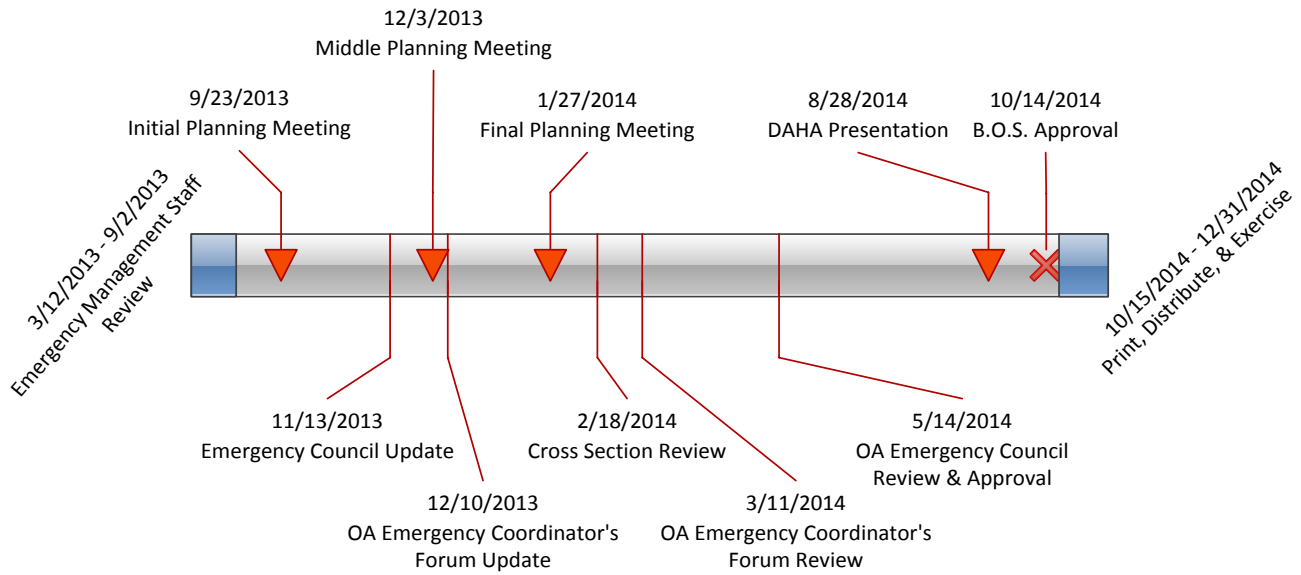
**Figure 3: Six Step Planning Process**



To ensure all stakeholders within Sonoma County Operational Area have been incorporated into this revision, Sonoma County Fire & Emergency Services Department hosted and/or attended the following meetings throughout the revision process.



**Figure 4: Emergency Operations Plan Revision Timeline**



The primary planning team consisted of, but was not limited to:

- |  |  |
|--|--|
| American Red Cross (ARC)                                 | Sonoma County Auditor, Controller, Treasurer, Tax Collector    |
| Auxiliary Communications Services (ACS)                  | Sonoma County Counsel  |
| California Army National Guard (CNG)                     | Sonoma County Department of Health Services                    |
| California Highway Patrol (CHP)                          | Sonoma County Fire and Emergency Services Department (FES)     |
| California Office of Emergency Services (Cal OES)        | Sonoma County General Services Department                      |
| City of Cloverdale                                       | Sonoma County Human Services Department                        |
| City of Cotati   | Sonoma County Junior College District (SRJC)                   |
| City of Healdsburg                                       | Sonoma County Office of Education (SCOE)                       |
| City of Petaluma   | Sonoma County Permit and Resource Management Department (PRMD) |
| City of Rohnert Park                                     | Sonoma County Sheriff's Office                                 |
| City of Santa Rosa                                       | Sonoma County Transportation and Public Works Department (TPW) |
| City of Sebastopol                                       | Sonoma County Water Agency (SCWA)                              |
| City of Sonoma   | Sonoma State University District (SSU)                         |
| Civil Air Patrol (CAP)                                   | Town of Windsor  |
| Disaster Preparedness for Vulnerable Populations (DP4VP) | Volunteer Center of Sonoma County/2-1-1 Sonoma County (211)    |
| Redwood Empire Schools Insurance Group (RESIG)           |  |
| Sonoma County Administrator's Office                     |  |

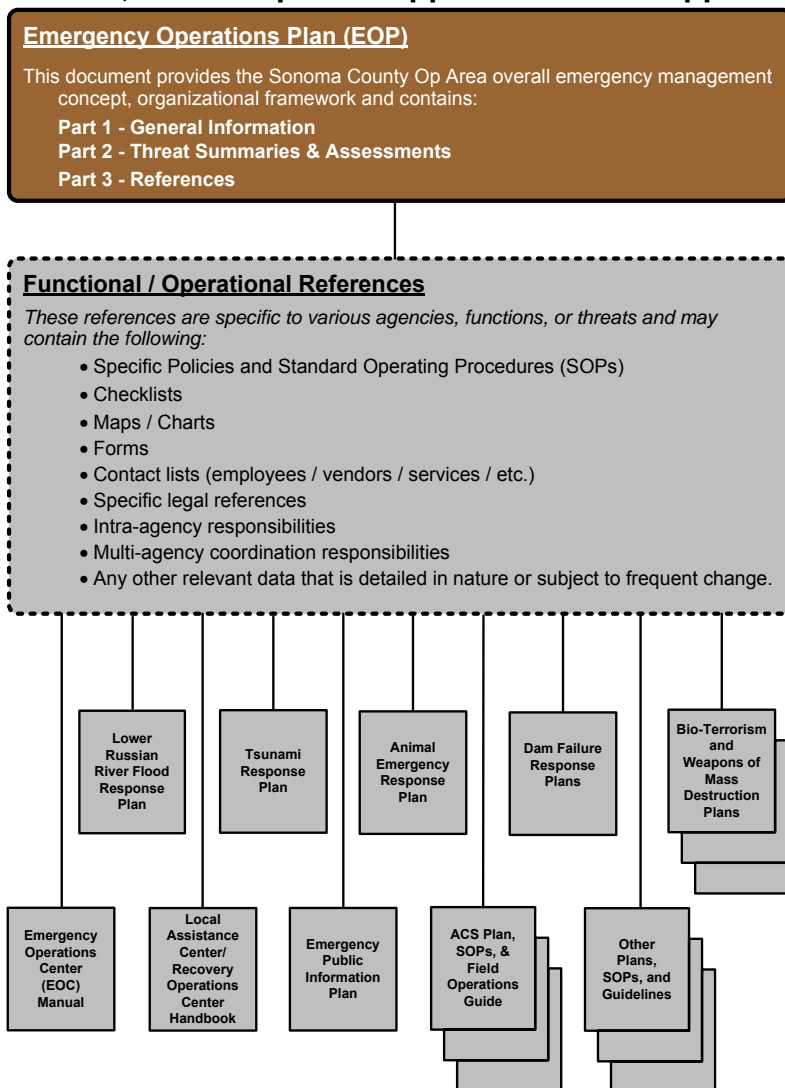
Input from Operational Area partners, non-governmental organizations, non-profit groups and representatives from assorted other groups have also been incorporated into this plan.

### Emergency Operations Plan Maintenance

Periodically, the entire EOP will be reviewed, updated, published, and distributed. As the lead agency for coordinating planning, the Sonoma County Fire & Emergency Services Department is responsible to maintain the EOP, the EOP’s Annexes, revision and documentation. This includes, but is not limited to ensuring plans are inclusive of the whole community and integrate all public and private partners, to include residents with disabilities and others with access and functional needs. Secondary agencies with planning responsibilities will be identified within each annex as updates occur. Secondary planning responsibilities will be assigned according to the functionality of the annex. For example, logistics is a function managed by the Sonoma County General Services Department during emergency operations; therefore General Services will be the secondary lead planning agency responsible for maintaining the Logistics Annex.

This plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Those agencies having assigned responsibilities under this plan are obligated to inform the Sonoma County Fire & Emergency Services Department when changes need to be made.

**Figure 5: Basic Plan, Hazard Specific Appendices and Supporting References**



## **PURPOSE, GOALS, OBJECTIVES AND ASSUMPTIONS**

### **Purpose**

This EOP establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the Sonoma County Op Area. It provides information on the Sonoma County Op Area's emergency management structure, how the emergency management team is activated, and integration of functional and operational references.

### **Goals**

- Provide effective life safety measures and reduce property loss and damage to the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

### **Objectives**

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, terrorist attack, technological incidents and national security emergencies. To carry out its responsibilities, the emergency management organization will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to alert, warn, and inform the public.
- Disseminate damage information and other essential data.

### **Assumptions**

The following assumptions reflect the situations that must be considered to achieve effective emergency management in the Sonoma County Operational Area:

- All incidents are local.
- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, tribal governments and the private sector in the affected areas.
- Emergencies may result in casualties, fatalities and displace people from their homes.
- An emergency can result in property loss, interruption of essential public services, damage to basic infrastructure and significant harm to the environment.
- The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required.
- The political subdivisions of the county will mobilize to deliver emergency and essential services under all threats and emergencies.

- Mutual aid and other forms of assistance will be rendered within the Operational Area when impacted local jurisdictions exhaust or anticipate exhausting their resources.
- Individuals, community based organizations and businesses will offer services and support in time of disaster.
- County agencies and departments with regulatory oversight responsibilities will continue with their day-to-day roles during all phases of an emergency and will insert themselves into the organizational chain to support emergency management efforts.
- Neighboring Operational Areas will come to the Operational Area's aid through Mutual Aid requests, Joint Power Agreements and/or other mechanisms and agreements.
- The State will provide emergency assistance to the Operational Area when requested, in accordance with the State of California Emergency Operations Plan.
- The federal government will provide emergency assistance to the Operational Area when requested by the state of California in accordance with the National Response Framework (NRF).
- Federal state and Operational Area response and recovery operations will be mutually coordinated to ensure effective mobilization of resources to and in support of the impacted jurisdictions in accordance with the Sonoma County Emergency Operations Plan, dated August 2014.

## Local Governments

There are specific responsibilities identified in this EOP regarding local government response to disaster. The assumptions made regarding the expectations of local governments include:

- Local government entities (including cities, special districts, and tribal governments) will participate in the Sonoma County Op Area emergency management organization.
- Sonoma County Op Area agencies are primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and the environment.
- The Sonoma County Op Area will utilize Standardize Emergency Management System (SEMS) and National Incident Management System (NIMS) in emergency response and management operations.
- The Director of Emergency Services will coordinate the County's disaster response in conformance with the California Emergency Services Act, County Code Chapter 10, and Operational Area policies.
- The resources of the Sonoma County Op Area will be made available to local agencies and citizens to cope with disasters affecting this area.
- The Sonoma County Op Area will commit its resources to a reasonable degree before requesting mutual aid assistance. Mutual aid assistance will be requested when disaster response and recovery requirements exceed the Sonoma County Op Area's ability to meet them.
- Sonoma County Op Area agencies and personnel will receive sponsorship, authority, time, resources and funding to attend ongoing training.

## CONCEPT OF OPERATIONS

The emergency management organization in Sonoma County will identify potential threats to life, property and the environment and develop plans and procedures to protect those assets. These

plans and procedures will direct emergency response and recovery activities and will be validated by the conduct of actual responses or by exercising. The goal is to maintain a robust emergency management organization with strong collaborative ties among local, regional and state governments, community-based organizations and volunteers, special needs community, public service agencies, and the private sector under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) structure (See SEMS in this section).

The four emergency management phases listed below provide the structure to categorize governmental actions. Not every disaster necessarily includes all emergency management phases.

## **Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. Preparedness activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization regularly prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel assigned to the Emergency Operation Center should be familiar with these SOPs and checklists.

### Training and Exercising

Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Training requirements for each EOC position are outlined in the EOC Staff Development Plan (SDP). The SDP has been developed to provide structure and guidance to the EOC training program for the Sonoma County Op Area and its' partners. The SDP directly supports the Operational Area EOC by standardizing ICS/SEMS/NIMS training requirements and recommendations. Following the program will improve EOC staff effectiveness and confidence in delivering high quality service to the public even under the most difficult conditions. The program is based on initially identifying common skills and courses and working toward specific position training for all EOC functions.

The SDP follows the guidance established in the National Incident Management System Training Program and the Combined Training Matrix (2011-2012) developed by CAL OES. EOC Section Chiefs are expected to ensure each of their staff members attend and complete required EOC trainings outlined in the SDP. The Fire & Emergency Services Department will regularly review and update the courses and exercises that are considered part of the EOC SDP.

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will use in emergency situations.

Exercises will be conducted on a regular basis to maintain readiness and validate plans. Exercises will include as many Operational Area member jurisdictions as possible, focus on EOC functional areas as needed in order to develop or strengthen assorted capabilities, and incorporate participants from the whole community, to include residents with disabilities and others with access and functional needs. Following all major exercises, drills, and actual incidents, the Sonoma County Op Area requires that an After Action Report (AAR) and Improvement Plan (IP) be developed outlining areas for improvement of plans and systems. The Sonoma County Op Area has developed a Corrective Action Plan process that makes assignments for implementing improvements outlined in AARs. This system is a best practice and in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) and NIMS requirements.

The Sonoma County Fire & Emergency Services Department will inform County departments and Operational Area jurisdictions of training and exercise opportunities associated with emergency management. Training and exercise opportunities will be published and distributed quarterly in conjunction with each Emergency Coordinators' Forum and Emergency Council Meeting.

## **Response Phase**

### Pre-Emergency

When a disaster is imminent, actions are precautionary and emphasize protection of life. Typical responses might be:

- Activation of a local EOC.
- Information gathering and assessment of the emergency.
- Sharing information and consulting with local response partners.
- Alerting necessary agencies, placing critical resources and personnel on stand-by.
- Advising threatened populations of the emergency and apprising them of safety actions to be taken.
- Identifying the need for requesting mutual aid.

### Emergency Response

During this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

- Evacuation of threatened populations to safe areas.
- Proclamation of a Local Emergency by local authorities.
- Requesting mutual aid.

### Sustained Emergency

In addition to continuing life safety and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated.

## **Recovery Phase**

At the onset of an emergency, actions should be taken to enhance the effectiveness of recovery operations. The recovery phase is both short-term activities intended to restore vital lifeline systems and long-term activities designed to return infrastructure systems to pre-disaster conditions. The recovery phase may also include cost recovery activities.

The recovery period has major objectives which may overlap, including:

- Reinstatement of family autonomy.
- Provision of essential public services.

- Permanent restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.
- Coordination with State and Federal governments offering private and public assistance.

## **Mitigation Phase**

Mitigation efforts can occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the Sonoma County Op Area that are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinances, building codes and enforcement, etc.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Hazard mitigation planning.

See the Sonoma County Hazard Mitigation Plan for additional information on mitigation efforts and priorities in the county.

## **PRIVATE SECTOR RESPONSIBILITIES**

### **Sonoma County Residents**

Residents of Sonoma County play an important role in emergency management by ensuring that their families are prepared for disasters. This plan assumes that many of our residents have made the appropriate and necessary preparations for disaster, lessening the burden on the emergency management organization.

It is recommended that all residents prepare for disaster by taking first aid and CPR training, maintaining disaster supplies of food and water, safekeeping personal documentation consisting of, but not limited to, personal identification and individual medical records. These actions will better prepare residents to evacuate or shelter-in-place for several days. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.

Many local government agencies have individual, family and community preparedness initiatives. Residents may participate in the disaster response by joining disaster volunteer programs such as American Red Cross (ARC), Auxiliary Communications Service (ACS), Sonoma County Sheriff's Search & Rescue, or by forming a local Community Emergency Response Team (CERT). During an emergency, residents should monitor emergency alert and warnings and carefully follow directions from authorities. By being prepared, residents can increase their safety for their family, their community and reduce demands on first responders and the emergency management organization.



Additional preparedness information, resources and assorted training opportunities can be found on the Sonoma County Fire and Emergency Services Department website.

The County encourages members of the public with complaints regarding access to a facility, program or service to attempt to informally resolve those complaints or file a grievance with the County ADA Coordinator.

## **Businesses**

Much of the county's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Businesses that handle hazardous materials in Sonoma County are required to file a Hazardous Materials Business Plan (HMBP) and Risk Management Plans to Certified Unified Program Agencies (CUPAs). The California Health & Safety Code (Division 20, Chapter 6.95) defines a hazardous material as "any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and the environment if released into the workplace or the environment." Common hazardous materials include new and used oil, gasoline, diesel fuel, propane, antifreeze, solvents, etc.

The Hazardous Materials (HazMat) Division in the Sonoma County Fire & Emergency Services Department has the responsibility for the County's Certified Unified Program Agency (CUPA) Programs. There are three other CUPA agencies in Sonoma County which regulate facilities in their communities: Santa Rosa Fire Department, Petaluma Fire Department and Healdsburg Fire Department, which regulates facilities within Sebastopol and Healdsburg through a Joint Powers Agreement.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shut-down procedures.
- A company command post.
- Alternate work sites.



- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

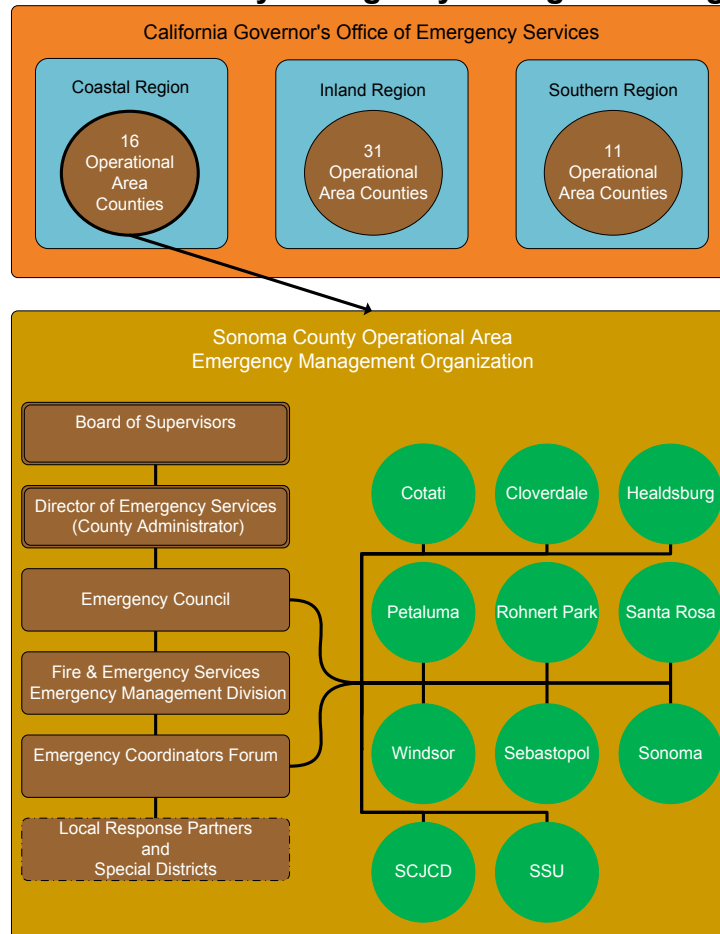
**Business Operations Centers:** This plan promotes the use of business operations centers to enhance public and private coordination. State and local governments can effectively coordinate with businesses by establishing a business operations center that is linked to an existing emergency operations center.

## PUBLIC SECTOR ORGANIZATION AND RESPONSIBILITIES

### Sonoma County/Operational Area Emergency Management Organization

The County of Sonoma, functions as both the County government and Operational Area, has defined specific roles and responsibilities to respond to disasters and perform emergency management. These roles and responsibility outlined in this EOP and are part of the Sonoma County Operational Area Emergency Management Organization. The Emergency Management Organization consists of the Board of Supervisors, a Director of Emergency Services, the Emergency Management Division of the Sonoma County Fire & Emergency Services Department, Emergency Council, Emergency Coordinators Forum and various local response partners and special districts (Figure 6). These levels are described in detail below.

**Figure 6: Sonoma County Emergency Management Organization**



The County Board of Supervisors is the governing authority acting as the policy group for all emergency management activities in the Sonoma County Op Area. As the governing authority, they have established specific ordinances and agreements to conduct effective emergency management in the Op Area, in both disaster and non-disaster circumstances. Key roles and responsibilities to accomplish this effort are identified in County Code Chapter 10, the Operational Area Agreement, this plan and other operational plans and annexes.

County departments all have responsibilities to prepare and plan for and respond to disaster situations and how they affect their department and mission. All departments have defined their essential functions in their Continuity of Operations (COOP) plan and determined their immediate priorities post incident. Many County departments have a direct response role to the disaster, or a support role in staffing specific positions in the EOC or their Department Operations Center (DOC). Departments play a critical role in the recovery phase of the disaster by providing resources and services to the public and facilitating the process of returning to normal.

The County Administrator serves as the Director of Emergency Services and will direct the Sonoma County Op Area's emergency management organization, including emergency response and recovery. Pursuant to Chapter 10, Section 1-5 of the Sonoma County Code, the Director of Emergency Services is responsible to the Board of Supervisors for implementing the Sonoma County Op Area Emergency Operations Plan.

In a large scale disaster, the Director of Emergency Services accomplishes these responsibilities by activating, staffing and managing the County/Op Area EOC. See Sonoma County/Operational Area Emergency Operations Center Staffing Chart (Figure 17). The Director of Emergency Services is supported by the emergency management organization and has overall responsibility for:

- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall emergency management operations
- Obtaining support for the Sonoma County Op Area and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate mitigations
- Collecting, evaluating and sharing damage assessment and other essential information

The EOC staffing by County departments and agencies is shown in the Emergency Operations Center Staffing Matrix (Figure 18).

## **Sonoma County Operational Area Emergency Management**

County Code Chapter 10 identifies the lead agency for local emergency management efforts, as the Emergency Management Division of the Fire & Emergency Services Department. The Emergency Management Division consists of an Emergency Manager, Emergency Coordinators, an Urban Area Securities Initiative (UASI) Program Manager, a Chief Radio Operator and Auxiliary Communications Service volunteers.

During non-emergency times, Emergency Management personnel maintain the Op Area EOC in a constant state of readiness; coordinate planning and training efforts of the participating members of the emergency management organization, including regional projects through CAL OES and the Bay Area UASI; and ensure County owned emergency management and amateur band emergency

communications systems are functioning by regular testing and evaluation. Emergency Management is available to monitor and respond to emergencies on a 24/7 basis through Sonoma County Sheriff's Dispatch or the County Fire Duty Officer.

Additionally, Emergency Management personnel coordinate, manage and submit emergency preparedness grants through the Federal Emergency Management Agency (FEMA). Past grants that have provided funds to the County Op Area include; Emergency Management Performance Grants (EMPG), State Homeland Security Grant Program (SHSGP), Urban Area Securities Initiative (UASI), Buffer Zone Protection Program (BZPP), and in coordination with the Sonoma County Community Development Commission, funding for Hazard Mitigation Programs (HMP), including Severe Repetitive Loss (SRL) and Flood Mitigation Assistance (FMA) grants. Since 2000, these grants have provided funding for over \$20 million to first responder agencies and specific hazard mitigation projects.

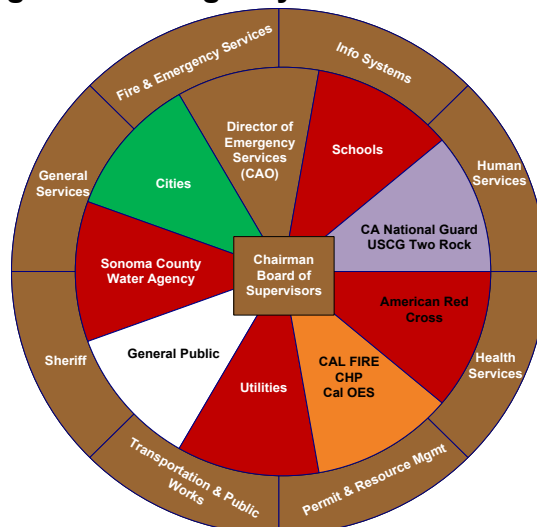
Many of the other ways the Emergency Management Division performs these emergency management organizational functions locally, regionally and at the state level are outlined below.

### Sonoma County Operational Area Emergency Council

The purpose of the Sonoma County/Operational Area Emergency Council is to meet state requirements to establish a local disaster council and authorize rules and regulations for dealing with local emergencies. Pursuant to Chapter 10, Sections 10-7 and 10-8 of the Sonoma County Code, the Sonoma County/Operational Area Emergency Council is empowered to study, revise, and recommend to the Board of Supervisors for adoption, the County's emergency operations plan. The Emergency Council serves as the local Citizen Corps Council, and reviews and recommends action upon all proposed mutual aid agreements for the Operational Area. The Emergency Council may recommend resolutions, rules and regulations necessary to implement the County's emergency operations plan or any mutual aid agreement entered into pursuant to such plan.

The Emergency Council meets twice a year with membership consisting of: the Chair of the Board of Supervisors, the Director of Emergency Services, the Sheriff, various Directors of County Departments, a representative from each of the incorporated cities and/or Joint Powers Authority (JPA) jurisdictions, public utilities, public schools, the general public, American Red Cross, the U.S. Coast Guard, Governor's Office of Emergency Services, California Department of Forestry & Fire Protection, California Highway Patrol, and the California National Guard (Figure 7).

**Figure 7: Emergency Council Members**



## Operational Area Agreements

Due to the potential for a major catastrophe such as an earthquake, flood, fire or other natural or man-made disaster which could cause all governmental entities within Sonoma County to share resources and information with each other and with the State of California, the incorporated cities and special districts within Sonoma County have agreed to participate in the Sonoma County Operational Area Emergency Management Organization through a Joint Powers Authority (JPA). In order to ensure an intermediate level of organization, cooperation and planning between public and private entities within the Sonoma County boundaries each participant has agreed to the following:

- To participate in the Sonoma County Op Area Emergency Coordinator's Forum
- To share and disseminate disaster intelligence to the Sonoma County Op Area EOC
- To train and exercise personnel as needed to apply effective disaster management within their own jurisdiction
- To exchange resource requests between the cities and the Sonoma County Op Area
- To designate a representative who is authorized to speak on behalf of the party at the Sonoma County Op Area Emergency Council

In accordance with the Standardized Emergency Management System and our local JPA, when a disaster occurs, the Sonoma County Op Area Emergency Management Organization assumes overall responsibility for coordinating and supporting emergency operations within the County/Op Area. When one of the city or jurisdictional EOCs activate and request Op Area EOC support, or two or more city or jurisdictional EOCs are activated, this would prompt the activation of the Sonoma County Op Area EOC. The Op Area EOC then becomes the focal point for information sharing and support requests by cities within the County. The Op Area EOC administers mutual aid requests for all fire, law, EMS, public works, emergency managers or other mutual aid through OES Mutual Aid Region II.

The entire JPA can be found in the legal references portion of this plan.

## Sonoma County Operational Area Emergency Coordinators Forum

The Sonoma County/Operational Area's Emergency Coordinators Forum is a working group hosted by Sonoma County Fire & Emergency Services and composed of representatives from each of the cities, various county departments, state agencies, special districts, utilities, and disaster response and recovery related agencies. The group meets quarterly to discuss and coordinate emergency management, preparedness, training and disaster recovery-related issues.

## Regional Emergency Management

The Sonoma County Op Area is within OES Mutual Aid Region II and the OES Coastal Administrative Region. The primary mission of Coastal Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law, non-fire, and non-health Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The Coastal Region has assigned an Emergency Services Coordinator to represent their agency to coordinate and participate in the Sonoma County Op Area emergency management activities. The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

In accordance with the Standardized Emergency Management System, CAL OES Coastal Region meets and coordinates with local emergency management agencies on a regular basis by hosting the

Mutual Aid Regional Assistance Committee (MARAC). The Fire & Emergency Services Emergency Management Division represents the Sonoma County Op Area at these meetings.

The Bay Area Urban Areas Security Initiative (UASI) program sustains and improves the region's capacity to prevent, protect against, respond to, and recover from terrorist incidents and catastrophic events. Sonoma County actively participates in the governance of the Bay Area UASI program through membership in its Approval Authority and Advisory Group.

Bay Area UASI is an established forum for collaborating and coordinating with all other Bay Area Operational Areas. Regional working groups are in place to address Interoperable Communications, Risk Management and Information Sharing, Medical and Health Preparedness, Regional Catastrophic Preparedness Grant Program (RCPGP), Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE), and Training and Exercise. Participation in Bay Area UASI also includes administering grant funding received from the Homeland Security Grant Program (HSGP) through the Federal Emergency Management Agency (FEMA).

The Bay Area UASI's North Bay Hub includes the Operational Areas of Marin County, Sonoma County, Napa County, and Solano County. The hub provides its members with an invaluable opportunity to develop and maintain ties with its neighboring Operational Areas.

## **State Emergency Management**

The Governor has delegated to OES and its Administrative and Mutual Aid Regions, the coordination of statewide emergency management and response operations during disaster and non-disaster periods.

The state emergency management response operates out of the State Operations Center (SOC). The OES Director, assisted by State agency directors and their staffs will staff the State Operations Center. They determine emergency management priorities and tasks. They coordinate state resources in response to requests from the regional level and coordinate mutual aid among the mutual aid regions and between the regional level and state level. The SOC serves as the coordination and communication link between the state and the federal emergency response system. They may request assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinate with the Federal Emergency Management Agency (FEMA) when federal assistance is requested.

## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM**

### **General**

As a result of the 1991 East Bay Hills Fire in Oakland, Senate Bill 1841 creating the Standardized Emergency Management Systems became law on January 1, 1993. The intent of this law, is to improve the coordination of state and local emergency response in California. SEMS is required by the Government Code §8607.

SEMS is designed to be flexible and adaptable to the varied emergencies that can occur in California, and to meet the emergency management needs of all responders. SEMS consists of five organizational levels that are activated as necessary: field response, local government, Operational Area, regional and state.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS) and multi-agency or inter-agency coordination. Local

governments must use SEMS to be eligible for reimbursement of their personnel-related costs under state disaster assistance programs, identified in CCR, Title 19, §2920, §2935, and §2930.

### **Local Government Level in SEMS**

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government entity under SEMS is a city, county, school district, special district or tribal government. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations, §2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under Government Code Section 6500 et seq. of the Code.

Cities maintain and control first responders and are responsible for emergency response within their boundaries. Some cities contract for selected municipal services from other agencies. In larger events, cities may support their emergency response efforts by opening their Emergency Operations Center (EOC).

All local governments are responsible for coordinating with other local governments, to their field responders and with the Operational Area. When requested, local governments are expected to provide mutual aid within their capabilities.

Special districts are primarily responsible during emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

The County of Sonoma assumes the dual responsibility of acting as the local government entity in the unincorporated area as well as the Operational Area in the intermediate level of the state's emergency services organization.

### **SEMS Requirements for Local Governments**

The County of Sonoma will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

1. Use SEMS when a local emergency is declared or proclaimed, or the local government or Op Area EOC is activated.
2. Establish coordination and communication with field incident commanders as necessary, through either local government EOCs, Departmental Operating Centers (DOCs) to the Op Area EOC, or directly to the Op Area EOC, when activated.
3. Use existing mutual aid systems for coordinating fire, law enforcement, EMS, and other resources.
4. Establish coordination communication and information sharing between the local government EOC when activated, to the Op Area's EOC, and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government-level emergency response activities.



The requirement to use SEMS includes fulfilling the management and coordination role of local government and providing for the five essential SEMS functions of management, operations, planning, logistics and finance/administration.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

In response to the September 11<sup>th</sup> 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon and Flight 93, President George W. Bush issued Homeland Security Presidential Directive-5. Released on February 28, 2003, HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). In September 2004, Department of Homeland Security (DHS) Secretary Tom Ridge sent a policy letter to all state Governors outlining the content and implementation strategy for NIMS. All states and political subdivisions were required to adopt and implement NIMS by September 2008. The Sonoma County Op Area adopted NIMS in September 2006. HSPD-5 requires Federal Departments and agencies to make adoption of NIMS by State and local organizations a condition for Federal preparedness assistance. NIMS includes the following components:

- Command and Management, including the Incident Command System (ICS)
- Communications and Information Management
- Preparedness
- Resource Management
- Supporting Technologies
- Joint Information System (JIS)
- NIMS Management and Maintenance

NIMS is based in part on the California SEMS model. In February 2005, through Executive Order S-2-05, California Governor Arnold Schwarzenegger ordered Cal OES to provide guidance to counties, cities, and all response agencies on how to modify SEMS to comply with the requirements of NIMS. Sonoma County will continue to follow guidance from Cal OES as it is developed.

## **NIMS Data Collection Tool**

Sonoma County Fire & Emergency Services is designated by Cal OES as the principal coordinator within the Operational Area for the NIMS Data Collection Tool. The NIMS Data Collection Tool is a self-assessment instrument developed by the Federal Emergency Management Agency (FEMA) and designed for the emergency management community for State, territorial, tribal, local governments to evaluate and report their jurisdiction's achievement of all NIMS implementation activities released since 2004. The NIMS Data Collection Tool was developed to assist the nation's emergency management community to comply with the NIMS requirements, as determined by the National Integration Center (NIC).

## **Sonoma County Op Area Responsibilities under SEMS & NIMS**

Under SEMS, the operational area means an intermediate level of the state's emergency services organization which encompasses the county and all political subdivisions located within the geographical borders of the county. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and the regional level.

The implementation of SEMS & NIMS is a cooperative effort of all departments and agencies within the County, cities, and special districts that have an emergency response role. The Fire & Emergency Services Department - Emergency Management Division has the lead responsibility for SEMS & NIMS implementation and planning with responsibilities for:

- Communicating information within the County/Op Area on SEMS & NIMS requirements and guidelines
- Coordinating SEMS & NIMS training and development among departments and agencies
- Institutionalizing the Incident Command System (ICS) into the EOP and response plans
- Completing a National Incident Management System Capability Assessment Support Tool (NIMS Data Collection Tool) baseline survey and submit to Cal OES & DHS (completed April 2006)
- Completing and maintaining the local NIMS Data Collection Tool
- Incorporating NIMS requirements into the EOP and County Code when necessary, including adoption by the County Board of Supervisors
- Identification of all departments and agencies involved in field level response
- Identification of departments and agencies with Department Operations Centers (DOC)
- Coordinating with local governments, County/Op Area and volunteer and private agencies on development and implementation of SEMS & NIMS
- Identification of special districts that operate or provide services within the County/Op Area. Determining the emergency role of these districts and making provisions for coordination during emergencies
- Identification of local volunteer and private agencies that have an emergency response role. Determining their emergency role and making provisions for coordination during emergencies

All local government, County/Op Area staff who may work in the EOC, in a Department Operations Center (DOC) or at the field level will receive appropriate ICS/SEMS/NIMS training as recommended by the Department of Homeland Security. New County personnel receive ICS/SEMS/NIMS awareness training as part of their new employee orientation. To validate preparedness and planning efforts, local governments will develop an exercise program that provides periodic exercises for EOC and DOC personnel under ICS/SEMS/NIMS guidelines.

Members of the Sonoma County Operational Area Emergency Coordinators' Forum are responsible for the overall documentation of ICS/SEMS/NIMS training in the cities and special districts. Under the guidance issued by the Governor's Office of Emergency Services, NIMS training and self-certification of personnel is the responsibility of individual Law, Fire, EMS, Public Works and other agencies.

### **National Response Framework Integration with the Emergency Operations Plan**

The National Response Framework (NRF) is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities across the Nation. The NRF describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters.

NIMS provides the incident management basis for the NRF and defines standard command and management structures. Standardizing national response doctrine on NIMS provides a consistent, nationwide template to enable the whole community to work together to prevent, protect against,



mitigate, respond to, and recover from the effects of incidents regardless of cause, size, location, or complexity.

The NRF is built upon the premise that incidents are typically handled at the lowest jurisdictional level. In the vast majority of incidents, State, local resources and intrastate mutual aid will provide the first line of emergency response and incident management support. When State resources and capabilities are overwhelmed, Governors may request Federal assistance. The NRF provides the framework for Federal interaction with State, local, tribal, private sector and nongovernmental entities in the context of domestic incident management to ensure timely and effective Federal support. The NRF effectively ties federal response efforts into California SEMS and assures that local control and unified command are honored in their response.

The NIMS concepts of multi-agency coordination and unified command are described in the command and management component of NIMS. These two concepts are essential to effective response operations because they address the importance of: (1) developing a single set of objectives; (2) using a collective, strategic approach; (3) improving information flow and coordination; (4) creating a common understanding of joint priorities and limitations; (5) ensuring that no agency's legal authorities are compromised or neglected; and (6) optimizing the combined efforts of all participants under a single plan.

## **INCIDENT COMMAND SYSTEM ELEMENTS WITHIN SEMS**

The five essential ICS functions in SEMS and NIMS are identified as 'Sections' in the EOC. All other functions are organized as branches, groups or units within these sections. The types of functions and their relationship to one another will depend upon jurisdictional and agency responsibilities and the size and nature of the incident.

### **Organization Flexibility - Modular Organization**

In a modular organization, only functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization. When necessary, the higher element can make a determination to add a branch, group or unit to perform the functions required.

### **Management of Personnel - Hierarchy of Command and Span-of-Control**

Management of personnel within the EOC will be accomplished through the assignment of Section Chiefs for Operations, Planning, Logistics and Finance/Administration functions. Section Chiefs will report to the EOC Director. They are responsible for:

- Overseeing the internal functioning of their section, and
- Adding and/or demobilizing elements to the modular organization as determined by workloads, response needs and priorities, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization, and
- Contributing and supporting the creation and implementing the objectives of the EOC Action Plan.

### **Multi-Agency Coordination**

Multi-agency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multi-agency coordination occurs across the different

disciplines involved in incident management, across jurisdictional lines or across levels of government. Multi-agency coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications
- Guaranteeing jurisdictional/agencies objectives are not compromised

Multi-agency emergency response is coordinated at the EOC through:

- Representatives from County departments and agencies
- Representatives from outside agencies, including cities, special districts, volunteer agencies and private organizations

The Sonoma County Op Area EOC functions as the Multi-Agency Coordination Center (MACC) for most disaster incidents and will facilitate liaisons from local, state, and Federal agencies as needed. Coordination with agencies not represented in the EOC may be accomplished via in-person meetings, such as cooperator briefings, or through various communications systems such as telephone, fax, radio and computer networks.

## **EOC Action Plans**

At local, Operational Area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement over a specified time frame, referred to as an “Operational Period”. Action plans give direction, and provide a basis for measuring achievement of objectives and overall system performance.

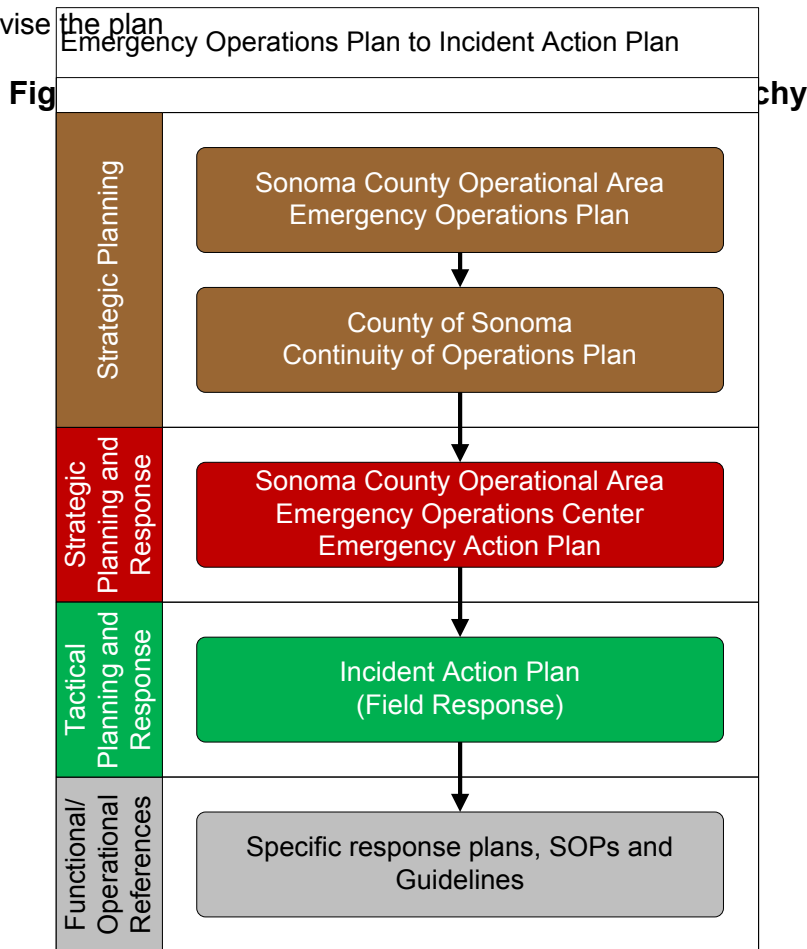
Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of priorities and objectives, tasks and personnel assignments
- The EOC Director and other EOC elements, special district representatives and other agency representatives, as needed. The Planning Section Chief and the Op Area Emergency Manager develop the action plan and facilitate the action planning meetings
- Developing a plan for a specified operational period that may range from a few hours to 24 hours or longer, according to the objectives. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC personnel in implementing the priority actions. See also Sonoma County Op Area EOC Planning Section Checklists.

An Incident Action Plan is focused on operations and tactics related specifically to the field response. An EOC Action Plan is designed to support field operations through mutual aid, logistics requests, long term and recovery planning and providing public alert and warning.

Action planning is a five step process:

1. Understand the situation
2. Establish objectives and strategies
3. Develop the plan
4. Prepare, approve and distribute the plan
5. Evaluate and revise the plan



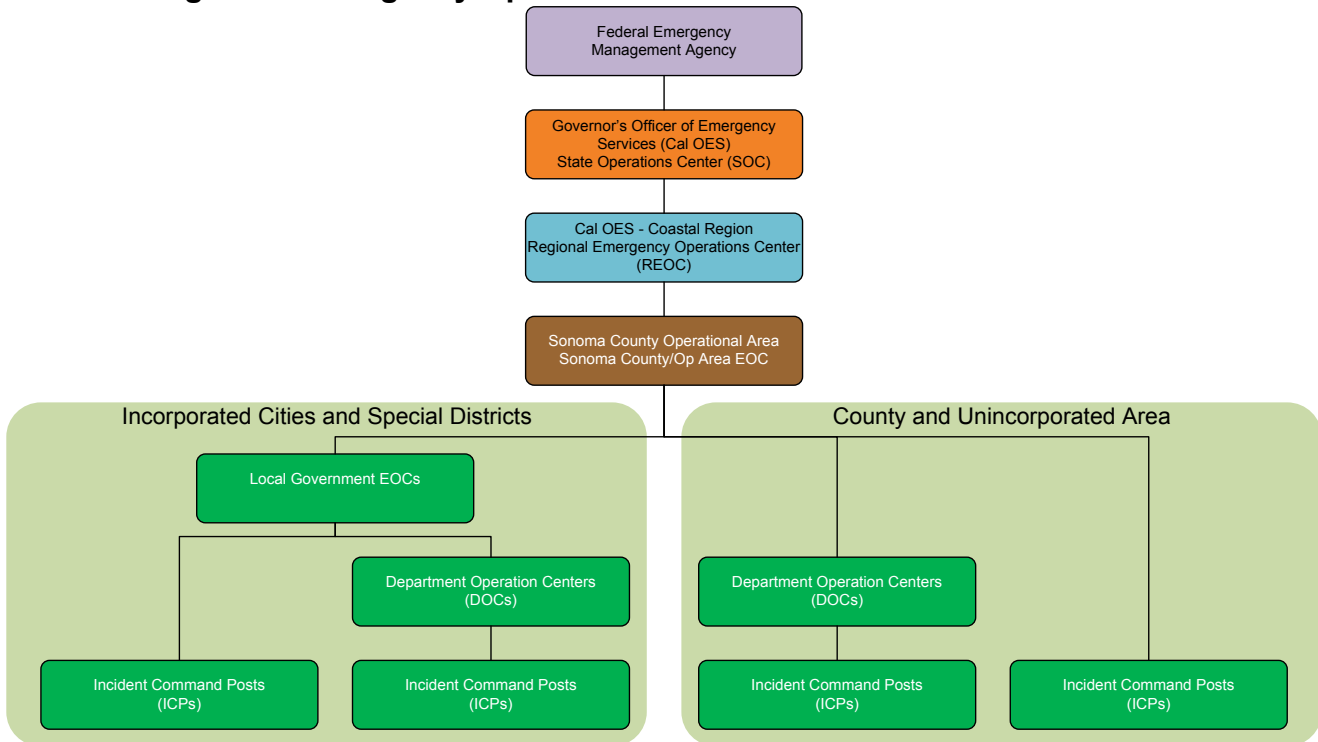
**Coordination with the Field Response Level – Incident Command System (ICS)**

In a major emergency, a local government (city) EOC may be activated to coordinate and support the overall response while field responders use the Incident Command System. The Incident Commander will initially be the most senior officer of the first responding agency. Responding agencies will determine the most appropriate agency and officer to assume Incident Command. Field coordination occurs under the leadership of the Incident Commander at the Incident Command Post (ICP).

Incident Commanders may report to Department Operations Centers (DOC), which in turn will coordinate with the local government (city) EOC. In some jurisdictions, Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode (Figure 9).

Unified Command is a concept of ICS/NIMS and may be established at the field response level when more than one agency has incident jurisdiction or when incidents cross jurisdictional boundaries. Unified Command allows for jurisdictions through their Incident Commander to remain in control of their personnel and resources in field response operations. Agencies work together to establish their designated Incident Commanders at a single Incident Command Post (ICP). In Unified Command, entities develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan (IAP).

**Figure 9: Emergency Operations Center to Incident Command Post**



**Coordination with Sonoma County Operational Area Level**

Coordination and communications should be established between activated local government EOC and the Operational Area. When activated, the Sonoma County Op Area EOC will perform this function. When not activated, Emergency Management personnel should be contacted through the Sheriff’s Dispatch or County Fire Duty Officer. For the County, the common communications systems to the local government EOC are telephone, fax, cellular, computer networks, amateur radio, public safety and low-band radio. Any or all of these systems might be used to coordinate and communicate from the field to local government to the Op Area.

Sonoma County uses an Operational Area Multi Agency Coordination System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support. Figure 10: **Mutual Aid System** shows the different levels of government emergency response during large-scale disasters and how they relate to one another under SEMS.

## Special District Involvement

Special districts are defined as local government entities in SEMS. The emergency response role of special districts is generally focused on the restoration of lifelines and the return to normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in emergency response, other local governments and the Operational Area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the Operational Area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

When a special district is wholly contained within the city, the special district should have an agency representative at the local government EOC to directly support emergency response. Exceptions may occur if there are many special districts within the city.

When there are many special districts within a city, it may not be feasible for the local government EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communications.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may provide an agency representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

## MUTUAL AID

### Introduction

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

In Sonoma County, the following mutual aid agreements are in place:

- Sonoma County Civil Defense and Disaster Mutual Aid Agreement, adopted 1963
- Sonoma County Law Enforcement Mutual Aid Agreement, adopted 1965
- Sonoma County Operational Area Agreement, adopted 1997
- Sonoma County Fire Master Mutual Aid Agreement, adopted 1998

- Cooperative Health MOU, adopted 2004

These agreements are found in Part Three of this EOP.

Regional mutual aid agreements exist within the following disciplines:

- Law enforcement
- Fire services
- Medical
- Public Health
- Emergency Managers (EMMA)
- Hazardous Materials
- Public Utilities
- Engineers
- Coroner, and others

Statewide mutual aid agreements:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- California Emergency Managers Mutual Aid
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities
- Emergency Management Assistance Compact (EMAC)

### **Mutual Aid System**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, Operational Areas, regions and state with the intent to provide requesting agencies with adequate resources. Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government.

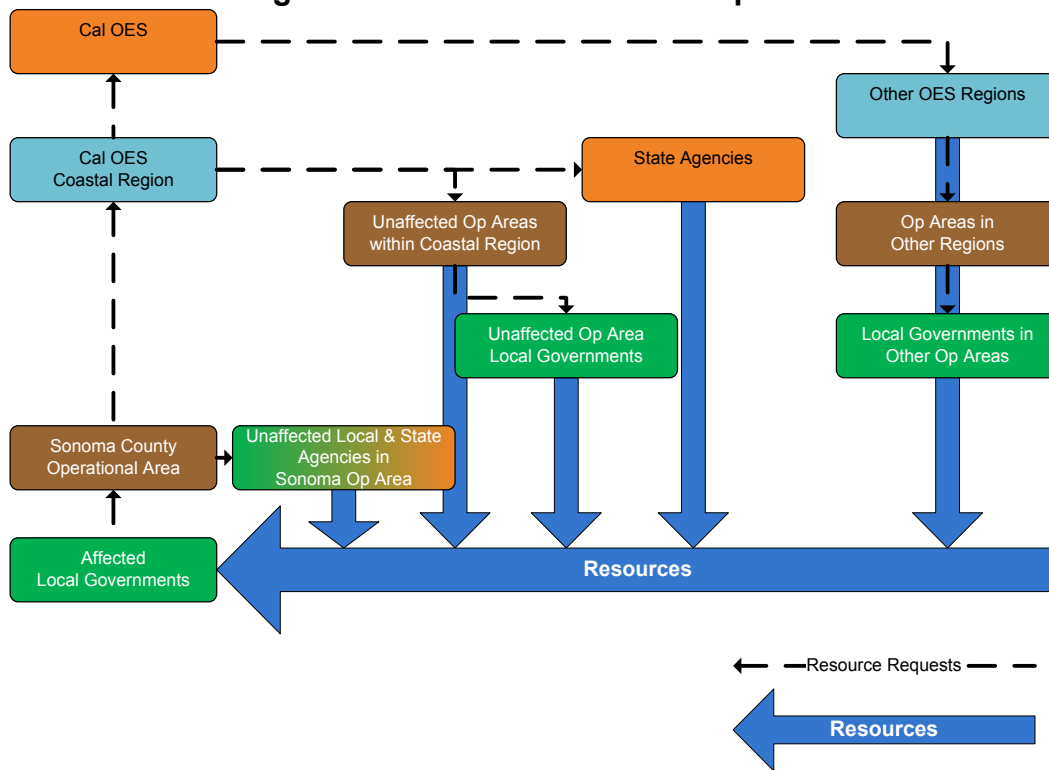


mission number authorizing the agency to respond. Once tasked, that agency will work directly with the requesting agency and provide the resource within the definition and limits of the mission authorization. State agencies tasked under a Cal OES mission number respond free of charge. However, crews may require feeding and sheltering; transport vehicles may require gas and maintenance. These services are usually paid for or provided by the requesting agency unless otherwise agreed to at the time of the request.

In the event that a state agency cannot supply the requested resource, Cal OES will coordinate for federal assistance to fulfill the request.

Mutual aid may also be obtained from other states. Beginning in 2005, California became a member of the Emergency Management Assistance Compact (EMAC). The purpose of the compact is to provide assistance between states in managing any emergency or disaster that has been declared by the Governor. Interstate mutual aid using EMAC may be obtained through Cal OES.

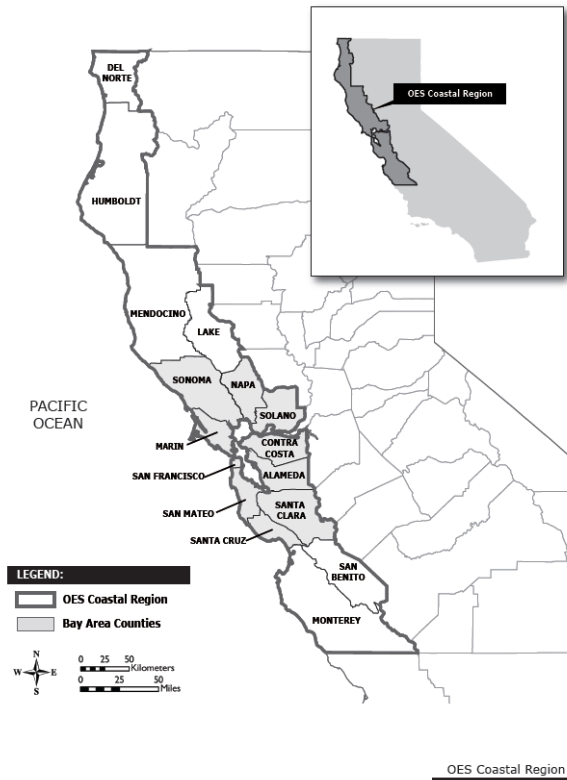
**Figure 11: Flow of Resource Requests**



**Mutual Aid Regions**

Mutual aid regions are established under the California Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The Sonoma County Op Area is within Mutual Aid Region II. Each mutual aid region consists of designated counties. Mutual Aid Region II is in the Cal OES Coastal Administrative Region (Figure 12).



**Figure 12: Cal OES Coastal Administrative Region**

## Mutual Aid Coordinators

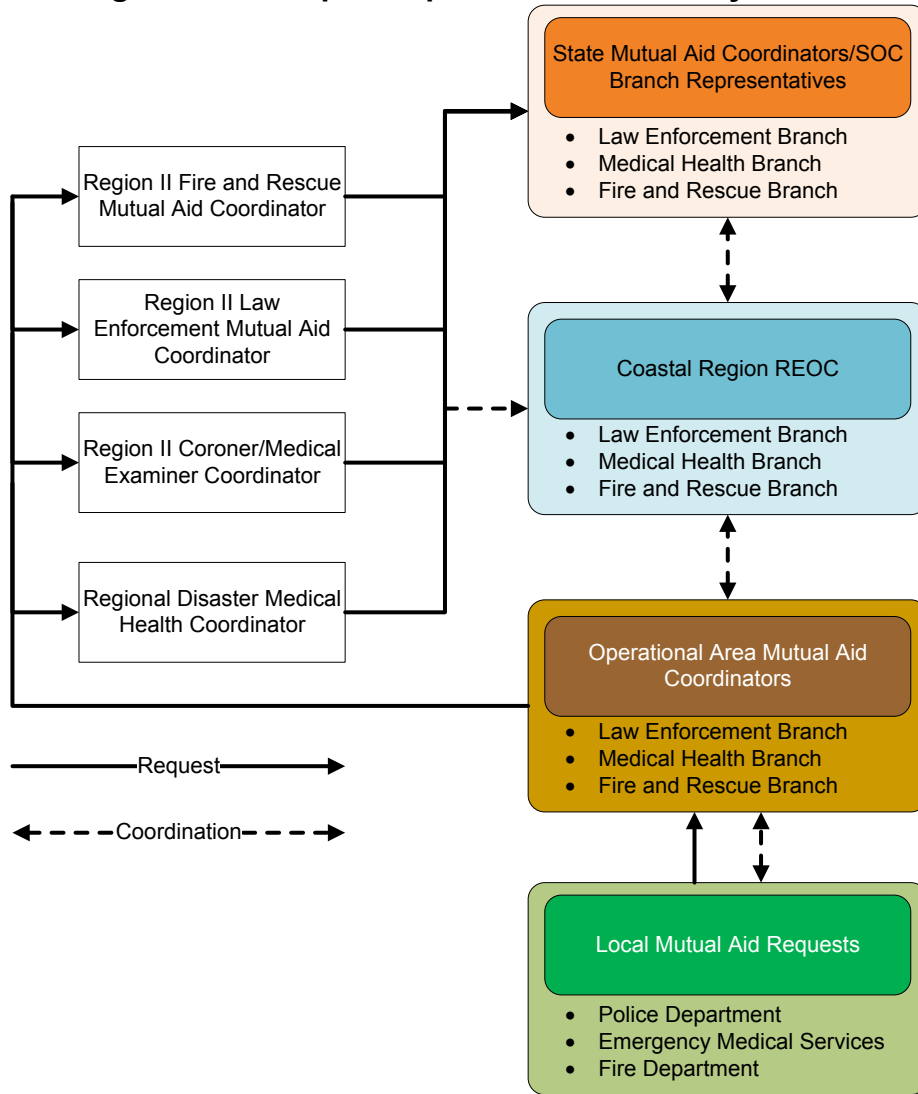
Whether an EOC is activated or not, in order to facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level (Figure 13). These coordinators are experienced in their respective disciplines and knowledgeable about resource type and availability within their assigned jurisdictions.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or Operational Area EOC because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When an EOC is activated, all discipline-specific mutual aid systems being utilized should establish coordination and communications with the EOC:

- When the Op Area EOC is activated, Operational Area mutual aid system representatives should be at the Op Area EOC to facilitate coordination and information flow.
- Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on the organization and activation level of the EOC.
- When the OES Coastal Region EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the mutual aid system by the EOC at the local government, Operational Area, regional and state levels.

**Figure 13: Discipline Specific Mutual Aid Systems**



**Volunteer and Private Agencies in Mutual Aid**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response may be represented in the EOC.

In addition to community-based volunteer agencies, several County departments have established their own volunteer groups that may be mobilized during a disaster, such as the Fire & Emergency Services Department’s Auxiliary Communications Service amateur radio operators or the Department

of Health Services' Medical Reserve Corps. These volunteer groups are registered with the County's Disaster Service Worker Volunteer Program and are managed by their sponsoring departments.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with a governmental EOC. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between an activated EOC and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should provide an Agency Representative in an activated EOC at the appropriate SEMS level.

### **Emergency Facilities Used for Mutual Aid**

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area - An area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center - An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas - Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

Logistics Staging Area (LSA) - A temporary facility at which incoming shipments of commodities and other support resources are received and pre-positioned for deployment upon request by State, Region, JFO, Operational Area, Local Government or the Field.

Point of Distribution (POD) - A location from which basic material assistance is provided to the public in the form of emergency food and drinking water. The POD may also distribute other commodities such as ice, tarps, baby food, etc. The need for a POD is based on lack of infrastructure to support normal distribution of food, water, or other supplies.

## **SONOMA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS CENTER**

### **Introduction**

Normal, day-to-day and emergency operations are managed by departments and agencies that are widely dispersed throughout the Sonoma County Op Area. An Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster. An EOC makes possible a coordinated response by the Director of Emergency Services, Emergency Management staff and representatives from departments and organizations who are assigned emergency management responsibilities. To facilitate this response, this plan references the Emergency Operations Center Manual to define specific functional responsibilities and actions. The EOC manual includes position-based checklists for all personnel

expected to staff the EOC from law, fire, EMS, public works, health, general services, management, and other agencies. The level of EOC staffing will be determined by the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Sonoma County Op Area EOC:

- Managing and coordinating emergency operations
- Receiving and disseminating alert and warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County, city, special district, State agencies, military, and Federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Directing, controlling and coordinating, within established policy, the operational and logistical support of Op Area resources committed to the emergency.
- Drafting, approving, and disseminating an EOC Action Plan that includes Op Area objectives and defines the Operational Period.
- Maintaining contact and coordination with support Department Operations Centers (DOCs), other local government EOCs, and the OES Coastal Region.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- Documenting all facets of the EOC operations, including costs associated with the disaster.

## **EOC Location and Description**

The EOC is located in the Hall of Justice in the Sonoma County Complex. The Sonoma County Operational Area EOC was constructed in 1974 with federal civil defense funding. It has been renovated on several occasions to improve functionality and enhance capability.

The EOC is supplied with a local area computer network, internet, including wireless access, telephones, dedicated fax lines, televisions, flat screen displays and all County communication systems, including amateur and public safety radio systems. Auxiliary Communications Service (ACS) operators are located in the Auxiliary Communications Center to provide radio communications, when necessary. Public information operations, including hotline call takers are conducted in the EOC. A modular status board system is in place for the collection and display of information. Staffing pattern is SEMS-based and operational periods are determined during the initial stages of an event. The CAO (or other designated staff) serves as the EOC Director with additional staffing provided by County Department Heads (or other designated personnel) and other supporting agencies, including California Department of Forestry & Fire Protection (CAL FIRE), California Highway Patrol (CHP), California National Guard (CNG), Coastal Region OES, Pacific Gas & Electric (PG&E), American Red Cross, and other organizations as needed.

## Alternate EOC Location and Description

If the primary EOC is not habitable or unavailable for any reason, set up at an alternate location may be required. A potential alternate EOC is located at the Sebastopol Community Center, with a secondary site at Los Guillicos on Highway 12, near Kenwood. The operational capabilities of the alternate EOCs are significantly less than those of the primary EOC. Pre-positioned stocks of equipment and supplies are stored at the Fire & Emergency Services Logistics Warehouse in western Santa Rosa. The decision to activate an alternate EOC will be made by the EOC Director. If necessary, the Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. All Section Chiefs will advise their emergency response field forces of the new location and transition to the alternate EOC.

Emergency response coordination may be conducted from the EOC or from other locations depending on the situation. The EOC may be partially or fully staffed to meet the demands of the situation (Figure 14 and Figure 17).

### When to Activate the EOC:

- A significant earthquake causing damage in the Op Area or neighboring jurisdictions
- Two or more cities activate their EOCs, or a city requests Op Area EOC activation
- Heavy or continuous rain expected to elevate river levels beyond flood stage
- An impending or declared "State of War Emergency"
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more cities or of the County over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, wildland fire or severe weather conditions.

### Who Can Activate the EOC:

The following individuals are authorized to activate the EOC, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives designated by the Continuity of Government Lines of Succession in Section 10-5(h) of the County Code:

- County Administrator
- Assistant/Deputy County Administrators
- Director of Fire & Emergency Services Department (Fire Chief)
- Sheriff or designee
- County/Operational Area Emergency Manager

### How to Activate the EOC:

- Contact the Sonoma County Sheriff's Dispatch Bureau
- Identify yourself and provide a callback confirmation phone number if requested
- Briefly describe the emergency/disaster situation causing the request for activation

Specific activation protocols and procedures can be found in the Sonoma County Operational Area EOC Manual - EOC Activation Procedures.

## Activation Levels

The activation levels of the Op Area EOC are:

**Stand-By** - A specific condition or forecast has been received that requires a higher level of readiness. EOC is prepared for activation and Emergency Management staff are monitoring intelligence and events from their offices.

**Minimal** - An event involves several County departments or has affected city(s) operations and needs enhanced information sharing, increased intelligence gathering, greater coordination and streamlined decision making. A small cadre of key personnel staff the EOC to facilitate support to the field responders or to provide for specific EOC roles, such as emergency public information.

**Partial** - A larger event that requires additional EOC staffing to support field responders. This level involves significant information sharing and resource coordination. Extended operations are likely.

**Full** - A severe need for massive information sharing, mutual aid coordination, and incident prioritization. Extended operations are expected.

The following table provides examples of these activations with staffing levels and activities that could be performed. This table is meant to be a guideline for potential EOC responses. Flexibility should be allowed to adjust to the most appropriate staffing and activities to best respond to the specific situation.

**Figure 14: Examples of EOC Activation Levels**

Trigger Event/Situation	Activation Level	Staffing	Activities
Severe Weather Watch	<b>Stand-By</b>	Limited to office or other location	EOC is configured; all systems ready
Severe Weather Warning	<b>Minimal</b>	EOC Director Fire & Emergency Services Staff PIO Hotline Call-taker Planning Section Chief Operations Section Chief	Situation analysis Public Information Response coordination Resource coordination
Significant incidents involving two or more cities			
Flood Advisory/Watch			
Tsunami/Flood Warning	<b>Partial</b>	EOC Director Fire & Emergency Services Staff PIO Hotline Call-taker Planning Section Chief Operations Section Chief Logistics Section Chief  Section Coordinators, Branches and Units as appropriate to situation  Liaison Officer, Agency reps as appropriate	Situation analysis Public Information Response coordination Resource coordination Logistics support Status reporting Agency coordination
Earthquake with substantial damage reported			
Major wind or rain storm with damage			
Two or more large incidents involving two or more cities			
Wildfire affecting developed area			
Major scheduled event			
Potential Public Health emergency			
Incident involving large-scale or possible large-scale evacuations			
Major city or regional emergency - multiple areas with heavy resource involvement			
Earthquake with severe damage	<b>Full</b>	All positions  Liaison Officer Agency reps as appropriate	Situation analysis Public Information Response coordination Resource coordination Logistics support Status reporting Agency coordination Recovery Operations Sustained Operations
Public Health Emergency			
Major Flooding			

**Who has the Authority to Order an Evacuation:**

The following governing bodies, or whomever the local governing body has authorized to issue the evacuation order, have the authority to issue an evacuation order within its jurisdiction:

- Sonoma County Board of Supervisors or their designees,
- Local governing body of cities, or their designee,
- Statutorily designated law enforcement officers,
- Sonoma County Public Health Officer; and
- Governor

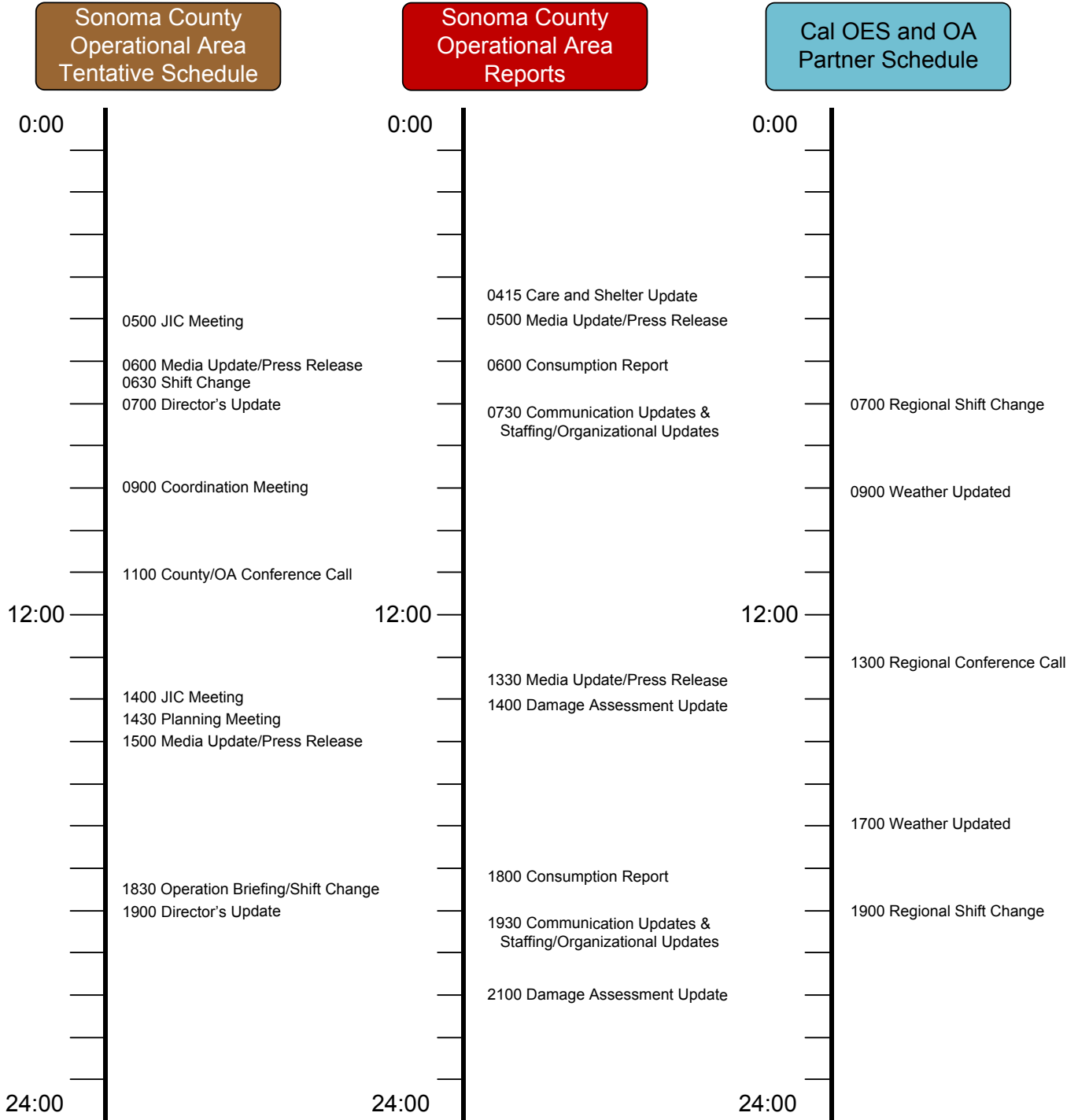
This authorization can be in the form of an ordinance, resolution, or order that the local governing body has enacted. The primary legal authorities to order an evacuation include: Government Code, Section 10-5(f) of the County Code, Penal Code, Emergency Services Act, California Constitution, and case law.

**Sonoma County Op Area Operational Tempo**

Operational Tempo provides predictable planning of internal EOC operations and external subordinate organizational support. By establishing proper reporting times, formats and mediums, organizations can expedite information flow, information analysis, decision making, and information sharing. The local Operational Tempo may be modified to fit changes in California Office of Emergency Services (Cal OES) information requirements or potential Unified Command schedules, supporting unit coordination requirements, and operational limitations. The tentative Sonoma County Operational Area (OA) Operational Tempo is illustrated below. The current Operational Tempo will be distributed to Operational Area Partners upon EOC activations.



Figure 15: Operational Tempo



## Status Boards

Since accumulating and sharing information to ensure coordinated and timely emergency response is a primary EOC function, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage in the Op Area. New display technology may be developed and used to provide this information in the EOC. All display charts, boards, and materials are stored in the EOC.

At the onset of any disaster, a major event log and status summary will be compiled and updated during the duration of the emergency situation. All major incidents will be listed in the major event log. Key disaster related information will be recorded in the status summary; e.g., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. Reporting and posting of the major event log and status summary is the responsibility of the Planning Section staff.

## EOC Communications

EOC Communications systems have been designed to be highly redundant and diverse in order to meet operational needs and the needs of the whole community. Computer, network and wireless capability and telecommunications is the responsibility of Sonoma County Information Systems Department (ISD). The Sheriff's Telecommunications Bureau, will have primary responsibility for two-way public safety radio systems. The Auxiliary Communications Service (ACS) is a geographically based group of over 150 licensed amateur radio volunteers managed by the Fire & Emergency Services Department. They provide emergency communications between the county and city governments, neighboring counties or region. Other Communication needs are provided for in the EOC include:

- **IPAWS** – Integrated Public Alert Warning System, a National Initiative which provides altering authorities the capability to send a single message over multiple communication pathways.
- **CalEOC** – WebEOC based, online, state provided situation status, information sharing and mutual aid request tool.
- **OASIS** – Operational Area Satellite Information System state provided disaster resistant, redundant telephonic and data system between the Op Areas and the Region/State.
- **EAS** – Emergency Alert System national warning system designed to provide immediate communications and information to the general public over radio and television.
- **EDIS** – Emergency Digital Information Service delivers official information about emergencies and disasters to the public and news media in California
- **TENS** – County-wide computerized Telephone Emergency Notification System to provide specific information and instructions directly to land based telephones.
- **Lo-Band Radio Inter-City System (LBRICS)** – a dedicated radio system linking Op Area and municipal EOCs
- **County Sheriff's Dispatch Bureau** – Primary public safety answering point for 9-1-1 calls within the unincorporated areas of the County, Town of Windsor and City of Sonoma. Responsible for law and local government frequencies.
- **REDCOM** – Redwood Empire Dispatch Communications Authority responsible for fire and EMS dispatch.
- **WEA** – Wireless Emergency Alerts are short and easy to read text like messages to mobile phones within a defined geographic area experiencing emergency conditions.

- **EMSystems** – An internet-based medical and health communications system linking health care providers throughout the Op Area.
- **Social Media** – County and department resources may be developed and used to relay emergency information.
- **Emergency Hotline** – An Emergency Hotline becomes active in the event of an EOC activation. The Emergency Hotline supplements the primary public safety answering point for 9-1-1 and attends to non-life safety calls in coordination with 2-1-1 Sonoma County.

All Sonoma County Operational Area partners and residents are capable to receive voice notification and voice messages, text messages, video, and emails in the event of an emergency due to the redundant Joint Information Systems (JIS) listed above. This shared capability is an essential component of all Op Area training and exercises. The Sonoma County Human Resources department has identified county staff capable of providing translation services. Additional translation resources will be provided by telephone translation services, or requested through Logistics as needed.

### **Tactical Interoperability Communications Plan (TIC-P)**

A Tactical Interoperability Communication Plan assists local public safety agencies to find solutions to operate collaboratively at the scene of an emergency. The TIC-P is intended to document the interoperable communications resources available within the Sonoma County Op Area, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of the resource. The plan is intended for use by first responders, government or non-government organizations and personnel requiring communications or coordination during an incident or planned event.

### **EOC COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES**

Local Government EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. These EOCs should establish communication with private and volunteer agencies providing services in their jurisdiction.

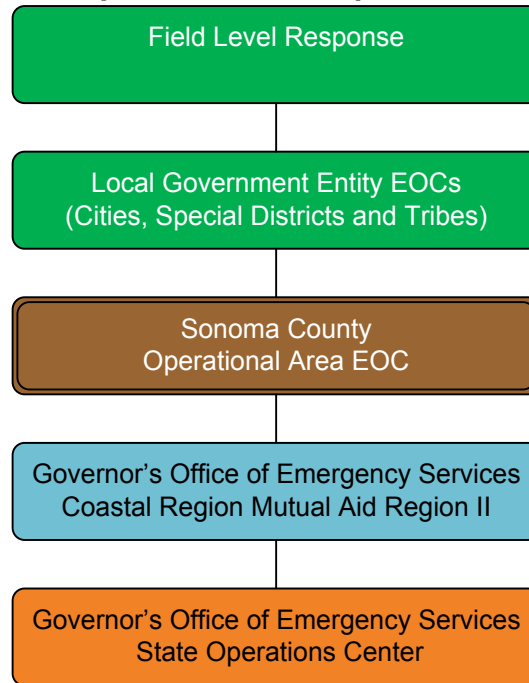
Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should coordinate with the liaison officer. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter Branch of the EOC. Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the Operational Area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in their EOC from all agencies that have important response roles. Cities should develop alternate means of cooperating with these agencies when agency representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## EMERGENCY OPERATIONS CENTER MANAGEMENT STRUCTURE

**Figure 16: Field Response to State Operations Center Structure**



SEMS regulations require local governments to provide for five functions: Management, Operations, Planning, Logistics and Finance/Administration. These functions are the basis for structuring the EOC organization.

**Management** - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations

**Operations** - Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan

**Planning** - Responsible for collecting, evaluating and disseminating information; assist in developing the County/Op Area's EOC Action Plan, conducting advance planning, maintaining documentation and completing an After Action Report in coordination with the Op Area Emergency Manager.

**Logistics** - Responsible for supporting operations, providing facilities, services, personnel, equipment and materials

**Finance/Administration** - Responsible for managing financial activities and other administrative tasks

The EOC organization may include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Mutual Aid Assignments are responsible to liaison between the Sonoma County/Operational Area EOC and their respective agency/jurisdiction.

## EOC POSITION DESCRIPTIONS AND RESPONSIBILITIES

### Management Section

The Management Section is responsible for overall management and administration of the incident. Management Section includes the Management Staff and General Staff. The Management Staff provides the specific support necessary to accomplish the EOC Management functions. The following personnel and any associated positions are part of the Management Section Management Staff:

- EOC Director
- Emergency Manager
- Legal Officer
- Liaison Officer
- Public Information Officer
  - 2-1-1 Sonoma County
- Safety Officer
  - AFN and Disability Coordinator

The Management Section also includes the Section Chief's from each of the other sections. This is considered the General Staff. Together, the Management Staff and General Staff make up the Management Section.

The Management Section in the Sonoma County Op Area EOC is responsible to set policy, establish coordination, allocate resources, liaison with local, state and federal agencies, composing and approving alerts and warnings and activating public warning systems when deemed necessary. The Emergency Public Information Plan Annex lists public warning systems available and addresses the authority levels required and the responsibility of personnel for activation. City EOCs and Incident Commanders may request activation of various public warning systems within County Op Area as needed.

EOC Director - The EOC Director is responsible for the County Op Area response to and recovery from any disaster or emergency, including interactions with the Policy Group. The County Administrative Officer (CAO) is the primary EOC Director and may delegate this responsibility. In the CAO's absence the Assistant CAO, Deputy CAOs, Director of Fire & Emergency Services Department, or Emergency Manager may serve as the primary EOC Director. See the Emergency Management Organization (Figure 6)

Emergency Manager (EM) - The Emergency Manager (EM) is the Sonoma County/Operational Area Manager. The EM is responsible for overall coordination and planning during the emergency; for establishing and maintaining liaison with local, state, federal, private industry, and other disaster response agencies and organizations as needed, and for managing mutual aid (except law, fire, medical, and public works mutual aid). The EM is the subject matter expert (SME) for disaster related plans and protocols and advises the General Staff as appropriate. The Emergency Coordinator works for the EM. The Emergency Manager may also serve as the EOC Director.

Legal Officer - The Legal Officer is the County Counsel or his or her designate. The Legal Officer provides advice to the CAO/EOC Director in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

Liaison Officer - The Liaison Officer serves as the initial point-of-contact for outside agencies and jurisdictions. The Liaison Officer is responsible for representing the Operational Area and coordinating with the outside groups and agencies and their response to the emergency.

Public Information Officer (PIO) - The Public Information Officer (PIO) acts under the direction of the EOC Director and Emergency Manager and coordinates city and county public information activities and acts as the Joint Information Center (JIC) for the County Op Area. The Public Information Officer ensures that the media and citizens are fully informed on public aspects of the emergency. The PIO staff and the Public Information Hotline Call Takers work for the PIO. The PIO will coordinate public information with 2-1-1 Sonoma County.

2-1-1 Sonoma County - 2-1-1 Sonoma County has established an MOU (see attachment) with the Sonoma County Fire & Emergency Services Department that specifies the role 2-1-1 Sonoma County will play in the aftermath of a major disaster and/or activation of the EOC. 2-1-1 Sonoma County will establish contact with the PIO at the EOC and serve as support to the EOC by providing public information and referral and assist in rumor control.

Safety Officer - The Safety Officer acts as an advisor to the EOC Director. They supervise the over all aspects of the emergency organization to ensure the safety of all personnel involved. The Safety Officer is responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency services workers in the EOC, including mental health and critical incident stress management issues.

AFN and Disability Coordinator - The AFN and Disability Coordinator oversees efforts when it comes to assisting those with disabilities or other access and functional needs. These efforts should include identifying residents with disabilities and others with access and functional needs within an impacted area as well as assisting the General Staff in developing a plan to meet their needs in times of a disaster. The AFN and Disability Coordinator reports directly to the Safety Officer.

## Operations Section

The Operations Section is under the supervision of the Operations Section Chief who is in charge of all functions within the Operations Section.

The Operations Section directs County Op Area operational resources and coordinates discipline specific mutual aid resources. The Operations Section is responsible for coordinating with County Op Area field incident commanders and City EOC Operations Sections. The following branches make up the Operations Section. Additional Branches/Groups/Units can be added as needed.

- Air Operations Branch
- Fire Rescue Branch
- Hazardous Materials Branch
- Health Branch
  - Sonoma County Medical Reserve Corps
- Law Branch
- Public Works Branch

Directions for a large-scale evacuation, when needed, will be the responsibility of the Operations Section Chief and Section, in coordination with the appropriate field Incident Commander(s) and City

EOCs. The Sheriff's Office will take the lead role as the Law Branch, supported by CHP, CalTrans, Transportation and Public Works, Fire, Health Services and others as deemed necessary.

Operations Section Chief - The Operations Section Chief is in charge of all branches/groups in the Operations Section and reports directly to the EOC Director. The Operations Chief assists in the development and execution of the Action Plan and ensures field priorities, resources and needs are considered. The Operations Section Chief shall be advised of all requests for Mutual Aid and other resources.

Air Operations Branch - The Air Ops Branch coordinates and directs planning, operations, and logistics functions for all fixed and rotary wing aircraft - including mutual aid.

Fire Rescue Branch - The Fire Rescue Branch directs the fire response activities of County, volunteer, and mutual aid resources. This Branch coordinates heavy rescue operations with the Public Works Branch and other outside agencies.

Hazardous Materials Branch - Coordinate and establish proper procedures and guidelines regarding hazardous materials, including managing the field response. Act as liaison to Cal EPA and USEPA.

Health Branch - The Health Branch directs and coordinates response and recovery activities in five areas: Emergency Medical Services (EMS), animal care and control, environmental health, public health disease control and containment, and behavioral health needs of responders and of the community. Medical-Health mutual aid is coordinated by the Medical-Health Operational Area Coordinator (MHOAC). Animal Control functions are coordinated with city and county animal control agencies, Humane Society, and Redwood Empire Veterinarians Medical Association (REVMA). Environmental Health verifies food safety and coordinates with water officials to ensure the safe supply of drinking water. Public Health coordinates with hospitals, clinics, and other healthcare providers to respond to medical surge and infectious disease threats.

Sonoma County Medical Reserve Corps (MRC) - The primary mission of the Sonoma County MRC is to recruit and train health care professionals for staffing mass vaccination and prophylactic medication dispensing sites in the event of a public health emergency.

Law Branch - The Law Branch directs the response activities of Sheriff's Office units, reserves, and volunteers. The Law Branch coordinates all law mutual aid, including local resources, California Highway Patrol and the California National Guard. Coroner operations are under the supervision of the Law Branch.

Public Works Branch - The Public Works Branch directs and coordinates response to public works problems, maintains surviving utilities and services, and coordinates public works mutual aid. This Branch assists in evaluating the safety of structures (e.g., buildings and bridges) and roads. Public Works can assist other units with traffic control, search and rescue, and transportation as needed.

## **Planning Section**

The Planning Section is under the supervision of the Planning Section Chief. The Planning Section Chief is in charge of all functions in the Planning Section.

The duties and responsibilities of the Planning Section are gathering and performing analysis of all data regarding the incident. The Planning Section maintains an incident log, EOC display maps, and charts. The Planning Section is responsible for preparing situation reports, assessing damage, conducting planning meetings, documenting all EOC activities, conducting advanced planning and leading the preparation of the Action Plan. The Plans Section will evaluate and validate the pre-



established Operational Tempo or distribute an updated Operational Tempo as appropriate. Depending upon the specific situation, this Section is normally staffed by members of the Permits and Resource Management Department, Environmental Management, the Assessor's Office, General Services Department, and the Sonoma County Water Agency (SCWA). The following branches and units are staffed in the Planning Section as necessary:

- Advance Planning Unit
- Damage Assessment Unit
- Documentation Unit
- Geographic Information Systems (GIS)
- Recovery Unit
- Situation Analysis Branch
  - Utilities Unit
- Technical Specialists

Planning Section Chief - The Planning Section Chief manages the Planning Section. The Planning Section Chief is responsible to gather and display information about the emergency; brief and update the Management Staff on the impact of the emergency in the County Op Area. The Planning Section Chief leads and supervises the Action Planning process with the Advance Planning Unit, Management Section and General Staff. Briefs and distributes the plan.

Advance Planning Unit - Coordinates and implements the action planning process under the leadership of the Planning Section Chief. Organizes and prepares action planning meetings, compiles and reviews Action Plan. Performs advance planning to forecast potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 – 72 hours.

Damage Assessment Unit - The Damage Assessment Unit collects damage information from the County and cities, coordinates inspections and prepares a damage assessment report for the EOC Director and other agencies that may need damage information. They assist in the preparation of the Action Plan.

Documentation Unit - The Documentation Unit maintains and files all EOC messages, updates and maintains Cal EOC, including transmission of periodic reports as required; files, maintains and stores all documents relating to the emergency; maintains the official history of the emergency; assists in preparation of situation summaries and damage assessment reports; provides duplication services as required. They assist in the preparation of the Action Plan.

Geographic Information Systems Unit - The GIS Unit provides mapping expertise and skills to assist in documenting and displaying aspects of the emergency

Recovery Unit - The Recovery Unit coordinates the development of recovery plans and operations with other EOC Sections. The Recovery Plan may include establishment of a Recovery Operations Center (ROC) or Local Assistance Center(s) (LAC) as needed. They assist in the preparation of the Action Plan.

Situation Analysis Branch - The Situation Analysis Branch's primary role is to collect, collate and process all information and intelligence related to the incident. Situation Analysis is responsible for maintaining the situation summary, situation status report, Major Event Log and map displays. They assist in the preparation of the Action Plan.



Utilities Unit - The Utilities Unit coordinates activities of telephone, water, and power utilities with city and County emergency organizations.

Technical Specialist - Technical Specialists provide expert information related to the emergency, the development of the recovery plan. Areas of expertise may include: river levels, weather, hazardous materials, public utilities and infrastructure (including road conditions), or public health issues. They assist in the preparation of the Action Plan.

## **Logistics Section**

The Logistics Section is under the supervision of the Logistics Section Chief and provides all emergency support needs.

The Logistics Section orders all resources, coordinates volunteer personnel, and provides communications, facilities, personnel, transportation, supplies, equipment, fuel, food, staging and shelter as required to support the Operations Section. This section is authorized to direct supporting departments and agencies to furnish materials and commodities for residents with special needs. Coordination of Private Sector resources will be accomplished in the Logistics Section.

The Logistics Section is made up of the following Branches, Units and agencies that report directly to the Logistics Section Chief:

- Care and Shelter Branch
  - American Red Cross
- Deputy Logistics Section Chief
- Human Resources Unit
- Operations Section Liaison
- Resource Status Unit
- Schools Unit

These Branches and Units report to the Deputy Logistics Section Chief:

- Communications and Data Branch
- Facilities Unit
- Message Center Unit
- Supply Unit
- Transportation and Distribution Branch
  - Multipurpose Staging Area Manager
  - Logistics Staging Area Manager
  - Points of Distribution Manager

Logistics Section Chief - The Logistics Section Chief is normally the Director of General Services or designate. The Logistics Section Chief manages all functions and units of the Logistics Section.

Care and Shelter Branch - The Care and Shelter Branch provides for feeding and shelter needs of shelter clients in coordination with the American Red Cross and maintains the In-Home Support Services (IHSS) data.

American Red Cross (ARC) - When a disaster threatens or strikes, the Red Cross provides shelter, food and health and mental health services to address basic human needs to enable them to resume normal daily activities.

Communications and Data Branch - The Communications and Data Branch (with an Auxiliary Communications Service Unit Leader) develops plans for communication equipment and facilities, assigns ACS radio operators. Communications equipment includes radios, telephones, cell phones, computers and related equipment.

Deputy Logistics Section Chief – The Deputy Logistics Chief is responsible for managing all service activities within the affected area. The Deputy Logistics Chief directs the operations of communications, facilities, supply, transportation and distribution.

EOC Message Center Unit - The EOC Message Center Unit receives and distributes external messages and phone calls to the EOC, sends external messages as appropriate. The unit develops the EOC staffing roster and distributes.

Facilities Unit - The Facilities Unit maintains and develops facilities needed for disaster response and recovery, assists with Care and Shelter Unit, provides conduit for County departments with COOP Group coordination.

Human Resources Unit - The Human Resources Unit provides for staffing the EOC, communicates to County departments through the Safety Coordinators, coordinates the County volunteer program and liaisons to volunteer organizations.

Operations Section Liaison – The Operations Section Liaison provides coordination of resources and support functions provided by the Logistics Section to the Operations Section. The Operations Section Liaison works with the Operations Section Chief to establish priorities for resources allocated to incidents within the affected area.

Resource Status Unit - The Resource Status Unit tracks and updates resource information in the EOC.

Schools Unit - The Schools Unit liaisons to County Op Area schools, updates and coordinates school status information.

Supply Unit - The Supply Unit performs and tracks all ordering for the emergency.

Transportation and Distribution Branch - The Transportation and Distribution Branch coordinates with the Sonoma County Transportation Authority for transportation resources in support of evacuations and other transportation needs, designs traffic flow patterns and designated routes.

Multipurpose Staging Area Manager - The Multipurpose Staging Area Manager establishes and maintains staging area(s). Manages all activities within the staging area(s) and assists with receipt, assignment, and deployment of resources.

Logistics Staging Area Manager - The Logistics Staging Area (LSA) Manager manages the LSA, including agency coordination, safety public information.

Points of Distribution Manager - The Points of Distribution Manager oversees and manages all aspects of the POD operations. Establishes and maintains proper lines of command, control and communication.

## **Finance/Administration Section**

The Finance/Administration Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Finance Section Chief (County Auditor-Controller). The following units are staffed in the Finance/Administration Section as necessary:

- Cost/Records Unit
- Time Unit
- Compensation and Claims Unit

Finance Section Chief - The Finance Section Chief provides reports to the EOC Director and manages all financial aspects of the emergency. The Finance Section Chief manages the receipt of claims for compensation against the County.

Cost/Records Unit - The Cost/Records Unit provides the projected cost of supplies and materials to support the emergency, collects all cost data and records, performs cost effectiveness analysis and provides cost estimates and cost savings recommendations.

Time Unit - The Time Unit maintains records of all personnel time worked at the emergency.

Compensation and Claims Unit - The Compensation and Claims Unit manages all legal claims for compensation filed against the County.

Figure 17: Sonoma County Op Area Emergency Operations Center Organization Chart

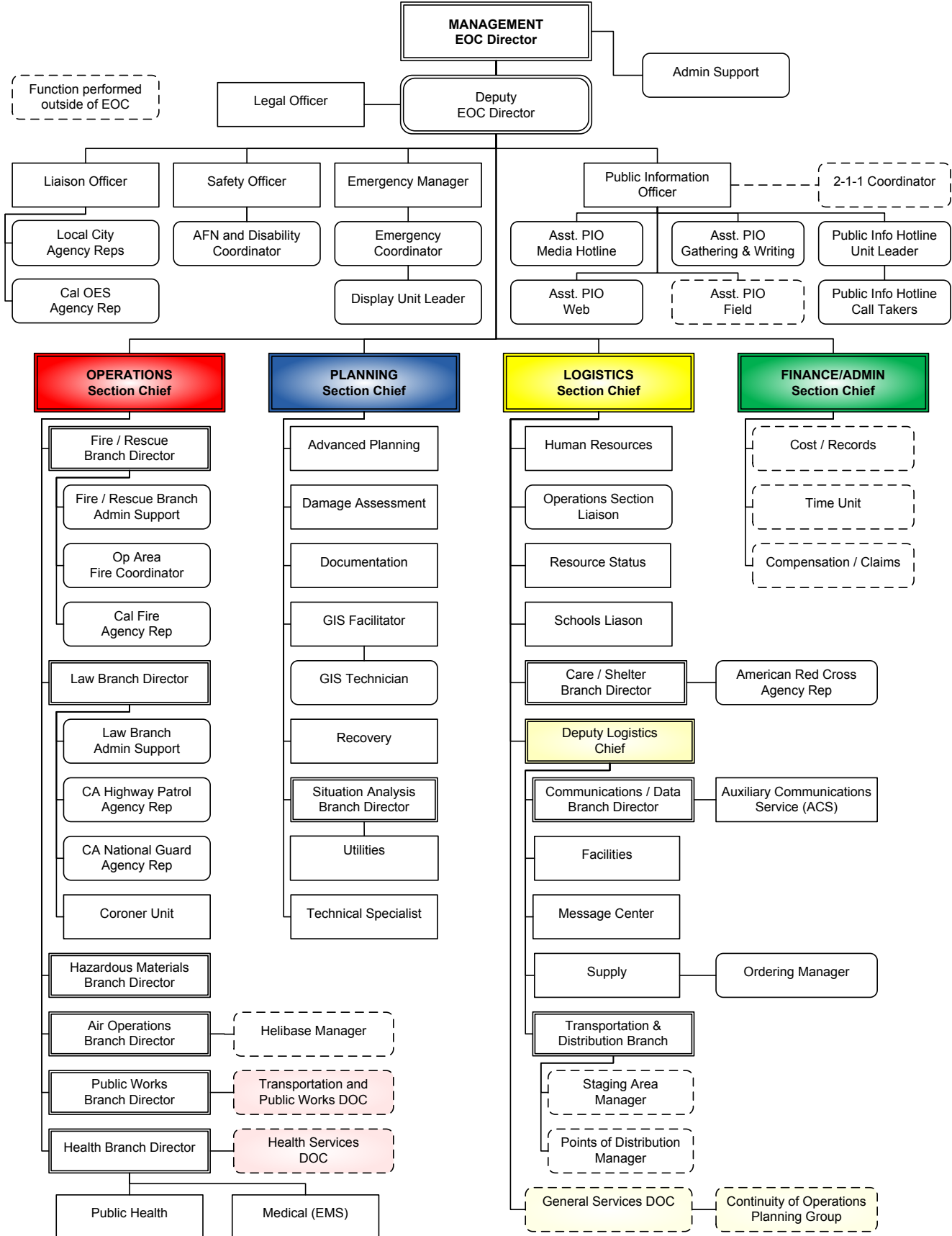


Figure 18: Emergency Organization Functional Matrix – County Departments

Sonoma County Op Area Emergency Organization Functional Matrix	MANAGEMENT	Emergency Management	Safety Officer/Mental Health	Legal Officer	Liaison Officer	Agency Representative	Public Information	OPERATIONS	Law/Coroner	Fire/Rescue	Medical/EMS	Public Works	Health/Medical	Hazardous Materials	PLANNING	Situation Analysis	Damage Assessment	Advanced Planning	Recovery Unit	GIS Mapping	Documentation	LOGISTICS	Human Resources	Care/Shelter	Comm/Data	Resource Status	Supply	Facilities	COOP/COG Group	Schools	Utilities	Transportation	FINANCE/ADMIN			
	Agricultural Commissioner	S						S									S																			
Assessor/County Clerk/Recorder	S						S									S			S																	
Auditor/Controller/Treasurer/Tax Collector	S						S																				S		S						L	
Board of Supervisors	S																												S							
County Administrator	L						L											S											S					S		
County Counsel	S			L																									S							
District Attorney	S																												S							
Economic Development	S				L														S										S							
Fairgrounds	S										S													S					S	S						
Fire & Emergency Services	S	L					S	S		L	S			L	S	S		S	S			S			S										S	
General Services	S																S		S		S	L	S	S		L	L	L	L		S	S				
Health Services	S		L					S	S		L		L						S										S							
Human Resources	S		S				S																L	S					S						S	
Human Services	S																		S					L					S							
Information Systems	S						S													S	S				L				S							
Permit & Resource Management	S														L	L	L	L	S	L	L								S							
Probation	S								S			S							S										S							
Public Defender	S																												S							
Regional Parks	S																S		L					S					S	S						
Retirement	S																												S							
Sheriff's Office	S							L	L	S						S									S				S							
Transportation & Public Works	S							S	S		S	L		S		S								S				S							L	

**Sonoma County  
Op Area  
Emergency  
Organization  
Functional Matrix**

	<b>MANAGEMENT</b>	Emergency Management	Safety Officer/Mental Health	Legal Officer	Liaison Officer	Agency Representative	Public Information	<b>OPERATIONS</b>	Law/Coroner	Fire/Rescue	Medical/EMS	Public Works	Health/Medical	Hazardous Materials	<b>PLANNING</b>	Situation Analysis	Damage Assessment	Advanced Planning	Recovery Unit	GIS Mapping	Documentation	<b>LOGISTICS</b>	Human Resources	Care/Shelter	Comm/Data	Resource Status	Supply	Facilities	COOP/COG Group	Schools	Utilities	Transportation	<b>FINANCE/ADMIN</b>					
Ag Preserve & Open Space	S						S																															
Comm. Develop. Commission	S																		S																			
UC Cooperative	S						S												S																			
Water Agency	S															S				S																		
<b>Supporting Agencies</b>																																						
California Highway Patrol									S																													
Cal Fire										S																												
Cal OES					S																																	
Cities						L										S	S		S		S																S	
RESIG																																						
SCOE																																						
American Red Cross																	S																					

## EMERGENCY PROCLAMATIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of a local jurisdiction to control effectively, an emergency may be proclaimed (Figure 19). Emergencies exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition (Figure 20).

**Figure 19: Emergency Levels**

Level	Name	Provides
Local – County, City/Special District	Local Proclamation	Mutual aid available Orders to protect life & property Enhanced immunity from law suits Suspend ordinances & regulations
Local – County, Op Area	Local Proclamation	Mutual aid available Orders to protect life & property Enhanced immunity from law suits Suspend ordinances & regulations
State	Gubernatorial Proclamation	Suspend statutes & regulations Enact emergency plans Financial relief for emergency actions State mutual aid
Federal	Presidential Declaration of Major Disaster	Authorizes federal essential assistance Individual assistance Federal mutual aid Mitigation funds

### Local Emergency

Incorporated cities within the Operational Area may proclaim a local emergency as provided for under their municipal code. When made, the city shall advise the County Fire & Emergency Services Department of the proclamation.

At the County level, a Local Emergency may be proclaimed by the Director of Emergency Services (County Administrator) or designee in accordance with the ordinance adopted by the Sonoma County Board of Supervisors. The Sonoma County Board of Supervisors must ratify a Local Emergency proclaimed by the Director of Emergency Services within seven days. The governing body must review the need to continue the proclamation at least every thirty days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency

- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose isolation or quarantine orders or otherwise restrict public activities, as well as control or destroy objects that pose imminent menace to the public health
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

### **State of Emergency**

The Governor may proclaim a State of Emergency when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary
- The Governor can request additional assistance by asking for a Presidential declaration

### **State of War Emergency**

If the Governor were to proclaim a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.



## Presidential Declaration

At the Federal level an Emergency Declaration may be proclaimed by the President of the United States. Declarations are normally made when there is a large regional incident or threat of disaster, or extreme peril to the safety of persons and property caused by natural or man-made situations.

The President may Declare an Emergency when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the Country caused by natural or man-made incidents.
- The President is requested to do so by the Governor of the State of California
- The President finds that State authority is inadequate to cope with the emergency

Whenever the President Declares an Emergency:

- The President may authorize Federal essential assistance
- The President may authorize public assistance
- The President may authorize individual assistance
- The President may authorize Federal mutual aid
- The President may authorize mitigation funds

**Figure 20: Sonoma County Op Area Emergency Management Events since 2000**

Year	Event	Date	EOC Activated	Local Emergency	Gubernatorial Proclamation	Presidential Declaration
2002	December Winter Storms	December		X		
2004	Geysers Fire	Sep 3 - 7	X	X		
2006	New Year's Flood	Dec 30 2005 - Jan 4 2006	X	X	X	X
2006	Spring Flooding	Mar 29 - Apr 16		X	X	X
2007	SF Bay Oil Spill	Nov 7		X	X	
2009	H1N1 Event	Apr - May		X		
2011	Great Tohoku Tsunami	Mar 11	X		X	X
2012	Holiday Near Flood	Dec 2	X			
2013	Lopez Protests	Oct 29 & Nov 5	X			
2014	Drought	Feb - Nov		X	X	
2014	South Napa EQ	Aug 23	X	X	X	X

## **CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT**

### **Purpose**

A major disaster or an enemy attack could result in great loss of life and property, including the death, injury, or unavailability of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. Civil government best accomplishes this. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution, cited in the next few paragraphs, provide authority for the continuity and preservation of state and local government.

### **Responsibilities**

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency management operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is the ability to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local service

### **Preservation of Local Government**

Article 15 of the California Emergency Services Act (Government Code section 8635 et seq.) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety. Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

### **Lines of Succession for Officials Charged with Discharging Emergency Responsibilities**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body. Chapter 10, Section 10-18 of the Sonoma County Code states the Board of Supervisors may appoint up to three standby officers for each

member of the Board. Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the Emergency Services Act authorizes each political subdivision to provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety.

<b>Service/Department</b>	<b>Title/Position</b>
County Administrator	<ol style="list-style-type: none"> <li>1. County Administrator</li> <li>2. Assistant County Administrator</li> <li>3. Deputy County Administrator</li> </ol>
Fire & Emergency Services Dept.	<ol style="list-style-type: none"> <li>1. Department Director (Fire Chief)</li> <li>2. Fire Marshal (Assistant Chief)</li> <li>3. Hazardous Materials Manager (Assistant Chief)</li> <li>4. Training and Operations (Assistant Chief)</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Assistant Sheriff</li> <li>3. Captain</li> </ol>

### **Preservation of Vital Records**

In the County, the following departments are responsible for the preservation of vital records:

- Information Systems
- Records Management
- Recorder
- Health Services
- Auditor-Controller-Treasurer-Tax Collector

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Each department within the County and the local government entities within the Sonoma County Op Area should identify, maintain and protect its own vital records.

## SHELTER OPERATIONS

In the event of a large-scale emergency or disaster, substantial populations may be displaced and require emergency shelter. Historically, in most events, less than 10% of the evacuated population seeks public shelter, while the majority choose to shelter in place with friends, relatives, or commercial accommodations. In the unlikely scenario that all Sonoma County residents were to be impacted equally by an event, with a total population of approximately 500,000, about 50,000 would be expected to seek public shelter.

The Sonoma County Human Services Department (HSD) has the primary responsibility for providing emergency shelter to the public under a mandate from the Sonoma County Board of Supervisors. HSD provides a staff member to act as the Sonoma County Operational Area Care and Shelter Coordinator who leads the Care and Shelter Committee and maintains the Care and Shelter Plan. The Care and Shelter Plan details policies and procedures for providing emergency care and shelter services.

In 1995, the County entered into a Memorandum of Understanding (MOU) with the American Red Cross (ARC) that states all shelters opened by the Sonoma County Operational Area will be operated by ARC using ARC National standards for shelter management, with the provision that the EOC would support any unmet needs for staffing and/or resources. ARC maintains emergency supplies, cots, paperwork, and other necessary resources for operating a limited number of emergency shelters. The County has allocated shelter resources to ARC for use in Sonoma County Op Area shelters, including a supply of accessible cots and other access and functional needs provisions.

Sonoma County Op Area EOC oversees the assessment of needs for emergency shelters. A variety of agencies, organizations and groups, such as cities or churches, may independently open emergency shelters and assume full responsibility for them. The EOC supports the resource needs of authorized Sonoma County Op Area sponsored ARC shelters, although it may consider other requests for support as it is able.

Potential shelter locations have been identified and surveyed by ARC. Since the need for shelters is event and scope specific, shelter locations are not publicized in advance. When opened, shelter locations will be announced to the public via 2-1-1, the media, and emergency communications systems.

When determining a shelter location, every attempt is made to select ADA accessible facilities compliant with Department of Justice Title II regulations. Where non ADA accessible areas are present at the shelter location, organizations will make every attempt possible to bring in necessary equipment or resources to ensure compliance.

Historically, 20 - 25% of shelter occupants may be residents with special needs requiring assistance relative to communication, medical needs, independence, supervision, or transportation. ARC and the Sonoma County Op Area EOC will collaborate with response partners to acquire resources to accommodate residents with special needs onsite at shelters or to locate an alternate placement appropriate for the client's needs.

## **AUTHORITIES AND REFERENCES**

The California Emergency Services Act (Government Code section 8550 et seq.), hereafter referred to as, "The Act", provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1, Division 2 of Title 19 of the California Code of Regulations), establishes SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are considered to be extensions of the California Emergency Plan. This Emergency Operations Plan is intended to be such an extension of the State Emergency Plan.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

All operations and facilities involved in the disaster response activities shall take special note of the Americans with Disabilities Act (ADA). Appropriate efforts shall be made to insure that necessary considerations are given to accommodate survivors with disabilities. Public warning, emergency communications, transportation, and sheltering are areas that require special attention.

### **Federal**

A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action, December 2011

ADA Best Practices Tool Kit for State and Local Government, Chapter 7, Department of Justice, July 2007

Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101, Version 2.0, FEMA, November 2010

DHS Risk Lexicon, September 2008

Federal Civil Defense Act of 1950 (Public Law 920), as amended

Homeland Security Presidential Directive 5, February 28, 2003 - Established the National Incident Management System (NIMS)

National Response Framework (DHS), May 2013

Presidential Policy Directive (PPD) 8: National Preparedness, March 2011

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

**State**

California Coroners Mutual Aid Plan, 2010 Edition

California Emergency Plan, July 2009

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

California Fire Service and Rescue Emergency Mutual Aid Plan, February 2012

California Hazardous Materials Incident Contingency Plan, California Code of Regulations, Title 8, Section 5192

California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials

California Law Enforcement Mutual Aid Plan, 9<sup>th</sup> edition, April 2014

California Master Mutual Aid Agreement, November 15, 1950

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)

Disaster Service Worker Volunteer Program (Subchapter 3 of Chapter 2 of Division 2 of Title 19 of the California Code of Regulations).

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California

Local Government, Article XI, of the Constitution of California

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Emergency

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)

Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and Government Code Section 8607(a).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code

**Local** (see also Part Three – References)

Chapter 10 of the Sonoma County Code, Emergency Management and Response

Memorandum of Understanding between 2-1-1 Sonoma County, June 2012

Memorandum of Understanding between the Redwood Empire Chapter of the American National Red Cross and the County of Sonoma, adopted September 29, 1995

Resolution No. 06-0840 proclaiming Sonoma County as adopting the National Incident Management System (NIMS), September 26, 2006

Resolution No. 06-0841 adopting the Sonoma County Operational Area Emergency Operations Plan, October 2006, adopted September 26, 2006

Resolution No. 97-0505 proclaiming Sonoma County as an Operational Area and adopting the Standardized Emergency Management System (SEMS), adopted April 22, 1997

Sonoma County (Fire) Master Mutual Aid Agreement, adopted 1998

Sonoma County Civil Defense and Disaster Mutual Aid Agreement, adopted 1963

Sonoma County Emergency Operations Center Staff Development Plan, September 2013

Sonoma County Hazard Mitigation Plan, October 2011

Sonoma County Law Enforcement Mutual Aid Agreement, adopted 1965

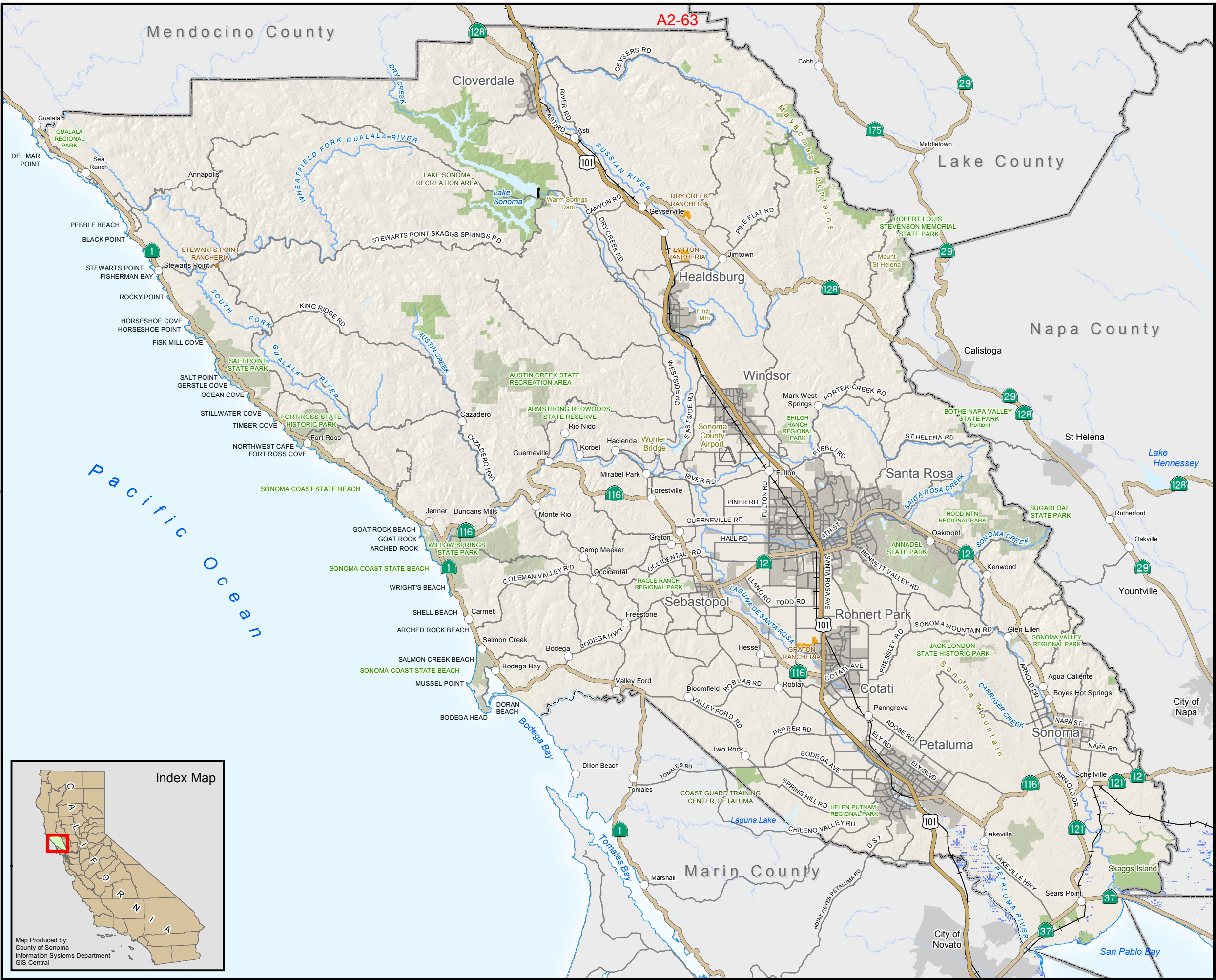
Sonoma County Operational Area Disaster Service Worker Volunteer Program Guidance and Policy, December 2013

Sonoma County Response Plan for Bioterrorism and Other Public Health Emergencies, December 2004





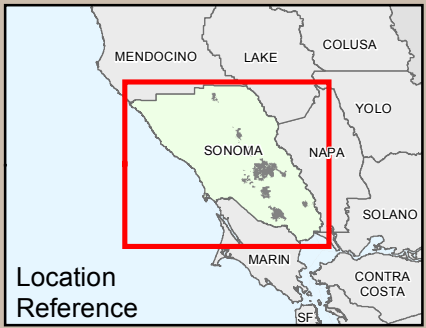
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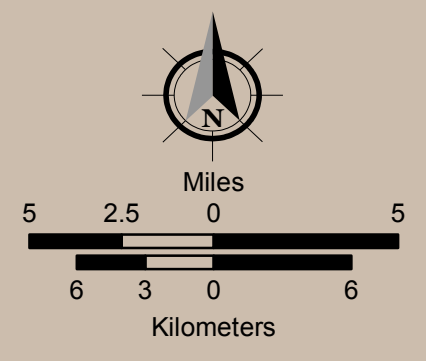
# COUNTY of SONOMA

Reference Map

- Community
- US Hwy
- State Route
- Railroad
- Select Hydrologic Feature
- Marsh
- Federal Lands
- State or Local Park
- Incorporated City
- Tribal Lands



07/29/2014



- Author: County of Sonoma Fire and Emergency Services
- Projection & Coordinate System Tics: California State Plane Coordinate System, Zone II, NAD 83, US survey feet, Lambert Conformal Conic. Some data have been re-projected from other coordinate systems and may not reflect actual ground positions.
- Document Source and Date: \\sc-gis\sql\Data\GIS Projects\Emergency Services\Projects\EOP\2014\leopgenmap.mxd
- Data Source: Sonoma County Information Systems Department GIS Central, SBE, Sonoma County Assessor







## PART TWO - THREAT SUMMARY AND ASSESSMENTS

Part Two, Threat Summary and Assessments, is a series of summaries based upon hazard analysis. Hazard analysis studies were conducted in 1996, 2006 and 2011 by Fire & Emergency Services staff and response partners. These studies provide a description of the local area, risk factors and the anticipated hazard. The 2011 update to the County Hazard Mitigation Plan analyzes in detail earthquake, wildland fire, flood and landslide hazards as these are considered the greatest risk to Operational Area based on past disaster events, future probabilities and scale of vulnerability.

### Threat Hazard Identification and Risk Assessment

Annually, Sonoma County Fire & Emergency Services Department performs a Threat and Hazards Identification and Risk Assessment Report (THIRA) in accordance with California Office of Emergency Services guidance and FEMA Informational Bulletin No. 391. The THIRA process helps communities identify capability targets and resource requirements necessary to address anticipated and unanticipated risks. The THIRA tool has been developed to create a standard process for identifying community-specific threats and hazards and setting capability targets for each core capability identified in the National Preparedness Goal as required in Presidential Policy Directive 8 (PPD 8). 2013 guidance expanded the THIRA process to include estimation of resources needed to meet the capability targets.

### GENERAL

#### Location, Major Jurisdictions, and Population

Sonoma County, the northern most of the nine counties comprising the San Francisco Bay Area, is located along the Pacific Ocean coastline about 40 miles north of San Francisco and the Golden Gate Bridge. The County is just over 1,500 square miles, making it the largest of the nine Bay Area counties. Sonoma County has a population of 483,000 as of April 2010. There are approximately 150,000 people living in the unincorporated area of the County, with the remainder living in the nine incorporated cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and the town of Windsor. The population of the County is spread across nine sub-county regions, each relating to distinct geographical and trade areas:

Sonoma Coast/Gualala Basin - Sonoma County's portion of the Pacific Coastline runs from the Gualala River in the north to the Estero Americano in the south. This region contains several coastal communities including; Bodega Bay, Jenner, Fort Ross, Timber Cove, Sea Ranch, and Gualala. It also extends inland to include the communities of Annapolis, Cazadero, Duncan's Mills, Bodega, Freestone, Camp Meeker, and Occidental. This area has the lowest population density due to its relative remoteness, lack of roads, and challenging terrain. This ecoregion consists of Northern California coastal forests interspersed with coastal prairies. The region has a variety of rainfall patterns and micro climates. The economy is primarily oriented around recreation & tourism, commercial fishing, timber production, and sheep ranching. Bodega Bay is home to the only navigable harbor between the Golden Gate Bridge and Eureka.

Upper Russian River Basin - This northeastern portion of the County includes the City of Cloverdale and the community of Geyserville. Numerous world-class wineries, as well as geothermal steam power and mining of construction aggregates define this region economically. Environmentally, this region is similar to a Mediterranean climate, with lots of rolling hills, and hot, dry summers. Lands outside of the valley floors are severely constrained with low accessibility.

Central Russian River Basin - Healdsburg and Windsor are located along the U.S. 101 corridor. This region is home to world-class wineries, Warm Springs Dam, which provides flood control on Dry Creek

and the Russian River and is the main municipal water supply for the majority of the population in Sonoma County. Agriculture, gravel mining, tourism and recreation are major activities in this basin.

Lower Russian River Basin - extends from the Laguna de Santa Rosa westward to Austin Creek. It includes the Russian River resort areas of Forestville, Guerneville, Monte Rio, Guerneville Park, and Rio Nido. Most of these communities were originally developed for summer vacation homes, and later converted to year round residences. The Russian River and redwoods provide the setting for extensive recreational and tourist activities. Agriculture and natural resources include apple orchards, vineyards, and redwoods. The large sub-regional waste water treatment plant resides in the northern reaches of the Laguna de Santa Rosa.

Santa Rosa Plain - There are approximately 167,000 people residing in Santa Rosa, the largest city north of San Francisco. Predominately urban/suburban, the area lies along the U.S. 101 and Highway 12 corridors. Located within the city limits are large corporations, federal, state and county government offices, as well as half the Sonoma County employment base.

Sebastopol Area - Lying to the west of the Santa Rosa Plain are the communities of Graton, Bloomfield, and Valley Ford, as well as the City of Sebastopol. Extensive areas of rural development are mixed with small farms and orchards.

Rancho Cotati Area - This area, in central Sonoma County along the U.S. 101 corridor, includes the cities of Rohnert Park, Cotati, and the community of Penngrove. This is geographically the smallest of the nine areas, but has the highest population density in the County. Many residents of this suburban community commute to Santa Rosa, Petaluma, and the Bay Area. Sonoma State University and the Graton Rancheria Casino are located here.

Petaluma River Basin - The southernmost area of the County extends from Penngrove to the Marin County line in the south and the Sonoma mountains west to the community of Two Rock. As the second largest city in Sonoma County, Petaluma is home to a relatively large share of financial, communication, food processing, and business services employment. Its proximity to Marin and San Francisco results in a daily out-commute of over 40 percent of its workforce. The rural setting west of Petaluma supports the Two Rock U.S. Coast Guard Training Center and numerous dairy and poultry farms.

Sonoma Valley - Extending from Bennett Valley and Kenwood, south to San Pablo Bay, the valley and foothills rank among the finest vineyard regions in the world. In the southern portion, the mountains and foothills give way to an alluvial plain, estuary, and tidal marshlands. Population is concentrated in the City of Sonoma and the adjacent unincorporated communities of Agua Caliente, Fetters Hot Springs, El Verano, and Boyes Hot Springs. Other communities include Kenwood and Glen Ellen. Agriculture, particularly wine grapes, and tourism are mainstays of the area's economy.

## Population Demographics

The Sonoma County Operational Area has experienced a 2.3% population increase from April 1, 2010 to July 1, 2013. Figure 21 compares demographic information of the Operational Area with the State of California using information based on the 2010 United States Census.

**Figure 21: Demographic Comparison**

Population Fact	Sonoma County Operational Area	State of California
Population, 2013 estimate	495,025	38,332,521
Persons under 5 yrs, percent, 2012	5.7%	6.7%
Persons under 18 yrs, percent, 2012	21.4%	24.3%
Persons 65 yrs and over, percent, 2012	15.2%	12.1%
Language other than English spoken at home, % age 5+	25%	43.5%
High school graduate or higher, % of persons age 25+	86.7%	30.5%
Housing units in multi-unit structures, percent, 2008-2012	19.3%	30.9%
Median value of owner-occupied housing units, 2008-2012	\$430,900	\$383,900
Households, 2008-2012	185,502	12,466,331
Persons per household, 2008-2012	2.56	2.93
Per capita money income in past 12 months (2012 dollars), 2008-2012	\$32,898	\$29,551
Median household income, 2008-2012	\$63,565	\$61,400
Persons below poverty level, percent, 2008-2012	11.5%	15.3%

## Geographical Features (mountains, rivers, coastlines, etc.)

The broad flat Santa Rosa Plain lies between the Sonoma Mountains on the east and low coastal hills on the west is the center of Sonoma County. To the north are the Mendocino Highlands from which the Russian River runs south and west. A tributary, Dry Creek runs from Lake Sonoma starting at the Warm Springs Dam and provides water to the majority of the population. The western margin of the County along the rugged Pacific Coastline includes many Northern California coastal forest ecotypes and coastal prairies. The Maacama Range forms the eastern boundary of the County. Along with the Sonoma Mountain Range, it encloses the Sonoma Valley and the Valley of the Moon. Sonoma Creek runs down the valley and borders Solano County before emptying into the San Pablo Bay. To the south, the Petaluma River runs southeast and also drains into the San Pablo Bay.

## Transportation and Infrastructure

Transportation - The primary north/south travel corridor is U.S. 101 along which 70 percent of the population lives. This vital economic and transportation corridor for the County and entire North Bay, is also the main tourist route through Northern California. The main east/west travel route is Highway 12, connecting Highway 1 in Bodega to the City of Sebastopol in the west with the City of Sonoma in the east, and continuing to Interstate 80 in Solano County. Highway 116 links the City of Sonoma to Rohnert Park/Cotati, Sebastopol, and the Russian River area, eventually reaching Jenner. From Vallejo in the east to Novato in the west, Highway 37 runs through the southernmost portion of the County with a large amount of commercial and passenger traffic. Highway 128 comes south from Mendocino County and, connects Cloverdale, Geyserville and Calistoga to the east. Of note is scenic Highway 1 (the Pacific Coast Highway) running along from Tomales in the south, onto the coastline north to Gualala, ultimately connecting Marin and Mendocino counties. All other roadways in the county are two lane rural roads or surface streets.

Rail passenger service is planned to resume in 2016 with the Sonoma Marin Area Rail Transit District (SMART). SMART shares the North Coast Railroad Authority (NCRA) rail lines with freight service that restarted in 2011. The railroad right-of-way generally follows U.S. 101 and Highway 37. It passes through seven of the nine incorporated cities and some of the most heavily concentrated industry in the County.

Other means of transportation include:

- Charles M. Schultz Sonoma County Airport has recently expanded facilities for airline passenger service, business and recreational aircraft. Law enforcement, emergency medical service and firefighting aircraft are also flown out of the airport. Four other small municipal airports are located in or near the cities of Sonoma, Petaluma, Healdsburg, and Cloverdale.
- Bodega Bay Harbor and Petaluma Marina are home to commercial fishing and charter boats.

Infrastructure - Sonoma County has the typical types of buildings, water and power systems of a community that experienced the majority of its growth in the last 65 years. A brief description follows:

- Buildings - building construction is predominately wood frame. The majority of masonry buildings were either destroyed in the 1906 and 1969 earthquakes or have been reinforced in recent years.
- Water - Water supply demands are based heavily on the Russian River for a majority of the population and mostly on ground and surface water for agricultural use. Recent actions taken to protect endangered species have resulted in modified water supply management techniques and resulted in cutbacks on water taken from the river.
- Wastewater - The City of Santa Rosa operates the largest collection and treatment system collecting wastewater from Santa Rosa, Rohnert Park, Cotati, Sebastopol and some of the unincorporated areas. The sub-regional treatment plant is in the Laguna de Santa Rosa area. This plant transports large amounts of tertiary treated wastewater north to the Geysers for additional steam generating capability. Additionally, there are a total of 16 municipal wastewater treatment plants, and many other small wastewater treatment systems throughout the county.
- Power - the only significant power generating resource in the County is the Geysers Geothermal Resource Area (Geyser's). The largest geothermal resource in the world, the Geysers produces 20% of the California's non-hydro, renewable electricity. Approximately 20 power plants in the Geysers Geothermal Resource Area extract steam from the resource to run turbines to generate electric power. Power transmission lines from the Geysers run south through Sonoma and Marin Counties, north to Mendocino County, and east to transmission lines in the Central Valley. Power transmission lines along Highways 12 and 37 allow power to be exported or imported into Sonoma County.

## THREAT ASSESSMENT 1: MAJOR EARTHQUAKE

### General Situation

Sonoma County is bounded on the west and the east by major earthquake faults. The Northern Segment of the San Andreas Fault lies off the west coast of the County, crosses land at Bodega Bay, goes out to sea and crosses the County again from Fort Ross, past the community of Sea Ranch, exiting the County at its northern border. The Rodger's Creek Fault enters Sonoma County at San Pablo Bay and extends northward, east of Petaluma, Rohnert Park, and through Santa Rosa. North of Santa Rosa, it meets up with the Healdsburg Fault, and continues northward passing east of Windsor. The Maacama Fault lies to the east of the Healdsburg Fault and continues northward, passing east of Cloverdale. All of these faults are right lateral strike-slip faults, meaning that the land on the western side of the fault moves north in an earthquake.

Modern earthquake modeling techniques indicate that a major earthquake will likely cause many deaths and casualties, extensive property damage, fires, hazardous material spills and other secondary events. The Rodger's Creek fault is considered the greatest earthquake threat to Sonoma County because of the high probability of rupture and its proximity to the County's greatest concentration of population, governmental services and infrastructure. Post event response will be complicated by aftershocks and the secondary effects of fire, hazardous material/chemical accidents and possible failure of waterways and dams. The day, time of day and season of the year will have a significant effect on the number of dead and injured. Such an earthquake would be catastrophic in its effect upon the population and would likely exceed the response capabilities of the individual cities, Sonoma County Op Area and the Governor's Office of Emergency Services and other state agencies. Rescue operations, damage assessments and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons will require emergency medical care, food and temporary shelter. Identification and burial of the dead pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, mainly in areas downwind from hazardous material releases. Many families would be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, to and from the disaster area and by the disruption of public utilities and services.

The economic impact on the Sonoma County Op Area from a major earthquake would be considerable in terms of loss of employment, economic activity and tax base. Also, a major earthquake could cause serious damage and/or outage of computer facilities and communication portals. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

### Specific Situation

The potential hazards that the Sonoma County Op Area may face in an earthquake include the following:

#### Ground Shaking

The most significant earthquake action in terms of structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology determine the intensity of the ground shaking and the resultant damages. Ground shaking is the primary cause of building losses.

### Surface Fault Rupture

Surface fault ruptures can result from large magnitude earthquakes. Surface rupture occurs when movement on a fault deep within the earth breaks through to the surface. Structures located within the fault rupture zone are subjected to excessive ground deformations. Most structures are not designed to withstand such large deformations and experience major damage. The Alquist-Priolo Earthquake Fault Zoning Act was passed in 1972 to mitigate the hazard of surface faulting to structures for human occupancy. Its main purpose is to prevent the construction of buildings used for human occupancy on the surface trace of active faults.

### Liquefaction

In an earthquake, three ingredients are necessary for liquefaction to occur: a high water table, layers of loose sand, and moderate or greater earthquake shaking. When shaken, the soil grains consolidate, pushing water towards the surface and causing a loss of strength in the soil. The soil surface may sink or spread laterally. Structures located on liquefiable soils can sink, tip unevenly, or even collapse. Pipelines and paving can tear apart. The potential for liquefaction in Sonoma County exists primarily in the wetlands areas adjacent to San Pablo Bay; along the Russian and Petaluma Rivers and Santa Rosa and Sonoma Creeks; the Laguna de Santa Rosa and Santa Rosa Plain.

### Landslides

Seismically triggered landslides are a concern in areas with steep and unstable slopes. Earthquake-induced landslides can also be exacerbated during periods of high rainfall, where the ground is saturated and even normally stable materials can fail. These slides could result in significant property and infrastructure damage, and potential injury and loss of life in many areas of the County.

### Post-Earthquake Fire

Fire often accompanies earthquakes, caused by breaks in natural gas lines, damaged electrical systems, or toppled appliances with pilot lights. Fire following an earthquake is particularly difficult to suppress because of the likelihood of numerous simultaneous ignitions, broken water mains, blocked or damaged routes for evacuation, limited firefighter access and other demands on fire personnel. Densely populated neighborhoods with wooden homes, such as many of the residential areas in Sonoma County, are most at risk, along with utility systems, and other infrastructure.

### Tsunami

Damaging tsunami waves can be caused by large distant or near shore earthquakes. A tsunami is a series of traveling ocean waves generated by undersea earthquakes or landslides. Sonoma County's raised coastline and the underwater bathymetric landscape is not considered conducive to generate a large tsunami. There is a separate threat assessment for tsunami, found on page 90.

### Damages to Lifeline Systems

#### *Communications*

System failure, overloads, loss of electrical power and possible failure of alternate power systems will affect telephone and cellular systems. Numerous failures can be expected to occur, and remaining systems may be overloaded beyond capacity. The public should not expect the use of telephone or cellular systems for the first few days after an event.



The County has a wireless communications network used for public safety and emergency response. The communications network is used by County and City agencies, public safety officials and emergency responders. The network is comprised of mountain top communication sites, consisting of towers and equipment buildings, which provide wireless communications coverage throughout Sonoma County. While the communications system is designed to be functional even after the loss of one or more antennas, a major earthquake impacting multiple sites could significantly reduce communications effectiveness.

#### *Electrical Power*

Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of PG&E, it may not be possible to have electrical power rerouted, resulting in wide spread outages for an undefined period of time. A great deal of imported power is expected to be lost. In areas of greatest shaking, it is anticipated that some distribution lines, both underground and surface, would be damaged. Much of the affected area may have service restored in days; areas that suffer extensive damage or have underground distribution may require a longer time.

#### *Fire Operations*

Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be damaged and storage facilities would have to be relied on; water pressure and supply could be inadequate to non-existent. First response from fire personnel is expected to be damage assessment and determining resources needed for response and recovery needs. Response could be further complicated and delayed by the disruption of transportation routes.

Secondary responses by the fire service will focus on search and rescue of trapped persons. Rescuers should expect loss of power and water, jammed doors, restricted mobility due to debris, possible loss of communications capability and delays in reaching maximum effectiveness due to personnel shortages.

#### *Roads, Highways and Bridges*

Many roads in the county traverse areas subject to liquefaction and landslides. Roadways that experience liquefaction can develop very large cracks that may prevent their use, and can develop smaller cracks and sinkholes that impede traffic. Landslides triggered by earthquakes can both block and rip out sections of roads. Numerous roads will be subject to delays and detours. Damage to freeway systems is expected to be major, despite seismic upgrades. Portions of surface streets in the vicinity of freeways may be blocked due to collapsed overpasses. Many surface streets in the older central business districts may be blocked by debris from buildings, falling electrical wires and pavement damage. Local bridges that have not been seismically retrofitted may experience a high percentage of failure.

#### *Natural Gas*

Particularly in the areas of intense ground shaking, damage to natural gas distribution networks may consist of; (a) isolated breaks in major transmission lines, and (b) numerous breaks in mains and individual service connections within the distribution systems. Numerous leaks in the distribution system may affect a major portion of urban areas, resulting in a loss of service for extended periods. Fires should be expected at a small percentage of rupture sites both in the transmission lines and the distribution system.



### *Hazardous Materials*

The County has many sites containing hazardous materials. These sites include drycleaners, gas and service stations, agricultural operations, industrial sites, and high-tech facilities. The sites of most concern are clustered along U.S. 101 or associated with the Geysers geothermal field. There is the potential that trucks or train cars carrying dangerous materials could be tipped over by an earthquake and dangerous materials released. Some of these sources may contain gases or liquids that are potentially harmful to human health.

### *Sanitation Systems*

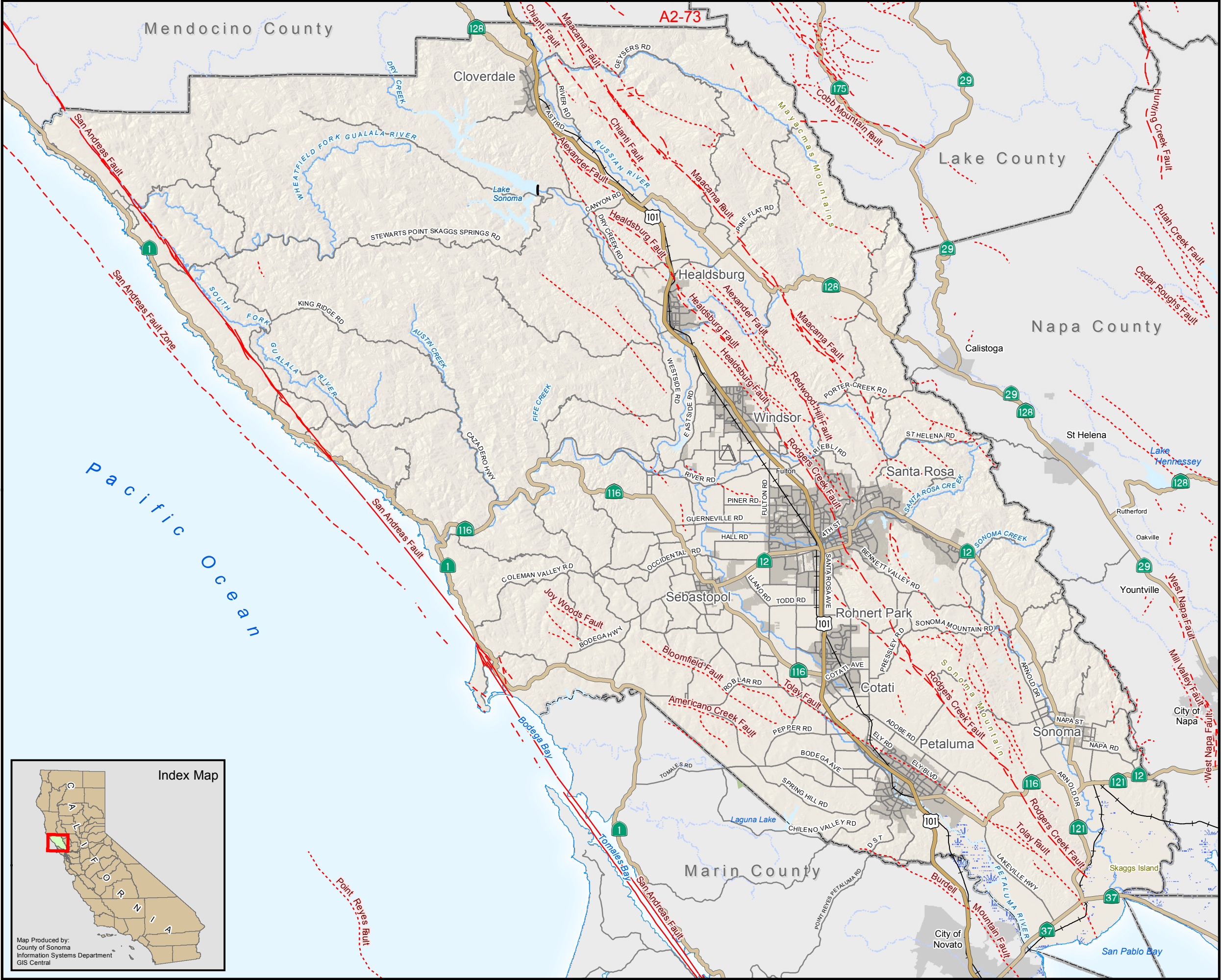
Wastewater treatment could be severely impaired by earthquake shaking. If facilities are damaged, it may be necessary to discharge waste water after treating it with emergency chlorination to reduce health hazards. Breakage of sewer lines and loss of power could lead to overflows from manholes and cause untreated sewage to flow in some street gutters. It is possible sewer lines could collect explosive gases, which could cause dangerous conditions, particularly if ignited by earthquake-sparked fires. Sewer connections to homes, which are the responsibility of independent sanitation districts, may break and cause back-ups.

### *Water Supply*

Water transmission pipelines pass through areas with very high liquefaction potential. Pipelines can experience extreme stress when they pass through soils of varying consistency, possibly causing them to buckle or break. These critical pipelines cross directly over the Rodger's Creek fault at several locations. A fault rupture could cause the aqueducts to offset and be nonfunctional. Leaking pipelines and aqueducts could drain the system of water rapidly, causing shortages for firefighting and drinking.

Water availability and distribution is needed for life support, to treat the sick and injured and for fire suppression activities is of primary concern after a major earthquake.

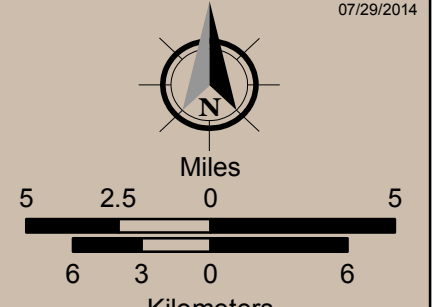




# COUNTY of SONOMA

## Faults and Fault Activity

- Last Fault Displacement**
- Historic (Last 200 years)
  - - - Holocene (11,000 years)
  - - - - - Late Quaternary (750,000)
  - · · · · Quaternary (1,600,000)
- Other Features**
- US Hwy
  - State Hwy
  - Primary Rd
  - Railroad
  - Select Hydrologic Feature
  - ▨ Marsh
  - Incorporated City



07/29/2014

- Author: County of Sonoma Fire and Emergency Services
- Projection & Coordinate System Tics: California State Plane Coordinate System, Zone 11, NAD 83, US survey feet, Lambert Conformal Conic. Some data have been re-projected from other coordinate systems and may not reflect actual ground positions.
- Document Source and Date: \\sc-gis\GIS\Projects\Emergency Services\Projects\EOP\2014\eopfaultmap.mxd
- Data Source: Sonoma County Information Systems Department GIS Central, Reproduced with permission, California Geological Survey, Digital Database of Quaternary and Younger Faults from the Fault Activity Map of California, Version 2.0 (Named faults only)







## THREAT ASSESSMENT 2: WINTER STORM

### General Situation

Winter storms in California can be intense and long lasting. Flash floods, mudslides, high coastal surf, coastal erosion, stream and creek flooding, snowstorms, and avalanches have all occurred in the state.

### Specific Situation

Storm systems blow into the North Bay, typically from the west. Topography and altitude affect how much rain and wind a winter storm will bring. Storms hit the coastal hills, forcing the air upward and cooling it, causing condensation and dumping the heaviest rain on windward slopes and ridge tops. This phenomenon gives Cazadero and other west county areas up to 100 inches of rain, typically twice as much as Santa Rosa. Moving inland, the air descends and warms, drying out and producing a "rain shadow" of lighter precipitation on leeward slopes and across the valleys. This pattern is repeated as the air rises and falls, like a roller coaster, over inland hills and valleys. This weather phenomenon ensures that Cotati, Healdsburg, Santa Rosa Rohnert Park and Windsor get less rain than their westerly neighbors in the hills. Southern areas around Petaluma and Sonoma typically get less rain than northern areas such as Cloverdale.

Winter storms cause extended power outages and road closures throughout the County. Widespread localized flooding, creek and stream flooding and river flooding are prevalent. Communication system failures are not unusual and may hamper alert and warning efforts.

### History

Beginning on February 13, 1986 and continuing for the next nine days, a massive winter storm battered Sonoma County. The rain was torrential, quickly swelling creeks, lakes and rivers. The winds came, toppling power and phone lines, trees, fences, and signboards. Drivers stopped their vehicles for fear of being blown off the highway. California Department of Forestry officially clocked one gust at 82 miles per hour. Trees and power lines came down through houses and vehicles. Roads were closed in all directions. During the storm, nearly twenty-five inches of rain fell on Sonoma County. By February 21, Sonoma County had been designated a major disaster area by President Reagan. The Final impact of the February 1986 storm were two deaths and approximately \$25 million in damage. Those areas of the County most affected by the storm were low-lying lands near the Russian and Petaluma Rivers, San Antonio, Sonoma, Santa Rosa, Petaluma, and Lichau Creeks, Schellville, and the Laguna de Santa Rosa.

A series of devastating rainstorms accompanied by high winds struck the state during January and March of 1995. For the first time in history, a State of Emergency was declared in all 58 counties in California. Damages statewide were estimated at \$1.8 billion - making this the costliest winter storm/flood disaster in California history and one of the highest in the nation. In Sonoma County, severe flooding occurred along the lower reaches of the Russian River, downed power and telephone lines knocked out power to most of the West County, and large numbers of low-lying roads and areas throughout the County were flooded. Two deaths were attributed to the storms. Total storm and flood damages in the County were estimated at \$32 million.

In January of 1997, the County/Op Area EOC was activated and the experienced staff rang in the New Year while responding to yet another federally declared winter storm. Localized flooding occurred in Petaluma, Cloverdale, and Sonoma. Damage estimates totaled \$31 million.

In 1998, the El Nino phenomena brought large amounts of rain to the County. As the lower Russian River began to subside from moderate flood levels, the saturated ground began to give way in a dozen

locations. Landslides and debris flows destroyed homes and roads throughout the County, with the single largest event being the Rio Nido Debris Flow. Three homes were destroyed and several others damaged when the hillside above a neighborhood in Rio Nido gave way. This debris flow eventually resulted in the mandatory evacuation of some 300 residents as well as a federal buyout of the entire neighborhood. Additional isolated incidents included coastal slides at Gleason's Beach, numerous smaller slides countywide, levee breaks, & a logjam on Sonoma Creek. There were four storm-related deaths, 200 roads closed and/or damaged and over 1200 residents voluntarily evacuated. The County/Op Area EOC was activated continuously for 21 days. The Rio Nido Incident Command Post (ICP) was active for 56 days. Response costs and damages totaled \$28 million.

The most recent significant flooding event, the 2006 New Year's Flood, occurred following a series of winter storms that hit California late in 2005. During December, Santa Rosa received over 17 inches of rain, with 4 inches falling on December 31 alone. This made it the second wettest December since record keeping began in 1888. The Russian & Petaluma rivers, Sonoma, Santa Rosa, Mark West & Lichau creeks flooded many roads, businesses and homes. The Russian River rose to 41.7 feet January 1, 2006. The damage costs were estimated at \$110 million. Sonoma County received a Federal Major Disaster Declaration in February 2006. Nearly 800 individual claims were processed by the Federal Emergency Management Agency.

Just two months later, Spring 2006 brought weeks of heavy rainfall. In March, it rained for 25 days in Santa Rosa; a record for the most rainy days in one month. Numerous county roads were closed due to slides and pavement damage caused by the saturated soil. Several homes were threatened by slides. This federally declared storm inflicted damages over \$36 million, primarily to infrastructure.

## THREAT ASSESSMENT 3: FLOOD

### General Situation

Floods are generally classified as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time. Flash flood warnings usually require immediate evacuation within the hour.

No area is immune to flash floods. On small streams, especially near the headwaters of river basins, water levels may rise quickly in heavy rainstorms, and flash floods can begin before the rain stops falling. There is little time between the detection of flood conditions and the arrival of the flood crest. Swift action is essential to protect life and property.

Flash floods also occur in or near mountainous areas where torrential rains can quickly change a dry watercourse or small brook into raging treacherous torrents of water.

The National Weather Service may issue a flood watch, advisory or warning. A FLOOD WATCH is issued to inform the public and cooperating agencies that current and developing hydrometeorological conditions are such that there is a threat of flooding within the next 48 hours, but the occurrence is neither certain nor imminent. A FLOOD ADVISORY is for events that may cause significant inconvenience, and if caution is not exercised, could lead to situations that may threaten life and/or property. A FLOOD WARNING is to inform the public of flooding along larger streams and rivers in which there is a serious threat to life or property -- all persons should take necessary precautions.

All low lying areas, both coastal and inland, are subject to flood conditions. Urban development in flood plain areas are often subject to seasonal inundation. The flood plain is a natural extension of any waterway, although infrequently used. Storm water runoff that exceeds the capabilities of the physical characteristics of stream and drainage channels, results in the natural flooding of a localized area, stranding vehicles and causing considerable damage to infrastructure, residential and industrial properties.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwater, securing utilities, cordoning off flooded areas and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

### Specific Situation

Floods are the most frequent natural hazard impacting Sonoma County. Nationally, Sonoma County has the distinction of the highest repetitive flood damage rate west of the Rocky Mountains. A large percentage of the County may be subject to flooding due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The County has historically been vulnerable to storm surge inundation associated with cyclones and tropical storms.

The majority of areas subject to river flooding in Sonoma County are adjacent to the Russian River in the north and the county bordered by Mirabel Park on the east and Duncans Mills on the west. Historically, the Petaluma River has also produced significant flood problems, causing damage in Petaluma and other areas in the basin. Other locales that flood periodically are low lying lands near the San Antonio, Sonoma, Santa Rosa, Mark West and Lichau Creeks, and the vicinity around the Laguna de Santa Rosa. Coyote and Warm Springs Dams afford an appreciable level of flood protection from Russian River overflows during the winter and spring months.

State and federal weather/river forecasters monitor the Russian River through a series of stations located along the river and its tributaries. The system affords a degree of advance flood warning for emergency responders. Flooding has occurred along the lower and middle reaches of the Russian River on a regular basis throughout the last one hundred years of recorded river history. Major floods have happened in 1937, 1940, 1955, 1964, 1982, 1986, 1993, 1995, 1997, 1998, and 2006.

Besides this type of flooding, Sonoma County may experience coastal flooding at harbors and inlets, such as Bodega Bay, which are susceptible to storm surges accompanied by wave action. Additionally, tidal flooding occurs along San Pablo Bay. These areas may also be vulnerable to the effects of tsunamis.

#### Emergency Response Actions

Emergency response actions associated with flooding on the Lower Russian River are presented in the Sonoma County Op Area Lower Russian River Response Plan.

## THREAT ASSESSMENT 4: LANDSLIDE

### General Situation

The rolling hills, coastal ranges, and steep canyons that characterize Sonoma County's landscape contribute to an increased landslide susceptibility. Landslides are described as downward mass movement of a slope of materials under the force of gravity. Extended periods of intense rainfall during the winter months is the primary cause of landslides in the County. Landslides can also be triggered by seismic activity. Landslides are a significant secondary hazard to wildland fire, where periods of heavy rainfall on denuded slopes cause landslide hazards.

The main mass movement types that occur in Sonoma County include:

Slides - Characterized by a distinct zone of weakness that separates the slide material from more stable underlying material.

Falls - Abrupt movements of geologic materials, predominantly rocks and boulders that become detached from steep slopes or cliffs.

Flows - A combination of loose soil materials, air, and water that rapidly mobilize as slurry. These are most often caused by heavy precipitation and channelized surface water runoff.

Creep - Slow, natural, steady, downward movement of a slope-forming, often over decades.

The susceptibility of landslides is increased by human factors but also occurs naturally. Some natural factors include location, soil properties, and surface cover/vegetative factors. Human factors include infrastructure placement and land management practices.

### Specific Situation

In Sonoma County, the complex geology and groundwater formations mixed with the many creeks and micro-watersheds and large differential magnitude of rainfall patterns facilitates a high susceptibility for landslide hazards. The hazards are greatest on slopes of thirty percent or greater, but can occur on slopes of fifteen percent or less depending on geologic deposits, vegetation, and building patterns. Landslides are also likely along coastal cliffs. Historic landslides are perhaps the best indicator of where landslides will occur again, unless the conditions that contributed to the prior landslide have been mitigated.

During the 1906 earthquake a large landslide occurred in the Maacama Creek area, 6 miles east of Healdsburg, along with many smaller landslides along many creeks throughout the county. Most seismic events can trigger small slides along their faults when in confluence with a flowing water way.

The winters of 1982, 1983, 1986, and 1998 provided a grim reminder of the degree of landslide hazards in Sonoma County. An extraordinarily intense storm in late January 1983 saturated the County triggering landslides in the Blucher Valley, Glen Ellen, and north Petaluma areas. The Rio Nido slide of 1998 destroyed 3 homes, and damaged many others resulting in a significant part of the community having to be relocated. Numerous other slides occurred in other areas of the county including Monte Rio, Gold Ridge, Hidden Acres, Blucher Valley and Fitch Mountain.

Current County codes restrict placing new structures on known landslide hazard areas. However, existing development on or near susceptible areas, much of it constructed to previous codes, is at risk. Communities such as Monte Rio and Rio Nido with histories of landslide hazards remain at risk from future events.



## **THREAT ASSESSMENT 5: HAZARDOUS MATERIAL INCIDENT**

### **General Situation**

A release of hazardous materials has the potential for adverse impacts upon human health, the environment and property, depending upon the type, location, and quantity of material released. Although hazardous material incidents can happen almost anywhere, certain areas of the County are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and that host industrial facilities that use, store, or dispose of such materials, have increased potential for accidental releases. Hospital emergency departments are at risk for contamination and closure of services if exposed victims arrive without prior decontamination.

### **Specific Situation**

Sonoma County is considered to be a combined suburban and rural area, removed from the multiple risks of hazardous materials emergencies normally associated with a more urbanized environment. With the exception of the Geysers geothermal fields in the northeast corner of the County, the central portion of the County along the U.S. 101 corridor contains the majority of facilities that utilize hazardous materials for business purposes. These facilities are generally limited to industrial parks within or near the incorporated cities. The eastern and western portions of the County are primarily rural and is mostly forested or agricultural. There are moderate concentrations of fertilizers, pesticides, fuel, and other related substances consistent with the agricultural activities of these areas.

The County and the nine cities do not have the large industrial complexes normally associated with a high incidence of hazardous material emergencies. However, when a hazardous material emergency does occur, the multiple resources that many urban communities draw upon may not be immediately available to Sonoma County. If the incident occurs at a peak traffic time, it is estimated that significant out of county assistance may be delayed for two to five hours or longer.

### **Road, Air, and Maritime Spill Potential**

Sonoma County's highway and road network includes approximately 250 miles of federal and state highways, 1400 miles of County maintained roads, and 900 miles of city maintained streets and roads. U.S. 101 carries the bulk of truck traffic and is the most frequent location of hazardous materials spills that occur on major roads. Geysers Road from the Geysers geothermal fields to Highway 128 is heavily traveled by trucks carrying hazardous materials to the power plants and has been the scene of frequent spills. Highways 12, 37, 116, 121, 128, and Highway 1 (the Pacific Coast Highway), handle a smaller volume of truck traffic, but are prone to vehicle accidents consistent with heavy traffic on two-lane roadways.

The Charles M. Schultz Sonoma County Airport is located six miles northwest of downtown Santa Rosa. Air transportation of hazardous materials involves the smallest quantity estimates but still poses a potential hazard.

Coastal areas, including San Francisco and San Pablo Bay, are subject to maritime hazardous materials spills, primarily oil product. In 2007, the oil tanker Cosco Busan struck a bridge in the San Francisco Bay, resulting in extensive shore contamination and cleanup operations in the coastal areas. Since then, the Sector San Francisco Area Contingency Plan was developed to address removal of oil and hazardous substances from waterways. The plan, prepared by the San Francisco Bay and Delta Area Committee, is designed to be implemented in conjunction with the National Contingency Plan and the Sonoma County Oil Spill Contingency Plan.

Spill history in the County shows most problems occurring in transportation corridors and of a relatively minor nature. Nonetheless, the potential still exists for a hazardous materials incident that poses an extreme threat to life, the environment, and property.

#### Emergency Response Actions

Emergency response actions associated with hazardous materials are presented in the Sonoma County Op Area Hazardous Material Incident Response Plan and the Sonoma County Oil Spill Contingency Plan.

## **THREAT ASSESSMENT 6: TRANSPORTATION ACCIDENT**

### **General Situation**

A major incident involving automobile, truck, bus, airplane, helicopter or any combination of vehicles could result in a large number of casualties and significantly impact regional transportation systems. The ability of emergency responders to minimize suffering, disability, death and transport victims to hospitals will be directly affected by the time of day and traffic congestion. A major incident on any of the primary transportation routes often produces road closures of at least four hours. Extensive search and rescue operations may be required to assist trapped and injured persons. Emergency medical care and temporary shelter may be required for injured or displaced persons. Identification, movement and temporary storage of significant number of dead will be challenging with local resources. Families may be separated, particularly if the incident should occur during working hours. In some instances the loss of communications and disruption of other essential services may hamper emergency operations. Under certain circumstances, it may be necessary to remove debris and clear roadways, demolish unsafe structures, and assist in reestablishing public services. It may be essential to provide continuing care and welfare for the affected population, including temporary housing for displaced persons and psychological support to survivors and emergency response workers.

Each of these hazards encompass many threats, such as a hazardous materials incident, fire, severe damage to nearby buildings or vehicles. Loss of life and injuries can happen in either adjacent buildings or in vehicles and to pedestrians.

## **THREAT ASSESSMENT 6-A: TRANSPORTATION ACCIDENT – AIR CRASH**

### **General Situation**

An air crash into the urban environment is always a possibility, although the probability risk factor in Sonoma County is low. A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs will affect the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from local governments, private organizations, airlines and in certain instances, the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. Crowds of onlookers and media personnel will have to be controlled. Injured or displaced persons will require emergency medical care, food and temporary shelter. Many families may be separated, particularly if the crash occurs during working hours. Investigators from the National Transportation and Safety Board and the Sonoma County Sheriff's Office Coroner Unit will have short-term jurisdiction over the crash area and site scene investigations will be completed before the area is released for cleanup. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

Law enforcement efforts in a major air crash would focus on the impacted location, maintaining open traffic lanes for ambulance service and establishing a perimeter. Responding firefighting and law enforcement units would be charged with containment and search and rescue. Mobile command and communication centers would be established as appropriate.

It can be anticipated that the mental health needs of survivors and surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, will identify and address mental health needs stemming from any traumatic disaster. There is a system in place for emergency workers; however, there are limited resources available to respond to the general public. Airlines also have an obligation to provide such services to the families of victims.

### **Specific Situation**

There are six airports in Sonoma County open for public use. Two privately owned and operated: Sonoma Skypark and Sonoma Valley. Three are owned and operated by cities: Cloverdale, Healdsburg, and Petaluma airports. The County of Sonoma owns and operates the Charles M. Schultz Sonoma County Airport. These airports all have general aviation activity consisting of single-engine, twin-engine piston-powered aircraft, and helicopters. Twin-engine turboprop and jet powered aircraft utilize the Charles M. Schultz Sonoma County Airport and, to a lesser extent, the Petaluma Airport.

The Charles M. Schultz Sonoma County Airport is the largest airport in the County. The airport is located approximately six miles northwest of the Santa Rosa on Airport Boulevard west of U.S. 101. The County Airport is the only service point for commuter airlines and scheduled airlines. CAL FIRE has designated the airport as an Air Attack Base for its fixed wing aerial fire-fighting efforts during the summer months. The Sheriff's helicopter, Henry 1 and an air ambulance service is based at the airport with the primary flight path over Windsor.

## **THREAT ASSESSMENT 6-B: TRANSPORTATION ACCIDENT – TRUCKING INCIDENT**

### **General Situation**

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompasses many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life to pedestrians or those in either the adjacent buildings or vehicles.

### **Specific Situation**

The main transportation arteries through Sonoma County are U.S. 101 and Highways 1, 12, 37, 116, 121 and 128. U.S. 101 and Highway 37 are heavily used most hours of the day. Control of vehicular traffic around the affected area of a multi-casualty or hazardous materials incident will be a challenge at any time. During commute hours, the problem will be severely compounded. Expediting the flow of emergency response vehicles through the area and diverting nonessential traffic will be problematic. In cases where emergency traffic movement requirements exceed available road space, traffic must be rerouted with alternate routes and closure points.

## **THREAT ASSESSMENT 6-C: TRANSPORTATION ACCIDENT – TRAIN CRASH**

### **General Situation**

The two primary rail incident threats are from derailments at operating speed and collisions with motor vehicles at-grade crossings. These events could result in a mass-casualty incident with up to 300

victims, a hazardous materials spill and traffic disruptions on major and local roadways as well as the rail corridor itself.

Response to rail emergencies must take into account the challenges presented by the rail line's proximity to major waterways, rivers and wetlands, the remoteness of the rail line in certain areas which creates access challenges by emergency responders, and the ability of responders to operate around large, heavy transportation vehicles.

### **Specific Situation**

Sonoma County has a long history of rail freight transport and passenger service since the late 1800's. The North Bay rail network was extensive through the first half of the 20<sup>th</sup> century. Along the primary north-south rail line that generally parallels Highway 101, freight ran until the late 1990's and began again in 2011. Passenger service ceased in 1958 and is due to resume in 2016 with the Sonoma Marin Area Rail Transit District (SMART).

SMART has ownership/primary emergency response planning responsibility for the portions of rail in the southern area of Sonoma County along the Highway 12, 121 and 37 corridors as well as the rail line paralleling Hwy 101 from the Marin County border to downtown Healdsburg. The North Coast Rail Authority (NCRA) along with their freight rail provider, the Northwestern Pacific Company (NWP Co.), has ownership/planning responsibility from Downtown Healdsburg north to the Mendocino County border. Emergency planning includes system security and safety, emergency response and coordination along the rail corridor. A railroad Emergency Preparedness Plan is required and regulated by the Federal Railroad Administration, 49 CFR part 239.

## THREAT ASSESSMENT 7: WILDLAND URBAN/INTERFACE FIRE

### General Situation

The combination of highly flammable fuel, long dry summers and steep slopes creates a significant natural hazard of large wildland fires in many areas of Sonoma County. A wildland fire is a fire in which the primary fuel is natural vegetation. Wildland fires can consume thousands of acres of vegetation, timber and agricultural lands. Fires ignited in wildland areas can quickly spread, to areas where residential or commercial structures are intermingled with wildland vegetation. Similarly, fires that start in urbanized areas can grow into wildland fires. Wildland/urban interface (WUI) fire hazards are especially pronounced in areas of high structure densities adjacent to undeveloped open space areas narrow roads with dense vegetation. A Wildland/urban interface fire may result in death, injury, economic loss and a large public investment in firefighting activities.

Wildland fire season in Sonoma County spans the months after the last spring rains have fallen and until the first fall or winter rains occur. The months of August, September and October have the greatest potential for wildland fires as vegetation dries out, humidity levels fall, and off shore winds blow. Wildland fire behavior is based on three primary factors: weather, topography and fuel.

### Specific Situation

Wildland/urban interface fire hazards are especially pronounced in the residential communities such as: Fitch Mountain, The Sea Ranch, Trinity Road/Cavedale, Montecito Heights, Porter Creek, Bennett Valley and other areas contiguous to the city limits of many incorporated cities within Sonoma County.

In many of these high hazard areas, old (pre-building code) structures can be found intermingled with modern structures. These older structures were designed as a summer home/weekend retreats and are now being used as year around residences. These areas are situated on narrow roads with very poor access/egress and do not have adequate parking spaces. This will severely hinder access by fire apparatus and other emergency vehicles.

Sonoma County Fire Safe Code addresses new building construction in the unincorporated area, including providing a residential water supply, ensuring emergency vehicle access, consistent road naming and addressing and residential fire sprinkler requirements. The code also addresses fuel modification and defensible space requirements to reduce the possibility and intensity of a wildfire. However, there are no ordinances that address older buildings and their construction. For these reasons, older residential areas are dangerously exposed to hosting a “large and damaging” wildland/urban interface fire that would pose extremely difficult for firefighters to contain.

In order to mitigate the potential for a “large and damaging fire” in these areas, Fire Safe Sonoma has been established. Fire Safe Sonoma is a private, nonprofit organization of fire protection professionals, representatives of community action groups, homeowners and other concerned individuals. It’s primary purposes are to educate, exchange information, foster fire prevention and fire safety practices, promote vegetation management, obtain grants, support local fire agency efforts and involve everyone who works, lives or recreates in rural areas to address the wildland fire threat. It works with community groups on issues including sudden oak death and vegetation management. Important stakeholders such as Pacific Gas & Electric, insurance companies and others work together through this group. Fire Safe Sonoma maintains an educational website at <http://www.firesafesonoma.org>.

The population of tan oak vegetation in various areas of the County has particular risk due to the rise of Sudden Oak Death Syndrome. In specific areas, tan oak proliferation and the rapid encroachment of the disease has created an environment of increased vulnerability to wildland fire. See the Sonoma County Sudden Oak Death Strategic Response Plan for more detailed information about this hazard.

## Specific Topographic and Climatic Features

### Winds

The western portion of the county is heavily influenced by the Pacific Ocean in terms of local climate. In these environs the fire hazard is mitigated by summer fog intrusion and lower temperatures. However, during the two to three weeks of “off-shore” wind events each fall, even the coastal areas become an extreme fire hazard. The 1978 Creighton Ridge Fire near Cazadero burned 11,000 acres and destroyed 56 dwellings, is an example of how these offshore winds can influence local fire behavior.

The Russian River has carved out a large channel for winds to migrate from the coast to the inland areas each day. As the land is heated inland and the air rises, replacement air from the coast flows through this Russian River channel. It is not unusual for the winds to peak in the late afternoon and early evening at around 15-20 miles per hour.

### Topography

The topography in the county is typical of the mountains in the Coastal Range where they abruptly rise upward from the rugged shoreline to elevations of more than 2000 feet. This creates an opportunity for a wildland fire to spread uphill in many directions making it extremely difficult for the firefighters to control a fire in these areas. Adding dwellings into the mix, firefighting efforts become more problematic as attempts to protect structures and stop the spread stretch already limited resources.

The topography in the inland areas, although not as steep, can also cause significant firefighting challenges due to hotter, drier climatic conditions. The higher density of homes and population further complicates fire-fighting efforts.

## Fire Causes

Wildfires can be caused by natural events, such as lightning or high winds. However, most wildland fires are human caused. Campfires, careless smokers, electrical sparks, and arson cause most wildland and wildland/urban interface fires. In Sonoma County, electrical equipment, such as power lines and transformers, have caused numerous fires. An emerging cause for concern is fires started by mowing, use of power equipment and other work around very dry vegetation. The September 2004 Geysers Fire was started by arcing in an electrical circuit box as the result of a faulty splice, and consumed 12,525 acres. Trees growing into power lines have caused large and damaging fires within the county. One example, the Cavedale Fire in 1996 near Sonoma burned 2000 acres and caused 8.1 million dollars damage.

## Level of Fire Protection Services

Much of the County’s unincorporated area is designated by the State Board of Forestry as “State Responsibility Areas” (SRA). California Department of Forestry and Fire Protection (CAL FIRE) provides “primary” wildland fire protection in these areas. While the SRA designation implies that CAL FIRE provides protection for these areas, local fire districts and Community Services Areas (CSA) also assist with protecting and responding to fires. Technically, a fire district/CSA that has SRA lands within it, is responsible for providing fire protection to structures, and other improvements. In practice, when a wildland fire occurs in SRA, a mutual aid system is in place that immediately responds CAL FIRE and local fire resources. The Redwood Empire Dispatch Communications Authority (REDCOM) is responsible for notifying local fire resources and CAL FIRE’s Sonoma/Lake/Napa Unit (LNU) Emergency Command Center dispatches CAL FIRE resources.



Ground fire resources are augmented by CAL FIRE's helicopter stationed at Bogg's Mountain in Lake County and two air tankers based at the Sonoma Air Attack Base at the Charles M. Schultz Sonoma County Airport. The Sheriff's Helicopter Unit (Henry 1) is equipped with a 150-gallon water-dropping bucket that can assist in the effort when other resources are not available.

Sonoma County's 40 plus fire agencies have signed a countywide mutual aid agreement to insure that firefighting resources and personnel will be available to combat a wildland/urban interface fire. (See Part Three – Legal References) If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State's Master Mutual Aid Agreement administered by the Governor's Office of Emergency Services.



## **THREAT ASSESSMENT 8: DAM FAILURE**

### **General Situation**

Dam inundation is defined as the flooding which occurs as a result of structural failure of a dam. The most common cause of dam failure is overtopping. Overtopping is when the water behind a dam flows over the face of the dam and erodes the structure. Earthen dams are especially vulnerable to this type of failure. Structural dam failure may be caused by seismic activity. Seismic activity may produce inundation by generating a seismically induced wave that overtops the dam without also causing dam failure. This action is referred to as a seiche. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping. Though there have been no recent events, the possibility of dam failure exists and has occurred in the past in California.

### **Specific Situation**

Many areas of the Sonoma County Op Area are subject to inundation due to dam failure. There are 44 dams within County boundaries that are large enough to be either state or federally regulated.

The two major dams that would have the most significant impact on the Sonoma County Op Area in the event of dam failure are Warm Springs dam in the north/central portion of the County, northwest of Healdsburg, and Coyote Valley dam, located in Mendocino County, northeast of Ukiah. Failure of either of these two dams is considered very unlikely, even in a severe earthquake. The method of construction used for these dams, stringent federal standards for maintenance and the stewardship of the United States Army Corps of Engineers (USACE), provide an expectation that failure will not occur.

However, the 42 smaller dams may pose a significant threat to specific and limited areas within the Sonoma County Op Area. Most of these dams are used for agricultural purposes. Some are used for storing drinking or storm water.

For purposes of emergency preparedness and response, potential dam failure inundation areas are mapped as part of the specific Dam Inundation Contingency Plan prepared for each of the dams. These maps are maintained for public viewing at the Sonoma County Permit and Resource Management Department (PRMD).

### **Emergency Response Actions**

Emergency response actions associated with dam failures are presented in the Sonoma County Op Area Dam Inundation Contingency Plans. Plans have been prepared for each of the 44 dams that are either state or federally regulated.

## **THREAT ASSESSMENT 9: EXPLOSION**

### **General Situation**

A major explosion has the potential to cause numerous injuries and fatalities, extensive property damage and other ensuing hazards and disruptions. The type and location of any explosive accident or intentionally placed device would have a direct effect upon the amount of damage caused. A major explosion could possibly exceed the immediate response capability of the local jurisdiction. Response to the incident might require the implementation of the mutual aid system.

Mass evacuation operations could be required to move affected populations. Many families could be separated, particularly if the incident should occur during working and school hours. Extensive search and rescue operations could be required to assist trapped and injured persons. Injured and displaced persons would require emergency medical care, food and temporary shelter. The disruption of public utilities and services, as well as the effect on transportation routes within and peripheral to the major explosion could seriously hamper emergency operations.

Assistance would be required for damage assessment, removal of debris and clearance of roadways, demolition of unsafe structures, assistance in reestablishing public services and utilities, and provision of continuing care and welfare for the affected population, including temporary housing for displaced persons.

### **Specific Situation**

Sonoma County is considered to be a combined suburban and rural area, removed from the multiple risks of explosive material accidents normally associated with a more urbanized environment. With the exception of the facilities of several large manufacturers in the County, the central portion of the County along the U.S. 101 corridor contains the majority of facilities associated with explosive materials accidents. These facilities are generally limited to small industrial parks within or near the incorporated cities. The eastern and western portions of the County are primarily rural and most of this area is forested or agricultural. There are little or no explosive materials associated with the agricultural activities of these areas.

The County's accident history shows that most explosive incidents are likely to occur in the transportation corridors. Although there have been very few incidents involving explosive materials, the potential for an extreme threat to life, the environment, and property is high.

### **Emergency Response Actions**

Emergency response actions associated with explosive devices are presented in the Sonoma County Op Area Weapons of Mass Destruction Response Plan.

## THREAT ASSESSMENT 10: TERRORISM

### General Situation

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based) and the use of chemical, biological and nuclear weapons.

The status of the United States as the sole remaining superpower makes it an attractive target for a rogue state seeking worldwide attention or political gain. Efforts to minimize this scenario are actively being pursued by the DOD, DHS, CIA and FBI. The distinct surety of a massive military response is a convincing deterrent to such renegade government activity, and aids in dramatically reducing this threat. Unfortunately, massive military response is not a credible deterrent to terrorist groups.

Terrorist activities are an increasing threat to our society, and attacks have occurred against both the public and private sectors. Attacks have been directed against government and corporate leaders, private individuals, governing bodies and related agencies, police and other public service personnel and their facilities, public utility facilities, financial institutions, mass gatherings, transportation modes, communication facilities, etc. The likelihood of terrorist attack against such targets is higher than at any time in modern American history.

Since the terrorist attack of September 11<sup>th</sup>, 2001, intelligence gathering capabilities and cooperative working relationships between law enforcement agencies, local, state and federal governments has been enhanced to thwart additional terrorist attacks. Government can, to some extent, prepare for these types of attacks with plans to deter or react to a given scenario. Homeland Security grant funding has provided Sonoma County Op Area agencies with many additional first responder capabilities that would be used to respond to such an attack. Working relationships and training with first responders and specialized response teams have been enhanced and expanded.

Since terrorism could occur anywhere in the Sonoma County Op Area, plans have been developed on a generalized basis that would have adaptability throughout the county. A terrorist activity emergency has its own unique characteristics and must be dealt with in accordance to its magnitude and with an appropriate level of response. Determination of the type of response and overall direction remains the responsibility of local officials, both elected and appointed. Plans and procedures have been created, exercised and revised for both the most likely and worst case scenarios.

The Sonoma County Op Area may be also be affected by terrorist events originating or occurring in other parts of the Bay Area. Regional events may start or encourage civil unrest in the Sonoma County Op Area. Response to such an event is the primary responsibility of law enforcement. However, the Sonoma County Op Area emergency management organization could be heavily tasked to provide fire, emergency medical, planning, logistics, traffic control, and public information support.

Certain facilities, installations or service centers in both public and private sectors have been identified as potential targets for attack by individuals or groups, either by fire, bombing, sabotage, looting or a combination thereof. Local law enforcement agencies have identified and evaluated possible targets and threats.

## Specific Situation

Sonoma County Op Area consists of combined urban, suburban and rural areas, and has a mix of various groups with diverse backgrounds, outlooks, interests and objectives. This environment brings together in relative proximity diverse societal groups with a wide spectrum of interests that are not necessarily compatible or of a local nature. Activities occurring throughout the country or world can influence local attitudes. If behavior created by these attitudes becomes a threat to the Sonoma County Op Area, local leadership must be prepared to react appropriately. The County's leadership must be sensitive to these changes that may occur on a continuing basis. Developing and using various sources of information that provide indicators of potential disruptive activity are instrumental in preventing a terrorist incident.

The threat of a terrorist chemical or biological weapon detonation/dispersal has increased since the anthrax cases of October 2001. The increased public awareness regarding mail-borne chemicals resulted in over 400 calls for service in the Sonoma County Op Area alone. Just the threat of terrorism can be overwhelming to our first response agencies. Specific protocols have been developed and practiced locally by the first responder community to maximize public safety and minimize calls for service.

## Nuclear

Although there are no known incidents of non-governmental groups in control of nuclear weapons, there have been circumstances where groups have been found to have possession of nuclear grade material, including radiological. However, terrorists may eventually be able to gain control of a nuclear weapon.

A nuclear weapon detonation would have distinct and unique characteristics. Some of the expected dangers from such a detonation would be blast and overpressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse (EMP), and radioactive fallout. The damage caused by a nuclear explosion is related to the yield of the weapon, type of burst, proximity to the blast, geography, weather, the vicinity to population centers, time of day and the types of construction of the impacted buildings.

Unquestionably, any explosion of a nuclear device, no matter the yield, would severely strain, and perhaps cripple the local emergency response infrastructure. The multiple, large-scale hazards resulting from such a blast would, at minimum, delay response. Damage and casualties near the blast would be horrific and massive. The out-lying areas would also have numerous fires, collapsed and damaged buildings, significant casualties and be subject to radioactive fallout. Great numbers of people would be killed, injured, displaced, and the need for medical, morgue and shelter services would be tremendous.

## Chemical/Biological

Intentional release of such weapons would cause considerable damage. If an incident were to occur in a densely populated area, large numbers of casualties could be expected. There are several factors that would determine the scope of such an event. The amount and effectiveness of the selected agent or chemical, method of dispersal, weather conditions, vicinity to population centers, time of day and the expertise of the responding agencies to recognize such an attack would dramatically affect the outcome.

Similar to emerging infectious diseases, early detection and control of biological or chemical attacks is vital to the success in limiting the scope of damage. Chemical terrorism acts are likely to be identified by police, fire and EMS because of their immediate and obvious symptoms. The proper response is similar to the conventional response to acts of violence, hazardous materials incidents and fire.

Conversely, attacks with biological agents are liable to be covert, and therefore much more difficult to recognize. Biological agents will not have an immediate impact because of the delay between exposure and the onset of illness (the incubation period), thus compounding the difficulty of early detection. Moreover, the first casualties will probably be identified by physicians or other primary healthcare providers, and most likely be exhibiting signs of an ordinary viral infection. Recognizing that the symptoms are a result of a biological agent will be extremely difficult without prior experience or training, and an awareness of a preceding event.

Only a short window of time exists between the identification of the first cases and before a second, larger wave of the populace becomes ill. During this phase, emergency officials will need to determine that an attack has occurred, identify the organism, and enact prevention and prophylactic strategies. Responding to large-scale outbreaks caused by bacterial pathogens will require the speedy mobilization of public health workers, emergency responders, and private health care providers. They will also require rapid procurement and distribution of large quantities of drugs and vaccines, which must be available quickly to prevent successive waves of transmission.

Sonoma County Department of Health Services has created, exercised and revised a Public Health Preparedness plan as an annex to this EOP. The primary emphasis of the plan is to provide for early surveillance and recognition of such an attack or disease outbreak, and mobilization of mass dispensing sites for prophylaxis.

### **Radiological Dispersal Device / “Dirty Bomb”**

A Radiological Dispersal Device (RDD)/Dirty Bomb combines a conventional explosive with radioactive material. In most instances, the conventional explosive would have more immediate lethality than the radioactive material. The most probable sources of radiation in a dirty bomb would not emit enough radiation to kill or cause severe illness in humans.

The extent of local contamination would depend on a number of factors, including the size of the explosive, the amount and type of radioactive material used, and weather conditions. Prompt identification of the kind of radioactive material employed would greatly assist local authorities in advising the community on protective measures, such as quickly leaving the immediate area, or going inside until being further advised. Subsequent decontamination of the affected area could involve considerable time and expense.

However, certain radioactive materials, dispersed in the air, could contaminate up to several city blocks. Prompt and accurate public information should be distributed to prevent the panic sought by terrorists.

A second type of RDD might involve a powerful radioactive source hidden in a public place, such as a trash receptacle in a busy bus or transit station, where people passing close to the source might get a significant dose of radiation.

Recovery, following any attack, will not be instantaneous. Restoration will require a continued effort by all involved departments and agencies and elements of the private sector. Community interaction will include restoration of the area to its former condition by terminating emergency regulations and restrictions, removal of barricades, clean-up of debris, and the normalization of services, utilities, transportation routes, and traffic movement and patterns.

### **Emergency Response Actions**

Emergency response actions associated with terrorist events are presented in the Sonoma County Op Area Weapons of Mass Destruction Response Plan, Hazardous Materials Response Plan, Public Health Preparedness Plan and the Mass Casualty Response Plan.

## **THREAT ASSESSMENT 11: CIVIL UNREST**

### **General Situation**

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted when normal on-duty police and safety forces cannot adequately the situation until additional resources can be deployed. This is the critical stage when civil unrest can grow to large proportions.

Threats to law enforcement and safety personnel are very real in such circumstances. Every effort must be made to quickly prevent such incidents from growing out of control. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

During the response phase to such an event, security for command and control locations such as ICPs and EOCs must also be provided.

### **Specific Situation**

There are numerous potential targets for civil disobedience or civil unrest in the Sonoma County Op Area. The Bohemian Grove, defense contractors, college campuses, public utilities, downtown areas, and public buildings are all considered to be at risk from this threat.

Local political issues may generate protests that strain local resources. Police actions, criminal trials, environmental issues, and labor strife could result in serious situations.

Additionally, we may be affected by civil unrest originating or occurring in other parts of the Bay Area. Regional events may start or encourage civil unrest in the Sonoma County Op Area.

Response to such an event is the primary responsibility of law enforcement. However, the Sonoma County Op Area emergency management team could be tasked to provide fire, emergency medical, planning, logistics, traffic control, and public information support, as requested.



## THREAT ASSESSMENT 12: TSUNAMI

### General Situation

A tsunami is a series of traveling ocean waves of extremely long length and period, generated by disturbances associated with earthquakes occurring below or near the ocean floor. As the tsunami crosses the deep ocean, its length from crest to crest may be a hundred miles or more, its height from trough to crest only a few feet. It cannot be felt aboard ships in deep water and cannot be seen from the air, but in deep water, tsunami waves may reach forward speeds exceeding 600 miles per hour.

As the tsunami enters the shallow water of coastlines in its path, the velocity of its waves diminishes and wave height increases. It is in these shallow waters that tsunamis become a threat to life and property. Tsunamis can vary in size from several inches to tens of feet. Tsunamis that are only a couple feet high on a beach can cause very strong and dangerous currents inside harbors and bays. Large tsunamis can strike with devastating force and have flooded elevations over 100 feet high in some unique cases in other parts of the world. Most tsunamis come in a series of waves that may last for many hours. This danger is not over until the entire wave-series has passed. The first wave is rarely the largest wave, which can come hours after the start of the tsunami. All tsunamis, like hurricanes, are potentially dangerous, even though they may not damage every coastline they strike. A small tsunami at one beach can be significantly larger a few miles away. It is also important to be aware of dangerous currents during tsunamis, especially in shallow water and in harbors, which can make ship and boat navigation impossible.

In order to generate a large tsunami, an earthquake must have certain characteristics:

- The earthquake must occur underneath or near the ocean.
- The sea floor must undergo uplift over a large area from an undersea fault or landslide. This propulsive force displaces water in large enough amounts to cause waves.
- The earthquake must be of a very large magnitude (>6.5M for local source earthquakes or >8.5M from a distant source) so that it has enough energy to cause changes in the ocean floor over a large area. The focus of the earthquake must be shallow (< 43 miles depth) so that surface rupture results.
- Fault causes vertical movement of the sea floor (up to several meters) over a large area (up to 35,000 sq. miles).

Local or near source tsunamis can be caused by offshore faults or coastal and submarine landslides and have the potential to cause locally greater wave heights than distant origin tsunamis. These types of tsunamis have been highly infrequent in Sonoma County. The largest historic local-source tsunami on the west coast was caused by an earthquake in 1927, near Point Arguello, which produced waves of about 7 feet in the nearby coastal area.

### Damage

Damaging tsunamis are a rare but potentially catastrophic event that present a danger to the people of California. The inundation from a tsunami may come with enough force to crush buildings, smash vehicles and boats, uproot trees, and disrupt vital public services, systems and facilities. The outflow of water back to the ocean between waves can be just as or more damaging. Their effects may be aggravated by the secondary effects of fire, further destruction from floating debris such as cars, boats, or destroyed buildings, all of which can become battering rams, as well as the spread of pollutants. Efforts may be required to remove debris and clear roadways, reestablish public services and utilities and provide temporary housing for displaced persons.

## Evacuation

It is essential to evacuate persons in low-lying coastal areas and around the rims of bays and harbors, for these areas consistently sustain the greatest damage by tsunamis. Potential danger exists for all areas identified within the state tsunami inundation zones or, for coastal areas not zoned, one mile from the coast and less than 50 feet above sea level.

## **Tsunami Warning System**

The National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce maintain an international Tsunami Warning System. NOAA's National Tsunami Warning Center (NTWC), located in Palmer, Alaska, is responsible for monitoring the west coast of the United States. A 24-hour standby is maintained at NTWC, waiting for the first reactions of instruments throughout the Pacific. The occurrence of a major earthquake anywhere in the Pacific Ocean area brings an immediate response from the system. There are four levels of alert used by the NTWC (from least to most serious):

### Tsunami Information Statement

A TSUNAMI INFORMATION STATEMENT is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami Warning, Watch or Advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations as the earthquake may have been felt in coastal areas. A TSUNAMI INFORMATION STATEMENT may, in appropriate situations, caution about the possibility of destructive local tsunamis. TSUNAMI INFORMATION STATEMENTS may be re-issued with additional information, though normally these messages are not updated.

### Tsunami Watch

When an earthquake of sufficient magnitude to generate a tsunami occurs in the Pacific Ocean area, NTWC personnel determine the location of the earthquake epicenter (the point on the earth's surface above the subterranean source of the earthquake). If the magnitude is large and the epicenter is under or near the ocean, tsunami generation is possible. On the basis of seismic evidence, the NTWC issues a TSUNAMI WATCH, which tells participants that an earthquake has occurred, its location, and that the possibility of a tsunami exists. The WATCH area may be upgraded to a Warning or Advisory - or canceled - based on updated information and analysis. When a TSUNAMI WATCH is issued, emergency management officials and the public should prepare to take action. A TSUNAMI WATCH corresponds to similar alerts issued by NOAA for tornadoes, hurricanes and other natural hazards.

### Tsunami Advisory

A TSUNAMI ADVISORY is issued when a tsunami with the potential to generate strong currents or waves dangerous to those in or very near the water is imminent, expected, or occurring. The threat may continue for several hours after initial arrival, but significant inundation is not expected for areas under a TSUNAMI ADVISORY. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and the repositioning of ships within harbors or to deep waters when there is time to safely do so. TSUNAMI ADVISORIES are normally updated to continue the TSUNAMI ADVISORY, expand/contract affected areas, upgraded to a TSUNAMI WARNING, or cancel the TSUNAMI ADVISORY.

### Tsunami Warning

A TSUNAMI WARNING is issued when a tsunami with the potential to generate widespread inundation is imminent, expected, or occurring. TSUNAMI WARNINGS alert the public that dangerous coastal



flooding accompanied by powerful currents is possible and may continue for several hours after initial arrival. TSUNAMI WARNINGS alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas, and the repositioning of ships to deep waters when there is time to safely do so. TSUNAMI WARNINGS may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial TSUNAMI WARNINGS are normally based only on seismic information.

The first indication of the existence of a tsunami usually comes from tide stations or Deep-Assessment and Reporting of Tsunamis (DART) buoys nearest the disturbance in the water. When confirmation is received, the NTWC issues an TSUNAMI WARNING message that contains estimated (forecasted) times of arrival (ETAs) and wave heights (amplitudes) for the tsunami at various coastal locations, specifically Gualala Point, Jenner, Bodega Bay on the outer Sonoma coast, and Port Sonoma in the interior Sonoma coast of San Pablo Bay. This information should be used to determine if evacuations should be called.

The tsunami warning system does not issue false alarms. When an ocean-wide TSUNAMI WARNING or ADVISORY is issued, a tsunami exists. The tsunami may be small (several inches) or large (about 10-20 feet) in size. When a TSUNAMI WARNING is issued, a dangerous wave is on its way.

Local earthquakes can produce damaging tsunamis that will provide very little warning time. However, there are natural warning signs of tsunamis. Ground shaking felt from a local earthquake or observing a noticeable rising or falling of coastal ocean water may be a natural warning of approaching tsunami waves. These “natural warning signs” should be heeded by inhabitants of low-lying coastal areas as a warning to move to higher ground immediately as a tsunami could arrive in 10-20 minutes.

### **Specific Situation**

Sonoma County has 40 miles of coastline with the Pacific Ocean. The greatest potential damage from a tsunami will occur on the west coast of the County potentially affecting such communities as Jenner, Salmon Creek, and Bodega Bay, and all the Sonoma Coast beaches.

The National Tsunami Warning Center provides information to California coastal jurisdictions via the National Warning System (NAWAS) and State and Local OES. A TSUNAMI WARNING will activate the Emergency Alert System (EAS). Sonoma County will receive these messages at the Sheriff's Dispatch Center, which will relay the messages to appropriate agencies.

The number of hours available for emergency response will depend upon the location of the earthquake epicenter that has generated the tsunami. There will usually be sufficient warning time for evacuation procedures. The importance of evacuating potential danger areas by all persons, including campers, sightseers, and emergency personnel cannot be overemphasized.

On the west coast of Sonoma County, Highway 1 is the main transportation artery. Post incident response may be hampered and communities may be isolated for a period of time if sections of Highway 1 are rendered impassable as a result of inundation damage, debris, or slides if the tsunami is preceded by an earthquake. The San Pablo Bay area will probably have little inundation damage, but the currents generated may cause damage to marinas and yacht harbors, and to structures along the shoreline.

### **Emergency Response Actions**

Emergency response actions associated with tsunamis and tsunami warnings are presented in the Sonoma County Op Area Tsunami Response Plan.

## THREAT ASSESSMENT 13: DROUGHT

### General Situation

Drought is a fact of life in California. A gradual phenomenon, drought often takes two or three consecutive winters with less than average precipitation to produce a significant impact. California has experienced droughts in 1912-13, 1918-20, 1923-24, 1929-34, 1947-50, 1959-61, 1976-77, 1987-92, 2008-10 and 2013-14.

Drought produces a complex web of impacts that spans many sectors of the economy and reaches well beyond the area experiencing physical drought. This complexity exists because water is integral for producing goods and providing services.

Impacts are commonly referred to as direct or indirect. Reduced crop, rangeland, and forest productivity; increased fire hazard; reduced water levels; increased livestock and wildlife mortality rates; and rationing are examples of direct impacts of drought. The consequences of these impacts illustrate indirect impacts. For example, a reduction in crop, rangeland, and forest productivity may result in reduced income for farmers and agribusiness, increased prices for food and timber, unemployment, reduced tax revenues, increased crime, foreclosures on bank loans to farmers and businesses, migration, and disaster relief programs.

#### 1976-77 Drought

The drought of 1976-77 was the worst in the state's recent history due to the driest (1977) and fourth driest (1976) years on record. Statewide, California's average annual rainfall is 200,000,000 acre-feet. In 1977, precipitation totaled only 90,000,000 acre-feet, or 45 percent of average. This drought left California with dangerously low reservoir and ground water levels. Forty seven of the state's 58 counties declared emergencies. Economic losses totaled \$2.4 billion. In Sonoma County, the Russian River saw only 6 percent of its normal runoff in 1977. The reduction of flow from this water source significantly impacted communities throughout Sonoma, Marin and Mendocino counties.

### Specific Situation

The Sonoma County Op Area is very sensitive to the impacts of drought due to its growing population, dependence on a single primary water source for drinking water, affects to the agricultural economic base and environmental concerns.

Drought response measures include rationing or eliminating water allocations for industry, agriculture, landscaping, and fish flows. New, high-capacity emergency wells may be drilled to bring additional ground water into the water distribution system. Water may be hauled to communities whose wells run dry. Public education campaigns will be undertaken to convince the public to use less water. Low water levels threaten to reduce water pressure in firefighting hydrant systems. Water quality is expected to decline due to the dependence on ground water sources.

#### Water sources

Sonoma County has two principal sources of water for domestic, commercial, industrial and agricultural use: the Russian River and groundwater. Additional water sources include diversions from small streams and reservoirs.

#### *Russian River Watershed*

The Russian River watershed extends for 1100 square miles and collects water from rainfall, groundwater seepage, reservoir releases, and Eel River diversions. The two major reservoirs regulating flow on the Russian River are Lake Mendocino (Coyote Valley Dam) and Lake Sonoma (Warm Springs

Dam). Lake Mendocino is located on the East Fork of the Russian River in Mendocino County. Lake Mendocino collects water from the watershed around Potter Valley and the Eel River diversion at Pacific Gas & Electric Company's hydroelectric facility. Lake Sonoma is located below the headwaters of Dry Creek in Sonoma County and collects water from the upper Dry Creek watershed. With the ability to provide water storage in central and northern Sonoma County, the addition of Warm Springs Dam in 1984, increases our resiliency from the effect of drought. Dry Creek joins the Russian River below Healdsburg. The United States Army Corps of Engineers (USACE) manages flood control operations at the two reservoirs. The Sonoma County Water Agency manages water supply operation at the reservoirs. The State Water Resources Control Board (State Board) sets minimum stream flow requirements on the Russian River and Dry Creek.

In addition to Sonoma County, the Russian River supplies much of the water for Marin and Mendocino counties. In Mendocino County, major users of Russian River water include the Potter Valley Irrigation District, the Redwood Valley Water District, the City of Ukiah and numerous individual diverters along the main stem of the river. In Sonoma County, major users of Russian River water include the cities of Cloverdale and Healdsburg; numerous individual diverters along the main stem of the Russian River and Dry Creek; and the Sonoma County Water Agency (SCWA).

### *Groundwater*

Sonoma County has seven subsurface groundwater basins of which only three underlie the County's most populous areas: the Santa Rosa Plain, Petaluma Valley and Sonoma Valley. Distribution of water from these sources is managed by a wide variety of public and private agencies, with the type and size of distribution system largely dependent on whether the area served is urban or rural.

## **Water Agencies**

Over four hundred Public Water Systems supply water to most urbanized areas of the county, including all nine incorporated cities and the larger unincorporated communities. Public Water Systems are regulated by the State of California Department of Health Services, Division of Drinking Water. The principal source of supply is the Russian River, although the majority of the smaller agencies rely entirely on wells, springs or streams. Most systems whose primary water source is the Russian River also maintain other sources (wells, springs or streams) which either augment, or back up, the Russian River supply.

The Sonoma County Water Agency (SCWA) was formed in 1949 to manage the storage and delivery of Russian River water as a regional water wholesaler. The system operated by SCWA consists of: water storage at Lake Mendocino and Lake Sonoma, a series of six collector wells and seven vertical wells at Wohler and Mirabel Park, and five aqueducts. SCWA also operates and maintains three ground water wells in the Santa Rosa Plain. SCWA serves customers throughout Sonoma and Marin counties, including the cities of Santa Rosa, Rohnert Park, Cotati, Petaluma, Sonoma and the Town of Windsor. The SCWA also supplies the Valley of the Moon Water District, Forestville Water District, North Marin Water District, and Marin Municipal Water District. The SCWA has a number of other customers with small demands.

### Small Water Systems (From 5 to 14 Service Connections)

About 72 Small Water Systems (5 to 14 service connections) supply water to a wide variety of users in Sonoma County, including campgrounds, small commercial establishments, mobile home parks, isolated rural residences and subdivisions, and small unincorporated communities. Permitting, inspecting and monitoring are conducted through County Department of Health Services, Division of Environmental Health.

## THREAT ASSESSMENT 14: PANDEMIC INFLUENZA

### General Situation

The worst natural disaster in modern times was the infamous “Spanish flu” of 1918-1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, an influenza pandemic can occur and affect populations around the world.

California, with its West Coast location and several major ports of entry for flights and shipping from Asia (a likely location for the development of a novel virus), could likely be among the first U.S. locations for an influenza pandemic to establish a foothold. The California Department of Public Health (CDH) estimates that the impact of an influenza pandemic on California’s population of 35 million would include:

- 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million)
- 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million)
- 97,200 persons hospitalized (estimated range: 58,300 to 136,000)
- 21,500 deaths (estimated range: 12,900 to 30,200).

An influenza pandemic is unlike any other public health emergency or community disaster:

- Many experts consider influenza pandemics to be inevitable, yet no one knows when the next one will occur.
- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.
- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.
- The effect of influenza on individual communities will be relatively prolonged -- weeks to months -- when compared to minutes-to-hours observed in most other natural disasters.
- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of the pandemic. Effective preventive and therapeutic measures -- including antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary infections.
- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.
- Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims.

- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in sectors who provide critical community services: health-care workers, military personnel, police, firefighters, utility workers, and transportation workers are vulnerable.

### Specific Situation

Based on estimates from the Centers for Disease Control and County Public Health, a future pandemic could produce the following results:

**Figure 22: CDC Pandemic Influenza Estimates**

<b>Result</b>	<b>United States</b>	<b>Sonoma County</b>
<b>Severe Illness</b>	40 - 120 million	123,400
<b>Hospitalized</b>	314,000 – 734,000	1,800 (775-2,380)
<b>Death</b>	89,000 – 207,000	375 (235-600)
<b>Economic Losses</b>	\$71 billion - \$166 billion	\$1billion-\$3 billion

The Sonoma County Op Area cannot be isolated and thus its residents are subject to contracting and spreading the illness. The population is centered along the U.S. 101 transportation corridor which could speed the transmission of the influenza as well as impact response efforts. Depending on the perceived risk, large numbers of the public may leave the urban centers of the Bay Area.

Under California law and Sonoma County Code, the County Health Officer has the primary responsibility for responding to a public health emergency such as influenza pandemic.

### Emergency Response Actions

Emergency response actions associated with pandemic are presented in the Sonoma County Op Area Public Health Preparedness Response Plan.

## THREAT ASSESSMENT 15: ENERGY LOSS

### General Situation

Energy is the essential force powering homes, business, manufacturing, and the transportation of goods and services within our communities. Energy is derived from renewable and non-renewable sources and then transported from its point of origin to the point of consumption. Electric power is conveyed via long-distance transmission and distribution lines, natural gas is conveyed via pipelines, and vehicle fuels and propane are conveyed via tankers. While the county is ready to handle small energy disruptions, possible long-term impacts of a major energy disruption include the failure of businesses, increased unemployment, elevated risk of disease, increased rates of general illness and mortality and decreased tax revenue. Dangers and damages due to energy loss are dependent on weather, the season of the year, the duration of the energy loss, the severity of the energy loss, and the facilities that become affected by the power or fuel loss.

### Specific Situation

The Sonoma County Op Area obtains electric power from a variety of in- and out-of-county sources, including gas-fired power plants, nuclear power plants, fuel cells, hydropower and renewable sources such as wind, geothermal and solar power. The Operational Area's main distributor of electricity, Pacific Gas & Electric (PG&E), draws on a variety of these sources to feed its regional power grids. According to the 2010 California Energy Commission & American Community Survey, Sonoma County consumed 5,925 kWh of electricity per capita and 118 million therms of natural gas. While residential gas consumption makes up 2/3 of natural gas consumption, non-residential electrical consumption makes up more than 1/2 (52.9%) of electrical consumption within the Operational Area.

- Sonoma County's energy production, storage and distribution systems are vulnerable to physical hazards as well as shortages caused by market forces, weather and operating conditions.
- Energy disruption may have significant impacts on the Operational Area's economy, environment and standard of living. During extreme weather, an energy disruption may result in increased risks to public health and safety.

#### Sonoma County Energy Sources

The County General Services Department manages and maintains 1.5 million square feet of owned space and 350,000 square feet of leased space. The County-owned facilities use approximately 18.5 million kilowatt-hours per year (kWh/y) of electricity. Natural gas-fired boilers heat most facilities. Added in 2011, the electrical system is supplemented by the waste heat from a 1.4 MW hydrogen fuel cell which powers approximately 90% of the County's Administrative Center.

Constructed in 1993, expanded in 2003, and operated by the County Department of Transportation and Public Works, a power plant at the Central Landfill off Meacham Road generates 7,500 kW of electricity through the combustion of methane gas from the landfill. The County uses a small fraction of the energy for on-site uses and sells the remainder to Power and Water Resources Pooling Authority (PWRPA).

The Sonoma County Water Agency (Water Agency) uses large amounts of electricity, primarily to operate its water extraction pumps at its Wohler diversion facility along the Russian River; they use approximately 44,500 MWh of electricity annually. The Water Agency operates a hydroelectric facility at Warm Springs Dam rated at 2.6 MW. The annual electricity production of the facility is about 13,000 MWh. The Water Agency sells electricity from the hydroelectric facility to PWRPA. The Water Agency has recently enlarged its solar power production facilities to produce additional electricity.



There are two major wastewater treatment plants in Sonoma County, Ellis Creek Water Recycling Facility and the Laguna Treatment Plant. The treatment plants use anaerobic digestion to produce methane, which is then used to produce power and heat during the treatment process. The fuel is used for the plant boilers, thus reducing energy costs and greenhouse gas emissions.

Sonoma County currently does not have any onshore or offshore fossil fuel (e.g., oil or gas) production facilities.

#### Private Energy Generation Facilities

The main private energy generator in the county is the Geysers Geothermal Power Plants that total approximately 850 MW and generate approximately five million MWh/y. Other private energy generation facilities include small-scale solar photovoltaic (PV), hydroelectric, and wind systems used to generate power for residences, agricultural operations, and commercial uses, particularly in the rural areas of the county.



## **THREAT ASSESSMENT 16: FOOD AND AGRICULTURE EMERGENCY**

### **General Situation**

Agriculture includes animal and plant products that are transported, produced and consumed within the Sonoma County Op Area. Damage to agriculture, including loss of crops and death of animals, can be a secondary impact of another emergency such as severe weather, flooding, drought or can result from disease and pest infestation. The California Department of Food Agriculture (CDFA), in conjunction with the United State Department of Agriculture (USDA) play a significant role in the response to a food or agriculture emergency.

### **Specific Situation**

The Sonoma County economy is dependent upon the rich agricultural industry that provides the impetus for food production, jobs and tourism. The wine, dairy, nursery and farm industries are integral parts of our diverse economic landscape. Each year the Sonoma County Agricultural Commission releases a crop report. The crop report value for 2013 was \$848 million, which was an increase of approximately 4% from the 2012 report. Wine grape production slightly exceeded the yield for 2012, which had been the largest wine grape crop on record in Sonoma County. Livestock and poultry products such as eggs and milk experienced a 5.5% increase in value. Increases in other crops were also experienced.

The robust nature of the agricultural community is dependent upon a safe and reliable environment. During times of disaster, such conditions may not exist and impact the agricultural sector in significant ways.

- Disruption in production or distribution of agriculture products can result in food shortages and lost economic revenue.
- Agriculture products produced in and shipped into the County, are at risk of contamination at various points in the production/transportation cycle.
- Disease vectors may require costly and/or time consuming mitigations, animal or food isolation and/or quarantines and potentially force culling of herds.
- Widespread, mass culling of herds will create disposal and air quality issues.
- Food contamination can result in both localized and widespread food-borne illness, thereby causing a public health emergency or long term economic impacts.



## PART THREE – REFERENCES

### LEGAL REFERENCES

The attached documents support emergency preparedness and recovery efforts for government, special district, and community-based organizations in the Sonoma Operational Area.

- Resolution No. 06-0841 adopting the Sonoma County Operational Area Emergency Operations Plan, October 2006, adopted September 26, 2006
- Resolution No. 97-0505 proclaiming Sonoma County as an Operational Area and adopting the Standardized Emergency Management System (SEMS), adopted April 22, 1997
- Resolution No. 06-0840 proclaiming Sonoma County adopting the National Incident Management System for emergency response, adopted September 26, 2006
- Sonoma County Civil Defense and Disaster Mutual Aid Agreement, adopted 1963
- Sonoma County Law Enforcement Mutual Aid Agreement, adopted 1965
- Sonoma County (Fire) Master Mutual Aid Agreement, adopted 1998
- Memorandum of Understanding between the Redwood Empire Chapter of the American Red Cross and the County of Sonoma, adopted September 29, 1995
- Chapter 10 of the Sonoma County Code, Emergency Management and Response



Resolution No. 14-##### adopting the Sonoma County Operational Area Emergency Operations Plan, October 2014, adopted October ##, 2014



THE WITHIN INSTRUMENT IS A  
CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE.

#28

Resolution No. 97-0505

ATTEST: **APR 25 1997**

Administration Building  
Santa Rosa, California

**EEVE T. LEWIS,**  
County Clerk & ex-officio Clerk of the Board of  
Supervisors of the State of California, in & for  
the County of Sonoma  
By *E. Lewis* DEPUTY

Date April 22, 1997

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA PROCLAIMING SONOMA COUNTY AS AN  
OPERATIONAL AREA AND ADOPTING THE STANDARDIZED  
EMERGENCY MANAGEMENT SYSTEM (SEMS).

WHEREAS, the potential exists for a major catastrophe due to earthquake, flood, fire or other natural or technological disasters which could cause all governmental entities within Sonoma County to share resources and information with each other and with the State of California in order to protect the public welfare to the fullest extent possible; and

WHEREAS, Government Code §8559(b) of the California Emergency Services Act defines the term "Operational Area" as an intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area, and §8605 designating each county as operational areas to coordinate emergency activities including personnel and resources between the county, cities and special districts, and to serve as a communications link focusing on the collection, processing and dissemination of vital disaster information; and

WHEREAS, the California Office of Emergency Services has established by regulations (Title 19, §2400, et seq. of the California Code of Regulations) the Standardized Emergency Management System (SEMS) which standardizes response to emergencies involving multiple jurisdictions and requires the formation of an operational area; and

WHEREAS, California Code of Regulations, Title 19, §2409(d) designates the Sonoma County Board of Supervisors as the lead agency in the establishment of the Sonoma Operational Area as outlined in the SEMS regulations; and

WHEREAS, Government Code §8607(e)(1) requires the use of the Standardized Emergency Management System to be eligible for funding response-related personnel costs under any disaster assistance program, and the County desires to take advantage of this code section by agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Sonoma, State of California that:

1. The Board finds the facts herein above cited are true and that this Board has jurisdiction to consider, approve and adopt the subject of this Resolution.
2. The Board hereby approves the proposed agreement for participation in the Sonoma Operational Area Emergency Management Organization, authorizes the Chairman to sign the Agreement, and directs the Sonoma County Department of Emergency Services to organize the Sonoma Operational Area Emergency Management Organization.
3. The Board hereby adopts the Standardized Emergency Management System (SEMS) and directs County agencies and department heads whose agency or department may incur costs associated with response related costs to major emergencies or disasters to comply with SEMS requirements.

SUPERVISORS:

Cale \_\_\_\_\_ Smith \_\_\_\_\_ Kelley \_\_\_\_\_ Reilly \_\_\_\_\_ Harberson \_\_\_\_\_

Ayes 5 Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**IT IS SO ORDERED**



This Agreement is made this 22 day of April, 1996<sup>7</sup>, by and between the County of Sonoma, hereinafter referred to as "COUNTY," and those cities and Sonoma State University that are signatories to this agreement, hereinafter referred to as "LOCAL AGENCIES."

**RECITALS:**

WHEREAS, the potential for a major catastrophe due to earthquake, flood, or other natural or man-made disasters causes all governmental entities within Sonoma County to be prepared to share resources and information among themselves as well as with the State of California in order to protect public welfare; and

WHEREAS, greater efficiency, planning, and response can be achieved by joining the efforts of the local agencies and the County together in pre-disaster agreements; and

WHEREAS, The California Emergency Services Act makes reference to the "operational area" and defines it as "an intermediate level of the state emergency services organization" created to perform extraordinary functions for the county, cities and special districts within a county's geographical boundaries such as strengthening mutual coordination, providing a focal point and conduit for information and communications, and assisting in the efficient management of resources.

**THE PARTIES AGREE AS FOLLOWS:**

**1. RECOGNITION OF AND PARTICIPATION IN AN OPERATIONAL AREA FOR EMERGENCY SERVICES.**

The parties to this Agreement recognize an Operational Area (Op Area) as that defined in the State OES Emergency Services Act, Chapter 7 of Division 1 of Title 2, Article 2, §8559(b) of the Government Code which states: An "operational area" is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

Additionally, the parties to this Agreement recognize the Operational Area Level as that defined in the California Code of Regulations, Title 19, Division 2, Office of Emergency Services, § 2409(a) which states: Each county geographic area is designated as an operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination.

This will ensure an intermediate level of organization, cooperation, and planning between public entities within Sonoma County boundaries. Each party agrees to the following:

- To participate in the Sonoma Op Area Emergency Coordinator's Forum to plan for a systematic approach to disaster management.
- To exchange and pass on disaster intelligence to the Sonoma Op Area EOC to be consolidated and passed up to the next level in the Standardized Emergency Management System (SEMS).
- To train and exercise personnel as needed to apply effective disaster management within their own jurisdiction using SEMS.
- To exchange resource requests between the cities and the Sonoma Op Area in order to effectively share local resources and to consolidate requests for resources out of the Op Area.
- To designate, in writing, a representative who is authorized to speak on behalf of the party at the Sonoma Operational Area Emergency Council.

2. CONSIDERATION.

The consideration under this Agreement is the mutual advantage of protection afforded to each of the parties under the Agreement. There shall not be any monetary compensation required from any party to another party to be recognized as part of an operational area. This agreement does not void or conflict with any previous County and local agency agreements and/or contracts.

3. PROVISION OF FACILITIES AND SUPPORT.

The Sonoma Operational Area /Sonoma County Emergency Operations Center (EOC) will be located at the Sonoma County Hall of Justice, 600 Administration Drive in Santa Rosa. The County will provide EOC support staff for the Operational Area Organization during actual operations and drills. All parties to this Agreement shall provide staff for their local EOC's and the decision making and operational positions of the Sonoma Operational Area Disaster Council and Coordinator's Forum.

4. TERM OF AGREEMENT.

This Agreement shall be effective from the date executed by all the parties. All previous Operational Area Agreements existing prior to the effective date of this Agreement are hereby revoked. This Agreement may be terminated by mutual agreement of a majority of the member parties.

5. WITHDRAWAL OF PARTY.

Any party to this Agreement may withdraw, as a party to this Agreement, upon giving 30 days prior written notice to the other parties.

6. ADDITIONAL PARTIES.

Additional parties, who are public entities within the geographical boundaries of Sonoma County, may join in this Agreement and become member entities upon execution of an Exhibit to this Agreement in which the entity agrees to be subject to the conditions and terms of this Agreement. The executed Exhibit shall become a part of this Agreement thirty (30) days following notification by the new party to all other parties of the execution of the Exhibit. Thereafter, the entity shall be considered to be a party to this Agreement unless the entity withdraws as provided herein. Provided, however, in the event any existing party to the Agreement gives the others notice of its objection to the addition of the particular entity becoming a member to the Agreement, within the thirty (30) day notice period, the addition of such party to the Agreement shall require the consent of the SEMS lead agency.

7. INDEMNIFICATION AND HOLD HARMLESS.

Each party to this agreement agrees to defend, indemnify, and hold harmless each other, its officers, agents, employees, and volunteers from and against any liability for all claims, losses, damages, attorneys' fees and other expenses to the extent such claims, losses, damages, attorneys' fees or expenses are caused by a party's negligent acts, errors, or omissions. In the event such claims, losses, damages, attorneys' fees or expenses are caused by the joint or concurrent negligence of more than one of the parties hereto, such liability shall be borne by each party in proportion to its own negligence.

8. SALARIES, EMPLOYMENT AND WORKER'S COMPENSATION BENEFITS.

The salaries, employment and Worker's Compensation benefits of each employee participating in the Sonoma Operational Area Disaster Council and Coordinator's Forum shall be the responsibility of the party employing the individual.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

ATTEST:

Clerk of the Board of Supervisors

BY Eve? Leursi

COUNTY OF SONOMA

James L. Harberson  
James Harberson, Chairman  
County of Sonoma

ATTEST:

Cloverdale City Clerk

BY Michelle Winters

CITY OF CLOVERDALE

Bob Perrault  
Bob Perrault, City Manager

ATTEST:

Cotati City Clerk

BY Sonnie Long

CITY OF COTATI

John A. Dell'Osso  
John A. Dell'Osso, Mayor

ATTEST:

Healdsburg City Clerk

BY Wanda Cline

CITY OF HEALDSBURG

Kent Mitchell  
Kent Mitchell, Mayor

ATTEST:

Petaluma City Clerk

BY Patricia Leonard

CITY OF PETALUMA

John L. Scharer  
John L. Scharer, City Manager

ATTEST:

Rohnert Park City Clerk

BY Janaine Roberts  
Deputy

CITY OF ROHNERT PARK

Joe Netter  
Joe Netter, City Manager

ATTEST:

Santa Rosa City Clerk

BY K.R. DeBenedictis

CITY OF SANTA ROSA

Sharon Wright  
Sharon Wright, Mayor

ATTEST:

Sebastopol City Clerk

BY [Signature]

CITY OF SEBASTOPOL

Ken Foley  
Ken Foley, Mayor

ATTEST:

Sonoma City Clerk

BY [Signature]

CITY OF SONOMA

Richard Dorf  
Richard Dorf, Mayor

ATTEST:

Windsor Town Clerk

BY Berton Wills

TOWN OF WINDSOR

Berton Wills  
Berton Wills, Town Manager

AGENCY:

SONOMA STATE UNIVERSITY

[Signature]  
Ruben Armiñana, President

APPROVED AS TO SUBSTANCE BY  
DEPARTMENT:

DATED: 4-14-97

By: *Timothy J. Eli*  
Department Head

APPROVED AS TO FORM:

DATED: 4-14-97

By: *Kathleen Farrelly*  
County Counsel



#40

Resolution No. 06-0840

THE WITHIN INSTRUMENT IS A  
CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE.

ATTEST: **SEP 27 2006**

EEVE T. LEWIS,  
County Clerk & ex-officio Clerk of the Board of  
Supervisors of the State of California, in & for  
the County of Sonoma  
BY m. Bauman DEPUTY

575 Administration Drive  
Santa Rosa, California

Date: September 26, 2006

**RESOLUTION OF BOARD OF SUPERVISORS OF THE COUNTY  
OF SONOMA, STATE OF CALIFORNIA, ADOPTING THE  
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

**WHEREAS**, in 2004 the President in Homeland Security Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and;

**WHEREAS**, California pioneered the development of the Standardized Emergency Management System (SEMS) to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslide; and;

**WHEREAS**, in 1993, California was the first state to adopt the Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual maintenance and improvement of SEMS; and;

**WHEREAS**, in the early 1970s, the California fire service, in partnership with the federal government, developed the original FIRESCOPE emergency incident command system that has become the model for incident management nationwide; and;

**WHEREAS**, California emergency management professionals have contributed their expertise to the development of the new National Incident Management System which was modeled after elements of the California SEMS; and;

**WHEREAS**, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology; standardized organizational structures; interoperable communications; consolidated action plans; unified command structures; uniform personnel qualification standards; uniform standards for planning, training, and exercising; comprehensive resource management; and designated incident facilities during emergencies or disasters; and;

**WHEREAS**, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System, and;

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide, and;



**WHEREAS**, the Governor of the State of California has directed his Office of Emergency Services and Office of Homeland Security in cooperation with the Standardized Emergency Management System Advisory Board to develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system;

**NOW, THEREFORE, BE IT RESOLVED** that the County of Sonoma will integrate the National Incident Management System, to the extent appropriate, into the county emergency management system and plan; and;

**BE IT FURTHER RESOLVED** that the County of Sonoma will hereby utilize the National Incident Management System which shall be integrated with the Standardized Emergency Management System in California; and;

**BE IT FURTHER RESOLVED** that a copy of this resolution is forwarded to the Governor's Office of Emergency Services.

**APPROVED AND ADOPTED** by the Board this 26th day of September, 2006.

**SUPERVISORS:**

Brown \_\_\_\_\_ Kerns \_\_\_\_\_ Smith \_\_\_\_\_ Reilly \_\_\_\_\_ Kelley \_\_\_\_\_

Ayes 5 Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**SO ORDERED**

**SONOMA COUNTY CIVIL DEFENSE  
AND DISASTER MUTUAL AID AGREEMENT**

**SONOMA COUNTY CIVIL DEFENSE AND DISASTER  
MASTER MUTUAL AID AGREEMENT**

THIS AGREEMENT made and entered into by and between the COUNTY OF SONOMA, its various departments and agencies, and the municipal corporations in the County of Sonoma;

WHEREAS, it is necessary that all of the resources and facilities of the County of Sonoma, its various departments and agencies, and all the municipal corporations within said County, be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, riot or other causes, and;

WHEREAS, it is recognized that the resources of any one of the parties hereto may be insufficient to cope with a disaster resulting from enemy action or other cause and it is, therefore, desirable and for the mutual benefit of all parties hereto, that the resources of all said parties be made available to any one of said parties stricken by a disaster resulting from enemy action or other cause;

NOW THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows;

1. Each party shall develop a plan providing for the effective mobilization of its resources and facilities to cope with any type of disaster.

2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this Agreement to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, riot or other causes, provided that no party shall be required to deplete unreasonably its own resources, facilities and services in furnishing such mutual aid.

3. It is expressly understood that the furnishing of resources and facilities shall be without reimbursement unless otherwise expressly provided for by the parties to this Agreement; that the responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident, including the direction of such personnel and equipment provided him through the operation of such mutual aid plans.



SONOMA COUNTY CIVIL DEFENSE AND DISASTER  
MASTER MUTUAL AID AGREEMENT

4. Upon approval or execution of this Agreement by the parties hereto all mutual aid operational plans approved by the COUNTY AND CITIES CIVIL DEFENSE ADVISORY BOARD OF SONOMA COUNTY and approved by the County and Cities Governing Bodies shall remain in effect until the same may be amended, revised, or modified.

5. This Agreement shall become effective as to each party when approved by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this Agreement, until participation in this Agreement is terminated by the party. The termination by one or more of the parties of its participation in this Agreement shall not effect the operation of this Agreement as between the other parties thereto.

6. Termination of participation in this Agreement may be effected by any party by resolution of its governing body and by filing a certified copy of such resolution with the COUNTY AND CITIES CIVIL DEFENSE ADVISORY BOARD OF SONOMA COUNTY and this Agreement is terminated as to such party twenty (20) days after the filing of such resolution.

IN WITNESS WHEREOF this Agreement has been executed and approved, and is effective and operative as to each of the parties as herein provided.

COUNTY OF SONOMA, a political subdivision of the State of California

ATTEST:

*Dep*  
*Shovak*  
Clerk of the Board

By

*Harold Mitchell*  
Chairman of the Board of Supervisors  
By authority of Resolution 6311 of the  
County of Sonoma, dated 7-26, 1963

CITY OF SANTA ROSA

ATTEST:

*Clara M. Beck*  
City Clerk

By

*Charles P. Looney*  
Mayor  
By authority of Resolution 6580 of the  
City of Santa Rosa, dated 7-26/63, 1963

SONOMA COUNTY CIVIL DEFENSE AND DISASTER  
MASTER MUTUAL AID AGREEMENT

ATTEST:

Madison R. Wallin  
City Clerk

CITY OF PETALUMA

By Walter G. Minton  
Mayor  
By authority of Resolution 3179 NCS of the  
City of Petaluma, dated Feb 4, 1963

ATTEST:

Eleanor Bente  
City Clerk

CITY OF SONOMA

By J. J. Menez  
Mayor  
By authority of Resolution 1089 of the  
City of Sonoma, dated Feb 7, 1963

ATTEST:

Samuel Langster  
City Clerk

CITY OF HEALDSBURG

By Doug V. Bradley  
Mayor  
By authority of Resolution 12 of the  
City of Healdsburg, dated Feb 7, 1963

ATTEST:

Wesley J. Booth  
City Clerk

CITY OF SEBASTOPOL

By W. J. ...  
Mayor  
By authority of Resolution R-1193 of the  
City of Sebastopol, dated January 1, 1963

ATTEST:

E. E. Kennell  
City Clerk

CITY OF CLOVERDALE

By C. Koopman  
Mayor  
By authority of Resolution 28,423 of the  
City of Cloverdale, dated April 2, 1963

ATTEST:

...  
City Clerk

CITY OF ROHNERT PARK

By Peter M. Callinan  
Mayor  
By authority of Resolution ... of the  
City of Rohnert Park, dated ..., 1963

ATTEST:

Louise Robert  
City Clerk

CITY OF COTATI

By M. J. Hauser  
Mayor  
By authority of Resolution R-64-60 of the  
City of Cotati, dated March 5, 1964

SONOMA COUNTY LAW ENFORCEMENT  
MUTUAL AID AGREEMENT

LAW ENFORCEMENT - - MUTUAL AID AGREEMENT

This Agreement is made and entered into by and between the under-  
signed public agencies, all of which are located within the County of  
Sonoma, State of California.

W I T N E S S E T H:

WHEREAS, the parties hereto severally maintain and operate police  
organizations for the purpose of providing necessary protection within  
their respective jurisdictions, and

WHEREAS, it is to the mutual advantage of the parties hereto that  
there be supplementary police aid available in the event of a public  
occurrence, or event, that may sorely tax the police facilities of a  
single party, or has or threatens or can be expected to reach a magnitude  
or duration beyond the ability to control of a single police agency, or  
which, for the public safety, or the prevention or suppression of crime  
requires a county-wide coordinated effort; and

WHEREAS, the parties hereto contemplate that such supplementary  
police services would be available in, but not limited to, situations  
and circumstances as follows: Riot, Unlawful Assembly, Insurrection,  
Major Disaster, Apprehension of Suspected Felons through road block(s),  
Parades or other events where unusually large gatherings are to be found,  
Search Parties, and, other instances where the local agencies manpower  
facilities cannot reasonably be expected to cope with the situation; and  
further that supplementary police service would be available on a routine  
basis, as between neighboring jurisdictions, when for whatsoever reason,  
a particular police agency is unable to respond immediately to a situation  
requiring immediate and speedy police response, and the neighboring agency  
has the present ability to respond.

WHEREAS, agreement between the parties hereto of the type and for  
the purpose and desired effect of this agreement is expressly authorized  
by Sections 55632 et seq. of the Government Code of the State of  
California and the Joint Exercise of Powers Act and is otherwise duly  
authorized by law, and

WHEREAS, it has heretofore been determined by the governing authority  
of each of the parties hereto that it is mutually advantageous to render  
assistance to one another in the field of police protection and that  
the benefit to be derived by each of the parties hereto of availability  
hereunder of additional protection to life and property from within the

boundaries or jurisdiction of each party is ample consideration for each to enter into this agreement,

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. In the event of a "police problem" within the area of jurisdiction of one of the parties which is of such gravity and consequence that the regular police personnel of such party cannot readily control or suppress the same, the senior officer on duty of such police jurisdiction may request assistance from one or more of the parties to this agreement by notifying the senior police officer on duty of the agency from whom assistance is requested.
2. Upon receipt of such request for aid, the agency to whom the request is made shall respond to its fullest ability to do so but in so doing is not required to leave its own area unprotected. The decision of the Police Chief or other duly designated officer of the agency from whom aid is requested as to what manpower and vehicles are available for response shall be final.
3. The chief legally responsible for police protection at the scene of the "problem" shall remain in charge and provide general directions to all aiding agencies through their officers in charge. At the request of the officer in charge of the responsible agency any aiding agency shall withdraw from the scene of the problem.
4. It is mutually agreed and understood that this agreement shall not relieve any party hereto of the responsibility for police protection within its own jurisdiction nor does this agreement create any right in or obligation to third persons by any party hereto which would not exist in the absence of this agreement.
5. The chief, or designated officer in charge of the agency requesting assistance shall be the "coordinator", where the services of of the responding agencies are required on a dispersed or several location basis. He shall have the power to assign responding agency personnel to locations within or without his jurisdiction, save that as to responding personnel dispatched to location outside of his jurisdiction, he shall forthwith give notice of such dispatch to the senior officer in the jurisdiction to which said personnel are dispatched, and said senior officer shall forthwith be deemed the officer responsible for personnel serving in his jurisdiction, and, under the

coordinator, shall provide direction to such responding personnel so that the desired effect may result.

6. It is agreed that this agreement for mutual aid shall constitute the sole consideration for the performance hereof and that no party hereto shall be obligated to reimburse any other for use of equipment, material or manpower. During the course of rendering aid the manpower and equipment of each party shall be at the risk of that party. Each party hereto shall protect its personnel performing under this agreement by adequate workmen's compensation insurance. Each party hereto shall obtain and maintain in full force and effect adequate public liability and property damage insurance to cover claims for injury to persons or damage to property arising from the performance of this agreement.

7. This agreement shall be and remain in full force and effect from and after the date of execution set out opposite the signature of each party signatory hereto or until terminated or modified as herein provided. This agreement may be modified at any time by mutual consent of the parties hereto. Any party to this agreement may withdraw at any time on thirty (30) days written notice to each of the other parties and thereafter such withdrawing party shall no longer be a party to this agreement, but the agreement shall continue to exist among the remaining parties. Any party hereto may be excluded from this agreement upon thirty (30) days written notice executed by at least a majority of the parties hereto.

8. It is expressly declared to be the intention of each party signatory hereto that this agreement be entered into with any one or more of the other parties named herein whether or not joined into by all of the parties named herein.

9. The parties hereto and each of them agree that all mutual aid agreements existing between them "to the extent that said agreements cover the same matters covered herein", are hereby cancelled and shall be of no further force or effect.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed on the day and year set out opposite the signature of each thereof. Said execution having been theretofore first duly authorized in accordance with law.

P A R T Y

CITY OF CLOVERDALE

By *Chas. H. Field*  
MAYOR

Date *March 9<sup>th</sup> 1965*

CITY OF COTATI

By *Wm. O. Olan*  
MAYOR

Date *March 12-1965*

CITY OF HEALDSBURG

By *Doug V. Broder*  
Mayor

Date *March 18, 1965*

CITY OF PETALUMA

By *Arman P. Van Bellen*, Mayor

Date *March 22 1965*

CITY OF ROBERT PARK

By *Jack H. Buchanan*  
Mayor

Date *3-15-65*

CITY OF SANTA ROSA

By *Charles S. Latta*  
Mayor

Date *3-11-65*

CITY OF SEBASTOPOL

By *Julius M. Jantz*  
Mayor

Date *Mar 11, 1965*

CITY OF SONOMA

By *Charles G. ...*  
Mayor

Date *Mar 18 1965*

COUNTY OF SONOMA

By *Art Ruvosana*

Date *Apr 30, 1968*

**SONOMA COUNTY MUTUAL AID AGREEMENT**

WHEREAS, all parties hereto are located within the County of Sonoma; and

WHEREAS, the parties hereto severally maintain and operate fire protection organizations for the purpose of providing emergency services within their respective jurisdictions; and

WHEREAS, it is to the mutual advantage and benefit of the parties hereto that each of the other parties render supplemental protection in the event of an emergency of a magnitude that has or appears to have developed beyond the control of a single party and therefore requires the assistance of one or more of the parties hereto; and

WHEREAS, agreement between the parties hereto of the type and for the purpose and effect of this agreement is expressly authorized by Section 13855 and 14092 of the Health and Safety Code of the State of California and Title 5, Division 2, Part 2, Chapter 4, Article 2 of the Government Code and Title 1, Division 7, Chapter 5 of the Government Code (Joint Exercise of Powers Act) and is otherwise duly authorized by law; and

WHEREAS, it has heretofore been determined by the governing authority of each of the parties hereto that it is mutually advantageous to render assistance to one another in the suppression and control of fires and emergency incidents and that the benefit to be derived by each of the parties hereto of availability hereunder of additional protection to life and property against loss resulting from an emergency incident within the boundaries of jurisdiction of each party is ample consideration for each to enter into this agreement; and

WHEREAS, the County of Sonoma currently maintains a radio communication system (herein called CENTRAL DISPATCH) by which the various fire protection agencies throughout Sonoma County may be alerted and which receives emergency calls from the public throughout the County, which said system is maintained and operated by the County of Sonoma; and

WHEREAS, the County of Sonoma has signified its willingness to make this communications system available for use in the performance of a master County-wide mutual aid agreement; now therefore

IT IS AGREED as follows:

1. In the event of an emergency within the areas of responsibility of one of the parties hereto, which is of such magnitude that the regular



resources of such party cannot readily control the same, the incident commander in charge of the emergency for said party may request assistance from one of the parties of this agreement in the manner provided below.

2. Whenever possible, all requests for aid shall be made directly to CENTRAL DISPATCH either by radio or telephone. CENTRAL DISPATCH shall then alert the appropriate agency committed to render mutual aid. In any event, all parties hereto shall make every effort to keep CENTRAL DISPATCH advised of any major fire, other emergency or out-of-area assignment of vehicles.
3. Upon receipt of a request for aid from CENTRAL DISPATCH or directly from a party to this agreement, the agency to whom the request is made shall respond to its fullest ability to do so but in doing so is not required to leave its own area unprotected. The decision of the fire chief or other duly designated officer in charge of the agency from whom aid is requested, as to what equipment is available for mutual aid response, shall be final.
4. The agency legally responsible for the emergency incident shall remain in charge and provide general directions to all aiding agencies through their incident commander. At the request of the incident commander of the responsible agency, any aiding agency shall withdraw from the scene of the incident.
5. It is mutually agreed and understood that this agreement shall not relieve any party hereto of the responsibility for protection within its own jurisdiction nor does this agreement create any right in or obligation to third persons by any party hereto which would not exist in the absence of this agreement.
6. It is agreed that this agreement for mutual aid shall constitute the sole consideration for the performance hereto and that no party hereto shall be obligated to reimburse any other for use of resources. During the course of rendering aid, the resources of each party shall be at the risk of that party. Each party hereto shall protect its personnel performing under this agreement by adequate workers compensation insurance. Each party hereto shall obtain and maintain in full force and effect adequate public liability and property damage insurance to cover claims for injury to persons or damage to property arising from the performance of this agreement.
7. This agreement shall be and remain in full force and effect from and after the date of execution set out opposite the signature of each party signatory hereto or until terminated or modified as herein provided. This

agreement may be modified at any time by mutual consent of the parties hereto. Any party to this agreement may withdraw at any time on thirty(30)days' written notice to each of the other parties and thereafter such withdrawing party shall no longer be a party to this agreement, but the agreement shall continue to exist among the remaining parties. Any party hereto may be excluded from this agreement upon thirty(30)days' written notice executed by at least a majority of the parties hereto.

8. It is expressly declared to be the intention of each party signatory hereto that this agreement be entered into with any one or more of the parties named herein whether or not joined into by all the parties named herein.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed on the day and year set out opposite the signature of each thereof. Said execution having been theretofore first duly authorized in accordance with law.

This agreement made and entered into by and between the following agencies:

**CITY FIRE DEPARTMENTS-**

City of Healdsburg  
City of Petaluma  
City of Rohnert Park

City of Santa Rosa  
City of Sebastopol  
City of Sonoma

**FIRE PROTECTION DISTRICTS-**

Bennett Valley FPD  
Bodega Bay FPD  
Cloverdale FPD  
Forestville FPD  
Geyserville FPD  
Glen Ellen FPD  
Gold Ridge FPD  
Graton FPD  
Kenwood FPD  
Monte Rio FPD

Rancho Adobe FPD  
Rincon Valley FPD  
Roseland FPD  
Russian River FPD  
Schell-Vista FPD  
Timber Cove FPD  
Valley of the Moon FPD  
Windsor FPD

**COMMUNITY SERVICES DISTRICTS-**

Cazadero CSD  
Occidental CSD

**STATE AND FEDERAL AGENCIES-**

California Department of Forestry & Fire Protection, North Bay Ranger Unit  
U.S. Coast Guard Training Center Fire Department, Coast Guard Training  
Center, Two Rock  
Sonoma Developmental Center

**FIRE BRIGADES-**

Hewlett Packard

**COUNTY FIRE AGENCIES-**

County Service Area Number 40

Annapolis VFC  
Bloomfield VFC  
Bodega VFC  
Camp Meeker VFC  
Dry Creek VFC  
Fitch Mountain VFC  
Fort Ross VFC  
Jenner VFC  
Knights Valley VFC  
Lakeville VFC  
Mayacamas VFC  
Mountain VFC  
Pole Mountain Lookout  
San Antonio VFC  
Sea Ranch VFC  
Two Rock VFC  
Valley Ford VFC  
Wilmar VFC

MEMORANDUM OF UNDERSTANDING

Between

Sonoma County Chapter

of the

AMERICAN RED CROSS

and

County of Sonoma, State of California

Relating to Disaster Preparedness Planning and Disaster Relief (Emergency Services) Operations.

I. PURPOSE

This Memorandum of Understanding will delineate the respective responsibilities and roles of the Sonoma County Chapter, American Red Cross (hereinafter referred to as Red Cross) and the County of Sonoma, State of California, (hereinafter referred to as the County) in the preparation of disaster relief (emergency services) plans and the conduct of disaster relief (emergency services) operations. Through collaboration and close coordination, the necessary resources of the Red Cross and the County will be brought to bear for the relief of persons affected by natural and man-made disasters (war and civil disturbances excepted), thus insuring the most effective utilization of Red Cross and County resources prior to, during, and immediately following such emergencies.

The parties do not intend, by this Memorandum of Understanding, to create a contractual relationship, but rather to express their pre-existing responsibilities in the event of a disaster.

## II. DISASTER RESPONSIBILITIES

### A. American Red Cross

The Act of Congress constituting the Red Cross Charter requires the Red Cross to undertake relief activities for the purpose of mitigating suffering caused by disasters and obligates the Red Cross to develop and carry out measures to prevent such suffering. Public Law 93-288 in no way affects the legal status nor restricts the authority and purposes of the American Red Cross as set forth in the Act (36 U.S.C. 3, Fifth). In carrying out the purposes of Public Law 93-288 and/or subsequent disaster legislation, the President and any federal, state or local government may, by contract or otherwise, accept and utilize the services and facilities of the Red Cross, or may render through the Red Cross any assistance authorized by that Act, such as medicines, food, and other consumable supplies or emergency assistance. Red Cross aid and assistance to disaster victims are not dependent upon a Presidential declaration of a major disaster but are provided regardless of the size of the catastrophe or the number of families involved. Through a program of disaster preparedness and relief by Red Cross chapters, divisions, and field offices throughout the country, the Red Cross provides disaster victims food, clothing, shelter, first aid, and supplementary medical, nursing, and hospital care, and meets other urgent immediate needs. This help may be provided on the basis of mass care in shelters and at feeding stations. The Red Cross also provides food for disaster workers. The Red Cross is responsible for processing and answering health and welfare inquiries received from outside the disaster area. Aid to disaster victims may also be provided on an individual family basis with purchase orders issued to buy food, clothing, medical care, health items, essential household furnishings, urgently needed occupational supplies and equipment, emergency rentals for housing,

transportation, and temporary minor repairs to homes so they can be reoccupied. The Red Cross will provide information about federal assistance and other resources available to disaster victims and will refer families to such resources. The Red Cross will assist in assembling information needed for applications for such aid and, if requested, will help in processing the applications. In the absence of a Presidential declaration of a major disaster, or when such a declaration has been made but a family does not qualify for government benefits, Red Cross assistance may also include recovery needs in addition to the emergency help already provided. In such cases, the need for help will be determined through an individual family casework process. All Red Cross disaster assistance is provided on a grant basis with no request for, or expectations of, repayment. Because administrative responsibility and financial control are inseparable, the Red Cross requires that all funds used by it to provide relief be expended in accordance with its established policies.

#### B. Government

As provided in the California Emergency Services Act of 1971, as amended, and the Sonoma County Emergency Plan of 1990, State and County government responsibilities include:

1. The maintenance or restoration of normal government services when such extension or augmentation is consistent with such normal community services.

These services include:

- a. Warning and evacuation.
- b. Search and rescue.
- c. Police and fire protection.
- d. Emergency medical, public health and sanitation services.

- e. Identification and disposition of the dead, including the the operation of temporary morgues.
- f. Institutional care for the sick, aged, and orphaned.
- g. Survey and damage assessment.
- h. Engineering and public works.
- i. Designation of hazardous structures and areas.
- j. Removal of debris from public property.
- k. Public welfare services.
- l. Utilities.
- m. Supply, transportation and communications services.
- n. Manpower.
- o. Immediate notification to all departments and agencies in allocation and use of available local resources and requests for support received through other government or private agency channels.

C. Red Cross Relations with Federal, State, and local governments.

1. The Red Cross usually will have on-going working relationships for disaster preparedness and relief with state and local governments. Because the Red Cross responds immediately following a disaster's occurrence, the Red Cross usually will be operational before a Presidential declaration of a major disaster is made, and will be working with state and local governments before a Federal Coordinating Officer (FCO) is designated. While the Red Cross will keep the FCO fully informed as to the working arrangements involved in a specific disaster situation, the Red Cross will continue its direct relationships with state and local governments.



## 2. Federal Disaster Assistance Centers:

The Red Cross will provide appropriate volunteers and/or paid staff to give direct services to disaster victims in Red Cross service centers in the disaster area. In the event of a Presidential declaration, the Red Cross will continue to operate as many of its separate centers as necessary unless adequate facilities, convenient to disaster victims, are available in Federal Disaster Service Centers to accommodate the number of Red Cross relief personnel and disaster victims involved.

### III. MILITARY ASSISTANCE FOR RED CROSS OPERATIONS.

Recognizing that the Red Cross has an on-going working relationship with the military under DOD Directive 3025.1 and an agreement with the U. S. Coast Guard for assistance in any disaster, the FCO coordinating federal agency efforts following a Presidential declaration will either expedite such Red Cross requests or arrange for a direct contact between the Red Cross and the Department of Defense or Coast Guard representative in the FCO's field headquarters. Costs involved in military support for Red Cross will be reimbursed by the American Red Cross as provided in DOD Directive 3025.1

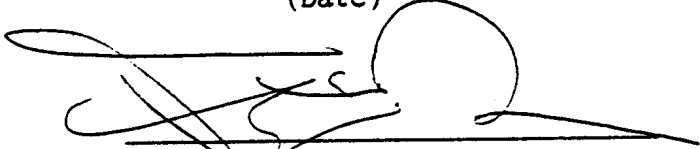
### IV. COOPERATION AND COORDINATION WITH PUBLIC AUTHORITIES.

The Red Cross cooperates with all federal, state, and local agencies who have any responsibility for rendering disaster relief assistance to disaster victims. The Red Cross is willing to accept commissions from governments and coordinate its relief effort with designated agencies. This may include acting as an agent for governmental units under mutually agreed upon conditions.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated.

9-29-95

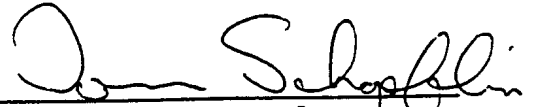
(Date)



Timothy Duncan  
Executive Director,  
American Red Cross

9/29/95

(Date)



Director, Office of Emergency  
Services, County of Sonoma  
State of California

October 2014 Draft

**CHAPTER 10**

**EMERGENCY MANAGEMENT AND RESPONSE**

**Article I. In General.**

\*Note to Article I

Sec. 10-1. Purpose of article.

Sec. 10-2. Definitions.

Sec. 10-3. Fire and Emergency Services Department.

Sec. 10-4. Director of Emergency Services.

Sec. 10-5. Powers and duties.

Sec. 10-6. Repealed by Ord. No. 5204 § 5.

Sec. 10-7. Emergency Council--Membership.

Sec. 10-8. Emergency Council--Powers and duties.

Sec. 10-9. Expenditures.

Sec. 10-10 through Sec. 10-16. Repealed by Ord. No. 1593 § 1

**Article II. Preservation of County Government.**

Sec. 10-17. Definitions.

Sec. 10-18. Appointment of standby officers.

Sec. 10-19. Meeting of Board of Supervisors after disaster.\*

Sec. 10-20. Procedure when all members of legislative body unavailable.

**Article III. Control of Food and Other Resources.**

Sec. 10-21. Purposes of article.

Sec. 10-22. "Resources" defined.

Sec. 10-23. Repealed by Ord. No. 5204 § 12.

Sec. 10-24. Repealed by Ord. No. 5204 § 12.

Sec. 10-25. Repealed by Ord. No. 5204 § 12.

Sec. 10-26. Duties of vendors, possessors and producers of resources.

Sec. 10-27. Prohibited acts; penalties.

**ARTICLE I – In General**

**\*Note to Article I**

\* *Editor's Note.* -- Article 1, sections 10-1 through 10-16, were repealed by Ord. No. 1593. Sections 10-1 through 10-9 were re-enacted as they now appear.

**Sec. 10-1. Purpose of article.**

The purpose of this article is to comply with the provisions of the California Emergency Services Act, Title Two, Division One, Chapter Seven of the Government Code of the State of California (commencing with section 8550); to provide for the preparation and

carrying out of plans for the protection of persons and property within the Sonoma County/operational area in the event of an emergency; to provide for the mitigation of the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, or the resources of the County of Sonoma; and to create an organization based on the standardized emergency management system (SEMS) (Government Code § 8607) and the National Incident Management System (NIMS) and Homeland Security Presidential Directive-5 (HSPD-5) to coordinate the efforts of the various emergency services agencies, both public and private, within the County of Sonoma dealing with emergencies. (Ord. No. 5204 § 1, 1999; Ord. No. 1593 § 2.)

## Sec. 10-2. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“**County**” means the County of Sonoma.

“**Director**” means the Director of Emergency Services of the county/operational area.

“**Disaster service worker**” shall be as prescribed in Chapter 1 (commencing with 3201) of Part 1, Division 4 of the Labor Code.

“**Emergency**” means the existence of a state of war emergency, state of emergency, or local emergency as herein defined.

“**Emergency Council**” means the Sonoma County/operational area Emergency Council organized pursuant to the provisions of sections 10-7 and 10-8 of this chapter.

“**Emergency Management Organization**” means all officers and employees of the county/operational area, all persons enrolled to aid such officers and employees during an emergency, and all officers and employees of political subdivisions, groups, organizations, or persons, who may, by agreement, or by operation of law, be charged with duties incident to the protection of life and property within the County during an emergency, or who may be impressed into service pursuant to law.

“**HSPD-5**” means Homeland Security Presidential Directive – 5 signed by President George W. Bush, February 28, 2003 to manage domestic incidents by establishing a single, comprehensive national incident management system.

“**Incident Command System (ICS)**” means a nationally used standardized on-scene emergency management concept specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

“**Local emergency**” means the duly proclaimed existence, or threatened existence, of conditions of disaster or of extreme peril to the safety of persons and property within the territory of the County or within any portion thereof, caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, tsunami, act of terrorism, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe

energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

“**National Incident Management System (NIMS)**” means the system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

“**Operational area**” means an intermediate level of the State Emergency Services organization, consisting of the County of Sonoma and all political subdivisions within the geographical County area.

“**Political subdivision**” means all counties, city and counties, cities, districts, and other local government agencies or public agencies authorized by law in the state of California, including the County of Sonoma.

“**Standardized Emergency Management System (SEMS)**” means a management tool intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS requires emergency response agencies to utilize basic principals and components of emergency management including: Incident Command System (ICS), multi-agency or interagency coordination, the operational area concept, and established mutual aid systems.

“**State of emergency**” means the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within this state, including, but not limited to, those caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor’s warning of an earthquake or volcanic prediction or earthquake, conditions causing a “state of war emergency,” or other conditions, excepting conditions resulting from a labor controversy; which conditions by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single County, city and County, or city, and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

“**State of war emergency**” means a condition which exists immediately with or without a proclamation thereof by the governor, whenever this state or the United States is attacked by an enemy of the United States, or upon receipt by the state of California of a warning from the federal government indicating that such an enemy attack is probable or imminent.

“**Sudden and severe energy shortage**” means a rapid unforeseen shortage of energy, resulting from, but not limited to, events such as an embargo, sabotage, or natural disasters, and which has statewide, regional, or local impact. (Ord. No. 5204 § 2, 1999.)

### **Sec. 10-3. Fire & Emergency Services Department.**

There is created the Fire & Emergency Services Department. The Fire & Emergency Services Department shall have responsibilities which include: development and maintenance of county/operational area emergency plans; supervision and maintenance of the county/operational area emergency operations center; coordination of county/operational area disaster preparedness, response, recovery and mitigation; serving as the coordination link between the local government level, the regional, state and Federal level, and as liaison between the operational area jurisdictions/agencies, the California Governors Office of Emergency Services (OES), the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security (DHS); providing training, exercises, and educational outreach to agencies within the operational area; and coordination of resource and information management, public information/warning systems, mutual aid, and damage assessment information. (Ord. No. 5204 § 3, 1999: Ord. No. 1593 § 2.)

### **Sec. 10-4. Director of Emergency Services.**

The County Administrator is hereby designated Director of Emergency Services. (Ord. No. 1593 § 2.)

### **Sec. 10-5. Powers and duties.**

The Director is empowered to:

- (a) Direct the efforts of the Fire & Emergency Services Department and to direct the efforts of the Emergency Management Organization within the county/operational area for the accomplishment of the purpose of this ordinance, or of any other law, ordinance, or rules and regulations, relating to the preparation and implementation of emergency plans or programs now in effect, or as may be hereinafter adopted in accordance with law, by the County, the state of California or the United States of America.
- (b) Request the Board of Supervisors to proclaim the existence of a local emergency, if the Board of Supervisors is in session, or to issue such proclamation of local emergency under his own authority if the Board of Supervisors is not in session, provided, however, that whenever a local emergency is proclaimed by the Director, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force and effect after the seventh day from the date of issuance. Once ratified, the Board of Supervisors shall review the need for continuing the local emergency at least once every 30 days until the Board terminates the local emergency. The Board of Supervisors shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.
- (c) Request the Governor to proclaim a state of emergency when, in the opinion of the Director, the locally available resources are inadequate to cope with an emergency.
- (d) Promote cooperation, and resolve questions of authority and responsibility that may arise, between agencies making up the Emergency Management Organization, and

coordinate the services of and direct staff within the Emergency Management Organization.

(e) Upon recommendation of the Emergency Council, and subject to the approval of the Board of Supervisors, to enter into mutual aid agreements between the County and the United States, the State of California, other political subdivisions, or any corporation, individual, or group of individuals provided, however, that any mutual aid contract entered into with any political subdivision, the whole of whose territory is located within the County of Sonoma, and any contract with any corporation, group of individuals or individual, within the County, shall contain the express provision that in the event of a local emergency duly proclaimed by the Board of Supervisors or the Director, the Director shall direct all operations of the Emergency Management Organization within the territory so designated by said proclamation, and the Director shall resolve all questions of authority or responsibility that may arise between agencies responding to the proclamation of local emergency.

(f) Represent the County in all dealings with the public or private agencies on matters pertaining to emergencies.

(g) In the event of the proclamation of a local emergency as hereinabove provided, or the proclamation of a state of emergency or the existence of a state of war emergency, the Director is empowered to:

(1) Make and issue rules and regulations on matters reasonably related to the protection of life and property affected by such emergency, provided, however, that such rules and regulations must be confirmed at the earliest practicable time by the Board of Supervisors of the County.

(2) Obtain necessary resources, services, supplies, equipment, and such other properties found to be lacking or needed for the protection of life and property, and to bind the County for the fair value thereof, and if required immediately, to commandeer the same for public use.

(3) Require the immediate services of any County officer or employee and, in the event of proclamation of a state of emergency, or the existence of a state of war emergency, to command the services and aid of any citizen as he deems necessary in the execution of his duties; such persons so impressed into such service shall be entitled to all the privileges, benefits, and immunities as are provided by law for registered disaster service workers.

(4) Requisition necessary personnel and materials from any department or agency of the County.

(5) Execute all of his ordinary powers as County Administrator, all of the special powers conferred upon him by this chapter or by any resolution or emergency plan heretofore or hereinafter adopted by the Board of Supervisors and all powers conferred on him by any statute, agreement or other lawful authority.

(6) In the event of a local emergency, the Director or his duly authorized representative may order any person impeding efforts of any emergency service personnel to leave the area designated as an area within which a local emergency exists. Refusal by any person to obey the lawful directions of the Director or his duly authorized representative, or the hindrance or interference by any person with the lawful duties of any emergency service personnel shall constitute a violation of this code and shall be punishable in the manner provided by Section 1-7 of this code.



(h) Director shall designate the order of succession to that office to take effect in the event the Director is unable to attend meetings, or to otherwise perform his duties during an emergency. The order of succession shall be approved by the Board of Supervisors when a new Director is appointed, or as needed. (Ord. No. 5204 § 4, 1999; Ord. No. 3552 § 1; Ord. No. 1742; Ord. No. 1593 § 2.)

**Sec. 10-6. Repealed by Ord. No. 5204 § 5.**

**Sec. 10-7. Emergency Council--Membership.**

(a) There is created the Sonoma County/operational area Emergency Council, which shall be an “Accredited Disaster Council” as defined under California OES Administrative Regulation Title 19, § 2570.2(e); Sections 8585.5 or 8612, Government Code and pursuant to the provisions of the Emergency Services Act.

(b) The Emergency Council shall consist of the following members:

- (1) The Chairman of the Board of Supervisors of the County;
- (2) The Director or designee;
- (3) The County Director of the Fire & Emergency Services Department (County Fire Chief) or designee;
- (4) The County Sheriff or designee;
- (5) The County Director of General Services or designee;
- (6) The County Director of the Department of Health Services or designee;
- (7) The County Director of Human Resources or designee;
- (8) The County Director of Human Services or designee;
- (9) The County Director of Information Systems or designee;
- (10) The County Director of Permit and Resource Management Department or designee;
- (11) The County Director of the Department of Transportation and Public Works or designee;
- (12) The General Manager of the Sonoma County Water Agency or designee;
- (13) The Regional Manager of Coastal Valleys EMS Agency or designee;
- (14) One (1) representative from each of the incorporated cities within the County, appointed from time to time by the respective city councils;
- (15) One (1) member representing the public utilities within the County engaged in the transmission of power, gas, telephonic or telegraphic communications or other similar utility, appointed annually by the chair of the Emergency Council;
- (16) One (1) member representing the public schools in the County appointed annually by the Sonoma County Superintendent of schools;
- (17) One (1) member representing the general public appointed annually by the Chair of the Emergency Council;
- (18) One (1) member representing the local chapter of the American Red Cross;
- (19) One (1) representative from the California National Guard;
- (20) One (1) representative from the United States Coast Guard Two Rock Training Center;

(21) One (1) representative from each specific state agency utilized in County's emergency response including, but not limited to, California Department of Forestry & Fire Protection (Cal- Fire), California Highway Patrol (CHP), and California Governors Office of Emergency Services (OES);

(22) One (1) representative from any signatory party of the Operational Area Agreement in force, not previously identified here within.

(c) Chairman of the Board of Supervisors shall be ex officio Chairman of the Emergency Council. In his absence the Director shall serve as Chairman. (Ord. No. 5204 § 6, 1999: Ord. No. 4628 § 1, 1993: Ord. No. 3552 § 2; Ord. No. 1720; Ord. No. 1593.)

### **Sec. 10-8. Emergency Council--Powers and duties.**

(a) The Emergency Council is empowered to study, revise, and recommend to the Board of Supervisors for adoption, the Sonoma County/operational area emergency plan, and to review and recommend action upon all proposed mutual aid agreements with the United States, State of California, other political subdivisions, corporations, groups, or individuals, and to review and recommend the adoption of such ordinances, resolutions and rules and regulations as may be necessary to implement the Sonoma County/operational area emergency plan or any mutual aid agreement entered into pursuant to such plan. Such plans shall take effect only upon its adoption by resolution by the Board of Supervisors of the County.

(b) The Emergency Council shall meet at least semiannually. The Chairman may call such other meetings as are deemed necessary.

(c) A member of the Fire & Emergency Services Department staff shall be ex officio secretary of the Emergency Council and shall provide such administrative, technical and other assistance to the Emergency Council as may be needed and as are approved by the Director.

(d) Each calendar year, the Emergency Council shall review the goals and objectives for the county/operational area. The council will recommend approval or suggest changes to the Director of Emergency Services.

(e) Approval of recommendations by the Emergency Council shall be by majority vote, a quorum of members being present. Presence in person by a majority of the members of such council shall constitute a quorum for the transaction of business. The Emergency Council shall appoint such committees as shall be necessary to advise the council on questions relating to management of resources, communications, health services, utilities, the preservation of peace and safety, and in such other areas as may be deemed necessary by the council.

(f) The Emergency Council shall periodically review the county/operational area emergency plan and recommend to the Board of Supervisors its retention, amendment or repeal.

(g) The Emergency Council may recommend the calling and conducting of test exercises, either singularly or in conjunction with the United States, State of California, or any political subdivision, corporation, group or individual. The Emergency Council may recommend such exercises as it deems necessary: provided, however, that no person conducting such exercises shall have the power to command the assistance of any private

citizen, and the failure of any citizen to obey any order or regulation pertaining to the test exercise shall not constitute a violation of this chapter.

(h) The Emergency Council shall approve any of the county/operational area's funding distribution proposals to the extent required by the California Governors Office of Emergency Services. (Ord. No. 5204 § 7, 1999; Ord. No. 4628 § 2, 1993; Ord. No. 1593 § 2.)

**Sec. 10-9. Expenditures.**

Any expenditure made in connection with the Emergency Management Organization, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants of and property of the County of Sonoma. (Ord. No. 1593 § 2.)

**Sec. 10-10. through Sec. 10-16. Repealed by Ord. No. 1593 § 1.**

**ARTICLE II – Preservation of County Government**

**Sec. 10-17. Definitions.**

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

**“Disaster”** means an emergency, as defined in section 10-2 of Chapter 10 of the Sonoma County Code, whether caused by human or natural events, which renders unavailable a majority of the Board of Supervisors of the County.

**“Unavailable”** means that a supervisor is either killed, missing or so seriously ill or injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular officer is unavailable shall be settled by the Board of Supervisors or any remaining available members thereof. (Ord. No. 636 § 1.)

**Sec. 10-18. Appointment of standby officers.**

(a) To provide for the continuance of the legislative and executive departments of the County in occasions of a disaster, the Board of Supervisors may appoint three standby officers for each member of such board to succeed to such member's duties in the event of his unavailability as a result of a disaster.

(b) Standby officers shall be appointed, serve and qualify in accordance with Title Two, Division One, Chapter Seven, Article Fifteen of the Government Code of the State of California, commencing with section 8635. The Board of Supervisors shall have discretion as to whether or not such appointments shall be made. In the event of a disaster any vacancy occurring on the Board of Supervisors which cannot be filled by a standby officer by reason of the fact that standby officers have not been appointed or are unavailable, shall be filled as provided by this article. (Ord. No. 1593 § 3.)

**Sec. 10-19. Meeting of Board of Supervisors after disaster.\***

The Board of Supervisors shall meet as soon as possible after a disaster. The place of meeting need not be within the County. The meeting may be called by the Chairman of the Board of Supervisors or by a majority of the available members of the legislative body. Should there be only one member of the legislative body available, he may call and hold such meeting and perform any acts necessary to reconstitute the Board of Supervisors.

At the first meeting after the disaster the Board of Supervisors shall:

- (a) Ascertain the damage to the County, to personnel and property.
- (b) Proceed to reconstitute itself by filling vacancies until there are three members of such board. Should only one member of the Board of Supervisors, or only one standby officer be available, he shall have the power to reconstitute the Board of Supervisors.
- (c) Proceed to reconstitute the government of the County by appointment of qualified persons to fill vacancies in the County governmental system.
- (d) Proceed to perform its functions in the preservation of law and order and in the furnishing of local services. (Ord. No. 636 § 3, 4.)

\* As to meetings of Board of Supervisors generally, see Chapter 2, section 2-1 of the Sonoma County code.

**Sec. 10-20. Procedure when all members of legislative body unavailable.**

Should all members of the legislative body be unavailable, temporary officers shall be appointed as follows:

- (a) By the Chairman of the Board of Supervisors of any other County within one hundred and fifty miles of this County, beginning with the nearest and most populated County and going to the farthest and least populated, and, if he is unavailable;
- (b) By the Mayor of any city within one hundred and fifty miles of the County seat beginning with the nearest and most populated city and going to the farthest and least populated. (Ord. No. 5204 § 9, 1999: Ord. No. 636 § 5.)

**ARTICLE III – Control of Food and Other Resources**

**Sec. 10-21. Purposes of article.**

The declared purposes of this article are to provide for the conservation, control and distribution of those resources of this County which are essential to survival and recovery of individuals, government and the business economy of the County during and following a local emergency or a state of emergency, as defined in the California Emergency Services Act. (Ord. No. 5204 § 10, 1999: Ord. No. 686.)

## GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

### A

**Action Plan:** "Action Plan" is the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. (See EOC Action Plan)

**Activate:** At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**Aerial Reconnaissance:** An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

**After Action Report:** A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

**Agency:** An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) which offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

**Agency Assistance:** Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated to incidents.

**Agency Executive or Administrator:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

**Agency Representative:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or the EOC.

**Air Operations Branch Director:** The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters and aircraft operating on the incident.

**Allocated Resources:** Resources dispatched to an incident.

**American Red Cross:** A nationwide volunteer agency that provides disaster relief to individuals and families.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources

based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Asset:** A person, structure, facility, information, material or process that has value.

**Assigned Resources:** Resources checked in and assigned work tasks on an incident.

**Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

**Assistant:** Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**Assisting Agency:** An agency directly contributing tactical or service resources to another agency.

**Auxiliary Communications Service (ACS):** A communications reserve that provides tactical, logistical and administrative support and communications for all government communications systems.

**Available Resources:** Incident-based resources that are available for immediate assignment.

## B

**Base:** The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

**Base Flood:** A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood or one-percent chance flood.

**Base Flood Elevation (BFE):** The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is sometimes used.

## C

**Cache:** A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.



**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness. The Sonoma County Op Area also has an Emergency Council that advises Fire & Emergency Services.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

**Capability:** The means to accomplish a mission, function or objective.

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Casualty Collection Points (CCP):** See Field Treatment Sites

**Catastrophic Disaster:** Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Chain of Command:** A series of management positions in order of authority.

**Check-in:** The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Checklist:** A pre-determined list of actions to be taken by an element of the emergency organization in response to a particular event or situation.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, and Finance/Administration.

**Civil Air Patrol:** A civilian auxiliary of the United States Air Force, which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

**Civil Disorder:** Any incident intended to disrupt community affairs that require police intervention to maintain public safety including riots, mass demonstrations and terrorist attacks.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

**Command:** The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** (See Incident Command Post)

**Command Staff:** The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director, but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.



**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Community Right-to-Know:** Legislation requiring the communication of chemical use and storage to local agencies or the public.

**Compact:** Formal working agreements among agencies to obtain mutual aid.

**Compensation Unit/Claims Unit:** Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

**Complex:** Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to a Unified Command.

**Comprehensive Emergency Management (CEM):** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Consequence:** effect of an event, incident or occurrence

**Continuity of Government:** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

**Contingency Plan:** A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, local utility, etc.).

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

**Coordination Center:** Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Cost Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

## D

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Declaration Process:** When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Demobilization Unit:** Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

**Department Operations Center (DOC):** A location used by a distinct discipline, such as fire, medical, hazardous materials, or a unit, such as Department of Public Works, Department of Health or local water district to manage and coordinate their departmental response functions in a disaster. Department operations centers may be used at all SEMS levels above the field response level, depending upon the impact of the emergency.

**Deputy Incident Commander (Section Chief or Branch Director):** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

**Designation:** The action by the Associate Director, State and Local Programs and Support Directorate (SLPSD), to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

**Direction and Control (Emergency Management):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Disaster Assistance Program:** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

**Disaster Support Area (DSA):** A pre-designated facility anticipated being at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

**Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are assigned to an incident.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions area identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

**Division or Group Supervisor:** The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, they may be called a Division Coordinator.

**Documentation Unit:** Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

**Dose:** Accumulated or total exposure to gamma radiation, commonly expressed in REM.

**Dosimeter:** An instrument for measuring and registering total accumulated exposure to gamma radiation.

## E

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

**Economic Stabilization:** The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System (EAS):** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management (Direction and Control):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency Manager:** The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

**Emergency Operations Center Director (Director of Emergency Services):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

**Emergency Medical Services:** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**Emergency Operations:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to relevant threats and hazards that defines the emergency management organization, structure and coordination.

**Emergency Period:** A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Public Information:** Information disseminated to the public by official sources during an emergency, using broadcast and print media. Emergency Public Information includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

**Emergency Response Agency:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**Emergency Response Personnel:** Personnel involved with an agency's response to an emergency.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**EOC Action Plan:** The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period. (See Action Plan)

**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

**Exercise Scenario:** Background detail (domestic, international, political, military) against which an exercise is conducted.

**Expedient Shelter:** Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

## F

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Agency (Federal Definition):** Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.



**Federal Emergency Management Agency (FEMA):** This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Field Coordination Center:** A temporary facility established by the Governor's Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional coordinator and is supported by mobile communications and personnel provided by OES and other state agencies.

**Field Operations Guide (FOG):** A pocket-size manual of instructions on the application of the Incident Command System.

**Field Responder:** Any individual from a government organization who responds to incidents occurring specifically in the field to mitigate their effects. This definition includes all first responders.

**Field Treatment Site (FTS):** A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels that is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**First Responder:** This term refers to individuals whose organizations specific and primary responsibility is to respond to life safety incidents.

**Flood Hazard Boundary Map (FHBM):** The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA; using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program (NFIP).

**Flood Insurance Rate Map (FIRM):** The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

**Food Unit:** Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

**Function:** The five major activities in ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**Functional Element:** Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

**G**

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**H**

**Hazard:** Natural or man-made source of danger or difficulty to people or property.

**Hazard Area:** A geographically defined area in which a specific hazard presents a potential threat to life and property.

**Hazardous Material:** A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident (Stationary):** Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

**Hazardous Material Incident (Transportation):** Any spill during transport of material that is potentially a risk to health and safety.

**Hazard Mitigation:** A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Grant Program (HMGP):** Authorized under Section 404 of the Stafford Act. Provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

**Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.



**Helispot:** Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel. May be also referred to as a Landing Zone or LZ.

I

**Immediate Need:** A logistical request that needs to be filled immediately.

**Implementation:** Act of putting a procedure or course of action into effect to support goals or achieve objectives.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or the environment.

**Incident Action Plan (IAP):** The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Base:** Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Incident Commander (IC):** The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Communication Center:** The location of the Communications Unit and the Message Center.

**Incident Management Team:** The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments or disaster relief organizations.

**Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also

referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

**Initial Action:** The actions taken by resources, which are the first to arrive at an incident.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

## J

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

## L

**Landing Zone (LZ):** (See Helispot)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Lifelines:** A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

**Life-Safety:** Refers to the joint consideration of both the life and physical wellbeing of individuals.

**Local Assistance Center (LAC):** A facility established by local government within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Local Government:** Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y). Also, See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

**Long-Term Earthquake Potential:** No specific time frame. Can refer to decades, centuries or millennia.

## M

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objectives:** In SEMS field and EOC levels, this is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Marshaling Area:** An area used for the completed mobilization and assemblage of personnel and resources prior to being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Media:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**Medical Unit:** Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident response personnel.

**Medical Reserve Corps:** Local volunteers, mostly medically licensed, organized to assist with public health emergencies and preparedness efforts.

**Message Center:** The Message Center is part of the ICP or EOC is co-located or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

**Mitigation:** Pre-event planning and actions that aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

**Mobilization:** The process and procedures used by all organizations; federal, state and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

**Medical Self-Help:** The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the allocation of critical resources.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, agency policies, and provide strategic guidance and direction to support incident management activities. EOCs can often serve in this Multi-Agency Coordination role.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services. Operational Area EOCs can also function as a Multi-Agency Coordination Center.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

**Multi-jurisdiction Incident:** An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

**Multi-purpose Staging Area (MSA):** A pre-designated location such as a County Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A subdivision of Governor's Office of Emergency Services established to assist in the coordination of mutual aid and other emergency operations within a geographic area of the state, consisting of two or more county (operational) areas. Sonoma County is in Mutual Aid Region II

**Mutual Aid Staging Area:** A temporary facility established by the Governor's Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state (See also Multi-Purpose Staging Area).

## N

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System (NDMS):** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Emergency Training Center (NETC):** FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF):** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.



**National Warning System (NWS):** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Natural Hazard:** Source of harm or difficulty created by a meteorological, environmental, or geological phenomena or combination of phenomena.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Nuclear Incident (Fixed Facility):** Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity, which threatens the health, and safety of nearby populations.

## O

**Office of Emergency Services:** The California Governor's Office of Emergency Services (OES).

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county's geographic borders. . An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the Standardized Emergency Management System (SEMS).

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

**Operational Area Satellite Information System (OASIS):** A statewide emergency communication system based on the operational area concept.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

## P

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Plan:** As used by OES, a document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**Planned Need:** A logistical request that can be filled during the next operational period.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Planning Section:** (Also referred to as Planning/Intelligence or Plans Section). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may also be added at the EOC level.

**Planning Zone:** A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility, such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

**Political Subdivision:** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement



operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Procurement Unit:** Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Public Information Officer (PIO):** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

## Q

**Qualification and Certification (Quals and Certs):** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

## R

**Radio Amateur Civil Emergency Services (RACES):** An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support. (See Auxiliary Communications Service)

**Radiological Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Radiological Monitor:** An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

**Reception Area:** An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

**Recorders:** Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

**Recovery Operations Center (ROC):** A facility established by the local government within or adjacent to a disaster-impacted area to provide disaster relief agencies and organizations "one-stop" shop for the coordination of their efforts. Representatives from local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector may be present.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Redundancy:** Additional or alternative systems, sub-systems, assets, or processes that maintain a degree of overall functionality in case of loss or failure of another system, sub-system, asset or process.

**Regional Director (RD):** A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

**Regional Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

**Relocatee:** An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

**Remedial Movement:** The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

**Remedial Operations:** Actions taken after the onset of an emergency situation to offset or alleviate its effects.

**Reporting Locations:** Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

**Rescue Group:** Two or more rescue teams responding as a unified group under supervision of a designated group leader.

**Rescue Team:** Four or more personnel organized to work as a unit. One member is designated team leader.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes

mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section at the ICS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact additional responding resources will have on the incident, and anticipated resources needs. Some EOC's place the Resources Unit in the Logistics Section

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and the environment, stabilize communities and meet basic human needs following an incident. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected Emergency Support Functions or full activation of all ESF to meet the needs of the situation.

**Risk:** Potential for an unwanted outcome resulting from an incident, even, or occurrence, as determined by its likelihood and associated consequences.

## S

**Safety Officer:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Search:** Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

**Search Dog Team:** A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

**Section Chief:** The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics and Administration/Finance. At the EOC level, the position title is sometimes called a Section Coordinator.

**Self-Help:** A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

**Sensitive Facilities:** Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

**Shelter Complex:** A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

**Shelter Manager:** An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Situation Unit:** Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

**Span of Control:** The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations that lends themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operation Area, Region and State.

**State Agency:** Any department, division, independent establishment, or agency of the executive branch of the state government.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

**State Emergency Organization:** The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

**State Emergency Plan:** The State of California Emergency Plan as approved by the Governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of

magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Subgrantee:** An eligible applicant in Federally declared disasters.

**Subject Matter Expert:** An individual with in-depth knowledge in a specific area or field.

**Supply Unit:** Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch:** A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

**Support Resources:** Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

**Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophotography mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**System:** Any combination of facilities, equipment, personnel, procedures, and communications integrated for a specific purpose.

## T

**Tactical Direction:** Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

**Task Force:** A combination of single resources assembled for a particular tactical need with common communications and leaders.

**Team:** (See Single Resource.)

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS or EOC organization.

**Technological Hazard:** Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Time Unit:** Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Triage:** A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs and a brief physical assessment.

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

**Type:** Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

## U

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command).



**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one, and only one designated person.

**Urban Fire:** Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

**Urban Rescue:** The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

## V

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group. (See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101)

**Vulnerability:** Physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

**Vulnerability Assessment:** Process for identifying physical features or operational attributes that render an entity, asset, system, network or geographic area susceptible or exposed to hazards.

## W

**Wildfire:** Any instance of uncontrolled burning in grasslands, brush, or woodlands.

**Winter Storm (Severe):** This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.



**LIST OF ACRONYMS AND ABBREVIATIONS**

<b>AAR</b>	After-Action Report
<b>AC</b>	Area Command
<b>ACOE</b>	US Army Corps of Engineers
<b>ACS</b>	Auxiliary Communications Service
<b>ADA</b>	Americans with Disabilities Act
<b>ALS</b>	Advanced Life Support
<b>AQMD</b>	Air Quality Management District
<b>ARB</b>	Air Resources Board
<b>ARC</b>	American Red Cross
<b>ASCS</b>	U.S. Agricultural Stabilization and Conservation Services
<b>ARES</b>	Amateur Radio Emergency Services
<b>BLM</b>	Bureau of Land Management
<b>BOR</b>	Bureau of Reclamation
<b>BPA</b>	Blanket Purchasing Agreements
<b>C of S</b>	Chief of Staff
<b>CAA</b>	Clean Air Act
<b>CALDAP</b>	California Disaster Assistance Program
<b>CAL/EPA</b>	California Environmental Protection Agency
<b>CalFire</b>	California Department of Forestry & Fire Protection
<b>CalOSHA</b>	California Occupational Safety & Health Agency
<b>Caltrans</b>	California Department of Transportation
<b>CALWAS</b>	California Warning System
<b>CAO</b>	County Administrative Office(r)
<b>CAP</b>	Civil Air Patrol
<b>CAT</b>	Crisis Action Team
<b>CBO</b>	Community-Based Organization
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, Explosive
<b>CCA</b>	Comprehensive Cooperative Agreement
<b>CCC</b>	California Conservation Corps
<b>CCP</b>	Casualty Collection Points
<b>CCP</b>	Citizen Corps Program
<b>CD</b>	Civil Defense
<b>CDAA</b>	California Disaster Assistance Act
<b>CDBG</b>	Community Development Block Grant
<b>CDC</b>	Centers for Disease Control, U.S. Public Health Service
<b>CDE</b>	California Department of Education
<b>CDFA</b>	California Department of Food & Agriculture
<b>CDMG</b>	California Department of Mines and Geology (see DOC/DMG)
<b>CDRG</b>	Catastrophic Disaster Response Group
<b>CDSS</b>	California Department of Social Services
<b>CEC</b>	California Energy Commission
<b>CEM</b>	Comprehensive Emergency Management
<b>CEM</b>	Certified Emergency Manager
<b>CEO</b>	Chief Executive Officer
<b>CEP</b>	Comprehensive Emergency Planning
<b>CEPEC</b>	California Earthquake Prediction Evaluation Council
<b>CEPPO</b>	Chemical Emergency Preparedness and Prevention Office
<b>CEQA</b>	California Environmental Quality Act
<b>CERCLA</b>	Comprehensive Environmental Response Compensation and Liability Act

<b>CESA</b>	California Emergency Services Association
<b>CESFRS</b>	California Emergency Service Fire Radio System
<b>CESRS</b>	California Emergency Services Radio System
<b>CFR</b>	Code of Federal Regulations
<b>CHP</b>	California Highway Patrol
<b>CIS</b>	Critical Incident Stress
<b>CIKR</b>	Critical Infrastructure and Key Resources
<b>CLEMARS</b>	California Law Enforcement Mutual Aid Radio System
<b>CLERS</b>	California Law Enforcement Radio System
<b>CLETS</b>	California Law Enforcement Telecommunications System
<b>CNG</b>	California National Guard
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations
<b>CPI</b>	Consumer Price Index
<b>CSGNET</b>	California State Government Network
<b>CST</b>	Civil Support Team
<b>CUEA</b>	California Utilities Emergency Association
<b>CWA</b>	Clean Water Act
<b>CYA</b>	California Youth Authority
<b>DA</b>	Damage Assessment
<b>DAE</b>	Disaster Assistance Employee
<b>DAP</b>	Disaster Assistance Programs
<b>DCS</b>	Disaster Communications Service
<b>DFCO</b>	Deputy Federal Coordinating Officer
<b>DFO</b>	Disaster Field Office
<b>DHA</b>	Disaster Housing Assistance
<b>DHHS</b>	Department of Health and Human Services
<b>DHS</b>	Department of Homeland Security (Federal)
<b>DLS</b>	Disaster Legal Services
<b>DMIS</b>	Disaster Management Information System
<b>DOB</b>	Duplication of Benefits
<b>DOC</b>	Department Operations Center
<b>DoD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>DP</b>	Disaster Preparedness
<b>DPIG</b>	Disaster Preparedness Improvement Grant
<b>DRM</b>	Disaster Recovery Manager
<b>DRO</b>	Disaster Recovery Operations
<b>DSA</b>	Disaster Support Area
<b>DSA</b>	Division of the State Architect (California)
<b>DSR</b>	Damage Survey Report
<b>DSW</b>	Disaster Services Worker
<b>DUA</b>	Disaster Unemployment Assistance
<b>DVCC</b>	Disaster Volunteer Coordinating Committee
<b>DWI</b>	Disaster Welfare Inquiry
<b>DWR</b>	California Department of Water Resources
<b>EAS</b>	Emergency Alert System
<b>ED</b>	United States Department of Education
<b>EDD</b>	Employment Development Department

<b>EDIS</b>	Emergency Digital Information System
<b>EEO</b>	Equal Employment Opportunity
<b>EIR</b>	Environmental Impact Review
<b>EMI</b>	Emergency Management Institute
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMP</b>	Electromagnetic Pulse
<b>EMPG</b>	Emergency Management Performance Grant
<b>EMSA</b>	Emergency Medical Services Authority
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EMT</b>	Emergency Management Training
<b>ENN</b>	Emergency News Network
<b>EOC</b>	Emergency Operations Center
<b>EOPs</b>	Emergency Operating Procedures
<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPIC</b>	Emergency Public Information Center
<b>ER</b>	Emergency Relief Program
<b>ERT</b>	Emergency Response Team
<b>ESA</b>	Emergency Services Act
<b>ESA</b>	Endangered Species Act
<b>ESC</b>	Emergency Services Coordinator
<b>ESF</b>	Emergency Support Functions
<b>EST</b>	Emergency Support Team
<b>FA</b>	Fire Administration (office symbol)
<b>FAA</b>	Federal Aviation Administration
<b>FAS</b>	Federal Aid System Road
<b>FAST</b>	Federal Agency Support Team
<b>FBI</b>	Federal Bureau of Investigation
<b>FCC</b>	Federal Communications Commission
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FFY</b>	Federal Fiscal Year
<b>FHWA</b>	Federal Highway Administration
<b>FIA</b>	Federal Insurance Administration
<b>FIPS Number</b>	Same as Project Application Number
<b>FIRESCOPE</b>	Firefighting Resources of Calif. Organized for Potential Emergencies
<b>FmHA</b>	Farmers Home Administration
<b>FONSI</b>	Finding of No Significant Number
<b>FOG</b>	Field Operations Guide
<b>FPM</b>	Flood Plain Management
<b>FRA</b>	Federal Railroad Administration
<b>FRC</b>	Federal Response Center
<b>FRERP</b>	Federal Radiological Emergency Response Plan
<b>FTB</b>	Franchise Tax board (State of California)
<b>FTS</b>	Field Treatment Site
<b>GAR</b>	Governor's Authorized Representative
<b>GETS</b>	Government Emergency Telecommunications System
<b>GIS</b>	Geographic Information System
<b>GSA</b>	General Services Administration

<b>Haz Mit</b>	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
<b>HAZMAT</b>	Hazardous Materials
<b>HAZUS</b>	Hazards, United States
<b>HEW</b>	U.S. Department of Health, Education and Welfare
<b>HM</b>	Hazard Mitigation
<b>HMDA</b>	Hazard Mitigation and Disaster Assistance
<b>HMGP</b>	Hazard Mitigation Grant Program
<b>HSGP</b>	Homeland Security Grant Program
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>HUD</b>	Housing and Urban Development Program
<b>IA</b>	Individual Assistance
<b>IAEM</b>	International Association of Emergency Managers
<b>IAP</b>	Incident Action Plan
<b>IA/O</b>	Individual Assistance/Officer
<b>IC</b>	Incident Commander
<b>ICC</b>	Interstate Commerce Commission
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDE</b>	Initial Damage Estimate
<b>IFG</b>	Individual and Family Grant Program (State of California program)
<b>IFGP</b>	Individual and Family Grant Program
<b>IG</b>	Inspector General
<b>IMA</b>	Individual Mobilization Augmentee
<b>IMT</b>	Incident Management Team
<b>IRS</b>	U.S. Internal Revenue Service
<b>IRMS</b>	Information Resources Management Service
<b>JDIC</b>	Justice Data Interface Controller
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JPA</b>	Joint Powers Agreement
<b>LAC</b>	Local Assistance Center
<b>LETPA</b>	Law Enforcement Terrorism Prevention Activities
<b>LGAC</b>	Local Government Advisory Committee
<b>LNO</b>	Liaison Officer
<b>LSA</b>	Logistics Staging Area
<b>MACS</b>	Multi-Agency Coordination System
<b>MARAC</b>	Mutual Aid Regional Advisory Committee
<b>MARS</b>	U.S. Army Military Affiliate Radio System
<b>MASF</b>	Mobile Aeromedical Staging Facility
<b>MC</b>	Mobilization Center
<b>MCR</b>	Military Communications Representative
<b>MHFP</b>	Multi-Hazard Functional Planning
<b>MMAA</b>	Master Mutual Aid Agreement
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MRC</b>	Medical Reserve Corps
<b>MRE</b>	Meals Ready to Eat
<b>MSA</b>	Multi-Purpose Staging Area
<b>MTA</b>	Metropolitan Transit Authority

<b>NAWAS</b>	National Warning System
<b>NBC</b>	Nuclear, Biological and Chemical Weapons
<b>NCAQMD</b>	North Coast Air Quality Management District
<b>NCCEM</b>	National Coordinating Council on Emergency Management
<b>NCS</b>	National Communications System
<b>NCSP</b>	National Communications Support System
<b>NCSR</b>	National Communications System Regional Manager
<b>NDAA</b>	California Natural Disaster Assistance Act
<b>NDEA</b>	National Defense Education Act
<b>NDMS</b>	National Disaster Medical System
<b>NECC</b>	National Emergency Coordination Center (FEMA)
<b>NEIS</b>	National Earthquake Information Service
<b>NEST</b>	Nuclear Emergency Search Team
<b>NETC</b>	National Emergency Training Center
<b>NFA</b>	National Fire Academy
<b>NFIP</b>	National Flood Insurance Program
<b>NGO</b>	Non-Governmental Organization
<b>NHC</b>	National Hurricane Center
<b>NHPA</b>	National Historic Preservation Act
<b>NIC</b>	NIMS Integration Center
<b>NIMS</b>	National Incident Management System
<b>NIFCC</b>	National Interagency Fire Coordination Center, U.S. Forest Service
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NOI</b>	Notice of Interest
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRF</b>	National Response Framework
<b>NRT</b>	National Response Team
<b>NTC</b>	National Teleregistration Center
<b>NVOAD</b>	National Voluntary Organizations Active in Disaster
<b>NWS</b>	National Weather Service
<b>OA</b>	Operational Area
<b>OASIS</b>	Operational Area Satellite Information System
<b>OES</b>	Governor's Office of Emergency Services
<b>OMB</b>	Office of Management and Budget (Federal)
<b>OPA</b>	Oil Pollution Act
<b>OPR</b>	Office of Planning and Research
<b>OSA</b>	California Office of the State Architect
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OSPR</b>	Office of Oil Spill Prevention and Response (DFG)
<b>OSTP</b>	Office of Science Technology Policy
<b>PA</b>	Public Affairs
<b>PA</b>	Public Assistance
<b>PAO</b>	Public Affairs Officer
<b>PA#</b>	Project Application Number
<b>PBX</b>	Private Branch Exchange
<b>PDA</b>	Preliminary Damage Assessment
<b>PDH</b>	Packaged Disaster Hospital
<b>PDS</b>	Professional Development Series
<b>PIO</b>	Public Information Officer
<b>PL</b>	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974

<b>PNP</b>	Private Nonprofit Organization
<b>PSI</b>	Pounds per Square Inch
<b>PSR</b>	Personal Service Radio
<b>PUC</b>	Public Utilities Commission
<b>RACES</b>	Radio Amateur Civil Emergency Services (See ACS)
<b>RADEF</b>	Radiological Defense
<b>RCP</b>	Regional Oil and Hazardous Substances Pollution Contingency Plan
<b>RDD</b>	Radiological Dispersal Device
<b>REACT</b>	Radio Emergency Associated Communication Team
<b>REVMA</b>	Redwood Empire Veterinary Medical Association
<b>REOC</b>	Regional Emergency Operations Center
<b>RM</b>	Radiological Monitor
<b>RO</b>	Radiological Officer
<b>ROC</b>	Recovery Operations Center
<b>ROSS</b>	Resource Ordering and Status System
<b>RRT</b>	Regional Response Team
<b>SA</b>	Salvation Army
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendment Reauthorization Act (Title III)
<b>SAST</b>	California State Agency Support Team
<b>SBA</b>	Small Business Administration
<b>SCIF</b>	State Compensation Insurance Fund
<b>SCO</b>	State Coordinating Officer
<b>SEMS</b>	Standardized Emergency Management System
<b>SHMO</b>	State Hazard Mitigation Officer
<b>SHPO</b>	State Historic Preservation Officer
<b>SITREP</b>	Situation Report
<b>SITSTAT</b>	Situation Status
<b>SLPS</b>	State and Local Programs and Support Directorate (FEMA)
<b>SME</b>	Subject Matter Expert
<b>SO</b>	Safety Officer
<b>SOC</b>	State Operations Center
<b>SOP</b>	Standard Operating Procedure
<b>STO</b>	State Training Officer
<b>TDD</b>	Telecommunications Devices for the Deaf
<b>TENS</b>	Telephone Emergency Notification System
<b>THIRA</b>	Threat Hazard Identification and Risk Assessment
<b>TSCA</b>	Toxic Substances Control Act
<b>TTY</b>	Teletypewriter
<b>UASI</b>	Urban Area Security Initiative
<b>UC</b>	Unified Command
<b>USACE</b>	United States Army Corps of Engineers
<b>USAR</b>	Urban Search and Rescue
<b>USDA</b>	U.S. Department of Agriculture
<b>USFA</b>	United States Fire Administration
<b>USGS</b>	United States Geological Survey
<b>VA</b>	Veterans Administration
<b>VOAD</b>	Voluntary Organizations Active in Disasters

**VRC** Volunteer Reception Center  
**WMD** Weapons of Mass Destruction  
**WRCB** Water Resources Control Board





County of Sonoma  
State of California

Date: December 9, 2014

Santa Rosa, CA 95401

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Appointing Standby Officers For The Board Members (Government Code section 8638)**

**Whereas**, the continued functioning of the Board of Supervisors in any period of local or national emergency is necessary to ensure the continuity of governance and effective operation of the County of Sonoma; and

**Whereas**, California Government Code section 8638 states, in part, that to “provide for the continuance of the legislative and executive departments of the political subdivision during a state of war emergency or a state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers: (a) Three for each member of the governing body, designated Nos. 1, 2, and 3” (Attachment A); and

**Whereas**, Sonoma County Code section 10-18 authorizes the Board of Supervisors to “appoint three standby officers for each member of such board to succeed to such member’s duties in the event of his unavailability as a result of a disaster”; and

**Whereas**, the Board of Supervisors has carefully considered the qualifications of each of the standby officers listed below and has given consideration to places of residence and work, in accordance with California Government Code section 8639.

**Now, Therefore, Be It Resolved**

- I. That the Board of Supervisors appoints the following individuals to serve as standby officers, in the order listed in Attachment A; and
- II. That each standby officer shall take the Oath of Office for the position of Supervisor, in accordance with Government Code section 8640; and
- III. That each standby officer shall remain informed of the duties of office and the business and affairs of the Board of Supervisors, in accordance with Government Code section 8641; and

Resolution #

Date: December 9, 2014

Page 2

- IV. That, per Government Code section 8640, standby officers serve at the pleasure of the Board and may be removed or replaced at any time with or without cause; and
- V. That, in the event of an emergency, each standby officer contacted shall immediately report ready for duty.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

STANDBY OFFICERS

For Supervisor - David Rabbit (Chair)

1. Steve Kinsey
2. Judy Arnold
- 3.

For Supervisor - Susan Gorin

1. Pat Gilardi
2. Julie Combs
3. Laurie Gallian

For Supervisor - Shirlee Zane

1. Tim Smith
- 2.
- 3.

For Supervisor - Efren Carrillo

1. Eric Koenigshofer
- 2.
- 3.

**Attachment A**



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Santa Rosa, CA 95403

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4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Designating the Order of Succession for the Director of Emergency Services (Government Code section 8638)**

**Whereas,** Sonoma County Code section 10-4 designates the County Administrator as the Director of Emergency Services; and

**Whereas,** the continued functioning of the Fire and Emergency Services Department in any period of local or national emergency is necessary to ensure the continuity of governance and effective operation of the County of Sonoma; and

**Whereas,** California Government Code section 8638 states, in part, that to “provide for the continuance of the legislative and executive departments of the political subdivision during a state of war emergency or a state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers: (b) Three for the chief executive, if he is not a member of the governing body ... Standby officers shall be designated Nos. 1, 2, and 3.”; and

**Whereas,** Sonoma County Code section 10-5(h) states that the Director of Emergency Services shall “designate the order of succession to that office to take effect in the event the Director is unable to attend meetings, or to otherwise perform his duties during an emergency.”

**Now, Therefore, Be It Resolved**

- I. That the Board of Supervisors acknowledges the designation by the Director of Emergency Services and appoints the following individuals to serve as standby officers for the Director, in the order listed: 1.Chris Thomas, 2.Christina Rivera, and 3.Rebecca Wachsberg; and
- II. That each standby officer shall take the Oath of Office for the position of County Administrator, in accordance with Government Code section 8640; and

Resolution #

Date: December 9, 2014

Page 2

- III. That each standby officer shall remain informed of the duties of office, in accordance with Government Code section 8641; and
- IV. That, per Government Code section 8640, standby officers serve at the pleasure of the Board and may be removed or replaced at any time with or without cause; and
- V. That, in the event of an emergency, the standby officer contacted shall immediately report ready for duty.

**Supervisors:**

Gorin:

Zane:

Vacant:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Santa Rosa, CA 95403

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4/5 Vote Required

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**RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, INTRODUCING, READING THE TITLE OF AND WAIVING FURTHER READING OF AN ORDINANCE OF THE COUNTY OF SONOMA AMENDING CHAPTER 10 OF THE SONOMA COUNTY CODE.**

**WHEREAS**, a proposed ordinance has been introduced and the title read.

**NOW THEREFORE, BE IT RESOLVED** that further reading of the ordinance is waived.

Supervisors:

Gorin:            Rabbit:                            Carrillo:            Zane:

Ayes:            Noes:            Absent:            Abstain:

**SO ORDERED.**

Item  
Pulled  
From  
the  
Agenda





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 28  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services Department

**Staff Name and Phone Number:**

BC Capps: 707-565-3029

**Supervisorial District(s):**

All

**Title:** 2015 Pacific Gas and Electric Local Government Partnership Contract Extension

### **Recommended Actions:**

1. Authorize the Director of General Services to execute an amendment to the existing contract with Pacific Gas and Electric Company (PG&E) extending the Sonoma County Energy Watch Local Government Partnership through December 31, 2015.
2. Authorize the Director of General Services to execute amendments with PG&E, in a form approved by County Counsel, to receive additional funds that may become available during the course of this contract.

### **Executive Summary:**

The California Public Utility Commission (CPUC) directs investor owned utilities to establish partnerships with local governments for the purpose of implementing energy efficiency initiatives at the local level. The County of Sonoma, through the General Services Department, established the Sonoma County Energy Watch (SCEW) program in 2009. The program has now been in operation for over five years and continues to provide valuable energy efficiency services across Sonoma County.

From January 1, 2010 through December 31, 2014, SCEW will have provided approximately \$1.75 million in incentives for energy efficiency projects serving more than 279 customers at municipalities, special districts, nonprofit organizations, and small-to-medium businesses throughout Sonoma County. The projects have saved roughly 12 million kilowatt-hours of electricity and 25,000 therms of natural gas, equating to the avoidance of more than 2,400 metric tons of CO<sub>2</sub>, or the removal of 500 cars from the road for a year.

The SCEW program aligns with and supports the goals and objectives associated with Assembly Bill 32, Assembly Bill 1109, and the Sonoma County Community Climate Action Plan. By promoting and facilitating the implementation of energy reduction projects and raising awareness of the environmental and economic benefits of such activities, the County will continue to demonstrate commitment and

leadership in its efforts to reduce greenhouse gas emissions for County operations and the community.

### **Objectives of the 2015 Program**

During the 12 month (2015) program cycle, SCEW will continue to provide energy audits, technical assistance, PG&E rebates, program marketing, and project facilitation for municipalities, special districts, nonprofits, and businesses throughout Sonoma County. SCEW has also been selected by PG&E to pursue additional cost-effective energy saving opportunities, including working with hard-to-reach small-and-medium business customers to install energy efficiency retrofits and co-management of a Middle Income Direct Install (MIDI) program to serve residential customers. The MIDI program is targeted to those customers who are just above the low income thresholds but for whom energy efficiency improvements would not be possible. The program installs prescriptive energy efficiency measures similar to the low income program, including comprehensive lighting, attic and pipe insulation, low flow showerheads, and faucet aerators at no cost to the customer. Residents of the county who meet low-income thresholds are already served through the Low Income Energy Efficiency (LIEE) program and funding for the MIDI program allows us to offer these services to a much larger population. The established energy savings goals for the 2015 partnership are 258 kW and 2,334,895 kWh, which is comparable to the annual electricity used by over 155 homes.

Additionally, beginning in 2015 the County of Sonoma will be working directly with Rising Sun Energy Center's California Youth Energy Services (CYES) program which hires young adults ages 15 to 22 and trains them to provide no-cost Green House Calls. At each Green House Call, local youth staffers check the home for efficiency, install energy and water-saving equipment, and provide personalized recommendations for further savings. They may also install equipment like energy-efficient lighting, high-efficiency aerators for bath and kitchen, showerheads, clotheslines, powerstrips, and more – all at no cost to the resident, while also providing valuable workforce experience for teenage youth. Energy savings resulting from the work of the CYES program will be attributed back to the Sonoma County Energy Watch program, although the actual funding for this workforce development program will be provided by PG&E to Rising Sun Energy Center directly. Additional details about the funding categories is included in the Fiscal Summary below.

SCEW staff will continue to work closely with, and leverage resources available through PG&E, the Regional Climate Protection Authority (RCPA), the Sonoma County Energy Independence Program (SCEIP) and several other Sonoma PACE Marketplace participants, and other local nonprofit partners in an effort to present a one-stop-shop where customers can obtain information about energy efficiency, renewable generation, and financing. As a community choice aggregation electricity provider, Sonoma Clean Power (SCP) has the ability to apply for public good charge funding from the California Public Utilities Commission (CPUC) to offer energy efficiency programs that compliment, but do not overlap, with PG&E's current offerings through Sonoma County Energy Watch. As of this point, SCP is still evaluating options for how to best move forward, if at all, with using CPUC funds. The Energy and Sustainability Division is in ongoing contact with Sonoma Clean Power about how our two organizations can work more closely together, with the long-term potential that the SCEW program could even offer non-competing energy efficiency services using both funding from PG&E and SCP.

Staff requests authorization for the Director of General Services to execute amendments in a form

approved by County Counsel to receive additional funding should it become available, as it did twice in the 2010-2012 partnership period.

**Prior Board Actions:**

1. 9/23/2008 – Climate Protection Action Plan (PG&E Partnership discussion).
2. 11/04/2008 – Local Government Partnership Agreement with PG&E Authorized for 2009.
3. 12/08/2009 – Local Government Partnership Agreement with PG&E Authorized for 2010-2012 period.
4. 12/11/2012 – Local Government Partnership Agreement with PG&E Authorized for 2013-2014 period.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

This Agreement will enable the County of Sonoma, through the General Services Department, to continue to facilitate the implementation of energy efficiency improvements at public and private facilities throughout Sonoma County, which reduce energy consumption and costs, reduce greenhouse gas emissions, and support employment in the green construction industry.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 330,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 330,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 330,000</b>	<b>Total Sources</b>	<b>\$ 330,000</b>

**wNarrative Explanation of Fiscal Impacts (If Required):**

The FY 14-15 program budget of \$330,000 is being reimbursed to General Services from PG&E for program administration, marketing, and implementation and activities addressing the CPUC Strategic Plan. The \$330,000 spans two contract periods, the last six months of 2013-14 and the first six months of 2015. The total contract for calendar year 2015 with PG&E is \$337,500, which will also match our FY 15-16 budget request amount.

Additionally, \$750,000 will be available for energy efficiency rebates paid directly from PG&E to customers, for a youth workforce development program through Rising Sun Energy Center’s California Youth Energy Services (CYES) Program, and for a direct install lighting program, managed through a PG&E contract with The Energy Alliance Association (TEAA).

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
The SCEW program currently supports funding for two permanent County staff members, which is distributed in part across three existing staff positions: one Department Program Manager, one Department Analyst, and one Administrative Aide.			
<b>Attachments:</b>			
Attachment 1: PG&E - 2015 Contract Work Authorization (CWA) Change Order No. 1 Attachment 2: PG&E - 2015 Contract Change Order No. 3			
<b>Related Items "On File" with the Clerk of the Board:</b>			



## Contract Work Authorization (CWA) Change Order

This is Change Order (“CO”) No. 1 to Contract Work Authorization No. 2500750462 dated 01/07/2013 issued under and pursuant to the Blanket Agreement or Master Service Agreement No. 4400007241 dated 12/20/2012 (the “MSA”) between the below-named Contractor (“Contractor”), a Local Government Partner, and Pacific Gas and Electric Company (“PG&E”), a California corporation with its headquarters located at 77 Beale Street, San Francisco, California 94105. Contractor shall perform all Work under this CWA, as amended by this Change Order, pursuant to and in accordance with the terms and conditions of the MSA.

**Contractor’s Legal Name:** County of Sonoma

This Change Order consists of 5 pages and all Attachments and Exhibits indicated herein.

**Contractor’s Address:** 2300 County Center Drive, Suite A 200  
Santa Rosa, CA 95403

**Project Name:** Sonoma County Energy Watch (SCEW)

**Job Location:** County of Sonoma

**CHANGES:** The Parties hereby modify the Contract Work Authorization referenced above as follows:

The following changes are hereby authorized and subject to the terms and conditions contained in the Contract referred to above, and as fully described in Attachment 1 of this Change Order.

The purpose of this Change Order No. 1 is to:

1. Revises the value of this CWA per Pricing Changes below;
2. Extends the end date of this CWA from 12/31/2014 until 12/31/2015, subject to the California Public Commission’s approval for funding to cover this period;
3. Incorporates all sections of the revised Specific Conditions as fully described in below Attachment 1 of this Change Order;

This Change Order represents full and final consideration for the changes described herein, including but not limited to all adjustments to price, schedule, guaranteed dates, and performance criteria.

**ATTACHMENTS:** The following are attached to this CWA Change Order and incorporated herein by this reference.

Attachment No. 1 – Revised Specific Conditions , pages 3-5

<b>PRICING CHANGES:</b>	Previous Total CWA Value:	\$ 675,000.00
	Addition or Deduction:	\$337,500.00
	Revised Total CWA Value:	\$1,012,500.00

All other terms and conditions of the CWA, as it may have been amended by previous CWA Change Order(s), if any, shall remain the same.

**THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CWA CHANGE ORDER.**

<b>PACIFIC GAS AND ELECTRIC COMPANY</b>		<b>CONTRACTOR:</b> County of Sonoma	
Signature		Signature	
Name		Name	
Title		Title	
Date		Date	



ADMINISTRATION			
PG&E Negotiator		Contractor Representative	
Phone		Phone	
Email:		Email:	
Accounting Reference			

Distribution Date		
Distribution of Copies:	<input type="checkbox"/> Document Services (Signed Original Copy) Mail Code N5D 245 MARKET ST., SAN FRANCISCO	<input type="checkbox"/> Contractor (Signed Original Copy)
	<input type="checkbox"/> Work Supervisor	<input type="checkbox"/> Manager
	<input type="checkbox"/> Invoice Approver	<input type="checkbox"/> Supervisor
	<input type="checkbox"/> V.P.	<input type="checkbox"/> Sourcing/ Purchasing
	<input type="checkbox"/> Director	<input type="checkbox"/> Law

## CHANGE ORDER ADDENDUM

**Sonoma County Energy Watch/County of Sonoma, Contract Number:** 2500750462  
**Vendor Number:** 1087789

See SOW below for

Change Order Number (CCO2) - Attachment 1: Changes to Agreement No. 2500750462

The following changes are hereby authorized subject to the terms and conditions contained in the Contract referred to above, as amended by this Attachment 1. Unless otherwise defined herein, all terms and conditions used herein shall have the same meaning as in the Contract. In the event of any conflicting terms between this Attachment 1 and the Contract, this Attachment 1 shall control.

The purpose of this Change Order Number (CCO2) is to:

- 1.) **Update** contract total amount to include 2015 budget (Section 4A.1.1)
- 2.) **Increase** energy savings goals (Section 4A.2)
- 3.) Modify dates as a result of the Proposed Decision PD.13-11-005
  - a. The following statement applies to all sections within the contract that reference the 2013-2014 program cycle. (Sections 1.1, 1.4, 2.4.3, 4.2.5.2, 4.2.6.2.2, 4.2.6.3)

“The 2013-2014 program cycle has been extended to 2015 due to the Proposed Decision PD.13-11-005. Contract terms will be extended to 2015.”
  - b. (Section 2.41.) Change date from January 1, 2013 to January 1, 2015.
  - c. (Section 2.4.2) Change date from December 31, 2014 to December 31, 2015
  - d. (Section 2.4.3) Change dates from 1) January 1, 2015 to January 1, 2016; and 2) November 15, 2014 to November 15, 2015
  - e. (Section 2.4.4) Change dates from 1) January 25, 2015 to January 25, 2016; and 2) December 15, 2014 to December 15, 2015
  - f. (Section 3.5.10) Change date from December 31, 2014 to December 31, 2015
  - g. (Section 3.5.11) Change date from 1) December 31, 2014 to December 31, 2015;
  - h. (Section 3.7.2) Change dates from 1) December 1, 2014 to December 1, 2015 and 2) December 31, 2014 to December 31, 2015
  - i. (Section 3.7.3) Change date from December 31, 2014 to December 31, 2015
  - j. (Section 3.7.4) Change dates from 1) October 31, 2014 to October 31, 2015 and 2) December 31, 2015 to December 31, 2015
  - k. (Section 3.7.6) Change date from November 15, 2014 to November 15, 2015
  - l. (Section 4A.1.1) Change year from 2013-2014 to 2015
  - m. (Section 4A.2.1) Change year from 2013-2014 to 2015



- n. (Section 13.1) Change year from 2013-2014 to 2015 and 2) Change date from January 1, 2013 to January 1, 2015
- o. (Exhibit G Program Dates) Change dates 1) 12/x/14 to 12/x/15 and 2) x/x/14 to x/x/15 3) 12/x/15
- p. (Exhibit G Qualifying Dates) Change dates 1) 1/1/13 to 1/1/14 and 2) 12/15/14 to 12/15/15

## SOW changes

This section replaces Section 4A.1.1.

### 4A.1 Program Budget

- 4A.1.1. The aggregate total of PG&E payments for all Work authorized and satisfactorily completed under this Contract, as approved by PG&E (the “Contract Budget”), shall not exceed \$1,012,500. The total payments shall not exceed the following amounts for each payment type without prior written approval from the PG&E Program Manager. After the final invoice for work in 2014 is submitted, the unspent contract funds will no longer be available. Payments for work in 2015 will then be funded from the 2015 budget, as outlined below:

The Program budget is allocated to the following CPUC-specified categories.

	2013-14	2015
Administration:	\$74,700	\$37,350
Marketing:	\$81,000	\$40,500
Direct Implementation (non-incentive):	\$267,300	\$133,650
Strategic Energy Resources:	\$252,000	\$126,000
Total Contract Budget:	\$675,000	\$337,500

Implementer understands, acknowledges and agrees that the 2013 – 2014 Program cycle is two (2) years, while the 2015 change order is a one-year extension, and the Program budget is the maximum amount of funding allocated to Implementer for this Program. If Implementer depletes funding prior to the end of the Program cycle, Implementer must shut down the Program for the remainder of the 2015 extension.

This section replaces Section 4A.2.

4A.2 Program Energy Savings:

4A.2.1. The total Program Energy Savings and peak demand reduction goals for the Program are shown in the table below:

	<b>2013 - 2014</b>	<b>2015</b>
Electricity, kW	706	258
Electricity, kWh	4,740,915	2,334,895
Natural Gas, Therms	0	0



# Contract Change Order

This is Change Order (“CO”) No. 3 to Contract No. 4400007241 dated 01/04/2013 between the below-named Contractor (“Contractor”), a Local Government Partner, and Pacific Gas and Electric Company (“PG&E”), a California corporation with its headquarters located at 77 Beale Street, San Francisco, California 94105. Contractor shall perform all Work under this Contract, as amended by this Change Order, pursuant to and in accordance with the terms and conditions of the Contract.

**Contractor’s Legal Name:** County of Sonoma

This Contract Change Order consists of 6 pages and all Attachments and Exhibits Indicated herein.

**Contractor’s Address:** 2300 County Center Drive, Suite A 200  
Santa Rosa, CA 95403

**Project Name:** Sonoma Energy Watch

**Job Location:** Various PG&E Territories

**CHANGES: The Parties hereby modify the Contract referenced above as follows:**

This Change Order No. 3 does the following:

Revises the Hourly Rate Schedule;

Adds Exhibit 10; “Contractor Document Retention and Production Requirements”, and Exhibit 10-A, “Document and Data List”.

Extends the term date of this MSA from 12/31/2014 until 3/31/2016, subject the California Public Commission’s approval for funding to cover this period.

This Change Order represents full and final consideration for the changes described herein, including but not limited to all adjustments to price, schedule, guaranteed dates, and performance criteria.

**ATTACHMENTS: The following are attached to this Contract Change Order and incorporated herein by this reference.**

Attachment: Attachment 1 – Revised Rate Schedule;

Exhibit 10 “PG&E Contractor Document Retention and Production Requirements”; Exhibit 10-A Document and Data List”.

**PRICING CHANGES:**

Previous Total Contract Value:	\$Total Value of All Authorized CWAs
Addition or Deduction:	\$Total Value of All Authorized CWAs
Revised Total Contract Value:	\$Total Value of All Authorized CWAs

All other terms and conditions of the Contract, as it may have been amended by previous Contract Change Order(s), if any, shall remain the same.

**THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT CHANGE ORDER.**

PACIFIC GAS AND ELECTRIC COMPANY		CONTRACTOR: County of Sonoma	
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>	Dina Arellanes	<b>Name</b>	
<b>Title</b>	Manager, Sourcing Portfolio	<b>Title</b>	
<b>Date</b>		<b>Date</b>	



ADMINISTRATION			
<b>PG&amp;E Negotiator</b>	Tony Abdulla	<b>Contractor Representative</b>	
<b>Phone</b>	415.973.6837	<b>Phone</b>	
<b>Email:</b>	<a href="mailto:tca2@PGE.COM">tca2@PGE.COM</a>	<b>Email:</b>	
<b>Accounting Reference</b>			

INTERNAL PG&E USE ONLY			
<b>Distribution Date</b>			
<b>Distribution of Copies</b>	<input type="checkbox"/> Document Services (Signed Original Copy) Mail Code N5D 245 MARKET ST., SAN FRANCISCO	<input type="checkbox"/> Contractor (Signed Original Copy)	
	<input type="checkbox"/> Work Supervisor	<input type="checkbox"/> Manager	
	<input type="checkbox"/> Invoice Approver	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> V.P.	<input type="checkbox"/> Sourcing/ Purchasing	
	<input type="checkbox"/> Director	<input type="checkbox"/> Law	

## Rate Schedule:

**Vendor Name: County of Sonoma**

*MSA No. 4400007241*

<b>Labor Classification (without Individual Names)</b>	<b>Hourly Pay Rate</b>	<b>% of Total Staff Time</b>
Program Manager	\$98.66	
Program Administrator	\$73.72	
Program Coordinator	\$73.72	
Program Analyst	\$68.38	
Outreach and Education Support	\$58.78	
Administrative Aide	\$55.99	
Administrative Support	\$45.85	
Office Support Worker	\$41.39	

**EXHIBIT 10**

**PG&E Contractor Document Retention and Production Requirements**

1. Contractor agrees to retain all documents and data, whether paper or electronic, created, collected or received for PG&E in the course of performing the Work or furnishing the materials under the Contract, including without limitation, documents, data, plans, drawings, diagrams, investigative notes, field notes, tests, photographs, records, calculations, summaries, and reports; provided that Contractor is not required to retain (i) draft versions of final written documents such as reports, presentations, or other written deliverables and (ii) documents that are inconsequential or ancillary to performance and documentation of the project or its deliverables as follows:
  - a. the documents and data specified in Exhibit 10A to this Contract and/or in individual work authorizations (CWA) under this Contract; or
  - b. all documents and data, whether paper or electronic, created, collected or received for PG&E in the course of performing the Work or furnishing the materials under the Contract.

If neither Section 1(a) or Section 1(b) is checked, Section 1(b) shall apply. If Section 1(a) is checked, but documents and data are not specified in Exhibit 10A, or in a subsequently issued CWA, Section 1(b) shall apply. Collectively, the information shall hereinafter be referred to as "PG&E Contractor Documents."

2. Contractor shall store PG&E Contractor Documents in a secure and organized manner. All PG&E Contractor Documents shall be in legible form, whether paper or electronic. In managing and administering PG&E Contractor Documents, Contractor will comply with the requirements of "The Generally Accepted Recordkeeping Principles<sup>®</sup>" (see [www.arma.org](http://www.arma.org)), or with modified requirements approved in writing by PG&E.
3. Upon completion of the Work or furnishing of the materials under the Contract, or upon completion of the Work or furnishing of the materials under each CWA under the Contract ("Work Completion Date"), PG&E will specify which of PG&E Contractor Documents must be transmitted by Contractor to PG&E ("PG&E Records"), provided however, unless otherwise agreed by PG&E:
  - a. Contractor shall transmit to PG&E, or provide PG&E access to, PG&E Records on request within forty eight (48) hours or sooner if needed (without limitation) for regulatory, CPUC, safety, audit and/or litigation requirements;
  - b. PG&E may specify that PG&E Records be delivered to PG&E on a regular basis prior to the Work Completion Date;
  - c. With respect to PG&E Contractor Documents not transmitted to PG&E as PG&E Records, Contractor shall retain all such documents for twenty four (24) months after the Work Completion Date ("Post-Termination Retention Period"). During the Post-Termination Retention Period, PG&E Contractor Documents shall be retained by Contractor at no additional cost to PG&E until disposed of in accordance with Section 6 below. To the extent PG&E requests Contractor to retain PG&E Contractor Documents after the Post-Termination Retention Period, the parties will mutually agree on the terms and conditions of such additional retention;
  - d. If PG&E Records are kept in electronic form, the following formats are acceptable for transmission to PG&E: (i) PDF, CAD or TIFF for drawings and diagrams and (ii) PDF for all other documents. If PG&E Records transmitted to PG&E consist of data in a proprietary format, Contractor shall make available to PG&E the proprietary tools or software necessary to access the data including after the transfer of the data to PG&E. This Section 3.d. shall not abrogate Contractor's obligation to produce PG&E Records in

an alternative format (e.g., a native format) if set forth elsewhere in the Contract, in which case Contractor shall produce PG&E Records in each of the formats requested.

4. PG&E Contractor Documents shall be treated as confidential and shall not be disclosed to others unless Contractor is required to produce such documents pursuant to legal or regulatory requirements, in which case Contractor shall give PG&E maximum practicable advance notice prior to any production.
5. Contractor shall maintain a system for back-up of electronic PG&E Contractor Documents (e.g., files or databases) so they will be preserved for retrieval in the event that the originals are lost or destroyed.
6. If PG&E directs Contractor to dispose of PG&E Contractor Documents, Contractor shall do so in a confidential and secure manner, whether the format is electronic or paper. Proof of destruction of PG&E Contractor Documents shall be submitted to PG&E upon request.
7. If PG&E provides paper documents to Contractor in order to convert them to digital electronic format, Contractor shall return both the paper documents and the documents converted to digital electronic format to PG&E.
8. Contractor is responsible for ensuring that its Subcontractors regardless of tier comply with the obligations of Contractor where set forth in this Exhibit 10.
9. The terms and conditions of this Exhibit 10, including Exhibit 9A if attached, shall survive the termination of this Contract.



## **Exhibit 10A**

### **Document and Data List**

If Section 1(a) of Exhibit 9 is checked, Contractor agrees that in connection with this Contract or CWA, as applicable, the following PG&E Contractor Documents will be created, received and/or maintained by Contractor:

Required Records Include:

- Final incentive applications
- Copies of paid invoices
- Pre-retrofit energy audit reports, – measurement and verification (M&V) plans, reports, and verification reports
- Pre-installation inspection reports
- Post-installation inspection reports
- Program and project related correspondence, including emails
- Final copies of all deliverables outlined in contract with PG&E

Other records that may be required (as applicable) include:

- All spreadsheets in their original, unlocked formats containing the quantities of measures installed, pre- and post- measure wattages, and operating hours with formulas and linkages intact
- Preliminary and final savings calculations and supporting data with documentation to ensure replicability
- Documentation for any deemed, stipulated, or estimated components of ex-ante impact calculations of savings, such as hours of use, measure life/ effective useful life (EUL), remaining useful life (RUL), and incremental/ installed costs (including any analysis or source), and the equation or tool used to determine savings if no 'live' functional spreadsheet is available
- Documentation to support baseline type assignment (code or standard requirement, early retirement, retrofit, replace on burnout, industry standard practice, CPUC policy, etc.)

## Rate Schedule:

**Vendor Name: County of Sonoma**

*MSA No. 4400007241*

<b>Labor Classification (without Individual Names)</b>	<b>Hourly Pay Rate</b>	<b>% of Total Staff Time</b>
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Administrative Aide	\$55.99	
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Office Support Worker	\$41.39	

**EXHIBIT 10**

**PG&E Contractor Document Retention and Production Requirements**

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  - a. the documents and data specified in Exhibit 10A to this Contract and/or in individual work authorizations (CWA) under this Contract; or
  - b. all documents and data, whether paper or electronic, created, collected or received for PG&E in the course of performing the Work or furnishing the materials under the Contract.

If neither Section 1(a) or Section 1(b) is checked, Section 1(b) shall apply. If Section 1(a) is checked, but documents and data are not specified in Exhibit 10A, or in a subsequently issued CWA, Section 1(b) shall apply. Collectively, the information shall hereinafter be referred to as "PG&E Contractor Documents."

2. Contractor shall store PG&E Contractor Documents in a secure and organized manner. All PG&E Contractor Documents shall be in legible form, whether paper or electronic. In managing and administering PG&E Contractor Documents, Contractor will comply with the requirements of "The Generally Accepted Recordkeeping Principles<sup>®</sup>" (see [www.arma.org](http://www.arma.org)), or with modified requirements approved in writing by PG&E.
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  - b. PG&E may specify that PG&E Records be delivered to PG&E on a regular basis prior to the Work Completion Date;
  - c. With respect to PG&E Contractor Documents not transmitted to PG&E as PG&E Records, Contractor shall retain all such documents for twenty four (24) months after the Work Completion Date ("Post-Termination Retention Period"). During the Post-Termination Retention Period, PG&E Contractor Documents shall be retained by Contractor at no additional cost to PG&E until disposed of in accordance with Section 6 below. To the extent PG&E requests Contractor to retain PG&E Contractor Documents after the Post-Termination Retention Period, the parties will mutually agree on the terms and conditions of such additional retention;
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an alternative format (e.g., a native format) if set forth elsewhere in the Contract, in which case Contractor shall produce PG&E Records in each of the formats requested.

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8. Contractor is responsible for ensuring that its Subcontractors regardless of tier comply with the obligations of Contractor where set forth in this Exhibit 10.
9. The terms and conditions of this Exhibit 10, including Exhibit 10A if attached, shall survive the termination of this Contract.

## **Exhibit 10A**

### **Document and Data List**

If Section 1(a) of Exhibit 10 is checked, Contractor agrees that in connection with this Contract or CWA, as applicable, the following PG&E Contractor Documents will be created, received and/or maintained by Contractor:

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- Final incentive applications
- Copies of paid invoices
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- All spreadsheets in their original, unlocked formats containing the quantities of measures installed, pre- and post- measure wattages, and operating hours with formulas and linkages intact
- Preliminary and final savings calculations and supporting data with documentation to ensure replicability
- Documentation for any deemed, stipulated, or estimated components of ex-ante impact calculations of savings, such as hours of use, measure life/ effective useful life (EUL), remaining useful life (RUL), and incremental/ installed costs (including any analysis or source), and the equation or tool used to determine savings if no 'live' functional spreadsheet is available
- Documentation to support baseline type assignment (code or standard requirement, early retirement, retrofit, replace on burnout, industry standard practice, CPUC policy, etc.)



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 29  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors and Board of Commissioners

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services Department and Sonoma County Community Development Commission

**Staff Name and Phone Number:**

Ed Buonaccorsi (GSD) 565-3193  
Mark Krug (CDC) 565-7509

**Supervisorial District(s):**

All

**Title:** Properties for Homeless Safe Parking Program

### **Recommended Actions:**

1. Approve a County Center parking lot for use as an overnight Homeless Safe Parking Program site for up to thirty vehicles, consistent with the Scattered-Site Safe Parking Funding Grant Agreement for Fiscal Year 2014-2015 between the Sonoma County Community Development Commission and Catholic Charities of Santa Rosa.
2. Make a finding under Government Code section 26227 and authorize the County Administrator to execute a license agreement and other ancillary documents with Catholic Charities of Santa Rosa, as required, in order to utilize a County Center parking lot for the Homeless Safe Parking Program for the period December 9, 2014 to June 30, 2015.

### **Executive Summary:**

Approval of this agenda item would approve the use of the western corner of the Permit and Resource Management Department's (PRMD) parking lot for use as an overnight Homeless Safe Parking Program site, and direct the County Administrator to execute a license agreement and ancillary documents with Catholic Charities necessary to avail property for use in the safe parking program. The number of parking spaces utilized by homeless persons and families for vehicle parking each night would be initially capped at twenty. After sixty days of operations, the cap can be expanded to thirty parking spaces by the County Administrator, with concurrence from the Director of General Services Department (GSD) and the Community Development Commission (CDC) Executive Director that the expansion is warranted and prudent.

### Background:

On January 7 and 28, 2014, your Board approved a total of \$320,703 in General Fund Contingencies and Reinvestment and Revitalization Funds (R&R) for seven activities to protect homeless persons from the cold and inclement weather in 2014. One of those activities was the establishment of a "Safe Parking"

Program at the County Fairgrounds site, Lot D, operated by Catholic Charities under agreement with the CDC. In April 2014, your Board approved replacement of the cold-weather, centralized Fairgrounds site with a year-round, scattered-site model of program operation. This model, which is used in other localities nationwide, utilizes voluntarily offered private and publicly owned properties as safe parking zones. Your Board approved an additional \$150,000 in Fiscal Year 2014-15 R&R funding to continue the Safe Parking Program through June 30, 2015 using Catholic Charities as the selected operator.

The Fiscal Year 2014-15 Scattered Site Safe Parking Funding Agreement between the CDC and Catholic Charities requires Catholic Charities to reach out to neighborhood residents of any property being considered for safe parking use to provide them with adequate notice and information about the program's operation, including who to contact in case of any problems. The Agreement also requires that all sites have sanitary facilities, heating facilities as needed for cold weather, and satisfactory monitoring protocols to ensure safety of the program participants and area residents. Showers should be provided on site or available to participants off site at a convenient location such as the Homeless Services Center.

Catholic Charities currently has 5 sites in the scattered-site program, cumulatively providing 35 parking spaces. One site is in Sebastopol and the balance in Santa Rosa at Catholic Charities administration office, the Family Support Center, the Knox Presbyterian Church, and the First United Methodist Church. Catholic Charities is currently in negotiation for another 23 spots at four private property sites. The CDC-Catholic Charities funding agreement contains benchmarks of 30 spaces by September 30, 2014 (that was met), 50 spaces by December 31, 2014 and 80 by June 30, 2015. The demand exceeds the current capacity as Catholic Charities reports a waiting list of 71 households seeking safe parking program enrollment. Data collected to-date shows that safe parking enrollment is often the first contact a homeless household has with homeless service providers and thus, an important gateway to services. Since the program began, initially at the Fairgrounds, 27% of those households served were not previously receiving homeless services assistance in Sonoma County.

Securing volunteer private properties for the program has proven more difficult than anticipated. Some properties owners who expressed early interest to Catholic Charities ultimately declined to enroll. Second, for safe parking program purposes, land use requirements are typically more onerous for private property owners. Publicly owned properties can be enrolled more quickly and easily because the provision of safe parking is a governmental purpose. Section 26227 of the Government Code allows the County to enter into the license agreement with Catholic Charities without the payment of consideration to the County, provided the Board makes the finding that the agreement is necessary to meet the social needs of the population of the County, and that the County does not need the licensed parking areas during the relevant times for the term of the license agreement. Staff requests that the Board make such a finding.

Given the difficulties of securing private property sites, staff is recommending that County-owned sites once again be utilized to help meet the demand. Building on the analysis of sites conducted last year, The following site selection criteria was used to inform the final selection of a site:

#### Property Site Selection Criteria



1. Confirmation from County Counsel that subject property meets the requirements of State Government Code Section 26227 and any other relevant provisions of law or regulation.
2. Evidence that the immediate neighborhood, defined as properties potentially impacted that lie within 300 feet of the subject site location, have been appropriately noticed of the intended use and have had an opportunity to convey concerns and other opinions to County/CDC staff and that County/CDC staff have responded appropriately and adequately. For sites in incorporated areas, adequate notification includes communication with city or town officials.
3. The subject property must not materially interfere with other uses of the property, including, but not limited to, an unreasonable diminution of available parking spots for employees, vendors and the general public and employees will be notified.
4. Confirmation that sanitation and safety considerations have been adequately addressed.
5. Any non-trivial incremental costs to the County or CDC can be absorbed within current approved budgets without a material negative impact to existing operations.

Staffs from the General Services Department (GSD), CDC, and Catholic Charities have investigated several County- and CDC-owned properties and given the need to quickly address increasing demand has settled on the PRMD site for several reasons in addition to meeting the above criteria. 1) The lot is a paved site with good lighting. 2) It has a pad to site sanitary and warming facilities. 3) It has a two picnic tables and a seating area that is partially screened by two redwood trees. 4) It is not a primary employee parking lot and not used during the hours of program operation. 5) The site is consistent with the other sites within the program.

Given the demand, CDC and GSD staffs will continue to explore other County-controlled sites, including the various Veterans Halls in the county and CDC properties. Catholic Charities continues to assertively pursue private properties and public properties owned or controlled by other units of local government.

**Prior Board Actions:**

- 08/19/2014 – Board approved execution of funding agreement between CDC and Catholic Charities for a FY 2014-15 scattered-site safe parking program.
- 6/17/2014 – Board approved FY 2014-15 Sonoma County Budget, including \$150,000 for the Safe Parking Program.
- 04/15/2014 – Board approved the transition from a Fairgrounds-based safe parking program to a scattered-site program, and related actions.
- 01/28/2014 – Board approved \$140,953 for “safe parking” program and motel vouchers.
- 01/07/2014 – Board approved \$179,750 for five elements of cold weather homelessness response.

**Strategic Plan Alignment      Goal 1: Safe, Healthy, and Caring Community**

Providing various forms of shelter and services for homeless residents of our community will enhance their health and safety.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

None. Catholic Charities of Santa Rosa has executed a \$150,000 Fiscal Year 2014-2015 funding agreement with the Sonoma County Community Development Commission for the scattered-site safe parking program. Thus, incurred costs by Catholic Charities to utilize the subject site will be funded by that existing agreement.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

**Related Items "On File" with the Clerk of the Board:**

General Services Department License Agreement



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 30  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County General Services and County Counsel

**Staff Name and Phone Number:**

Ed Buonaccorsi: 707-565-3193  
Lisa Pheatt: 707-565-3733

**Supervisorial District(s):**

N/A

**Title:** Non-Disclosure Agreement and Indemnity & Release Agreement with Fuel Cell Energy, Inc.

### **Recommended Actions:**

Authorize the Chairman of the Board to execute a Non-Disclosure Agreement and Indemnity & Release Agreement with Fuel Cell Energy, Inc. to allow the County to inspect a replaced component of the County's fuel cell.

### **Executive Summary:**

As part of the County's Comprehensive Energy Project ("C.E.P."), the County commissioned a 1.4 megawatt fuel cell ("Fuel Cell") in anticipation of significant annual energy savings in 2011. Although the County has received energy savings from the Fuel Cell, the unit's performance has been inconsistent and several ongoing issues have been identified as warranting detailed examination.

In light of these concerns, in September 2014, your Board authorized a Legal Services Agreement with Burke, Williams & Sorensen ("BWS"), pursuant to which resources necessary to conduct an evaluation of the Fuel Cell's performance are being obtained. As part of this effort, the County's experts would like to examine a key component of the Fuel Cell (the "Module"), which was replaced by the manufacturer in June 2014 after a substantial failure of the unit. The manufacturer, Fuel Cell Energy, Inc. ("FCE") has stored the replaced Module at a facility in San Leandro, California in response to a preservation demand from the County. FCE is willing to make the Module available to the County for inspection, subject to a non-disclosure agreement and an indemnity and release agreement.

### **Non-disclosure Agreement**

The inspection of the old Module may cause disclosure of certain confidential, proprietary information belonging to FCE. In order to adequately protect its confidential and/or proprietary information, FCE requests that the County sign a Non-Disclosure Agreement prior to the inspection of the old Module. The County entered into a similar Non-Disclosure Agreement with FCE in 2009. However, the 2009 Non-

Disclosure Agreement does not cover the currently-planned inspection of the Module, which prompts the necessity for a new Non-Disclosure Agreement. The proposed Non-Disclosure Agreement is structured to protect FCE's confidential, proprietary information, subject to the County's obligations under the California Public Records Act.

**Indemnity & Release Agreement**

FCE also requests the County to sign an Indemnity and Release Agreement with respect to certain personal injury and/or property damage claims that may arise out of the inspection of the Module. The proposed indemnity is limited to claims caused by the County's negligence, recklessness, or misconduct in administering the inspection and the County's obligations are limited to its proportionate share of fault.

General Services and the Office of the County Counsel recommend the execution of the proposed Non-Disclosure Agreement and the Indemnity & Release Agreement with FCE to facilitate inspection of the old Module in support of the County's investigation into the Fuel Cell's performance issues. Both parties remain committed to identifying factors that have influenced the Fuel Cell's performance for the purpose of enhancing monitoring efforts and optimizing performance.

**Prior Board Actions:**

Non-Disclosure Agreement with Fuel Cell Energy, Inc., February 2009  
 Legal Services Agreement with Burke, Williams & Sorensen, LLP, September 2014

**Strategic Plan Alignment**      Goal 3: Invest in the Future

The proper operation of the fuel cell is an important component of the County's Comprehensive Energy Project, intended to conserve energy and reduce costs.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The Non-Disclosure Agreement and the Indemnity & Release Agreement with FCE do not cost the County anything, except to the extent the obligations thereunder trigger administrative and/or legal costs which cannot be calculated at this time.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
None			
<b>Related Items “On File” with the Clerk of the Board:</b>			
1. Non-Disclosure Agreement with Fuel Cell Energy, Inc. 2. Indemnity & Release Agreements with Fuel Cell Energy, Inc.			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 31  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services and Human Services Departments

**Staff Name and Phone Number:**

Mark DeBacker: 707 565-3915  
Steve Fischer: 707-565- 5850

**Supervisorial District(s):**

3<sup>rd</sup> District

**Title:** Human Services Paulin Intake Service Delivery Renovation: Design Team Fee Approval

### **Recommended Actions:**

Authorize the Chair to execute a Master Services Agreement Task Order with Glass Architects to provide professional design services for the amount of \$160,500.

### **Executive Summary:**

This Project proposes to renovate the lobby of 2550 Paulin Drive to improve the client experience and expedite process delivery, by improving the waiting room, interview areas and General Assistance areas. Currently, the public frequently form long lines waiting for intake services at the Human Services building entry, sometimes in inclement weather.

Human Services mobilized several committees to develop programming goals and ideas, including visiting other Human Services operations in the Bay Area to address, develop and resolve the intake issues. Expansion of the waiting areas and application of current technologies to manage waiting times were investigated. Consensus has been reached and a preliminary plan has been developed and sent to Facilities Development and Management for design and implementation. The new configuration will provide more open waiting areas, incorporate check-in kiosks and an automated customer service delivery system similar to others locally in use to reduce lines and waiting times.

This Board action is to approve the Task Order to move the project from concept plan through design, permits and construction. Glass Architects is under contract through a Master Services Agreement (MSA) with the County's Facilities Development and Management group to provide Architectural Services. Glass Architecture was chosen through a competitive RFQ process where four architectural firms including Glass Architecture, were selected out of a pool of 17 respondents. Your Board authorized the Master Services Agreement on June 10, 2014. Task Orders under this Master Services Agreement that exceed \$100,000 are required to come before your Board for approval.

The scope for this work is the development of the project design, preparation of documents for permits

and construction, followed by Construction Administration services. These services will address both the primary renovation and a temporary space which will be utilized during construction. Glass Architects was selected for this project due to their experience with the Paulin Building, having designed the recent ADA accessibility improvements in the main entryway and their familiarity to the building.

Impacts of the project include improved services delivery for both clients and staff as well as utilization of a portion of the recently-vacated Chanate facility as swing-space during construction.

**Prior Board Actions:**

October 21, 2014: Board acceptance of report "Strengthening Community Connections, the 2014 Unmet Needs Challenge."

**Strategic Plan Alignment**      Goal 3: Invest in the Future

The outcomes of this Project support a variety of Strategic Plan Goals. Improved services delivery supports Safe, Healthy & Caring Community goals. Well-maintained and appropriately-updated facilities continue their service to the community under the Invest in the Future goals. Improved customer services will be delivered to support the Civic Services & Engagement goals.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 160,500		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	Department Funded	\$ 160,500
<b>Total Expenditure</b>	<b>\$ 160,500</b>	<b>Total Sources</b>	<b>\$ 160,500</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This project is Human Services Department funded.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

<b>Narrative Explanation of Staffing Impacts (If Required):</b>
None
<b>Attachments:</b>
None
<b>Related Items "On File" with the Clerk of the Board:</b>
Glass Proposal, dated November 12, 2014





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 32  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services / Human Services

**Staff Name and Phone Number:**

Marc McDonald, General Services: 707-565-3468  
Jerry Dunn, Human Services: 707-565-5855

**Supervisorial District(s):**

All

**Title:** New Lease for Human Services Department / Adult & Aging Division

### **Recommended Actions:**

Authorize the General Services Director to execute a lease with Cornerstone Properties II S, LLC, for approximately 4,985 sq. ft. of office space for Human Services Adult and Aging Division, in Building H located at 3645 Westwind Boulevard, Santa Rosa, for an initial rental rate of \$1.70 per sq. ft. per month (\$8,474 per month or \$101,694 per year), subject to adjustment as more particularly described in said lease, for an initial 2-1/2-year term to expire on May 31, 2017. (Second Reading)

### **Executive Summary:**

**Overview.** Staff has negotiated a new lease with Cornerstone Properties II S, LLC (the Landlord) for expansion space at 3645 Westwind Boulevard, Santa Rosa, CA. The proposed lease provides office expansion space for the Human Services Department (HSD) Adult and Aging Services Division (Adult Services). The additional office space is required to support the additional HSD Adult & Aging Services staff as approved by the Board of Supervisors on October 21, 2014. There is no space available at the current leased location at 3725 Westwind Boulevard to house the new staff.

On December 5, 2006, your Board approved execution of a lease (the current Lease) with Gilmore Development Properties, Inc., for HSD Adult Services for office space located in Building Y at 3725 Westwind Boulevard, Santa Rosa, California. 3725 Westwind Boulevard houses the Area Agency on Housing, In-Home Support Services (IHSS), IHSS Public Authority), the Public Administrator/Public Guardian/Public Conservator, Adult Protective Services, Multipurpose Senior Services Program (MSSP), Linkages, and Veterans (collectively, the Programs). The Lease at 3725 Westwind expires May 31, 2017, with options to extend the term through May 31, 2027.

**Adult Services Programs.** The HSD Adult & Aging Services Division works with individuals and the community to ensure the safety and well-being of vulnerable older and dependent adults. Staff provides protective and supportive social services as well as community training and coordination. The

staff advocates and strives to achieve the goals of safety, health, dignity, and independence for older adults, veterans and persons with disabilities. In Sonoma County, the Adult & Aging Division provides services to more than 10,000 individuals annually.

**Proposed Lease Area.** The additional office space for 3645 Westwind (the new Premises) is required to accommodate an additional 20 full-time equivalent (FTE) Adult Services staff approved by the Board in October and being recruited to provide services and support for its clients. At this time, some Adult Services staff are occupying conference and storage rooms that have been converted into offices at 3725 Westwind. The new Premises will also provide needed conference room space which will be used by Adult Services and HSD Administration staff. The proximity of the new Premises and the current Premises allows for easy access by HSD staff, visitors and clients of Adult Services. (Please see attached site plan, Attachment 1.)

HSD staff has requested a short lease term for the Expansion Space to be coterminous with the current Lease, to expire May 31, 2017. It is the intention of County staff to review the long-term space requirements and needs of Adult Services, and to develop a suitable facility plan to accommodate the Adult Services Division, possibly into a single campus large enough to accommodate the Programs and future growth.

Staff has negotiated a new lease with Cornerstone Properties II S, LLC (the Landlord) for the expansion space at 3645 Westwind, with the following lease terms:

- Premises: 4,985 square feet of office space, located at 3645 Westwind Boulevard
- Term: Approximately 2-1/2 years, commencing December 9, 2014 and expiring on May 31, 2017. (The lease will commence upon the date the Board approves execution of the lease.)
- Rent: \$1.70 per square foot (psf) full service (\$8,474 per month or \$101,694 per year). Rent would be subject to 4% increases on each anniversary of the commencement date. The \$1.70 psf rent rate approximates fair market value for office rents within a 1-mile radius of the proposed Premises / northern Santa Rosa area, and lease rates range from \$1.55 to \$2.25 psf. Currently, the rent psf for the leased Premises at 3725 Westwind Boulevard is \$2.25 psf per month.
- Improvements:  
Due to the short-term of the proposed lease and in order to save costs, County will accept the space as-is. Landlord will install a door to separate the space from the adjacent office suite, at Landlord's cost. County would be responsible for its costs to install its own workstations, furniture, fixtures and equipment (FFE).
- Termination: County may terminate the lease for non-appropriation of funds with 90 days' notice. The lease also provides discretionary termination, with 180 days' notice.

**Public Notice Requirement:** Government Code Section 25350 requires the Board to publish a notice of

its intent to enter into a lease valued in excess of \$50,000 for three (3) consecutive weeks prior to consummation of the proposed lease. The notice of intent for this transaction has been published for the required period pursuant to the Board’s action of November 14, 2014.

**Recommendation:** Staff recommends that the Board authorize the General Services Director to execute a lease with Cornerstone Properties II S, LLC, for approximately 4,985 sq. ft. of office space for Human Services Adult and Aging Division, in Building H located at 3645 Westwind Boulevard, Santa Rosa, for an initial rental rate of \$1.70 per sq. ft. per month (\$8,474 per month or \$101,694 per year), subject to adjustment as more particularly described in said lease, for an initial 2-1/2-year term to expire on May 31, 2017.

**Prior Board Actions:**

11/14/14—Declared intent to enter into the subject lease

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

The proposed lease provides additional office space for the HSD Adult and Aging Services Division to accommodate an additional 20 FTE staff, necessitated by client services. The proposed lease location is situated in close proximity to the current Premises for Adult Services.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 67,796		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 67,796
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 67,796</b>	<b>Total Sources</b>	<b>\$ 67,796</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The proposed commencement date for the Lease will be December 9, 2014, with a resultant monthly lease rent obligation of \$8,474 per month, or \$101,694 for the FY2014-15 (8 months X \$67,796), which includes the rent for July, 2015 which will be paid in June, 2015. The rent would be paid using State IHSS funds.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

<b>Narrative Explanation of Staffing Impacts (If Required):</b>
None.
<b>Attachments:</b>
Attachment 1: Site Plan
<b>Related Items "On File" with the Clerk of the Board:</b>
Copy of proposed lease

## SITE PLAN

**Building Y, 3725 Westwind Boulevard  
(current location: HSD Adult & Aging Division)**

**Building H, 3645 Westwind Boulevard  
(proposed location)**





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 33  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services , Sheriff's Office

**Staff Name and Phone Number:**

Pam Kinzie: 707-565-7684  
Sgt. Dennis Smiley: 707-565-2411

**Supervisorial District(s):**

2<sup>nd</sup> District

**Title:** Burdell Support - Communications Facility Design Contract Amendment

### **Recommended Actions:**

Authorize the Chair of the Board to execute an amendment to Agreement #2610 with Stantec Architecture, Inc. to provide additional engineering services for the Burdell Communications Facility in the amount of \$2,500 which expires 6-30-2015.

### **Executive Summary:**

The County of Sonoma maintains a network of wireless communication facilities that provides voice radio and wireless data communication for essential services, including the 911 dispatch system, emergency fire services, emergency medical response services, law enforcement, and other first responder, public safety and public works agencies. Many of the existing communication sites utilize old, out-of-date equipment and aging infrastructure that are in need of updating. In a continuing effort to support the public safety needs of the residents of Sonoma County, the County has embarked on a program of upgrading its communication sites to provide continued and improved communication coverage to the surrounding areas. To facilitate the successful and expedient completion of the upgrades consultant agreements are required for both subject matter and technical expertise.

### **Project Description:**

General Services Department, working collaboratively with the County of Sonoma Sheriff's Office, Telecommunications Bureau, has identified the KTLN television broadcast facility on Mt. Burdell as the preferred location for the co-location of emergency services communications equipment. This equipment will provide coverage along the Sonoma-Marin county line, and will serve the Lakeville and the San Antonio Fire District. Existing emergency services communications coverage in the area is weak due to the varied terrain and lack of facilities. This project will provide for co-location of communications equipment at the existing KTLN facility on Mt. Burdell and will allow coverage to extend along the county line, into the Two Rock Valley, Chileno Valley and the Lakeville area. Once completed, the project will greatly improve emergency services communications in this broad area.

The County of Sonoma proposes to install and operate an emergency services communications facility with radio equipment located inside the existing KTLN communications building and antennas mounted on a 40' tall roof mounted lattice mast. The proposal has been approved by County of Marin Planning and a sublease with KTLN is in progress. The sublease is expected to be brought to the Board for approval in early 2015.

Sonoma County currently does not have any other communications facilities in Marin County.

**Consultant Selection and Agreement:**

Over the past several years, the County has been implementing plans for radio tower improvements at several locations, including Sleepy Mountain, Mount Jackson, Siri Road, Burdell and other sites. The designs for several of these improvements have been provided by Stantec Architecture, Inc. (Stantec), with initial selection based on a competitive selection process. Based on Stantec's substantial knowledge of radio tower installations and their excellent performance on past projects, Stantec was retained to assist with the design of the Burdell Communications site through a purchasing agreement in the amount of \$24,950.

Unfortunately, negotiations between KTLN, the site's landlord, Marin County permitting agency, Novato Fire Department and Sonoma County have taken longer than anticipated. As a result, the permit process for this project was not completed prior to the changes in the California Building Code, which became effective in January 2014, as originally planned. Therefore, the construction documents must be revised to ensure they meet the requirements of the new Building Codes. The permit for this project will be issued by the County of Marin.

Stantec provided a proposal in the amount of \$2,500 to provide the necessary engineering revisions to the construction documents to meet the current Building Codes. We have reviewed Stantec's proposal and found it to be fair and reasonable based on fees for similar work on other communications sites.

**Schedule**

The Burdell Radio Facility project is scheduled to be submitted to the County of Marin for permit in the next few months with installation being completed in Spring 2015.

**Prior Board Actions:**

N/A

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

The radio tower upgrades support the public safety needs of the residents of Sonoma County, providing continued and improved communication coverage to the surrounding areas. These upgrades also provide needed infrastructure for future communications systems upgrades.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 2,500		\$ 2,500
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 2,500</b>	<b>Total Sources</b>	<b>\$ 2,500</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The project is funded by the Capital Project Budget. The proposed fees are within the project budget.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

None

**Related Items "On File" with the Clerk of the Board:**

Copies of Agreements provided for signature by the Chair of the Board:  
Stantec contract amendment for Burdell Communications Tower.





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 34  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** General Services, Sheriff's Office

**Staff Name and Phone Number:**

Pam Kinzie: 707-565-7684  
Sgt. Dennis Smiley: 707-565-2411

**Supervisorial District(s):**

5<sup>th</sup> District

**Title:** Meyers Grade Radio Tower Design Contract Amendment

### **Recommended Actions:**

Authorize the Chair of the Board to execute an amendment to Agreement #2612 with Stantec Architecture, Inc. to provide additional engineering services for the Meyers Grade Communications Tower in the amount of \$10,200, for a new contract maximum of \$64,300, through 6-30-2015.

### **Executive Summary:**

The County of Sonoma maintains a network of wireless communication facilities that provides voice radio and wireless data communication for essential services, including the 911 dispatch system, emergency fire services, emergency medical response services, law enforcement, and other first responder, public safety and public works agencies. Many of the existing communication sites utilize old, out-of-date equipment and aging infrastructure that are in need of updating. In a continuing effort to support the public safety needs of the residents of Sonoma County, the County has embarked on a program of upgrading its communication sites to provide continued and improved communication coverage to the surrounding areas. To facilitate the successful and expedient completion of the upgrades several consultant agreements are required for both subject matter and technical expertise.

### **Project Description:**

The Facilities Development and Management Division (FDM) of the General Services Department, in coordination with the Sheriff's Office and their Telecommunications Bureau (T-Comm Bureau), proposes to construct a 180-foot tall communications tower and communications equipment shelter on a parcel the County purchased, located at 16001 Meyers Grade Road, in northwestern Sonoma County, near the community of Jenner. Currently, the County leases tower space for its communications system at a nearby location on Meyers Grade Road, called Seaview (approximately 2,300 feet from the proposed site). The new tower will replace the County equipment on the Seaview tower, as previously approved by the Board

The proposed Meyers Grade Road tower location is a replacement for the Seaview site. It will be one of

the County's primary radio sites and is required to replace the existing 60-ft tower which is over 30 years old and fully loaded. In addition the equipment shelter is full to capacity. The proposed tower and equipment shelter will establish a better location for the tower, increase the height of the tower in order to elevate antennas above the surrounding trees. This will allow antennas to be installed in a technically sound manner, and permit telecommunications staff to safely operate and maintain the equipment located at this facility.

**Consultant Selection:**

In fiscal year 2011-12, the Sheriff initiated plans for radio tower improvements at the Siri Road and Meyers Grade locations. This is a continuation of the communications network improvements completed at the Sleepy Mountain Radio Tower site in south eastern Sonoma County and the Mount Jackson Radio Tower site near Guerneville. It was determined by both T-Comm Bureau and FDMD staff that the design work required for the additional tower and vault projects were similar to the design work performed for the Mount Jackson site. FDMD and the T-Comm Bureau have also determined that it would be in the County's best interest to leverage the design prepared for Mount Jackson at these additional sites. By modeling the consultant's design work for Mount Jackson across multiple project sites the County will receive a more cost effective design resulting in saving both time and money.

Following the above concept and based upon their prior experience with radio tower design and installation in California, as well as their excellent prior performance with Sleepy Mountain, Mount Jackson and Siri Rd to date, Stantec Architecture, Inc. (Stantec) was requested to provide proposals for design and construction administration services for radio towers at Siri Road and Meyers Grade. These services are to be provided with the expectation that the use of common and replicable design elements previously prepared for the Mount Jackson radio site be maximized. The consultant proposals provided were reviewed by staff and were found to be fair and reasonable. The proposed pricing received reflected a 21% lower fee when compared with the design fee for the Mount Jackson project.

**Meyers Grade Agreement:**

The Siri Road Radio Tower and Vault Project is now moving into construction, however the Meyers Grade Radio Tower and Vault has experienced delays, as the permit process for Meyers Grade was not completed as originally planned prior to the changes in the California Building Code, which became effective in January 2014. Therefore, the construction documents must be revised to ensure they meet the requirements of the new Building Codes and updated to reflect current plans.

Stantec provided a proposal in the amount of \$10,200 to update necessary engineering revisions to the construction documents to meet the current Building Codes and make other revisions as noted above. We have reviewed Stantec's proposal and found it to be fair and reasonable based on fees for similar work on other communications sites.

**Schedule**

The Meyers Grade Radio Tower and Vault project is scheduled to go to bid in March 2015 with construction starting June 2015. It is anticipated to be completed by November 2015.

**Prior Board Actions:**

6/26/12 - Board approved purchase of 16001 Meyers Grade Road.

9/25/12 – Approved Stantec Agreement for Meyers Grade Tower and Vault design and construction

administration services lump sum of \$51,300.			
<b>Strategic Plan Alignment</b> Goal 1: Safe, Healthy, and Caring Community			
The radio tower upgrades support the public safety needs of the residents of Sonoma County, providing continued and improved communication coverage to the surrounding areas. These upgrades also provide needed infrastructure for future communications systems upgrades.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$            10,200		\$            10,200
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$            10,200</b>	<b>Total Sources</b>	<b>\$            10,200</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
The project is funded by the Capital Project Budget. The proposed fees are within the project budget.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None			
<b>Attachments:</b>			
None			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Copies of Agreements provided for signature by the Chair of the Board: Stantec contract amendment for Meyers Grade Communications Tower			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 35  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Department of Health Services

**Staff Name and Phone Number:**

Rita Scardaci, 565-7876

**Supervisorial District(s):**

Countywide

**Title:** Investment in Mental Health Wellness Act of 2013 Implementation and California Health Facilities Financing Authority Grant Report

### **Recommended Actions:**

Adopt a resolution 1) accepting an Investment in Mental Health Wellness Grant of \$2,000,000 from the California Health Facilities Financing Authority for relocation and expansion of the Crisis Stabilization Unit; and 2) confirming the Department of Health Services Director's delegated authority to execute the grant agreement on behalf of the County.

### **Executive Summary:**

This item requests that the Board by way of resolution: 1) accepts an Investment in Mental Health Wellness Grant of \$2 million from the California Health Facilities Financing Authority (CHFFA) for relocation and expansion of the Crisis Stabilization Unit ("CSU"), and 2) confirms the Department of Health Services Director's delegated authority to execute on the County's behalf the Investment in Mental Health Wellness Grant Agreement Number SONM-01 ("Grant Agreement"), providing for relocation and expansion of the CSU.

In June 2013 Governor Brown signed SB 82 (Steinberg), known as the Investment in Mental Health Wellness Act of 2013 ("Mental Health Wellness Act" or "Act"). The Act enables the State of California to use Mental Health Services Act (MHSA) funds and state General Funds to expand mental health crisis services statewide, including the expansion of access to early intervention and treatment services.

On January 17, 2014 the Department of Health Services (DHS) submitted a grant application to the California Health Facilities Financing Authority (CHFFA) to request funding for relocation and expansion of the Crisis Stabilization Unit (CSU). An expanded CSU will provide additional capacity for adult, youth, and children experiencing a behavioral health crisis. The County CSU currently operates at 3322 Chanate Road in a building with limited capacity that was developed for very different service needs nearly 80 years ago. The building does not adequately accommodate the County's expanding population or properly address the service needs of individuals in crisis, particularly the needs of special populations like older adults, young adults, and children.

The proposed CSU will expand access through 18 additional overnight beds for a total of 30 beds in an evidence-based environment, which will include a separate service area for special populations. Adolescents will, for the first time, be able to receive a full continuum of crisis stabilization services within Sonoma County. These improvements to the continuum of care enhance the County's ability to serve the needs of any consumer in crisis, not just those whose emergency rises to the level of involuntary status. DHS is also incorporating into the building design the space needed to provide potential medical clearance at the CSU facility. The current CSU does not meet the space requirements or have the necessary staff and protocols present to provide medical clearances. Therefore, required medical clearances must take place through hospital emergency departments even when there are no emergent physical health factors present.

On April 24, 2014 CHFFA published its first grant allocations under the Investment in Mental Health Wellness Act, awarding DHS a grant amount of \$2 million. DHS worked closely with the General Services Department (GSD) in the development of the grant application, and upon notice of award initiated a series of weekly meetings with GSD staff to address and coordinate project efforts. The grant included an initial six month readiness period with the first major milestone requiring that a project site be selected and construction contracts be fully executed by the end of the readiness and feasibility period. DHS has communicated closely with CHFFA over the past six months as various sites have been considered and analyzed for a new CSU. In November 2014 DHS received an official extension to the readiness and feasibility period, allowing DHS until April 24, 2015 to demonstrate project readiness and execute construction agreements. The action before you today secures the state's funding commitments to Sonoma County and assures that the \$2 Million grant allocated for Sonoma County in FY 13-14 continues to be held for Sonoma County's proposed purposes.

DHS has established the following goals that meet the CHFFA grant requirements to select a facility suitable to house the new CSU: 1) an increase in capacity from 12 to 30 beds; 2) the capacity to house voluntary and involuntary clients separately, addressing safety and treatment needs individually; 3) improvement in the quality of crisis stabilization services available to minors and older adults by providing specialized service and treatment areas; and, 4) the capacity to expand and develop a behavioral health campus that addresses the continuum of behavioral health service needs. A suitable facility will also augment and build capacity for urgent care components of the CSU for consumers in crisis that may not need an overnight stay but need intervention and support.

After considering other available properties that addressed the CHFFA grant goals, two sites are currently being considered for project readiness and feasibility. The first site is at 2225 Challenger Way on the corner of Sebastopol Road and Corporate Center, known as "the Lakes." The second site under consideration is the former County hospital at 3325 Chanate Road, which Sutter Medical Center recently vacated in October 2014. GSD is developing final cost estimates for both sites that will be completed by January 2015. Cost estimates incorporate key aspects of the project scope, including a test fit of each facility; data, communication, security and space analyses; draft schematic designs; and development of the capital project budget.

With comparable draft plans and cost estimates completed by January 2015, DHS and GSD will be prepared to provide final cost and feasibility data. A site needs to be decided as quickly as possible in the new year in order to return to your Board with the grant readiness requisite of having initial contracts in place for demolition, construction and/or leasing provisions prior to the April 24, 2015 deadline. Once final cost estimates are determined, it is possible that funding in excess of the grant may be required to complete this project. While DHS has identified capital funding for the project, it is

possible that the County would have to identify additional funding sources, including General Fund revenue to supplement the grant funds to complete this project. Staff is cognizant that if the County is unable to appropriate such funds, the County will have to decline the grant award, but is still recommending this interim approach to secure the state's funding commitment and ensure the \$2 Million grant continues to be held for Sonoma County's proposed purposes.

Upon Board direction, DHS will return to your Board by March 2015 with final recommendations that include both capital and operating recommendations for a new CSU facility, recommendations for how best to use the \$2 Million CHFFA grant allocation, and the need for any additional funding.

**Prior Board Actions:**

In January 2014 the Board accepted an update on DHS's applications for grant funding under the Investment in Mental Health Wellness Act of 2013 and approved the Mental Health Crisis Facility Grant Application Certification.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

Relocation and expansion of the Crisis Stabilization Unit serves to improve access to early intervention and treatment services, achieve client recovery and wellness, and reduce mental health costs in the long term.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 2,000,000	State/Federal	\$ 2,000,000
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
<b>Total Expenditure</b>	<b>\$ 2,000,000</b>	<b>Total Sources</b>	<b>\$ 2,000,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Grant funding of \$2,000,000 will be added to the appropriate year budget(s) if approved.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Resolution, CHFFA Investment in Mental Health Wellness Grant Program Grant Agreement Number SONM-01

**Related Items "On File" with the Clerk of the Board:**

None



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, 1) Accepting An Investment In Mental Health Wellness Grant Of \$2,000,000 From The California Health Facilities Financing Authority For Relocation And Expansion Of The Crisis Stabilization Unit; 2) Confirming The Authority Of The Department Of Health Services Director To Execute The Grant Agreement On Behalf Of The County; And 3) Delegating Authority To The Department Of Health Services Director To Carry Out The Terms Of The Agreement, Including Executing Any Documents, Forms Or Reports And Taking Other Administrative Action As May Be Required To Carry Out Those Terms, Except For The Execution Of Any Agreements Or Other Legal Documents That Require The Approval Of Other County Officials.**

**Whereas**, as a result of Senate Bill (SB) 82, known as the Investment in Mental Health Wellness Act of 2013, California has an opportunity to expand crisis support services that are expected to improve outcomes for the individuals served;

**Whereas**, the County was a successful applicant for funding of \$2,000,000 from the California Health Facilities Financing Authority, which will be used for relocation and expansion of the Crisis Stabilization Unit; and

**Whereas**, per Title 4, California Code of Regulations, Section 7124 (a) (12), the California Health Facilities Financing Authority requires that authority be granted to an officer to act on the County's behalf with respect to the grant.

**Now, Therefore, Be It Resolved** that the Sonoma County Board of Supervisors 1) accepts an Investment in Mental Health Wellness Grant of \$2,000,000 from the California Health Facilities Financing Authority for relocation and expansion of the Crisis Stabilization Unit; 2) confirms the authority of the Department of Health Services director to execute the grant agreement on behalf of the County; and 3) delegates authority to the Department Of Health Services Director to carry out the terms of the agreement, including executing any documents, forms or reports and taking other administrative action as may be required to carry out those terms, except for the execution of any agreements or other legal documents that require the approval of other County officials.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



**CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY  
INVESTMENT IN MENTAL HEALTH WELLNESS GRANT PROGRAM  
GRANT AGREEMENT NUMBER SONM-01**

COUNTY OF SONOMA

2300 COUNTY CENTER DRIVE, SUITE 221A, SANTA ROSA, CA 95403

THIS AGREEMENT (the "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between County of Sonoma ("Grantee") and the California Health Facilities Financing Authority ("CHFFA" or the "Authority").

RECITALS:

- A. Grantee has applied to CHFFA for a grant from the Investment in Mental Health Wellness Grant Program to fund the hereinafter defined Project,
- B. CHFFA has determined that Grantee's Application meets eligibility requirements of the hereinafter defined Regulations.
- C. Subject to the availability of grant monies, CHFFA proposes to grant \$2,000,000.00 (the "Grant") to Grantee in consideration of, and on condition that the Grant be used for the purposes of the Project as described in Exhibit D attached hereto and on the terms and conditions contained herein.
- D. The purpose of this Agreement is to set forth the terms and conditions upon which CHFFA will provide the Grant to Grantee to undertake the Project.

NOW, THEREFORE, CHFFA and Grantee agree as follows:

**ARTICLE I – DEFINITIONS**

Section 1.1 – ACTUAL EXPENDITURES FORM means Actual Expenditures Form No. CHFFA 7 MH-03 (10/2013).

Section 1.2 – GRANT DOCUMENTS means this Agreement, the Grantee's Application, the Grant Award Letter (Exhibit A); and the Authority's Resolution (Exhibit B), including all exhibits to such documents.

Section 1.3 – GRANT PERIOD means the period beginning on April 24, 2014 and ending June 30, 2016, as such period may be extended upon the prior written approval of CHFFA, which shall become incorporated into this Agreement.

Section 1.4 – PROJECT means the project to be funded with the Grant as more particularly described in Grantee's Application and other Grant Documents, although the scope of the Project may be clarified in a report prepared by Authority Staff. The Authority may broaden the definition of the Project at its discretion to ensure the Project can provide the intended services, so long as the broadening of the definition of the Project does not result in additional County funds to complete. Any written approval of CHFFA to expand the Project shall become incorporated into this Agreement.

Section 1.5 – PROJECTED EXPENDITURES FORM means Projected Six Months of Expenditures Form No. 7 MH-02 (10/2013).

Section 1.6 – REGULATIONS means the Investment in Mental Health Wellness Grant Program regulations at sections 7113 through 7129 of title 4 of the California Code of Regulations, as may be amended from time to time.

Section 1.7 – Any capitalized terms used but not otherwise defined in this Agreement shall have the meaning set forth in the Regulations.

## **ARTICLE II – REPRESENTATIONS AND WARRANTIES**

Grantee makes the following representations and warranties to CHFFA as of the date of execution of this Agreement and throughout the Grant Period:

Section 2.1 – LEGAL STATUS. Grantee is an “eligible applicant” as described in the eligibility requirements of Section 7114 of the Regulations and has full legal right, power and authority to enter into this Agreement and the other Grant Documents to which it is a party and to carry out and consummate all transactions contemplated hereby and by the other Grant Documents as evidenced, in part, by the Resolution of Grantee’s Governing Board attached herein as Exhibit C.

Section 2.2 – VALID AND BINDING OBLIGATION. This Agreement has been duly authorized, executed and delivered by Grantee, and is a valid and binding agreement of Grantee.

Section 2.3 – PROJECT AND ELIGIBLE COSTS. The Project and the eligible costs relating to the Project meet the requirements of the Regulations.

Section 2.4 – PROPERTY OWNERSHIP. If the Project includes acquisition, construction or renovation of real property, Grantee will have obtained good and marketable fee simple title to the real property upon acquisition or prior to construction or renovation as applicable. However, if the Project includes construction or renovation located on real property to be leased by Grantee or otherwise not owned in fee simple title by Grantee, Grantee will have satisfied the requirements of Section 7126 of the Regulations prior to the initial disbursement of Grant funds.

Section 2.5 – GRANT DOCUMENTS. Grantee has access to professional advice to the extent necessary to enable Grantee to comply with the terms of the Grant Documents.

## **ARTICLE III - CONDITIONS PRECEDENT TO EACH DISBURSEMENT**

CHFFA’s obligation to make each disbursement of Grant funds during the Grant Period under this Agreement is subject to all of the following conditions:

Section 3.1 – DOCUMENTATION. This Agreement shall be fully executed and delivered by Grantee and CHFFA in form and substance satisfactory to CHFFA.

Section 3.2 – REPRESENTATIONS AND WARRANTIES. The representations and warranties contained in Article II of this Agreement are true and correct as of the date of such disbursement and as certified by Grantee in the applicable Projected Expenditures Form.

Section 3.3 – NO EVENT OF DEFAULT. There shall exist no Event of Default under this Agreement, and there shall exist no event, omission or failure of condition, which, after notice or lapse of time, would constitute an Event of Default under this Agreement.

Section 3.4 – DISBURSEMENT REQUEST. Grantee shall have delivered to CHFFA a completed Projected Expenditures Form relating to the disbursement for the ensuing six (6) month period, a completed Actual Expenditures Form relating to the disbursement for the prior six (6) month period, and any other information required by Sections 7125 and 7128 of the Regulations in form and substance satisfactory to CHFFA.

Section 3.5 – READINESS AND FEASIBILITY. Grantee has submitted to the Authority sufficient documentation to enable Authority staff to conclude the Project is ready and feasible as more particularly described in Section 7125 (a)(2) and (a)(3) of the Regulations. The Authority Staff shall determine Project readiness and feasibility at the time of Initial Allocation or within six (6) months following Final Allocation. Limited extensions beyond six (6) months may be granted as set forth in Regulations Section 7125(a)(3)(C). Upon request, Grantee shall provide updated information necessary for the Authority to determine Project readiness and feasibility. Failure to demonstrate readiness and feasibility within the timeframes dictated by the Authority may cancel the Grant. In the event Grantee fails to complete the Project by the end of the Grant Period (inclusive of any extensions permitted by the Authority), the Authority may require remedies, including forfeiture and return of the Grant to CHFFA in accordance with the Regulations as set forth in Article VI below.

#### **ARTICLE IV – GRANT DISBURSEMENT PROCEDURES**

##### **Section 4.1 – DISBURSEMENT PROCESS**

- (a) **Initial Disbursements:** Initial disbursement of Grant funds shall be released upon the Authority’s receipt of a completed Projected Expenditures Form and other documentation required by Section 7125(a)(2) of the Regulations, satisfactory to the Authority.
- (b) **Subsequent Disbursements:** Subsequent disbursements of Grant funds shall be released in six (6) month intervals upon receipt of a completed Projected Expenditures Form, any status reports that may be due pursuant to Section 7128(a) of the Regulations, satisfactory to the Authority, and the Authority’s receipt of any Actual Expenditures Forms that may be due, and any additional information as described in Section 7125(b) of the Regulations, satisfactory to the Authority.
- (c) **Reports and Reconciliations:** CHFFA shall notify Grantee in writing within seven (7) business days of any deficiencies or discrepancies in the information, forms and reports submitted by Grantee, including any reconciliations the Authority deems necessary as may occur due to projected expenditures exceeding actual expenditures for any of the reporting periods. The Authority will not disburse any funds until Grantee addresses to the Authority’s satisfaction, any deficiencies or discrepancies in the information, forms and reports submitted by Grantee. CHFFA may deduct the difference between actual expenditures and the disbursed amount from the next disbursement or the Grantee shall submit a refund for the difference.

Section 4.2 – AMOUNT OF DISBURSEMENT. The total amount of the Grant shall not exceed the amount authorized under this Agreement and may only be spent for eligible costs. Grant funds are subject to the availability of funds and may be rescinded or reduced. Grantee shall establish an account to deposit the Grant funds and shall maintain this account for purposes of payments of Project expenditures. A segregated sub-account may be used by Grantee provided the statement allows for the accounting of the receipt and expenditure of Grant funds, and the interest earned from these funds, separately from other funds in the account. Upon request, Grantee shall submit copies of all statements for such account or sub-account to CHFFA. At the end of the Grant Period (inclusive of any extensions permitted by CHFFA), any unused Grant funds, interest and investment earnings on such Grant funds revert to and shall be paid to the Authority.

## **ARTICLE V – AFFIRMATIVE AND NEGATIVE COVENANTS**

Section 5.1 – CERTIFICATE OF COMPLETION. Within 60 days following completion of the Project, Grantee shall certify to CHFFA that the Project is complete (the “Completion Certificate”) and shall provide, to the extent not already provided, supporting documentation required by Section 7128(c) of the Regulations, to the satisfaction of CHFFA.

Section 5.2 – COMPLIANCE WITH STATUTE AND REGULATIONS. Grantee shall comply with the requirements of the Investment in Mental Health Wellness Grant Program, Welfare and Institutions Code section 5848.5, the Regulations, and all other applicable laws of the State of California. Grantee agrees that continued compliance with these requirements is Grantee’s responsibility.

Section 5.3 – AUDIT AND RECORDKEEPING PROVISIONS. Grantee shall maintain satisfactory financial accounts, documents and other records for the Project and shall retain all documentation necessary to substantiate the purposes for which the Grant funds were spent for a period of three years after the certification of Project completion has been submitted. Grantee agrees that the California State Auditor and Authority Staff may conduct periodic audits and inspections to ensure that Grantee is using the Grant consistent with Program requirements and the terms of this Agreement.

Section 5.4 – NOTICE TO CHFFA. Grantee shall promptly give notice in writing to CHFFA of any pending or threatened action related to the Project in which the amount claimed is in excess of twenty-five thousand dollars (\$25,000). Grantee shall promptly give notice in writing to CHFFA of any uninsured or partially uninsured loss related to the Project through fire, theft, liability, or otherwise in excess of an aggregate of twenty-five thousand dollars (\$25,000).

Section. 5.5 – RELEASE. Grantee shall waive all claims and recourse against CHFFA including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this Agreement, Grantee's use of the Grant funds, Grantee’s operations, or the Project. The provisions of this Section 5.5 shall survive termination of this Agreement.

Section 5.6 – INDEMNIFICATION. Grantee shall defend, indemnify and hold harmless CHFFA and the State, and all officers, trustees, agents and employees of the same, from and against any and all claims, losses, costs, damages, or liabilities of any kind or nature, whether direct or indirect, arising from or relating to the Grant, the Project or the Program. The provisions of this Section 5.6 shall survive termination of this Agreement.

Section 5.7 – NON-DISCRIMINATION CLAUSE. Grantee shall comply with state and federal laws prohibiting discrimination, including those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status and denial of statutorily-required, employment-related leave.

Section 5.8 – PREVAILING WAGE. Grantee shall comply with California’s prevailing wage law under Labor Code Section 1720 et seq. for public works projects.

Section 5.9 – PROJECT COMPLETION. Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project.

Section 5.10 – PAYMENT OF RENT. If any portion of the Project (except for equipment acquisition projects) is located on any real property leased by Grantee, Grantee shall budget for payment of rent each year (unless Grantee pays a nominal yearly rent or has paid full rent under the lease agreement).

Section 5.11 – USE OF FUNDS. Grantee will not without prior consent of CHFFA do any of the following: (1) use any Grant funds for purposes other than for the Project unless a change in the use of the Grant is approved in writing by CHFFA; (2) make any changes to the Project as described in the Application or any of the Grant Documents; or (3) dispose of a capital asset before the end of the useful life of the asset.

## **ARTICLE VI – DEFAULT AND REMEDIES**

Section 6.1 – EVENTS OF DEFAULT. Each of the following shall constitute an Event of Default under this Agreement:

(1) Any representation or warranty made by Grantee, hereunder or under any other Grant Document, proves to be incorrect in any material respect;

(2) Grantee’s failure to perform any term or condition of this Agreement, the Regulations, or any other Grant document; or

(3) Any construction or renovation portion of the Project is located on real property leased by Grantee and the lease agreement terminates before the end of the useful life of the Project and the property is not simultaneously re-leased under a new lease agreement that complies with the Regulations, or fee title to the property is not simultaneously transferred to Grantee.

Section 6.2 – NOTICE OF DEFAULT AND OPPORTUNITY TO CURE.

CHFFA shall provide written notice to Grantee of any Event of Default by specifying: (1) the nature of the event or deficiency that gave rise to the Event of Default; (2) the action required to cure the Event of Default, if an action to cure is possible; and (3) a date, which shall not be less than thirty (30) calendar days from the mailing of the notice, by which such action to cure must be taken, if an action to cure is possible, provided, however, so long as Grantee has commenced to cure within such time, then CHFFA may allow the Grantee a reasonable period thereafter within which to fully cure the Event of Default.

Section 6.3 – REMEDIES. If an Event of Default has occurred and is continuing, CHFFA shall have the right to pursue remedies in accordance with Section 7127 of the Regulations and to take any other actions in law or in equity to enforce performance and observance of any obligation, agreement or covenant of Grantee under this Agreement.

**ARTICLE VII – MISCELLANEOUS**

Section 7.1 – ENTIRE AGREEMENT. This Agreement, together with all agreements and documents incorporated by reference herein, constitutes the entire agreement of the parties and may be amended, changed or modified in a writing signed by Grantee and CHFFA.

Section 7.2 – NOTICES. Unless otherwise agreed upon in writing by CHFFA and Grantee, all notices, consents or other communications required or permitted hereunder shall be deemed sufficiently given or served if given in writing, mailed by first-class mail, postage prepaid and addressed as follows:

- (i) If to Grantee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention:

- (ii) If to the Authority:

California Health Facilities  
Financing Authority  
915 Capitol Mall, Suite 590  
Sacramento, California 95814  
Attention: Executive Director

Section 7.3 – COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one instrument.

Section 7.4 – GOVERNING LAW AND VENUE. This Agreement shall be construed in accordance with and governed by the laws of the State of California. This Agreement shall be enforceable in the State of California and any action arising hereunder shall (unless waived in writing by the Authority) be filed and maintained in the County of Sacramento.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first hereinabove written.

GRANTEE:

COUNTY OF SONOMA

By: \_\_\_\_\_ [Authorized Officer]

*Print Name/Title:* \_\_\_\_\_

Date: \_\_\_\_\_

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY:

By: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

**Exhibit A**

**GRANT AWARD LETTER**





# CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

915 Capitol Mall, Suite 590  
Sacramento, CA 95814  
p (916) 653-2799  
f (916) 654-5362  
chffa@treasurer.ca.gov  
www.treasurer.ca.gov/chffa

## MEMBERS

BILL LOCKYER, CHAIRMAN  
State Treasurer  
  
JOHN CHIANG  
State Controller  
  
MICHAEL COHEN  
Director of Finance  
  
JUDITH N. FRANK  
  
JAY HANSEN  
  
ANN MADDEN RICE  
  
OSCAR SABLAN, M.D.  
  
JACK BUCKHORN  
  
SAMUEL QIU  
  
EXECUTIVE DIRECTOR  
Barbara J. Liebert

April 4, 2014

Michael Kennedy  
Director, Behavioral Health Division  
Sonoma County Department of Health Services  
3322 Chanate Road  
Santa Rosa, CA 94504

RE: Investment in Mental Health Wellness Grant Program  
Initial Allocation Letter (California Code of Regulations, Title 4, sections 7113(v) and 7120)  
First Funding Round

Dear Mr. Kennedy:

Thank you for submitting an application for a grant from the Investment in Mental Health Wellness Grant Program (Program) administered by the California Health Facilities Financing Authority (Authority). We appreciate the time and effort invested into the application and we thank you for your patience throughout our review process.

Authority staff completed evaluations of all applications according to the criteria contained in the Program regulations. We plan to present Initial Allocations to the Authority members for Final Allocations<sup>1</sup> as early as April 24, 2014 or as late as May 29, 2014. This letter serves to notify applicants of their Initial Allocations, as required under section 7120 of the Program regulations.

Accordingly, we are pleased to present you with the Initial Allocation for your county as set forth in the below chart, subject to reductions as may occur following final staff verification of eligibility of all projected costs.

Program	Amount Requested	Eligible Amounts	Initial Allocation
Crisis Stabilization	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00

Pursuant to the Program regulations, if you wish to appeal your Initial Allocation, the Lead Grantee must submit an appeal to the Authority's Executive Director within five calendar days of the date of this letter. As a reminder, no applicant may appeal an Initial Allocation made to another Applicant. Please refer to California Code of Regulations, Title 4, section 7121 for more information regarding the appeal process.

Please be advised that depending upon the outcome of other appeals asserted during the appeal process, the Initial Allocation recommendation in this letter may be changed or eliminated in its entirety. The Authority will of course advise you in the event this occurs.

<sup>1</sup> The term "Final Allocation" is set forth in California Code of Regulations, Title 4, sections 7113(n) and 7122.

April 4, 2014

Sonoma County Department of Health Services, Behavioral Health Division

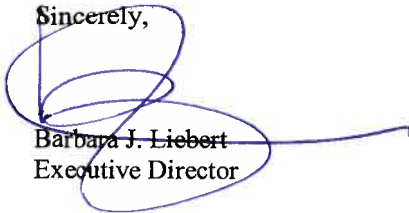
Page 2

The Authority will consider the Initial Allocations and determine Final Allocations at a public meeting. **Please contact your project officer identified below to confirm that you are able to go forward with the project with the given initial allocation amounts.** As part of the Grant award process, representatives of your organization are requested to attend the meeting to answer project-related questions from Authority members. We will notify you of the date and time for this public meeting once it has been scheduled.

In the meantime, if there have been any material changes to your project that might affect the Grant if awarded (for example, you have decided not to pursue your project) please notify us immediately via e-mail at [chffa@treasurer.ca.gov](mailto:chffa@treasurer.ca.gov).

If you have any questions, please contact the project officer, Janae Davis at (916) 653-4338 or [Janae.Davis@treasurer.ca.gov](mailto:Janae.Davis@treasurer.ca.gov).

Sincerely,



Barbara J. Liebert  
Executive Director

**Exhibit B**

**RESOLUTION**

**CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY**

**Exhibit C**

**RESOLUTION OF GRANTEE'S GOVERNING BOARD**

## Exhibit D

### PROJECT DESCRIPTION

The Project Description, as described in Exhibit A to the Authority's April 24, 2014 Resolution No. MH 2014-20 is as follows:

The proceeds of the grant will be used by the County of Sonoma as follows:

The County of Sonoma (the "County") will relocate and expand the County Crisis Stabilization Unit, increasing capacity for more adult, youth and children experiencing a behavior health crisis. Access will be expanded to provide 18 additional overnight beds for a total of 30 in a home-like environment with state-of-the-art crisis stabilization services and capacity to provide medical clearance. Adolescents will, for the first time, be able to receive local county crisis stabilization services. Services will be provided by the County. The site will be identified in the first six months of the grant. The funds will be used to renovate a building, furnish and equip it and finance three months of startup costs.

#### Summary of Amount:

<b>Program</b>	<b>Approved Grant Amount</b>
Crisis Stabilization	\$ 2,000,000.00



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 36  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Departments of Health Services and Transportation and Public Works

**Staff Name and Phone Number:**

Rita Scardaci, x7876; Susan Klassen, x2440

**Supervisory District(s):**

Countywide

**Title:** Measure M Cooperative Agreement Amendment

### **Recommended Actions:**

Authorize the Director of Health Services to execute the first amendment to a cooperative funding agreement with Sonoma County Transportation Authority to accept additional Measure M revenue to support the Sonoma County Safe Routes to School Program, increasing the contract by \$78,000 resulting in a new total not to exceed revenue amount of \$156,000, and extending the term from June 30, 2015 to June 30, 2018.

### **Executive Summary:**

This item requests approval of the first amendment to a cooperative funding agreement with Sonoma County Transportation Authority to accept additional Measure M revenue to support implementation of the bicycle safety and education portion of the Sonoma County Safe Routes to School (SRTS) Program, increasing the contract by \$78,000 resulting in a new total not to exceed revenue amount of \$156,000, and extending the term end date from June 30, 2015 to June 30, 2018. The \$78,000 is funded through Measure M's Bike and Safety Education Project, which is part of the Bicycle and Pedestrian Projects Program as outlined in the 2014 Measure M Strategic Plan. The additional Measure M funding will be used to cover a portion of the \$179,000 in matching funds required to obtain a \$1,379,000 federal Surface Transportation Program (STP) grant from the Metropolitan Transportation Commission (MTC). STP funding will allow DHS to continue providing support to 25 elementary schools to implement sustainable SRTS programs and add approximately 10 new elementary, middle, and high schools to the program.

In 2014, Sonoma County Transportation and Public Works Department (TPW) and the Department of Health Services (DHS) received a notice of intent to award \$1,379,000 in federal STP grant funding through the Metropolitan Transportation Commission's OneBayArea grant program for the period January 1, 2015 through September 30, 2017. Once the authorization to proceed is received from Caltrans, DHS will enter into a Memorandum of Understanding with TPW, who holds the master agreement with Caltrans and acts as the fiscal agent for the grant. DHS will manage implementation and reporting and provide the required matching funds. Although the required match is budgeted through

DHS realignment over three years, DHS has sought and has been successful in securing grant funds through philanthropic organizations (such as Kaiser Permanente) and local tax initiatives (such as Measure M) to cover the rest of the matching funds and offset the need for realignment funds.

Passed by the voters in November 2004, the Traffic Relief Act for Sonoma County (Measure M) creates opportunities for multi-modal transportation throughout the County. Measure M provides for a quarter-cent sales tax to be used to maintain local streets, fix potholes, accelerate widening of Highway 101, improve interchanges, restore and enhance transit, support development of passenger rail, build safe bicycle and pedestrian routes, and support bike and pedestrian programs. With the adoption of the 2014 Measure M Strategic Plan, SCTA is seeking to augment the cooperative agreement with DHS, extending Measure M Bicycle Safety and Education funding for three additional years. This cooperative agreement amendment must be approved by Sonoma County prior to being submitted to the SCTA Board for execution.

The Sonoma County SRTS Program is a collaborative initiative that seeks to implement sustainable education, encouragement, enforcement, engineering, and evaluation programs at a geographically diverse group of elementary, middle, and high schools throughout Sonoma County. Goals of the SRTS Program are: 1) improve safety around schools by reducing pedestrian, bicycle, and vehicle accidents; 2) improve air quality by reducing greenhouse gas emissions, such as carbon dioxide (CO<sub>2</sub>) related to vehicle trips to and from schools; 3) improve infrastructure around schools to calm traffic and promote alternative and active forms of transportation; and 4) increase the number of youth bicycling, walking, carpooling, and taking the bus or public transportation to and from school.

Over the past four years, 25 elementary and middle schools in Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Windsor, and unincorporated Sonoma County (Sonoma Valley, Santa Rosa area, and Guerneville) have participated in the SRTS Program. The program has reached over 12,000 students and their families through education and encouragement efforts to promote walking, biking, carpooling, and bussing to and from school. Preliminary data from eight schools show a 7.3 percent increase in the number of students who reported walking or biking to school in the morning and a 4.4 percent increase in the number of students who reported walking or biking home from school in the afternoon.

Since 2007, a collaboration of residents, representatives from community-based organizations, DHS, law enforcement, municipal public works departments, schools, and TPW have worked to develop a comprehensive, sustainable SRTS program. In April 2009, Health Action selected the SRTS Program as one of its Priorities for Action (for years 2009-2012) to assist in achieving its 2020 Vision for Sonoma County to be the healthiest county in California. DHS convened a Countywide SRTS Workgroup to expand SRTS projects and services by coordinating fund development efforts, secure additional resources to support and enhance existing SRTS projects and to add new school sites to the Countywide network of projects. The SRTS Program aligns with Health Action's framework goals (for years 2013-2016) and with the *Agenda for Action* within *A Portrait of Sonoma County* (Portrait), which calls for place-based interventions that "improve neighborhood conditions to facilitate healthy behaviors." Schools such as Roseland Elementary (Santa Rosa), Sonoma Charter (Fetters Hot Springs), and Jefferson Elementary (Cloverdale) are located in neighborhoods with some of the lowest scores on the Portrait's Human Development Index and have therefore become the focus of place-based approaches to improving people's well-being. As additional schools are added, those whose catchments intersect with neighborhoods with the lowest scores will receive a higher priority for program implementation.

**Prior Board Actions:**

In June 2013 the Board approved a cooperative funding agreement with Sonoma County Transportation Authority to accept \$78,000 in Measure M funding to continue implementation of the Sonoma County SRTS Program for the period July 1, 2013 through June 30, 2015. Also in June 2013 the Board adopted a Resolution of Local Support authorizing the Director of Transportation and Public Works to submit an application to the Metropolitan Transportation Commission for \$1,379,000 in funding from the Federal Cycle 2 Congestion Mitigation and Air Quality Improvement Program to expand the Sonoma County Safe Routes to School Program.

In October 2011, the Board authorized acceptance of the California Department of Transportation Authorization to Proceed with the implementation of Sonoma County Safe Routes to School for the period October 1, 2011 through September 30, 2014 in the amount of \$1,034,000.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

The Sonoma County Safe Routes to School Program is consistent with County and DHS Strategic Plan goals of creating a safe, healthy, and caring community, and increasing civic services and engagement. In addition, this work aligns with the *Agenda for Action* section of *A Portrait of Sonoma County*, which calls for place-based interventions that “improve neighborhood conditions to facilitate healthy behaviors.”

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$ 0</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

This amendment does not impact the current fiscal year budget (FY 14-15). Increased funding of \$78,000 will be added in future year budgets (\$26,000 for each of FY 15-16, FY 16-17, and FY 17-18).

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A



<b>Attachments:</b>
Amendment No. 1 to Cooperative Agreement M71516 (M71516-A1)
<b>Related Items "On File" with the Clerk of the Board:</b>
None

**AMENDMENT NO. 1 TO COOPERATIVE AGREEMENT M71516  
BETWEEN  
THE SONOMA COUNTY TRANSPORTATION AUTHORITY  
AND  
THE SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES**

This Amendment (the "Amendment") is made and entered into as of \_\_\_\_\_  
2014 (Effective Date) by and between the **SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES**,  
hereinafter referred to as "**COUNTY**" and the **SONOMA COUNTY TRANSPORTATION AUTHORITY**,  
hereinafter referred to as "**AUTHORITY**."

**RECITALS**

1. AUTHORITY adopted that certain 2014 Strategic Plan that sets forth AUTHORITY's program and project implementation policies with regard to the use of funds provided under the 2004 Traffic Relief Act for Sonoma County Expenditure Plan and Ordinance approved by the voters of Sonoma County on November 2, 2004 (hereinafter referred to as "Measure M"). The 2014 Strategic Plan, as such plan may be amended from time to time, is hereinafter referred to as the "Strategic Plan"
2. Consistent with Measure M and the Strategic Plan, AUTHORITY and COUNTY previously entered into Cooperative Funding Agreement No. M71516 (the "Original Agreement" and collectively referred to with this Amendment, the "Agreement") to identify a bicycle safety and education project under Measure M.
3. COUNTY and AUTHORITY desire to amend the Recitals the scope of work (Exhibit A) and the Financial Plan (Exhibit B) to more clearly define the project and the funds available thereto.

NOW, THEREFORE, in consideration of the foregoing, AUTHORITY and COUNTY do hereby agree as follows:

**AGREEMENT**

I. AMENDMENTS

**Paragraph 2 of Recitals is amended to read as follows:**

2. Pursuant to the Strategic Plan and Measure M, AUTHORITY and COUNTY desire to enter into a Cooperative Funding Agreement to define a framework to enable the two parties to work cooperatively in developing transportation improvements through the Bicycle and Pedestrian Projects Program (hereinafter referred to as "Program").

**Paragraph 3 of Recitals is amended to read as follows:**

3. In connection with the Program, COUNTY desires to expand and develop a sustainable Bicycle Education and Safety Project known as the Safe Routes to Schools Phase, as more particularly described in Exhibit A-1 to this Agreement (hereinafter referred to as the "Project").

**Paragraph 5 of Recitals is amended to read as follows:**

5. Pursuant to the Strategic Plan and Measure M, AUTHORITY is committed to make available up to \$1,200,000 in 2004 dollars to assist with the Bicycle Education and Safety Project. The Safe Routes to Schools Phase is a component of the Bicycle Education and Safety Project and is eligible for a share of this funding as provided for in this Agreement. The Strategic Plan also establishes the amount of funding programmed for the COUNTY Safe Routes to Schools Phase.

**Paragraph 1 of Section II is amended to read as follows:**

1. Reimbursement of COUNTY Expenses. Consistent with its Strategic Plan, to make available Measure M funds (currently set at \$156,000) to assist with the Safe Routes to Schools Phase. AUTHORITY shall process COUNTY invoices within forty-five days of receiving an invoice in a form reasonable acceptable to AUTHORITY's Executive Director.

**Paragraph 1 to Section III to read as follows:**

1. Funding Availability and Needs. The funding available to the Project for expenditure is limited by the funds identified in Exhibit B-1 and to approved appropriations by the SCTA Board. If additional funds beyond those identified in Exhibit B-1 are necessary to complete the Project, AUTHORITY will cooperate with COUNTY to identify and secure new or increased fund commitments; however, completion of the Project remains the responsibility of COUNTY.

**Exhibits. The following Exhibits in the Original Agreement are replaced by the Exhibits attached hereto:** Exhibit A is replaced with Exhibit A-1. Exhibit B is replaced with Exhibit B-1.

**II. Remainder of Agreement Unchanged.**

Except to the extent the Agreement is specifically amended or supplemented by this Amendment No. 1, the Agreement, together with exhibits and schedules, is and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall be construed to modify, invalidate or otherwise affect any provision of the Agreement or any right of AUTHORITY or COUNTY arising there under.

COUNTY OF SONOMA, DEPARTMENT OF  
HEALTH SERVICES

SONOMA COUNTY

TRANSPORTATION AUTHORITY

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

Rita Scardaci, Director

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

Sarah Glade Gurney, SCTA Chair

ATTEST:

APPROVED AS TO SUBSTANCE:

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

Anthony Taylor, Health Program Manager

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

Suzanne Smith, Executive Director

APPROVED AS TO LEGAL FORM

FOR **COUNTY**:

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

COUNTY Attorney

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

Legal Counsel

Authority

**COOPERATIVE FUNDING AGREEMENT NO.71516**  
**BETWEEN**  
**THE SONOMA COUNTY TRANSPORTATION AUTHORITY**  
**AND**  
**THE SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES**  
**EXHIBIT A-1**  
**DESCRIPTION OF THE PROJECT**

**Project Title:** Bicycle Education and Safety Project, Safe Routes to Schools Phase

**Project Description:** The County of Sonoma, Department of Health Services (DHS) has developed a countywide program to implement the Bicycle Education and Safety project, Safe Routes to Schools phase with the overall goal of reducing emissions related to school travel. DHS will develop and implement a comprehensive SRTS program to shift mode away from single family vehicular trips to bicycle/pedestrian/carpooling. Specific goals include the following:

- 1) Increase the number of youth bicycling, walking, carpooling, and taking the bus or public transportation to and from school
- 2) Improve air quality by reducing green house gas emissions, such as CO, related to emissions from transportation to and from school
- 3) Identify needed infrastructure improvements around schools in order to calm traffic and promote alternative and active forms of transportation
- 4) Improve safety around schools by reducing pedestrian, bicycle and vehicle accidents

Additionally, the countywide program seeks to increase knowledge of and compliance with traffic laws and safety strategies, institutionalize SRTS program activities within agencies and organizations countywide, and secure funding to sustain support of SRTS programming.

**Project Scope:**

The following scopes of work outline the program activities for CMAQ/STP Cycle 1 and 2, which comprise the major funding of the Countywide Safe Routes to School Program. Measure M funds will be used to support implementation of the bicycle safety and education portion of the countywide program and will focus on educating the public and, in particular, elementary, middle and/or high school youth throughout Sonoma County.

Actions/Tasks	Annual Timeline
A. Develop SRTS teams (comprised of administrators, teachers, and parents) at each school to meet regularly and spearhead implementation and sustainability of the SRTS program at their respective schools.	<b>Aug-Oct</b>

Actions/Tasks	Annual Timeline
<p>B. Convene Countywide SRTS Workgroup to act as advisory group for the Countywide SRTS Program and Regional SRTS Task Forces to spearhead regional SRTS efforts.</p>	<p><b>Monthly</b></p>
<p>C. Implement best practice <b>education</b> activities at each school related to improving air quality and relieving congestion through bicycling, walking, carpooling, and/or taking the bus or public transportation to and from school.</p> <p>Activities may include: classroom bike skill/safety education and bike rodeo (5<sup>th</sup> or 6<sup>th</sup> grade), classroom pedestrian safety education and walking field trip (2<sup>nd</sup> or 3<sup>rd</sup> grade), “Eco2School Challenge” carbon footprint reduction event at high schools, service learning opportunities related to carbon emission reduction for middle and high schools, peer to peer education in middle and high schools, guest speakers for classes or assemblies, parent/community bike and pedestrian safety workshop, community outreach, SRTS website maintenance, and media engagement.</p>	<p><b>Sept-May</b></p>
<p>D. Implement best practice <b>encouragement</b> activities and events at each school to promote bicycling, walking, carpooling, and/or taking the bus or public transportation to and from school.</p> <p>Activities may include promotion of Walk and Roll to School Wednesdays, International Walk and Roll to School Day, Golden Sneaker Award, “Eco2School Challenge,” walking school buses and bike trains, frequent walker/rider prize cards, and poster/essay contests.</p>	<p><b>Sept-May</b></p>
<p>E. Partner with law enforcement to implement <b>enforcement</b> activities each school.</p> <p>Activities may include increasing traffic enforcement and citations for speeding in school zone, increasing law enforcement presence, and implementing a volunteer crossing guard program.</p>	<p><b>Sept-May</b></p>
<p>F. Implement <b>engineering</b> activities to assess infrastructure, biking and walking routes, and the built environment surrounding selected school.</p> <p>Activities may include development of safer routes map for each school, conducting walking audits for select schools, prioritizing infrastructure gaps, and developing resources for schools and public works to use to pursue infrastructure funding.</p>	<p><b>Sept-May</b> (walking audits; map development)</p> <p><b>June-Aug</b> (prioritization reports)</p>
<p>G. Implement <b>evaluation</b> activities to 1) assess education and encouragement activities to identify program components that have the most impact, are most sustainable, and are most feasible to implement; 2) determine</p>	<p><b>Sept-May</b> (administer evaluation tools)</p>

Actions/Tasks	Annual Timeline
<p>whether strategies are being met in order to assure that resources are directed toward efforts that show the greatest likelihood of success; and 3) measure outcomes (e.g., mode shift*, reduction in green house gas emissions, infrastructure improvements, reduction in vehicle-related accidents, adoption of school policies).</p> <p>Activities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Development of a comprehensive evaluation plan and tools</li> <li>• Administer evaluation tools (e.g. student tallies annually at each school in the spring and fall; parent survey at each school, once at project start and once at project end)</li> <li>• Develop an Annual SRTS Report summarizing outcome data, historical data, and process and program evaluation outcomes.</li> <li>• Present Annual SRTS Report to Regional SRTS Task Forces, Board of Supervisors, City Councils, and SCTA Board.</li> </ul> <p>* <u>Mode shift</u> refers to changes in the number of students walking, bicycling, rolling (e.g. riding a skateboard, scooter, etc.), riding a school bus, and carpooling to school versus being driven in a single-family car.</p>	<p><b>June-Aug</b> (develop / update evaluation plan &amp; tools)</p> <p><b>June-Oct</b> (Develop Annual Report)</p> <p><b>Nov-Dec</b> (present Annual Report)</p>

**COOPERATIVE FUNDING AGREEMENT NO.71516**  
**BETWEEN**  
**THE SONOMA COUNTY TRANSPORTATION AUTHORITY**  
  
**AND**  
**THE SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES**  
  
**EXHIBIT B-1**

**FINANCIAL PLAN AND SCHEDULE (2004 Dollars)**

**TOTAL BUDGET (September 2014-June 2018):**

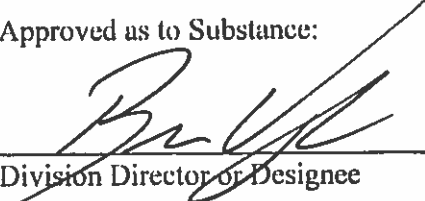
<b>Fiscal Year</b>	<b>Prior</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY16/17</b>	<b>FY17/18</b>
<b>Amount</b>	\$36,000	\$42,000	\$26,000	\$26,000	\$26,000



**Supplemental Signature Page**

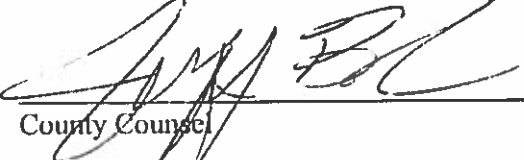
Sonoma County Transportation Authority  
Cooperative Funding Agreement Number M71516-A1 (First Amendment)  
Term: August 5, 2013 until Discharged per Agreement  
DHS Contract Number: 2013-0154-A01

Approved as to Substance:

  
\_\_\_\_\_  
Division Director or Designee

Dated 10/29/14

Approved as to Form:

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

Dated 10/28/14



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 37  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of the County of Sonoma

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:**

Colleen Goetz, (707) 565-1701

**Supervisorial District(s):**

All

**Title:** Temporary Help Services Contracts – Manpower Incorporated and Nelson Staffing.

### **Recommended Actions:**

Authorize the Director of Human Resources to execute an amendment extending the current agreements with Manpower Incorporated and Nelson Staffing temporary help service agreements for short-term staffing needs of 90 days or less, for the period of January 1, 2015 through December 31, 2015.

### **Executive Summary:**

The County's existing contracts with Manpower Incorporated and Nelson Staffing are due to expire on December 31, 2014. These contracts enable County departments to use the two temporary staffing services firms, in accordance with Government Code 31000.4, to meet short-term staffing needs of 90 days or less for peak workloads, temporary absence, or emergency situations.

For circumstances that necessitate filling a position on a short-term basis, hiring temporary agency employees is the most appropriate option and allows for continuity of County services. Temporary agencies are able to quickly provide temporary employment services due to their established employee database for multiple classifications, without having to first conduct a recruitment or establish an employment list. For example, temporary services can fill a same-day unplanned absence. The County has had contracts with private temporary firms to fulfil these types of needs, in accordance with Government Code, since 2004.

Although the County does have extra-help employees as another option for hiring temporary workers, there are limitations that pose significant challenges when the need is immediate and is anticipated for 90 days or less. Extra-help positions are intended for longer term assignments and/or planned projects, and are less practical when a department is reacting to a short-term need. Frequently, hiring extra-help employees requires conducting a recruitment in order to establish an employment list, pursuant to Civil Services Rules. This process may take up to several weeks to complete and also requires staff resources; whereas, a temporary service employee can be placed into a short-term assignment with the ease of a phone call to one of the contracted agencies. Hiring extra-help retirees or rehiring other former County

employees also poses limitations which do not meet the immediate short-term needs that can arise. For instance, recent changes in pension reform now require a 180 day waiting period for most retirees. Due to these limitations, it is not possible to fill all immediate temporary needs using extra-help, retirees, or other former employees, making it necessary to continue to allow County departments the option of hiring temporary agency employees.

The current Manpower and Nelson contracts were executed through a competitive Request for Proposal (RFP) process in 2011, for the period of January 1, 2012, through December 31, 2014, and assigned a contract cap of \$3,000,000 per vendor on a fee for service basis.

In review of the usage trend since January 1, 2011, the pattern of department usage of both contracts has been steady and is anticipated to continue to be so over the course of the next year. As there continues to be a sufficient amount remaining within the current contract cap of \$3,000,000 per vendor, no increase is needed for this extension.

Human Resources recommend amending each service agreement to extend the contract period for an additional year, from January 1, 2015, through December 31, 2015, with a new R.F.P. to be conducted prior to the contract end date. The approval of this extension will allow the County of Sonoma to continue utilizing Manpower Incorporated and Nelson Staffing for temporary staffing services, to maintain continuity of County services, and to provide Human Resources with the time necessary to carry out a new R.F.P. prior to December 31, 2015.

**Prior Board Actions:**

12/13/2011 – Board authorized Director of Human Resources to execute contracts with Manpower Incorporated and Nelson Staffing for temporary help services from January 1, 2012, through December 31, 2014, based on the results of a 2011 R.F.P. conducted by Human Resources.

12/31/2009 - Board authorized extension of contracts with Manpower and Nelson from January 1, 2010, through December 31, 2010. Contracts with Manpower and Nelson were extended one additional year through participation in the voluntary cost reduction program from January 1, 2011, through December 31, 2011.

1/11/2006 - Board authorized contracts with Manpower and Nelson for temporary help services from January 1, 2007, through December 31, 2009.

3/10/04 - Board authorized contracts with Manpower and Spherion from April 1, 2004, through December 31, 2005.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<p>There are no additional fiscal impacts. The contract amount for these services are on a fee for service basis, and has therefore been included and approved in the current FY budget. Each requesting department pays for the services from salary savings due to position vacancies, leaves of absence, and budgeted extra-help funds previously approved by the Board of Supervisors. Fee for service agreements are only used as needed and as departments determine the budget exists to pay for the services. Additionally, the execution of these contracts will not impact departments' salary savings goals as they will continue to manage their usage to meet expectations.</p>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None			
<b>Attachments:</b>			
None			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Proposed amendments to contracts with Manpower Incorporated and Nelson Staffing.			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 38  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of the County of Sonoma  
Board of Directors of the Sonoma County Water Agency  
Board of Directors of the Sonoma County Agricultural Preservation and Open Space District  
Board of Commissioners of the Community Development Commission  
Board of Directors of the Northern Sonoma County Air Pollution Control District

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:**  
golbou ghassemieh (707)565-2148

**Supervisorial District(s):**  
All

**Title:** Classification and Compensation Consulting Agreements

### **Recommended Actions:**

Authorize the Director of Human Resources to execute agreements with seven selected classification and compensation consulting firms, in amounts not to exceed \$50,000 per agreement, per annum, for three-year terms.

### **Executive Summary:**

The requested Board action authorizes the Human Resources Director to execute agreements for classification and compensation consulting services with seven firms that were selected through a Request for Qualifications (RFQ) process conducted in September, 2014.

### Background:

The Human Resources Department's (HR) Recruitment & Classification (R&C) division is responsible for conducting classification and compensation analyses and studies on behalf of County departments and agencies. Typically the studies involve reviewing positions for appropriate classification, revising job classifications, developing new classifications, compensation reviews and analysis, and/or reviewing classifications in relation to organizational changes and needs. Studies can be prompted by requests from departments, employees who believe that they may be working out of class, labor unions, and/or bargaining preparation or agreements.

Classification and compensation studies require specific knowledge and professional level staff work, and are often complex with many stakeholders involved. The typical class study involves significant analysis, interviews/desk audits, drafting the report and classifications, meet and confer with union(s)

and incumbents, presentation to the Civil Service Commission, and in many cases the Board's final approval. Historically and typically, there is a significant list of requested studies pending. In the last few years, HR has seen an increase in the amount of studies requested and does not anticipate a decrease in demand, and, unfortunately, R&C is not staffed to meet the volume of requests. The current operational model is that R&C staff are assigned a small volume of studies as part of their regularly assigned workload, experienced extra-help staff are assigned studies, and HR has facilitated service agreements with consultants on an as needed basis and as requested and funded by specific departments.

A number of factors have led to an increased demand for professional classification and compensation services. During the economic downturn, departments faced the challenge of maintaining services with reduced staff, and therefore were forced to be creative in their strategies for staff utilization. The result of this in many cases also led to changes in operational structures. Another factor has been the departments' changes in response to the community's increased service needs with new or revamped programs. These changes to workflows and operations create a significant workload for the R&C division to align job classes appropriately with the work that needs to be performed, and to review compensation for affected job classes for their consistency with the County's compensation policy. Classification and compensation studies are the process by which R&C determines the appropriate course of action to support department's organizational and operational needs.

While R&C has the expertise to, and does conduct a significant number of classification and compensation studies internally, some very large study requests exceed the division's capacity outright. For example, currently underway are two studies, both of which involve over 40 positions and several classifications. Human Resources recently received a study request involving nearly 200 incumbents in three classifications. Studies of this size and complexity typically require dedicated classification and compensation experts to complete the required analysis in a reasonable timeframe. In order to meet these needs, R&C would have to divert staff from conducting recruitments, which would significantly and adversely impact County department's ability to make timely hires.

Human Resources determined it is necessary to augment the existing staffing and operational model by establishing service agreements with a pool of experienced, pre-approved classification and compensation consulting firms. The agreements will be administered by HR and services will be made available to departments via the use of blanket purchase orders (BPOs). The BPOs will direct departments to contact HR for advice regarding the appropriate use of a consultant's services for classification and compensation work. Human Resources will still review and approve all final work products in order to maintain appropriate controls over the County's classification and compensation system.

As such, HR released a Request for Qualifications (RFQ) on August, 8, 2014. After appropriate due diligence to identify firms likely to have the requisite expertise, the RFQ was circulated to 29 firms both inside and outside Sonoma County. Ten proposals were received, and a comprehensive evaluation was conducted involving department representatives and HR.

As a result of the selection process, HR recommends the County execute agreements with the following seven firms as it is believed that they are best qualified and, accordingly, most appropriate to meet the anticipated classification and compensation study needs of the County:

- CPS HR Consulting
- Dunbar & Associates
- Koff & Associates
- L.B. Hayhurst & Associates
- Ralph Andersen & Associates
- Renne Sloan Holtzman Sakai, LLP, Public Management Group
- Segal Waters Consulting

Consultant fees range from \$75 to \$350 per hour, depending upon their level of expertise and experience, as well as, the area of specialty. Given the time and complexity that a large study requires, the estimated cost for a single, large study assuming 100 staff hours could cost up to \$35,000. A less complex, single position review is more likely in the range of \$2,000-\$9,000. Therefore, Human Resources recommends individual agreements with each of the selected vendors for up to \$50,000 per annum maximum. While Human Resources believes the requested limit will be sufficient to cover current and projected needs for classification and compensation consulting services, a request for a higher annual limit may be warranted if unforeseen requests for one or more very large and/or highly complex projects arise. These agreements are fee-for-service contracts with no minimum amount of work guaranteed to any firm.

With the establishment of a pool of qualified classification and compensation consultants and the BPO structure, HR will have the services readily available to refer requests that exceed the capacity of the R&C staff. It should be noted, however, that HR itself does not have the budgetary resources to heavily use consultants and expects that departments will incur the expense of these services.

**Prior Board Actions:**

Not Applicable.

**Strategic Plan Alignment**      Not Applicable

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Costs depend upon future service needs, as budgeted within each department utilizing services. The appropriations have been included in the 13/14 budget for the HR department.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

Not Applicable.

**Attachments:**

None.

**Related Items "On File" with the Clerk of the Board:**

Sample Agreement for Classification and Compensation Consulting Services.





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 39  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Service Department

**Staff Name and Phone Number:**

Kim Seamans X2198

**Supervisorial District(s):**

County-wide

**Title:** Redwood Empire Food Bank CalFresh Outreach

### **Recommended Actions:**

Authorize the Human Service Director to execute a contract amendment for a one year pilot program through December 31, 2015, with the Redwood Empire Food Bank to provide CalFresh education and application assistance for an additional \$161,600, in an amount not to exceed \$186,600.

### **Executive Summary:**

The Redwood Empire Food Bank (REFB), established in 1987, is Sonoma County's largest hunger-relief organization, serving 133 charitable organizations, including emergency food pantries/closets, shelters and dining rooms, childcare centers/youth programs, group homes, and disaster relief agencies. Seniors, children and working families come to food distributions seeking supplemental groceries.

On October 21, 2014, your Board authorized a pilot program with REFB, as a part of the Unmet Needs Report. The Sonoma County Human Service Department proposes to amend our existing contract with Redwood Empire Food Bank. The amendment would add \$161,600 to the existing contract of \$25,000 for a total of \$186,600. The contract amendment would also extend the period of the contract to December 31, 2015. This amendment will staff an office with 2 full-time equivalent (FTE) staff dedicated to providing CalFresh outreach and application navigation to qualified people throughout Sonoma County seeking food assistance. According to the US Department of Agriculture, 41% of families that are below the poverty level, experience food insecurity. Our goal for Sonoma County is to increase residents' knowledge of the CalFresh program.

The program goals for this pilot program are:

- Add 2 full-time employees at the REFB dedicated to providing CalFresh outreach and application navigation to qualified people.
- Work with the Economic Assistance Division of the Human Service Department to develop a process for submitting applications through Benefits CalWIN, an on-line application system.
- Design and conduct an extensive campaign of CalFresh Outreach that will lead after an initial start up period to a goal of 460 applications submitted with an 80% rate of acceptance by December 31, 2015.

- Work with the Human Services Department to identify underserved areas of the county and conduct targeted CalFresh outreach and application enrollment events in these communities.

**Prior Board Actions:**

October 21, 2014: As part of the Update on Unmet Needs an addition \$149,190 was authorized to fund this one-year pilot proposal for Redwood Empire Food Bank.  
 December 11, 2012: Redwood Empire Food Bank was awarded \$250,000 in one time funding to support senior nutrition programs and \$25,000 in ongoing funds for the addition of an on-site Eligibility Worker.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

The food resource needs of qualified low income county residents are met through an innovative partnership between the Redwood Empire Food Bank and the Human Services Department.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 99,575		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 99,575
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 99,575</b>	<b>Total Sources</b>	<b>\$ 99,575</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The approved Unmet Needs Board Agenda Item dated 10/21/14, authorized an additional \$74,595 for FYs 14-15 and 15-16. HSD budgets \$25,000 per fiscal year for this contract; \$99,595 budgeted in FY 14-15.

\$87,095 will be budgeted in FY 15-16 which includes \$74,595 authorized under the Unmet Needs Board Item dated 10/21/14 plus an additional \$12,500 to extend the contract through 12/21/15.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None

<b>Attachments:</b>
None
<b>Related Items "On File" with the Clerk of the Board:</b>
REFB contract amendment



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number: 40**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Information Systems Department

**Staff Name and Phone Number:**

John Hartwig, 565-2911

**Supervisorial District(s):**

Countywide

**Title:** Service Agreement for Hicks Professional Group

### **Recommended Actions:**

Authorize the Director of Information Systems to execute an agreement with Hicks Professional Group for as-needed technical staffing services for 2 years ending December 31, 2016 at a not-to-exceed amount of \$900,000 per year or a total not to exceed amount of \$1,800,000.

### **Executive Summary:**

The Information Systems Department (ISD) has had an ongoing need for temporary staffing for highly technical project assignments for many years, based on historical challenges in attracting highly qualified candidates for these most specialized and technical assignments. This problem is not unique to Sonoma County; many government entities face difficulties competing successfully with private sector (information technology) IT employers for talent.

Human Resources currently has master agreements with two firms for county departments' temporary staffing needs: Nelson Staffing and Manpower Incorporated. Only Nelson Staffing provides temporary technical staff as part of the current contract agreement. Further, based on experiences of Nelson's limited ability to address IT talent needs, it has been determined that additional vendors are needed to ensure that ISD can access a pool of highly qualified individuals, including those who are more specialized in the IT industry. ISD consulted with Human Resources about this issue and it was determined that ISD's staffing challenges in this arena would likely be ongoing, and that it would be most effective and appropriate for ISD to enter into a contract for staffing and consulting services with vendors who have expertise in specialized IT areas.

To secure needed staff and consulting support, ISD has contracted with Hicks Professional Group since 2008 and Signature Technologies Group since 2012, through utilizing the competitive Request for Proposal (RFP) process. Hicks Professional Group is able to quickly provide ISD with highly qualified technical experts in specific IT related specializations for specific projects or other short term staffing needs. Having a consultant agreement for temporary staffing and consulting needs has allowed ISD to

fill assignments quickly and efficiently when additional project staff with specific expertise are needed.

The department's need for consultant services has expanded as ISD undertook programming and technical support for three Board approved strategic multi-year County projects: the County's new Enterprise Financial System, the District Attorney and Public Defender Legal Case Management System, and the upgrade of the County's Integrated Justice System. These three systems are extremely complex; requiring a high level of expertise in specific database applications and systems. Budgets were established for each project to include professional services to assist the County with implementation activities. As part of the staffing plan for these projects, ISD added several high level programmer and systems analyst positions and is reassigning existing staff to project implementation work, as well as utilizing temporary staff and consultants to perform specialized work on these projects.

In order to keep these projects moving forward, ISD has a need to expand the use of consultants and temporary staff to perform the necessary project based functions. Temporary staff will be hired through the Hicks Professional Group contract for 90 day limited term assignments to augment current staff and assist on some project work. ISD also anticipates hiring consultants through this contract as subject matter experts to meet unmet technical needs. They will perform development, implementation and technical support functions along with training County staff for these strategic projects. Unlike temporary staff, consultants, as subject matter experts, can assist on a project for longer than a 90 day period of time.

The contract with Hicks expires June 2015, but ISD anticipates exhausting the contract authorization by December 31, 2014. This action requests authority to enter into a new contract with Hicks Professional Group for a 2 year period, starting January 1, 2015. No action is requested on the Signature Technologies contract at this time; staff anticipates bringing something back to the Board prior to its June 2015 expiration.

Services provided by Hicks Professional Group, and the County's contract with Nelson staffing will be used on an as-needed, as-requested basis within available appropriations. The expense of these services, as well as all of the Department's expenses for the provision of information technology services, are included in the Department's annual budget and is offset by fees charged for services as well as general fund allocations for the support of these projects. Human Resources and Purchasing concur with this requested contract for professional services.

**Prior Board Actions:**

- August 2012 –Agreements with both Hicks Professional Group and Signature Technologies Group to provide temporary technical support staffing and consulting services
- November 2011- Agreement with Hicks Professional Group to provide programming and technical support
- October 2009- Agreement with Hicks Professional Group to provide technical support for Mainframe Computer System
- October 2008- Agreement with Hicks Professional Group to provide programming and technical support
- October 2008- Agreement with Hicks Professional Group to provide technical support for Mainframe Computer System

<b>Strategic Plan Alignment</b>		Goal 3: Invest in the Future	
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 900,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 900,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 900,000</b>	<b>Total Sources</b>	<b>\$ 900,000</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
There is no fiscal impact. Current project budgets were estimated to include temporary staffing and professional services from consultants.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
There is no impact on staffing allocations. Due to the recruitment challenges discussed, the need for temporary staffing has increased to cover current workload from vacancies along with time limited project work. Recruitments are planned to continue to fill all vacancies.			
<b>Attachments:</b>			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Professional Services Agreement for Hicks Professional Group			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 41  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Scott Hunsperger 565-2404

**Supervisorial District(s):**

Second

**Title:** Land Conservation Contract, Louis and Raelene Neve; AGP14-0187

### Recommended Actions:

The Board is requested to adopt a Resolution:

- (1) Finding the project exempt from CEQA;
- (2) Approving a new Land Conservation Contract (Williamson Act Contract), and attached Land Conservation Plan for property located at 2645 Bodega Avenue, Petaluma, APN 021-010-065; and
- (3) Authorizing the Chair to execute the contract.

### Executive Summary:

**Project Description, Location and Zoning:** The property owners seek approval of a new Land Conservation Contract (aka Williamson Act Contract) for Prime agricultural land currently used as a commercial wholesale flower nursery. The project site is located approximately 0.75 miles east of the city limits of Petaluma also known as 2645 Bodega Avenue, Petaluma. The project site is 29.73 acres and contains two residences, various agricultural accessory buildings, 10 acres of propagating greenhouses and shade structures, and 5.5 acres of planted material. The project site is zoned AR (Agriculture and Residential) B6-2 acre density, SR (Scenic Resources), VOH (Valley Oak Habitat), F1 (Floodway), F2 (Floodplain).

### Background:

As authorized under the Land Conservation Act of 1965 (the Land Conservation Act), the County of Sonoma has established Agricultural Preserves in various agricultural areas. The establishment of Agricultural Preserves allows the County to enter into Land Conservation Contracts on property within the preserves. The Board previously approved a resolution to establish an Agricultural Preserve (1-513) on September 21, 2004 (BOS Resolution 04-0862). At the same time, the Board considered a request for a new Land Conservation Contract for land within the preserve but the owner never completed the

contract process. The applicant is now proposing a new contract under the existing Sonoma County Uniform Rules for Agricultural Preserves.

Under the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones* ("Uniform Rules"), adopted December 2011, all new and replacement contracts must contain a "Land Conservation Plan," which is a separately executed document that is attached to and incorporated by reference into the Land Conservation contract as Exhibit "B." The "Land Conservation Plan," identifies the size, type, and general location of allowed uses for the contracted land, as applicable: prime agricultural use, non-prime agricultural use, open space use, compatible uses, and undesignated area. Future substantial changes in the operation or the qualifying agricultural or open space use for which the Board of Supervisors approves the Land Conservation contract require amendment to the "Land Conservation Plan." The Board may delegate to the Director of PRMD the authority to approve amendments to a "Land Conservation Plan," consistent with the Land Conservation Act and County's Uniform Rules. Amended Land Conservation Plans are deemed automatically incorporated into the Land Conservation Contract, alleviating the need for owners to obtain replacement contracts to accommodate future changed land uses. (Uniform Rule 6.4.) At all times, use of the land must conform to the contract, the land conservation plan, the County's Uniform Rules, and the Land Conservation Act.

**New Land Conservation Contract (Land Conservation Act Contract) on land located in an existing Agricultural Preserve:**

The requirements for a new or replacement contract for land within a preserve are separate from the requirements for establishment of a preserve. As explained below, all requirements for a new Land Conservation Act contract will be met.

**a) Land is within an Agricultural Preserve:** As described above, the parcel will be within an established Agricultural Preserve, 1-513.

**b) Agricultural Use of the Land:** The parcel must be devoted to agricultural use. In Sonoma County this means that at least 50% of the parcel is used for agriculture purposes. On the 29.73 parcel, 15.5 acres is planted in flowers and ornamental plants and propagating greenhouses, which comprises 52% of the contracted land.

**c) Single Parcel Requirement:** The land proposed for the new contract is comprised of a single legal parcel.

**d) Minimum Parcel Size:** The parcel must be at least 10 acres in size for a Prime Land Conservation Contract (Land Conservation Act contract. The 29.73 acre parcel exceeds the 10-acre minimum parcel size for a Prime Land Conservation contract.

**e) Minimum Income Requirement:** For planted land, the minimum income requirement is \$1,000.00 per acre gross annual income. Between the years of 2008 and 2012, the reported sales of agricultural product averaged \$73,468 per gross acre on the subject parcel. Therefore, the flower wholesales operation exceeds the minimum income requirement.

**f) Non-Agricultural Compatible Uses:** The subject parcel contains two dwellings occupied by the



property owner and other family members, a detached garage, and a storage building. All together, these buildings comprise 1.1 acres and do not occupy more than 15% of the acreage of the subject parcel, or 4.46 acres, as defined in the Uniform Rules. All other structures on the subject parcel are considered compatible with the existing agricultural use.

**g) Prime Farmland:** A parcel under 40 acres must be designated prime farmland to qualify for a Land Conservation contract. Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The 29.73 acre parcel is planted with flowers for a commercial wholesale nursery including propagating greenhouses and shade structures that produce the required income for the last five years, and the parcel meets the definition of prime agricultural land.

**Staff Recommendation:** Staff recommends the Board of Supervisors approve the request because all of the state and local requirements for a new contract for the 29.73 acres within the existing preserve have been met.

**Prior Board Actions:**

The Board previously approved a Resolution to establish an Agricultural Preserve (1-513) on September 21, 2004 (BOS Resolution 04-0862), but a new Land Conservation Act Contract was not signed. On December 13, 2011, the Board approved the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones* (Resolution No. 11-0678). On June 12, 2012, the Board directed PRMD to accept applications for new Land Conservation Contracts and to evaluate on-going fiscal impacts with the annual budget (Ordinance No. 12-0001).

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in agricultural production.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Approval of a new Land Conservation Contract for the 29.73 acre parcel means the property owner will pay a reduced property tax assessment based upon the value of the agricultural uses rather than the land value under Proposition 13. This results in a reduction in the County’s share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor’s office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County’s agricultural economy and outweighs the cost in reduced property tax revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Draft Board of Supervisors Resolution  
Exhibit A: APN Map

**Related Items “On File” with the Clerk of the Board:**

Copy of Land Conservation Contract with attachments with Exhibit A Legal Description and Exhibit B  
Copy of Land Conservation Plan and Site Plan



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

AGP14-0187 Scott Hunsperger



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, (1) Finding The Project Exempt From CEQA; (2) Approving The Requested Land Conservation Contract (Williamson Act Contract), And The Attached Land Conservation Plan; And (3) Directing The Chair To Execute Those Documents, For Property Located At 2645 Bodega Avenue, Petaluma, APN 021-010-065.**

**Whereas**, a request has been made by Louis L. Neve, a married man, as his sole and separate property to Approve the Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan and Execute those documents, for property located at 2645 Bodega Avenue, Petaluma; APN 021-010-065, Supervisorial District No. 2; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the *Uniform Rules*, County Counsel has revised the Land Conservation Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, on September 21, 2004, the Board of Supervisors passed Resolution 04-0862 authorizing the establishment of an Agricultural Preserve (1-513); and

**Whereas**, in accordance with the provisions of law, the Board held a public hearing on December 9, 2014, at which time all interested persons were given an opportunity to be heard; and

**Whereas**, the Board of Supervisors finds that the 29.73 acre parcel included in designated Agricultural Preserve 1-513, will meet all requirements for a Prime Land Conservation Contract.

**Now, Therefore, be it Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime Land Conservation Contract ("Contract"):

Resolution #

Date: December 9, 2014

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1. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract will be located within a designated Agricultural Preserve (1-513) on or before the time the Contract is executed; and
2. Consistent with *Uniform Rule 4.2*, the land is devoted to an agricultural use because 50% of the land is planted with a commercial flower operation or covered with propagating greenhouses, which are prime agricultural uses; and
3. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract is a single legal parcel, presently identified by APN 021-010-065; and
4. The land proposed to be restricted by the Contract is 29.73 acres in size and exceeds the 10 acre minimum parcel size requirement for a Prime Land Conservation Contract under *Uniform Rule 4.2*; and
5. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract presently meets the minimum annual commercial agricultural income requirement of \$1,000.00 per acre gross for planted land and propagating greenhouses under a Prime Land Conservation Contract; and
6. The parcel does not contain any non-compatible uses pursuant to the Contract, *Uniform Rule 8.0*, and Government Code §51238.1; and
7. All state and local requirements for restricting the 29.73 acre parcel, presently identified as APN 021-010-065, under a Prime Land Conservation contract have been met.

**Be It Further Resolved**, that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, Class 17 of Title 14 of the California Code of Regulations (CEQA Guidelines), which provides that executing a new Land Conservation Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by Louis L. Neve, a married man, as his sole and separate property by approving a new Prime Land Conservation contract and attached Land Conservation Plan to restrict the 29.73 acre parcel located at 2645 Bodega Avenue, Petaluma, APN 021-010-065.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days, and no later than December 30, 2014, (1) this Resolution and (2) the associated Land Conservation Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of

Resolution #

Date: December 9, 2014

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proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

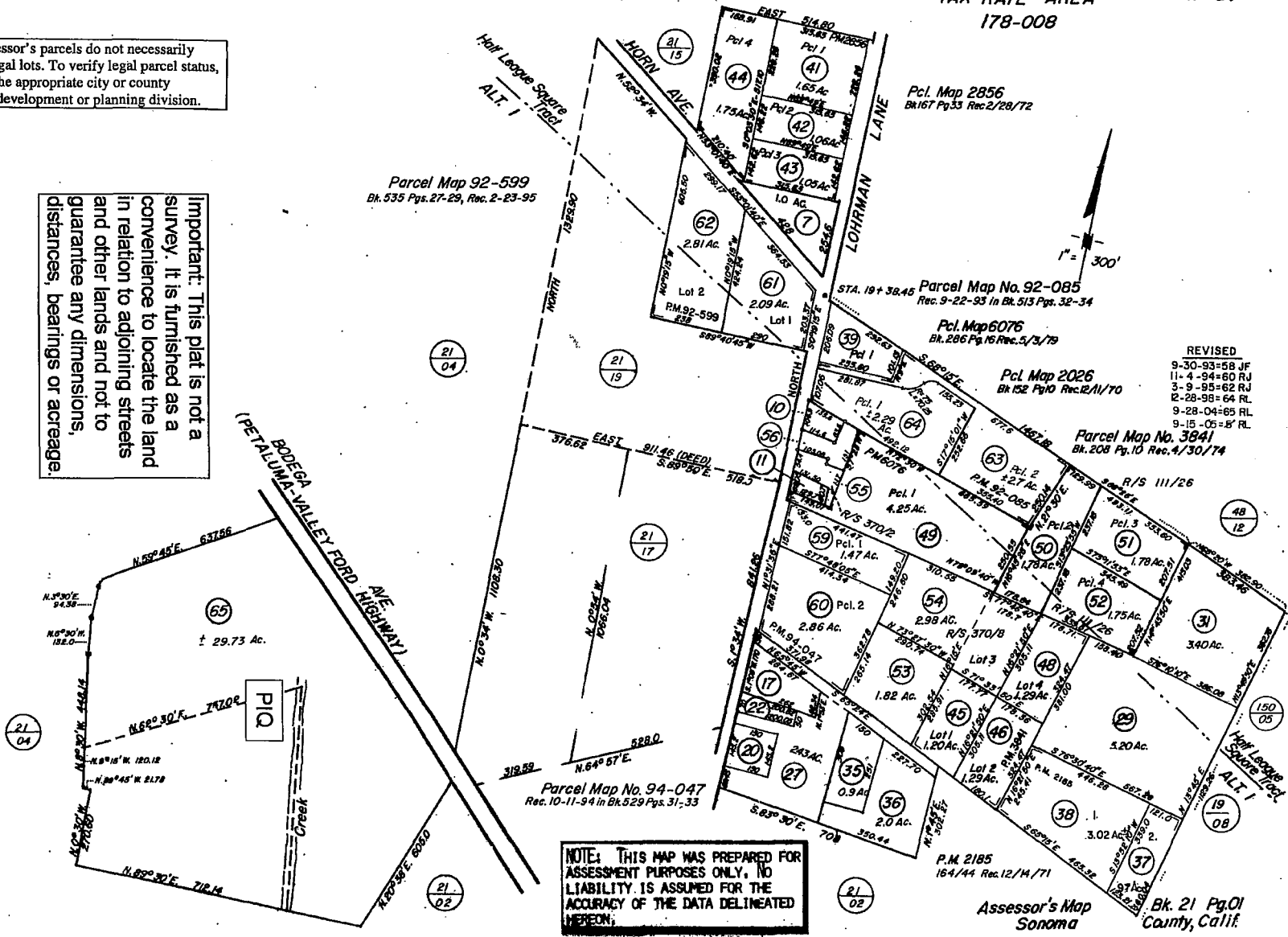
# COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA  
178-008

21-01

NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

Important: This plat is not a survey. It is furnished as a convenience to locate the land in relation to adjoining streets and other lands and not to guarantee any dimensions, distances, bearings or acreage.



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY, NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREON.



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 42  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit Resource and Management Department

**Staff Name and Phone Number:**

Scott Hunsperger (707) 565-2404

**Supervisorial District(s):**

First

**Title:** Lot Line Adjustment between two parcels under Land Conservation Contract, owned by Gary Felder et al and Eleanor Phipps Price et al; LLA14-0005

### **Recommended Actions:**

Adopt a Resolution approving a Lot Line Adjustment between two parcels with one parcel subject to a Land Conservation Contract for property located at 1957 and 1951 Felder Road, Sonoma; APN's 142-011-004, -005, and -007.

### **Executive Summary:**

This is a request for a Lot Line Adjustment between two parcels of 863.63 acres (Lot A) and 380.63 acres (Lot B) resulting in two parcels of 703.48 acres (Lot A) and 540.78 acres (Lot B). The purpose of the Lot Line Adjustment is to adjust property lines to protect the views for the ranch and for family and financial planning. Since Lot A is subject to an existing non-prime (Type II) Land Conservation Act contract (2-355-71; Book 2531 of Records, Page 933), the Lot Line Adjustment must be approved by the Board. Existing Lot B is not contracted.

### Parcel and Zoning Information:

Lot A contains a large grazing operation with three residences and various storage barns and sheds. Lot B contains approximately 120.78 acres of commercial vineyard and 160.15 acres of grazing with three residences and various agricultural accessory buildings.

Lot A is zoned LEA (Land Extensive Agriculture) 100-acre density and overlay zoning designations are Z (Second Unit Exclusion), SR (Scenic Resource), BR (Biotic Resources), G (Geologic Hazard), and VOH (Valley Oak Habitat) and Lot B is zoned Lot A is zoned DA (Diverse Agriculture) 40-acre density and overlay zoning designations are SR (Scenic Resource), BR (Biotic Resources), and VOH (Valley Oak Habitat).

### Land Conservation Act:

To facilitate a Lot Line Adjustment, Gov. Code Section 51257 permits the contracting party to rescind the

existing contract and simultaneously enter into two new contracts because the following findings can be made:

a. The new contract or contracts would enforceably restrict the adjusted boundaries of the parcel for an initial term for at least as long as the unexpired term of the rescinded contract or contracts, but for not less than 10 years.

Staff Comment: This finding can be made because the property owner of Lots A and B has agreed to Conditions of Approval for the Lot Line Adjustment to rescind and replace the existing contract with two new contracts: a non-prime (Type II) contract for Lot A and a prime (Type I) contract for Lot B. The new contracts for resulting Lots A and B will remain to be for not less than 10 years, renewing automatically every January 1st. The rescission and replacement of the existing contract with two new contracts will require a separate and subsequent Board action to be scheduled at a later date.

b. There is no net decrease in the amount of the acreage restricted. In cases where both parcels involved in the Lot Line Adjustment are subject to contracts rescinded pursuant to this section, this finding will be satisfied if the aggregate acreage of the land restricted by the new contracts is at least as great as the aggregate acreage restricted by the rescinded contracts.

Staff Comment: This finding can be made because the Lot Line Adjustment will not result in any decrease in the aggregate acreage of land under contract as resulting Lot B (540.16 acres) will be entering a new Prime contract with an addition of 380.63 acres to an existing Agricultural Preserve 2-355.

c. At least 90 percent of the land under the former contract or contracts remains under the new contract or contracts.

Staff Comment: This finding can be made because the Lot Line Adjustment results in 100% of existing Lot A to remain under contract and Lot B will enter a new contract. Overall, the land currently under contract will remain under contract.

d. After the Lot Line Adjustment, the parcels of land subject to contract will be large enough to sustain their agricultural use, as defined in Section 51222.

Staff Comment: This finding can be made because the Lot Line Adjustment involves both parcels subject to a Land Conservation Act contract. Under the Lot Line Adjustment Lots A and B will continue to be large enough to sustain their respective agricultural uses (grazing on Lot A and commercial vineyard and grazing on Lot B) and will continue to meet their respective contract-type's minimum parcel size requirement. Resulting Lot A will be 703.48 acres under a new non-prime (Type II) contract that requires a minimum parcel size of 40 acres and Lot B will be 540.78 acres under a new prime (Type I) contract that requires a minimum parcel size of 10 acres.

e. The Lot Line Adjustment would not compromise the long-term agricultural productivity of the parcel or other agricultural lands subject to a contract or contracts.



Staff Comment:

This finding can be made because the Lot Line Adjustment does not result in a decrease in the amount of land under Land Conservation contract because Conditions of Approval require that the existing contract on Lots A and B be rescinded and replaced with two new contracts. Lot A will continue to be in compliance with its Land Conservation contract because 95% of the parcel is dedicated to a cattle grazing operation with an average annual income of \$70,000 per year. Lot B will qualify for a new Land Conservation contract because the parcel is planted in approximately 120.78 acres of commercial vineyards producing an income of at least \$1,000 per planted acre with another 160.15 acres used for the grazing of cattle which adds up to 52% of the parcel being used for agriculture. The owner of Lot A will remain grazing cattle on the 160.15 acres portion of resulting Lot B as agreed to in a License Agreement dated May 20, 2014.

Under the newly adopted Agricultural Preserve Rules, the minimum gross income requirements are as follows:

Vineyard: Not less than \$1,000.00 per Planted Acre

Grazing: Not less than \$2,000.00 Gross Total Income per Farm Operation and \$2.50 Gross Income per Acre of Production

Lot A will conform with its new non-prime (Type II) contract under the local Agricultural Preserve Rules and Regulations for minimum parcel size of 40 acres and minimum gross income requirement and Lot B should conform to its new prime (Type I) contract under the local Agricultural Preserve Rules and Regulations for minimum parcel size of 10 acres and will have to provide evidence of minimum gross income requirement. At this time, there are three residences on each parcel which are occupied by the property owners or agricultural workers which all together does not occupy more than the allowed five acres or 15 % of the total acreage of non-agricultural compatible uses as defined in the Uniform Rules. A Condition of Approval of the Lot Line Adjustment will be to designate all but one primary residence on each legal parcel as Full-Time Agricultural Employee or Farm Family dwellings before the Lot Line Adjustment deeds can record.

f. The Lot Line Adjustment is not likely to result in the removal of adjacent land from agricultural use.

Staff Comment: The Lot Line Adjustment is minor in nature and will not affect adjacent lands or their agriculture uses.

g. The Lot Line Adjustment does not result in a greater number of developable parcels than existed prior to the adjustment, or an adjusted lot that is inconsistent with the General Plan.

Staff Comment: The Lot Line Adjustment will not result in a greater number of developable parcels. Under their current General Plan land use designation of Land Extensive Agriculture 100 acres per dwelling unit (Lot A) and Diverse Agriculture 40 acres per dwelling unit (Lot B), Lot A is eligible for subdivision into eight new parcels and Lot B is eligible for subdivision into nine new parcels. A Condition of Approval of the Lot Line Adjustment is to amend the General Plan and rezone resulting Parcel B to Diverse Agriculture 50-acre density to ensure that the same subdivision potential exists after the Lot

Line Adjustment has been finalized.

**Staff Recommendation:** Staff recommends the Board find that all Government Code Section 51257 findings are satisfied in connection with the proposed Lot Line Adjustment, and approve the proposed Lot Line Adjustment subject to the attached Conditions of Approval. Lots A and B will continue to be devoted to a qualifying agricultural use. Conditions of Approval require that prior to recording the Grant Deeds for the Lot Line Adjustment, the property owner of Lots A and B shall submit the appropriate applications and filing fees to add 380.63 acres to an existing Agricultural Preserve 2-355 and to rescind and replace the existing contract with one new non-prime (Type II) Land Conservation contract on Lot A and one new prime (Type I) Land Conservation contract on Lot B. Once the Lot Line Adjustment grant deeds are recorded, then the County can proceed with preparation of the new contracts, and include the new legal descriptions for each parcel. In addition, the owners of Lots A and B shall submit an application for a Zoning Permit to designate all but one primary residence on each legal parcel as Full-Time Agricultural Employee or Farm Family dwellings. Furthermore, resulting Lot B will be required to obtain a General Plan Amendment and Zone Change to eliminate split zoning and ensure that there is no increase in overall subdivision potential as a result of the Lot Line Adjustment.

**Prior Board Actions:**

None.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The Board of Supervisors has endorsed the continuation of the County’s agricultural preserve program to preserve a maximum amount of the limited supply of agricultural, open space, scenic, and critical habitat lands within the county, to discourage premature and unnecessary conversion of such lands to urban land uses, to promote vitality in the agricultural economy, and to ensure an adequate, varied, and healthy supply of food and fiber for current and future generations. The purpose of the Lot Line Adjustment is to adjust property lines to protect the views for the ranch and for family and financial planning. In addition, the rescission and replacement of Land Conservation contract for Lot A and a new contract for Lot B will facilitate further agricultural investment and support agricultural viability and help preserve open space land in Sonoma County.

**Fiscal Summary - FY 13-14**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Lot A is currently under a Land Conservation Act contract and Lot B will be entering a new contract as a result of the Lot Line Adjustment. There should be no new fiscal impacts as a result of this action.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Draft Board of Supervisors Resolution and Att A Conditions of Approval  
Exhibit A: Proposal Statement  
Exhibit B: Assessor’s Parcel Map  
Exhibit C: Lot Line Adjustment Site Plan

**Related Items “On File” with the Clerk of the Board:**

None.



# County of Sonoma

## State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

LLA14-0005 Scott Hunsperger

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Gary Felder Et Al And Eleanor Phipps Price Et Al For A Lot Line Adjustment Between Two Parcels Of 860.63 Acres And 380.63 Acres In Size Resulting In Two Parcels Of 703.48 Acres And 540.78 Acres In Size, Subject To Williamson Act Contracts For Property Located At 1957 and 1951 Felder Road, Sonoma; APN: 142-011-004, -005, and -007.**

**Whereas**, the applicant, Gary Felder et al. and Eleanor Phipps Price et al., filed a Minor Lot Line Adjustment application with the Sonoma County Permit and Resource Management Department between two parcels of 863.63 acres (Lot A) and 380.63 acres (Lot B) resulting in two parcels of 703.48 acres (Lot A) and 540.78 acres (Lot B) for property located at 1957 and 1951 Felder Road, Sonoma; APN 142-011-004, -005, and -007; Zoned LEA (Land Extensive Agriculture), B6-100 acre density, Z (Second Dwelling Unit Exclusion), SR (Scenic Resources), BR (Biotic Resources), G (Geologic Hazard Area), VOH (Valley Oak Habitat) and DA (Diverse Agriculture), B6-40 acre density, SR (Scenic Resources), BR (Biotic Resources), VOH (Valley Oak Habitat); Supervisorial District No 1; and

**Whereas**, the purpose of the Lot Line Adjustment is to protect views for the ranch property and for family and financial planning. Lot A is presently subject to a non-prime (Type II) Williamson Act Contract; and

**Whereas**, Government Code Section 51257 requires that the Board of Supervisors make certain findings before an existing Williamson Act Contract may be rescinded and replaced to facilitate a Lot Line Adjustment.

**Now, Therefore, Be It Resolved**, that the Board of Supervisors makes the following findings consistent with Government Code Section 51257:

1. The replacement and new contract would enforce and restrict the adjusted boundaries of the parcel for an initial term for at least as long as the unexpired term of the rescinded contract but for not less than 10 years.
2. There is no net decrease in the amount of the acreage restricted by a contract.
3. The Lot Line Adjustment results in 100 percent (100%) of the land under the original contract to remain restricted under the replacement Non-Prime (Type II) and new Prime (Type I) contracts required as a Condition of Approval for the Lot Line Adjustment.

4. After the Lot Line Adjustment, the resultant parcels (Lots A and B) will remain large enough to sustain their agricultural use (commercial vineyard and grazing operation). Resultant Lots A and B will exceed the 40-acre and 10-acre minimum acreage, respectively, requirement for a non-prime and prime contracts and will exceed the minimum gross income requirement of \$2,000 per farm operation for grazing land and \$1,000 per acre gross income for vineyard land and will be devoted to agriculture with any non-agricultural uses to be compatible with the agricultural use. Conditions of Approval require the owners of Lots A and B to submit an application for a Zoning Permit to designate all but one primary residence on each legal parcel as Full-Time Agricultural Employee or Farm Family dwellings.
5. The Lot Line Adjustment does not compromise the long-term agricultural productivity of the parcels subject to contract. The purpose of the Lot Line Adjustment is for family and financial planning.
6. The Lot Line Adjustment is minor in nature and will not result in the removal of adjacent land from agricultural use. The land use and zoning designations on Lot A will remain as Land Extensive Agriculture, 100 acres per dwelling unit, and as a Condition of Approval Lot B will be changed to Diverse Agriculture, 50 acres per dwelling required as a Condition of Approval for the Lot Line Adjustment. The parcels will have the same subdivision potential before and after the Lot Line Adjustment.
7. Conditions of approval require that prior to recording the Grant Deeds for the Lot Line Adjustment, the property owner of Lots A and B shall submit the appropriate applications and filing fees to add 380.63 acres to an existing Agricultural Preserve 2-355 and rescind and replace the existing contract with one new non-prime (Type II) Williamson Act contract and one new prime (Type I) Williamson Act contracts as applicable. Once the Lot Line Adjustment grant deeds are recorded, then the County can proceed with preparation of the new contracts, and include the new legal descriptions for each parcel.

**Be It Further Resolved** that the Board of Supervisors hereby finds that substantial evidence in the record before it supports the above findings, and further finds that the Lot Line Adjustment meets the requirements of the above findings.

**Be It Further Resolved** that the Board of Supervisors finds that the project described in this Resolution is exempt from the requirements of the California Environmental Quality Act by virtue of Section 15305 Class 5 of Title 14 of the California Code of Regulations (CEQA Guidelines) in that the project is a minor Lot Line Adjustment.

**Now, Therefore, Be It Resolved** that the Board of Supervisors hereby grants the requested Lot Line Adjustment subject to the Conditions of Approval in Exhibit "A," attached hereto which includes a condition to rescind and replace the existing non-prime (Type II) Land Conservation Contract on Lot A and require a new prime (Type I) Land Conservation Contract on Lot B.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa,

Resolution #

Date: December 9, 2014

Page 3

California 95403.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

# SONOMA COUNTY BOARD OF SUPERVISORS

## Attachment "A" to Resolution

### Conditions of Approval

**Date:** December 9, 2014  
**Staff:** Scott Hunsperger  
**Owner:** Gary Felder et al. / Eleanor Price-Phipps et al.

**File No.:** LLA14-0005  
**APN:** 142-011-004, -005, and -007

**Project Description:** Request for a minor Lot Line Adjustment between two parcels of 863.63 acres (Lot A) and 380.63 acres (Lot B) resulting in two parcels of 703.48 acres (Lot A) and 540.78 acres (Lot B).

---

NOTE: Amendments and changes to approved Lot Line Adjustment conditions may be considered by the Board of Supervisors at a later date if additional information justifies the changes and does not increase the intensity of use approved by the original approval. The Director of the Permit and Resource Management Department will determine if a public hearing is necessary and if additional fees are required.

NOTE: These conditions must be met and the application validated within 24 months (December 9, 2016) unless a request for an extension of time is received before the expiration date.

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1. Submit verification to the Permit and Resource Management Department that taxes, which are a lien and termed as payable, are paid to the Treasurer/Tax Collector's Department on all parcels affected by the adjustment. The Treasurer/Tax Collector knows the amount of the tax due.
2. Submit a draft description of the parcel(s) being transferred to the County Surveyor for approval. The following note shall be placed on the deed or deeds: "The purpose of this deed is for a Lot Line Adjustment for the combination of a portion of the Lands of Felder et al., as described by deed recorded under Document No. 2013-010504, Sonoma County Records, APN's 142-011-004 and -005, with the Lands of Price-Phipps et al., as described by deed recorded under Document No. 2012-073396, Sonoma County Records, APN 142-011-007. This deed is pursuant to an application for a Lot Line Adjustment (LLA14-0005) on file in the office of the Sonoma County Permit and Resource Management Department. It is the express intent of the signators hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels." It is the responsibility of the surveyor/engineer preparing the deeds to insure that the information contained within the combination note is correct. Note: The County Surveyor may modify the above described note.
3. Deed of Trust agreements, which encumber only portions of accepted legal lots, are violations of the Subdivision Map Act; therefore, prior to Permit and Resource Management Department approval of the deed for recordation, the applicant shall submit either recorded documents or documents to be recorded concurrently with the Lot Line Adjustment deeds, showing that any Deed of Trust agreements on the subject properties will conform with the adjusted lot boundaries.
4. After approval of the deed description by the County Surveyor, a grant deed or deeds shall be prepared and submitted to the Permit and Resource Management Department for approval prior to recording.
5. The property owner(s) shall execute a Right-to-Farm Declaration on a form provided by PRMD to be submitted before the Lot Line Adjustment is cleared by PRMD for recordation. The Right-to-Farm Declaration shall be recorded concurrently with the PRMD approved lot line adjustment grant deed(s) to reflect the newly configured parcels.

6. A site plan map of the Lot Line Adjustment shall be prepared by a licensed surveyor or civil engineer and attached to the deed(s) to be recorded. The site plan shall be subject to the review and approval of the County Surveyor. The following note shall be placed on said plan: "THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY. Any errors or omissions on this exhibit shall not affect the deed description."
  7. Prior to PRMD stamping the grant deed(s) for the Lot Line Adjustment, the property owners of Lots A and B shall submit all application materials and applicable filing fees to add 380.63 acres to an existing Agricultural Preserve 2-355 and to rescind and replace the existing non-prime Type II Williamson Act contract with a new, non-prime Type II Williamson Act contract for Lot A and a new prime Type I Williamson Act contract for Lot B on the resulting adjusted parcels. This condition will not be considered satisfied until evidence is provided that each parcel will individually qualify for a replacement contract. Once the Lot Line Adjustment grant deeds are recorded, PRMD can proceed with processing the new contracts.
  8. Prior to recording the Lot Line Adjustment, an application shall be submitted for a General Plan Amendment and Zone Change for the 160.15 acre portion of resultant Lot B (portion of APN 142-011-004) from the LEA (Land Extensive Agriculture) B6-100 acre density to the DA (Diverse Agriculture), B6-50 acre density land use designation and zoning district and for the 380.63 acre portion of resultant Lot B (APN 142-011-007) from the DA (Diverse Agriculture) B6-40 acre density to the DA (Diverse Agriculture), B6-50 acre density land use designation and zoning district.
  9. As prescribed in the "Sonoma County Uniform Rules for Agricultural Preserves" Section 8.3, only one primary residence is allowed per Land Conservation Contract. As a result of this rule, the owners of Lots A and B shall submit an application for a Zoning Permit to designate all but one primary residence on each legal parcel as Full-Time Agricultural Employee or Farm Family dwellings. The Zoning Permit must be approved and the required covenants recorded prior to the Lot Line Adjustment deeds recording.
-



## **PROPOSAL STATEMENT**

### **LOT LINE ADJUSTMENT PROJECT**

Gary Felder is the current owner of a 863.63 +/- acre parcel, assessor's parcel no's 142-011-004 & 005, he will be adjusting 160.15 acres of his land to property owned by Eleanor Phipps Price, current owner of a 380.63 +/- parcel.

The proposed lot size of Gary Felder after Lot Line Adjustment will be 703.48 acres +/- and Eleanor Phipps Price proposed lot size will be 540.78 acres +/-.

Currently, these properties are being used for Agricultural, Vineyard, Grazing. There are homes, barns and shop on subject properties.

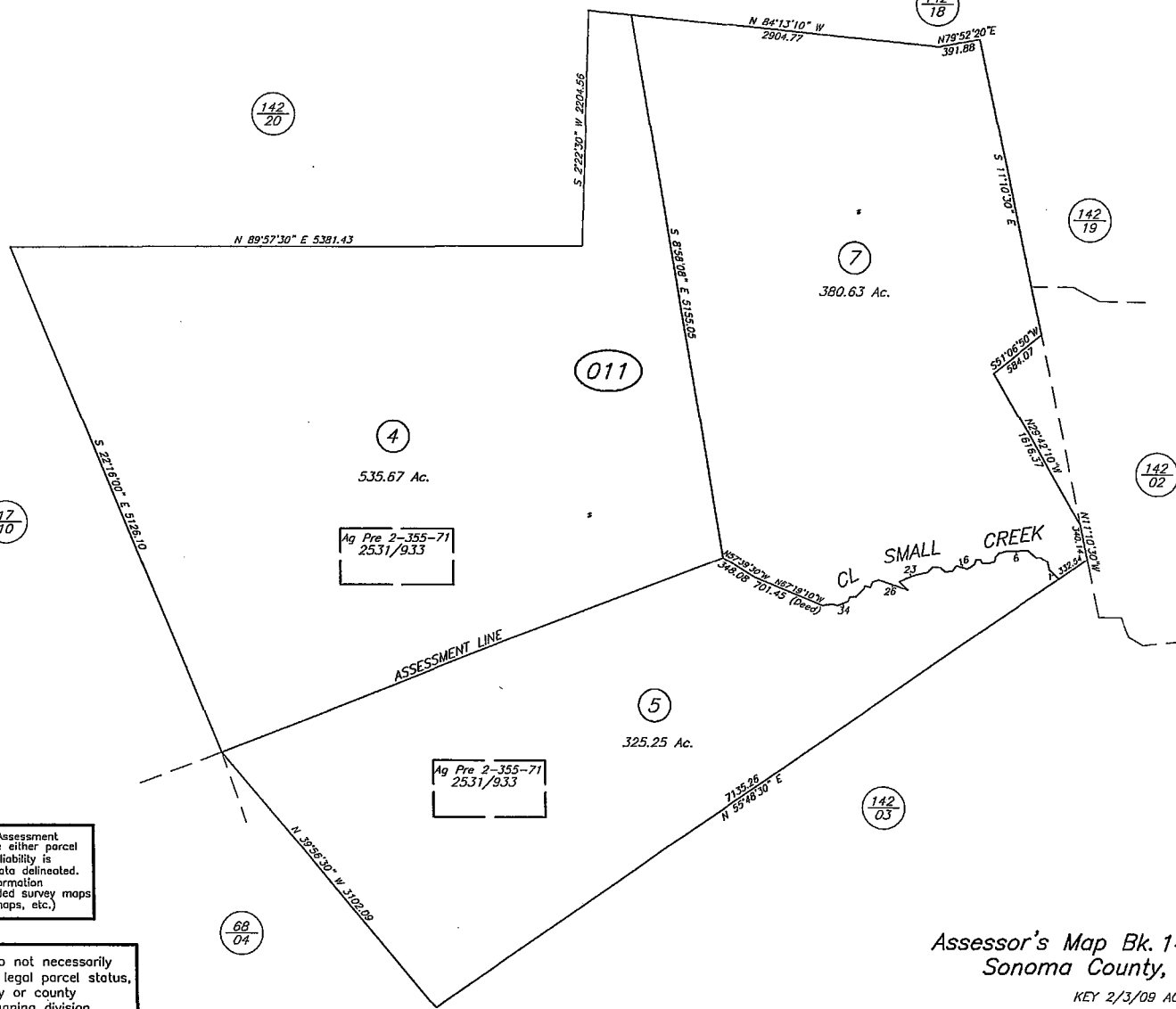
The purpose of this Lot Line Adjustment is to add land to the Durell Ranch (Price Property) for the protection of views of said ranch.

# COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA  
158-023

142-01

1	N44°28'50"W	128.64
2	N6°40'10"W	67.45
3	N57°23'10"W	78.98
4	N86°49'00"W	47.72
5	N50°10'40"W	103.98
6	S88°37'40"W	207.29
7	S75°08'50"W	63.28
8	S42°04'50"W	49.63
9	S10°48'30"W	48.27
10	S71°43'30"W	60.37
11	N89°25'40"W	58.39
12	N24°21'40"W	43.77
13	S86°59'20"W	38.47
14	S18°10'20"W	49.30
15	S56°30'20"W	83.05
16	N75°07'40"W	107.79
17	S36°38'50"W	61.43
18	S84°51'40"W	68.82
19	N49°01'40"W	55.81
20	N81°59'40"W	71.59
21	S42°46'50"W	73.64
22	S78°25'50"W	110.18
23	S68°27'50"W	109.62
24	S64°04'00"W	67.21
25	S45°05'20"E	111.09
26	N70°40'00"W	287.43
27	S65°16'10"W	61.47
28	S27°38'10"W	53.80
29	N77°39'20"W	49.00
30	S20°50'40"W	29.28
31	S44°20'40"W	105.65
32	S86°24'10"W	58.70
33	S26°11'30"W	46.97
34	S68°51'30"W	105.58
35	N73°03'30"W	45.39
36	S82°30'20"W	61.29
37	S77°47'50"W	27.20



NOTE: This map was prepared for Assessment purposes only and does not indicate either parcel legality or a valid building site. No liability is assumed for the accuracy of the data delineated. The acreages are based on the information supplied to the Assessor (i.e. recorded survey maps, recorded deeds, prior assessment maps, etc.)

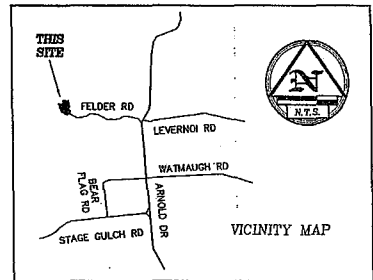
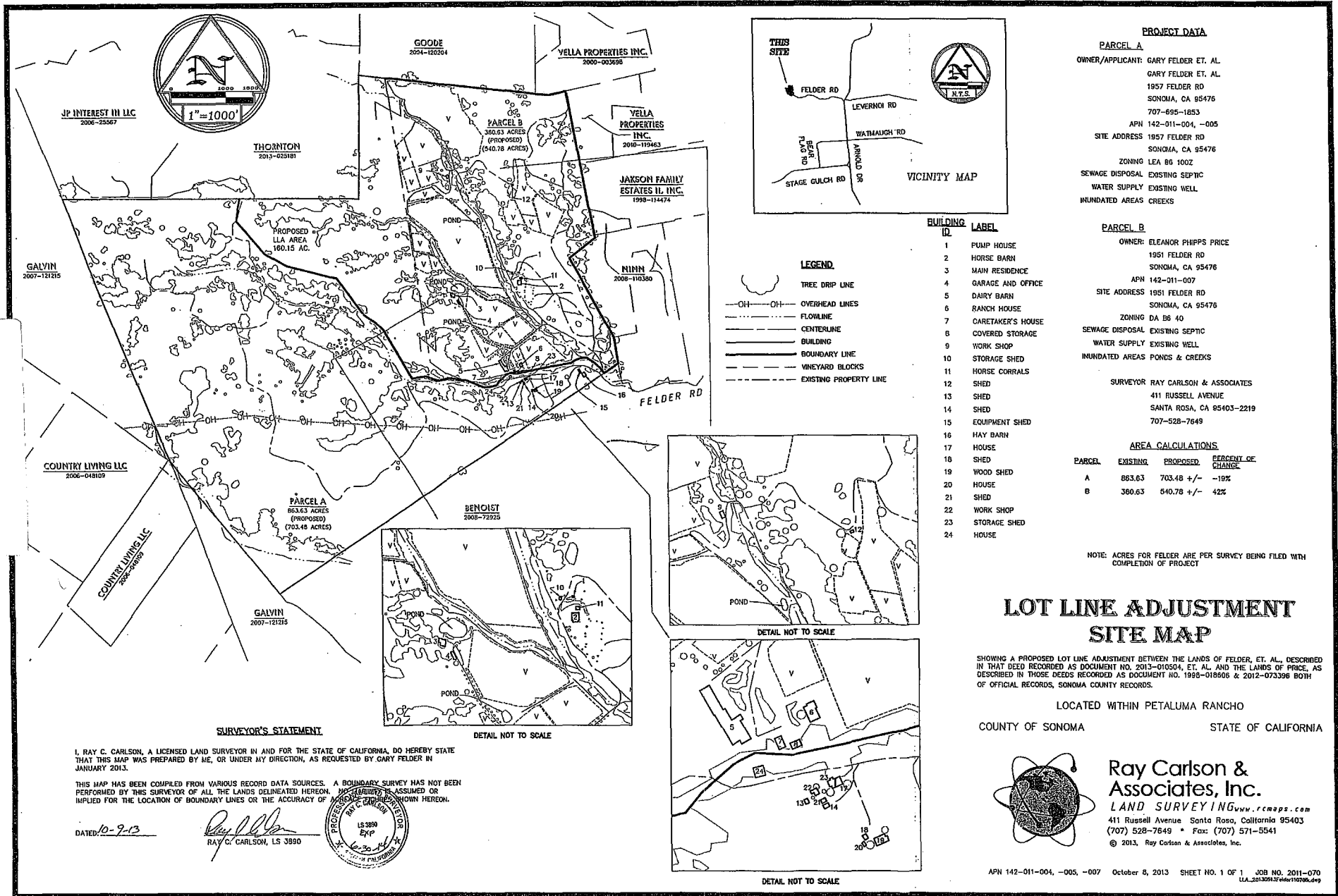
NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

REVISÉ  
02-09-99=7 RM

Assessor's Map Bk. 142, Pg. 01  
Sonoma County, Calif. (ACAD)  
KEY 2/3/09 AG

EXHIBIT B

EXHIBIT C



- LEGEND**
- TREE DRIP LINE
  - OH—OH— OVERHEAD LINES
  - — — FLOWLINE
  - — — CENTERLINE
  - — — BUILDING
  - — — BOUNDARY LINE
  - — — VINEYARD BLOCKS
  - - - - - EXISTING PROPERTY LINE

**BUILDING LABEL**

- | ID | LABEL             |
|----|-------------------|
| 1  | PUMP HOUSE        |
| 2  | HORSE BARN        |
| 3  | MAIN RESIDENCE    |
| 4  | GARAGE AND OFFICE |
| 5  | DAIRY BARN        |
| 6  | RANCH HOUSE       |
| 7  | CARETAKER'S HOUSE |
| 8  | COVERED STORAGE   |
| 9  | WORK SHOP         |
| 10 | STORAGE SHED      |
| 11 | HORSE CORRALS     |
| 12 | SHED              |
| 13 | SHED              |
| 14 | SHED              |
| 15 | EQUIPMENT SHED    |
| 16 | HAY BARN          |
| 17 | HOUSE             |
| 18 | SHED              |
| 19 | WOOD SHED         |
| 20 | HOUSE             |
| 21 | SHED              |
| 22 | WORK SHOP         |
| 23 | STORAGE SHED      |
| 24 | HOUSE             |

**PROJECT DATA**

**PARCEL A**  
 OWNER/APPLICANT: GARY FELDER ET. AL  
 GARY FELDER ET. AL  
 1957 FELDER RD  
 SONOMA, CA 95476  
 707-695-1853  
 APN 142-011-004, -005  
 SITE ADDRESS 1957 FELDER RD  
 SONOMA, CA 95476  
 ZONING LEA B6 100Z  
 SEWAGE DISPOSAL EXISTING SEPTIC  
 WATER SUPPLY EXISTING WELL  
 INUNDATED AREAS CREEKS

**PARCEL B**

OWNER: ELEANOR PHPPS PRICE  
 1951 FELDER RD  
 SONOMA, CA 95476  
 APN 142-011-007  
 SITE ADDRESS 1951 FELDER RD  
 SONOMA, CA 95476  
 ZONING DA B6 40  
 SEWAGE DISPOSAL EXISTING SEPTIC  
 WATER SUPPLY EXISTING WELL  
 INUNDATED AREAS PONDS & CREEKS

SURVEYOR RAY CARLSON & ASSOCIATES  
 411 RUSSELL AVENUE  
 SANTA ROSA, CA 95403-2219  
 707-528-7649

**AREA CALCULATIONS**

PARCEL	EXISTING	PROPOSED	PERCENT OF CHANGE
A	863.63	703.48 +/-	-19%
B	380.63	540.78 +/-	42%

NOTE: ACRES FOR FELDER ARE PER SURVEY BEING FILED WITH COMPLETION OF PROJECT

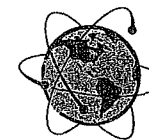
# LOT LINE ADJUSTMENT SITE MAP

SHOWING A PROPOSED LOT LINE ADJUSTMENT BETWEEN THE LANDS OF FELDER, ET. AL., DESCRIBED IN THAT DEED RECORDED AS DOCUMENT NO. 2013-010504, ET. AL. AND THE LANDS OF PRICE, AS DESCRIBED IN THOSE DEEDS RECORDED AS DOCUMENT NO. 1985-018505 & 2012-073396 BOTH OF OFFICIAL RECORDS, SONOMA COUNTY RECORDS.

LOCATED WITHIN PETALUMA RANCHO

COUNTY OF SONOMA

STATE OF CALIFORNIA



**Ray Carlson & Associates, Inc.**  
 LAND SURVEYING [www.rcmaps.com](http://www.rcmaps.com)  
 411 Russell Avenue Santa Rosa, California 95403  
 (707) 528-7649 \* Fax: (707) 571-5541  
 © 2013, Ray Carlson & Associates, Inc.

**SURVEYOR'S STATEMENT**

I, RAY C. CARLSON, A LICENSED LAND SURVEYOR IN AND FOR THE STATE OF CALIFORNIA, DO HEREBY STATE THAT THIS MAP WAS PREPARED BY ME, OR UNDER MY DIRECTION, AS REQUESTED BY GARY FELDER IN JANUARY 2013.

THIS MAP HAS BEEN COMPILED FROM VARIOUS RECORD DATA SOURCES. A BOUNDARY SURVEY HAS NOT BEEN PERFORMED BY THIS SURVEYOR OF ALL THE LANDS DELINEATED HEREON. NO WARRANTY IS ASSUMED OR IMPLIED FOR THE LOCATION OF BOUNDARY LINES OR THE ACCURACY OF THE INFORMATION SHOWN HEREON.

DATED: 10-9-13

RAY C. CARLSON, LS 3980



DETAIL NOT TO SCALE

DETAIL NOT TO SCALE

DETAIL NOT TO SCALE



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 43  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Misti Harris 565-1352

**Supervisorial District(s):**

First

**Title:** Land Conservation Act Contract Replacement; Nuns Canyon, LLC; AGP13-0016

### **Recommended Actions:**

Adopt a Resolution authorizing the Chair of the Board of Supervisors to execute a replacement Land Conservation Act Contract for 134.23 acres requested by Richard Idell for Nuns Canyon, LLC; 2449 Nelligan Road, Sonoma; APN 051-180-011.

### **Executive Summary:**

**Project Description, Location, and Zoning:** Richard Idell, representing Nuns Canyon, LLC, seeks approval of the application to replace an existing Land Conservation Act Contract with a new Contract for prime agricultural land planted in vineyard. The project site has prime soils. The current property owners operate a 102.09 +/- acre vineyard in five varieties of wine grapes, which is considered a prime agricultural use, meeting the criteria for inclusion in the Land Conservation Act program. The applicants request a replacement contract because the land use has changed from non-prime to prime agricultural activities.

The project site is located in the hills above the Sonoma Valley at 2449 Nelligan Road, Sonoma. The project site is 134.23 acres with 102.09 +/- acres of vineyard, two wells, and a seasonal creek. The parcel is zoned LIA (Land Intensive Agriculture) 100 acres/dwelling unit, with overlay zoning designations of Z (Second Unit Exclusion), SR (Scenic Resources-Scenic Landscape Unit).

**Background:** As part of the Board of Supervisors' December 2011 update of the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules") the Board eliminated the distinction between Prime (Type I) and Non-Prime (Type II) Agricultural Preserves. This allows the County to enter into either a Prime or Non-Prime contract in any established Preserve. The subject land is located entirely within an established Preserve (2-337-71).

As part of the update of the Uniform Rules, the County implemented use of a Land Conservation Plan which is attached to and incorporated into a Land Conservation Act Contract. The Land Conservation

Plan shows locations of various agricultural, open space, permitted, and compatible land uses on contracted land. Future changes to the Land Conservation Plan may be approved by the Director of PRMD and recorded on title of the subject parcel.

**Replacement Land Conservation Contract (Williamson Act Contract) on land located in an existing Agricultural Preserve:**

The Nuns Canyon, LLC parcel qualifies for a Land Conservation Contract for prime agricultural land for the reasons specified below.

a) Land is within an Agricultural Preserve: The parcel is currently located within an Agricultural Preserve 2-337-71. No expansion of the existing Agricultural Preserve is necessary.

b) Agricultural Use of the Land: The land must be devoted to agricultural use. In Sonoma County this means that at least 50% of the land is used for agriculture purposes. Approximately 76% of the site is planted in vineyard, which exceeds the 50% requirement.

c) Single Legal Parcel Requirement: The land proposed for the contract is comprised of a single legal parcel.

d) Minimum Parcel Size: The land must be at least 10 acres in size for a Prime Land Conservation Act contract. The 134.23 acre parcel exceeds the 10-acre minimum parcel size for a new Prime Land Conservation Contract.

e) Minimum Income Requirement: For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. The vineyard operation meets this income requirement because it has earned an average of \$2,003.17 per acre over the past five years.

f) Non-Agricultural Compatible Uses: There are no non-agricultural compatible uses on the site.

g) Prime Farmland: Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with an established vineyard with five varieties of wine grapes that has produced the required income for the last five years and is considered prime farmland.

Staff Recommendation: Staff recommends the Board of Supervisors approve the request because all of the State and local requirements for a Prime contract for the 134.23 acres within the existing Agricultural Preserve have been met.

**Prior Board Actions:**

On December 13, 2011, the Board approved the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones* (Resolution No. 11-0678). In addition, this Board of Supervisors Resolution authorized PRMD to non-renew substandard sized parcels unless a replacement contract is obtained.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Act Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in

agricultural production.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Approval of the replacement Land Conservation Act Contract means that the owner will continue to pay a reduced property tax assessment based upon the value of the agricultural uses rather than the land value under Proposition 13. This results in a reduction in the County’s share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor’s office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County’s agricultural economy and outweighs the cost in reduced property tax revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Draft Board of Supervisors Resolution

**Related Items “On File” with the Clerk of the Board:**

Land Conservation Act Contract with attached Exhibit A (legal description) and Exhibit B (Land Conservation Plan with attached Site Plan).



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

AGP13-0016 Misti Harris

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Nuns Canyon, LLC, C/O Richard Idell, To 1) Rescind An Existing Land Conservation Act Contract (Williamson Act Contract) And Replace It With A New Land Conservation Act Contract And Attached Land Conservation Plan, And 2) Authorize The Chair To Execute The New Land Conservation Act Contract And Land Conservation Plan, For Prime Agricultural Land Located At 2449 Nelligan Road, Sonoma, APN 051-180-011.**

**Whereas**, a request has been made by property owners of Nuns Canyon, LLC, c/o Richard Idell, to authorize the Chair of the Board to rescind an existing Land Conservation Act (Williamson Act Contract) Contract and replace it with a new Land Conservation Act Contract and attached Land Conservation Plan, for prime agricultural land located at 2449 Nelligan Road, Sonoma, APN 051-180-011, Supervisorial District No. 1; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the *Uniform Rules*, County Counsel has revised the Land Conservation Act Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, the Board of Supervisors finds that the 134.23 acre parcel, is currently located in Agricultural Preserve 2-337-71, and presently meets the requirements for a new Prime (Type I) Land Conservation Act Contract.

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime (Type I) Land Conservation Act Contract ("Contract"):

1. Land is within an Agricultural Preserve: The parcel is currently located within an

Agricultural Preserve 2-337-71. No expansion of the existing Agricultural Preserve is necessary.

2. **Agricultural Use of the Land:** The land must be devoted to agricultural use. In Sonoma County this means that at least 50% of the land is used for agriculture purposes. Approximately 76% of the site is planted in vineyard, which exceeds the 50% requirement.

3. **Single Legal Parcel Requirement:** The land proposed for the contract is comprised of a single legal parcel.

4. **Minimum Parcel Size:** The land must be at least 10 acres in size for a Prime Land Conservation Act contract. The 134.23 acre parcel exceeds the 10-acre minimum parcel size for a new Prime Land Conservation Contract.

5. **Minimum Income Requirement:** For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. The vineyard operation meets this income requirement because it has earned an average of \$2,003.17 per acre over the past five years.

6. **Non-Agricultural Compatible Uses:** There are no non-agricultural compatible uses on the site.

7. **Prime Farmland:** Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with an established vineyard with five varieties of wine grapes that has produced the required income for the last five years and is considered prime farmland.

**Be It Further Resolved** that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, of the State CEQA Guidelines, which provides that executing a replacement Land Conservation Act Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by Nuns Canyon, LLC, c/o Richard Idell, by approving rescission of the existing Non-prime contract and simultaneous replacement of that contract with a new Prime Land Conservation Act Contract and attached Land Conservation Plan, to restrict the 134.23 acre parcel located at 2449 Nelligan Road, Sonoma, APN 051-180-011.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Act Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days and no later than December 31, 2014 (1) this Resolution and (2) the



Resolution #  
Date: December 9, 2014  
Page 3

associated Land Conservation Act Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 44  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Sandi Potter (707) 565-8351  
Jennifer Barrett (707) 565-2336

**Supervisory District(s):**

County-wide

**Title:** Comprehensive Planning Work Plan Revisions

### **Recommended Actions:**

Approve the Comprehensive Planning Work Plan for Fiscal Years 2015/2016 and 2016/2017 to include additional projects as directed by the Board

### **Executive Summary:**

On October 28, 2014, planning staff presented the Comprehensive Planning Work Plan for FY 2013/2014 and FY 2014/2015. The Board requested that the following planning initiatives be added to the work plan and that a revised work plan be prepared that reflects these additional Board priorities.

- Review and strengthening General Plan Community Separator policies;
- Review the County's Tree Ordinance;
- Code changes to address indoor marijuana cultivation and distribution.

### **Addition New Planning Initiatives**

#### Community Separators

The General Plan Open Space Element contains policies OSRC-1j and ORSC-1k that are linked to voter approved ordinances that are scheduled to expire in 2016 and 2018. General plan policies limit allowed uses and density to ensure consistency between the community separator policies and county land use decisions. The Board requested that staff engage in a public participation project to evaluate existing county policies and to work with interest groups and the cities to review and strengthen these policies to foster city focused growth in the County. This effort has been added to the work plan and would require at least two years to complete.

#### Tree Ordinance

The County's tree protection ordinance provides protection for mature trees to reduce habitat loss from development. The ordinance focuses on Valley Oaks, requiring retention of mature trees to the fullest extent feasible and in situations where trees cannot be saved, appropriate mitigation measures to

replace lost trees. The Board requested a review of existing tree protection policies in light of revisions to the Riparian Corridor combining zone and the draft Oak Woodland Management Plan. Staff will review existing tree protection provisions, evaluate current practices, and recommend approaches to best protect trees from development, agricultural, and climate change.

During the last work plan (FY13-14 and FY 14-15) a Preliminary Draft Oak Woodland Management Plan was prepared for the Agriculture Preservation and Open Space District. The purpose of the plan was to develop a voluntary oak woodland management plan that would qualify the County for conservation grants, mainly for land acquisition. The Plan was not finalized due to lack of funds to complete the plan and because the State depleted the funds in the grant program. The Permit and Resource Management Department (PRMD) and the Agricultural Preservation and Open Space District are developing a work plan to complete this effort in FY15-16 after completion of the high resolution vegetation mapping is complete. Once the Oak Woodland Management Plan is approved it will inform options, together with the recently adopted riparian corridor ordinance, for moving forward with revised tree protection provisions.

#### *Marijuana Cultivation and Distribution*

PRMD will, together with other County departments, support the Ad Hoc committee on Marijuana to consider approaches and standards for marijuana cultivation, sale, and taxation. Work of the newly formed Ad Hoc committee will determine what resources are needed. The labor allocations in the work plan are placeholders and PRMD will work with the County Administrator's Office once these determinations are made to assess the impact on the Comprehensive Planning Work Plan.

#### **Work Plan Allocations**

The Board indicated support for the proposed work plan that included the following new programs in FY 2015/16:

- Priority Development Areas (Springs Area Plan and Airport Specific Plan);
- Food and Beverage Streaming (Breweries);
- Seismic Retrofit;
- Cloverdale Urban Service Area and Scenic Landscape Unit;
- Agricultural Promotional Event Policies;
- Historic Resources Inventory;
- Community Opportunity Areas;
- Groundwater Management Planning; and
- Scoping Phase II of the Development Code.

The proposed work plan has been revised to include the three new planning programs identified by the Board (Exhibit A). PRMD will be able to successfully implement these additional projects without unduly affecting other planning priorities with the addition of a 3-year limited term planner funded by grant revenue.

The revised work plan includes an additional supervising planner to oversee PRMD grants, which will be proposed through the 2<sup>nd</sup> quarter consolidated budget adjustments. This would add an additional 1,140 hours per year allocation to the Comprehensive Planning Work Plan and would allow for:

- Management of the Springs and Airport Station Specific Plans Priority Development Grant projects over a 3 year period;
- Initiation of a stakeholder process for review of Community Separator policies. This project would require about 18 months and a total of 800 hours;
- Initiation of a stakeholder process for review of Tree protection policies. This project would require about 12 months and a total of 600 hours;
- Completion of the Oak Woodland Management Plan through interagency agreement with the Agricultural Preservation and Open Space District;
- Immediate participation in the Marijuana initiative with about 400 hours available over the next 2 years to assist in this effort;
- In addition, increased labor allocations would allow for participation in emerging groundwater issues; the review of the Water Resources Element of the General Plan; and continued efforts to pursue grant opportunities to support Board priorities for climate adaptation, affordable housing, specific planning, healthy communities, and environmental restoration.

The cost would be approximately \$175,675 per year (total of \$527,000 over three years) and an estimated \$22,400 for County Counsel time. These costs would be funded through an existing grant award for the Priority Development Grants that total \$800,000 over three years.

These three additional projects also require County Counsel time to conduct legal research and draft appropriate ordinances and resolutions. County Counsel will work with the County Administrator’s Office and PRMD to accommodate this additional workload.

**RECOMMENDATION**

Staff recommends adoption of the revised Comprehensive Planning Work Plan Fiscal Years 2015/2016 and 2016/2017 with the addition of planning initiatives to address Community Separator, Tree Protection, and Marijuana Cultivation and Distribution and the addition of a three-year limited term planner to be funded with grant funds secured during the current work plan period.

Since existing staff are already fully tasked, PRMD requested additional staff through the supplemental changes to the FY 15-16 recommended budget to increase capacity during the implementation of grant projects. The additional staffing consists of 1.0 FTE Supervisory Planner (3-year term limited positions) to oversee grant project, serve as project lead for additional planning initiatives involving diverse stakeholder outreach, and provide supervision.

**Prior Board Actions:**

On 10/28/14 the Board reviewed the Comprehensive Planning Work Plan Fiscal Years 2015/2016 and 2016/2017 and gave direction to staff to include three additional priority programs: Community Separator, Tree Protection Ordinance, and marijuana cultivation and distribution.

<b>Strategic Plan Alignment</b> Goal 2: Economic and Environmental Stewardship			
The Work Plan supports the Strategic Plan’s focus on <i>Economic and Environmental Stewardship</i> by including programs to address resources conservation through tree protection; strengthening community separators to reduce urban sprawl and loss of agricultural land and open space; and reducing land use conflicts and environmental impacts from marijuana cultivation and sales.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req’d.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
The cost of the 1.0 FTE 3-year limited Supervisory Planner is \$175,675 annually, and will be funded with a portion of the \$800,000 Priority Development Area grant funds PRMD will receive over a 3-year period. The FY 14-15 appropriations will be incorporated in the FY 14-15 2nd quarter consolidated budget adjustments.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
Supervisory Planner	A	1	
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
A 1.0 FTE 3-year term limited Supervisory Planner will be requested as part of the FY 14-15 2nd quarter consolidated budget adjustments.			
<b>Attachments:</b>			
<b>Exhibit A:</b> Comprehensive Planning Work Plan Table 1			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None			

<b>Comprehensive Planning Work Plan Summary Table 1_ Assumes 6.5 FTE</b>					
	<b>FY 14/15*</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FUNDING SOURCE</b>	<b>\$ AMOUNT</b>
LABOR ALLOCATION (hours)	13,000	13,520	13,520		
<b>GENERAL LABOR/OVERHEAD</b>					
Vacation/Holiday/Sick Leave	1,947	2,186	2,186	GF	
General Labor/Training	1,475	1,700	1,700	GF	
<b>TOTAL GENERAL LABOR/OVERHEAD</b>	<b>3,422</b>	<b>3,886</b>	<b>3,886</b>		
<b>CURRENT PLANNING</b>					
Project Review Support	732	900	900	Permit Rev	
Assist with Affordable Housing Applications	50	80	80	Fees	
Customer Service/Planner Phone	1,094	1,000	1,000	GF	
<b>TOTAL CURRENT PLANNING</b>	<b>1,876</b>	<b>1,980</b>	<b>1,980</b>		
<b>ONGOING PROGRAMS</b>					
ARM Plan Administration	460	500	500	Industry	40,000
Housing Program Implementation	110	110	200	TOT housing set aside	10,000
Airport Land Use Commission	120	80	80	Gen Fund TPW	
Zoning Database Technical Corrections_ Zoning Conformance w/ GP Urban Res Parcels	80	210	80	GP Admin Fee	
Bike Plan/GP Technical Corrections	40	100	100	GP Admin Fee	
SCTA/RCPA Coordination	60	80	80	GF	
Public Project Support	125	125	125	Permit Rev	
General Plan Annual Report	80	80	80	GP Admin Fee	
Groundwater Monitoring and Reporting	60	120	200	Fees	
Census Data	16	20	20	GF	
Hazard Mitigation Plan Implementation	50	80	80	GF	
<b>TOTAL ONGOING PROGRAMS</b>	<b>1,201</b>	<b>1,505</b>	<b>1,545</b>		
<b>EXISTING PRIORITY PROJECTS</b>					
COMPLETED- Community Opportunity Areas	110	0	0	GF	
COMPLETED - Small Ag Processing	140	0	0	GF	
COMPLETED - Safety Element Update	45	0	0	GF	
Development Code Phase I	550	300	0	GP Admin Fee	120,000
Local Coastal Plan Update	350	350	80	GF	
Housing Element Update	350	0	0	TOT housing set aside	100,000
Vacation Rental Compliance Standards	300	80	80	GF	
Vacation Rental in LIA- GPA	120	200	0	GF	
Airport Land Use Compatibility Plan Amendments	300	80	0	GF	
COMPLETED Riparian Corridors/Biotic Resources	500	140		GF	

CTG Grant Healthy Communities	180	0		CTG Grant	122,000
Coastal Sea Level Rise Grant	200	200		OPC Grant	150,000
Climate Action 2020 Grant (GRIP)	200	240		SGC Grant	32,000
Springs Area Plan PDA Grant	250	400	350	PDA Grant	450,00
Airport Specific Plan PDA Grant	250	320	300	PDA Grant	350,000
Guerneville Homeless Shelter	24	24	24	GP Admin Fee	
Hanson Terrace Pits	90	120		Grant	
<b>TOTAL EXISTING PROJECTS</b>	<b>3,869</b>	<b>2,334</b>	<b>834</b>		

*\*FY 14/15 work directed in previous 2-year Work Plan*

<b>PROGRAMS FOR OTHER DEPARTMENTS</b>					
Moorland Ave Park	80	80	0	Parks (HCD Grant)	
Roseland Planning Collaboration	60	60	60	Santa Rosa/PDA Grant	
Animal Control Regulations Update	50	10	0	Dept. of Health Services	
Sonoma Developmental Center	40	80	100	Inter-agency effort	
Oak Woodland Management Plan	80	200		Open Space	
<b>TOTAL OTHER DEPTS</b>	<b>310</b>	<b>430</b>	<b>160</b>		
<b>CONTINGENT PROJECT WORK (5%)</b>					
<b>TOTAL CONTINGENT PROJECTS</b>	<b>650</b>	<b>676</b>	<b>676</b>		
<b>HOURS REMAINING FOR NEW PROJECTS</b>	<b>1,672</b>	<b>2,189</b>	<b>3,919</b>		
<b>PROPOSED NEW PROJECTS</b>					
	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>		
<b>Community Separators</b>		500	500		
<b>Review Tree Ordinance</b>		300	200		
<b>Marijuana Code Amendments</b>	80	200	200		
Food and Beverage Streamlining (Breweries)	350	100		GF	
Seismic Retrofit program	200	100		GF	
Cloverdale USA /Scenic Landscape Unit GPA	40	300		GF	
Historic Resources Inventory	50	140	300	GF	
Event Overconcentration Policies/Guidelines	120	500	200	GF	
Community Opportunity Areas		300	100	GF	
Review of Groundwater Management Plan policies		120	200	GP Admin Fee	120,000
Scope Phase II Development Code		80	200	GP Admin Fee	
Small scale poultry processing (Phase II- Dev Code)		60	350	GP Admin Fee	
Healthy Community General Plan Policies			400	GF	
Review of Renewable Energy Ordinance			200	GF	
Offsite Farmstand (Phase II- Dev Code)			320	GP Admin Fee	
Biotic Resources Mapping (Phase II- Dev Code)			350	GP Admin Fee	
RV parking (Phase II- Dev Code)			300	GP Admin Fee	
Telecommunication Policies			300	GF	
Rezoning High Risk Historic Properties			200	GF	
<b>TOTAL NEW PROJECTS</b>	<b>840</b>	<b>2,700</b>	<b>4,320</b>		
<b>GRAND TOTALS</b>	<b>12,168</b>	<b>13,511</b>	<b>13,401</b>		
<b>TOTAL HOURS ALLOCATED</b>	<b>12,480</b>	<b>13,520</b>	<b>13,520</b>		
<i>*FY 14/15 work directed in previous 2-year Work Plan</i>					





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 45  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma Valley County Sanitation District Board of Directors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department and  
Sonoma County Water Agency

**Staff Name and Phone Number:**

Keith Hanna 565.3628

**Supervisory District(s):**

First

**Title:** Outside Service Area Agreement with the Sonoma Valley County Sanitation District-Raisin;  
SEW12-0093

### **Recommended Actions:**

Adopt a Resolution authorizing the Chair of the Board of Directors of the Sonoma Valley County Sanitation District to execute an Outside Service Area Agreement for public sewer service to property located at 20675 Broadway, Sonoma California; APN: 128-311-020.

### **Executive Summary:**

Based upon the location of a property, the County determines the appropriate method for property owners to obtain sewer service. Annexation is used when the property is located inside the urban service area of a sanitation district or zone. Pursuant to modification of the General Plan by the Board of Supervisor's Resolution #09-1162, owners of properties in the southern portion of the Sonoma Valley County Sanitation District not located within the urban service area of a sanitation district or zone must apply for sewer service by means of an Outside Service Area Agreement. The Sonoma County Permit and Resource Management Department (PRMD) received an application for an Outside Service Area Agreement (Agreement) to provide public sewer service to property located at 20675 Broadway, Sonoma CA, and has determined that the Parcel is not located in the service area of any city or other district having the ability to provide public sewer service to the Parcel. The application was submitted by Step One/Craig C. Walker on behalf of the property owner William Preston Raisin (Owner) as Trustee of the Preston Raisin 2011 Trust.

The six acre property is developed with one three bedroom home and two barns. The barns are not currently connected to the on-site septic system. Half bathrooms (limited to one toilet and one sink) are proposed in each of the existing barns for the legally established uses. A creek traverses the property. The site is in an area with high ground water levels with the potential for failing septic systems to contaminate private wells. The sewer connection would help mitigate the threat of the existing septic system from possibly contaminating groundwater, since the septic system will be decommissioned upon

connection to public sewer service.

The property is within the District's 2009 amended and expanded Sphere of Influence, and extension of public sewer service to the Parcel is subject to the provisions of the Sonoma County 2020 General Plan and Land Use Policy L.U.-2011. Comprehensive Planning Staff has determined that the Agreement is consistent with the policies of the Sonoma County General Plan and Land Use Policy L.U.-2011, restricted to serve only the existing development on the Parcel. Furthermore, the Agreement allows for existing uses, but does not increase the amount of sewage discharged from the property into the District's collection and treatment system above the 1.75 Equivalent Single-family Dwelling (ESD) billing units calculated for the existing legally established uses. The existing lawfully established uses for the Parcel include one single family residence, two barns, and existing agricultural operations for the growing and harvesting of crops, including employment of up to 10 workers housed off-site. Service for additional buildings or expanded development on the Parcel is not authorized.

Environmental Review Staff has determined exemption from environmental review pursuant to Section 15301(b) of the California Environmental Quality Act (CEQA), as the Agreement authorizes the permitting of additional connections to an existing public facility. Further, Environmental Review Staff has identified specific environmental impact mitigation measures applicable to the Agreement as delineated and attached as "Exhibit A". The Owner shall be responsible for implementation of these measures during all phases of sewer construction both to and on the Parcel.

The Sonoma County Water Agency (Water Agency) operates and maintains the District's sewage collection and treatment facilities, and has stated that those facilities currently have sufficient capacity available to provide public sewer service to the Parcel. The Water Agency has determined, and the Agreement provides, that the Owner shall pay all fees and costs associated with making connection of the Parcel's existing structures to the District's system, and that connection shall be done in accordance with the Water Agency "Design and Construction Standards for Sanitation Facilities", District Sanitation Code Ordinance, California Plumbing Code, and any other applicable Federal, State or local laws, ordinances, regulations, and as determined by the Water Agency on behalf of the District.

Pursuant to the Agreement, the owner must obtain the appropriate permits for sewer construction from PRMD and pay all fees and associated costs of the private and any public sewer facilities to, and on, the subject parcel. The owner must pay a Sewer Connection Fee and annual Sewer Service Charges for the buildings not to exceed the established 1.75 ESD's, without Amendment of the Agreement. The owner also accepts responsibility for restoration of existing conditions that may be disturbed due to the construction of sewer piping and appurtenances to the Parcel. The restoration must be completed before PRMD's final acceptance unless otherwise specifically approved in advance by PRMD.

Should for any reason in the future annexation proceedings commence, the owner waives all rights to protest annexation, and should the subject Parcel be annexed, termination of Agreement must be a condition of such annexation.

The Agreement will become effective upon execution by the Parties, approval by the Local Agency Formation Commission of Sonoma County (LAFCO), and the subsequent recording of the Agreement as specified in the Agreement.

<b>Prior Board Actions:</b>			
n/a			
<b>Strategic Plan Alignment</b> Goal 1: Safe, Healthy, and Caring Community			
This agreement provides safe disposal of sewage.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
n/a			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
n/a			
<b>Attachments:</b>			
A) Draft Board of Supervisors Resolution B) Outside Service Area Agreement, including Exhibit			
<b>Related Items "On File" with the Clerk of the Board:</b>			
n/a			



# County of Sonoma

## State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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4/5 Vote Required

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### **Resolution Of The Board Of Directors Of The Sonoma Valley County Sanitation District, State Of California, Authorizing The Chair To Execute An Outside Service Area Agreement Between The Sonoma Valley County Sanitation District And William Preston Raisin**

**Whereas**, the Preston Raisin 2011 Trust, hereinafter "Owner", owns Assessor Parcel Number 128-311-020, hereinafter "Parcel", located at 20675 Broadway, Sonoma California; and

**Whereas**, Owner has requested an Outside Service Area Agreement (O.S.A.A.), hereinafter "Agreement", for public sewer service for an existing single family residence, and two existing barns "Structures", for existing lawful uses. Each of the barns has a proposed half bathroom (limited to one sink and one toilet). Existing lawful established uses of the parcel include one single-family residence, two barns and existing agricultural operations for the growing and harvesting of crops, which includes up to 10 employees housed off-site; and

**Whereas**, the Sonoma County Permit and Resource Management Department, hereinafter "P.R.M.D.", has determined that the Parcel is located outside the boundary of the Sonoma Valley County Sanitation District (hereinafter "District"), is not entitled to connect to or use of District facilities, is located outside the District's Urban Services Area boundary, is not located in the service area of any city or other district having the ability to provide the requested public sewer service, and is not currently subject to, and will not be subject to, subdivision within the duration of the Agreement; and

**Whereas**, P.R.M.D. Comprehensive Planning Division has determined that the Parcel is located inside the District's 2009 amended and expanded Sphere of Influence, extension of public sewer service to the Parcel is subject to the provisions of the Sonoma County 2020 General Plan and Land Use Policy L.U.-2011, and the Agreement is consistent with the Plan and Policy; and

**Whereas**, P.R.M.D. Environmental Review Division has determined that the Agreement is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15301(b), as it authorizes the permitting of additional connections to an existing

Resolution #

Date:

Page 2

public facility; and

**Whereas**, the Sonoma County Water Agency “Water Agency”, operates and maintains the District’s sewage collection and treatment facilities, and has stated that those facilities currently have sufficient capacity available to provide 1.75 Equivalent Single-family Dwelling “E.S.D.” billing units of public sewer service to the Parcel; and

**Whereas**, the Parties have agreed to the terms of the Agreement which will become effective upon execution by the Parties, approval by LAFCO, and the subsequent recording of the Agreement as specified in the Agreement; and

**Now, Therefore, Be It Resolved**

1. That the District agrees to provide public sewer service to the Parcel, subject to the information and conditions specified above and the terms and conditions set forth below, and in the Agreement between the Parties which is the subject of this Resolution.
2. The Agreement shall not be effective until such time as L.A.F.C.O. has reviewed and approved the Agreement, and the Agreement has been recorded with the Sonoma County Recorder’s Office as notice to any future purchasers of, or successors in interest to, the Parcel.
3. The District has determined that there is currently adequate capacity available in the District’s sewage collection facilities, the sewage treatment facilities, and the treated effluent disposal system, to accommodate the 1.75 E.S.D. billing units to be allowed for the subject parcel (20675 Broadway, Sonoma, California, A.P.N. 128-311-020).

**Be It Further Resolved** that the P.R.M.D. Environmental Review staff is directed to file a California Environmental Quality Act Notice of Exemption for the Agreement.

**Be It Further Resolved** that the Chair of the Board of Directors of the District is hereby authorized and directed to execute the Agreement between the District and the Owner to serve the Parcel with public sewer service that is limited to a maximum of 1.75 E.S.D.’s for the existing structures on the Parcel.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

RECORD AT NO FEE PER  
GOVERNMENT CODE § 6103

RECORD AT THE REQUEST OF:

Sonoma County Water Agency  
404 Aviation Boulevard  
Santa Rosa, California 95403

WHEN RECORDED RETURN TO:

Engineering Division  
Permit and Resource Management Department  
2550 Ventura Avenue  
Santa Rosa, California 95403

**OUTSIDE SERVICE AREA AGREEMENT**

The following is an Outside Service Area Agreement between the Sonoma Valley County Sanitation District, hereinafter "District" and Preston Raisin 2011 Trust, hereinafter "Owner" of Assessor Parcel Number 128-311-020, hereinafter "Parcel" located at 20675 Broadway, Sonoma, California.

**Whereas**, the Owner has requested an Outside Service Area Agreement, hereinafter "Agreement" for public sewer service for an existing single family residence, and two existing barns (structures), for existing lawful uses. Each of the barns has a proposed half bathroom (limited to one toilet and one sink). The existing lawfully established uses located on the Parcel include one single family residence, two barns, and existing agricultural operations for the growing and harvesting of crops, including employment of up to 10 farm workers housed off-site; and

**Whereas**, the Sonoma County Permit and Resource Management Department, hereinafter "P.R.M.D." has determined that the Parcel is located outside the District boundary and is not entitled to connect to, or use of, District facilities; and

**Whereas**, the P.R.M.D. has further determined that the Parcel is located outside the District's Urban Service Area boundary as shown on the Sonoma County 2020 General Plan Land Use Map; and

**Whereas**, the P.R.M.D. Comprehensive Planning Division has determined that the Parcel is located inside the District's 2009 amended and expanded Sphere of Influence, and that extension of public sewer service to the Parcel is subject to the provisions of the Sonoma County 2020 General Plan and Land Use Policy L.U.-2011; and

**Whereas**, the P.R.M.D. Comprehensive Planning Division has further determined that this Agreement is consistent with the policies of the Sonoma County 2020 General Plan and Land Use Policy L.U.-2011, and that this Agreement is restricted to serve only the existing development on the Parcel and does not authorize service for additional buildings or expanded development on the Parcel; and

**Whereas**, the P.R.M.D. Environmental Review Division has determined that this Agreement is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15301(b), as it authorizes the permitting of an additional connection to an existing public facility; and

**Whereas**, the Sonoma County Board of Supervisors adopted environmental impact mitigation measures on December 08, 2009, for amendment and expansion of the District's Sphere of Influence; and

**Whereas**, the P.R.M.D. Environmental Review Division has identified specific environmental impact mitigation measures applicable to this Agreement, which measures are delineated in the attached "Exhibit A" as a part of this Agreement; and

**Whereas**, the Owner shall be responsible for implementation of the specific environmental impact mitigation measures applicable to this Agreement both herein and attached as Exhibit A, during all phases of sewer construction both to and on the Parcel; and

**Whereas**, P.R.M.D. has determined that the Parcel is not located in the service area of any city or other district having the ability to provide public sewer service to the Parcel; and

**Whereas**, the Sonoma County Water Agency, hereinafter "Water Agency", operates and maintains the District's sewage collection and treatment facilities, and has stated that the District has sufficient sewage collection and treatment capacity to provide public sewer service to the Parcel; and

**Whereas**, the Water Agency has determined that the Owner shall pay all fees and costs associated with making connection of the Parcel's existing structures to the District's sewage collection system, and that connection of the existing structures shall be done in accordance with the Water Agency "Design and Construction Standards for Sanitation Facilities"; and

**Whereas**, the Owner has stated and P.R.M.D. has confirmed, that the Parcel is not currently subject to, and will not be subject to subdivision within the duration of this Agreement. The District and Water Agency have relied on this representation and the District would not have entered into this Agreement if the Parcel could now, or within the duration of this Agreement be subdivided. Should the Parcel become subdivided, this Agreement shall become null and void.

**Whereas**, the District, in order to allow sewer construction, use and maintenance, has entered into a Sewer Dedication and Easement Agreement with the owner of the adjacent parcel, of separate ownership, located at 20575 Broadway (APN 128-311-077) and such Agreement has been recorded under Document 2014035456.

**Now, Therefore, Be It Resolved** that the District agrees to provide public sewer service to the Parcel subject to the terms and conditions set forth herein:

1. Owner agrees to prepare an application for P.R.M.D.'s final review, approval, and submittal to the Sonoma Local Agency Formation Commission, hereinafter "LAFCO", for LAFCO's review and approval of this Agreement, and to pay the LAFCO application fee as determined by the LAFCO fee schedule. The District's approval of this Agreement is conditioned upon the review and approval of this Agreement by LAFCO. This Agreement is based upon, and appears to be consistent with the criteria adopted by LAFCO for Outside Service Area Agreements for the Southern Zone of the District.

2. Owner agrees to implement the specific environmental impact mitigation measures identified in "Exhibit A" of this Agreement during all phases of sewer construction both to and on the Parcel.

3. Owner agrees to accept responsibility to construct private sewer facilities to serve the existing structures on the Parcel in accordance with the Water Agency "Design and Construction Standards for Sanitation Facilities," District Sanitation Code Ordinance, California Plumbing Code, and any other applicable Federal, State, or local laws, ordinances, or regulations, and as determined by the Water Agency on behalf of the District, and, in accordance with Water Agency requirements. The District supplies no assurances regarding the feasibility, access, costs, or engineering requirements to connect the subject parcel to the district's facilities.

4. Owner further agrees to accept all responsibility for the operation, cleaning and clearance of private sewer facilities that will serve the existing structures on the Parcel, in accordance with the District Sanitation Code. Owner further agrees to maintain, repair and replace the Owner's private sewer facilities and all plumbing systems in accordance with the District Sanitation Code.

5. Owner agrees to obtain permits for sewer construction from P.R.M.D, and to pay all fees and costs associated with construction of the private and any public sewer facilities to, and on, the Parcel.

6. Owner agrees to pay a onetime Sewer Connection Fee and annual Sewer Service Charges for public sewer service to the Parcel in accordance with District ordinances and requirements applicable to the District, as they currently exist or may be amended, revised or enacted in the future. Owner further agrees that the Sewer Connection Fee shall be for 1.75 Equivalent Single-family Dwelling (E.S.D.) billing units and shall be limited to a maximum of 1.75 E.S.D billing units for sewer connection and a maximum of 1.75 E.S.D. for annual sewer service to the Parcel, unless and until the District determines otherwise, based on District requirements and/or based on adoption of a new billing method by the District in the future. The connection fee and annual sewer service charges shall be paid to P.R.M.D. prior to commencement of wastewater discharge to the District's sewage collection system. Structures to be connected to the sewer shall be limited to the existing single family residence and two existing barns each with proposed half bathrooms (limited to one toilet and one sink) for the legally established uses.

7. Owner agrees to accept all responsibility for restoration of existing conditions including, but not limited to surfacing, landscaping, utilities and other public improvements that have been disturbed due to the construction of sewer piping and appurtenances to the Parcel. The Owner further agrees that restoration shall be completed prior to P.R.M.D.'s final acceptance of the sewer piping and appurtenances unless otherwise specifically approved in advance by P.R.M.D. See Exhibit A, 2.



8. Owner agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release P.R.M.D., the County of Sonoma, the District and the Water Agency, their officers, agents and employees, from and against any and all actions, claims, damages, liabilities or expenses that may be asserted by any person or entity, including the Owner, arising out of or in connection with the performance of the Owner or Owner's agents, contractors, employees, subcontractors or invitees hereunder, whether there is concurrent negligence on the part of the County of Sonoma, District or the Water Agency, but excluding liability due to the sole active negligence or sole willful misconduct of the County of Sonoma, District or the Water Agency.

9. Owner agrees to annex or to support proceedings to annex, or to support proceedings that would lead to annexation of the Parcel to the District, and to waive all rights to protest annexation to the District if such annexation proceedings are commenced.

10. If the Parcel is annexed to the District, this Agreement shall be terminated as a condition of such annexation, and the Parcel shall be subject to all regulations, conditions, and fees as established by District ordinances and codes with respect to public sewer service.

11. If the Parcel is subdivided within the duration of this Agreement, or there are any additional structures constructed on the subject parcel for connection to and/or discharge to the District's public sewerage facilities, either directly or indirectly, from any other buildings on the subject parcel, other than the main single family residence and two existing barns each with proposed half bathrooms (limited to one toilet and one sink) for the legally established uses, during the time the O.S.A.A. is in effect, this Agreement shall become null and void, and the connection to the District's sewage collection system shall be declared to be illegal.

12. The Owner of, any future purchasers of, or successors in interest to, the Parcel shall have the rights to repair, remodel or replace the existing structures when the existing structures are connected to the District's sewage collection system, all subject to all applicable planning requirements, and providing that any replaced buildings do not exceed 1.75 E.S.D.s for sewer service for the Parcel.

13. This Agreement shall not be effective until such time as LAFCO has reviewed and approved this Agreement, and this Agreement has been recorded with the Sonoma County Recorder's Office as notice to any future purchasers of, or successors in interest to the Parcel.

14. Except as specified in Paragraph 11, nothing contained in this Agreement shall be construed to create, and the parties do not intend to create any rights for third parties.

15. This writing is intended both as the final expression of this Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of this Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

16. The District has determined that there is currently adequate capacity available in the District's sewerage facilities, the sewage treatment facilities, and the treated effluent disposal system, to accommodate the 1.75 E.S.D. billing units to be allowed for the subject parcel (20675 Broadway, Sonoma, California, A.P.N. 128-311-020).

17. The physical connection of the structures to the sanitary sewer shall not be completed until the Division of Code Enforcement at P.R.M.D verifies that any and all outstanding code violations on the premises have been remedied and that all uses and structures on the premises being served by the sewer are considered legal.

18. Unless the Applicant demonstrates conclusively that the elevation of the subject parcel and plumbing fixtures exceeds the requirements of District Sanitation Code 3.24, the subject parcel owner shall install and maintain a backflow preventer on the private building sewer(s) in accordance with the Water Agency "Design and Construction Standards for Sanitation Facilities".

19. The District allows only one auxiliary structure to be served by a sewer lateral in common with the living unit.

20. All sewage facilities shall be designed by a Registered Engineer and constructed in accordance with the Water Agency Standards and as determined by the Water Agency on behalf of the District.

WITNESS WHEREOF, the Parties have executed this Agreement as of the dates written below.

**SONOMA VALLEY COUNTY  
SANITATION DISTRICT**

**ATTEST:**

By: \_\_\_\_\_  
Chair of the Board of Directors

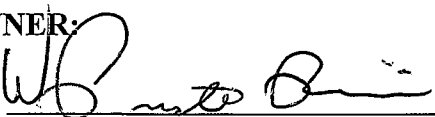
By: \_\_\_\_\_  
Clerk of the Board of Directors

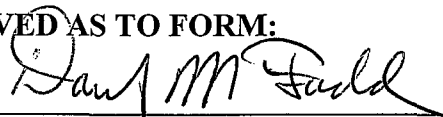
Date: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER:**

**APPROVED AS TO FORM:**

By:   
William Preston Raisin  
Trustee

By:   
County Counsel

Date: 11/19/14

Date: 11/19/14

# EXHIBIT A

## Project Conditions<sup>1</sup>:

1. Water or other dust palliative shall be applied to unpaved portions of the construction site, unpaved roads, parking areas, staging areas and stockpiles of soil daily or as needed to control dust.

Trucks hauling soil, sand and other loose materials over public roads shall cover the loads, or shall keep the loads at least two feet below the level of the sides of the container, or shall wet the load sufficiently to prevent dust emissions.

Paved roads shall be swept as needed to remove any visible soil that has been carried onto them from the construction site.

2. Unless all construction activities are confined to previously developed areas (roadways, existing building footprint, driveways, landscaping, vineyard, orchard), future OSAA applicants<sup>2</sup> shall be required to provide evidence to the County that no impacts to special status species or their habitats would occur. If one or more of the following habitats is present within or adjacent to a parcel where new construction is proposed (new residential development or sewer pipeline connection), a biological study shall be required to identify the extent and quality of on-site resources and quantify any impacts to these resources which require mitigation. PRMD staff shall determine appropriate project-specific mitigation(s) based on the findings of these studies.

Riparian Corridor (designated by the General Plan) or USGS blue-line stream. A Biological Assessment conducted by a qualified biologist shall be submitted to evaluate the potential of the stream to support any special status species. The study must include a determination of potential effect to any special status species which might be present. If species are determined (or assumed) to be present, the study must also recommend appropriate avoidance, minimization, and/or mitigation measures to protect the species. **ONLY APPLICABLE IF WORK IS PROPOSED WITHIN 100 FEET OF FRYER CREEK**

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1 These project conditions are a sub-set of the mitigation measures adopted by the Board of Supervisors on December 8, 2009, for the Sonoma Valley County Sanitation District Sphere of Influence Expansion (BOS Resolution No. 09-1162; PRMD File No. GPA09-0008). The above measures were selected as potentially applicable to this project.

2 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020

Wetland (perennial or seasonal). A Biological Assessment conducted by a qualified biologist shall be submitted to evaluate the potential of the wetland(s) to support any special status species. The study must include a map of potential wetland areas and must include a determination of potential effect to any special status species which might be present. If species are determined (or assumed) to be present, the study must also recommend appropriate avoidance, minimization, and/or mitigation measures to protect the species. If the proposed construction activity cannot avoid impact to the wetland area, additional study may be required (i.e., Wetland Delineation) at the discretion of PRMD staff. **ONLY APPLICABLE IF WORK IS PROPOSED WITHIN PASTURELAND OR FARM FIELDS**

Pastureland, fallow field, grassland (not including turfgrass), or vacant. A Biological Assessment conducted by a qualified biologist shall be submitted to evaluate the potential of the grassland/field/undeveloped portion of the parcel to support any special status species. The study shall also document the presence or absence of wetlands. If wetlands are determined to be present, a map of potential wetland areas must be included. The study must include a determination of potential effect to any special status species which might be present. If species are determined (or assumed) to be present, the study must also recommend appropriate avoidance, minimization, and/or mitigation measures to protect the species. If the proposed construction activity cannot avoid impact to any wetland area, additional study may be required (i.e., Wetland Delineation) at the discretion of the PRMD staff. **ONLY APPLICABLE IF WORK IS PROPOSED WITHIN PASTURELAND OR FARM FIELDS**

3. Unless all construction activities are confined to previously developed areas (roadways, existing building footprint, driveways, landscaping, vineyard, orchard), future OSAA applicants<sup>3</sup> shall be required to provide evidence to the County that the site does not affect wetlands under the jurisdiction of the Army Corps of Engineers and/or the Regional Water Quality Control Board, or that future OSAA applicant<sup>3</sup> has obtained the appropriate permit(s) from these agencies. Any minimization or mitigation measures required as permit conditions shall be implemented.

All surplus soils that cannot be used at the project work site shall be disposed of at an acceptable disposal site. If any areas outside the project site are used for disposal or stockpiling of soil or other materials, future OSAA applicants<sup>3</sup> shall be required to demonstrate that the site has all the required permits, including, if applicable, a grading permit. Future OSAA applicants<sup>3</sup> shall notify the CDFG of the intent to use the site, and the Sonoma County PRMD to determine if a grading permit is required for stockpiling.

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<sup>3</sup> 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020

Surplus concrete rubble or pavement shall either be disposed of at an acceptable and legally permitted disposal site or taken to a permitted concrete and/or asphalt recycling facility.

4. Future OSAA applicants<sup>4</sup> shall only remove trees/shrubs from the project site during the non-nesting season, from September 1 to March 1, unless a qualified biologist has inspected the site and determined that the tree removal would not affect nesting birds.  
**ONLY APPLICABLE IF TREE REMOVAL IS PROPOSED**

Only the minimum amount of vegetation that is necessary to construct the project shall be pruned or removed. Where possible, vegetation shall be tied back in lieu of cutting. Native vegetation that must be removed shall be cut at or above grade to facilitate regrowth. Any pruning that is done, shall conform to the American National Standard for Tree Care Operation Tree, Shrub, and Other Woody Plant Maintenance Standard Practices, Pruning (ANSI A300 Part 1)-2008 Pruning), and the companion publication Best Management Practices: Tree pruning (ISA 2008)<sup>5</sup>. Roots shall only be unearthed when necessary. **ONLY APPLICABLE IF TREE REMOVAL IS PROPOSED**

If native tree removal is to be conducted, future OSAA applicants<sup>4</sup> shall provide compensatory mitigation as described in the County Zoning Regulations for Protected Trees and the Valley Oak Combining District. **ONLY APPLICABLE IF TREE REMOVAL IS PROPOSED**

5. If archaeological materials, such as pottery, arrowheads or midden, are discovered during project construction, all work shall cease and PRMD staff shall be notified so that the find can be evaluated by a qualified archaeologist (i.e., an archaeologist registered with the Society of Professional Archaeologists). PRMD staff and the archaeologist shall visit the site to determine the extent of the resource and to develop proper procedures required to protect the resource. A protection plan shall be developed and approved by PRMD and the consulting archaeologist. No work shall commence until protection plan mitigation measures are implemented. Mitigation may include avoidance, removal, preservation and/or recordation in accordance with accepted professional archaeological practice.
6. In the event that human remains are unearthed during construction, state law requires that the County Coroner be contacted in accordance with Section 7050.5 of the State Health and Safety Code to investigate the nature and circumstances of the discovery.

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4 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020

5 American National Standard (ANSI). 2008. *American National Standard for Tree Care Operations - Tree, Shrub, and Other Woody Plant Management - Standard Practices (Pruning)*. ANSI A300 (Part 1)-2008 Pruning. International Society of Arboriculture (ISA). 2008. *Best Management Practices: Tree pruning*. Companion publication to ANSI A300 (Part I)-2008 Pruning.

At the time of discovery, work in the immediate vicinity would cease until the Coroner permitted work to proceed. If the remains were determined to be Native American interment, the Coroner would follow the procedure outlined in CEQA Guidelines Section 15065.5(e). If the remains were determined to be prehistoric, the find would be treated as an archaeological site and the above condition would apply.

7. All earthwork, grading, trenching, backfilling and compaction operations shall be conducted in accordance with the County Subdivision Ordinance (Chapter 25, Sonoma County Code) and erosion control provisions of the Drainage and Storm Water Management Ordinance (Chapter 11, Sonoma County Code and Building Ordinance (Chapter 7, Sonoma County Code).

All construction activities shall meet the California Building Code regulations for seismic safety (i.e., reinforcing perimeter and/or load bearing walls, bracing parapets, etc.). Construction plans shall be subject to review and approval of PRMD prior to the issuance of a building permit. All work shall be subject to inspection by PRMD and must conform to all applicable code requirements and approved improvement plans prior to the issuance of a certificate of occupancy.

8. Future OSAA applicants<sup>6</sup> which propose construction of a new structure shall submit an Erosion and Sediment Control Plan prepared by a registered professional engineer as an integral part of the site alteration, grading, building, or improvement plans. The Erosion and Sediment Control Plan shall be subject to review and approval of PRMD prior to the issuance of a grading, building, or sewer permit. The Plan shall include temporary erosion control measures to be used during construction of the pipeline trench, new building foundation, and/or other grading operations at the site to prevent discharge of sediment and contaminants into the stormwater drainage system.

Future OSAA applicants<sup>6</sup> which propose sewer connection only (i.e., no new structures) shall not be required to submit a formal Erosion and Sediment Control Plan, but shall be required to implement applicable erosion and sediment control measures from the list below.

Throughout the construction process, groundwater disturbance shall be minimized and existing vegetation shall be retained to the extent possible to reduce soil erosion. All construction and grading activities, including short-term needs (equipment staging areas, storage areas and field office locations) shall minimize the amount of land area disturbed. Whenever possible, existing disturbed areas shall be used for such purposes.

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<sup>6</sup> 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020

All drainage ways, wetland areas, and creek channels shall be protected from silt and sediment in storm runoff through the use of silt fences, diversion berms, and/or check dams. Fill slopes shall be compacted to stabilize. All exposed surface areas shall be mulched and reseeded and all cut and fill slopes shall be protected with hay mulch and/or erosion control blankets as appropriate.

Material and equipment for implementation of erosion control measures shall be on-site by October 1st. All grading and trenching activities shall be completed by October 15th, prior to the onset of the rainy season, with all disturbed areas stabilized and revegetated by October 31st. Upon approval of PRMD, extensions for grading/trenching work may be allowed. PRMD may require special erosion control measures in conjunction with any specially permitted rainy season grading.

9. During construction, hazardous materials shall be stored away from drainageways or environmentally sensitive areas, on non-porous surfaces. Storage of flammable liquids shall be in accordance with Sonoma County Fire Code.

Vehicle storage, fueling, and maintenance areas shall be designated and maintained to prevent the discharge of pollutants to the environment. Spill cleanup materials shall be kept on site at all times during construction, and spills shall be cleaned up immediately. In the event of a spill of hazardous materials, future OSAA applicants<sup>7</sup> shall call 911 to report the spill and take appropriate action to contain and clean up the spill.

If used, portable toilets shall be located and maintained to prevent the discharge of pollutants to the environment.

10. If a construction project is located within the boundary of the Standard Urban Storm Water Mitigation Plan (SUSMP), future OSAA applicants<sup>7</sup> shall demonstrate compliance with SUSMP requirements if it meets one or more of the following criteria as defined in the SUSMP Guidelines: would create one acre or more of new impervious surface; is located directly adjacent<sup>8</sup> (see footnote below) to a natural waterway, modified natural waterway, or constructed channel; or would require a new storm drain outfall to such a waterway, regardless of project size or impervious surface. **THIS PROJECT IS WITHIN THE SUSMP BOUNDARY**

11. A construction project with one acre or more of total ground disturbance (including grading, staging, and disposal areas) must demonstrate compliance with National

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<sup>7</sup> 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020

<sup>8</sup> SUSMP defines "directly adjacent" as: within a parcel of land that includes or is contiguous with a natural waterway, modified natural waterway, or constructed channel; and some portion of the development on said parcel must be within 100 feet of the top of bank, and drainage from the development must flow towards and enter a waterway or channel.

Pollutant Discharge Elimination System (NPDES) requirements, and obtain coverage under the State General Construction Permit as adopted by the State Water Resources Control Board (SWRCB). Future OSAA applicants<sup>7</sup> shall submit a copy of the Notice Of Intent (NOI) filed with the SWRCB, and the Waste Discharge Identification Number (WDID) issued by that agency to the Grading and Storm Water Section of PRMD.

12. All sewer connections shall comply with the sewer standards listed in the Sonoma County Water Agency "Design and Construction Standards for Sanitation Facilities." Sewer extension plans shall be subject to review and approval by PRMD prior to the issuance of a sewer construction permit. All work shall be subject to inspection by PRMD and must conform to all applicable code requirements and approved improvement plans.

13. Construction activities shall be restricted as follows:

All internal combustion engines used during construction of this project shall be operated with mufflers that meet the requirements of the State Resources Code, and, where applicable, the Vehicle Code. Equipment shall be properly maintained and turned off when not in use.

Except for actions taken to prevent an emergency, or to deal with an existing emergency, all construction activities shall be restricted between the hours of 7:00 a.m. and 7:00 p.m. on weekdays and 9:00 a.m. and 7:00 p.m. on weekends and holidays. If work outside the times specified above becomes necessary, future OSAA applicants<sup>9</sup> shall notify the PRMD Project Review Division as soon as practical.

There shall be no start up of machines nor equipment prior to 7:00 a.m. Monday through Friday or 9:00 a.m. on weekends and holidays; no delivery of materials or equipment prior to 7:00 a.m. nor past 7:00 p.m. Monday through Friday or prior to 9:00 a.m. nor past 7:00 p.m. on weekends and holidays and no servicing of equipment past 7:00 p.m. Monday through Friday, or on weekends and holidays.

Construction maintenance, storage and staging areas for construction equipment shall avoid proximity to residential areas to the maximum extent practicable. Stationary construction equipment, such as compressors, mixers, etc., shall be placed away from residential areas and/or provided with acoustical shielding. Quiet construction equipment shall be used when possible.

14. If lengthy delays are anticipated, signs shall be placed at all entrances to the construction site and on major intersecting roads to notify motorists that traffic may be

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<sup>9</sup> 'Future OSAA applicants' refers to Owner of Assessor Parcel Number 128-311-020



subject to delay. **ONLY APPLICABLE IF CONSTRUCTION OCCURS ON BROADWAY; NOT APPLICABLE TO WORK ON PRIVATE DRIVEWAYS**

15. Passage of emergency vehicles through the project site shall be maintained at all times.

Local emergency services shall be notified prior to construction to inform them that traffic delays may occur, and also of the proposed construction schedule. If long road closures or delays are anticipated, emergency services shall be notified in advance. **NOTIFICATION REQUIREMENT ONLY APPLICABLE IF CONSTRUCTION OCCURS ON BROADWAY; NOT APPLICABLE TO WORK ON PRIVATE DRIVEWAYS**

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

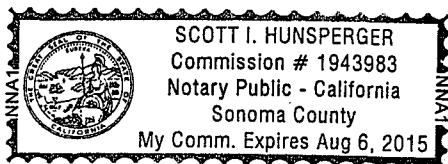
CIVIL CODE § 1189

State of California

County of SONOMA

On November 19, 2014 before me, SCOTT I. HUNSPERGER, NOTARY PUBLIC,

personally appeared W. PRESTON RAISIN



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: Scott I. Hunsperger

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Outside Service Area Agreement

Document Date: Number of Pages:

Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name:

Signer's Name:

Corporate Officer - Title(s):

Corporate Officer - Title(s):

Individual

Individual

Partner - Limited General

Partner - Limited General

Attorney in Fact

Attorney in Fact

Trustee

Trustee

Guardian or Conservator

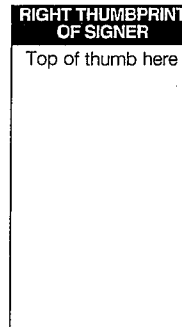
Guardian or Conservator

Other:

Other:

Signer Is Representing:

Signer Is Representing:





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 46  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Probation

**Staff Name and Phone Number:**

Robert Ochs, Probation: 565-2732

**Supervisorial District(s):**

Countywide

**Title:** 2014 Justice Assistance Grant

### **Recommended Actions:**

(1) Approve a resolution authorizing the Chief Probation Officer, on behalf of the County, to submit a 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) application to the California Board of State and Community Corrections and to accept funding for the period March 1, 2015, through December 31, 2017, in the amount of \$2,145,000.

(2) Authorize the Chief Probation Officer to add 1.0 FTE Department Program Manager, effective March 1, 2015, contingent upon securing the JAG Grant, which would fund the position.

### **Executive Summary:**

The Justice Assistance Grant would support the Keeping Kids in School Initiative by funding evidence-based case management and services to assist families of students experiencing attendance problems. By improving school attendance, these services decrease the likelihood of future involvement in the criminal justice system and increase opportunities for economic success.

### **Background—2014 Edward Byrne Memorial Justice Assistance Grant**

The JAG Program is funded by the United States Department of Justice, Bureau of Justice Assistance, and grants are provided through the states to support activities that include technical assistance, strategic planning, research and evaluation, data collection, personnel, and equipment. In California, funding is directed through the California Board of State and Community Corrections (BSCC), with a total of \$16,669,430 available for FY 2014.

For FY 2014, only California counties may apply for JAG funding. For the 13 medium-sized counties in the state, which include the County of Sonoma, grants of up to \$715,000 annually for three years will be available. Funds are sufficient to make seven awards at the full amount among the 13 medium-sized counties. Matching funds are not required. Following an initial award, re-application is required in years

two and three, but this will not be a competitive process. This funding opportunity will not occur again until 2017.

Key emphases of the funding opportunity include strong collaboration between community partners, use of evidence-based or innovative strategies, strong data collection and evaluation components, and the reduction of ethnic and racial disparities. JAG grant proposals must address one or more of three Purpose Areas: 1) Prevention and Education Programs; 2) Law Enforcement Programs; and/or 3) Courts, Prosecution, Defense, and Indigent Defense.

In previous years, the Sheriff's Office, the District Attorney, the Public Defender, and Probation have rotated the opportunity to apply for JAG funding. These agencies are all in support of Probation's 2014 JAG application and proposed project.

### **Proposal Concept**

The County of Sonoma proposal would address the Purpose Area of Prevention and Education Programs, focusing on juvenile delinquency, which BSCC identifies as a priority area of need. The proposal would address school attendance, a critical need identified in the County's Comprehensive Multiagency Juvenile Justice Planning Process. The work that is already underway to address this issue in Sonoma County provides a strong foundation on which to build a competitive application.

The project would build upon recent research on the effectiveness of various interventions for truancy by the Center for Children and Youth Justice and the Washington State Models for Change. The research identified five key policy recommendations for addressing school absence: 1) Developing a comprehensive data system and evaluation framework; 2) Increasing student support for academic attainment and achievement; 3) Improving teaching and instruction; 4) Promoting parental engagement and involvement; and 5) Developing a seamless continuum of education from pre-kindergarten through graduate school.

### **Project Strategy**

The project would provide case management for over 200 truant youth and their families each year, with an emphasis on early intervention to prevent school disconnection and future entry into the justice system. There is a strong correlation between school failure and involvement in the criminal justice system and significant evidence that active engagement with students and their families can contribute to reduced truancy. Case managers would be based within existing local Community-Based Organizations (CBOs) to facilitate a strong connection to students and families and would provide multi-system service coordination.

To coordinate the project, grant funds would support a Department Program Manager in the Probation Department. The position would be responsible for fiscal and administrative oversight, providing guidance for contracted case management providers, coordinating the project steering committee, facilitating communication between partners, and administering an MOU with Sonoma State University for evaluation services. The annual cost of 1.0 FTE Program Manager is \$147,671. Human Resources has reviewed and is supportive of Probation's recommendation for this position. During each year of

the grant, more than \$450,000 would be allocated to CBOs for service delivery.

The project would build upon existing collaboration with school districts, CBOs, county departments, and other stakeholders in coordinating service plans, delivering services, sharing information, and evaluating the program. The sharing of data for tracking youth is a proven method to decrease school absence.

The project would target schools with high truancy rates and a commitment to participate in the project. A steering committee, described below, would prioritize schools based on need and readiness to participate. Because project services are voluntary, success depends upon assertive engagement strategies that seek out students and families needing support. Students and their families would be engaged at multiple entry points, including referral to the School Attendance Review Team, the School Absence Review Board, and Truancy Court. By providing support and resources at an early stage, the project would address existing challenges before they become more serious.

Sonoma State University School of Education will serve as the evaluation partner for the grant, and the evaluation project will be led by Dr. Carlos Ayala. Ten percent of the total grant funds are allocated to conduct process and outcome evaluations for the project.

### **Steering Committee**

The grant requires the establishment of a Steering Committee and the development of a three-year strategy. The Steering Committee for the Keeping Kids in School Initiative would be the Partners in Keeping Kids in School (PKKS), a group that formed in 2013 as a result of the “Keeping Kids in School and out of Court” summit convened by California Attorney General Kamala Harris. PKKS includes representatives from school districts, CBOs, Sonoma State University, the Juvenile Court, and the Sonoma County departments of Probation, Health Services, and Human Services, as well as the District Attorney and Public Defender. PKKS has broad representation from community initiatives, including First 5, Cradle to Career, the Santa Rosa Violence Prevention Partnership, and the California Violence Prevention Partnership.

The organizations and expertise represented in PKKS will assist the Keeping Kids in School Initiative in taking a comprehensive approach to the issue of truancy in Sonoma County, with a strong emphasis on coordination with other school success efforts.

### **Sustainability**

Steering Committee members share high confidence that the PKKS Project will assist school districts in the recovery of Average Daily Attendance (ADA) revenue through increased school attendance by program participants. The project includes a plan to demonstrate results as a way of marketing the ADA revenue recovery concept to school districts, in the hope that school districts will take on the cost of the program once the grant expires.

### **Prior Board Actions:**

None.

**Strategic Plan Alignment**      Goal 3: Invest in the Future

The proposed project invests in the future by implementing research-based practices to improve school attendance of truant students. Connection to school is a known protective factor preventing future entry into the criminal justice system. Additionally, these practices position students for economic and workforce success.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 286,000	State/Federal	\$ 286,000
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
<b>Total Expenditure</b>	<b>\$ 286,000</b>	<b>Total Sources</b>	<b>\$ 286,000</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

FY 14/15 amount above represents the first four months (March – June) of the 10-month first year of the grant period (March – December). Contingent upon winning the grant, Probation will submit a mid-year Consolidated Budget Adjustment to adjust the revenue and expenditure appropriations. No General Fund dollars will be requested. The subsequent years of the grant run from January 1 – December 31<sup>st</sup>. The full \$715,000 is to be spent in each year of the grant.

Budget for first grant year (March 1 – December 31, 2015):

Program Manager Salary/Benefits \$123,059; Services and Supplies (including CBO training) \$18,505; Community-Based Organization (CBO) Contracts (including program development activities and case management) \$501,080; Data Collection, Reporting and Evaluation Efforts by Sonoma State University (SSU) \$70,000; Computer Equipment \$2,212; Other (Including Training, Travel, etc.) \$144; TOTAL \$715,000.

Budget for second grant year (January 1 – December 31 2016):

Program Manager Salary/Benefits \$152,101 (includes 3% inflation); Services and Supplies (including CBO training) \$20,053; CBO Contracts (case management services) \$477,346; Data Collection, Reporting and Evaluation Efforts by SSU \$65,500; TOTAL \$715,000.

Budget for third grant year (January 1 – December 31 2017):

Program Manager Salary/Benefits \$156,664 (includes 3% inflation); Services and Supplies including CBO Training \$14,695; CBO Contracts (case management services) \$464,641; Data Collection, Reporting and Evaluation Efforts by SSU \$79,000; TOTAL \$715,000.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
Department Program Manager	\$5,656 - \$6,875	1.0	0
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
As this is a new position, staffing impacts are minimal. Supervision of the position slightly increases the workload of the Juvenile Probation Services Division Director.			
<b>Attachments:</b>			
Resolution authorizing the Chief Probation Officer to submit a JAG application, accept funding, and add 1.0 FTE Department Program Manager.			
<b>Related Items “On File” with the Clerk of the Board:</b>			
<ul style="list-style-type: none"> <li>• 2014 Justice Assistance Grant application</li> <li>• Program/Position Change Request—addition of Department Program Manager position</li> </ul>			



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, authorizing the Chief Probation Officer, on behalf of the County, to submit a 2014 Edward Byrne Memorial Justice Assistance Grant application to the California Board of State and Community Corrections and to accept funding for the period March 1, 2015, through December 31, 2017, in the amount of \$2,145,000, and authorizing the Chief Probation Officer to add 1.0 FTE Department Program Manager, effective March 1, 2015, contingent upon securing the JAG grant, which would fund the position.**

**Whereas,** the County of Sonoma desires to participate in the 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program administered by the California Board of State and Community Corrections (BSCC).

**Now, Therefore, Be It Resolved** that the Chief Probation Officer is authorized on behalf of the Board of Supervisors to take the following actions: 1) submit the grant proposal for this funding; 2) sign the Grant Agreement with the BSCC, including any amendments thereof; 3) accept funding for the period March 1, 2015, through December 31, 2017, in the amount of \$2,145,000; and 4) add 1.0 FTE Department Program Manager, effective March 1, 2015, contingent upon securing the JAG Grant, which would fund the position.

**Be It Further Resolved** that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

**Be It Further Resolved** that the County agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.



Resolution #

Date:

Page 2

Passed, approved, and adopted by the Board of Supervisors of the County of Sonoma in a meeting thereof held on December 9, 2014, by the following:

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 47  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Regional Parks

**Staff Name and Phone Number:**

Elizabeth Tyree – (707) 565-2575

**Supervisorial District(s):**

5<sup>th</sup>

**Title:** Moorland Housing-Related Parks Program grant award

### **Recommended Actions:**

Adopt a Resolution authorizing execution of a State Standard Agreement for Housing-Related Parks Program Grant.

### **Executive Summary:**

Following Board authorization to apply, Regional Parks was awarded \$483,475 from the California Department of Housing and Community Development (Department) through the Housing-Related Parks Program (HRP). HRP is a non-competitive grant program, with funding awards based on lower-income housing production. HRP awards funds to counties and cities for parks that benefit the community and add to quality of life. Funds are awarded on a per-bedroom basis for each residential unit that is affordable to low-, very low- and extremely low income households, permitted during the designated Program year. The funded park projects do not need to be adjacent to the permitted affordable housing.

This grant was awarded for the acquisition, design, and construction of Moorland Park, and may be used for any or all of these purposes depending on the timing and need. The project proposes acquisition of 4.18 acres on Moorland Avenue and West Robles Avenue. The property has been identified for a park by the Moorland neighborhood of Southwest Santa Rosa, identified in the City of Santa Rosa General Plan, and is also consistent with the County of Sonoma General Plan. This is an underserved area for parks. The closest park is Southwest Community Park, over two miles away. The standard for neighborhood parks is within a half mile of neighborhoods.

The Department announced the award in July and sent their Standard Agreement in November for our review and concurrence. A resolution approving the agreement and authorizing the Director of Regional Parks to execute HRP grant documents is now required.

The Standard Agreement is required for the distribution of grant funds. Community outreach and acquisition negotiations are underway for the proposed park in the Moorland Community. Park planning

work is proposed for 2015, with construction anticipated in early 2016. All grant funds must be expended by June 30, 2016.

**Prior Board Actions:**

December 5, 2013 Board directs Regional Parks and the Agricultural Preservation and Open Space District to create a plan for a park in the Moorland neighborhood.  
 January 14, 2014 Board accepted report on creating a Moorland Avenue Neighborhood Park and by Reso. No. 14-0028, Board authorized application for Housing-Related Parks Program grant.  
 October 21, 2014 Board authorized the sale of properties located in Moorland Community for public use as a park and by Reso. No. 14-0425 authorized purchase of tax defaulted property.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Reimbursement funding is not needed until spring, 2015. Grant funding award will be included in the second quarter Consolidated Budget Adjustment.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**

Resolution

<b>Related Items “On File” with the Clerk of the Board:</b>
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State Housing-Related Parks Program Standard Agreement for Moorland Park
--



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

---



4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Authorizing Execution Of State Standard Agreement For Housing Related Parks Program  
Grant**

**Whereas,** The State of California, Department of Housing and Community Development (Department) issued a Notice of Funding Availability dated October 2, 2013 (NOFA), under its Housing-Related Parks (HRP) Program.

**Whereas,** By Resolution No. 14-0028 County of Sonoma (Applicant) was authorized to apply for a HRP Program Grant and submitted the 2013 Designated Program Year Application Package released by the Department for the HRP Program.

**Whereas,** The Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement.

**Whereas,** The Department awarded Applicant an HRP Program Grant in the amount of \$483,475.

**Now, Therefore, Be It Resolved** that Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement), for an HRP Program Grant in the amount of \$483,475, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").

**Be It Further Resolved** that Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s)

Resolution #

Date:

Page 2

in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

**Be It Further Resolved** that the Director of Regional Parks is authorized to execute the HRP Grant Documents as required by the Department for participation in the HRP Program.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 48  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sonoma County Employees' Retirement Association

**Staff Name and Phone Number:**

Julie Wyne, 565-8106

**Supervisorial District(s):**

N/A

**Title:** Retirement Board Election Results for the Third, Eighth, and Eighth Alternate Trustee Positions

### **Recommended Actions:**

Resolution of the Board of Supervisors of the County of Sonoma, State of California, ordering that no election be held and directing the County Clerk to cast a unanimous ballot for the only nominated candidate, Christel Querijero, for the Retirement Board Third Trustee position (general members) of the Sonoma County Employees' Retirement Association.

Resolution of the Board of Supervisors of the County of Sonoma, State of California, ordering that no election be held and directing the County Clerk to cast a unanimous ballot for the only nominated candidate, Neil Baker, for the Retirement Board Eighth Alternate Trustee position (retired members) of the Sonoma County Employees' Retirement Association.

Resolution adopting the election results for the Eighth Trustee position (retired member) of the Sonoma County Employees' Retirement Association (SCERA) Board, declaring John Pels elected to the Eighth Trustee position.

### **Executive Summary:**

The Sonoma County Employees' Retirement Association (SCERA) Board must hold elections for the various member representatives as their terms of office expire as outlined in the SCERA Bylaws. In the event that only one member is nominated, Government Code Section 31523 instructs the Board of Supervisors to order that no election be held and to direct the County Clerk to cast a unanimous ballot in favor of the nominated member.

- Nominations for the regularly scheduled election for the Third Trustee position (general members) were closed on October 23 2014 with only one candidate, Christel Querijero, nominated for this position.
- Nominations for the regularly scheduled election for the Eighth Alternate Trustee position

(retired members) were closed on October 23, 2014 with only one candidate, Neil Baker, nominated for this position.

The term of these positions will begin on January 1, 2015, and the newly elected third trustee and eighth alternate will hold the office until December 31, 2017, at which time the term will expire. A regularly scheduled election will then be held for the third and eighth alternate position as outlined in the SCERA Bylaws.

An election for the Eighth Trustee position elected by retired members was held on December 2, 2014.

The results of the election must now be declared official by the Board of Supervisors. John Pels is elected to the Eighth Trustee position to replace Dianne Edwards and his term of office will begin January 1, 2015, with adoption of the official results by the Board of Supervisors. The newly elected Eighth Trustee will hold the office until December 31, 2017 at which time the term will expire. A regularly scheduled election will then be held for the Eighth Trustee position as outlined in the SCERA Bylaws.

**Prior Board Actions:**

**Strategic Plan Alignment**      Goal 3: Invest in the Future

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Reqd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**



<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Three Resolutions Two candidate nomination forms Election results as canvassed by the Registrar of Votes			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None.			



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Directing That No election Be Held And That The County Clerk Cast A Unanimous Ballot For  
The Only Nominated Candidate Christel Querijero For The Retirement Board Third Trustee  
Position (General Membership).**

**Whereas**, on October 25, 2014 nominations were closed to fill the position of the Third Trustee position (general members) of the Sonoma County Employees' Retirement Association Board, and

**Whereas**, only one candidate, Christel Querijero, filed nomination documents to fill the position of the Third Trustee position, and

**Whereas**, Government Code Section 31523 instructs the Board of Supervisors to order that no election be held and to direct the County Clerk to cast a unanimous ballot in favor of the nominated candidate.

**Now, Therefore, Be It Resolved** that no election be held for the Third Trustee position of the Sonoma County Employees' Retirement Board and that the County Clerk is hereby directed to cast a unanimous ballot for the only nominated candidate, Christel Querijero, for such Third Trustee position and such candidate is hereby declared the Third Trustee of the Sonoma County Employees' Retirement Board with a term from January 1, 2015 to December 31, 2017.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

RECEIVED

OCT 23 2014

NOMINATION PAPER FILING FORM

SCERA BOARD TRUSTEE, THIRD TRUSTEE POSITION

SONOMA COUNTY RETIREMENT OFFICE



433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403

Tel: (707) 565-8100 / Fax: (707) 565-8102

www.scretire.org

The Third Trustee Position Member must be an active general member who is elected by active general members of the Sonoma County Employees' Retirement Association (SCERA).

We, the undersigned active general members of the Sonoma County Employees' Retirement Association hereby nominate Christel Querijero for the office of the Third Trustee Position of the Sonoma County Employees' Retirement Association Board with a term from January 1, 2015 to December 31, 2017.

SIGNATURE	PRINTED NAME	DEPARTMENT
	MICHAEL GOSSMAN	S-C WATER
	HEIDI L. KEITH	Sheriff's Office
Wendy Hoffman	WENDY HOFFMAN	SHERIFF'S OFFICE
Marta Peavey	Marta Peavey	Sheriff's Office
Jackie Porter	Jackie Porter	Sheriff's Office
Christine Demiguel	Christine Demiguel	Sheriff's Office
Lisa Bratton	Lisa Bratton	Sheriff's Office
Lynnae Mann	Lynnae Mann	Sheriff's Office
Monique Chapman	MONIQUE CHAPMAN	Sheriff's Office

DECLARATION OF CIRCULATOR

State of California, County of Sonoma

I, Christel Querijero, under penalty of perjury, declare: That I circulated the foregoing petition and saw all the signatures appended thereto and that to the best of my knowledge and belief that they are the signatures of the persons whose names they purport to be and that they are signatures of qualified voters. The signatures were obtained between October 8, 2014 and October 23, 2014.

Christel Querijero Sheriff's Office 10/22/14  
Signature of Circulator Department Date

DECLARATION OF NOMINEE

I, Christel Querijero, hereby declare that I am qualified to serve as the Nominee for the Office of Third Trustee of the Sonoma County Employees' Retirement Board and that I will accept the nomination and also accept the office in the event of my election. I declare under penalty of perjury that the foregoing is true and correct.

Christel Querijero Sheriff's Office 10/22/14  
Signature of Nominee for Third Position Department Date

(Return completed form to SCERA)

RECEIVED

OCT 23 2014

CANDIDATE'S STATEMENT  
SCERA BOARD TRUSTEE, THIRD TRUSTEE POSITION

SONOMA COUNTY  
RETIREMENT OFFICE



433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403  
Tel: (707) 565-8100 / Fax: (707) 565-8102  
www.scretire.org

Name: Christel Querijero  
Occupation: Sonoma County Administrative Manager  
Education: B.A. University of Michigan  
M.B.A. Ohio State University

Qualifications for Board Membership  
(Type or print in 250 words or less)

Christel Querijero has served as an administrative manager for Sonoma County since 2008. She currently oversees a team of fiscal analysts and the accounting staff at the Sheriff's Office and is responsible for the law enforcement division budget, grants, and contracts. Prior to her County experience, Ms. Querijero worked at information technology companies as a business process consultant most recently at Accenture in Washington, DC on various projects for the Department of Education and the Department of Housing and Urban Development. She received a Bachelor of Arts degree in Russian from the University of Michigan and a Master of Business Administration degree in Finance from Ohio State University. Ms. Querijero hopes to serve on the Board and bring her analytical, disciplined approach to decision-making in order to grow and protect the assets that Sonoma County general membership employees have built over many decades.

Christel Querijero  
Candidate's Signature

10/23/14  
Date

(Return completed form to SCERA)





County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Directing That No election Be Held And That The County Clerk Cast A Unanimous Ballot For  
The Only Nominated Candidate Neil Baker For The Retirement Board Eighth Alternate Trustee  
Position (Retired Membership).**

**Whereas**, on October 25, 2014 nominations were closed to fill the position of the Eighth Alternate Trustee position (retired members) of the Sonoma County Employees' Retirement Association Board, and

**Whereas**, only one candidate, Neil Baker, filed nomination documents to fill the position of the Eighth Alternate Trustee position, and

**Whereas**, Government Code Section 31523 instructs the Board of Supervisors to order that no election be held and to direct the County Clerk to cast a unanimous ballot in favor of the nominated candidate.

**Now, Therefore, Be It Resolved** that no election be held for the Eighth Alternate Trustee position of the Sonoma County Employees' Retirement Board and that the County Clerk is hereby directed to cast a unanimous ballot for the only nominated candidate, Neil Baker, for such Eighth Alternate Trustee position and such candidate is hereby declared the Eighth Alternate Trustee of the Sonoma County Employees' Retirement Board with a term from January 1, 2015 to December 31, 2017.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

RECEIVED

OCT 23 2014

NOMINATION PAPER FILING FORM

SCERA BOARD TRUSTEE, EIGHTH ALTERNATE TRUSTEE POSITION

SONOMA COUNTY RETIREMENT OFFICE



433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403

Tel: (707) 565-8100 / Fax: (707) 565-8102

www.scretire.org

The Eighth Alternate Trustee Position Member must be an retired member who is elected by retired members of the Sonoma County Employees' Retirement Association (SCERA).

We, the undersigned retired members of the Sonoma County Employees' Retirement Association hereby nominate NEIL BAKER for the office of the Eighth Alternate Trustee Position of the Sonoma County Employees' Retirement Association Board with a term from January 1, 2015 to December 31, 2017.

SIGNATURE	PRINTED NAME	DEPARTMENT
	John Pels	Retired
	DIANNE M EDWARDS	Retired
	THOMAS FORD	Retired
	Gayle Goldberg	Retired
	RICHARD GOLDBERG	Retired
	MARK FREED	Retired

DECLARATION OF CIRCULATOR

State of California, County of Sonoma

I, NEIL BAKER, under penalty of perjury, declare: That I circulated the foregoing petition and saw all the signatures appended thereto and that to the best of my knowledge and belief that they are the signatures of the persons whose names they purport to be and that they are signatures of qualified voters. The signatures were obtained between October 8, 2014 and October 23, 2014.

Neil C Baker      Retired      10/23/2014  
Signature of Circulator      Department      Date

DECLARATION OF NOMINEE

I, NEIL BAKER, hereby declare that I am qualified to serve as the Nominee for the Office of Eighth Alternate Trustee of the Sonoma County Employees' Retirement Board and that I will accept the nomination and also accept the office in the event of my election. I declare under penalty of perjury that the foregoing is true and correct.

Neil C Baker      Retired      10/23/2014  
Signature of Nominee for Eighth Alternate Position      Department      Date

(Return completed form to SCERA)

CANDIDATE'S STATEMENT  
SCERA BOARD TRUSTEE, EIGHTH ALTERNATE TRUSTEE POSITION



433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403  
Tel: (707) 565-8100 / Fax: (707) 565-8102  
www.scretire.org

Name: NEIL BAKER  
Occupation: ATTORNEY / RETIRED  
Education: B.A. UCSB  
J.D. U. SOUTHERN CALIFORNIA

Qualifications for Board Membership  
(Type or print in 250 words or less)

SEE ATTACHMENT

Neil A Baker  
Candidate's Signature

10/23/2014  
Date

(Return completed form to SCERA)

I would like the opportunity to serve your interests as retired members of SCERA, and I believe my experience makes me well qualified to perform the responsibilities of a Retirement Board Trustee. I have been a public attorney for 40 years, serving most of that time in the Sonoma County Counsel's Office handling a wide variety of matters. Specifically, I have provided legal advice and representation to SCERA for over 30 years, most recently on an exclusive basis as special counsel. I have actively participated in state and national organizations concerned with issues of importance to the retirement community, and I frequently provide training regarding the fiduciary responsibilities of retirement trustees.

Given my background, I see the Board Alternate position as the means by which I can continue to contribute to maintaining the quality of our System and to preserving the value of the benefits you earned through your years of service. Going forward, it will be essential to maintain SCERA's sound investment program and insure that it continues with a prudent funding policy. In order to warrant your support, I will be committed to open communication and accountability to you for my performance as a Trustee. Although benefit decisions ultimately rest with the Legislature or the County, it is essential that the legitimate interests of retirees are taken into account. I want to draw on my experience to voice those interests on your behalf, and I respectfully ask for your vote as the Eighth Alternate Board Trustee.

[Baker Attachment]





County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Adopting The Election Results for the Eighth Trustee Position (Retiree) Of The Sonoma County  
Employees' Retirement Association (SCERA) Board.**

**Whereas**, on December 2, 2014 an election was held for the Eighth Trustee position (retired members) of the Sonoma County Employees' Retirement Association Board, and

**Whereas**, the election has been completed and the Registrar of Voters Office has submitted to this Board of Supervisors results of this election, and

**Whereas**, John Pels received the most votes and was elected to fill the term of the position of the Eighth Trustee, and

**Whereas**, the election is deemed effective upon adoption of the results and the candidate elected to the position of the Eighth Trustee will be seated at a meeting of the Retirement Board following the election,

**Now, Therefore, Be It Resolved** that the results of the Sonoma County Employees' Retirement Association Board Election to fill the position of the Eighth Trustee of said Retirement Board are hereby declared in accordance with the Official Statement of Votes Cast herewith adopted.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



**SONOMA COUNTY**  
Clerk-Recorder-Assessor  
[www.sonoma-county.org/cra](http://www.sonoma-county.org/cra)

REGISTRAR OF  
VOTERS DIVISION

P.O. Box 11485  
435 Fiscal Dr.  
Santa Rosa, CA 95406  
Tel: (707) 565-6800  
Toll Free (CA only):  
(800) 750-VOTE  
Fax: (707) 565-6843

**MEMORANDUM**

**DATE:**            **DECEMBER 3, 2014**

**TO:**               **SONOMA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION BOARD**

**FROM:**           **WILLIAM F. ROUSSEAU, SONOMA COUNTY CLERK & REGISTRAR OF VOTERS**

**RE:**               **OFFICIAL STATEMENT OF VOTES CAST**

*Enclosed please find the Official Statement of Votes Cast for the Sonoma County Employees' Retirement Association Election for the Eighth Trustee Position (Representing Retired Members) which was voted upon at the December 2, 2014, election. This transmittal constitutes certification of the Official Canvass for adoption by the SCERA Board of Retirement.*

*There were four ballots not marked for either candidate (under-votes), three ballots voted for both (over-votes), and one signed ballot voided (distinguishing mark).*

*Should you have any questions in this regard, do not hesitate to contact Gloria Colter, Chief Deputy Registrar of Voters, at 565-6814 or Debra Russotti, Election Services Supervisor, at 565-6809.*

*WFR/dkr  
attachment*

**STATEMENT OF THE VOTES**

**CAST AT THE**

**EMPLOYEES' RETIREMENT BOARD ELECTION  
(EIGHTH TRUSTEE POSITION – RETIRED MEMBERS)**

**HELD ON**

**DECEMBER 2, 2014**

**COUNTY OF SONOMA**

**STATE OF CALIFORNIA**

**STATE OF CALIFORNIA)**

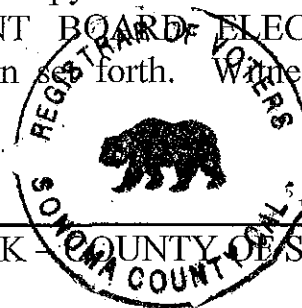
**)ss.**

**COUNTY OF SONOMA )**

**I, WILLIAM F. ROUSSEAU, COUNTY CLERK** of said county, do hereby certify the following to be a true and correct copy of the Statement of the Votes Cast at the **EMPLOYEES' RETIREMENT BOARD ELECTION** held on December 2, 2014, for the candidates herein set forth. Witness my hand and official seal this 3<sup>rd</sup> day of December, 2014.

*William F. Rousseau*

**WILLIAM F. ROUSSEAU, COUNTY CLERK**



OFFICIAL CANVASS

RESULT OF THE TOTAL VOTES CAST  
BOARD OF RETIREMENT EIGHTH TRUSTEE POSITION  
DECEMBER 2, 2014

EIGHTH TRUSTEE POSITION  
RETIRED MEMBERS  
THREE YEAR TERM (01/01/2015 – 12/31/2017)

John Pels	760
Karen H. Martin	468

TOTAL VOTES CAST	1228
------------------	------

CANVASSING BOARD

INSPECTOR	<u>Debra Russotti</u>
CLERK	<u>Debbie Justice</u>
CLERK	<u>Ibon Suazo</u>
CLERK	<u>Kamari Marchbank</u>

DATED THIS 3<sup>RD</sup> DAY OF DECEMBER, 2014

Item  
Pulled  
From  
the  
Agenda



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 50  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:**

Susan R. Klassen, 707-565-2231

**Supervisorial District(s):**

Second

**Title:** First Amendment to the Agreement with SCS Engineers.

### **Recommended Actions:**

Authorize the Chair to execute the First Amendment to the Agreement with SCS Engineers for management and engineering support services of the existing landfill gas system and the leachate collection and removal system at the Central Disposal Site until the effective date of the Master Operations Agreement, at which time it will be terminated, increasing the not-to-exceed amount from \$25,000 to \$65,000.

### **Executive Summary:**

Staff is recommending the approval of the First Amendment to the Agreement with SCS Engineers for management and engineering support services for the existing landfill gas system (LFG) and the leachate collection and removal system (LCRS) at the Central Disposal Site increasing the not-to-exceed amount to \$65,000. It was necessary for the County to enter into the original agreement due to the retirements of the Senior Engineer and Engineering Technician that provided management and support for the LGS and the LCRS. The First Amendment is necessary for several reasons including (1) exploratory excavation and soil testing to evaluate optimizing system performance (2) moving LFG and LCRS infrastructure from new landfill cells earlier than expected and (3) the delayed effectuation of the Master Operations Agreement which will likely not occur until January or February of 2015. The services being provided by the Contractor are averaging \$10,000 per month.

The original Agreement was executed by the Purchasing Agent on August 13, 2014, with a not-to-exceed amount of \$25,000, and it will be terminated when the Master Operations Agreement is fully implemented.

The First Amendment has been reviewed as to form by County Counsel.

### **Prior Board Actions:**

None.

<b>Strategic Plan Alignment</b> Goal 2: Economic and Environmental Stewardship			
This agreement helps maintain the landfill gas system and the leachate collection and removal system in environmentally sound methods and according to regulatory requirements.			
<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$            65,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$            65,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$            65,000</b>	<b>Total Sources</b>	<b>\$            65,000</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
Appropriations are available within the FY 14-15 Integrated Waste Division budget.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
First Amendment.			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Agreement.			

## FIRST AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES

This First Amendment ("Amendment"), dated as of December 9, 2014 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Stearns, Conrad and Schmidt Consulting Engineers, Inc. d/b/a SCS Engineers (hereinafter "Consultant").

### R E C I T A L S

WHEREAS, County and Contractor entered into that certain Purchasing Agent Agreement for Professional Services, dated as of August 13, 2014 ("Agreement"); and

WHEREAS, Consultant represents that it is a duly qualified firm experienced in environmental issues related to landfill gas (LFG) system, and leachate collection and removal system (LCRS) design, operation, management and maintenance, related to solid waste landfills; and

WHEREAS, in the judgment of the County, it is necessary and desirable to employ the management and engineering support services of Consultant in connection with the existing LFG and LCRS systems at the Central Landfill. The services are needed to span the period of time before the Master Operating Agreement's effective date considering the retirement of key County staff.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

### A G R E E M E N T

1. As of the date of this Amendment, Section 2 (Payment) of the Agreement shall be deemed to be amended in the following manner:

"2. Payment. For all services and incidental costs required hereunder, Consultant shall be paid in accordance with the following terms:

Consultant shall be paid on a time and material/expense basis pursuant to a schedule of rates described in Exhibit A – Standard Schedule of Fees and Rates attached hereto and incorporated herein by this reference, provided, however, that total payments to Consultant shall not exceed Fifty Thousand and No/100 Dollars (\$50,000), without the prior written approval of County.

Consultant shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Director of the Department of Transportation and Public Works, or designee. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.



Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code, Section 18662, the County shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Consultant does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Consultant does not qualify, County requires that a completed and signed Form 587 be provided by the Consultant in order for payments to be made. If consultant is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Consultant has the option to provide County with either a full or partial waiver from the State of California.

4. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement, together with exhibits, shall continue to be in full force and effect as originally executed, and nothing contained herein shall be construed to modify, invalidate, or otherwise affect any provision of the Agreement or any right of County arising thereunder.

5. This Amendment shall be governed by and construed under the internal laws of the State of California, and, to the extent allowed by law, the parties agree that any action to enforce the terms of this Amendment or for the breach thereof shall be brought and tried in the County of Sonoma.

6. The Recitals are incorporated into and form a part of this Amendment.

COUNTY AND CONSULTANT HAVE CAREFULLY READ AND REVIEWED THIS FIRST AMENDMENT AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS FIRST AMENDMENT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.

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

CONSULTANT:  
SCS ENGINEERS, INC.

COUNTY:  
COUNTY OF SONOMA  
a political subdivision of the State of California

By: Joseph Miller

By: \_\_\_\_\_  
Chair, Board of Supervisors

Name: Joseph Miller

Title: Vice President

Date: 11/12/2014

CERTIFICATES OF INSURANCE ON  
FILE WITH AND APPROVED AS TO  
SUBSTANCE FOR COUNTY:

By: \_\_\_\_\_  
Susan R. Klassen, Director  
Department of Transportation and Public Works

APPROVED AS TO FORM FOR COUNTY:

By: \_\_\_\_\_  
County Counsel



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 51  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:**

Susan R. Klassen, 707-565-2231

**Supervisorial District(s):**

First, Second, Fourth and Fifth

**Title:** Leachate Hauling

### **Recommended Actions:**

Approve award of and authorize the Purchasing Agent to execute Purchase Orders with (1) Industrial Carting as primary vendor for a one-year period with two (2) one-year optional extensions for the Roblar, Sonoma, Guerneville and Healdsburg closed landfills; and (2) Gualala Community Services District as primary vendor for a one-year period with two (2) one-year optional extensions for the Annapolis closed landfill.

### **Executive Summary:**

Staff is recommending the approval of two purchase orders to provide for the required hauling of leachate, as needed, from the County's closed landfill sites to the Santa Rosa Wastewater Treatment Plant and the Gualala Community Services District Treatment Plant. Leachate is hauled from the following closed landfill sites: Annapolis, Guerneville, Healdsburg, and Sonoma.

The Purchasing Agent solicited proposals from fifteen (15) qualified vendors for this service. One proposal was received for the majority of the closed landfills, and one proposal was received for the Annapolis closed landfill only. The proposals were reviewed by staff from the Purchasing and Integrated Waste Divisions.

The proposal for the majority of the closed landfills was ranked as follows:

1. Industrial Carting: \$74.95 per hour (6,000, 5,000, 4,500, and 3,000 gallon trucks)

Industrial Carting was the only vendor who responded to the bid for the hauling of leachate from the majority of the closed landfills. Industrial Carting has demonstrated a record of dependable service and has shown that it has the vehicles necessary for the assignment. The new pricing is lower than the current cost of \$80.23 per hour charged by Industrial Carting for this service. Over the prior three years, the County has expended an average of \$62,072 per year for transporting an average of 2,786,000

gallons per year of leachate from these four closed landfills.

The proposal for the Annapolis closed landfill was ranked as follows:

1. Gualala Community Services District: \$100.00 per hour (1,500 gallon truck)

Gualala Community Services District was the only vendor who responded to the bid for the hauling of leachate from the Annapolis closed landfill. Gualala Community Services District has demonstrated a record of dependable services and has a truck that is capable of responding in a timely manner. This pricing is the same as the current cost charged by Gualala Community Services District for this service. Over the prior three years, the County has expended on average of \$7,764 per year for transporting an average of 21,500 gallons per year of leachate from Annapolis closed landfill.

Once the Master Operations Agreement with Republic is effectuated, funding for the transport costs for: (1) Annapolis and Guerneville will come from franchise fees paid to the County by the solid waste franchise hauler; and (2) Roblar and Sonoma will come from concession payments paid to the County by Republic Services under the Master Operations Agreement.

**Prior Board Actions:**

None.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Provide proper disposal of leachate generated at the closed landfill sites at the most economical cost and using the most environmentally sound method available.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 75,000.00		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 75,000.00
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 75,000.00</b>	<b>Total Sources</b>	<b>\$ 75,000.00</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The annual fiscal impact of these agreements is estimated to not exceed \$75,000 based on prior year actual costs for hauling and potential cost impacts of a wet winter.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
None.			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None.			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 52  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:**

Susan Klassen 707-565-2231

**Supervisorial District(s):**

Fourth

**Title:** Sonoma County Airport Wash Rack System

### **Recommended Actions:**

Approve and authorize the Chair to execute an agreement for the purchase and installation of a fully contained car wash rack system for the Charles M. Schulz – Sonoma County Airport.

### **Executive Summary:**

The Transportation and Public Works Department Airport Division is requesting the Board of Supervisors approve the purchase of a new car wash rack system for the Charles M. Schulz – Sonoma County Airport (Airport).

The Airport's wash rack system is used for Airport vehicles and by the car rental concessions located at the Airport. The concessionaires pay a fee to the Airport for the use of the wash rack. The existing wash rack system is more than ten years old and is past its useful life. Additionally, there are new federal, state, and local regulations and guidelines regarding water restrictions and wastewater discharge necessitating a more efficient system.

On September 9, 2014, the Airport released a Request for Proposal (RFP) for a self-contained wash rack system. The request specified that the system must be closed-looped and capable of fully treating its wastewater for re-use by the system. Additionally, the unit must be moveable to allow for flexibility should the Airport need to relocate the equipment; must have a "drive-thru" platform with side walls and canopy to allow for water retention; and have a fully automated filtration and shut off system.

The RFP was sent to six known wash rack system providers and was advertised on the Airport website. Two firms participated in the project walk through. EST Companies (EST), located in Tempe, Arizona, submitted the sole RFP response received by the Airport. EST is a well qualified provider of wash rack systems and has installed similar systems for the United States Army Reserve, Arizona Fish and Game, and the United States Marine Corp.

The total cost of the purchase, installation, and two year maintenance agreement is \$149,191. \$144,091 for fiscal year 14-15 has been included in the Airport's budget. The \$5,100 for the second year maintenance agreement will included in the FY 15-16 budget request. Airport operational revenues will be used to fund the purchase of the wash rack.

**Prior Board Actions:**

None

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The selection of a closed-loop wash rack system is considered a best management practice that both protects the environment by removing pollutants and contaminated waste from entering the sewer and lowers costs by recycling water.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 144,091		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 144,091
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 144,091</b>	<b>Total Sources</b>	<b>\$ 144,091</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

The wash rack will be purchased with operational revenues. The cost of the second year of maintenance will be included in the FY 15-16 budget request. Lease payments received from the rental car companies are part of the budget revenue paying for this equipment. Additionally, a usage surcharge pays for the operating costs.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Agreement.

<b>Related Items "On File" with the Clerk of the Board:</b>
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None.
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## AGREEMENT FOR PROFESSIONAL SERVICES

This agreement ("Agreement"), dated as of \_\_\_\_\_, 2014 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and EST Companies LLC, (hereinafter "Contractor").

### R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified , experienced in the preparation of design, installation and maintenance of wash rack systems and related services; and

WHEREAS, in the judgment of the County of Sonoma, Department of Transportation and Public Works - Airport, it is necessary and desirable to employ the services of Contractor for design, installation and maintenance of a wash rack system.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

### A G R E E M E N T

#### 1. Scope of Services.

1.1 Contractor's Specified Services. Contractor shall perform the services described in Exhibit "A", attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit "A", the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, 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. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is

satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

#### 1.4 Assigned Personnel.

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment. For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

For all services and incidental costs required hereunder, Contractor shall be paid a lump sum in accordance with Exhibit "A", attached hereto and incorporated herein by this reference, regardless of the number of hours or length of time necessary for Contractor to complete the services. Contractor shall not be entitled to any additional payment for any expenses incurred in completion of the services. Exhibit "A" includes a breakdown of costs used to derive the lump sum amount, including but not limited to hourly rates, estimated travel expenses and other applicable rates.

Upon completion of the work, Contractor shall submit its bill[s] for payment in a form approved by County's Auditor and the Head of the County Department receiving the services. The bill[s] shall identify the services completed and the amount charged.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax

Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

3. Term of Agreement. The term of this Agreement shall be from \_\_\_\_\_ (execution of agreement) to \_\_\_\_\_ (two calendar years after acceptance of equipment) unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination.

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product) and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the

amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Transportation and Public Works' Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor's obligations under this Section apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Contractor's expense, subject to Contractor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, contractors, and other agents to maintain, insurance as described in Exhibit "B", which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not increase the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for

the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable 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.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County

9.4 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

9.6 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7 Statutory Compliance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement.

9.8 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10 Assignment of Rights. Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11 Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, Contractors, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents, which have not already been provided to

County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above- described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

#### 9.13 Prevailing Wages

General. Consultant shall pay to persons performing installation of wash rack system hereunder an amount equal to or more than the general prevailing rate of per diem wages for (1) work of a similar character in the locality in which the work is performed and (2) legal holiday and overtime work in said locality. The per diem wages shall be an amount equal to or more than the stipulated rates contained in a schedule that has been ascertained and determined by the Director of the State Department of Industrial Relations and County to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this Agreement. Consultant shall also cause a copy of this determination of the prevailing rate of per diem wages to be posted at each site work is being performed. Copies of the prevailing wage rate of per diem wages are on file at the Sonoma County Department of Transportation and Public Works and will be made available to any person upon request.

Subcontracts. Consultant shall insert in every subcontract or other arrangement which Consultant may make for performance of such work or labor on work provided for in the Agreement, provision that Subcontractor shall pay persons performing labor or rendering service under subcontract or other arrangement not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed in the Labor Code. Pursuant to Labor Code Section 1775(b)(1), Consultant shall provide to each Subcontractor a copy of Sections 1771, 1775, 1776, 1777.5, 1813 and 1815 of the Labor Code.

Compliance With Law. Consultant stipulates that it shall comply with all applicable wage and hour laws, including without limitation Labor Code Sections 1775, 1776, 1777.5 1813 and 1815 and California Code of Regulations, Title 8, Section 16000, et seq.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with

parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO: COUNTY:	Mr. Jon Stout Airport Manager 2290 Airport Boulevard Santa Rosa, CA 95403 PH: 707-565-7243 FAX: 707-542-5303
-------------	---

TO: CONTRACTOR:	Mr. Eric Murch EST Companies, LLC 2166 E. Cedar Street Tempe, AZ 85281 PH: 623-535-3060 FAX: 623-535-0207
-----------------	--

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

### 13. Federal Provision

13.1 Civil Rights General The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the



grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

### 13.2 Civil Rights Title VI

(Source: Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

Title VI Solicitation Notice:

The Charles M. Schulz – Sonoma County Airport in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

#### Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any

litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

13.3 Texting While Driving In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The Contractor must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The Contractor must include these policies in each third party subcontract involved on this project.

#### 14. Miscellaneous Provisions.

14.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

14.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

14.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

14.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

14.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

14.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

14.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

14.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

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

CONTRACTOR:

EST Companies, LLC

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

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTY: COUNTY OF SONOMA

CERTIFICATES OF INSURANCE ON  
FILE WITH AND APPROVED AS TO  
SUBSTANCE FOR COUNTY:

By: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY:

By: \_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chair  
Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board of  
Supervisors

**EST Companies**  
**2166 E Cedar Street**  
**Tempe AZ 85281**

16' X 21' above ground wash rack with french trough, RTS 3000 zero discharge filtration system with 1X integrated 2000 PSI cold pressure washer, stainless remote panel, min 10' tall integrated canopy. Heated equipment enclosure and all other equipment listed in RFP.	107,798
	Sales Tax 8,893
	Shipping 7,000
	Total Equipment 123,691
	90% payable upon delivery and installation 111,322
	Balance due upon acceptance 12,369
Installation of new and disposal of old system (Payable upon acceptance)	15,300
First year Maintenance (Payable upon acceptance )	5,100
Second Year Maintenance (Payable one-year after installation)	5,100
	Total agreement costs 149,191

**Exhibit C**

Contractor shall maintain and require all of its subcontractors and other agents to maintain the insurance listed below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Contractor shall not commence Work, nor allow its employees, subcontractors or anyone to commence Work until the required insurance has been submitted and approved by County and a Notice to Proceed has been issued. Any requirement for insurance to be maintained after completion of the Work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

**1. Workers Compensation and Employers Liability Insurance**

- a. Required if Contractor has employees.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. The policy shall be endorsed to include a written waiver of the insurer's right to subrogate against County.
- e. Required Evidence of Insurance:
  - i. Subrogation waiver endorsement; and
  - ii. Certificate of Insurance.

If Contractor currently has no employees, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

**2. General Liability Insurance**

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate shall apply separately to each Project. The required limits may be provided by a combination of General Liability Insurance and Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
- c. Any deductible or self-insured retention shall be shown on the Certificate of

Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.

- d. Insurance shall be continued for one (1) year after completion of the Work.
- e. The County of Sonoma, its officers and employees, shall be additional insureds for liability arising out of ongoing and completed operations by or on behalf of the Contractor in the performance of this agreement. The foregoing shall continue to be additional insureds for (1) year after completion of the Work under this Agreement.
- f. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- g. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "F" definition of insured contract in ISO form CG 00 01, or equivalent).
- h. The policy shall be endorsed to include a written waiver of the insurer's right to subrogate against County.
- i. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.
- j. Required Evidence of Insurance:
  - i. Copy of the additional insured endorsement or policy language granting additional insured status;
  - ii. Copy of the endorsement or policy language indicating that Insurance is primary and non-contributory; and
  - iii. Certificate of Insurance.

### 3. Automobile Liability Insurance

- a. Minimum Limits: \$1,000,000 combined single limit per accident.
- b. Insurance shall apply to all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall apply to hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

### 4. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

### 5. Documentation

- a. The Certificate of Insurance must include the following reference: WASH RACK SYSTEM
- b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on



- file with County for the required period of insurance.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: The County of Sonoma, Charles M. Schulz – Sonoma County Airport, 2290 Airport Boulevard, Santa Rosa, CA, 95403.
  - d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
  - e. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
  - f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

#### **6. Policy Obligations**

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### **7. Material Breach**

If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/17/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Lighthouse Insurance Group, Inc.</b> 877 E. 16th Street P.O. Box 1439 Holland MI 49423	<b>CONTACT NAME:</b> Evonne Miedema <b>PHONE (A/C, No. Ext):</b> (616)392-6900 X 7228 <b>FAX (A/C, No):</b> (616)396-0466 <b>E-MAIL ADDRESS:</b> emiedema@lighthousegroup.net	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> Cincinnati Insurance Company      10677	
<b>INSURED</b> <b>EST Companies LLC</b> 2166 E. Cedar Street Tempe AZ 85281	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 09/2014      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CPP0885110	1/1/2014	1/1/2015	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			EBA 0066683	3/30/2014	3/30/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person)	\$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE			CPP0885110	1/1/2014	1/1/2015	BODILY INJURY (Per accident)	\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						PROPERTY DAMAGE (Per accident)	\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 1865084-03	9/1/2014	9/1/2015	Medical payments	\$ 10,000
							EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
							<input checked="" type="checkbox"/> WC STATUTORY LIMITS	
							OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Reference: WASH RACK SYSTEM

Certificate Holder is included as Additional Insured on a Primary and Non Contributory basis per attached endorsement (GA233). A Waiver of Subrogation in favor of Certificate Holder is provided with respects to the General Liability and Workers Compensation policies per attached endorsements (GA233 and WC 00313).

### CERTIFICATE HOLDER

### CANCELLATION

The County of Sonoma Charles M. Schulz - Sonoma County Airport 2290 Airport Boulevard Santa Rosa, CA 95403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Evonne Miedema/EVONNE <i>Evonne Miedema</i>

## WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

### Schedule

The County of Sonoma  
Charles M. Schulz - Sonoma County Airport  
2290 Airport Boulevard  
Santa Rosa, CA 95403

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 11/17/2014 Policy No. WC 1865084-03 Endorsement No.

Insured EST Companies LLC DBA Enviro Safety Technologies

Premium \$ Incl.

Insurance Company Cincinnati Insurance Companies

Countersigned by 

WC 00 03 13

© 1983 National Council on Compensation Insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## CONTRACTORS' COMMERCIAL GENERAL LIABILITY BROADENED ENDORSEMENT

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### A. Endorsement - Table of Contents:

<u>Coverage:</u>	<u>Begins on Page:</u>
1. Employee Benefit Liability Coverage .....	2
2. Unintentional Failure to Disclose Hazards .....	7
3. Damage to Premises Rented to You.....	8
4. Supplementary Payments .....	9
5. Medical Payments.....	9
6. Voluntary Property Damage (Coverage a.) and Care, Custody or Control Liability Coverage (Coverage b.).....	9
7. 180 Day Coverage for Newly Formed or Acquired Organizations .....	10
8. Waiver of Subrogation .....	10
9. Automatic Additional Insured - Specified Relationships: .....	10
• Managers or Lessors of Premises;	
• Lessor of Leased Equipment;	
• Vendors;	
• State or Political Subdivisions - Permits Relating to Premises;	
• State or Political Subdivisions - Permits; and	
• Contractors' Operations	
10. Broadened Contractual Liability - Work Within 50' of Railroad Property .....	14
11. Property Damage to Borrowed Equipment.....	14
12. Employees as Insureds - Specified Health Care Services: .....	14
• Nurses;	
• Emergency Medical Technicians; and	
• Paramedics	
13. Broadened Notice of Occurrence.....	14

#### B. Limits of Insurance:

The Commercial General Liability Limits of Insurance apply to the insurance provided by this endorsement, except as provided below:

##### 1. Employee Benefit Liability Coverage

Each Employee Limit: \$ 1,000,000  
Aggregate Limit: \$ 3,000,000  
Deductible: \$ 1,000

##### 3. Damage to Premises Rented to You

The lesser of:

- The Each Occurrence Limit shown in the Declarations; or
- \$500,000 unless otherwise stated \$ \_\_\_\_\_

##### 4. Supplementary Payments

a. Bail bonds: \$ 1,000  
b. Loss of earnings: \$ 350

##### 5. Medical Payments

Medical Expense Limit: \$ 10,000

**6. Voluntary Property Damage (Coverage a.) and Care, Custody or Control Liability Coverage (Coverage b.)**

Limits of Insurance (Each Occurrence)

Coverage a. \$1,000

Coverage b. \$5,000 unless otherwise stated \$ \_\_\_\_\_

Deductibles (Each Occurrence)

Coverage a. \$250

Coverage b. \$250 unless otherwise stated \$ \_\_\_\_\_

COVERAGE	PREMIUM BASIS (a) Area (b) Payroll (c) Gross Sales (d) Units (e) Other	RATE  (For Limits in Excess of \$5,000)	ADVANCE PREMIUM  (For Limits in Excess of \$5,000)
b. Care, Custody or Control			\$
<b>TOTAL ANNUAL PREMIUM</b>			<b>\$</b>

**11. Property Damage to Borrowed Equipment**

Each Occurrence Limit: \$ 10,000

Deductible: \$ 250

**C. Coverages:**

**1. Employee Benefit Liability Coverage**

a. The following is added to **SECTION I - COVERAGES: Employee Benefit Liability Coverage.**

**(1) Insuring Agreement**

(a) We will pay those sums that the insured becomes legally obligated to pay as damages caused by any act, error or omission of the insured, or of any other person for whose acts the insured is legally liable, to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend against any "suit" seeking damages to which this insurance does not apply. We may, at our discretion, investigate any report of an act, error or omission and settle any claim or "suit" that may result. But:

- 1) The amount we will pay for damages is limited as described in **SECTION III - LIMITS OF INSURANCE**; and
- 2) Our right and duty to defend ends when we

have used up the applicable limit of insurance in the payment of judgments or settlements.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Supplementary Payments.

(b) This insurance applies to damages only if the act, error or omission, is negligently committed in the "administration" of your "employee benefit program"; and

- 1) Occurs during the policy period; or
- 2) Occurred prior to the effective date of this endorsement provided:

a) You did not have knowledge of a claim or "suit" on or before the effective date of this endorsement.

You will be deemed to have knowledge of a claim or "suit" when any "authorized representative";

- i) Reports all, or any part, of the act, error or omission to us or any other insurer;
  - ii) Receives a written or verbal demand or claim for damages because of the act, error or omission; and
- b) There is no other applicable insurance.

**(2) Exclusions**

This insurance does not apply to:

**(a) Bodily Injury, Property Damage or Personal and Advertising Injury**

"Bodily injury", "property damage" or "personal and advertising injury".

**(b) Dishonest, Fraudulent, Criminal or Malicious Act**

Damages arising out of any intentional, dishonest, fraudulent, criminal or malicious act, error or omission, committed by any insured, including the willful or reckless violation of any statute.

**(c) Failure to Perform a Contract**

Damages arising out of failure of performance of contract by any insurer.

**(d) Insufficiency of Funds**

Damages arising out of an insufficiency of funds to meet any obligations under any plan included in the "employee benefit program".

**(e) Inadequacy of Performance of Investment / Advice Given With Respect to Participation**

Any claim based upon:

- 1) Failure of any investment to perform;
- 2) Errors in providing information on past per-

formance of investment vehicles; or

- 3) Advice given to any person with respect to that person's decision to participate or not to participate in any plan included in the "employee benefit program".

**(f) Workers' Compensation and Similar Laws**

Any claim arising out of your failure to comply with the mandatory provisions of any workers' compensation, unemployment compensation insurance, social security or disability benefits law or any similar law.

**(g) ERISA**

Damages for which any insured is liable because of liability imposed on a fiduciary by the Employee Retirement Income Security Act of 1974, as now or hereafter amended, or by any similar federal, state or local laws.

**(h) Available Benefits**

Any claim for benefits to the extent that such benefits are available, with reasonable effort and cooperation of the insured, from the applicable funds accrued or other collectible insurance.

**(i) Taxes, Fines or Penalties**

Taxes, fines or penalties, including those imposed under the Internal Revenue Code or any similar state or local law.

**(j) Employment-Related Practices**

Any liability arising out of any:

- (1) Refusal to employ;
- (2) Termination of employment;
- (3) Coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination or other employ-



ment-related practices, acts or omissions; or

- (4) Consequential liability as a result of (1), (2) or (3) above.

This exclusion applies whether the insured may be held liable as an employer or in any other capacity and to any obligation to share damages with or repay someone else who must pay damages because of the injury.

### (3) Supplementary Payments

**SECTION I - COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGES A AND B** also apply to this Coverage.

#### b. Who is an Insured

As respects Employee Benefit Liability Coverage, **SECTION II - WHO IS AN INSURED** is deleted in its entirety and replaced by the following:

- (1) If you are designated in the Declarations as:
  - (a) An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
  - (b) A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds but only with respect to the conduct of your business.
  - (c) A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
  - (d) An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

- (e) A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

- (2) Each of the following is also an insured:

- (a) Each of your "employees" who is or was authorized to administer your "employee benefit program".
- (b) Any persons, organizations or "employees" having proper temporary authorization to administer your "employee benefit program" if you die, but only until your legal representative is appointed.
- (c) Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this Coverage Part.

- (3) Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain ownership or majority interest, will qualify as a Named Insured if no other similar insurance applies to that organization. However, coverage under this provision:

- (a) Is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and
- (b) Does not apply to any act, error or omission that was committed before you acquired or formed the organization.

#### c. Limits of Insurance

As respects Employee Benefit Liability Coverage, **SECTION III - LIMITS OF INSURANCE** is deleted in its entirety and replaced by the following:

- (1) The Limits of Insurance shown in Section B. **Limits of Insurance, 1. Employee Benefit Liability Coverage** and the rules below fix the most we will pay regardless of the number of:
  - (a) Insureds;

- (b) Claims made or "suits" brought;
- (c) Persons or organizations making claims or bringing "suits";
- (d) Acts, errors or omissions; or
- (e) Benefits included in your "employee benefit program".

(2) The Aggregate Limit shown in Section B. Limits of Insurance, 1. Employee Benefit Liability Coverage of this endorsement is the most we will pay for all damages because of acts, errors or omissions negligently committed in the "administration" of your "employee benefit program".

(3) Subject to the limit described in (2) above, the Each Employee Limit shown in Section B. Limits of Insurance, 1. Employee Benefit Liability Coverage of this endorsement is the most we will pay for all damages sustained by any one "employee", including damages sustained by such "employee's" dependents and beneficiaries, as a result of:

- (a) An act, error or omission; or
- (b) A series of related acts, errors or omissions, regardless of the amount of time that lapses between such acts, errors or omissions,

negligently committed in the "administration" of your "employee benefit program".

However, the amount paid under this endorsement shall not exceed, and will be subject to the limits and restrictions that apply to the payment of benefits in any plan included in the "employee benefit program".

(4) **Deductible Amount**

- (a) Our obligation to pay damages on behalf of the insured applies only to the amount of damages in excess of the deductible amount stated in the Declarations as applicable to Each Employee. The limits of insurance shall not be reduced by the amount of this deductible.

(b) The deductible amount stated in the Declarations applies to all damages sustained by any one "employee", including such "employee's" dependents and beneficiaries, because of all acts, errors or omissions to which this insurance applies.

(c) The terms of this insurance, including those with respect to:

- 1) Our right and duty to defend the insured against any "suits" seeking those damages; and
- 2) Your duties, and the duties of any other involved insured, in the event of an act, error or omission, or claim,

apply irrespective of the application of the deductible amount.

(d) We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as we have paid.

**d. Additional Conditions**

As respects Employee Benefit Liability Coverage, SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS is amended as follows:

(1) Item 2. Duties in the Event of Occurrence, Offense, Claim or Suit is deleted in its entirety and replaced by the following:

**2. Duties in the Event of an Act, Error or Omission, or Claim or Suit**

a. You must see to it that we are notified as soon as practicable of an act, error or omission which may result in a claim. To the extent possible, notice should include:

- (1) What the act, error or omission was and when it occurred; and
- (2) The names and addresses of anyone who may suffer damages as a result of the act, error or omission.



b. If a claim is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You must see to it that we receive written notice of the claim or "suit" as soon as practicable.

c. You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation or settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of an act, error or omission to which this insurance may also apply.

d. No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense without our consent.

- (2) Item 5. **Other Insurance** is deleted in its entirety and replaced by the following:

**5. Other Insurance**

If other valid and collectible insurance is available to the insured for a loss we cover under this Coverage Part, our obligations are limited as follows:

**a. Primary Insurance**

This insurance is primary except when c. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in b. below.

**b. Method of Sharing**

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

**c. No Coverage**

This insurance shall not cover any loss for which the insured is entitled to recovery under any other insurance in force previous to the effective date of this Coverage Part.

**e. Additional Definitions**

As respects **Employee Benefit Liability Coverage, SECTION V - DEFINITIONS** is amended as follows:

- (1) The following definitions are added:

**1. "Administration" means:**

- a. Providing information to "employees", including their dependents and beneficiaries, with respect to eligibility for or scope of "employee benefit programs";
- b. Interpreting the "employee benefit programs";
- c. Handling records in connection with the "employee benefit programs"; or
- d. Effecting, continuing or terminating any "employee's" participation

in any benefit included in the "employee benefit program".

However, "administration" does not include:

- a. Handling payroll deductions; or
  - b. The failure to effect or maintain any insurance or adequate limits of coverage of insurance, including but not limited to unemployment insurance, social security benefits, workers' compensation and disability benefits.
2. "Cafeteria plans" means plan authorized by applicable law to allow "employees" to elect to pay for certain benefits with pre-tax dollars.
3. "Employee benefit programs" means a program providing some or all of the following benefits to "employees", whether provided through a "cafeteria plan" or otherwise:
- a. Group life insurance; group accident or health insurance; dental, vision and hearing plans; and flexible spending accounts; provided that no one other than an "employee" may subscribe to such benefits and such benefits are made generally available to those "employees" who satisfy the plan's eligibility requirements;
  - b. Profit sharing plans, employee savings plans, employee stock ownership plans, pension plans and stock subscription plans, provided that no one other than an "employee" may subscribe to such benefits and such benefits are made generally available to all "employees" who are eligible under the plan for such benefits;
  - c. Unemployment insurance, social security

benefits, workers' compensation and disability benefits; and

- d. Vacation plans, including buy and sell programs; leave of absence programs, including military, maternity, family, and civil leave; tuition assistance plans; transportation and health club subsidies.

(2) The following definitions are deleted in their entirety and replaced by the following:

21. "Suit" means a civil proceeding in which money damages because of an act, error or omission to which this insurance applies are alleged. "Suit" includes:
- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent;
  - b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent; or
  - c. An appeal of a civil proceeding.
8. "Employee" means a person actively employed, formerly employed, on leave of absence or disabled, or retired. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".

## 2. Unintentional Failure to Disclose Hazards

**SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 7. Representations** is hereby amended by the addition of the following:

Based on our dependence upon your representations as to existing hazards, if unintentionally you should fail to disclose all such hazards at the inception date of your policy, we will not reject coverage under this Coverage Part based solely on such failure.

3. **Damage to Premises Rented to You**

- a. The last Subparagraph of Paragraph 2. **SECTION I - COVERAGES, COVERAGE A. - BODILY INJURY AND PROPERTY DAMAGE, 2. LIABILITY Exclusions** is hereby deleted and replaced by the following:

Exclusions c, through q, do not apply to damage by fire, explosion, lightning, smoke or soot to premises while rented to you or temporarily occupied by you with permission of the owner.

- b. The insurance provided under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY** applies to "property damage" arising out of water damage to premises that are both rented to and occupied by you.

- (1) As respects Water Damage Legal Liability, as provided in Paragraph 3.b. above:

The exclusions under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions**, other than i. **War** and the **Nuclear Energy Liability Exclusion**, are deleted and the following are added:

This insurance does not apply to:

- (a) "Property damage":
- 1) Assumed in any contract; or
  - 2) Loss caused by or resulting from any of the following:
    - a) Wear and tear;
    - b) Rust, corrosion, fungus, decay, deterioration, hidden or latent defect or any quality in property that causes it to damage or destroy itself;
    - c) Smog;
    - d) Mechanical breakdown including rupture or bursting caused by centrifugal force;

- e) Settling, cracking, shrinking or expansion; or
- f) Nesting or infestation, or discharge or release of waste products or secretions, by insects, birds, rodents or other animals.

- (b) Loss caused directly or indirectly by any of the following:

- 1) Earthquake, volcanic eruption, landslide or any other earth movement;
- 2) Water that backs up or overflows from a sewer, drain or sump;
- 3) Water under the ground surface pressing on, or flowing or seeping through:
  - a) Foundations, walls, floors or paved surfaces;
  - b) Basements, whether paved or not; or
  - c) Doors, windows or other openings.

- (c) Loss caused by or resulting from water that leaks or flows from plumbing, heating, air conditioning, or fire protection systems caused by or resulting from freezing, unless:

- 1) You did your best to maintain heat in the building or structure; or
- 2) You drained the equipment and shut off the water supply if the heat was not maintained.

- (d) Loss to or damage to:

- 1) Plumbing, heating, air conditioning, fire protection systems, or other equipment or appliances; or
- 2) The interior of any building or structure, or to personal property in the building or structure

caused by or resulting from rain, snow, sleet or ice, whether driven by wind or not.

**c. Limit of Insurance**

The Damage to Premises Rented to You Limit as shown in the Declarations is amended as follows:

(2) Paragraph 6. of **SECTION III - LIMITS OF INSURANCE** is hereby deleted and replaced by the following:

6. Subject to 5. above, the Damage to Premises Rented to You Limit is the most we will pay under **COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, for damages because of "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of any one "occurrence" to which this insurance applies.

(3) The amount we will pay is limited as described in Section **B. Limits of Insurance, 3. Damage to Premises Rented to You** of this endorsement.

**4. Supplementary Payments**

Under **SECTION I - COVERAGE, SUPPLEMENTARY PAYMENTS - COVERAGES A AND B**:

a. Paragraph 2. is replaced by the following:

Up to the limit shown in Section **B. Limits of Insurance, 4.a.** Bail Bonds of this endorsement for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

b. Paragraph 4. is replaced by the following:

All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to the limit shown in Section **B. Limits of Insurance, 4.b.** Loss of Earnings of this endorsement per day because of time off from work.

**5. Medical Payments**

The Medical Expense Limit of Any One Person as stated in the Declarations is amended to the limit shown in Section **B. Limits of Insurance, 5. Medical Payments** of this endorsement.

**6. Voluntary Property Damage and Care, Custody or Control Liability Coverage**

a. **Voluntary Property Damage Coverage**

We will pay for "property damage" to property of others arising out of operations incidental to the insured's business when:

- (1) Damage is caused by the insured; or
- (2) Damage occurs while in the insured's possession.

With your consent, we will make these payments regardless of fault.

b. **Care, Custody or Control Liability Coverage**

**SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, j. Damage to Property**, Subparagraphs (3), (4) and (5) do not apply to "property damage" to the property of others described therein.

With respect to the insurance provided by this section of the endorsement, the following additional provisions apply:

a. The Limits of Insurance shown in the Declarations are replaced by the limits designated in Section **B. Limits of Insurance, 6. Voluntary Property Damage and Care, Custody or Control Liability Coverage** of this endorsement with respect to coverage provided by this endorsement. These limits are inclusive of and not in addition to the limits being replaced. The Limits of Insurance shown in Section **B. Limits of Insurance, 6. Voluntary Property Damage and Care, Custody or Control Liability Coverage** of this endorsement fix the most we will pay in any one "occurrence" regardless of the number of:

- (1) Insureds;
- (2) Claims made or "suits" brought; or
- (3) Persons or organizations making claims or bringing "suits".

**b. Deductible Clause**

- (1) Our obligation to pay damages on your behalf applies only to the amount of damages for each "occurrence" which are in excess of the deductible amount stated in Section **B. Limits of Insurance, 6. Voluntary Property Damage and Care, Custody or Control Liability Coverage** of this endorsement. The limits of insurance will not be reduced by the application of such deductible amount.
- (2) Condition **2. Duties in the Event of Occurrence, Offense, Claim or Suit**, applies to each claim or "suit" irrespective of the amount.
- (3) We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

**7. 180 Day Coverage for Newly Formed or Acquired Organizations**

**SECTION II - WHO IS AN INSURED** is amended as follows:

Subparagraph **a.** of Paragraph **4.** is hereby deleted and replaced by the following:

- a.** Insurance under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;

**8. Waiver of Subrogation**

**SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 9. Transfer of Rights of Recovery Against Others to Us** is hereby amended by the addition of the following:

We waive any right of recovery we may have because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a written contract requiring such waiver with that person or organization and included in the "products-completed operations hazard". However, our rights may only be waived prior to the "occurrence" giving rise to the injury or damage for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce those rights.

**9. Automatic Additional Insured - Specified Relationships**

**a.** The following is hereby added to **SECTION II - WHO IS AN INSURED:**

- (1) Any person or organization described in Paragraph **9.a.(2)** below (hereinafter referred to as additional insured) whom you are required to add as an additional insured under this Coverage Part by reason of:

- (a)** A written contract or agreement; or
- (b)** An oral agreement or contract where a certificate of insurance showing that person or organization as an additional insured has been issued,

is an insured, provided:

- (a)** The written or oral contract or agreement is:

- 1)** Currently in effect or becomes effective during the policy period; and
- 2)** Executed prior to an "occurrence" or offense to which this insurance would apply; and

- (b)** They are not specifically named as an additional insured under any other provision of, or endorsement added to, this Coverage Part.

- (2) Only the following persons or organizations are additional insureds under this endorsement, and insurance coverage provided to such additional insureds is limited as provided herein:

- (a)** The manager or lessor of a premises leased to you with whom you have agreed per Paragraph **9.a.(1)** above to provide insurance, but only with respect to liability arising out of the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- 1)** Any "occurrence" which takes place after



you cease to be a tenant in that premises.

- 2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.
- (b) Any person or organization from which you lease equipment with whom you have agreed per Paragraph 9.a.(1) above to provide insurance. Such person(s) or organization(s) are insureds solely with respect to their liability arising out of the maintenance, operation or use by you of equipment leased to you by such person(s) or organizations(s). However, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
- (c) Any person or organization (referred to below as vendor) with whom you have agreed per Paragraph 9.a.(1) above to provide insurance, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
- 1) The insurance afforded the vendor does not apply to:
    - a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
    - b) Any express warranty unauthorized by you;
  - c) Any physical or chemical change in the product made intentionally by the vendor;
  - d) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
  - f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
  - g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor.
- 2) This insurance does not apply to any insured person or organization:
- a) From whom you have acquired such products, or any ingredient, part or container, entering into, ac-

companying or containing such products; or

- b) When liability included within the "products-completed operations hazard" has been excluded under this Coverage Part with respect to such products.

- (d) Any state or political subdivision with which you have agreed per Paragraph 9.a.(1) above to provide insurance, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

- 1) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
  - 2) The construction, erection, or removal of elevators; or
  - 3) The ownership, maintenance, or use of any elevators covered by this insurance.
- (e) Any state or political subdivision with which you have agreed per Paragraph 9.a.(1) above to provide insurance, subject to the following provisions:
    - 1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

- 2) This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or political subdivision.

- (f) Any person or organization with which you have agreed per Paragraph 9.a.(1) above to provide insurance, but only with respect to liability arising out of "your work" performed for that additional insured by you or on your behalf. A person or organization's status as an insured under this provision of this endorsement continues for only the period of time required by the written contract or agreement, but in no event beyond the expiration date of this Coverage Part. If there is no written contract or agreement, or if no period of time is required by the written contract or agreement, a person or organization's status as an insured under this endorsement ends when your operations for that insured are completed.

- (3) Any insurance provided to an additional insured designated under Paragraph 9.a.(2):

- (a) Subparagraphs (e) and (f) does not apply to "bodily injury" or "property damage" included within the "products-completed operations hazard";

- (b) Subparagraphs (a), (b), (d), (e) and (f) does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence or willful misconduct of the additional insured or their agents, "employees" or any other representative of the additional insured; or

- (c) Subparagraph (f) does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of:

- 1) Defects in design furnished by or on behalf

of the additional insured; or

- 2) The rendering of, or failure to render, any professional architectural, engineering or surveying services, including:

- a) The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

- b) Supervisory, inspection, architectural or engineering activities.

- 3) "Your work" for which a consolidated (wrap-up) insurance program has been provided by the primecontractor-project manager or owner of the construction project in which you are involved.

- b. Only with regard to insurance provided to an additional insured designated under Paragraph 9.a.(2) Subparagraph (f) above, **SECTION III - LIMITS OF INSURANCE** is amended to include:

The limits applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this Coverage Part, whichever are less. If no limits are specified in the written contract or agreement, or if there is no written contract or agreement, the limits applicable to the additional insured are those specified in the Declarations of this Coverage Part. The limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- c. **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is hereby amended as follows:

- (1) Condition 5. **Other Insurance** is amended to include:

- (a) Where required by a written contract or agreement, this insurance is primary and / or noncontributory as re-

spects any other insurance policy issued to the additional insured, and such other insurance policy shall be excess and / or noncontributing, whichever applies, with this insurance.

- (b) Any insurance provided by this endorsement shall be primary to other insurance available to the additional insured except:

- 1) As otherwise provided in **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 5. Other Insurance, b. Excess Insurance**; or

- 2) For any other valid and collectible insurance available to the additional insured by attachment of an endorsement to another insurance policy that is written on an excess basis. In such case, the coverage provided under this endorsement shall also be excess.

- (2) Condition 11. **Conformance to Specific Written Contract or Agreement** is hereby added:

**11. Conformance to Specific Written Contract or Agreement**

With respect to additional insureds described in Paragraph 9.a.(2)(f) above only:

If a written contract or agreement between you and the additional insured specifies that coverage for the additional insured:

- a. Be provided by the Insurance Services Office additional insured form number **CG 20 10** or **CG 20 37** (where edition specified); or

- b. Include coverage for completed operations; or

- c. Include coverage for "your work";

and where the limits or coverage provided to the addi-



tional insured is more restrictive than was specifically required in that written contract or agreement, the terms of Paragraphs 9.a.(3)(a), 9.a.(3)(b) or 9.b. above, or any combination thereof, shall be interpreted as providing the limits or coverage required by the terms of the written contract or agreement, but only to the extent that such limits or coverage is included within the terms of the Coverage Part to which this endorsement is attached. If, however, the written contract or agreement specifies the Insurance Services Office additional insured form number **CG 20 10** but does not specify which edition, or specifies an edition that does not exist, Paragraphs 9.a.(3)(a) and 9.a.(3)(b) of this endorsement shall not apply and Paragraph 9.b. of this endorsement shall apply.

**10. Broadened Contractual Liability - Work Within 50' of Railroad Property**

It is hereby agreed that Paragraph f.(1) of Definition 12. "Insured contract" (**SECTION V - DEFINITIONS**) is deleted.

**11. Property Damage to Borrowed Equipment**

- a. The following is hereby added to Exclusion j. **Damage to Property** of Paragraph 2., **Exclusions of SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY:**

Paragraphs (3) and (4) of this exclusion do not apply to tools or equipment loaned to you, provided they are not being used to perform operations at the time of loss.

- b. With respect to the insurance provided by this section of the endorsement, the following additional provisions apply:

- (1) The Limits of insurance shown in the Declarations are replaced by the limits designated in Section **B. Limits of Insurance**, 11. of this endorsement with respect to coverage provided by this endorsement. These limits are inclusive of and not in addition to the limits being replaced. The Limits of Insurance shown in Section **B. Limits of Insurance**,

11. of this endorsement fix the most we will pay in any one "occurrence" regardless of the number of:

- (a) Insureds;
- (b) Claims made or "suits" brought; or
- (c) Persons or organizations making claims or bring "suits".

**(2) Deductible Clause**

- (a) Our obligation to pay damages on your behalf applies only to the amount of damages for each "occurrence" which are in excess of the Deductible amount stated in Section **B. Limits of Insurance**, 11. of this endorsement. The limits of insurance will not be reduced by the application of such Deductible amount.
- (b) Condition 2. **Duties in the Event of Occurrence, Offense, Claim or Suit**, applies to each claim or "suit" irrespective of the amount.
- (c) We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

**12. Employees as Insureds - Specified Health Care Services**

It is hereby agreed that Paragraph 2.a.(1)(d) of **SECTION II - WHO IS AN INSURED**, does not apply to your "employees" who provide professional health care services on your behalf as duly licensed:

- a. Nurses;
- b. Emergency Medical Technicians; or
- c. Paramedics,

in the jurisdiction where an "occurrence" or offense to which this insurance applies takes place.

**13. Broadened Notice of Occurrence**

Paragraph a. of Condition 2. **Duties in the Event of Occurrence, Offense, Claim or Suit (SECTION IV - COMMERCIAL GENERAL LIABILITY CONDI-**

**TIONS)** is hereby deleted and replaced by the following:

a. You must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

(1) How, when and where the "occurrence" or offense took place;

(2) The names and addresses of any injured persons and witnesses; and

(3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

This requirement applies only when the "occurrence" or offense is known to an "authorized representative".



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 53  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

**Supervisorial District(s):**

Board of Supervisors (707) 565-2241

**Title:** Minutes of November 24, 2014

**Recommended Actions:**

Approval.

**Executive Summary:**

Approval of Minutes of the meeting of November 24, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, and Board of Supervisors

**Prior Board Actions:**

None.

**Strategic Plan Alignment** Not Applicable

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
N/A			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None			
<b>Attachments:</b>			
Minutes			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None			

**ACTION SUMMARY**  
**BOARD OF SUPERVISORS**  
**SONOMA COUNTY**  
**575 ADMINISTRATION DRIVE, ROOM 102A**  
**SANTA ROSA, CA 95403**

**TUESDAY**

**NOVEMBER 24, 2014**

**8:30 A.M.**

Susan Gorin	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Mike McGuire	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, and as the governing board of all special districts having business on the agenda to be heard this date.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

**Public Transit Access to the County Administration Center:**

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>.

***APPROVAL OF THE CONSENT CALENDAR***

The Consent Calendar includes routine financial and administrative actions, are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

***PUBLIC COMMENT***

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. Closed session items may be added prior to the Board adjourning to closed session. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

8:35 A.M. CALL TO ORDER

8:35 A.M. Chairman Rabbitt called the meeting to order.

Supervisors Present: Susan Gorin, David Rabbitt, Shirlee Zane, Mike McGuire, Efren Carrillo

Staff Present: Veronica A. Ferguson, County Administrator and Sheryl Bratton, Assistant County Counsel

Chairman Rabbitt presiding.

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA (Items may be added or withdrawn from the agenda consistent with State law)

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor McGuire announced that the Fitch Mountain opening hike occurred last weekend. He also met the new incoming CalState Fire association Chief. He announced the airport safety project completion town hall meeting will occur on November 25, 2014, at 6:30 p.m. at the Windsor Town Hall with the FAA flight path unveiling.

Supervisor Zane attended the California State Association of Counties conference last week in Anaheim, and was also in Washington D.C. working on several Boards.

Supervisor Gorin attended the San Francisco Bay Conservation and Development Commission meeting last week. They discussed how standing water breeds mosquitoes, and that those areas are also well positioned for high level rise. They discuss the length of years to devote to projects, and issues of public access.

Supervisor Carrillo also attended the California State Association of Counties (CSAC) conference. He thanked Chair Rabbitt for his work on the CSAC water and gaming committees. They discussed Prop. 47 public safety issues which may impact future budgets. He received the Coastal plan updates at the Coastal commission. He feels that the President's Executive Order on undocumented immigrants is an important step for our country.

Supervisor Rabbitt also attended the CSAC conference. The water panel was very informative discussing different water needs throughout the state, as well as tribal relations work, with many tribes having gaming industries. The existing 20 year tribal compacts established in 1999 will be coming up for renewal. He also attended discussions on medical marijuana, how it relates to recreational marijuana, and how "grows" work.

III. CONSENT CALENDAR (Items 1 through 33)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 6)

PRESENTATIONS AT THE BOARD MEETING

1. Adopt a Gold Resolution proclaiming December 1, 2014 as World AIDS Day in Sonoma County. (Health Services)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0470

2. Adopt a Gold Resolution declaring the month of November 2014 as Adoption month. (Human Services)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0471

3. Adopt a Gold Resolution honoring and thanking Supervisor McGuire for his dedicated and exemplary service to the people of the County of Sonoma, and wishing him the best as he assumes his District 2 State Senatorial seat. (Countywide)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0472

PRESENTATIONS AT A DIFFERENT DATE

4. Adopt a Gold Resolution presenting Harry and Karen Bosworth with the Wetzel Community Leadership Award by the Healthcare Foundation, Northern Sonoma County. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0473

5. Adopt a Gold Resolution presenting Susan Graf with the Wetzel Community Leadership Award by the Healthcare Foundation, Northern Sonoma County. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0474

6. Adopt a Gold Resolution congratulating Thena Trygstad on being named Sonoma's Treasure Artist of 2014. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0475

CONSENT CALENDAR (Continued)

COMMUNITY DEVELOPMENT COMMISSION

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

7. Approve the Day Labor Center Funding Policy, and direct Sonoma County Community Development Commission staff to issue a Request for Proposals, and return to the Board of Supervisors with recommendations for funding, using \$80,000 in Fiscal Year 2014-15 Reinvestment and Revitalization funds.

Board Action: Approved as Recommended

UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

8. Climate Ready Grant -
  - (A) Authorize the Chair to execute a cooperative agreement with Napa County and Marin Municipal Water District for funding of project management and technical services related to Climate Ready Grant for Climate Vulnerability Assessment for the amount of \$95,000 (Water Agency share \$35,000); agreement terminates on December 31, 2016.
  - (B) Authorize the Chair to execute an agreement with Pepperwood Foundation for funding of team facilitation services related to Climate Ready Grant for Climate Vulnerability Assessment in the amount of \$19,000; agreement terminates on December 31, 2016.
  - (C) Authorize the Water Agency General Manager to execute an agreement with United States Geological Survey, California Water Science Center, to complete a water resources investigation for the amount of \$75,582; agreement terminates on December 1, 2015; consistent with other agreements, authorize the General Manager to terminate or amend this agreement in ways that do not increase the amount paid or significantly change the scope of work or length of the contract.

Board Action: Approved as Recommended

UNANIMOUS VOTE

AGRICULTURAL COMMISSIONER

9. Authorize the Agricultural Commissioner to execute an agreement with the Richard Bay Puppet Theatre Company to design and build the County's Exhibit for the 2015 State Fair from November 24, 2014 through July 29, 2015 for \$40,000, and to amend the contract for up to an additional \$6,000 in the event that additional funding is secured from private donors.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CLERK-RECORDER-ASSESSOR

10. Recording, Vital Records, and Cashiering System - Authorize the Clerk-Recorder-Assessor to approve the first amendment to an agreement with Tyler Technologies, Incorporated, expanding the scope of work to include maintenance and support through June 30, 2019,



CONSENT CALENDAR (Continued)

Item #10 Continued

on-site training, and pilot projects to integrate the Tyler system with other County systems, for a new not-to-exceed contract total of \$1,322,298 and end date of June 30, 2019.

Board Action: Approved as Recommended

UNANIMOUS VOTE

COUNTY ADMINISTRATOR/TRANSPORTATION AND PUBLIC WORKS

11. Authorize the Chair to sign a Memorandum of Understanding with Gold Ridge Resource Conservation District and Sonoma Resource Conservation District providing \$160,000 in Fiscal Year 2014-15 and \$220,000 in Fiscal Year 2015-16. The Districts will provide countywide land and water management technical assistance services, grant funding procurement, youth environmental and agricultural education, and multi-agency conservation goals coordination. The agreement term ends on June 30, 2016.

Board Action: Approved as Recommended

UNANIMOUS VOTE

ECONOMIC DEVELOPMENT BOARD

12. Sonoma County Building Economic Success Together (BEST) Annual Report -
  - (A) Accept the Annual Report from the Building Economic Success Together Program.
  - (B) Authorize the Chair to execute an amendment to the Memorandum of Understanding between the County and the Santa Rosa Chamber of Commerce regarding funding of the Sonoma County BEST Program extending the term for one year through May 31, 2015 in the amount of \$100,000, and amending the scope of the program activities to include business attraction strategies.

Board Action: Approved as Recommended

UNANIMOUS VOTE

FIRE AND EMERGENCY  
SERVICES/COUNTY ADMINISTRATOR

13. Receive an Update on the Fire Services Project.

Board Action: Approved as Recommended

UNANIMOUS VOTE

HEALTH SERVICES/ TRANSPORTATION AND PUBLIC WORKS

14. Health Action Committee for Healthcare Improvement Consultant Agreement - Authorize the Director of Health Services to execute an agreement with Terry Leach to provide consulting and facilitation services for the Department of Health Services, for the period November 1, 2014 through June 30, 2016, in an amount not-to-exceed \$50,000.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

HUMAN RESOURCES

AND

SONOMA COUNTY WATER AGENCY

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

AND

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

AND

COMMUNITY DEVELOPMENT COMMISSION

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

AND

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

15. Authorize the Director of Human Resources to execute agreements with ten selected training firms, in amounts not-to-exceed \$45,000 per agreement, per annum, for three-year terms.

Board Action: Approved as Recommended

UNANIMOUS VOTE

INFORMATION SYSTEMS

16. Information Technology Equipment Maintenance - Authorize the Information Systems Department Director to sign an agreement with Signature Technology Group for information technology equipment maintenance for the period of January 24, 2015 through January 30, 2018 for an amount not-to-exceed \$360,000.

Board Action: Approved as Recommended

UNANIMOUS VOTE

PERMIT AND RESOURCE MANAGEMENT

DEPARTMENT

17. Authorize the Chair to execute a Covenant and Restriction not allowing new occupied structures until a suitable sewage disposal system has been demonstrated as a requirement of a previously approved Lot Line Adjustment on property located at 3560 Wine Creek Road, Healdsburg; Douglas A. Rafanelli Revocable Trust, LLA11-0046, APN 090-130-018. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

18. Adopt a Resolution authorizing the Chair to execute a replacement Land Conservation Act (Williamson Act) Contract for 26.9 acres requested by William P. and Margaret S. Yarak; 201 Jonive Road, Sebastopol; APN 080-210-021. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0476

CONSENT CALENDAR (Continued)

19. Authorize the Chair to execute acceptance of a Grant Deed of Protective Easement required as a condition of a previously approved Lot Line Adjustment for John Mattos Jr., John A. Mattos Jr., and Joni E. Mattos located at 900, 804, and 680 Meacham Road, Petaluma; APN 022-020-011 and portions of 022-020-014 and -019. (Second District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

20. Adopt a Resolution authorizing the Chair to execute a replacement Land Conservation Act Contract for 33.63 +/- acres requested by Robert S. Hicks, Jr. for Flax Vineyards, LLC; 6677, 6695, and 6697 Westside Road, Healdsburg; APN 110-240-007. (Fourth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE  
Approved by Resolution 14-0477

REGIONAL PARKS

21. Grant Utility Easement to the Sonoma Valley County Sanitation District -  
(A) Adopt a Resolution granting a public utility easement over County property to the Sonoma Valley County Sanitation District.  
(B) Authorize the Chair to execute the Grant of an Easement.  
(C) Authorize the Director of Regional Parks to execute related documents to complete the transaction and file a Notice of Categorical Exemption pursuant to the California Environmental Quality Act. (First District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE  
Approved by Resolution 14-0478

22. Proposed Community Garden at Maddux Ranch Regional Park -  
(A) Authorize the Director of Regional Parks to execute a one-year Revocable License Agreement with the Occidental Arts and Ecology Center to construct, operate and maintain a community garden at Maddux Ranch Regional Park.  
(B) Authorize the Director of Regional Parks to approve up to four one-year extensions at the expiration of the initial term upon satisfactory performance by the Licensee.  
(C) Authorize the Director of Regional Parks to enter into a Landowner Agreement with US Fish and Wildlife Service.  
(D) Authorize the Director of Regional Parks to file a Notice of Categorical Exemption pursuant to the California Environmental Quality Act. (Fourth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

TRANSPORTATION AND PUBLIC WORKS

23. AB 720 Road Commissioner Project List - Fall 2014 - Adopt a Resolution declaring intent to construct four projects utilizing force account under Road Commissioner authority as authorized under Public Contracts Code Section 22000 through 22045 and accept formal

CONSENT CALENDAR (Continued)

Item #23 Continued

notification of two projects declared on October 20, 2014 under alternative noticing procedures per the attached list. (Second and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0479

24. Authorize the Chair to execute a Second Amendment to the Agreement with Brelje and Race Consulting Engineers for construction engineering and technical services on the CSA #41 - Salmon Creek Water District System Wide Improvements project, increasing the not-to-exceed amount from \$254,200 to \$260,600 with a term that expires once the project and all required documentation is completed. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

25. Adopt a Resolution establishing development standards for entities at the Charles M. Schulz - Sonoma County Airport; authorize staff to file a Notice of Exemption under the California Environmental Quality Act. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0480

26. Wohler Road Bridge over the Russian River Seismic Retrofit -

(A) Adopt a Resolution adopting the Mitigated Negative Declaration, adopting the Mitigation Monitoring Program, and approving the project to seismically retrofit the Wohler Road Bridge over the Russian River; and

(B) Authorize the Director of Transportation and Public Works to execute all required documents to secure a lease agreement with California State Lands Commission for the Wohler Road Bridge over the Russian River. (Fourth and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0481

TRANSPORTATION AND PUBLIC WORKS

AND

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

27. Approve the temporary appointment of Susan Klassen, Director of Transportation and Public Works, as Interim Air Pollution Control Officer for the Northern Sonoma County Air Pollution Control District, effective November 24, 2014 to sign permits issued by the District and to handle various management duties.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

MISCELLANEOUS

28. Approve the Minutes of the Meeting of October 28, 2014 and November 4, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and Approve the Minutes of the Meeting of October 28, 2014 and November 4, 2014 for the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended  
UNANIMOUS VOTE

APPOINTMENTS/REAPPOINTMENTS

(Items 29 - 33)

29. Approve the appointment of Melissa Struzzo to the Sonoma County Commission on AIDS for a period of two years, beginning December 1, 2014 and ending on December 1, 2016. (Health Services)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

30. Approve the reappointment of Delmar Friedrichsen to the Sonoma Resource Conservation District Board of Directors for a period of four years, beginning December 31, 2014 and ending on December 31, 2018. (Countywide)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

31. Approve the reappointment of Walt Ryan to the Sonoma Resource Conservation District Board of Directors for a period of four years, beginning December 5, 2014 and ending on December 5, 2018. (Countywide)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

32. Approve the reappointment of Earle Cummings to the Sonoma Resource Conservation District Board of Directors for a period of four years, beginning December 5, 2014 and ending on December 5, 2018. (Countywide)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

33. Approve the reappointment of Christine Lacedra RN to the Cloverdale Health Care District for a period of 2 years, beginning November 24, 2014 and ending on November 30, 2016. (Fourth District)

Board Action: Approved as Recommended  
UNANIMOUS VOTE

IV. REGULAR CALENDAR (Items 34 through 35)

TRANSPORTATION AND PUBLIC WORKS

34. Adopt a Resolution reading the title, waiving further reading of, and introducing for adoption an Ordinance to revise Article I, General, and add Article IV, Commercial Vehicle Operations, to Chapter 3, Airport, of the Sonoma County Code. (First Reading) (Fourth District)

Presenter: Jon Stout, Airport Manager

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution 14-0482

The Board adjourned: 10:25 a.m.

The Board reconvened: 10:51 a.m.

COUNTY ADMINISTRATOR

35. Accept a report on strategies to reduce poverty in Sonoma County, and direct the County Administrator to return with a Living Wage Ordinance and prioritize investments in the Fiscal Year 2015-16 budget consistent with the recommendations in the staff report.

Presenters:

Peter Rumble, Deputy County Administrator

Matthew Newman and Shawn Blosser from BlueSky consulting.

Public Speakers:

Marty Bennett

Luis Santoyo-Mejia

David Petritz

Myrna Spiegler

Matt Myres

Carol Taylor

Cactus Pete

Amanda Dyland

Lucie Andrews

Benita Munoz

Board Action: Approved as Recommended

UNANIMOUS VOTE

V. CLOSED SESSION CALENDAR (Items 36 through 42)

The Board recessed to closed session: 1:09 p.m.

2:30 P.M. Assistant County Counsel Bratton reported on Closed Session Items #36 - 42.

36. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Initiation of Litigation pursuant Government Code Section 54956.9(d)(4), Dry Creek Rancheria Band of Pomo Indians.

Not Discussed.

37. The Board of Supervisors will consider the following in closed session: Potential initiation of litigation - Lytton Band of Pomo Indians (Gov't. Code Section 54956.9(d)(4)).

Not Discussed.

38. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Renewed Efforts of Neighbors Against Landfill Expansion ("RENALE") an unincorporated association vs. County of Sonoma, a political subdivision of the State of California; Sonoma Compost Company, a corporation; Sonoma County Waste Management Agency, a public agency, U.S. District Court-Northern District Case No.: 3:14-cv-03804 TEH. (Gov't. Code Section 54956.9(d)(1)).

Direction Given to Staff.

39. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - County of Sonoma v. Ken Kushnir, Sonoma County Superior Court Case No. SCV 255620. (Gov't. Code Section 54956.9(d)(1)).

By a vote of 5 to 0, approval was given for settlement of the litigation in the compromised amount of \$15,000, through a Stipulated Judgment with a permanent injunction against any further building code violations on the subject property. Direction was also given to County Counsel to execute all documents necessary to effectuate the settlement.

40. The Board of Supervisors will consider the following in closed session: Conference with legal Counsel - Existing Litigation - Friends of Lafferty Park, et al v. Pikachu II, LLC, et al; Sonoma County Superior Court Case No. SCV-253148. (Gov't. Code Section 54956.9(d)(1)).

Not Discussed.

41. The Board of Supervisors will consider the following in closed session: Public Employee Appointment of Human Resources Director. (Gov't. Code Section 54957(b)(1)).

Direction Given to Staff.

CLOSED SESSION CALENDAR (Continued)

42. The Board of Supervisors, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiators: Wendy Macy/Carol Allen. Employee organization: All. Unrepresented employees: All, including retired employees. (Govt. Code Section 54957.6 (b)).

Not Discussed.



VI. REGULAR AFTERNOON CALENDAR (Items 43 through 48)

2:30 P.M. - RECONVENE FROM CLOSED SESSION

Supervisors Present: Susan Gorin, David Rabbitt, Shirlee Zane, Mike McGuire, Efren Carrillo

Staff Present: Veronica Ferguson, County Administrator and Sheryl Bratton, Assistant County Counsel

43. Report on Closed Session.

2:30 P.M. Assistant County Counsel Bratton reported on Closed Session Items #36 - 42.

44. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA (Comments are restricted to matters within the Board's jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

2:33 P.M. Public Comment Opened.

Public Speakers:

Gary Wysocky  
Karen Hudson  
Laurel Powers  
Sue Sawtelle  
Mary Morrison  
Maria Stubbert  
Richard Hannon  
Chris Gibbons  
John Jenkel  
Elizabeth Neylon  
Colleen Fernauld

2:59 P.M. Public Comment Closed

45. Permit and Resource Management Department: Review and possible action on the following:
- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
  - b) Acts and Determinations of Project Review and Advisory Committee
  - c) Acts and Determinations of Design Review Committee
  - d) Acts and Determinations of Landmarks Commission
  - e) Administrative Determinations of the Director of Permit and Resource Management

REGULAR AFTERNOON CALENDAR (Continued)

Item #45 Continued

2:59 P.M. Sheryl Bratton, Assistant County Counsel was replaced by David Hurst, Chief Deputy County Counsel.

Board Action: Accept Acts and Determinations

UNANIMOUS VOTE

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

46. AGP14-0189 - (Second District)

- a) APPLICANT: Camozzi Family.
- b) LOCATION: 6188 Bodega Avenue, Petaluma.
- c) ASSESSOR'S PARCEL NO.: APN 022-080-013.
- d) ENVIRONMENTAL DOCUMENT: Categorically Exempt.
- e) REQUEST: Conduct a Public Hearing and Adopt a Resolution:
  - (A) Finding the project exempt from CEQA;
  - (B) Enlarging Agricultural Preserve No. 2-423 by 96.69 acres, for a total preserve size of 759.24 acres;
  - (C) Approving a new Non-Prime Land Conservation Contract and attached Land Conservation Plan for property located at 6188 Bodega Avenue, Petaluma, APN 022-080-013, Supervisorial District 2; and
  - (D) Authorize the Chair to execute the contract requested by the Camozzi family.

Presenter: Traci Tesconi, Project Planner, PRMD

3:00 P.M. Public Hearing Opened

Public Speakers: NONE

3:00 P.M. Public Hearing Closed

Board Action:

Approved as recommended Resolution 14-0483

UNANIMOUS VOTE

47. ORD13-0002 - (Countywide)

- a) APPLICANT: N/A
- b) LOCATION: Various.
- c) ASSESSOR'S PARCEL NO.: Various.
- d) ENVIRONMENTAL DOCUMENT: Sonoma County General Plan 2020 Program Environmental Impact Report (2008).
- e) REQUEST: Conduct a Public Hearing and
  - (A) Approve an Ordinance amending the Zoning Code to update the Riparian protection policies and add the Riparian Corridor combining zone to properties to reflect the setbacks, as shown in Attachment A;
  - (B) Adopt a Resolution amending five Area Plans to be consistent with the General Plan and repealing eight Area Plans that have been fully implemented, as shown in Attachment B.

REGULAR AFTERNOON CALENDAR (Continued)

Item #47 Continued

Presenters:

Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department;  
Sandi Potter, Environmental Review Manager, Permit and Resource Management Department, and;  
Yolanda Solano, Project Planner, Permit and Resource Management Department

3:38 P.M. Public Hearing Opened

Public Speakers:

Don McEnhue  
Matt St. John  
Joe Dillon  
Greg Horder  
Jane Nielson  
Wendy Krupnick  
Terry Harrison  
Danny Elkin  
John Azevedo  
Jeff Carlton  
Norm Yenni  
Johanna Vanoni  
Al Gerhardt  
Brittany Heck  
Richard Middleton  
Daniel Sanchez  
Caitlin Cornwall  
Larry Hanson  
Kathy Ponsi  
Trish McLean  
Dave Fanucchi  
Tim Tesconi  
Dennis Rosatti  
David Petritz  
Peggy Calkins  
Marilyn Goode  
Joe Pozzi  
Karissa Kruse  
Carolyn Wassem  
Rue Furch  
David Hardy  
Rick Coates  
Bob Anderson  
Colleen Fernauld

4:58 P.M. Public Hearing Closed

REGULAR AFTERNOON CALENDAR (Continued)

Item #47 Continued

Board Actions:

The Board makes the following modifications to the ordinance:

1 – Accepts Option A;

2 – Accepts hybrid option:

Under definition of contiguous riparian vegetation, riparian vegetation that is physically touching or adjacent, and not separated by features like roads, developed land, or cropland, and

Under 200-foot no touch zone for existing contiguous riparian vegetation, replace “the Streamside Conservation Area” with “200 feet of the top of the higher bank”;

3 – Accepts Option A

4 – Accepts Option A

5 – Accepts Option A, with more data coming forward in the future

6 – The Agriculture Commissioner will take change of enforcement.

Approved Ordinance 6089, as modified.

Approved as recommended Resolution 14-0484.

UNANIMOUS VOTE

5:55 P.M. The Board adjourned the meeting in memory of Lisabet Tucker Delorenzo, Mary McNeany, Sharon Mendoza Termari Bianchini Doughty, and Mickey Ruth Zane. The meeting was adjourned to December 2, 2014 at 8:30 A.M.

Respectfully submitted,

Roxanne Epstein,  
Chief Deputy Clerk of the Board



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 54  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor David Rabbitt, 707/565-2241

**Supervisorial District(s):**

Countywide

**Title:** Reappointment

**Recommended Actions:**

Reappoint Brian Sobel to serve as a public member-at-large of the Golden Gate Bridge, Highway and Transportation District Board of Directors for a term of two years expiring 1/1/2017.

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment** Not Applicable

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 55  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors of Sonoma County

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Department of Health Services

**Staff Name and Phone Number:**

Rita Scardaci, 565-7876

**Supervisorial District(s):**

Countywide

**Title:** Maternal, Child and Adolescent Health Advisory Board Appointments

### **Recommended Actions:**

Appoint Casey McChesney to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2015.

Reappoint Marta Flax Tilling, Annie Nicol, Amanda Silva, Adrienne Davis, Karla Fittipaldi, Ed Sheffield, Jeff Miller, Grace Harris, Renee McKenna, and Mignon Evans to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2015.

### **Executive Summary:**

This item requests the appointment of one new member and the reappointment of ten existing members to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2015.

The mission of the Sonoma County Maternal, Child and Adolescent Health (MCAH) Program is to promote the physical, social, and emotional health of childbearing women, children, adolescents and their families in Sonoma County. The program interacts with community systems as a partner in providing direct safety net services to high risk MCAH populations, as a coordinator of community-wide services and programs, and as a convener of the MCAH Advisory Board and other collaborative groups to address emerging health needs in the community.

The Sonoma County MCAH Advisory Board was created on October 5, 1982 following passage of legislation creating MCAH Boards throughout California. Upon legislation sunset in the 1990s, the Sonoma County Board of Supervisors authorized the local MCAH Board to continue serving in an advisory capacity. The Sonoma County MCAH Advisory Board is an important vehicle for implementing prevention strategies and coordinating services that benefit the entire community. Partnering with local organizations and individuals is critical to reducing disparities and improving the overall health of women, children, and adolescents in Sonoma County.

The MCAH Advisory Board operates under bylaws adopted in November 2011, which specify in Article IV that members will be appointed by the Board of Supervisors. When vacancies on the MCAH Advisory

Board occur, the openings are posted on the County website in accordance with the Maddy Act and replacements are recruited from the community. Following procedures outlined in the bylaws, all applications are reviewed by the MCAH Advisory Board Chairperson and Vice-Chairperson, who make recommendations to the Department.

The Department of Health Services requests the appointment of the following new member to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for two-year terms beginning on January 1, 2015.

<b>Candidate</b>	<b>Affiliation</b>	<b>Representation</b>
Casey McChesney	Santa Rosa Community Health Centers	School Health Professionals

Casey McChesney is the Manager of Access and Enrollment at Santa Rosa Community Health Centers, which includes one school-based and one school-linked pediatric health center. She currently heads the Outreach team at the centers, which works with the Teen Advocacy Group. Previously she worked for over six years as the Director of YouthBuild Santa Rosa. Her extensive knowledge of working with transitional age youth will be an asset to the MCAH Advisory Board.

The Department of Health Services requests the reappointment of the following members to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for two-year terms beginning on January 1, 2015. These members have agreed to serve an additional term.

<b>Current Member</b>	<b>Affiliation</b>	<b>Representation</b>
Marta Flax Tilling	Community Action Partnership	Community Representative
Annie Nicol	Petaluma Health Center	Community Representative
Amanda Silva	Verity	Community Representative
Adrienne Davis	Kaiser Permanente	Community Representative
Karla Fittipaldi	MFT Trainee	Consumer/Parent/Advocate
Ed Sheffield	Senator Evans Office	Elected Official's Representative
Jeff Miller	Retired Pediatrician	Health Professional
Grace Harris	Child Parent Institute	Health Professional
Renee McKenna	Santa Rosa Memorial Hospital	Health Professional
Mignon Evans	HSD – Family, Youth & Children	Human Services Representative

**Prior Board Actions:**

In December 2013 the Board accepted the Sonoma County MCAH Annual Report for FY 2012-2013; approved the appointment of several new members and the reappointment of several members to the Sonoma County MCAH Advisory Board for two year terms.

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

Supporting the Sonoma County MCAH Program aids in promoting the physical, social, and emotional health of childbearing women, children, adolescents and their families in Sonoma County.



<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 0	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
<b>Total Expenditure</b>	<b>\$ 0</b>	<b>Total Sources</b>	<b>\$ 0</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
There are no fiscal impacts associated with this item.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary</b> <b>Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
N/A			
<b>Attachments:</b>			
None			
<b>Related Items "On File" with the Clerk of the Board:</b>			
None			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 56  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:**

Julie S. Paik, x3783

**Supervisorial District(s):**

**Title:** Report on 2014 Board Priority: Climate Action

### **Recommended Actions:**

Receive update on Climate Action work performed in 2014.

### **Executive Summary:**

The County of Sonoma has consistently led the charge in exploring methods to respond to climate change and in 2014, the Board included climate adaptation as a work priority. The County, as a regional supporter and through the work of the Departments and Agencies, has made tremendous strides in 2014 and looks forward to many challenging initiatives in 2015.

The County of Sonoma has a national reputation for forging the way in both adaptation and mitigation strategies to address climate change, partnering with agencies on the federal, state and local levels. The Board's funding of the Regional Climate Protection Authority (RCPA) evidences its commitment to this cause. The RCPA consists of ten local governments from within Sonoma County and is charged with coordinating countywide efforts to implement a broad range of programs and projects to reduce greenhouse gas emissions. RCPA programs are all delivered in partnership with local jurisdictions, regional entities, and non-government entities.

The RCPA is directed by the same Board as the Sonoma County Transportation Authority (SCTA). The SCTA coordinates countywide transportation initiatives, including administration of Measure M. The SCTA partners with many local, regional, and state agencies to improve transportation in the County including highways, local roads, transit, bicycle and pedestrian facilities. In this role, the SCTA is part of conversations about transportation infrastructure vulnerable to climate change including Highways 1 and 37, which are priorities in the region in the upcoming years. Both the RCPA and SCTA coordinate many regional activities and serve to leverage funding of local projects.

Within the County, many Departments and Agencies have and are pursuing numerous climate projects. The following highlights some significant initiatives being undertaken in the County.

- As the author of the County General Plan, the Permit and Resource and Management Department is very active in different components of climate change. The Plan includes regulations prioritizing city-centered growth and reduced reliance on automobiles with shifts to alternatives such as transit, bicycle and pedestrian modes; management of resources including timber, aggregate, and water; protection of local agricultural resources; and a specific Energy Resources section providing policy direction to reduce greenhouse gas emissions. In addition, PRMD implemented a local Green Building Ordinance in 2010 before the State's required Cal-Green Building Code came into effect and recently implemented a zoning ordinance to streamline renewable energy development. PRMD also received a grant from the Strategic Growth Council to produce a Countywide Climate Action Plan and a grant from the Ocean Protection Council to study sea level rise on the Sonoma Coast.
- The Water Agency has been actively involved in several programs to reduce greenhouse gas (GHG) emissions in accordance with its Energy Policy, adopted by the Board of Directors in March 2011. These efforts include the Carbon Free Water program. In 2013, 96.6 percent of the Water Agency's energy needs were met by renewable sources. Since 2006, the Water Agency's GHG emissions have declined by 94 percent. In addition to these mitigation activities, the Water Agency is involved in several programs to improve the scientific understanding of climate risk in our region. Using this scientifically based understanding of climate risk, the Water Agency is working to identify vulnerabilities to its operations and facilities and taking action to develop adaptation strategies to improve resilience of its operations. These initiatives involve partnerships with various federal, state, and local entities. As described in the 2013 Water Supply Strategies Action Plan, the Water Agency has been involved with several programs to improve the resiliency of the region's water resources (e.g., groundwater management, recycled water, reservoir re-operations, conjunctive management of surface and groundwater). Currently, the Water Agency is developing a workplan for a climate adaptation plan that will provide a comprehensive "roadmap" for the Water Agency's programs aimed at improving resiliency against climate risk. Climate change will have significant impacts on public health with the greatest impact on our most vulnerable populations including children, elderly, those living in poverty, and people with underlying health conditions. There will be increased deaths and illnesses from heat stress as the temperature rises, increased risk of injury due to extreme weather events, and increased respiratory and cardiovascular illness due to smoke from heat and drought-related wildfires as well as air pollution. In addition the availability of water and food supplies will be threatened, causing further stress on health and well-being. The Department of Health Services is collaborating with other county departments and agencies as well as community partners and climate advocates to reduce the impact of climate change. Community resilience to climate change relies on the ability of populations to work together through changing conditions. The day-to-day work of the Department of Health Services, including emergency preparedness efforts as well as outreach and engagement of diverse communities within Sonoma County bolsters the ability of the County to prepare for and respond to climate change.

Many of these projects have been lauded on a local and nation level for innovation and leadership in the area of climate change.

Other Departments and Agencies are also incorporating climate change into their scope of work. The Economic Development Board started the Sonoma Green Business Program, a partnership of government agencies and utilities that assists, recognizes, and promotes local organizations, focusing on small- to medium-sized consumer-oriented businesses that volunteer to operate in a more environmentally responsible way. The Agriculture and Open Space District is collaborating with the

Nature Conservancy, RCPA, other County partners and Non-Governmental Organizations on an initiative, funded by the Gordon and Betty Moore Foundation entitled "Climate Action Through Conservation." Following up on 2013 report, Regional Parks created sustainable design guidelines for new or renovated County facilities. A lighting retrofit project under the new guidelines reduced CO2 emissions by over 9.7 metric tons. General Services has also sponsored many climate-related initiatives. The Energy and Sustainability Division, housed in General Services, encourages long and short range energy and green procurement strategies, effective and efficient energy use and sustainability practices and County employee commute reduction planning. The Sonoma County Energy Independence Program (SCEIP) is a nationally recognized program to allow property owners to finance energy efficiency, water efficiency and renewable energy improvements through a voluntary assessment. The complete list of Departmental and Agency Climate Action projects is vast and time constraints preclude the mentioning of all the innovative and visionary work taking place.

This presentation is to update the Board on the work performed to date to advance the Board priority. In the interest of time, the presentation will focus on the regional work and then the work of a few selected Departments and Agencies. In Spring 2015, PRMD shall return with a formal presentation of Climate Action 2020. Water Agency staff also expects to bring forward for Board of Directors' approval a climate adaptation workplan for addressing climate change impacts to Water Agency's programs and operations.

**Prior Board Actions:**

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

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<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			
Powerpoint presentation			



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 57  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Agricultural Commissioner's Office

**Staff Name and Phone Number:**

**Supervisorial District(s):**

**Title:** Re-organization of the Agricultural Commissioner's Office and Departmental Name Change

### **Recommended Actions:**

Approve the re-organization concept for the Agricultural Commissioner's Office and resolution amending the department's allocation list accordingly; conceptual approval of the funding increase associated with re-organization; and authorize a change in the department's name to Department of Agriculture and Weights and Measures.

### **Executive Summary:**

Sonoma County has a history of environmental protection against a backdrop of an economy largely driven by agriculture, particularly in the growth of vineyard development over the past 40 years. This juxtaposition is not without tension which has manifested itself in different ways over the years. In recent years, there has been an overall trend in increased focus from environmental groups, agricultural stakeholders, and state and local legislators on the environmental impact of agriculture. The Agricultural (Ag) Commissioner's Office is seen by your Board, industry and state officials as the "go to" department for these issues. In fact, the agricultural community has requested that our office act as a leader on these matters based on our expertise and years of developing relationships that allow us to regulate while collaborating at the same time.

Since 2010, the number and breadth of programs this department is responsible for that balance environmental protection and agricultural development has grown significantly. These programs include: administering the Frost Protection Ordinance, developing and implementing tree removal standards associated with vineyard and orchard development, collaborating with Regional Water Quality Control Boards as they develop new agricultural water quality requirements, administering agricultural grading and drainage permits, implementing requirements for biological studies pertaining to vineyard and orchard development (VESCO) projects and developing, implementing, administering and enforcing agricultural setbacks in riparian corridors. Further, should the drought continue, this department will play an increasingly important role in coordinating drought response and resource coordination for the agricultural community.

In order to effectively promote environmental and economic sustainability, the Ag Commissioner's Office must re-think and re-build the structure of our department to be responsive to these increased responsibilities. Our current organizational structure is not adequate to successfully meet the demands associated with administering

the numerous program areas outlined above on an on-going basis. Currently, our department has only one permanent, full-time Engineering Technician IV position (working title: Vineyard Erosion Engineering Technician or "VEET") assigned to work on these issues. There are also two extra help positions that work in these areas and we contract with an engineering firm for technical plan review and approval. All of these positions report directly to the Assistant Agricultural Commissioner, who has a total of 8 direct reports working in 4 distinct departmental sections. This structure is not adequate for the following reasons:

1. Having only one permanent position available to work on these issues does not allow for succession planning or allow us to ensure continuity of operations in the event of a vacancy. A disruption of services in these program areas jeopardizes agricultural producer's economic viability by stalling or stopping cultivation efforts and can also put them at risk for litigation for being out of compliance with various local, state and federal regulations.
2. Without a technical leader whose primary function is to oversee these programs, it is likely that decision making and activities across these programs will be inefficient and introduce duplicative work, thereby increasing the burden of regulatory compliance for our agricultural producers and decreasing staff efficiency. This does not serve the common client base affected by these programs and does not foster economic growth.
3. Contracting for engineering services has not allowed us to be as effective as possible in administering these programs. While the contracted firm has elevated our plan review to ensure compliance with engineering standards, we still do not have an individual on staff that can direct the work of this section to ensure compliance with and advise on highly technical policy issues that represents the broader goals of the department and county.
4. The Assistant Ag Commissioner and Ag Commissioner are deeply engaged in these issues, which takes their attention away from the other core programs of the department. This means that opportunities to influence important policy and funding decisions at the state and federal level for our core programs is minimized.
5. Environmental and water quality issues are not commonly under the purview of most Agricultural Commissioners throughout the state; this is a unique set of programs as compared to the majority of other Agricultural Commissioner's Offices. This means that the majority of candidates for positions such as Assistant Agricultural Commissioner or the Agricultural Commissioner/Sealer will likely have no experience in this arena. Given that maintaining a healthy balance between environmental protection and agricultural development is a vitally important function of this department within Sonoma County, it is imperative that we build institutional capacity so that we will continue to successfully navigate this challenging balance regardless of changes in departmental leadership.

In order to be responsive to this emerging area, the department is proposing organizational changes that will provide an institutionalized structure to implement these programs into the future. We are proposing adding a new functional section, and have this section headed by a new position in the department, a Senior Engineer who will work as the Chief Environmental Engineer. This section will be staffed with the existing VEET and 2 extra help positions. In addition, the department is working with Human Resources to evaluate the appropriate permanent job class to staff this section at the field level. As a result, the department's total position allocation will increase by only 1.0 FTE for the Chief Environmental Engineer. The programs under this Environmental Stewardship Section will be: VESCO, Agricultural Grading & Drainage, Hazardous Materials, Frost Protection Ordinance, Farm Plans (as required by the Regional Water Quality Control Boards) and Riparian Corridor setbacks.

The proposed organizational changes will allow for effective and synergistic service delivery. This structure appropriately reflects the importance of economic and environmental protection that is so important to our community by allowing for an adequate number of staff, and a staffing structure that institutionalizes these program areas as a part of our on-going identity. By including a lead with technical expertise, the department will have the capacity to continue issuing VESCO permits and conducting business if and when vacancies arise in the

section or in the absence of a contracted engineering firm. This re-organization allows for succession planning and the continuity of operations regardless of staff turnover by developing a robust section of qualified staff at various levels. Likewise, it provides a path for promotional opportunities for the lower level personnel within the section.

The total cost to add the Senior Engineer and a vehicle in FY 14-15 annual dollars is \$196,000. This cost will be partially offset by terminating the agreement with the contracted engineering firm, which equates to a savings of approximately \$17,000. The department has evaluated options for external funding to support this position; this evaluation is included as Attachment E of the re-organization documentation. The department is requesting a budget increase that will not exceed \$52,000 for FY 14-15, which will provide sufficient funding for us to make these staffing changes as of March 15, 2015. The department is actively pursuing a number of revenue enhancements that will help reduce the general fund cost of this program, however, these enhancements will not be in place until July, 2015 at the earliest.

In addition to these organizational changes, the department is requesting to change its name to “Department of Agricultural and Weights and Measures.” This name change emphasizes the work we do for the community and is a better reflection of the services we provide and will also allow us to be consistent with the State Food and Agriculture Code regarding the naming convention for our department.

The trend toward an increased emphasis on environmental impacts of agricultural development is a reality that we cannot afford to ignore. As *the* branch of local government that both represents and regulates agriculture, it is incumbent on our department to have a structure that provides the bandwidth we need to be at the forefront of these issues. Environmental protection and economic sustainability are two areas of keen importance to your Board and to the community as a whole.

**Prior Board Actions:**

12/9/2008: Adoption of Ordinance amending Sonoma Code to consolidate all grading, drainage and vineyard and orchard development related code provisions into one comprehensive chapter.

12/14/10: Adoption of the Vineyard and Orchard Frost Protection Ordinance, Chapter 11B of the Sonoma County Code

5/15/2012: Adopted an Ordinance amending Chapter 11 of the Sonoma County Code (Grading, Drainage, and Vineyard and Orchard Site Development) to establish requirements and standards for vineyard and orchard site development where tree removal is involved.

11/24/2014: Adopted ordinance and resolution to amend Zoning Code to update riparian protection policies, add the Riparian Corridor combining zone to properties to reflect the setbacks, and amend or repeal Area Plans.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship



<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	County General Fund	\$ 52,000
Add Appropriations Req'd.	\$ 52,000	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 52,000</b>	<b>Total Sources</b>	<b>\$ 52,000</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
The net FY 14-15 annualized cost of these organizational changes is \$196,000. The department anticipates that, after completing staff work with Human Resources, we will be able to implement and fill the Senior Engineer position as of March 15, 2015.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
Chief Environmental Engineer (CST: Senior Engineer)	\$7,686-\$9,343	1.0	0
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
The department will be adding 1.0 Senior Engineer to function as the Chief Environmental Engineer of the new section.			
<b>Attachments:</b>			
Position Allocation Change Resolution Agricultural Commissioner's Re-org Request			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Attachments to the Agricultural Commissioner's Re-org Request			



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE ALLOCATION LIST FOR THE AGRICULTURAL COMMISSIONER'S OFFICE IN ACCORDANCE WITH THE DEPARTMENT'S RE-ORGANIZATION**

**Whereas**, the Agricultural Commissioner's Office is implementing a re-organization; and

**Whereas**, the re-organization requires the addition of a 1.0 Senior Engineering; and

**Whereas**, Human Resources concurs with the use of the Senior Engineer job class; and

**Whereas**, these organizational changes will allow the Agricultural Commissioner's Office to perform required services;

**Now, Therefore, Be It Resolved** that the Agricultural Commissioner's Office position allocation change will be amended as indicated in the table below:

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary</b> <b>Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
Chief Environmental Engineer (CST: Senior Engineer)	\$7,686-\$9,343	1.0	0
<b>Total:</b>		<b>+1.0</b>	<b>0</b>

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

# **Agricultural Commissioner/Sealer of Weights and Measures' Office**

## **Departmental Re-Organization**

**November, 2014**

### **A. Narrative explanation and/or justification for each of the following elements:**

#### **1. \* Problem(s) with current organization structure. (Program Change Request “Business Need or Statement of Problem”)**

The Department’s mission statement is “To promote and protect agriculture, the health and safety of our community, environment and the economy through education and the enforcement of laws and regulations.”

Sonoma County has a history of environmental protection against a backdrop of an economy largely driven by agriculture, particularly in the growth of vineyard development over the past 40 years. This juxtaposition is not without tension which has manifested itself in different ways over the years.

We are at a point in time where opposing energies and efforts are mounting and have set us as a County on path for a new and different operating environment. There is an increased interest from environmental groups, agricultural stakeholders, and state and local legislators on the environmental impact of agriculture. The dramatic increase in records requests, lawsuits and public debate over private land development seen by our office, combined with mounting state and local regulations is changing the landscape in which we operate. In addition, the Sonoma County Winegrape Commission has made a commitment that all vineyards in Sonoma County will be sustainable by the year 2019. This exemplifies the importance the community has placed on finding a balance between protecting both the agricultural economy and the environment. The Ag Commissioner’s Office is seen by the BOS, industry and state officials as the “go to” department for these issues. In fact, the agricultural community has requested that our office act as a leader on these matters based on our expertise and years of developing effective relationships that allow us to regulate while collaborating at the same time.

In order to effectively promote environmental and economic sustainability, the Ag Commissioner’s Office must re-think and re-build the structure of our department to be responsive to the challenges of the current operating environment.

There are several existing and emerging programmatic areas that have been added to our departmental portfolio in response to the changing environment. These areas are described below; the timeline underscores that these are not simply one-time issues, but that they represent a shift in the norms of our operating environment.

- Since 2000: Administer and implement the Vineyard and Orchard Erosion and Sediment Control Ordinance (VESCO)
- 2008: Agricultural grading and drainage requirements were adopted into Chapter 11 of the County Code

- 2010: became the lead agency for implementing and administering the Frost Protection Ordinance
- 2012: developed and now implement the tree removal standards associated with VESCO
- 2012-present: collaborate with Regional Water Quality Control Boards as they develop new agricultural water quality requirements, which will require many vineyards and orchards to develop Farm Plans. At the request of the RWQCBs and industry, we will play a lead role in helping growers comply with these regulations
- 2013: took over administration of Agricultural grading and drainage permits to allow for a more comprehensive and streamlined review of VESCO plans
- 2013: Renewed investment in an effective Pesticide Use Enforcement program to minimize potentially adverse affects of pesticides on the environment
- 2014: submitted grant applications for new funding for Farm Plan program work
- 2014: implement requirements for biological studies pertaining to VESCO projects
- 2014: identified as the department that will develop, implement and enforce best management practices relating to agricultural setbacks in riparian corridors in the General Plan amendment. This represents a major shift as only vineyards and orchards have faced regulations such as this up to this point.
- Emerging: Coordinate drought response and resource coordination for the agricultural community. Should the drought continue, the work associated with this task will significantly increase.

Currently, the department's only permanent job class specifically designed to address these environmental issues is that of a Vineyard Erosion Engineering Technician ("VEET"; CST Engineering Technician IV). This position is responsible for doing the technical work of reviewing and approving VESCO plans, which is a more than full-time undertaking. He works with a retiree extra help VESCO Coordinator (CST Agriculture and Vineyard Conservation Coordinator). The retiree is the individual that occupied this role from its creation in 2000 until she retired in 2010. The department also currently has an extra help Environmental Specialist providing support work on Frost and the Farm Plan program. Finally, the department contracts with an engineering firm to complete review of VESCO and Ag Grading and Drainage plans that include engineering components. All three of these positions currently report to the Assistant Agricultural Commissioner, who also manages the contract with the engineering firm.

This organizational structure is preventing us from successfully addressing the numerous environmental issues before us for a number of reasons.

First, the fact that we have only one permanent full-time employee available to work on these issues is not sustainable and does not allow us to establish an institutionalized structure to address these issues into the future. At the time we added the VEET position, we thought the incumbent could take over administrative leadership of VESCO – however, three things have changed since that time. First, the scope of our environmental quality programs has ballooned such that administrative oversight is no longer only needed for VESCO. Second, simply keeping up with the technical work of plan review and approval has proven to be more than a full-time job for this position due to the volume and complexity of plans submitted and increased requirements. Third, the operating environment has become significantly more litigious and controversial, to the extent that the administrative leadership elements discussed in the Eng Tech IV job description are no longer a fit for acting as an overall leader in the

broader program area. As a result, we still do not have the administrative leadership we need for these program areas. In addition, should the incumbent VEET leave for any reason, we have no institutionalized knowledge base to continue the critical work of VESCO plan review and approval.

Second, a number of the programs require that a licensed professional engineer review various plans or practices. We have established a contract with an external engineering firm for these services, but we do not have a position with this level of licensure in the department. This means that if our contracted firm were to terminate the agreement or not renew, we would not be able to do the work we are required to do. Further, in the 28 month period of this contract, we have experienced turnover in the staff assigned by the contracted firm to work on this program, which is a higher rate of turnover than would be expected for a permanent county employee. In programs such as these, turnover creates a risk for improper implementation of complex requirements. In addition, without a professional engineer on staff, we are at a disadvantage in negotiating and developing important policy changes that meet technical standards and requirements.

Third, all of our current water quality-related positions report to the Assistant Agricultural Commissioner. This means that the Assistant Agricultural Commissioner has 8 direct reports, 5 of which are line level employees, and that represent 4 significantly different departmental sections. In addition, she manages the contract with the outside engineering firm for technical services. This span of control at this level is ineffective. Much of the environmental work is significantly technical in nature, and the department is lacking someone with the necessary technical credentials in a leadership capacity to effectively direct the activities relating to environmental issues, including supervising the work of lower level staff. In addition, without a leadership level position overseeing these programs, the Agricultural Commissioner is involved in the detailed work of procedure and policy development. As a result, both the Assistant Commissioner and Commissioner are unable to focus on important issues facing our core programs. This includes activities such as: advocating for additional funding with the heads of federal agencies; providing strategic leadership on implementing critical programs; and exploring options to leverage new funding sources for our basic programs.

Finally, environmental and water quality issues are not commonly under the purview of most Agricultural Commissioners throughout the state; this is an extremely unique set of programs as compared to the majority of other Agricultural Commissioner's Offices. This means that the majority of candidates for positions such as Assistant Agricultural Commissioner or the Agricultural Commissioner/Sealer will likely have no experience in this arena. Given that maintaining a healthy balance between environmental protection and agricultural development is a vitally important function of this department within Sonoma County, it is imperative that we build institutional capacity so that we will continue to successfully navigate this challenging balance regardless of changes in departmental leadership.

- 2. \* How will proposed reorganization resolve the problem(s) or take advantage of an opportunity? (Program Change Request: New or Enhanced Program Description and Describe How Program Will Meet Business Need)**

The department currently consists of 3 functional sections: Agriculture, Weights and Measures and Administration. The department is proposing to create a fourth functional section, the “Environmental Stewardship Section”, which will be headed by a Chief Environmental Engineer (CST: Senior Engineer) and staffed with the VEET (existing position) and a permanent field staff position. The department is working with Human Resources to evaluate the appropriate permanent job class to staff this section at the field level. At this time, the Environmental Specialist job class has been identified as a potential fit for our needs, and the department will work with Human Resources to conduct complete staff work associated with this evaluation. In order to help ensure retention of existing staff, the department intends to fill the permanent field staff position for this section through a departmental promotion and eliminate the resulting vacancy in the biologist job class. As a result, the department’s total position allocation will increase by only 1.0 FTE for the Chief Environmental Engineer. The Senior Engineer position is represented. The programs under this Environmental Stewardship Section will be: VESCO, Agricultural Grading & Drainage, Hazardous Materials, Frost Protection Ordinance, Farm Plans (as required by the Regional Water Quality Control Boards) and Riparian Corridor setbacks.

This organizational change will provide the department with the appropriate job classifications, knowledge base and structure to proactively take advantage of opportunities associated with environmental issues facing the agricultural community. Details regarding the justification to utilize the Senior Engineer and Environmental Specialist job classes are included in the attached documents.

The trend toward an increased emphasis on environmental impacts of agricultural development is a reality that we can’t afford to ignore. As *the* branch of local government that both represents and regulates agriculture, it is incumbent on our department to have a structure that provides the bandwidth we need to be at the forefront of these issues. In our community and to our Board, environmental protection and economic sustainability are two areas of keen importance. This proposal gives the County a way to identify upcoming issues and proactively address these issues – rather than reacting and missing important opportunities. This includes identifying emerging opportunities that will generate revenue (i.e. by developing Farm Plans as a fee for service) and by allowing for effective service delivery to agricultural producers, which is simply the right thing to do for our community.

The proposed reorganization will put all of our environmentally-oriented programs that aren’t a part of the traditional agricultural commissioner programs under one section with a technical expert in a leadership capacity at the head of the section. This will allow for effective and synergistic service delivery. This structure appropriately reflects the importance of economic and environmental protection that is so important to our community by allowing for an adequate number of staff, and a staffing structure that institutionalizes these program areas as a part of our on-going identity.

Finally, by including a lead with technical expertise, the department will have the capacity to continue issuing VESCO permits and conducting business if and when vacancies arise in the section and in the absence of a contracted engineering firm. This re-organization allows for succession planning and the continuity of operations regardless of staff turnover by developing a robust unit of qualified staff at various levels. Likewise, it provides a path for promotional opportunities for lower level personnel within the unit.

In addition to the changes proposed in this document, the department also plans to examine the job classes of the VEET (CST: Engineering Technician IV) and Agricultural Conservation Coordinator (currently filled with retiree extra help) in the next 12-18 months. Ultimately, the department anticipates updating the Agricultural Conservation Coordinator job class to reflect the current operations of the department and transitioning the incumbent VEET into this position so that there is a better alignment with the job class specification and the daily work assignments of this individual. This will likely include converting this from a management to a represented job class, and adding some technical skills to the job class. The department will be better positioned to fully evaluate the necessary characteristics of the updated Agricultural Conservation Coordinator job class once this re-organization has been completed and the new positions are filled. In addition, this timing approach will allow the Chief Environmental Engineer to participate in the process to examine changes to the Agricultural Conservation Coordinator job class.

### **3. \* Any legal implications? (Not in Program Change Request)**

There are no known or anticipated legal implications should we pursue the organizational changes outlined. However, without the organizational changes in place, we are concerned about two specific legal implications:

Without the introduction of the Environmental Specialist position, there is a significant risk that our current Agricultural Biologist staff will work out of class as we strive to provide the services expected of us by the community and the Board.

In addition, without this re-organization and introduction of the Chief Environmental Engineer (CST: Senior Engineer), the department does not have internal staff with the necessary technical credentials at the appropriate levels to administer these programs with the level of expertise that is critical given the litigious nature of our operating environment. Given the politically sensitive and highly technical nature of this work, the leadership of this section that includes professional technical qualifications is of key importance in successfully addressing and helping avoid challenges.

### **4. \* What are the changes from existing to proposed structure, by position (additions, reclassifications, new classifications, new management positions, etc.)? (Program Change Request: New or Enhanced Program Description; see new position request form and position change request form for other more details questions in the Program Change Request Form).**

Add: 1.0 Senior Engineer (see attached Position Request form for additional details)

Add: 1.0 field staff allocation (At this time, the department has identified the Environmental Specialist as the potential correct job class to use; the justification for this position is included in the attached Justification document associated with this job class specifically. The department is working with Human Resources to conduct complete staff work to confirm that this is the most appropriate job class to utilize).

Remove: 1.0 Agricultural Biologist allocation (this will be removed if the field staff position is filled with an existing staff member; at this time, it is the department's intent to fill the field staff position through an internal recruitment, and to delete the resulting Ag Biologist vacancy).

**5. Identify basis of structure (i.e. geographic, clientele, service type, etc.). (not in Program Change Request Form)**

Program-based

**6. Other organization's structure alternatives considered (at least one other viable alternative). (Program Change Request Form: Alternatives and/or results of non approval)**

In coming to this proposal, the department's consideration of additional alternatives was extensive. A summary of the options we considered are summarized below.

1. We considered requesting to a phased in approach where we first add the 1.0 Environmental Specialist and remove a 1.0 Agricultural Biologist, and add the Chief Environmental Engineer (CST: Senior Engineer) in a second phase separate from this request. Adding the Environmental Specialist position is the most critical and necessary change as the department is lacking in appropriate personnel to execute upcoming tasks in the above-mentioned areas. Without this change, the department will either run into staff working out of class, or we will be unable to deliver on programs that are important to the community. This approach does not achieve our long-term goal of creating an institutionalized section that is responsive to environmental issues impacting agriculture for the following reasons:
  - a. Human Resources has indicated that the current Environmental Specialist job spec requires evaluation and possible modification before it can be used by our department for these purposes, so this is not a viable option.
  - b. It does not allow the department to hire personnel with appropriate technical knowledge at a leadership level. This means the department will continue to rely on lower level technical staff (the VEET) and our engineering consultant to resolve technical issues and concerns.
  - c. Without the Chief Environmental Engineer, the department will not be able to build a structure that will be successful even when there is turn over in the current leadership positions.
  - d. The Assistant Agricultural Commissioner and Agricultural Commissioner will continue to be significantly involved in day to day operations associated with water quality issues. This means they will not be able to focus on our core programs, while also depriving the environmental quality issues of the technically-informed leadership perspective they require.
2. We considered taking no action and leaving our positions as they are. We are not recommending this solution as our current organizational structure is "high risk" in that we do not have the job classes necessary to successfully implement the tasks that our constituents are expecting us to perform and that align with the Board's strategic plan. In addition, our current structure is deficient in that it does not include contingency options should our only permanent staff person leave. In that eventuality, we would be unable to provide the services that the Board and public expect and rely on us to perform.



3. We considered having the VESCO positions report to one of our existing department managers – meaning the Chief Deputy Agricultural Commissioner, the Chief Deputy Sealer and the Administrative Services Officer. However, none of these positions have the knowledge or technical training to provide appropriate oversight of these programs.
4. Finally, we considered significant alternatives to the job classes we are proposing in this re-org request. Detailed information about our analysis and consideration of alternative job classes are included within the attached documents for both the Senior Engineer and Environmental Specialist positions.

**7. \* Cost impacts – current year, annualized, financing sources.**

Additional General Fund is being request to finance this re-organization. The total cost of this program in FY 14-15 dollars is estimated to be \$196,000 for the entire fiscal year; the actual amount required in FY 14-15 is dependent upon when the re-organization goes into effect. This allows for the annual salary of the Senior Engineer at \$184,000 plus \$12,000 for annual vehicle operating costs required for this position.

In developing this re-organization, the department evaluated the potential to finance this re-organization through other sources. The first source of funding will come through the elimination of the agreement with our contracted engineering firm, as we will bring these services in house. This totals approximately \$20,000 per year. In addition, an estimated \$54,000 per year for 2.5 years in potential revenues has been identified to offset the costs of this re-organization; \$44,000 of this is associated with potential revenues associated with Farm Plan development that would likely be received over approximately a 2.5 year period; the start and end date of this timing depends upon when the Regional Water Board regulations are adopted, and when they require all operations to have a farm plan developed. These revenues would come from fee for service charges. \$6,000 is potential on-going revenues associated with a fee increase in the Hazardous Materials program and \$4,000 is potential on-going revenues associated with increased revenues associated with the Frost Ordinance. Additional information regarding our analysis of fee for service and grant revenue is attached.

In FY 14-15, a total of \$61,000 is being requested. This will allow for the positions to be filled as of March 15, 2015 through June 30, 2015. This includes savings associated with the elimination of the contracted engineering firm, but does not recognize increased revenues. The Hazardous Materials fee increase will be developed for FY 15-16. The revenues associated with the Farm Plans will be recognized when the Regional Water Board regulations are adopted.

**8. \* Identify any impact on other county departments or advisory bodies.**

None

**9. Survey of comparable counties, if applicable.**

N/A

**Attachments (On-File with the Clerk)**

Attachment A: Current Org Chart

Attachment B: Proposed Org Chart

Attachment C: Class Study Form – Senior Engineer

Attachment D: Justification for Environmental Specialist

Attachment E: Evaluation of Grant and Fee Revenue Opportunities



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 58  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Directors, Sonoma County Water Agency

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):**

**Staff Name and Phone Number:**

Michael Gossman 521-6207

**Supervisorial District(s):**

All

**Title:** Biological Opinion Phase 2 Letter of Credit

### **Recommended Actions:**

Authorize the General Manager to undertake actions necessary to procure a standby Letter of Credit in the amount of \$8,606,560 as described in the Memorandum of Agreement with California Department of Fish and Wildlife, including execution of an agreement with U.S. Bank for such a Letter of Credit in substantially the form presented to this Board, following review and approval by County Counsel as to form.

### **Executive Summary:**

This item requests authorization for the General Manager to undertake actions necessary to procure a standby Letter of Credit from U.S. Bank in the amount of \$8,606,560 for Stage 2 Biological Opinion activities related to Coho salmon, as required under the Consistency Determination issued by the California Department of Fish and Wildlife on November 9, 2009. It also requests authorization for the General Manager to execute an agreement with U.S. Bank for such a Letter of Credit in substantially the form presented to this Board, following review and approval by County Counsel as to form.

### **HISTORY OF ITEM/BACKGROUND:**

On September 24, 2008, the National Marine Fisheries Service (NMFS) issued its biological opinion (Biological Opinion) and Incidental Take Statement under the federal Endangered Species Act (ESA) regarding Sonoma County Water Agency's (Water Agency's) operation and maintenance activities in the Russian River watershed. The Incidental Take Statement covers three species of fish listed under the ESA, Central California Coast steelhead, Central California Coast Coho salmon, and California Coastal Chinook salmon, and Biological Opinion implementation activities in Dry Creek, Russian River tributaries, the Russian River estuary, and under the Coho Salmon Captive Broodstock Program. Pursuant to the Incidental Take Statement, taking that is incidental to and not intended as part of the Water Agency's activities as it implements the provisions of the Biological Opinion is not considered to be prohibited under the ESA.

On November 9, 2009 the Water Agency requested and received a Consistency Determination from the California Department of Fish and Wildlife (CDFW). The Consistency Determination provides the Water Agency with incidental take coverage under the California Endangered Species Act (CESA) for the same Russian River activities that the Biological Opinion provides take coverage for under the federal ESA. Under the Consistency Determination and state law, the Water Agency is required to provide assurances that it will have adequate funding to implement and comply with the Biological Opinion and the CDFW Incidental Take Statement as it pertains to Coho-related activities. Financial security provisions required under the Consistency Determination are guided by a Memorandum of Agreement (MOA) approved by the Board and signed by the Water Agency's General Manager and CDFW on October 5, 2009.

To comply with the Consistency Determination and the terms of the MOA, the Water Agency obtained a standby Letter of Credit from North Coast Bank. CDFW's ability to draw on the standby Letter of Credit is subject to a number of conditions. Most importantly, CDFW must give the Water Agency written notice of any alleged default by the Water Agency in its Biological Opinion obligations, as well as an opportunity to cure any such default. If CDFW draws on the standby Letter of Credit, it must use all proceeds to complete Coho-related work under the Biological Opinion.

The existing standby Letter of Credit with North Coast Bank expires December 31, 2014. The Water Agency has completed Stage 1 activities under the Biological Opinion, and will request that CDFW execute a Certificate of Cancellation of the Stage 1 standby Letter of Credit with North Coast Bank, as contemplated by the MOA. A standby Letter of Credit for the estimated cost of Stage 2 Coho-related activities in the amount of \$8,606,560 must be approved and executed by January 1, 2015. Stage 2 includes ongoing Biological Opinion activities in the Russian River estuary, Russian River tributaries, and the Coho Salmon Captive Broodstock Program, as well as enhancement for miles 2 through 3 of the Dry Creek habitat improvement project.

North Coast Bank notified the Water Agency that the terms of any new Letter of Credit would be significantly less advantageous than the existing Letter of Credit. Typical rates are a minimum of 1% of the face value of the standby letter of credit annually, which would be an \$86,066 annual fee in this case. The Water Agency has worked closely with Auditor-Controller-Treasurer-Tax Collector staff to negotiate a more favorable standby Letter of Credit with U.S. Bank.

The proposed standby Letter of Credit will be secured by a first lien on the Water Agency's U.S. Treasury Strips held by the Water Agency's debt service fund to repay the U.S. Army Corps of Engineers for the cost of constructing and maintaining Warm Springs Dam. The Water Agency's investment in U.S. Treasury Strips as of June 30, 2014, was \$52,000,000. Debt payments to the U.S. Army Corps of Engineers are approximately \$6 million per year and will terminate in 2035. The average cash balance in the Warm Springs Dam fund, which receives all revenue from the \$6-million Warm Springs Dam-Russian River Project "override" property tax, is projected to be \$26 million over the remaining 9 years of the Biological Opinion. The U.S. Treasury Strips would continue to be released to the Water Agency as they mature. Issuance and maintenance fees for the standby Letter of Credit would be calculated at 55 basis points per annum (\$55,208 per year) on the total amount of the standby Letter of Credit. In the event of default, an additional 100 basis points above the current pricing level would be assessed. Should CDFW need to draw on this letter of credit due to failure of the Water Agency to fulfill its obligations under the

Biological Opinion, any drawn portions would be charged at the Bank's prime rate plus 5%, which today would be 8.25%. This would be charged until all amounts were repaid. The Water Agency will also pay the Bank's legal costs associated with the development of the necessary documents to effect this standby Letter of Credit, up to \$10,000.

On October 24, 2014, the Sonoma County Debt Advisory Committee reviewed and approved the proposed standby Letter of Credit with U.S. Bank. Water Agency staff request that the Board approve procurement of the proposed standby Letter of Credit in the amount of \$8,606,560 with U.S. Bank.

**Prior Board Actions:**

09/22/2009: Authorized the General Manager to execute a Memorandum of Agreement between the Sonoma County Water Agency and California Department of Fish and Wildlife regarding implementation of financial assurances for a Consistency Determination; and Approved purchase of a certificate of deposit in the amount of \$7,770,280 and authorized the General Manager to execute an Agreement for a standby Letter of Credit with North Coast Bank; and Approved submission of a written request to California Department of Fish and Wildlife for a Determination of Consistency with the California Endangered Species Act for listed Coho salmon.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

This item achieves this goal by ensuring that the Water Agency meets its obligations for implementation of the Biological Opinion.

Water Supply Goals and Strategies, Goal 2: Protect water quality, improve scientific understanding of our existing water supply, and continue implementation of the Russian River Biological Opinion.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 55,208	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 55,208
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	Warm Springs Dam Special Revenue Fund	\$
<b>Total Expenditure</b>	<b>\$ 55,208</b>	<b>Total Sources</b>	<b>\$ 55,208</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Funding is from the Warms Springs Dam Special Revenue Fund. Appropriations of similar amounts will be made in subsequent fiscal years per Agreement with U.S. Bank.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			
Memorandum of Agreement Agreement with U.S. Bank			

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CF/45-0-20 US Bank (Letter of Credit Providing Financial Assurances for Consistency Determination) TW No (ID 5179)



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 59  
(This Section for use by Clerk of the Board Only.)

**To:** Sonoma County Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Sheriff's Office

**Staff Name and Phone Number:**

Cpt. Shubel 565-3920, ASO Querijero 565-3923

**Supervisorial District(s):**

All

**Title:** Body Worn Camera Program Implementation and Contracts

### **Recommended Actions:**

Authorize the Sheriff to execute the necessary contracts to implement a Body Worn Camera program. The value of the contracts shall not exceed \$1,155,856. The term of all three contracts is five years from the date of execution.

1. Evidence.com Master Services Agreement for software management and cloud storage services;
2. A Professional Services Agreement for installation and maintenance services;
3. A Sales Agreement for the purchase of Taser International, Inc. equipment.

### **Executive Summary:**

This item requests that your Board authorize the Sheriff to enter into three, five-year agreements with Taser International, Inc. to implement a body worn camera program at the Sheriff's Office. The value of contract shall not exceed \$1,155,856.

Background. Body worn cameras and audio/visual recordings of law enforcement interactions provide increased transparency to both officer and citizen statements and conduct during a law enforcement event. The recordings serve the role of an unbiased observer. Officers can use the videos to write reports, to prepare to testify at trial, and to assist the District Attorney's Office and Public Defender's Office. Some agencies that have deployed body worn cameras report reductions in citizen complaints, lower prosecution costs, and less overtime. Arguably one of the most significant benefits of using the body worn camera technology is the role it plays in offering insights into critical incidents, for example as a tool for dismissing erroneous eyewitness accounts or for validating the sequence of events. Sheriff's Office staff began exploring body worn cameras in the spring of 2012 which resulted in the idea of a pilot program.

Pilot Program. In June 2013, operational staff prepared a proposal to pilot test body worn cameras at the Sheriff's Office. At the time, other law enforcement agencies in the state and nation were beginning to implement this type of audio/visual technology. Given the benefits that these agencies realized, the

Sheriff's Office wanted to explore whether and how the cameras could serve both deputy and community interests. Sheriff's Office staff conducted the pilot project from February 2014 through May 2014. A portion of the 2013 Justice Assistance Grant (JAG) award (\$21,000) was used to fund the equipment needed for the pilot. On March 23, 2014, Sheriff's Office representatives gave a presentation to the Community and Local Law Enforcement Task Force (Task Force) describing the pilot project. Task Force members expressed their concerns about how the program would be implemented, how data would be secured, and what policies and procedures would be put in place around camera use and video release. In August 2014, a report on pilot project findings and recommendations was presented to the same group. The project team's final recommendation, which reflects user, task force, and technical services staff input, is to purchase the Taser Body Axon product since it the most reliable, cost-effective, and most functional body worn camera for the Sheriff's Office. A copy of the Body Worn Cameras Pilot Program Report is on file with the Clerk of the Board.

Policy. Sheriff's Office staff have prepared a draft policy for the use of the body worn cameras. The policy is expected to be finalized after full implementation of the program. Input from the pilot test users, the Deputy Sheriff's Association, Task Force, citizen groups, and other County representatives will be evaluated and considered during policy development. A copy of the Personal Video Recorder draft policy is on file with the Clerk of the Board.

Procurement. Prior to the pilot, Sheriff's Office staff researched different models of body worn cameras and looked into law enforcement agencies with body worn camera programs. As a result of this research, the pilot was narrowed down to the two products that best fit County conditions and needs. The products tested are the industry leaders and the cameras most used by California law enforcement agencies. On September 30, 2014, with the support of the County Administrator's Office, the County Purchasing Agent approved the Sheriff's request to procure the body worn cameras as a single source transaction. A copy of the approved Single Source Waiver Request is on file with the Clerk of the Board.

Contracts. There are three agreements associated with the body worn camera program, all of which are for the same five-year term with Taser International, Inc. (Taser). Taser's Evidence.com Master Services Agreement covers how data will be downloaded and sent to the Evidence.com cloud-hosted site including data security, privacy, licensing, storage, and system update support. The scope of services in Taser's Professional Services Agreement covers system set-up, configuration, and installations costs; implementation support, trouble shooting, and initial training costs; and project management and ongoing technical support services costs. The Sales Agreement formalizes the County's acceptance of Taser's quote and sales terms and conditions. County Counsel and Risk Management have reviewed and approved all three Taser agreements. A summary of contract costs for each year of the five-year term is shown in the table below:

<u>Year</u>	<u>Description</u>	<u>Cost</u>
Year 1	Body worn cameras including Taser Assurance Plan (TAP), camera bays and hub, Evidence Transfer Manager (ETM) Access, Evidence.com annual payment, license and data storage, holsters, doc hardware	\$335,664.00
Year 2	TAP, ETM Access, Evidence.com annual payment, license, and data storage	\$187,002.00
Year 3	TAP, ETM Access, Evidence.com annual payment, license, and data storage	\$187,002.00
Year 4	TAP, ETM Access, Evidence.com annual payment, license, and data storage	\$187,002.00
Year 5	TAP, ETM Access, Evidence.com annual payment, license, and data storage	<u>\$187,002.00</u>
	Sub-total	\$1,083,672.10



Estimated Shipping and Handling	\$1,336.62
Estimated Tax	\$70,846.59
<b>TOTAL</b>	<b>\$1,155,855.31</b>

Fiscal Impact. Total costs to implement the body worn camera program over the five-year period are substantial. In addition to the contract costs above for equipment, licenses, and support services, the Sheriff's Office will incur ISD and County Communications costs. One-time expenses include the cost to install port switches in the body worn camera equipment room to provide connectivity to the Main Office network infrastructure, and wiring costs at the Sheriff's sub-stations.

5-year Taser International, Inc. Agreements	\$1,155,855.31
Estimated ISD switches and network configuration costs	\$8,750.00
Estimated County Communications wiring costs at sub-stations	\$10,000.00
<b>TOTAL</b>	<b>\$1,174,605.31</b>

On February 25, 2014, your Board approved budgetary adjustments to appropriate \$250,000 in asset forfeiture funds (30016300) for the purchase of body worn cameras, however no funds were spent in FY 13-14. These funds were re-budgeted on November 14, 2014 as part of FY 14-15 first quarter consolidated budget adjustment process. The estimated Year 1 costs of \$354,414 (year one costs plus ISD costs) exceed current expenditure appropriations. The Sheriff is requesting the additional \$104,414 from the general fund. Staff has identified one-time Proposition 172 revenue to offset the unfunded costs. Additional Proposition 172 revenue will be appropriated as part of the mid-year consolidated budget adjustment process. Year 2 through Year 5 contract costs represent an increase to Sheriff's Office baseline services and costs. If these contracts are approved, the increased costs will be reflected in the Sheriff's Office baseline budget request beginning in FY 15-16.

**Prior Board Actions:**

- 9/10/13 – Board approves appropriations to accept JAG funding for body worn camera pilot project
- 2/25/14 – Board approves consolidated budgetary adjustment to appropriate asset forfeiture funds for the purchase of body worn cameras
- 11/14/14 – Board approves consolidated budget adjustment to re-budget asset forfeiture funds for the purchase of the body worn cameras not purchased in FY 13-14

**Strategic Plan Alignment**      Goal 1: Safe, Healthy, and Caring Community

The implementation of a body worn camera program at the Sheriff's Office will increase transparency of actual events when law enforcement events occur.

<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$ 250,000	County General Fund	\$ 104,414
Add Appropriations Req'd.	\$ 104,414	State/Federal	\$ 250,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$ 354,414</b>	<b>Total Sources</b>	<b>\$ 354,414</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<p>On February 25, 2014, your Board approved budgetary adjustments to appropriate \$250,000 in asset forfeiture funds (30016300) for the purchase of body worn cameras, however no funds were spent in FY 13-14. These funds were re-budgeted on November 14, 2014 as part of FY 14-15 first quarter consolidated budget adjustments. The Sheriff is requesting an additional general fund contribution of \$104,414. The item will be included in the Sheriff's FY 14-15 mid-year budget adjustments.</p>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items "On File" with the Clerk of the Board:</b>			
<p>Taser International, Inc. Agreements (Evidence.com Master Services Agreement, Professional Services Agreement, and Sales Agreement)  Body Worn Camera Pilot Program Report  Draft Personal Video Recorder Policy  Approved Single Source Waiver Request</p>			



County of Sonoma  
Agenda Item  
Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 60  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** BOS

**Staff Name and Phone Number:**

Supervisor Efren Carrillo, 565-2241

**Supervisorial District(s):**

Fifth

**Title:** Fee Waiver

**Recommended Actions:**

Approve a fee waiver for the amount of \$1,142.00 for the historic Rio Nido sign project. (Fifth District)

**Executive Summary:**

Friends of Rio Nido is a community based non-profit that relies on fundraising for community projects.

**Prior Board Actions:**

Sonoma County Advertising Grant for FY 13-14 and FY 14-15

**Strategic Plan Alignment** Goal 1: Safe, Healthy, and Caring Community

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
Fee Waiver Application. Letter from Friends of Rio Nido. Application Fee Invoice.			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None.			

SUBMIT TO:  
 Board of Supervisors  
 575 Administration Dr, Ste 100A  
 Santa Rosa, CA 95403

# COUNTY OF SONOMA

For Board of Supervisors Use Only

## Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: Kim Holliday  
First Middle Last

Mailing Address: PO Box 184 Rio Nido CA 95471  
Number, Street, Apt/Suite City State Zip

Phone: ( 707 ) 280 - 1127 Email: kim\_holliday\_1@yahoo.com  
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: Friends of Rio Nido

Mailing Address: PO Box 184 Rio Nido CA 95471  
Number, Street, Apt/Suite City State Zip

Phone: ( 707 ) 200 - FRN1 Email: frnboard@rionido.net  
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	O Gorin District 1	David Rabbitt District 2	Shirlee Zane District 3	Mike McGuire District 4	Efren Carrillo District 5
Entity or organization location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

City
  Special District
  Other Local Government  
 School
  Non-profit or CBO

Other (please specify): (We are a 501c3 organization.)

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event:  One Time  Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
PRMD	Encroachment Permit (ENC14-0289)	\$1,142.00

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
/ /	N/A		
/ /			
/ /			
/ /			

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax
  Sales Tax
  Special Assessment
   
 User Fees

Other (please specify): Sonoma County Advertising Grant for FY13-14 and FY14-15

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.

*Keri Holliday*  
 Authorized Signature

Friends of Rio Nido Boardmember  
 Title

11 / 24 / 2014  
 Date



November 24, 2014

Efren and the Sonoma County Board of Supervisors,

Friends of Rio Nido (FRN) would like to request a fee waiver for the Encroachment Permit (ENC14-0289) associated with the refurbished historic Rio Nido sign project, which cost \$1,142.00 and was paid today.

The following information is provided in accordance with item 5 on the request form:

- The project is to refurbish and re-install a historic Rio Nido sign that was first built around 1940, and hung as the primary indicator for the town until about 1970, at which point it came down (folklore stories differ on why and how). The sign has been in storage ever since. Rio Nido has a great deal of nostalgia and a storied history, and its residents relish the day that this sign returns to its post to greet and inform visitors from all around.
- The number of individuals who participate in the project directly are 15 to 20 (the FRN Board and the FRN Sign Committee). The number of individuals who are involved as FRN Members (receiving updates, voting on location/color and general sign design) are approximately 250.
- The number of people who will be served are the population of the community of Rio Nido, and the greater Russian River area, in addition to all visitors to the Rio Nido businesses and residents.

The following information is provided in accordance with item 10 on the request form: FRN has been fortunate to receive \$3k against the FY13-14 Advertising grant, \$12k against the FY14-15 Advertising grant, and \$1.78k against the recent supplemental grant for FY14-15, totaling \$16.78k. The final costs of the project are looming at a quoted total of just under \$25k, if there is no reduction to the County permit fees and assuming we will need to pay for a temporary lane closure on River Road to install the sign.

Thank you for whatever appropriate consideration can be provided on this matter, and for yours and Susan's tremendous support of our project to date.

Regards, Kim Holliday (FRN Board member)

**Friends of Rio Nido**

PO Box 184 Rio Nido, CA 95471

Phone: 707-200-FRN1 E-Mail: frnboard@rionido.net

**COUNTY OF SONOMA**  
**PERMIT AND RESOURCE MANAGEMENT DEPARTMENT**

2550 VENTURA AVENUE, SANTA ROSA, CA 95403-2829  
(707) 565-1900 FAX (707) 565-1103

**Application Fees / Invoice for: ENC14-0289**

**Project Address:** 14610 RIVER RD GUE

**Cross Street:** CANYON 2 RD

**APN:** 070-300-048

**Description:** NEW SIGN IN ROW

**Printed:** November 24, 2014  
**Initialized by:** CCAMILLE  
**Activity Type:** AB-ENC 1401  
**PCAS #:**

**Owner:** RUSSIAN RIVER COUNTY SANITATION DISTRICT  
2555 MENDOCINO AVE  
SANTA ROSA CA 95403-2803

**Applicant:** SIGNS OF ALL KINDS  
11573 BODEGA HWY  
SEBASTOPOL CA

95472  
707 824 3088

**Fees:**

Item#	Description	Account Code	Tot Fee	Prev. Pmts	Cur. Pmts
106	ENG - ADDTL MAP OR P/C	26010111-45061	144.00	.00	.00
140	TECH ENHANCEMENT FEE	26010104-46040	18.00	.00	.00
419	ENCROACH PERMIT	26010111-45171	470.00	.00	.00
420	ENCROACH INSPECTION	26010111-45171	470.00	.00	.00
740	NPDES - ENCROACHMENT	26010112-45061	40.00	.00	.00
			<b>\$1,142.00</b>	<b>\$0.00</b>	

**Total Fees:** \$1,142.00

**Total Paid:** \$0.00

**Balance Due:** \$1,142.00

Refunds will not be authorized unless circumstances comply with established PRMD refund policy provisions.

When validated below, this is your receipt.



SONOMA COUNTY  
PERMIT AND RESOURCE MANAGEMENT  
Administration Division  
Customer Service Section

**Christine Camilleri**  
Pre-Application Coordinator/  
Permit Technician II ICC Certified

Direct Line (707) 565-1181  
Office (707) 565-1900  
Fax (707) 565-1103

2550 Ventura Avenue  
Santa Rosa, CA 95403-2829  
www.sonoma-county.org/prmd/Christi





## Sonoma County Joint Design Review/Landmarks Commission

### Actions

Sonoma County Permit and Resource Management Department  
2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

**December 2, 2014**

#### Landmarks Commissioner

Nancy Simpson, First District  
Stephanie McAllister, Second District  
Bryan Much, Third District  
Debra Watts, Fourth District - Absent  
Peter Jenny, Fifth District - Absent

#### Design Review Committee Members

Don McNair, Landscape Architect  
Jim Henderson, Architect  
Melinda Grosch, Planner III

#### Staff

Denise Peter, Planner III  
Traci Tesconi, Planner III

### JOINT DRC/LC CALENDAR

**Item 1** Time: 3:05 p.m.

File: UPE14-0008

Applicant: David Ramey, Ramey Wine Cellars

Staff: Traci Tesconi/Denise Peter

Env Doc: TBD

District: 4

Proposal: Preliminary, joint design review for the conversion of a hop kiln building and hop bailing barn to proposed tasting rooms and two marketing accommodation rooms related to a proposed winery facility filed under UPE14-0008 on 70 acres. DRC/LC recommendations to be forwarded to the Board of Zoning Adjustments for their consideration in approval of the Use Permit for the project.

Location: 7097 Westside Rd., Healdsburg

APN: 110-240-031, 032, 040

Zoning: LIA-B6-60-BR-F1-F2-SR-VOH

Action: DRC Committee Member Grosch moved to recommend that the comments reflected on the Design Review Committee Action Sheet of 12/2/14 be forwarded to the applicant and the BZA; Landmarks Commissioner Simpson seconded the motion with an amendment to include a recommended condition of project approval to rezone the entire site (east and west side of Westside Road) to the Historic District (HD) combining zone and that the project come back to the Joint DRC/LC Commission for Final Design Review. The motion was passed with a 6-0 vote.

Appeal Deadline: 10 Calendar days

McAllister: Aye

Much: Aye

Watts: Absent

Jenny: Absent

Simpson: Aye

McNair: Aye

Henderson: Aye

Grosch: Aye

Ayes: 6

Noes: 0

Absent: 2

Abstain:

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## LANDMARKS COMMISSION REGULAR CALENDAR OTHER BUSINESS

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### 1. Advertising Grant Program

- a. **Monthly Update.** No change in status of 2014/2015 grantees. Staff noted that the one outstanding grant from prior rounds of funding (the Sonoma Valley Historical Resources Survey Update 2011/2012) should be completed next month and involves 250 to 300 properties.
- b. **Future projects.** Staff reported that only one TOT grant application had been received from Jack London State Park for the 2015/2016 round of funding.
- c. **Application by Individuals for privately owned structures: County Counsel guidance.** Staff noted that County Counsel has advised that individuals that owned historic resources could apply for the TOT grant funds provided that if awarded, the grant agreement guarantees public access to the historic resources. The LC directed staff to ensure that the Boards Administrative Policy for the use of the Advertising Grant, the Board's 1978 Guidelines for the use of the Advertising Grant Fund, and the LC's application form were all internally consistent with regard to the entities eligible to use the funds (i.e. local government units, non-profits, or private individuals) and the type of historic resource eligible for the use of funds (i.e. HD zoned, Landmark, or eligible for Landmark designation). The Commission clarified that their intent was to allow for the Advertising Grant funds to be used for proposals that involved historic resources that had not yet been formally designated as Landmarks, and needed funding to complete the historical resource evaluation and the Landmark Designation process as a part of their grant proposal.
- d. **Notification of application process to eligible non-profits, local government units, and individuals.** Because only one application had been received for the current round of Advertising Grant Fund, the Commission directed staff to extend the application submittal deadline to January 12, to post a notice on PRMD's web page and to send notification of the grant opportunity to organizations on the LC's Historic Preservation Organizations list and to owners of property zoned HD or designated as a County Landmark. The LC also directed staff to post the application package on the PRMD Historic Preservation website.

### 2. Reports – Commissioners. None.

### 3. Report – Staff

- a. **Request by Historic Vineyard Society for designation or other recognition process/mechanism to increase awareness of existing historic vineyards identified by the Historic Vineyard Society.** The Commission directed staff to contact Mike Dildine and accept his offer to meet with the Commission to discuss his organization and request. The Commission unanimously noted that they would be supportive of designating vineyards as County Landmarks provided a supporting application for Landmark designation was submitted that included an evaluation concluding that the historic resource met the County's eligibility criteria. The Commission directed staff to discuss with Mike Dildine if the Historical Vineyard Society was aware of vineyard owners wanting such designation.
- b. **Sonoma Valley Survey Status Update.** See discussion under Grants Monthly Update above.
- c. **Staff approvals.** None.

4. **Process Improvements**

- a. **Landmark Designation Process.** Staff and the LC discussed the status of sites with sufficient documentation for the Landmark designation process. The LC directed staff to bring these forward for their consideration. Staff noted that there were at least 19 such sites identified in the 2007 Landmarks Commission Work Program.

5. **Approval of Minutes** – Draft November 4, 2014. Due to absence of 2 members, action was deferred.

**Adjournment: 6:50 p.m.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 69  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Melinda Grosch 707-565-2397

**Supervisorial District(s):**

Second

**Title:** Agricultural Preserve expansion and a new Land Conservation Act Contract; DMT Land Company LLC; AGP14-0188.

### **Recommended Actions:**

Adopt a Resolution to expand Agricultural Preserve and authorize the Chair of the Board of Supervisors to execute a Non-Prime Land Conservation Act Contract for 25 +/- acres located at 640 Carmody Road, Petaluma; APN 027-260-003.

### **Executive Summary:**

**Project Description, Location, and Zoning:** DMT Land Company LLC seeks approval of an expansion of Agricultural Preserve 2-335 and a new Non-Prime Land Conservation Act Contract for land used for grazing. The project site is 25 +/- acres with a water tank and a cattle feeder. The site is otherwise open grassland used for grazing and qualifies for inclusion in the Land Conservation Act program. The project site is located in the Petaluma area at 640 Carmody Road, Petaluma. The base zoning is LEA (Land Extensive Agriculture) 100 acres per dwelling unit density with the Z (Second Unit Exclusion) combining district.

**Background:** As part of the Board of Supervisors' December 2011 update of the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules") the Board eliminated the distinction between Prime (Type I) and Non-Prime (Type II) Agricultural Preserves. This allows the County to enter into either a Prime or Non-Prime contract in any established Preserve. The subject land at issue here is located adjacent to an established Preserve; Preserve Number 2-335. Additionally, another 107.38 +/- acres of land already under contract lies on the Marin side of the Sonoma – Marin County line. This land is part of the same property as the subject parcel and is under the same ownership. Jurisdictional boundaries are not always contiguous with property lines and do not create parcel boundaries according to the State Subdivision Map Act (Section 66410 et. seq., Government Code, State of California). Sonoma County Counsel and Marin County have confirmed that these two parcels are not separate legal parcels.

As part of the update of the Uniform Rules, the County has implemented use of a Land Conservation Plan which is incorporated into a Land Conservation Act Contract. The Land Conservation Plans show locations of various agricultural, open space, permitted, and compatible land uses on contracted land. Future changes to the Land Conservation Plan may be approved by the Director of PRMD and recorded on title of the subject parcel.

**Enlargement of the Agricultural Preserve:** The DMT Land Company LLC parcel qualifies for inclusion into an Agricultural Preserve for the reasons specified below.

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 25 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-335 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated Land Extensive Agriculture under the General Plan and the zoning is LEA (Land Extensive Agriculture) which restricts land to agricultural uses or compatible uses, and 100% of the 25 acre parcel is used for grazing. The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 25 acres is being added.
3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). Agricultural Preserve 2-335 is one of the original Agricultural Preserves and has been added to many times over the years making it far larger than 100 acres. This request adds 25 acres to Agricultural Preserve 2-335.
4. The enlargement of Agricultural Preserve 2-335 can be considered concurrently with the application for a new contract and approved by one action.
5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**New Land Conservation Act Contract:** The DMT Land Company LLC parcel qualifies for a Land Conservation Act Contract for non-prime agricultural land for the reasons specified below.

- a) **Land is within an Agricultural Preserve:** The parcel is currently located adjacent to Agricultural Preserve 2-335. This parcel will be added to the Agricultural Preserve to ensure that the

boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.

- b) **Agricultural Use of the Land:** In Sonoma County this means that at least 50% of the land is used for agriculture purposes. The 25 +/- acre parcel is entirely devoted to grassland for cattle grazing exceeding the 50% requirement.
- c) **Single Legal Parcel Requirement:** The land proposed for the contract is comprised of a single legal parcel made up of Sonoma County Assessor's Parcel Number 027-260-003 and Marin County Assessor's Parcel Number 100-070-002. The county line does not divide the property into two separate legal parcels (Section 66410 et. seq., Government Code, State of California).
- d) **Minimum Parcel Size:** The land must be at least 40 acres in size for a Non-Prime Land Conservation Act contract. The 25 +/- acre parcel is actually a part of a much larger parcel, most of which is located in Marin County. The portion in Marin County is 107.38 +/- acres thus the parcel is 112.38 +/- acres and exceeds the 40-acre minimum parcel size for a new Non-Prime Land Conservation Act Contract.
- e) **Minimum Income Requirement:** For grazing land, the minimum income requirement is \$2,000.00 gross annual income per farm operation and \$2.50 per acre per year. Between the years of 2009 and 2013 the farm has generated a gross annual income of \$12,000, while per acre gross annual income has been \$90.00. Thus the parcel exceeds the minimum annual income requirements.
- f) **Non-Agricultural Compatible Uses:** Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is undeveloped.
- g) **Non-Prime Agricultural Land:** Non-Prime Agricultural Land includes land used for grazing, hay production, rotational crops such as seasonal or year round row crops, ornamental trees or flowers, and dry farming. The parcel is used for grazing and meets the income generation requirements for Non-Prime contracts; therefore, meets the definition of Non-Prime Agricultural land.

**Staff Recommendation:** Staff recommends the Board of Supervisors approve the request because all of the state and local requirements for a Non-Prime Land Conservation Act Contract for the 25 +/- acres within the expanded Agricultural Preserve have been met.

**Prior Board Actions:**

On December 13, 2011, the Board approved the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Resolution No. 11-0678).

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Act Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in

agricultural production.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Land Conservation Act Contracts result in a reduction in the County’s share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor’s office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County’s agricultural economy and outweighs the cost in reduced property tax revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment A: Draft Board of Supervisors Resolution

**Related Items “On File” with the Clerk of the Board:**

Land Conservation Act Contract with attached Exhibit A (legal description) and Exhibit B (Land Conservation Plan with attached Site Plan).



County of Sonoma  
State of California

---

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Melinda Grosch AGP14-0188

4/5 Vote Required

---

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By DMT Land Company LLC To 1) Approve A Minor Expansion Of Agricultural Preserve 2-335; 2) Approve A New Land Conservation (Williamson) Act Contract And Attached Land Conservation Plan; And 3) Authorize The Chair To Execute The New Land Conservation Act Contract And Land Conservation Plan, For Non-Prime Agricultural Land Located At 640 Carmody Road, Petaluma; APN 027-260-003.**

**Whereas**, a request has been made by DMT Land Company LLC, to authorize the Chair to approve a minor expansion of Agricultural Preserve 2-335 and approve a new Land Conservation Act Contract and attached Land Conservation Plan for non-prime agricultural land located at 640 Carmody Road, Petaluma; APN 027-260-003, Supervisorial District No. 2; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the Uniform Rules, County Counsel has revised the Land Conservation Act Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, the Board of Supervisors finds that the 25 +/- acre parcel, is currently located adjacent to Agricultural Preserve 2-335, and presently meets the requirements for a new Non-Prime (Type II) Land Conservation Act Contract, and

**Whereas**, consistent with the Uniform Rules, the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 2-335 and the new Land Conservation Contract, and

**Whereas**, the Board of Supervisors finds that the inclusion of the 25 acres,



identified as APN 027-260-003, into Agricultural Preserve 2-335 is consistent with the Sonoma County General Plan and the applicable provisions of state law, and

**Whereas**, the Board of Supervisors finds that the 25 acre parcel, once included in Agricultural Preserve 1-249, will meet the requirements for a new Non-Prime (Type II) Land Conservation Act Contract.

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 2-335:

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 25 acres added to the preserve area will be recorded.

2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-335 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated Land Extensive Agriculture under the General Plan and the zoning is LEA (Land Extensive Agriculture) which restricts land to agricultural uses or compatible uses, and 100% of the 25 acre parcel is used for grazing. The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 25 acres is being added.

3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). Agricultural Preserve 2-335 is one of the original Agricultural Preserves and has been added to many times over the years making it far larger than 100 acres. This request adds 25 acres to Agricultural Preserve 2-335.

4. The enlargement of Agricultural Preserve 2-335 can be considered concurrently with the application for a new contract and approved by one action.

5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**Be It Further Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Non-Prime (Type II) Land Conservation Act Contract (“Contract”):

a) Land is within an Agricultural Preserve: The parcel is currently located adjacent to Agricultural Preserve 2-335. This parcel will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.

b) Agricultural Use of the Land: In Sonoma County this means that at least 50% of the land is used for agriculture purposes. The 25 +/- acre parcel is entirely devoted to grassland for cattle grazing exceeding the 50% requirement.

c) Single Legal Parcel Requirement: The land proposed for the contract is comprised of a single legal parcel made up of Sonoma County Assessor’s Parcel Number 027-260-003 and Marin County Assessor’s Parcel Number 100-070-002. The county line does not divide the property into two separate legal parcels (Section 66410 et. seq., Government Code, State of California).

d) Minimum Parcel Size: The land must be at least 40 acres in size for a Non-Prime Land Conservation Act contract. The 25 +/- acre parcel is actually a part of a much larger parcel, most of which is located in Marin County. The portion in Marin County is 107.38 +/- acres thus the parcel is 112.38 +/- acres and exceeds the 40-acre minimum parcel size for a new Non-Prime Land Conservation Act Contract.

e) Minimum Income Requirement: For grazing land, the minimum income requirement is \$2,000.00 gross annual income per farm operation and \$2.50 per acre per year. Between the years of 2009 and 2013 the farm has generated a gross annual income of \$12,000, while per acre gross annual income has been \$90.00. Thus the parcel exceeds the minimum annual income requirements.

f) Non-Agricultural Compatible Uses: Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is undeveloped.

**Be It Further Resolved** that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, of the State CEQA Guidelines, which provides that executing a

Resolution #

Date: December 9, 2014

Page 4

new Land Conservation Act Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by DMT Land Company LLC by approving a the expansion of Preserve 2-335 and the new Non-Prime Land Conservation Act Contract and attached Land Conservation Plan, to restrict the 25 +/- acre parcel located at 640 Carmody Road, Petaluma; APN 027-260-003.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Act Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 70  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Melinda Grosch 707-565-2397

**Supervisorial District(s):**

First

**Title:** Agricultural Preserve expansion and a new Land Conservation Act Contract; Jim Bundschu for Eagle Creek Pacific, LLC; AGP14-0174.

### **Recommended Actions:**

Adopt a Resolution to expand Agricultural Preserve and authorize the Chair of the Board of Supervisors to execute a Prime Land Conservation Act Contract for 147 acres located at 2340 Napa Road, Sonoma; APN's 126-101-033, 126-101-018, and 126-101-019.

### **Executive Summary:**

**Project Description, Location, and Zoning:** Eagle Creek Pacific, LLC seeks approval of an expansion of Agricultural Preserve 2-338 and a new Prime Land Conservation Act Contract for prime agricultural land planted in vineyards. The project site is 147 acres with a well and two water tanks and a wind machine. The site is planted with 99 acres of vineyard, a prime agricultural use, meeting the criteria for inclusion in the Land Conservation Act program. The project site is located in the Sonoma area at 2340 Napa Road, Sonoma. The base zoning is LIA (Land Intensive Agriculture) B7 (Frozen Lot Size) with the following combining districts: Z (Second Unit Exclusion), and SR (Scenic Resources).

**Background:** As part of the Board of Supervisors' December 2011 update of the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules")* the Board eliminated the distinction between Prime (Type I) and Non-Prime (Type II) Agricultural Preserves. This allows the County to enter into either a Prime or Non-Prime contract in any established Preserve. The subject land at issue here is almost entirely within established Preserve Number 2-338. Two areas (APN's 126-101-018 and 126-101-019) separated by Napa Road consisting of 3 acres lie outside the Preserve.

As part of the update of the Uniform Rules, the County has implemented use of a Land Conservation Plan which is incorporated into a Land Conservation Act Contract. The Land Conservation Plans show locations of various agricultural, open space, permitted, and compatible land uses on contracted land. Future changes to the Land Conservation Plan may be approved by the Director of PRMD and recorded on title of the subject parcel.

**Enlargement of the Agricultural Preserve:** A 3 acre portion of the site is not currently included in the Agricultural Preserve. This area is physically separated from the other part of the parcel by Napa Road. This area will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Eagle Creek Pacific, LLC parcel qualifies for inclusion in an Agricultural Preserve for the reasons specified below:

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 3 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an Agricultural Preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-338 is consistent with the General Plan because the land is devoted to agricultural use, the majority (98%) of the parcel is currently located within Agricultural Preserve 2-338, is designated as Land Intensive Agriculture under the General Plan, and the zoning is LIA (Land Intensive Agriculture) which restricts land to agriculture and compatible uses, and over 67% of the 147 acre parcel is planted in vineyard (99 acres). The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 3 acres is being added.
3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). The existing preserve, 2-338, is one of the original Agricultural Preserves in Sonoma County and has been added to many times. It is well over 100 acres. The addition of 3 acres further increases the size of the preserve.
4. The enlargement of Agricultural Preserve 2-338 can be considered concurrently with the application for a new contract and approved by one action.
5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**New Land Conservation (Williamson) Act Contract:**

The Eagle Creek Pacific, LLC parcel qualifies for a Land Conservation Act Contract for prime agricultural land for the reasons specified below.

- a) **Land is within an Agricultural Preserve:** The majority (98%) of the parcel is currently located within Agricultural Preserve 2-338. A 3 acre portion of the site is not currently included in the

Agricultural Preserve. This area is physically separated from the other part of the parcel by Napa Road. This area will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.

- b) **Agricultural Use of the Land:** In Sonoma County this means that at least 50% of the land is used for agriculture purposes. The 147 acre parcel has 99 acres planted in vineyard (67.3%); therefore, exceeding the 50% requirement.
- c) **Single Legal Parcel Requirement:** The land proposed for the contract is comprised of a single legal parcel made up of the following Assessor’s Parcel Numbers: 126-101-033, -018 and -019.
- d) **Minimum Parcel Size:** The land must be at least 10 acres in size for a Prime Land Conservation Act contract. The 147 acre parcel exceeds the 10-acre minimum parcel size for a new Prime Land Conservation Act Contract.
- e) **Minimum Income Requirement:** For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. Between the years of 2011 and 2013 the vineyard operation generated an income ranging from \$3,645 to \$8,177 per acre gross annual income.
- f) **Non-Agricultural Compatible Uses:** Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is developed with a well and two water storage tanks and a wind machine. Such uses are listed as “compatible uses” in Uniform Rule 8.3. Compatible uses must be limited to 5 acres or 15% of the total acreage, whichever is less. Here the 5 acre standard applies. Compatible uses occupy less than a quarter acre which is within the allowable area for compatible uses.
- g) **Prime Agricultural Land:** Contracts for parcels under 40 acres in size must be on designated prime farmland. Prime Agricultural Land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with 99 acres of vineyard which has produced the required income for the last three years, and therefore meets the definition of Prime Agricultural Land.

**Staff Recommendation:** Staff recommends the Board of Supervisors approve the request because all of the state and local requirements for a Prime Land Conservation Act Contract for the 147 acres within the expanded Agricultural Preserve have been met.

**Prior Board Actions:**

On December 13, 2011, the Board approved the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Resolution No. 11-0678).

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Act Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in

agricultural production.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Approval of the Land Conservation Act Contract means that the owner will pay a reduced property tax assessment based upon the value of the agricultural uses rather than the land value under Proposition 13. This results in a reduction in the County's share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor's office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County's agricultural economy and outweighs the cost in reduced property tax revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment A: Draft Board of Supervisors Resolution

**Related Items "On File" with the Clerk of the Board:**

Land Conservation Act Contract with attached Exhibit A (legal description) and Exhibit B (Land Conservation Plan with attached Site Plan).



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

AGP14-0174 Melinda Grosch



4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Jim Bundschu for Eagle Creek Pacific, LLC, To 1) Approve A Minor Expansion Of Agricultural Preserve 2-338; 2) Approve A New Land Conservation (Williamson) Act Contract And Attached Land Conservation Plan; And 3) Authorize The Chair To Execute The New Land Conservation Act Contract And Land Conservation Plan, For Prime Agricultural Land Located At 2340 Napa Road, Sonoma; APN 126-101-033, 126-101-018, and 126-101-019.**

**Whereas**, a request has been made by property owners of Eagle Creek Pacific LLC, c/o Erik C. Roget, Vice President, to authorize the Chair to approve a new Land Conservation Act Contract and attached Land Conservation Plan, for prime agricultural land located at 2340 Napa Road, Sonoma; APN 126-101-033, 126-101-018, 126-101-019, Supervisorial District No. 1; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the Uniform Rules, County Counsel has revised the Land Conservation Act Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, the Board of Supervisors finds that the majority of the 146.76 +/- acre parcel, is currently located in Agricultural Preserve 2-338, and presently meets the requirements for a new Prime (Type I) Land Conservation Act Contract and that the 3.07 +/- acres that are outside the Preserve are suitable to be added to the Preserve, and

**Whereas**, consistent with the Uniform Rules, the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 2-338 and the new Land Conservation Contract, and



**Whereas**, the Board of Supervisors finds that the inclusion of the 3.07 +/- acres, identified as APN 126-101-018 and -019, into Agricultural Preserve 2-338 is consistent with the Sonoma County General Plan and the applicable provisions of state law, and

**Whereas**, the Board of Supervisors finds that the 3.07 +/- acre parcel, once included in Agricultural Preserve 2-338, will meet the requirements for a new Prime (Type I) Land Conservation Act Contract.

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 2-338:

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 3 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an Agricultural Preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-338 is consistent with the General Plan because the land is devoted to agricultural use, the majority (98%) of the parcel is currently located within Agricultural Preserve 2-338, is designated as Land Intensive Agriculture under the General Plan, and the zoning is LIA (Land Intensive Agriculture) which restricts land to agriculture and compatible uses, and over 67% of the 147 acre parcel is planted in vineyard (99 acres). The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 3 acres is being added.
3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). The existing preserve, 2-338, is one of the original Agricultural Preserves in Sonoma County and has been added to many times. It is well over 100 acres. The addition of 3 acres further increases the size of the preserve.
4. The enlargement of Agricultural Preserve 2-338 can be considered concurrently with the application for a new contract and approved by one

action.

5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**Be It Further Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime (Type I) Land Conservation Act Contract (“Contract”):

- a. Land is within an Agricultural Preserve: The majority (98%) of the parcel is currently located within Agricultural Preserve 2-338. A 3 acre portion of the site is not currently included in the Agricultural Preserve. This area is physically separated from the other part of the parcel by Napa Road. This area will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.
- b. Agricultural Use of the Land: In Sonoma County this means that at least 50% of the land is used for agriculture purposes. The 147 acre parcel has 99 acres planted in vineyard (67.3%); therefore, exceeding the 50% requirement.
- c. Single Legal Parcel Requirement: The land proposed for the contract is comprised of a single legal parcel made up of the following Assessor’s Parcel Numbers: 126-101-033, -018 and -019.
- d. Minimum Parcel Size: The land must be at least 10 acres in size for a Prime Land Conservation Act contract. The 147 acre parcel exceeds the 10-acre minimum parcel size for a new Prime Land Conservation Act Contract.
- e. Minimum Income Requirement: For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. Between the years of 2011 and 2013 the vineyard operation generated an income ranging from \$3,645 to \$8,177 per acre gross annual income.
- f. Non-Agricultural Compatible Uses: Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is developed with a well and two water storage tanks and a wind machine. Such uses are listed as “compatible uses” in Uniform Rule 8.3. Compatible uses must be limited to 5 acres or 15% of the total acreage, whichever is less. Here the 5 acre standard applies. Compatible uses occupy less than a quarter acre which is within the allowable area for compatible uses.

**Be It Further Resolved** that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to

Section 15317, of the State CEQA Guidelines, which provides that executing a new Land Conservation Act Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by Eagle Creek Pacific LLC, c/o Erik C. Roget, Vice President by approving a new Prime Land Conservation Act Contract and attached Land Conservation Plan, to restrict the 146.76 +/- acre parcel located at 2340 Napa Road, Sonoma; APN 126-101-033, 126-101-018, and 126-101-019.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Act Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days and no later than December 31, 2014 (1) this Resolution and (2) the associated Land Conservation Act Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 71  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Melinda Grosch 707-565-2397

**Supervisorial District(s):**

Second

**Title:** Agricultural Preserve Expansion and a new Land Conservation Act Contract; Kathy Tresch; AGP14-0184.

### **Recommended Actions:**

Adopt a Resolution to expand an Agricultural Preserve and authorize the Chair of the Board of Supervisors to execute a Non-Prime Land Conservation Act Contract for 310.96 +/- acres located at 3645 Roblar Road, Petaluma; APN 027-040-021 and 024-080-003.

### **Executive Summary:**

**Project Description, Location, and Zoning:** Kathy Tresch seeks approval of an expansion of Agricultural Preserve 2-510 and a new Non-Prime Land Conservation Act Contract for land used for grazing. The project site is 310.96 +/- acres and developed with four dwellings, eight barns, two sheds, and a reservoir. The site is otherwise open grassland used for grazing which meets the criteria for inclusion in the Land Conservation Act program. The project site is located in the Petaluma area at 3645 Roblar Road, Petaluma. The site is split zoned with both a base zoning of DA (Diverse Agriculture) 10 acres per dwelling density and / LEA (Land Extensive Agriculture) 160 acres per dwelling unit density with the following combining district: Z (Second Unit Exclusion).

**Background:** As part of the Board of Supervisors' December 2011 update of the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules")* the Board eliminated the distinction between Prime (Type I) and Non-Prime (Type II) Agricultural Preserves. This allows the County to enter into either a Prime or Non-Prime contract in any established Preserve. The subject land at issue here is located adjacent to an established Preserve, Preserve Number 2-510.

As part of the update of the Uniform Rules, the County has implemented use of a Land Conservation Plan which is attached to and incorporated into a Land Conservation Act Contract. The Land Conservation Plans show locations of various agricultural, open space, permitted, and compatible land uses on contracted land. Future changes to the Land Conservation Plan may be approved by the Director of PRMD and recorded on title of the subject parcel.

**Enlargement of the Agricultural Preserve:**

The Tresch parcel qualifies for inclusion into an Agricultural Preserve for the reasons specified below.

1. Pursuant to Government Code Section 51231 and under the County’s Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 311 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-510 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated for Diverse Agricultural and Land Extensive Agriculture under the General Plan and DA (Diverse Agriculture) and LEA (Land Extensive Agriculture) zoning, which restricts land to agriculture and compatible uses, and approximately 307 acres (98.7%) of the 311 acre site are used for grazing . The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 311 acres is being added.
3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). The existing preserve, 2-510, exceeds 100 acres. This request adds 311 acres to Agricultural Preserve 2-510 further exceeding the 100 acre minimum.
4. The enlargement of Agricultural Preserve 2-510 by 311 acres in size can be considered concurrently with the application for a new contract and approved by one action.
5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**New Land Conservation Act Contract:** The Tresch parcel qualifies for a Non-Prime Land Conservation Act Contract for the reasons specified below.

- a) **Land is within an Agricultural Preserve:** The parcel is currently located adjacent to Agricultural Preserve 2-510. This parcel will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.

- b) **Agricultural Use of the Land:** In Sonoma County this means that at least 50% of the land is used for agriculture purposes. Approximately 307 acres (98.7%) of the 311 acre site are devoted to grassland for cattle grazing, therefore, exceeding the 50% requirement.
- c) **Single Legal Parcel Requirement:** The land proposed for the contract is comprised of a single legal parcel made up of Sonoma County Assessor’s Parcel Numbers: 024-040-021 and 024-080-031 which have been merged through Voluntary Merger application VM14-0009.
- d) **Minimum Parcel Size:** The land must be at least 40 acres in size for a Non-Prime Land Conservation Act contract. The 311 acre parcel exceeds the 40-acre minimum parcel size for a new Non-Prime Land Conservation Act Contract.
- e) **Minimum Income Requirement:** For grazing land, the minimum income requirement is \$2,000.00 gross annual income per farm operation and \$2.50 per acre per year. Between the years of 2009 and 2013 the farm generated a gross annual income of \$22,800, while per acre gross annual income has been \$73. Thus the parcel exceeds the minimum annual income requirements.
- f) **Non-Agricultural Compatible Uses:** Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is developed with four dwellings, eight barns, two sheds, and a reservoir. Such uses are listed as “compatible uses” in Uniform Rule 8.3. Compatible uses must be limited to 5 acres or 15% of the total acreage, whichever is less. Here the 5 acre standard applies. Compatible uses occupy 3.50 acres which is within the allowable area for compatible uses.
- g) **Non-Prime Agricultural Land:** Non-Prime Agricultural Land includes land used for grazing, hay production, rotational crops such as seasonal or year round row crops, ornamental trees or flowers, and dry farming. The parcel is used for grazing and meets the income generation requirements for Non-Prime contracts, and therefore meets the definition of Non-Prime Agricultural land.

**Staff Recommendation:** Staff recommends the Board of Supervisors approve the request because all of the state and local requirements for a Non-Prime Land Conservation Act Contract for the 310.96 +/- acres within the expanded Agricultural Preserve have been met.

**Prior Board Actions:**

On December 13, 2011, the Board approved the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Resolution No. 11-0678).

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Act Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in agricultural production.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Land Conservation Act Contracts result in a reduction in the County's share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor's office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County's agricultural economy and outweighs the cost in reduced property tax revenue.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment A: Draft Board of Supervisors Resolution

**Related Items "On File" with the Clerk of the Board:**

Land Conservation Act Contract with attached Exhibit A (legal description) and Exhibit B (Land Conservation Plan with attached Site Plan).



County of Sonoma  
State of California

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Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Melinda Grosch AGP14-0184

4/5 Vote Required

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**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Kathy Tresch To 1) Approve A Minor Expansion Of Agricultural Preserve 2-510; 2) Approve A New Land Conservation (Williamson) Act Contract And Attached Land Conservation Plan; And 3) Authorize The Chair To Execute The New Land Conservation Act Contract And Land Conservation Plan, For Non-Prime Agricultural Land Located At 3645 Roblar Road, Petaluma; APN's 024-040-021 and 024-080-003.**

**Whereas**, a request has been made by property owners of Kathy Tresch, to authorize the Chair to approve a new Land Conservation Act Contract and attached Land Conservation Plan, for non-prime agricultural land located at 3645 Roblar Road, Petaluma; APN 024-040-021 and 024-080-003, Supervisorial District No. 2; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the Uniform Rules, County Counsel has revised the Land Conservation Act Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, the Board of Supervisors finds that the 310.96 +/- acre parcel, is currently located adjacent to Agricultural Preserve 2-510, and presently meets the requirements for a new Non-Prime (Type II) Land Conservation Act Contract, and

**Whereas**, consistent with the Uniform Rules, the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 2-510 and the new Land Conservation Contract, and

**Whereas**, the Board of Supervisors finds that the inclusion of the 310.96 +/- acres, identified as APN's 024-040-021 and 024-080-003, into Agricultural



Preserve 2-510 is consistent with the Sonoma County General Plan and the applicable provisions of state law, and

**Whereas**, the Board of Supervisors finds that the 310.96 +/- acre parcel, once included in Agricultural Preserve 2-510, will meet the requirements for a new Non-Prime (Type II) Land Conservation Act Contract.

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 2-510:

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 311 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 2-510 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated for Diverse Agricultural and Land Extensive Agriculture under the General Plan and DA (Diverse Agriculture) and LEA (Land Extensive Agriculture) zoning, which restricts land to agriculture and compatible uses, and approximately 307 acres (98.7%) of the 311 acre site are used for grazing . The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Land Conservation Act program since 311 acres is being added.
3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). The existing preserve, 2-510, exceeds 100 acres. This request adds 311 acres to Agricultural Preserve 2-510 further exceeding the 100 acre minimum.
4. The enlargement of Agricultural Preserve 2-510 by 311 acres in size can be considered concurrently with the application for a new contract and approved by one action.

5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**Be It Further Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Non-Prime (Type II) Land Conservation Act Contract ("Contract"):

a) Land is within an Agricultural Preserve: The parcel is currently located adjacent to Agricultural Preserve 2-510. This parcel will be added to the Agricultural Preserve to ensure that the boundaries are coterminous with the contract. The Board of Supervisors may approve an application for the establishment or alteration of an agricultural preserve concurrently with its approval of an application for a contract or contracts within the preserve.

b) Agricultural Use of the Land: In Sonoma County this means that at least 50% of the land is used for agriculture purposes. Approximately 307 acres (98.7%) of the 311 acre site are devoted to grassland for cattle grazing, therefore, exceeding the 50% requirement.

c) Single Legal Parcel Requirement: The land proposed for the contract is comprised of a single legal parcel made up of Sonoma County Assessor's Parcel Numbers: 024-040-021 and 024-080-031 which have been merged through Voluntary Merger application VM14-0009.

d) Minimum Parcel Size: The land must be at least 40 acres in size for a Non-Prime Land Conservation Act contract. The 311 acre parcel exceeds the 40-acre minimum parcel size for a new Non-Prime Land Conservation Act Contract.

e) Minimum Income Requirement: For grazing land, the minimum income requirement is \$2,000.00 gross annual income per farm operation and \$2.50 per acre per year. Between the years of 2009 and 2013 the farm generated a gross annual income of \$22,800, while per acre gross annual income has been \$73. Thus the parcel exceeds the minimum annual income requirements.

f) Non-Agricultural Compatible Uses: Non agricultural uses of the land must be listed in the Uniform Rules as compatible uses. The parcel is developed with four dwellings, eight barns, two sheds, and a reservoir. Such uses are listed as "compatible uses" in Uniform Rule 8.3. Compatible uses must be limited to 5 acres or 15% of the total acreage, whichever is less. Here the 5 acre standard applies. Compatible uses occupy 3.50 acres which is within the allowable area for compatible uses.

**Be It Further Resolved** that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to

Section 15317, of the State CEQA Guidelines, which provides that executing a new Land Conservation Act Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by Kathy Tresch by approving a the expansion of Preserve 2-510 and the new Non-Prime Land Conservation Act Contract and attached Land Conservation Plan, to restrict the 310.96 +/- acre parcel located at 3645 Roblar Road, Petaluma; APN's 024-040-021 and 024-080-003.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Act Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 72  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Misti Harris 565-1352

**Supervisorial District(s):**

First

**Title:** Agricultural Preserve Expansion and New Land Conservation Contract; George and Loretta Gajdos; AGP13-0007.

### **Recommended Actions:**

Adopt a Resolution to expand an Agricultural Preserve and authorize the Chair of the Board of Supervisors to execute a new Land Conservation Contract for 10.12 acres located at 21250 Burndale Road, Sonoma; APN 126-061-036.

### **Executive Summary:**

**Project Description, Location, and Zoning:** George J. Gajdos and Loretta L. Gajdos, Trustees, seek approval of an Agricultural Preserve expansion and a new Land Conservation Act Contract for prime agricultural land planted in vineyards. The site has prime soils and the current owners conduct a vineyard operation that is considered a prime agricultural use, meeting the criteria for inclusion in the Land Conservation Act program. The project site is located in the Sonoma Valley at 21250 Burndale Road, Sonoma. The project site is 10.12 acres with 7.34 +/- acres of vineyard, an irrigation pond, wells, and an agricultural barn. The parcel is zoned DA (Diverse Agriculture) 10 acres/dwelling unit, with a VOH (Valley Oak Habitat) overlay zoning designation.

### **Background:**

As part of the Board of Supervisors' December 2011 update of the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules") the Board eliminated the distinction between Prime (Type I) and Non-Prime (Type II) Agricultural Preserves. This allows the County to enter into either a Prime or Non-Prime contract in any established Preserve.

As part of the update of the Uniform Rules, the County implemented use of a Land Conservation Plan which is attached to and incorporated into a Land Conservation Act Contract. The Land Conservation Plans show locations of various agricultural, open space, permitted, and compatible land uses on contracted land. Future changes to the Land Conservation Plan may be approved by the Director of PRMD and recorded on title of the subject parcel.

**Enlargement of the Agricultural Preserve:**

The Gajdos parcel qualifies for inclusion into an Agricultural Preserve for the reasons specified below.

- 1) Pursuant to Government Code Section 51231 and under the County’s Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve (1-249) by a Resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve Map depicting the 10.12 acres added to the preserve area will be recorded.
- 2) Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 1-249 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated for Diverse Agricultural use under the General Plan and the DA zoning district, and over 73% of the 10.12 acre parcel is planted in vineyard (7.34 acres). The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Williamson Act program since 10.12 acres is being added.
- 3) Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). This request adds 10.12 acres to Agricultural Preserve 1-249, enlarging it to 222.64 acres and exceeding the 100 acre minimum.
- 4) The enlargement of Agricultural Preserve 1-249 to 222.64 acres in size can be considered concurrently with the application for a new contract and approved by one action.
- 5) Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorical Exempt from CEQA.

**New Land Conservation Contract (Williamson Act Contract):**

The Gajdos parcel qualifies for a Land Conservation Contract for prime agricultural land for the reasons specified below.

- a) **Land is within an Agricultural Preserve:** As described above, the parcel will be located within enlarged Agricultural Preserve 1-249.
- b) **Agricultural Use of the Land:** The parcel must be devoted to agricultural use. In Sonoma County this means that at least 50% of the parcel is used for agriculture purposes. Approximately 73% of the parcel is planted in vineyard, meeting this standard.
- c) **Single Legal Parcel Requirement:** The land proposed for the replacement contract is comprised of a single legal parcel.

- d) **Minimum Parcel Size:** The parcels must be at least 10 acres in size for a Prime Land Conservation Act contract (Williamson Act contract). The parcel is 10.12 acres in size, exceeding the minimum parcel size for a Prime Land Conservation Act contract.
- e) **Minimum Income Requirement:** For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. The vineyard operation exceeds the minimum income requirement based on the typical income estimate of \$4,285.71 per acre for the pinot noir and chardonnay grapes that are planted on-site.
- f) **Non-Agricultural Compatible Uses:** The parcel contains an irrigation pond, four wells, and an agricultural barn, which are all considered agricultural uses. The parcel does not currently contain any compatible uses, as defined in the Uniform Rules. However, the Land Conservation Plan designates up to 1.52 acres for compatible uses, including a future single-family dwelling.
- g) **Prime Farmland:** A parcel under 40 acres must be designated prime farmland to qualify for a Land Conservation Act contract. Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with 7.34 +/- acres of vineyard that was planted in 2010. Given the young age of the vines, no income was realized until 2013. The County regularly approves new Land Conservation Act contracts in these situations given the clear commitment to agriculture. The activities meet the definition of prime agricultural land.

**Staff Recommendation:** Staff recommends the Board of Supervisors approve the request because all of the State and local requirements for an Agricultural Preserve expansion and new Prime Land Conservation Act Contract for the 10.12 acres have been met.

**Prior Board Actions:**

On December 13, 2011, the Board approved the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Resolution No. 11-0678).

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

Land Conservation Act Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in agricultural production.

<b>Fiscal Summary - FY 14-15</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (If Required):</b>			
<p>Approval of the replacement Land Conservation Act Contract means that the owner will continue to pay a reduced property tax assessment based upon the value of the agricultural uses rather than the land value under Proposition 13. This results in a reduction in the County's share of property tax revenue for each parcel under a Land Conservation Act Contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor's office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County's agricultural economy and outweighs the cost in reduced property tax revenue.</p>			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
N/A			
<b>Attachments:</b>			
Draft Board of Supervisors Resolution			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Land Conservation Act Contract with attached Exhibit A (legal description) and Exhibit B (Land Conservation Plan with attached Site Plan).			



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

AGP13-0007 Misti Harris

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By George J. Gajdos and Loretta L. Gajdos, To 1) Expand an existing Agricultural Preserve, And 2) Authorize The Chair To Execute The New Land Conservation Act Contract And Land Conservation Plan, For Prime Agricultural Land Located At 21250 Burndale Road, Sonoma, APN 126-061-036.**

**Whereas**, a request has been made by property owners George J. Gajdos and Loretta L. Gajdos, to authorize the Chair of the Board to expand an existing agricultural preserve and execute a new Land Conservation Act Contract and attached Land Conservation Plan, for prime agricultural land located at 21250 Burndale Road, Sonoma, APN 126-061-036, Supervisorial District No. 1; and

**Whereas**, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

**Whereas**, consistent with the *Uniform Rules*, County Counsel has revised the Land Conservation Act Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

**Whereas**, consistent with the *Uniform Rules*, the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 1-249 and the new Land Conservation Contract, and

**Whereas**, the Board of Supervisors finds that the inclusion of the 10.12 acres, identified as APN 126-061-036, into Agricultural Preserve 1-249 is consistent with the Sonoma County General Plan and the applicable provisions of state law, and



**Whereas**, the Board of Supervisors finds that the 10.12 acre parcel, once included in Agricultural Preserve 1-249, will meet the requirements for a new Prime (Type I) Land Conservation Act Contract.

**Now, Therefore, Be It Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 1-249:

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve (1-249) by a resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve map depicting the 10.12 acres added to the preserve area will be recorded.

2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Also, the use of any land within an agricultural preserve must be restricted by zoning that is compatible with the agricultural or open space uses of the land within the preserve subject to Land Conservation contracts. Enlarging the existing Agricultural Preserve 1-249 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated for Diverse Agricultural use under the General Plan and the DA zoning district, and over 73% of the 10.12 acre parcel is planted in vineyard (7.34 acres). The enlargement of the existing Agricultural Preserve Area does not result in any loss of land under the Williamson Act program since 10.12 acres is being added.

3. Generally an Agricultural Preserve must contain at least 100 contiguous acres of land unless the Board of Supervisors finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the General Plan and Zoning Code (Rule 3.3 A of the Uniform Rules for Agricultural Preserves). This request adds 10.12 acres to Agricultural Preserve 1-249, enlarging it to 222.64 acres.

4. The enlargement of the Agricultural Preserve Area and approval of Agricultural Preserve 1-249 of 222.64 acres in size can be considered concurrently with the application for a new contract and approved by one action.

5. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorically Exempt from CEQA.

**Be it Further Resolved** that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime (Type I) Land Conservation Act Contract ("Contract"):

1. Land is within an Agricultural Preserve: As described above, the parcel will be within an enlarged Agricultural Preserve, 1-249.

2. **Agricultural Use of the Land:** The parcel must be devoted to agricultural use. In Sonoma County this means that at least 50% of the parcel is used for agriculture purposes. Approximately 73% of the parcel is planted in vineyard, meeting this standard.

3. **Single Legal Parcel Requirement:** The land proposed for the replacement contract is comprised of a single legal parcel.

4. **Minimum Parcel Size:** The parcels must be at least 10 acres in size for a Prime Land Conservation Act contract (Williamson Act contract). The parcel is 10.12 acres in size, exceeding the minimum parcel size for a Prime Land Conservation Act contract.

5. **Minimum Income Requirement:** For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. The vineyard operation exceeds the minimum income requirement.

6. **Non-Agricultural Compatible Uses:** The parcel contains an irrigation pond, four wells, and an agricultural barn, which are all considered agricultural uses. The parcel does not currently contain any compatible uses, as defined in the Uniform Rules. However, the Land Conservation Plan designates up to 1.52 acres for compatible uses, including a future single-family dwelling.

7. **Prime Farmland:** A parcel under 40 acres must be designated prime farmland to qualify for a Land Conservation Act contract. Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with 7.34 +/- acres of vineyard that was planted in 2010. Given the young age of the vines, no income was realized until 2013. The County regularly approves new Land Conservation Act contracts in these situations given the clear commitment to agriculture. The activities meet the definition of prime agricultural land.

**Be It Further Resolved** that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, of the State CEQA Guidelines, which provides that executing a new Land Conservation Act Contract is exempt from the California Environmental Quality Act.

**Be It Further Resolved** that the Board of Supervisors hereby grants the request by George J. Gajdos and Loretta L. Gajdos to expand Agricultural Preserve 1-249 and execute a new Prime Land Conservation Act Contract and attached Land Conservation Plan, to restrict the 10.12 acre parcel located at 21250 Burndale Road, Sonoma, APN 126-061-036.

**Be It Further Resolved** that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Act Contract and attached Land Conservation Plan.

**Be It Further Resolved** that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days and no later than December 31, 2014 (1) this Resolution and (2) the associated Land Conservation Act Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 73  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Denise Peter (707) 565-7385

**Supervisorial District(s):**

First

**Title:** Scenic Resource Zoning Highway 12, Sonoma, ZCE13-0003

### **Recommended Actions:**

Conduct a public hearing. After close of public hearing adopt a resolution and ordinance establishing Scenic Landscape Unit designation and Scenic Resource zoning along a one mile portion of Highway 12 at the west entrance to The Springs community.

### **Executive Summary:**

This proposed rezoning would extend the Scenic Resource (SR) combining zone to a highly visible area along Highway 12 near the west entrance to The Springs community. The SR combining zone would require a staff level Design Review application prior to the issuance of building permits in this area, protecting the visual appeal of the scenic Highway 12 corridor in this area. The Scenic Resource (SR) combining zone is applied to the Sonoma County General Plan's three open space designations: Community Separator, Scenic Landscape Unit, and Scenic Corridor. The proposed SR rezoning in this case is for the Scenic Landscape Unit designation, and the following zoning standards would be applied through the Design Review permit process by requiring that new development: 1) be sited below exposed ridgelines; 2) be screened from public road views by natural landforms and existing or proposed vegetation; 3) minimize cuts and fills and screen driveways from public view; and 4) underground utilities where appropriate.

Last year, the Board approved the removal of an obsolete and redundant form of scenic resource protection - the Scenic Design (SD) combining zone. The SD combining zone was primarily used to implement Area Plans adopted in the 1970s and 1980s and which are now largely built out. In many areas, the SD combining zone was replaced with the newer Scenic Resource (SR) combining zone. The SR combining zone is used throughout the County to implement General Plan scenic resource protection policies in rural areas and is redundant with the SD combining zone. When the SR zoning was initially applied in the early 1990s, it was based primarily on the open space maps of the 1970s and 1980s Area Plans. The SR combining zone also contains standards that are clear, as opposed to the SD combining zone which lacks clear standards for approval. The General Plan discourages the use of the SR

combining zone in urban areas, but does not prohibit it.

Following adoption of the Board's expanded protections for scenic resources, staff analyzed the area northwest of The Springs comprised of approximately 121 parcels in response to concerns regarding development along the corridor.

Staff's original recommendation for not rezoning this area was based on the following circumstances:

- Half of the area is in the Urban Service Area, which the General Plan discourages from adding to the Scenic Resource Combining Zone;
- Existing vegetation provided partial screening;
- Some scenic resource protection was provided from the Scenic Resource Combining Zone associated with the Highway 12 Scenic Corridor (30% of lot depth to a maximum of 200 feet from centerline of road); and
- The area is mostly built-out.

Changes in circumstances that warrant reconsideration of this area are the recent development of an approximately 8,400 square foot complex with a vacation rental permit for five guestrooms (67 Locke Ct/APN 056-562-011) next door to two very large structures (greater than 11,000 square feet) that are under construction on two lots (70 Moon Mountain Rd/APN 056-562-009 and 16581 Highway 12/APN056-562-010).

These recent examples of new development approved without design review on lots with frontage on Highway 12 illustrate the potential for cumulative visual impacts along the Highway 12 scenic corridor in this area and the inadequacy of existing SR standards for Scenic Corridors especially for smaller lots fronting on Scenic Corridors.

The market demand for very large homes in the Sonoma Valley either for private residential use or as vacation rentals and the close proximity of lots to Highway 12 in this area just northwest of The Springs justify a reconsideration of designating this area as Scenic Landscape Unit and rezoning to the Scenic Resources Combining Zone.

Staff is recommending that 37 parcels be designated Scenic Landscape Unit and Scenic Resource Combining Zone including 26 parcels with frontage on Highway 12 and 11 others at higher elevations that either have subdivision potential or potential for development or redevelopment that could potentially impact views from Highway 12. Staff has also provided public notice to an additional 84 parcels in the study area should the Board wish to consider designating the entire 121 parcel study area for Scenic Landscape Unit and Scenic Resource Combining Zone. The additional 84 lots were not recommended for SR combining zoning because they do not front directly on Highway 12 and are substantially screened from public road views by existing topography, vegetation and other structures.

Staff and the Planning Commission (by a 4-0-1 vote) have reevaluated the need for and recommend the extension of the SR combining zone to a portion of the Urban Service Area at the west entrance to The Springs that was previously zoned SD due to:

- The area’s visibility from the state designated Scenic Highway 12; and
- The unusually rural character of this area in spite of it being in an Urban Service Area.

If approved, the rezoning would result in an additional Design Review application at a cost to the applicant of approximately:

- \$700 for additions less than 1,000 square feet;
- \$1,500 for construction between 1,000 and 4,000 square feet; and
- \$1,800 or more (billed at full staff cost recovery) for construction exceeding 4,000 square feet

If not approved cumulative development along this one mile corridor could result in a significant degradation of the visual quality of Scenic Highway 12 in the Sonoma Valley.

**Prior Board Actions:**

February 4, 2014: Adoption of a resolution and ordinance which included amending the General Plan Open Space Map and rezoning rural properties out of the SD combining zoning and into the SR combining zone.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

This project clarifies, streamlines and implements General Plan Open Space policies and Zoning regulations to protect the visual quality of designated open space resources and the character of rural communities. In so doing, the scenic beauty of the County will continue to attract visitors which contribute to the local economy, and the unique character of rural communities will be preserved or enhanced thereby protecting the well-being and quality of life of residents.

**Fiscal Summary - FY 14-15**

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Staff costs associated with additional Design Review would be recovered through application of fees established in the current permit processing fee schedule.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<ul style="list-style-type: none"> <li>A. Draft Board of Supervisors Resolution</li> <li>B. Draft Ordinance</li> <li>C. Planning Commission Resolution 14-013, dated 6/19/14</li> <li>D. Planning Commission Staff Report dated 6/19/14</li> <li>E. Additional Visual Analysis East Side of Highway 12, Rancho Bonita Way to Serres Drive, May 2014</li> <li>F. Alternative additional draft Exhibit B for Resolution/Ordinance for an additional 84 properties</li> </ul>			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None			



County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_  
ZCE13-0003

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving General Plan 2020 (GP2020) Open Space Map Amendments To Expand The Scenic Landscape Unit To Better Protect Scenic Resources As A Replacement For Prior Scenic Design (SD) Zoning; And Finding These Amendments Within The Scope Of The GP2020 EIR And Consistent With GP2020.**

**Whereas**, on September 23, 2008, the Board of Supervisors adopted the Sonoma County General Plan Update 2020 (General Plan) including the Open Space and Resource Conservation Element containing goals, objectives, and policies related to the protection of scenic resources, and areas designated as Scenic Landscape Units, which are required to be zoned Scenic Resource Combining District consistent with Policy OSRC-1e, 2c and 3a; and

**Whereas**, the SD (Scenic Design) combining zone was used to implement Area Plan Open Space Maps prepared in the 1970's and 1980's through zoning, and the 1989 General Plan's Scenic Landscape Units were based upon the Area Plan Open Space Maps, and in 1993 the SR (Scenic Resource) combining zone was established to implement General Plan Open Space Maps through zoning and serving a similar purpose as the SD (Scenic Design) combining zone, and the Permit and Resource Management Department has identified scenic resources on specific properties previously zoned SD that would be better protected in accordance with General Plan policy by adding such lands to the nearest General Plan Open Space Map Scenic Landscape Unit designation; and

**Whereas**, it was determined that the project is within the scope of the Environmental Impact Report for the General Plan (General Plan EIR); and

**Whereas**, at their regularly scheduled meeting on June 19, 2014, the Planning Commission held a duly noticed public hearing at which time all interested persons were given an opportunity to be heard, and with a 4-0-1 vote recommended that the Board of Supervisors find the project within the scope of the General Plan EIR and recommended approval; and

**Whereas**, in accordance with the provisions of law, the Board held a public hearing on December 9, 2014, at which time all interested persons were given an opportunity to be heard

Attachment A



Resolution

Date: December 9, 2014

Page 2

on the Proposed Project; and

**Whereas**, the Board has considered all materials, file information, the environmental determination, comments, staff reports, and the Planning Commission's recommendation on the project; and

**Whereas**, the Board concurs with PRMD's determination and the Planning Commission's recommendation that the project is within the scope of the General Plan 2020 EIR. The facts and conditions that support this finding are as follow:

1. The General Plan EIR found that continued implementation of General Plan policies requiring rezoning to the SR zone in Community Separators, Scenic Landscape Units and Scenic Corridors was necessary to mitigate cumulatively significant visual impacts to less than significant levels (OSRC-1e, 2c and 3a).
2. The proposed General Plan Amendments and concurrent Scenic Resource (SR) rezoning would implement General Plan Policies OSRC-1e, 2c and 3a. Scenic view protection would be achieved through application of the zoning database and planning process.
3. The proposed General Plan and concurrent Zoning amendments are consistent with and implement the General Plan and would not relax any existing standards or policies in the General Plan.
4. The proposed code amendments would not result in any new significant impacts, or a substantial increase in the severity of any previously-identified impacts, due to substantial changes in the project or its circumstances, or new information of substantial importance that was not know and could not have been known at the time of certification of the General Plan EIR in 2008.
5. The proposed Project is within the scope of the General Plan EIR, and would not have effects that were not examined in the General Plan EIR. As a result, pursuant to CEQA Guidelines Section 15168 (c) (2), no new environmental document is required.
6. The General Plan EIR is available for review at the PRMD office and online at <http://www.sonoma-county.org/prmd/divpages/compplandiv.htm>.; and

**Whereas**, the Board makes the following findings concerning the Proposed Project:

1. The project is consistent with the General Plan Open Space Element in that it implements Policies OSRC-1e, 2c, 3a and 3i, and furthers the General Plan goals, objectives, policies and programs and such General Plan amendments are internally consistent with other elements of the General Plan. The particular circumstances in this case are that the proposed General Plan Amendments and

Attachment A

Rezoning are being undertaken to protect the scenic resources of the County consistent with the General Plan Open Space Element.

2. The prior Scenic Design (SD) combining zone was obsolete, redundant with the Scenic Resource (SR) combining zone and was rescinded for the reasons specified in the staff report, and where indicated on the 37 parcels identified in the staff report shall be replaced with the designation of Scenic Landscape Unit and the SR (Scenic Resource) zone.

**Now Therefore Be It Resolved** that, based on the foregoing findings and determinations and the record of these proceedings, the Board declares and orders as follows:

1. The foregoing findings and determinations are true and correct, are supported by substantial evidence in the record, and are adopted as hereinabove set forth.
2. The Proposed Project is within the scope of the General Plan EIR and no further environmental review is necessary.
3. The Proposed Project is approved as follows:
  - a. General Plan Open Space designations are amended to show the Scenic Landscape Unit designation on approximately 37 properties as a replacement for the prior removal of the Scenic Design (SD) Combining Zone, as discussed in the staff report, and as identified in the attached table of Assessor Parcel Numbers attached herein and referenced as Exhibit A.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the Custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. The documents may be found at the office of the Clerk of the Board, 5757 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:	Zane:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

**So Ordered.**

**Exhibit A: Table of Properties for General Plan Open Space Map Scenic Landscape Unit (SLU) Amendment and/or Rezoning to the Scenic Resource (SR) Combining Zone**

<b>APN</b>	<b>Existing GPOS</b>	<b>Proposed GPOS</b>	<b>Existing Zoning</b>	<b>Proposed Zoning</b>
053-070-030	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-019	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-022	None	SLU	RR B6 5	RR B6 5, SR
056-012-023	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-025	None	SLU	RR B6 5	RR B6 5, SR
056-012-030	None	SLU	RR B6 5, SR LG/MTN	No change
056-031-001	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-007	None	SLU	RR B6 5	RR B6 5, SR
056-031-008	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-009	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-013	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-025	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-041-033	None	SLU	RR B6 2	RR B6 2, SR
056-041-034	None	SLU	RR B6 5, SR LG/MTN	No change
056-102-018	None	SLU	RR B6 2	RR B6 2, SR
056-562-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-011	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-012	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-015	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-019	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-020	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-005	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-006	SC	SC SLU	RR B6 2, SR	RR B6 2, SR



APN	Existing GPOS	Proposed GPOS	Existing Zoning	Proposed Zoning
056-563-007	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-008	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-601-001	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-005	None	SLU	RR B6 5	RR B6 5, SR
056-601-013	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-601-026	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-029	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-032	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-602-002	None	SLU	RR B6 5, F2	RR B6 5, F2 SR



## ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE OFFICIAL ZONING DATABASE TO ADD PROPERTIES ALONG SCENIC HIGHWAY 12 TO THE SCENIC RESOURCE (SR) COMBINING ZONE.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

**Section I.** The Board finds and declares that the adoption of this Ordinance is necessary and appropriate to implement state law and the policies and programs of the Sonoma County General Plan 2020 (General Plan), to ensure compatibility of new development with existing rural character and the scenic quality of Highway 12 in the Sonoma Valley. PRMD File No. ZCE13-0003.

The Board hereby finds that the facts supporting the adoption of this Ordinance are as follows:

1. The project is consistent with the General Plan Open Space Element in that it implements Policies OSRC-1e, 2c, and 3a, and furthers the General Plan goals, objectives, policies and programs and such General Plan amendments are internally consistent with the other elements of the General Plan. The particular circumstances in this case are that the proposed General Plan Amendments and Rezoning are being undertaken to protect the scenic resources of the County consistent with the General Plan Open Space Element.
2. The project is consistent and/or will ensure consistency with the General Plan by ensuring that parcels within a Scenic Landscape Unit are zoned SR (Scenic Resources) and/or have the correct and intended General Plan Open Space designation for the reasons indicated in the staff report.
3. The prior Scenic Design (SD) combining zone was obsolete, redundant with the Scenic Resource (SR) combining zone and was rescinded for the reasons specified in the staff report, and where indicated shall be replaced with the designation of Scenic Landscape Unit and the SR (Scenic Resource) zone.
4. The Environmental Impact Report (EIR) for the General Plan (General Plan EIR), certified by the Board of Supervisors in 2008, disclosed, evaluated and mitigated potential environmental impacts of General Plan policies. The General Plan EIR found that continued implementation of General Plan policies requiring rezoning to the SR zone in Community Separators, Scenic Landscape Units and Scenic Corridors was necessary to mitigate cumulatively significant visual impacts to less than significant levels (OSRC-1e, 2c and 3a). The proposed Zoning Code amendments would implement General Plan policies OSRC-1e, 2c and 3a. Scenic view protection will be achieved through application of the zoning database and planning process. The proposed zoning amendments would not relax any existing standards or policies in the General Plan.

The proposed code amendment would not result in any new significant impacts, or a substantial increase in the severity of any previously-identified impacts, due to substantial changes in the project or its circumstances, or new information of substantial importance that was not known and could not have been known at the time of certification of the General Plan EIR in 2008. The proposed Project is within the scope of the General Plan EIR, and would not have effects that were not examined in the EIR. As a result, pursuant to CEQA Guidelines Section 15168 (c) (2), no new environmental document is required. The General Plan EIR is available for review at the PRMD office and online at <http://www.sonoma-county.org/prmd/divpages/complandiv.htm>.

5. In accordance with the provisions of law, the Planning Commission held a public hearing on June 19, 2014 at which time all interested persons were given an opportunity to be heard, and the Planning Commission recommended by a vote of 4-0 that the Board approve the proposed Ordinance changes.

**Section II.** The Board of Supervisors hereby finds that the project is within the scope of the General Plan EIR and any mitigation measures identified in the General Plan EIR have been incorporated herein.

**Section III:** The Official Zoning Database (OZD) of the County, adopted by reference by Section 26-02-110 of the Sonoma County Code, is amended by reclassifying certain real property from the existing zoning designations to the zoning designations set forth in *Exhibit A, Table of Assessor Parcel Numbers*, which is attached hereto and incorporated by reference.

The Director of the Permit and Resource Management Department is directed to reflect these amendments to the OZD of the County.

**Section IV:** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**Section V:** This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In Regular Session of the Board Supervisors of the County of Sonoma, passed and adopted this 9th day of December, 2014, on a regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin:	Zane:		Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

SO ORDERED

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

**Exhibit A: Table of Properties for General Plan Open Space Map Scenic Landscape Unit (SLU) Amendment and/or Rezoning to the Scenic Resource (SR) Combining Zone**

<b>APN</b>	<b>Existing GPOS</b>	<b>Proposed GPOS</b>	<b>Existing Zoning</b>	<b>Proposed Zoning</b>
053-070-030	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-019	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-022	None	SLU	RR B6 5	RR B6 5, SR
056-012-023	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-025	None	SLU	RR B6 5	RR B6 5, SR
056-012-030	None	SLU	RR B6 5, SR LG/MTN	No change
056-031-001	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-007	None	SLU	RR B6 5	RR B6 5, SR
056-031-008	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-009	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-013	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-025	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-041-033	None	SLU	RR B6 2	RR B6 2, SR
056-041-034	None	SLU	RR B6 5, SR LG/MTN	No change
056-102-018	None	SLU	RR B6 2	RR B6 2, SR
056-562-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-011	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-012	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-015	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-019	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-020	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-005	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-006	SC	SC SLU	RR B6 2, SR	RR B6 2, SR





APN	Existing GPOS	Proposed GPOS	Existing Zoning	Proposed Zoning
056-563-007	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-008	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-601-001	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-005	None	SLU	RR B6 5	RR B6 5, SR
056-601-013	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-601-026	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-029	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-032	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-602-002	None	SLU	RR B6 5, F2	RR B6 5, F2 SR



Resolution Number 14-013

County of Sonoma  
Santa Rosa, California

June 19, 2014  
ZCE13-0003 Denise Peter

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE CONSISTENT WITH THE GENERAL PLAN AND WITHIN THE SCOPE OF THE GP2020 EIR AND APPROVE THE RESOLUTION TO AMEND THE GENERAL PLAN OPEN SPACE MAP; AND REZONE PROPERTIES TO THE SR COMBINING ZONE.

WHEREAS, on September 23, 2008, the Board of Supervisors adopted the Sonoma County General Plan Update 2020 (GP 2020) including the Open Space and Resource Conservation Element containing goals, objectives, and policies related to the protection of scenic resources; and

WHEREAS, the GP 2020 adoption resulted in areas designated as Scenic Landscape Units, which are required to be zoned Scenic Resource Combining District consistent with Policy OSRC-1e, 2c and 3a; and

WHEREAS, the SD (Scenic Design) combining zone was established prior to 1966 to implement Area Plans through zoning; and

WHEREAS, the 1989 General Plan's Scenic Landscape Units were originally based upon and included Area Plan Open Space Maps from the 1970's and 1980's; and

WHEREAS, SD rezoning was not rescinded with the creation of the SR (Scenic Resource) zone in 1993 that implemented Scenic Landscape Units, and the Permit and Resource Management Department has identified the SR zone as a better zoning tool for the implementation of the General Plan's scenic resource protection policies; and

WHEREAS, the Permit and Resource Management Department has identified scenic resources on specific properties previously zoned SD that are adjacent to Highway 12 on the east side generally between Rancho Bonita Way and Serres Drive that should be protected in accordance with General Plan policy by adding such lands to the nearest Scenic Landscape Unit and rezoning to SR; and

WHEREAS, the Program Environmental Impact report (EIR) for Sonoma County General Plan 2020, certified by the Board of Supervisors in 2008, disclosed, evaluated and mitigated potential environmental impacts of General Plan policies. The EIR found that continued implementation of General Plan policies requiring rezoning to the SR zone in Community Separators, Scenic Landscape Units and Scenic Corridors was necessary to mitigate cumulatively significant visual impacts to less than significant levels (OSRC-1e, 2c and 3a). The proposed General Plan and Zoning amendments would implement General Plan policies OSRC-1e, 2c and 3a. Scenic view protection will be achieved through application of the zoning database and planning process.

The proposed zoning amendments would not relax any existing standards or policies in the General Plan. The proposed General Plan Amendments are consistent with and implement the General Plan. The proposed code amendments would not result in any new significant impacts, or a substantial increase in the severity of any previously-identified impacts, due to substantial changes in the project or its circumstances, or new information of substantial importance that was not known and could not have been known at the time of certification of the General Plan Program EIR in 2008. The proposed Project is within the scope of the General Plan covered by the EIR, and would not have effects that were not examined in the EIR. As a result, pursuant to CEQA Guidelines Section 15168 (c) (2), no new environmental document is required. The Program EIR for the General Plan 2020 is available for review at the PRMD office and online at <http://www.sonoma-county.org/prmd/divpages/compplandiv.htm>.; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a duly noticed public hearing on June 19, 2014, at which time all interested persons were given an opportunity to be heard.

WHEREAS, the Planning Commission, has considered all materials, file information, the environmental determination, comments, staff reports, and the proposed Board resolutions and Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The project is consistent with the Sonoma County General Plan Open Space Element in that it implements Policies OSRC-1e, 2c, 3a and 3i, and furthers the General Plan goals, objectives, policies and programs and such General Plan amendments are internally consistent with the other elements of the General Plan. The particular circumstances in this case are that the proposed General Plan Amendments and Rezoning are being undertaken to protect the scenic resources of the County consistent with the General Plan Open Space Element.
2. The SD (Scenic Design) zone was determined to be redundant and obsolete and was rescinded from the parcels identified in Exhibit A effective March 2014, however, for the reasons specified in the staff report these properties fronting Highway 12 and with subdivision potential have scenic resources which are not adequately protected by the Scenic Resource Combining Zone's Scenic Corridor standards, and should be added to the General Plan's Scenic Landscape Unit and the SR (Scenic Resource) zone. The properties identified in Exhibit A shall be amended and rezoned as indicated.
3. The Program Environmental Impact report (EIR) for Sonoma County General Plan 2020, certified by the Board of Supervisors in 2008, disclosed, evaluated and mitigated potential environmental impacts of General Plan policies. The EIR found that continued implementation of General Plan policies requiring rezoning to the SR zone in Community Separators, Scenic Landscape Units and Scenic Corridors was necessary to mitigate cumulatively significant visual impacts to less than significant levels (OSRC-1e, 2c and 3a). The proposed Zoning Code amendments would implement General Plan policies OSRC-1e, 2c and 3a. Scenic view protection will be achieved through application of the zoning database and planning process. The proposed zoning amendments would not relax any existing standards or policies in the General Plan.

The proposed amendments would not result in any new significant impacts, or a substantial increase in the severity of any previously-identified impacts, due to substantial changes in the project or its circumstances, or new information of substantial importance that was not known and could not have been known at the time of certification of the General Plan Program EIR in 2008. The proposed Project is within the scope of the General Plan covered by the EIR, and would not have effects that were not examined in the EIR. As a result, pursuant to CEQA Guidelines Section 15168 (c) (2), no new environmental document is required. The Program EIR for the General Plan 2020 is available for review at the PRMD office and online at <http://www.sonoma-county.org/prmd/divpages/compplandiv.htm>.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors approve the requested General Plan Open Space Map Amendments, and zoning database amendments reclassifying property as described in the following exhibit attached hereto and labeled Exhibit A: Table of Assessor Parcel Numbers for General Plan Open Space Map Scenic Landscape Unit (SLU) Amendment and/or Rezoning to the Scenic Resource (SR) Combining District.

IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner Carr, who moved to find the project exempt from CEQA and recommend the project to the Board of Supervisors, seconded by Commissioner Davis, and adopted on roll call by the following vote:

Commissioner	Carr	Aye
Commissioner	Bennett	Aye
Commissioner	Shahosseini	Aye
Commissioner	Liles	Absent
Commissioner	Davis	Aye

Ayes: 4    Noes: 0    Absent: 1    Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.



**Exhibit A: Table of Properties for General Plan Open Space Map Scenic Landscape Unit (SLU) Amendment and/or Rezoning to the Scenic Resource (SR) Combining Zone**

APN	Existing GPOS	Proposed GPOS	Existing Zoning	Proposed Zoning
053-070-030	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-019	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-012-022	None	SLU	RR B6 5	RR B6 5, SR
056-012-023	None	SLU	RR B6 5, SR LG/MTN	No change
056-012-025	None	SLU	RR B6 5	RR B6 5, SR
056-012-030	None	SLU	RR B6 5, SR LG/MTN	No change
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056-031-007	None	SLU	RR B6 5	RR B6 5, SR
056-031-008	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-009	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-013	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-015	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-031-025	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-041-033	None	SLU	RR B6 2	RR B6 2, SR
056-041-034	None	SLU	RR B6 5, SR LG/MTN	No change
056-102-018	None	SLU	RR B6 2	RR B6 2, SR
056-562-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-011	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-012	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-015	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-019	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-562-020	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-005	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-006	SC	SC SLU	RR B6 2, SR	RR B6 2, SR



<b>APN</b>	<b>Existing GPOS</b>	<b>Proposed GPOS</b>	<b>Existing Zoning</b>	<b>Proposed Zoning</b>
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056-563-009	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-563-010	SC	SC SLU	RR B6 2, SR	RR B6 2, SR
056-601-001	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-005	None	SLU	RR B6 5	RR B6 5, SR
056-601-013	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-601-026	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-029	SC	SC SLU	RR B6 5, SR	RR B6 5, SR
056-601-032	SC	SC SLU	RR B6 5, F2 SR	RR B6 5, F2 SR
056-602-002	None	SLU	RR B6 5, F2	RR B6 5, F2 SR





# COUNTY OF SONOMA

## PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

TO: Planning Commission  
FROM: Denise Peter, Planner III  
DATE: June 19, 2014  
SUBJECT: ZCE13-0003, SD/SR Combining Zone Agua Caliente Area

On February 4, 2014, the Board of Supervisors approved General Plan Open Space Map amendments, Scenic Resource (SR) Combining Zone amendments, removal and/or replacement of the Scenic Design (SD) Combining Zone, and addition of the Local Guidelines (LG) Combining Zone. The Planning Commission reviewed this project in September and October of 2013. Prior staff reports are available on the PRMD website at:

[http://www.sonoma-county.org/prmd/docs/dev\\_guidelines/index.htm](http://www.sonoma-county.org/prmd/docs/dev_guidelines/index.htm)

Following adoption of expanded protections for scenic resources, staff analyzed the area northwest of The Springs comprised of approximately 121 parcels in response to concerns regarding development along the corridor. Staff is recommending that 37 parcels (Exhibit A to the draft resolution) be designated Scenic Landscape Unit and Scenic Resource Combining Zone including 26 parcels with frontage on Highway 12 and 11 others at higher elevations that either have subdivision potential or potential for development or redevelopment that could potentially impact views from Highway 12. Staff has also provided public notice to an additional 84 parcels in the study area should the Planning Commission wish to consider designating the entire 121 parcel study area for Scenic Landscape Unit and Scenic Resource Combining Zone. These 84 parcels are identified in Attachment C and could be added to the resolution as an additional Exhibit.

Staff's original recommendation for not rezoning this area was based on the following circumstances:

- Half of the area is in the Urban Service Area, which the General Plan discourages from adding to the Scenic Resource Combining Zone
- Existing vegetation provided partial screening
- Some scenic resource protection was provided from the Scenic Resource Combining Zone associated with the Highway 12 Scenic Corridor (30% of lot depth to a maximum of 200 feet from centerline of road)
- The area is mostly built-out

Changes in circumstances that warrant reconsideration of this area are the recent development of an approximately 8,400 square foot complex with a vacation rental permit for five guestrooms (67 Locke Ct/APN 056-562-011) next door to two very large structures (greater than 11,000 square feet) that are under construction on two lots (70 Moon Mountain Rd/APN 056-562-009 and 16581 Highway 12/APN056-562-010).

These recent examples of new development approved without design review on lots with frontage on Highway 12, illustrate the potential for cumulative visual impacts along the Highway 12 scenic corridor in this area and the inadequacy of existing SR standards for Scenic Corridors especially for smaller lots

fronting on Scenic Corridors. The SR standards for Scenic Corridors require at the minimum a 30% lot depth setback (to a maximum of 200 feet), and if structures meet the setback design review is not required. In many cases, the front setback area along Scenic Corridors should be subject to design review to preserve screening trees and vegetation, review fencing and driveway details and require additional landscaping if needed for screening purposes. This is a topic that will be addressed Countywide with the Development Code update later this year.

The market demand for very large homes in the Sonoma Valley either for private residential use or as vacation rentals, and the close proximity of lots to Highway 12 in this area just northwest of "The Springs", justify a reconsideration of designating this area as Scenic Landscape Unit and rezoning to the Scenic Resources Combining Zone.

Attached are maps and photos of this area illustrating the hillside character of this area and a draft resolution.

Staff is recommending that all lots on the east side of Highway 12 between Rancho Bonita Way and Serres Drive (26 lots identified in the draft resolution Exhibit A) and higher elevation lots (11 also identified in draft resolution Exhibit A) with subdivision or redevelopment potential that could result in visual impacts seen from Highway 12 be added to the Scenic Landscape Unit and Scenic Resource Combining Zone. All other lots in the study area (84 lots identified in Attachment 3) are mostly built out and appear to not have the potential to result in cumulative visual impacts associated with development or redevelopment. They are also substantially screened from the view of Highway 12 by lots fronting on Highway 12. Staff has sent out public hearing notices to all owners of property previously zoned SD in this area (121 lots) should the Commission recommend the entire study area be rezoned to SR.

Attachments:

- A. Draft resolution with Exhibit A table of properties recommended for rezoning (37 properties)
- B. Additional Visual Analysis East Side of Highway 12, Rancho Bonita Way to Serres Drive, May 2014.
- C. Alternative additional PC resolution Exhibit B table of properties for rezoning consideration (84 properties)





**ATTACHMENT B:  
Additional Visual Analysis  
East side of Highway 12, Rancho Bonita Way to Serres Drive, May 2014**

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fronting on Scenic Corridors. The SR standards for Scenic Corridors require at the minimum a 30% lot depth setback (to a maximum of 200 feet), and if structures meet the setback design review is not required. In many cases, the front setback area along Scenic Corridors should be subject to design review to preserve screening trees and vegetation, review fencing and driveway details and require additional landscaping if needed for screening purposes. This is a topic that will be addressed Countywide with the Development Code update later this year.

The market demand for very large homes in the Sonoma Valley either for private residential use or as vacation rentals, and the close proximity of lots to Highway 12 in this area just northwest of "The Springs", justify a reconsideration of designating this area as Scenic Landscape Unit and rezoning to the Scenic Resources Combining Zone.

Attached are maps and photos of this area illustrating the hillside character of this area and a draft resolution.

Staff is recommending that all lots on the east side of Highway 12 between Rancho Bonita Way and Serres Drive (26 lots identified in the draft resolution Exhibit A) and higher elevation lots (11 also identified in draft resolution Exhibit A) with subdivision or redevelopment potential that could result in visual impacts seen from Highway 12 be added to the Scenic Landscape Unit and Scenic Resource Combining Zone. All other lots in the study area (84 lots identified in Attachment 3) are mostly built out and appear to not have the potential to result in cumulative visual impacts associated with development or redevelopment. They are also substantially screened from the view of Highway 12 by lots fronting on Highway 12. Staff has sent out public hearing notices to all owners of property previously zoned SD in this area (121 lots) should the Commission recommend the entire study area be rezoned to SR.

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## Area Overview – SD removal/SR Replacement March 2014

In March of 2014, Board Ordinance 6057 became effective which rescinded all of the Scenic Design (SD) Combining Zone (in purple) and replaced some of it with the Scenic Resource (SR) Combining Zone (purple with black stripe).

Staff is now recommending an additional 37 parcels in the area for reconsideration also be added to the Scenic Landscape Unit and Scenic Resource Combining Zone.

Figure one below shows incorporated city limits in grey, and Sonoma County General Plan Open Space Community Separators (red) and Scenic Landscape Units (green) which also have the Scenic Resource Combining Zone. Areas with the dot pattern on purple indicate park lands, and areas with purple with no dot or stripe pattern indicate properties where the SD Combining zone was removed without SR Combining Zone replacement because it was associated with a repealed Area Plan or the properties were substantially built out and the threat of scenic resource impacts appeared low. The area for reconsideration for adding to the Scenic Landscape Unit and the Scenic Resource (SR) Combining Zone is indicated by the arrow below.

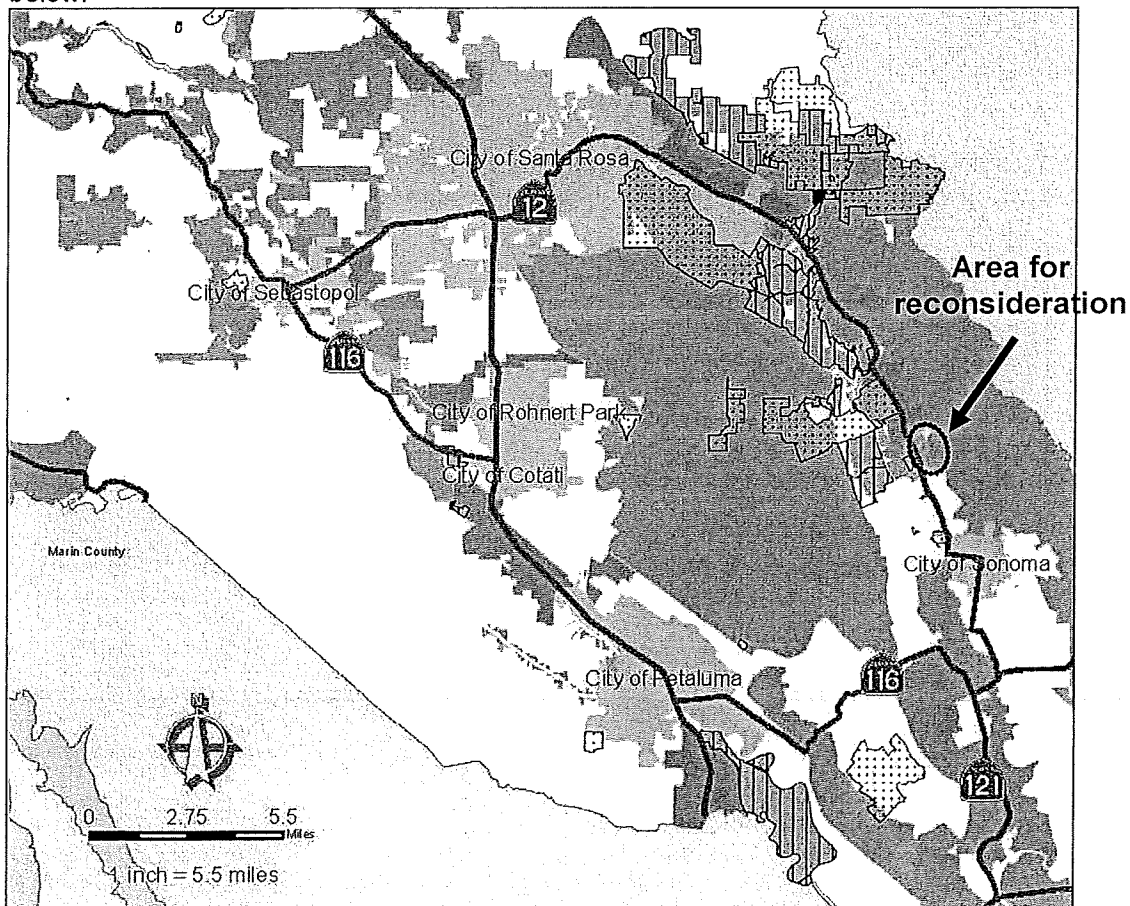


Figure 1: Overview - Countywide location of SD removal/SR replacement

The slanted aerial photo below illustrates The Springs community in the context of the natural landscape and General Plan Open Space Map designations (green = Scenic Landscape Unit, red = Community Separator, orange = new Scenic Landscape Unit effective March 2014). This study focuses on the four subareas bordered in red dashes below.



Figure 2: The Springs area context with Scenic Landscape Units and Community Separator

The aerial photo below illustrates the same information as above, with the addition of the Urban Service Area shaded in grey/bordered in orange. Note that Subareas 1 and 2 of this study are outside of the Urban Service Area.



Figure 3: The Springs area context with Urban Service Area highlighted

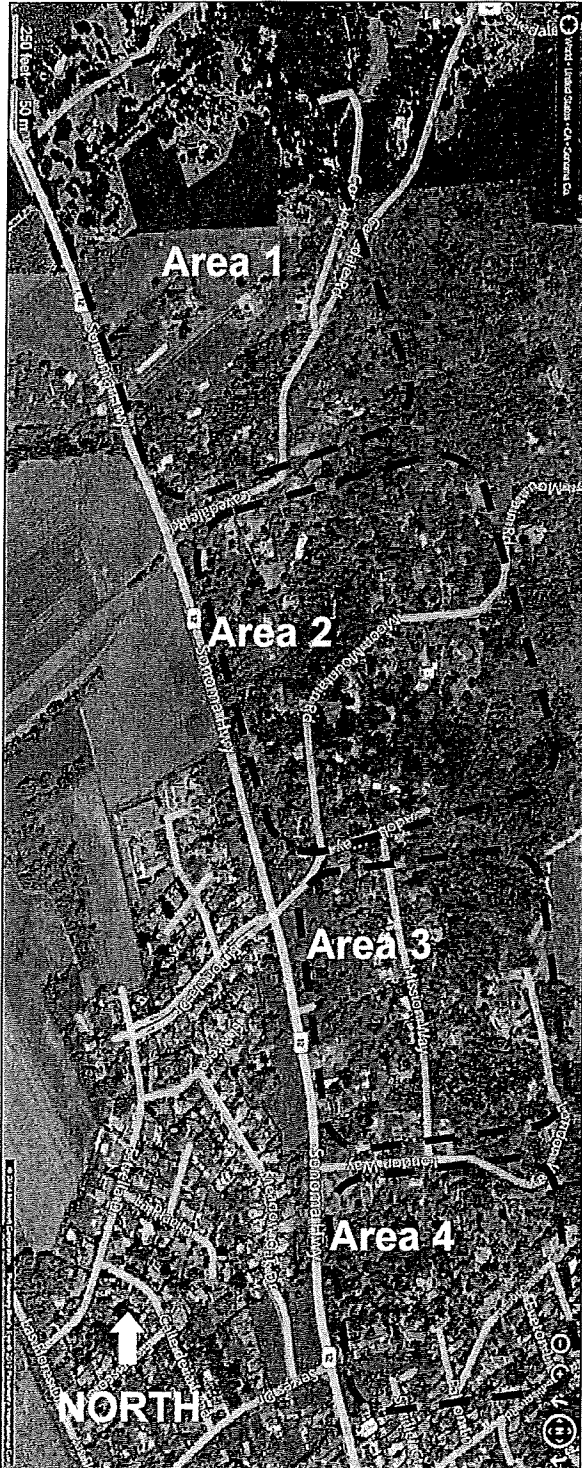


Figure 4 shows the four subareas to be reconsidered for adding to the Scenic Landscape Unit/Scenic Resource Combining Zone (SLU/SR).

1. Rancho Bonita to Cavedale (RR 5)
2. Cavedale to Moon Mountain (RR5)
3. Moon Mountain to London Way (RR2/USA)
4. London Way to Serres (RR2/USA)

Note that Areas 1 & 2 have a land use designation of Rural Residential 5 acres.

Areas 3 & 4 are in the Rural Residential 2 acres land use designation and are also in the Urban Service Area (USA) allowing for public sewer and water service.

Figure 4: Overview - aerial showing four subareas

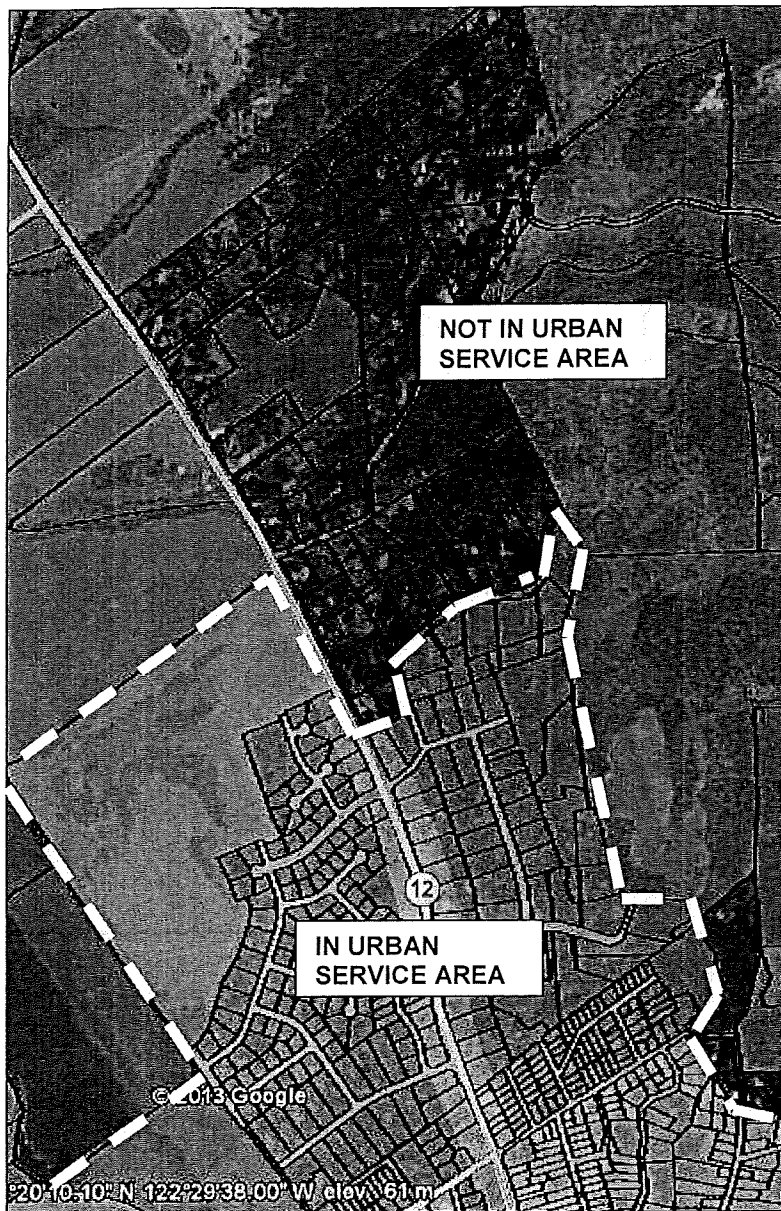


Figure 5 shows the area to be reconsidered with respect to former Scenic Design (SD) zoning and existing Community Separators (CS), Scenic Landscape Units (SLU), and Urban Service Areas (USA):

- Dark pink: former SD/not in USA
- Light pink: former SD/in USA
- Green: existing SLU/not in USA
- Red: existing CS/not in USA
- Orange: former SD area/in USA, designated SLU/SR March 2014
- Grey: Urban Service Area south of Agua Caliente Road

**Figure 5: Overview - lotting pattern of former SD combining zone areas**





Figure 6 shows the 37 parcels recommended by staff for rezoning to the SR district. These include:

- all lots fronting on Highway 12 in the study area (26)
- lots with subdivision potential that could potentially be visible from Highway 12 (1)
- other lots at higher elevations with development or redevelopment potential that could be visible from Highway 12 (10)

Figure 6: Staff recommended parcels for SR Rezoning

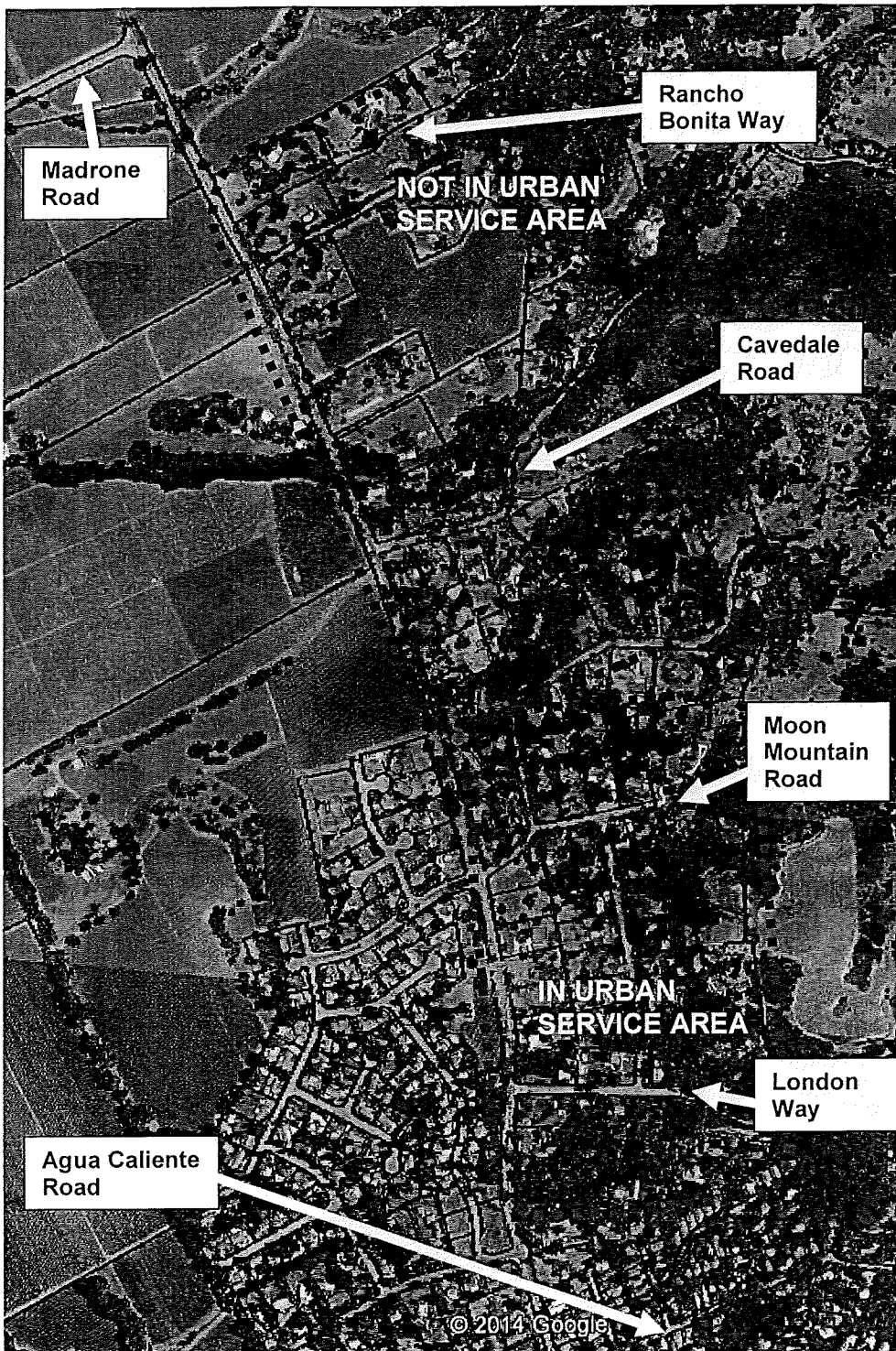


Figure 6 illustrates major roads, lotting patterns, and the character of the landscape of the area under reconsideration for the SR Combining Zone.

Figure 7: Overview - lotting pattern, character of the landscape and major roads



The area under reconsideration is the foothills east of Highway 12 just before the urbanized "The Springs" community. At this location Highway 12 divides the level lands of the Sonoma Valley from the Mayacamas Mountain range. Generally the lands to the west of Highway 12 at this location are below the roadway level and not as visually prominent as lands to the east.

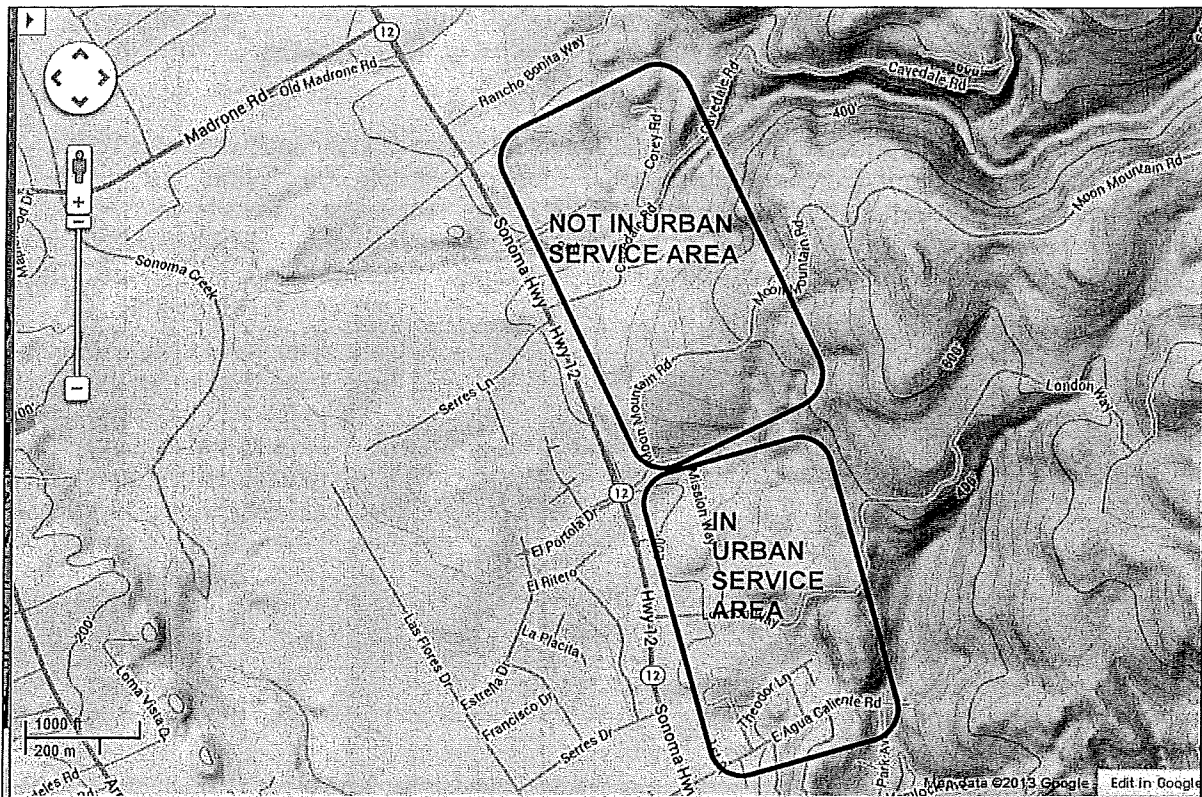


Figure 8: Overview - topography

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## Subarea 1 Rancho Bonita Way to Cavedale Road

**Recommendation:** Rezone lots with frontage on Highway 12 and the property with the two lot subdivision potential (APN 056-602-002) to the SR Combining Zone due to the potential for future development or redevelopment with high visibility from Highway 12. The remainder of the lots without Highway 12 frontage are developed and substantially screened from Highway 12.

This subarea is not in the Urban Service Area (USA) and the use of individual wells and septic systems is a constraint to the intensity of use and number of bedrooms. The land use designation is Rural Residential with a five acre density. Two of the existing lots have subdivision potential allowing for 3 more lots as indicated in Figure 8 below. Figures 9 through 12 below illustrate the existing scenic quality of this subarea and individual lots.



The visual quality of this area is at a moderate level of threat from cumulative building expansion and new accessory structures because of the potential for 3 new lots and existing small homes that could be replaced with larger houses close to Highway 12.

Figure 9: Subarea 1 - lotting pattern/house size

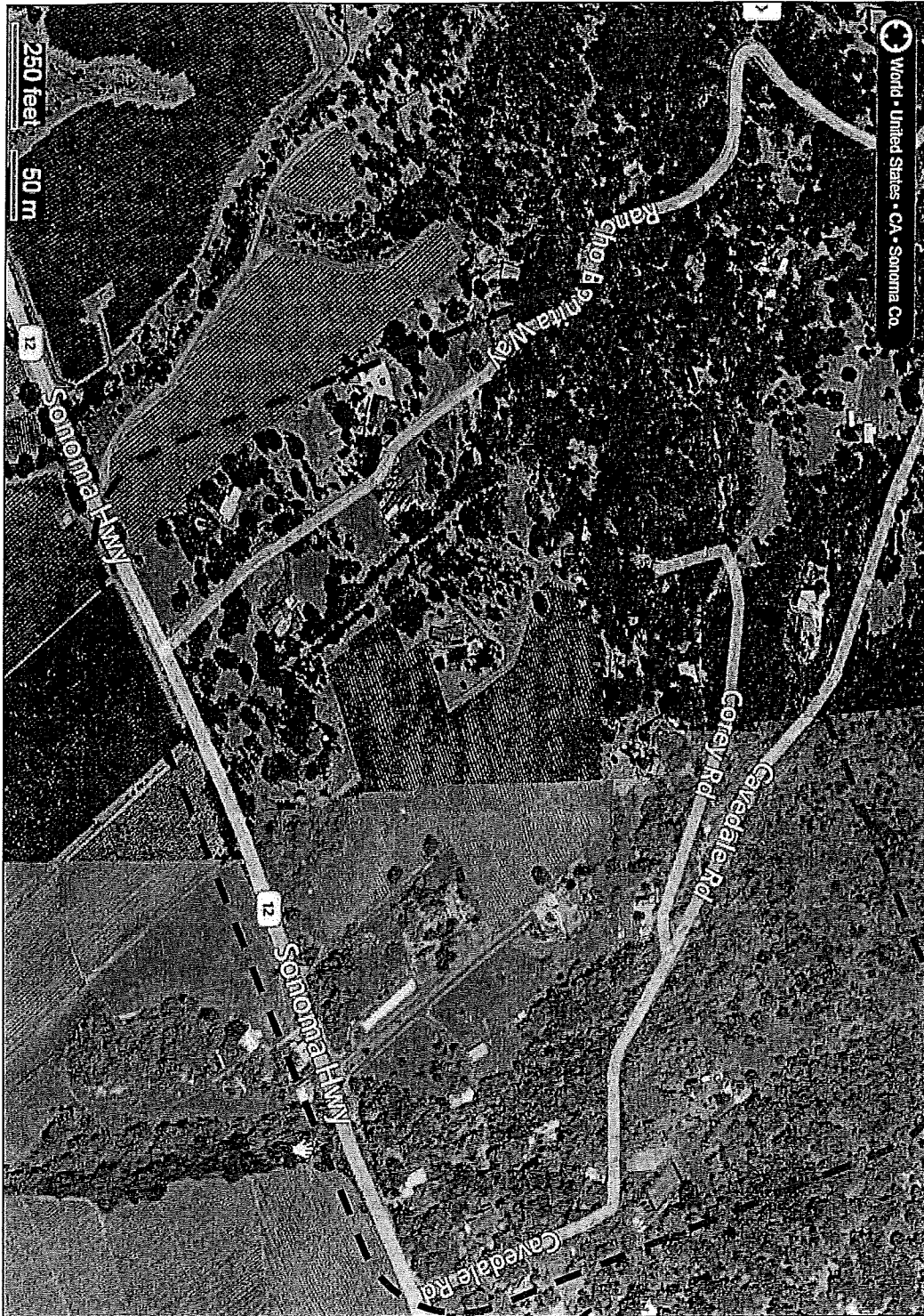


Figure 10: Subarea 1 - aerial photo slanted view

APN 056-601-029: Flat vineyard property with three lot subdivision potential (vacant). Rezoning to the SR district would allow for discretion to site buildings and create building setback lines or envelopes for new structures.

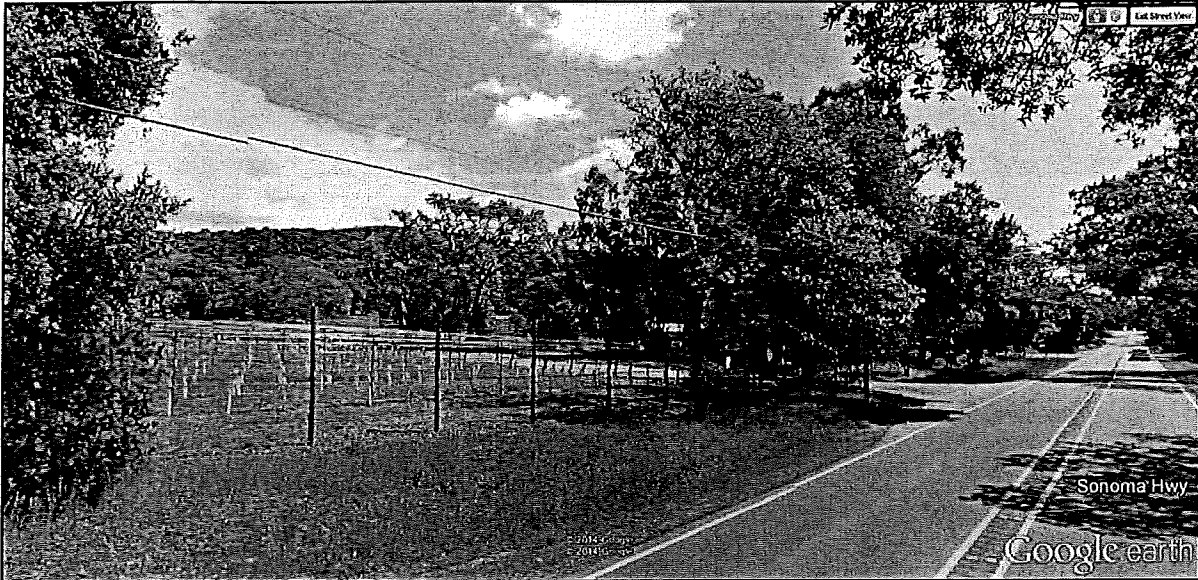


Figure 11: Subarea 1 – street view vineyard property with 3 lot subdivision potential

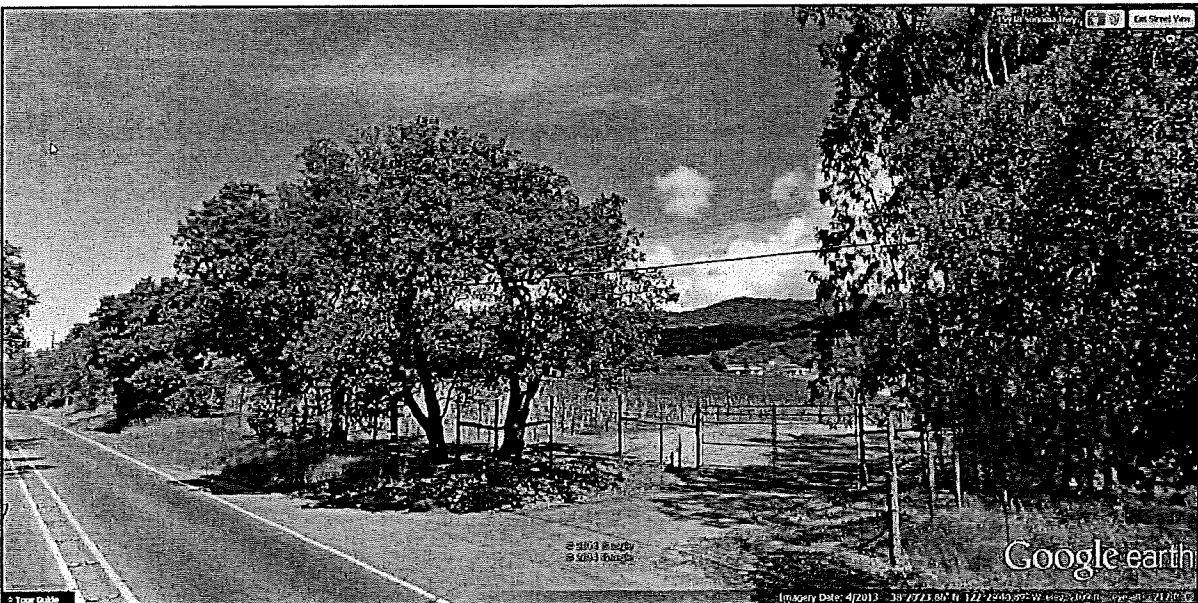
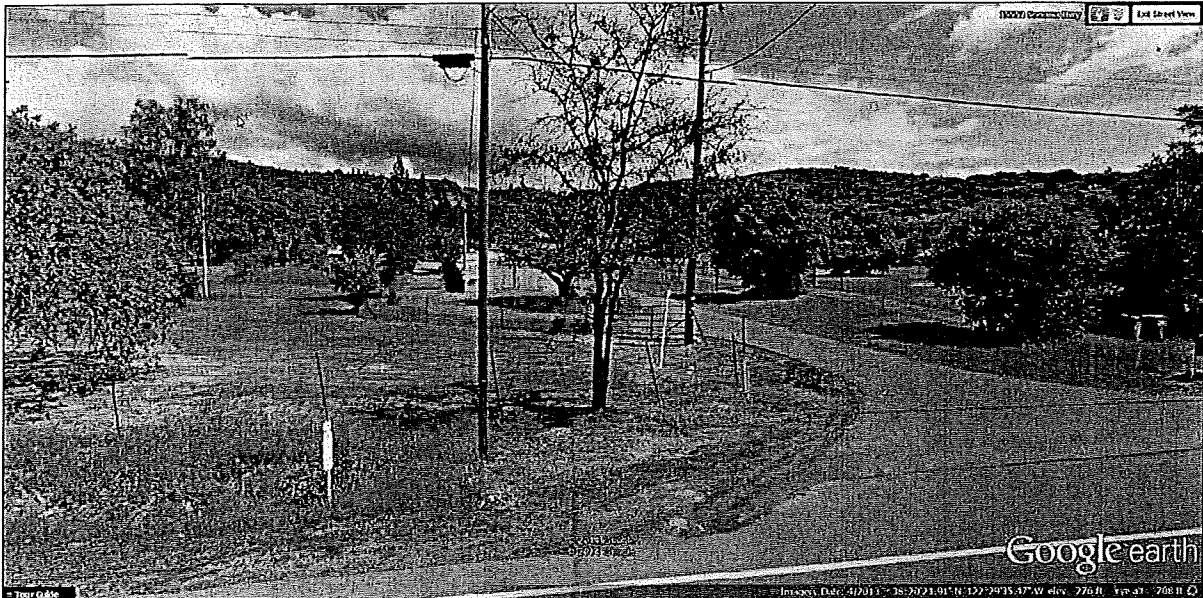


Figure 12: Subarea 1 – street view vineyard property with 3 lot subdivision potential



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APN's 056-601-026, 056-602-002, 056-601-032: Looking east toward low hill with 2 lot subdivision potential. There is an existing home on this lot. Lots on either side of the driveway visible below have redevelopment potential. Existing homes on these two lots are 1,500 and 900 square feet. Rezoning to the SR Combining Zone would allow for discretion in the placement of new structures for the new lot which could be created on the hill in the distance, and would allow for design review for the two lots fronting on Highway 12 which would include requiring landscaping to screen new structures.



**Figure 13: Subarea 1 – street view property with 2 lot subdivision potential and lots with small homes**

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## Subarea 2 Cavedale Road to Moon Mountain Road

Recommendation: Rezone lots with frontage on Highway 12 to the SR Combining Zone due to the potential for future development, redevelopment or addition of accessory structures with high visibility from Highway 12. The remainder of the lots without Highway 12 frontage are developed and substantially screened from Highway 12. This subarea is not in the Urban Service Area (USA) and the use of individual wells and septic systems is a constraint to the intensity of use and number of bedrooms. The land use designation is Rural Residential with a five acre density.



As the aerials and street view photographs show on Figures 13 through 18 this subarea is very well screened from Highway 12 by mature oaks in the right-of-way and an almost continuous rock wall. Most of the lots in this subarea have homes between ~2,000 and 3,700 square feet and there is a fairly heavy tree canopy for the entire subarea. Views from Highway 12 toward this subarea are dominated by vegetative and tree screening.

The visual quality of this area is at a low level of threat from cumulative building expansion and new accessory structures because of the existing size of the homes and the dense quantity of screening trees.

Figure 14: Subarea 2 - lotting pattern/house sizes

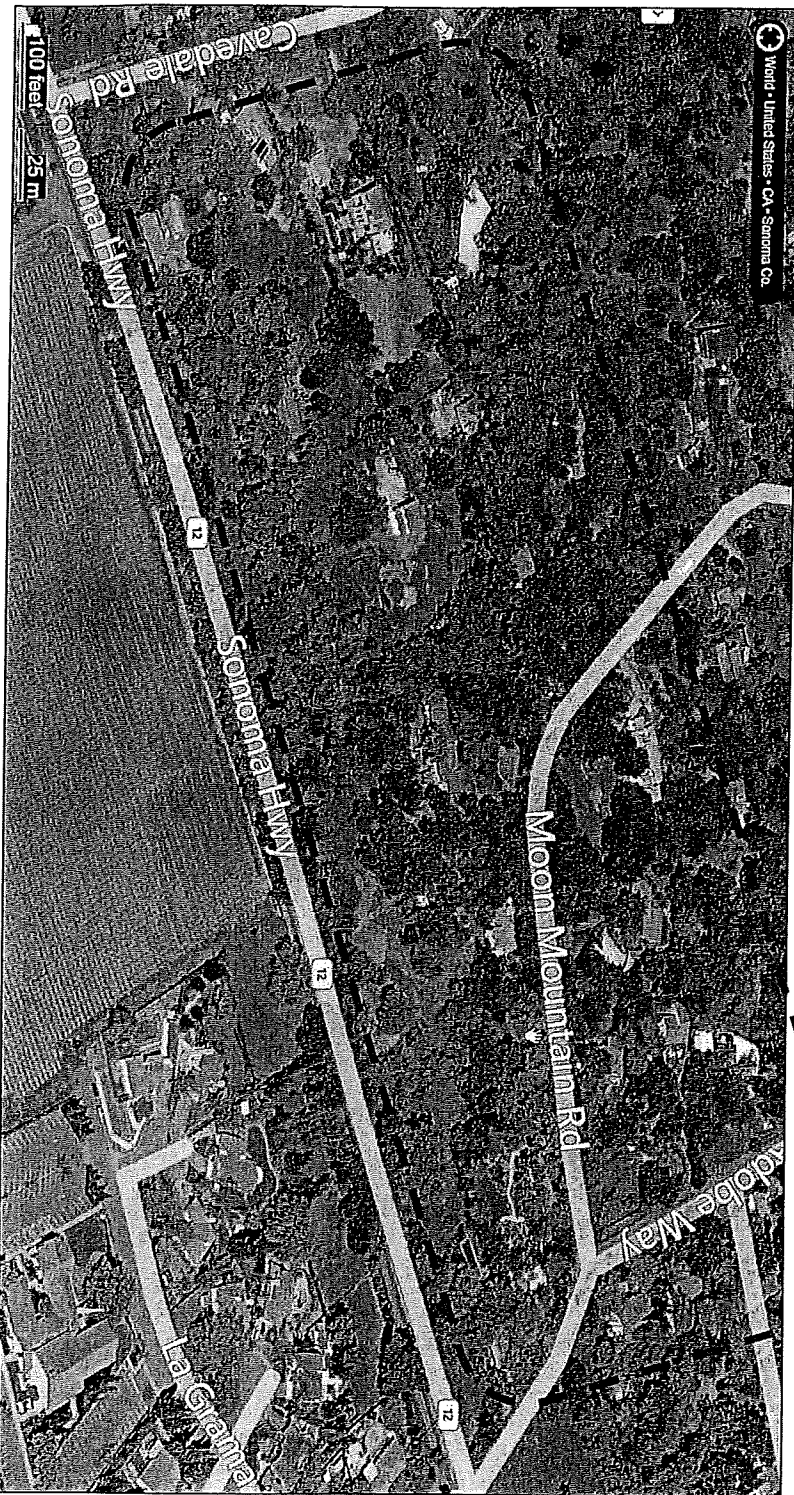


Figure 15: Subarea 2 – aerial photo slanted view

APN 056-031-001: Cavedale Road intersection



Figure 16: Subarea 2 - street view near Cavedale Road

APN 056-031-008



Figure 17: Subarea 2 - street view between Cavedale and Moon Mountain



APN 056-031-013



Figure 18: Subarea 2 - street view between Cavedale and Moon Mountain

APN 056-031-015



Figure 19: Subarea 2 - street view between Cavedale and Moon Mountain

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### **Subarea 3 Moon Mountain Road to London Way**

**Recommendation:** Rezone lots with frontage on Highway 12 to the SR Combining Zone due to the potential for future development, redevelopment or addition of accessory structures with high visibility from Highway 12. The remainder of the lots without Highway 12 frontage are developed and will be substantially screened from Highway 12 by development and vegetation. This subarea is in the Urban Service Area (USA) and the availability of public sewer and water allows for larger structure size and higher lot coverage. The land use designation is Rural Residential with a two acre density. Existing lots are an average of one acre.



Figure 20: Subarea 3 - lotting pattern/house sizes

This is an area transitioning from the larger lots with well screened hillside homes north of Moon Mountain Road to the suburban level lotting pattern of ¼ acre lots or less south of Serres Drive in “The Springs”. As the aerials and street view photographs show on Figures 20 through 31, this subarea is not very well screened from Highway 12 by trees and other vegetation and is at a similar elevation as Highway 12. The one acre average lot size is smaller than Subareas 1 & 2 resulting in structures being closer together with less room for tree preservation and new landscaping. The most recent development on 3 of these lots has resulted in very large structures (400%+ greater than the average for the block). Most of the lots in this subarea have homes between ~2,000 and 3,000 square feet. Structures in this subarea are more prominent because of the higher density of structures, less tree canopy, and relatively similar elevation as Highway 12.

The visual quality of this area is at a high level of threat from cumulative building expansion and new accessory structures because it is more open to public view and sewer and water allow for larger homes.

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The aerial photo below shows the general location of the new two story structures of 11,000 and 11,800 square feet under construction at the corner of Moon Mountain Road and Highway 12. Note that these homes are being required to install landscape screening in the front setback along Highway 12 prior to final sign off on the building permits. These two properties are owned by the same investment company and the building permit plans are essentially identical.



**Figure 21: Subarea 3 - lotting pattern/house sizes including houses under construction**

The lot to the south of the buildings under construction was developed two to three years ago with three structures.

In Figure 27 on page 23, note how well the one story structures blend into the surrounding rural landscape because of their location behind existing trees and use of earth tone colors. However, the two story garage with bonus room is more prominent even though it has a smaller footprint. This is due to the flat two story wall surface with lack of articulation, the height and lack of mature screening trees. The newly constructed and planted berm at the property frontage will help screen the parking area in the frontage of the lot. A zoning permit for a vacation rental was recently approved for this 5 bedroom home.

The vacant property to the south of the vacation rental would share a common driveway and is owned by the same person.

The last property of note in this area is the old sheriff's substation, a small structure surrounded by asphalt which is up for sale and will likely be developed with a residential use.



Figure 22: Subarea 3 – aerial photo slanted view prior to construction on 3 lots



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APN 056-562-009 (NCA Capital): Under construction ~11,000 sq. ft. structure (6 bed/7 ba house/second dwelling unit/3 car garage)



Figure 23: Subarea 3 - street view corner of Moon Mountain and Highway 12 before construction



Figure 24: Subarea 3 - photo May 2014 of 6 bedroom house/second dwelling unit/garage under construction

APN 056-562-010 (NCA Capital): Under construction ~11,800 sq. ft. structure (6 bed/7 ba house/second dwelling unit/3 car garage)

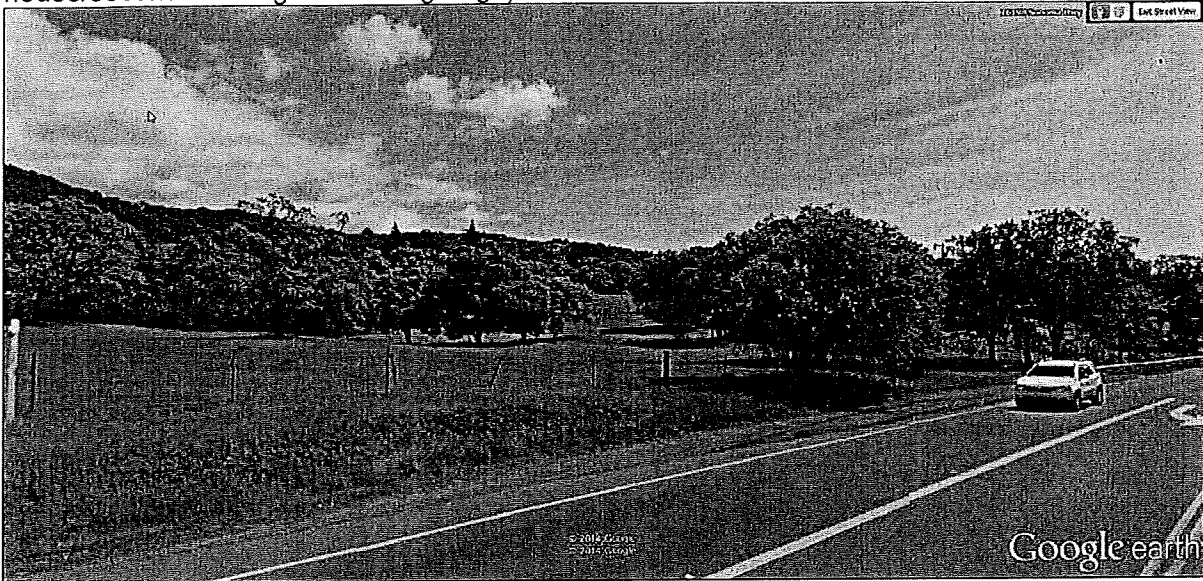


Figure 25: Subarea 3 - street view corner of Moon Mountain and Highway 12 before construction



Figure 26: Subarea 3 - photo May 2014 of 6 bedroom house/second dwelling unit/garage under construction

APN 056-562-011 (Gronvold): 4,000 sq. ft. 5 bedroom home with vacation rental permit; 848 sq. ft. second dwelling unit with 1,232 sq. ft. porch; 2,160 4 car garage with bonus room above)

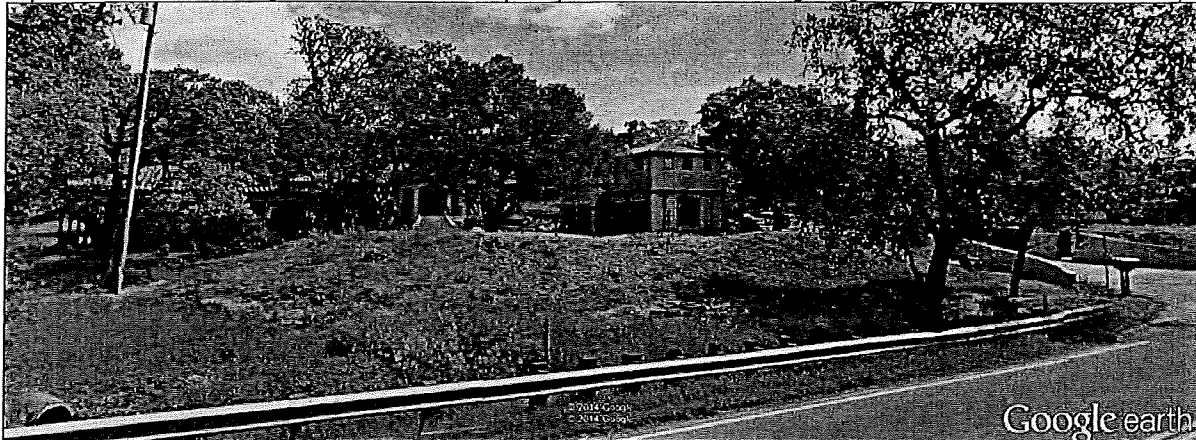


Figure 27: Subarea 3 - street view 2 year old new construction

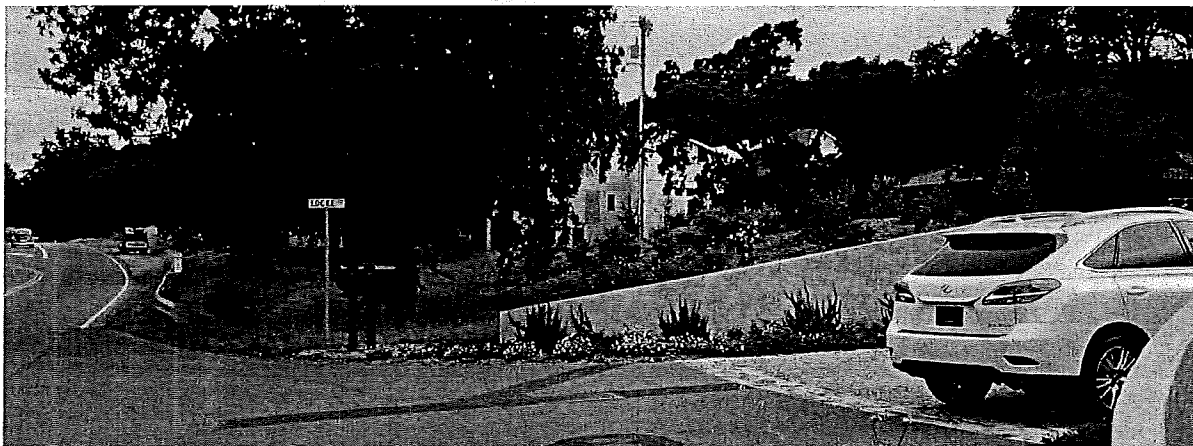


Figure 28: Subarea 3 - photo detail of landscaping berm in front of vacation rental after one year

APN 056-562-012 (Gronvold: vacant lot)

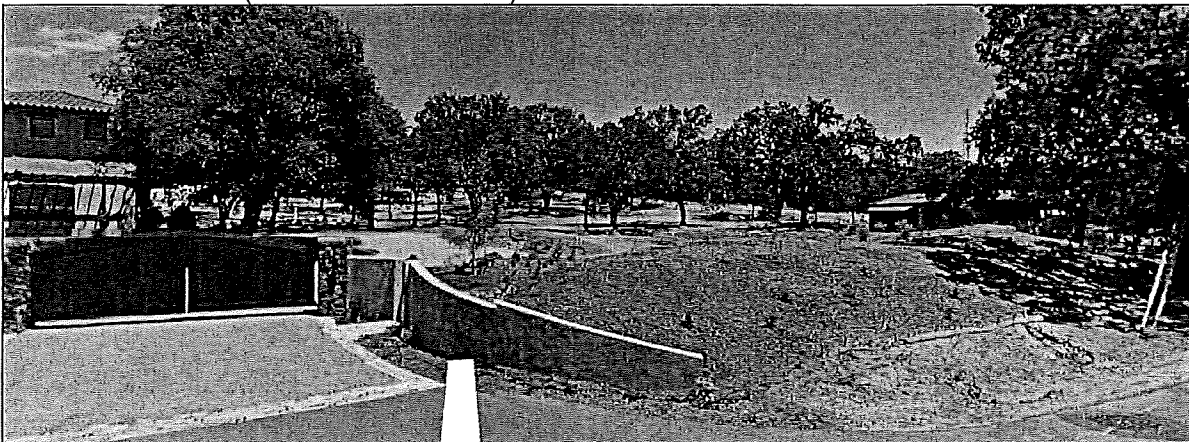


Figure 29: Subarea 3 - street view vacant lot with shared driveway



APN 056-562-019: old sheriff's substation with residential redevelopment potential

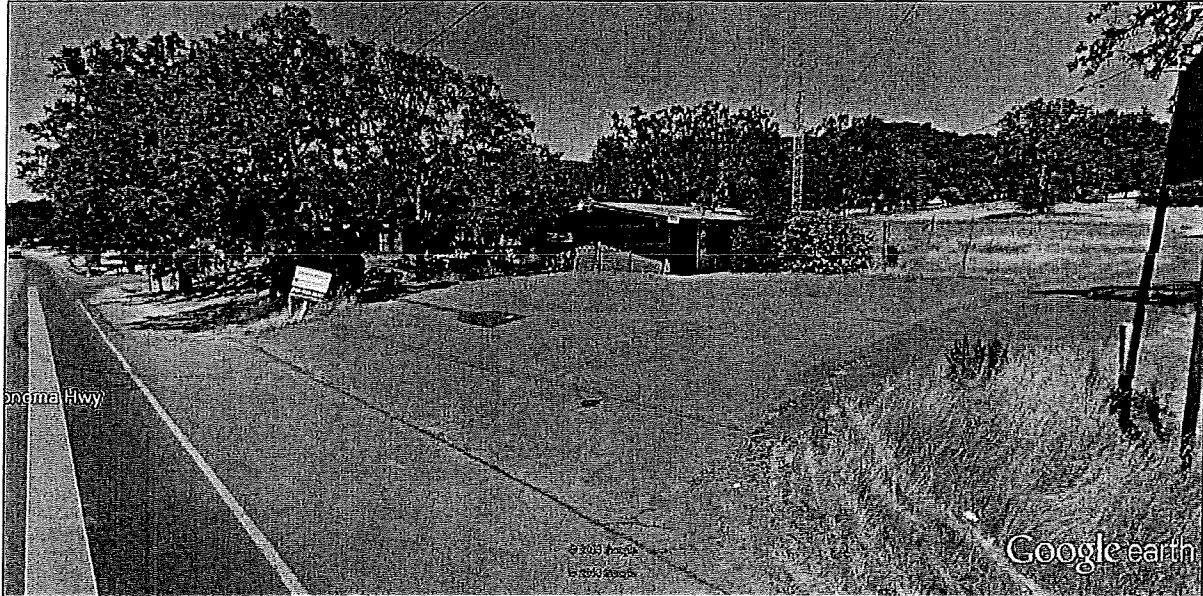


Figure 30: Subarea 3 - street view old sheriff's substation

APN 056-562-020: Pool Supply/maintenance business with redevelopment potential

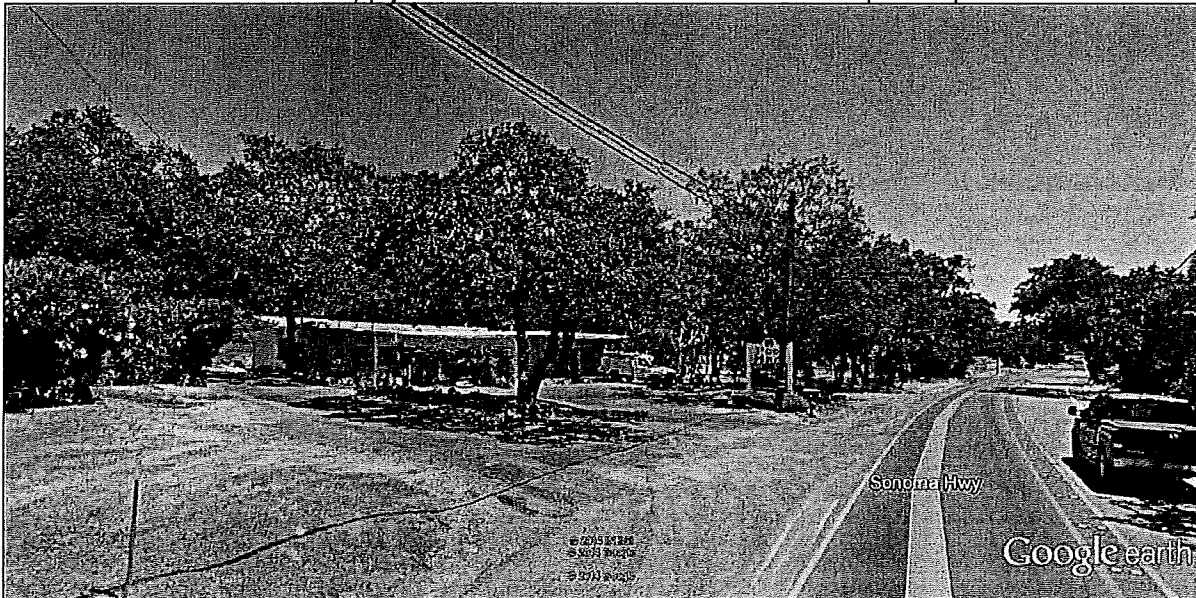


Figure 31: Subarea 3 - street view pool supply store

APN 056-562-015: ~1,300 sq. ft. single family residence with redevelopment potential

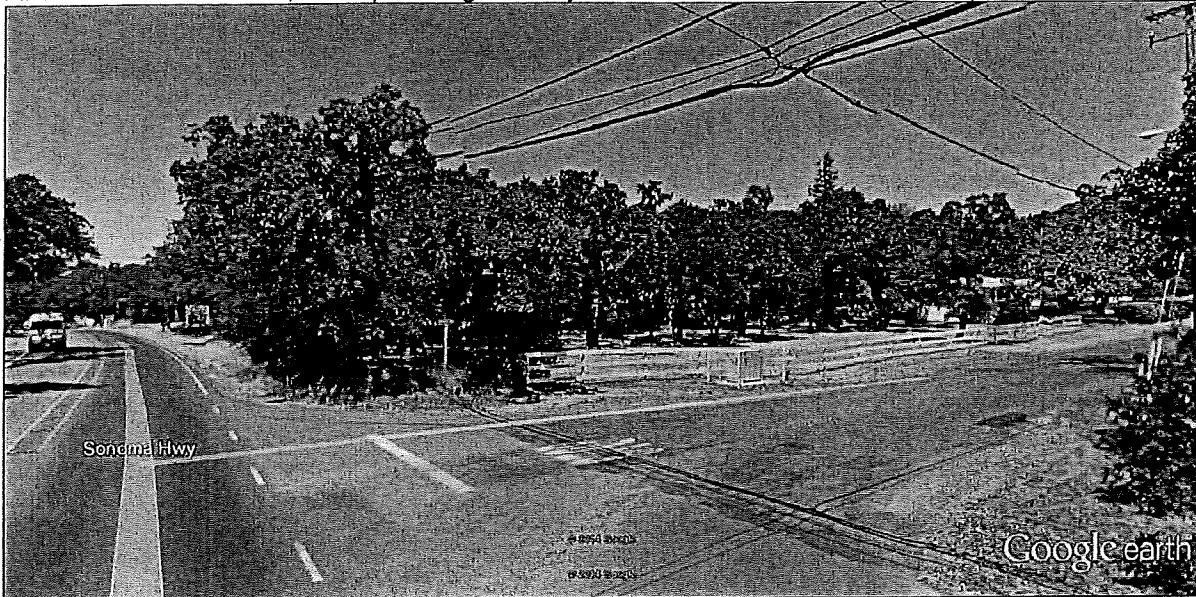


Figure 32: Subarea 3 - street view corner of London Way and Highway 12

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## Subarea 4 London Way to Serres Drive (Land Use RR2/USA)

**Recommendation:** Rezone lots with frontage on Highway 12 to the SR Combining Zone due to the potential for future redevelopment or addition of accessory structures visible from Highway 12. The remainder of the lots without Highway 12 frontage are developed and will be substantially screened from Highway 12. This subarea is in the Urban Service Area (USA) and the availability of public sewer and water allows for larger structure size and higher lot coverage. The land use designation is Rural Residential with a two acre density. Existing lots average one acre.



Figure 33: Subarea 4 - lotting pattern/house sizes

This subarea in the Urban Service Area is the last block of rural residentially zoned one acre parcels at the entrance to the urban intensity zoning of "The Springs". As such, it can be considered somewhat of a gateway to the community. This is also the area where Highway 12 transitions from a 2 lane rural highway to a 3 lane suburban arterial in appearance. There is only one lot in this area that is substantially developed with a 3,300 square foot home. Remaining lots all have redevelopment potential which could result in the removal of oak trees diminishing the rural character of this area. As the aerials and street view photographs show on Figures 33 through 38, this subarea is very well screened from Highway 12 by trees and generally is higher in elevation to Highway 12 which helps to minimize views of structures.

The visual quality of this area is at a high level of threat from cumulative building expansion and new accessory structures. Future design review in this area could help create a gateway transition from the rural Sonoma Valley to the urban character of "The Springs".



Figure 34: Subarea 4 - aerial photo slanted view



APN 056-563-005: corner of London Way and Highway 12

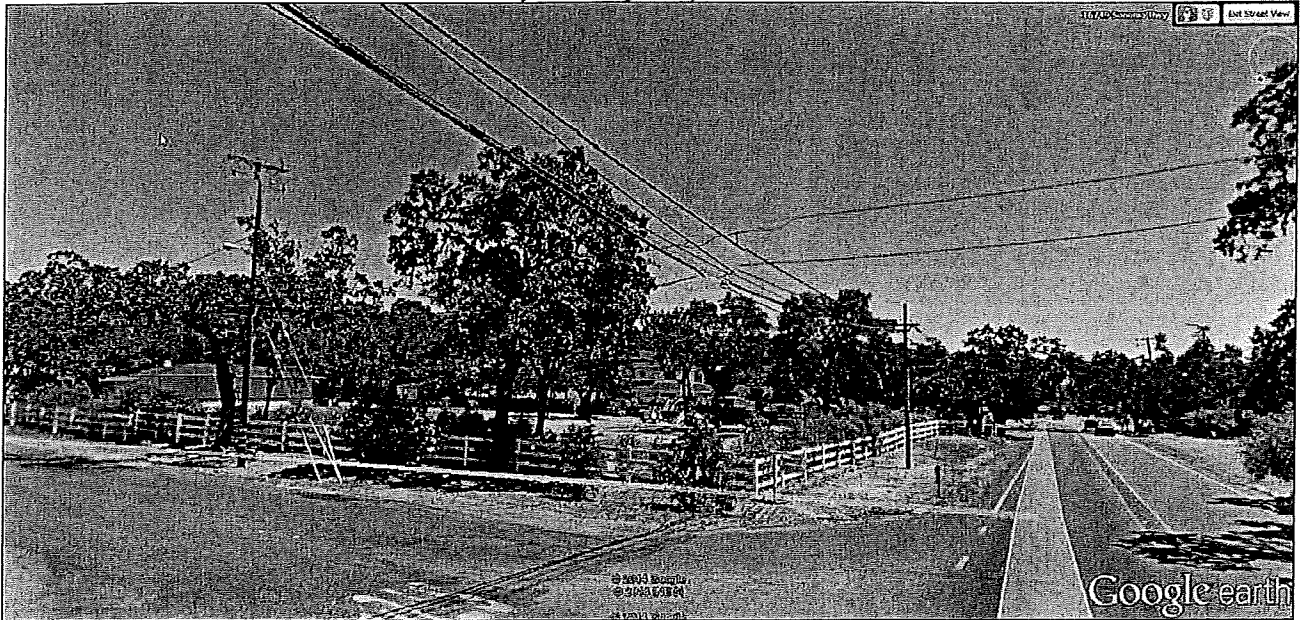


Figure 35: Subarea 4 - street view London Way intersection

APN 056-563-007 & 008: midblock London Way to Highway 12

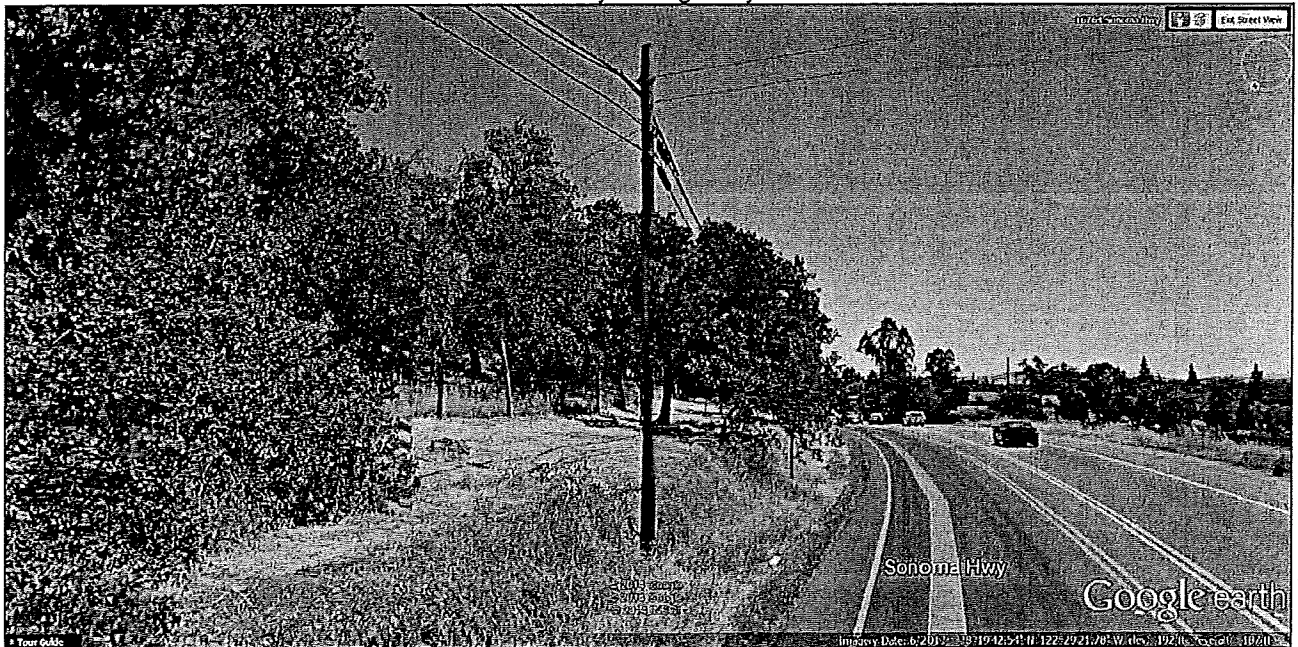


Figure 36: Subarea 4 - street view midblock

APN 056-563-009 & 010: Serres Drive/Highway 12 intersection looking east



Figure 37: Subarea 4 - street view Serres Drive/Highway 12 intersection

APN 056-563-009: Highway 12 looking north at parcel with 1,200 square foot house

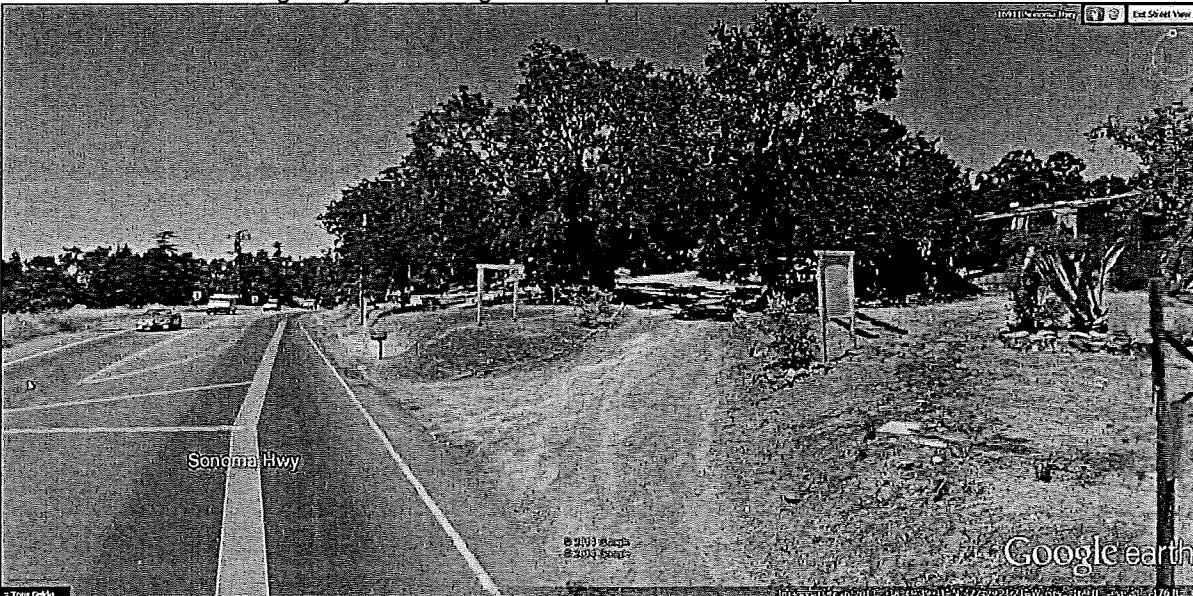


Figure 38: Subarea 4 - street view Serres Drive/Highway 12 northerly

APN 056-563-010: Highway 12 looking south at last parcel (vacant) in study area

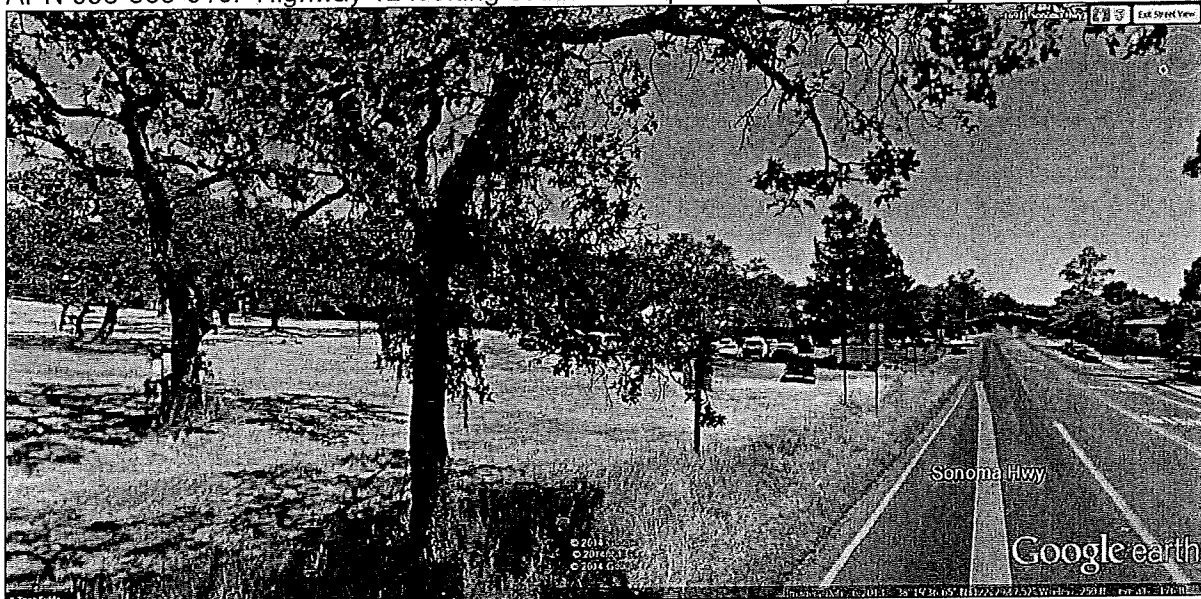


Figure 39: Subarea 4 - street view Highway 12 looking south at vacant parcel

**Exhibit B: Alternative Table of Properties for General Plan Open Space Map Scenic Landscape Unit (SLU) Amendment and/or Rezoning to the Scenic Resource (SR) Combining Zone**

<b>APN</b>	<b>Existing GPOS</b>	<b>Proposed GPOS</b>	<b>Existing Zoning</b>	<b>Proposed Zoning</b>
056-012-014	None	SLU	RR B6 5	RR B6 5, SR
056-012-018	None	SLU	RR B6 5	RR B6 5, SR
056-012-020	None	SLU	RR B6 5	RR B6 5, SR
056-012-021	None	SLU	RR B6 5	RR B6 5, SR
056-012-026	None	SLU	RR B6 5	RR B6 5, SR
056-012-027	None	SLU	RR B6 5	RR B6 5, SR
056-012-028	None	SLU	RR B6 5	RR B6 5, SR
056-012-029	None	SLU	RR B6 5	RR B6 5, SR
056-012-031	None	SLU	RR B6 5	RR B6 5, SR
056-031-002	SC	SC SLU	RR B6 5, SR	No change
056-031-007	None	SLU	RR B6 5	RR B6 5, SR
056-031-010	None	SLU	RR B6 5	RR B6 5, SR
056-031-011	None	SLU	RR B6 5	RR B6 5, SR
056-031-016	SC	SC SLU	RR B6 5, SR	No change
056-031-018	None	SLU	RR B6 5	RR B6 5, SR
056-031-019	None	SLU	RR B6 5	RR B6 5, SR
056-031-020	None	SLU	RR B6 5	RR B6 5, SR
056-031-021	None	SLU	RR B6 5	RR B6 5, SR
056-031-022	None	SLU	RR B6 5	RR B6 5, SR
056-031-023	None	SLU	RR B6 5	RR B6 5, SR
056-031-024	None	SLU	RR B6 5	RR B6 5, SR
056-031-026	SC	SC SLU	RR B6 5, SR	No change
056-562-003	None	SLU	RR B6 2	RR B6 2, SR
056-562-004	None	SLU	RR B6 2	RR B6 2, SR
056-562-005	None	SLU	RR B6 2	RR B6 2, SR
056-562-006	None	SLU	RR B6 2	RR B6 2, SR





APN	Existing GPOS	Proposed GPOS	Existing Zoning	Proposed Zoning
056-562-007	None	SLU	RR B6 2	RR B6 2, SR
056-562-008	None	SLU	RR B6 2	RR B6 2, SR
056-562-016	None	SLU	RR B6 2	RR B6 2, SR
056-562-017	None	SLU	RR B6 2	RR B6 2, SR
056-563-001	None	SLU	RR B6 2	RR B6 2, SR
056-563-003	None	SLU	RR B6 2	RR B6 2, SR
056-563-013	None	SLU	RR B6 2	RR B6 2, SR
056-563-014	None	SLU	RR B6 2	RR B6 2, SR
056-563-015	None	SLU	RR B6 2	RR B6 2, SR
056-563-017	None	SLU	RR B6 2	RR B6 2, SR
056-563-018	None	SLU	RR B6 2	RR B6 2, SR
056-563-019	None	SLU	RR B6 2	RR B6 2, SR
056-563-020	None	SLU	RR B6 2	RR B6 2, SR
056-564-003	None	SLU	RR B6 2	RR B6 2, SR
056-564-004	None	SLU	RR B6 2	RR B6 2, SR
056-564-005	None	SLU	RR B6 2	RR B6 2, SR
056-564-006	None	SLU	RR B6 2	RR B6 2, SR
056-564-007	None	SLU	RR B6 2	RR B6 2, SR
056-564-008	None	SLU	RR B6 2	RR B6 2, SR
056-564-010	None	SLU	RR B6 2	RR B6 2, SR
056-564-013	None	SLU	RR B6 2	RR B6 2, SR
056-564-014	None	SLU	RR B6 2	RR B6 2, SR
056-564-015	None	SLU	RR B6 2	RR B6 2, SR
056-564-017	None	SLU	RR B6 2	RR B6 2, SR
056-564-020	None	SLU	RR B6 2	RR B6 2, SR
056-564-021	None	SLU	RR B6 2	RR B6 2, SR
056-564-022	None	SLU	RR B6 2	RR B6 2, SR
056-564-023	None	SLU	RR B6 2	RR B6 2, SR
056-571-008	None	SLU	RR B6 2	RR B6 2, SR



APN	Existing GPOS	Proposed GPOS	Existing Zoning	Proposed Zoning
056-571-010	None	SLU	RR B6 2	RR B6 2, SR
056-571-011	None	SLU	RR B6 2	RR B6 2, SR
056-571-012	None	SLU	RR B6 2	RR B6 2, SR
056-571-015	None	SLU	RR B6 2	RR B6 2, SR
056-571-016	None	SLU	RR B6 2	RR B6 2, SR
056-571-020	None	SLU	RR B6 2	RR B6 2, SR
056-571-021	None	SLU	RR B6 2	RR B6 2, SR
056-571-026	None	SLU	RR B6 2	RR B6 2, SR
056-571-028	None	SLU	RR B6 2	RR B6 2, SR
056-571-029	None	SLU	RR B6 2	RR B6 2, SR
056-571-030	None	SLU	RR B6 2	RR B6 2, SR
056-571-031	None	SLU	RR B6 2	RR B6 2, SR
056-571-032	None	SLU	RR B6 2	RR B6 2, SR
056-571-033	None	SLU	RR B6 2	RR B6 2, SR
056-571-034	None	SLU	RR B6 2	RR B6 2, SR
056-601-006	None	SLU	RR B6 5	RR B6 5, SR
056-601-008	None	SLU	RR B6 5	RR B6 5, SR
056-601-012	SC	SC SLU	RR B6 5, F2 SR	No change
056-601-014	None	SLU	RR B6 5	RR B6 5, SR
056-601-017	None	SLU	RR B6 5, F2	RR B6 5, F2 SR
056-601-019	None	SLU	RR B6 5	RR B6 5, SR
056-601-022	None	SLU	RR B6 5	RR B6 5, SR
056-601-023	None	SLU	RR B6 5, F2	RR B6 5, F2 SR
056-601-024	None	SLU	RR B6 5	RR B6 5, SR
056-601-025	None	SLU	RR B6 5, F2	RR B6 5, F2 SR
056-601-028	None	SLU	RR B6 5	RR B6 5, SR
056-601-033	SC	SC SLU	RR B6 5, F2 SR	No change
056-601-034	None	SLU	RR B6 2.5	RR B6 2.5, SR
056-601-035	SC	SC SLU	RR B6 2.5, SR	No change





## County of Sonoma Agenda Item Summary Report

Clerk of the Board  
575 Administration Drive  
Santa Rosa, CA 95403

**Agenda Item Number:** 74  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** December 9, 2014

**Vote Requirement:** Majority

**Department or Agency Name(s):** Permit and Resource Management Department

**Staff Name and Phone Number:**

Karin Theriault 565-1908

**Supervisorial District(s):**

First

**Title:** Third General Plan Amendment Package for 2014; General Plan/Specific Plan Amendments, Zone Change, Lot Line Adjustment and a Minor Subdivision; PLP11-0040.

### **Recommended Actions:**

Conduct a public hearing and 1) adopt a resolution to adopt a Mitigated Negative Declaration and approve a General Plan and Specific Plan Amendments, 2) adopt an ordinance for a Zone Change, and 3) approve a Minor Subdivision/Lot Line Adjustment for property located at 17000 Arnold Drive, Sonoma; Hanna Boys Center owners; APN 133-111-023 and 133-112-020, 133-130-047 and -011.

### **Executive Summary:**

State law limits the number of times each mandatory element of the General Plan can be amended to four times a year. The Board is requested to consider the Planning Commission's recommendation on the third General Plan Amendment for 2014.

### **Project Description:**

The purpose of this project is to subdivide a 47.1+/- acre portion of the Hanna Boys Center campus property into three residential lots and a Designated Remainder. The Designated Remainder is the portion of the property currently developed with a single family dwelling and will be retained by the Hanna Boys Center. The new parcels will range in size from 9.4+/- acres to 12.9+/- acres and will be sold as individual residential parcels for future development of single family homes. The proposed Minor Subdivision requires a General Plan Amendment, Specific Plan Amendment, Zone Change and a Lot Line Adjustment to a 47.1+/- acre portion of the southwestern, undeveloped panhandle area of the Hanna Boys Center campus. This portion of the Hanna property is not currently utilized for any purposes due to distance from the existing developed campus area and topographic constraints. Each lot will be served by Valley of the Moon public water and individual septic systems. The Designated Remainder parcel is currently developed with a single family dwelling and accessory buildings, and will remain on a well and septic system. No new development is proposed for the Designated Remainder parcel. The new residential lots, including the Designated Remainder, will be accessed off of Carriger Road via a new subdivision road that meets Transportation and Public Works and Fire-Safe Standards.

The request also includes a change in the General Plan land use designation for the southern portion of the developed Hanna Campus Facility from a Rural Residential to a Public Facilities land use designation, reflecting the current school use of the site. This change also requires a General Plan Amendment, Specific Plan Amendment, Zone Change and Lot Line Adjustment. All of the Hanna Campus will continue to be accessed via an existing paved driveway, directly off of Arnold Drive.

**Project Location and Zoning:**

The subject site is located at 17000 Arnold Drive, Sonoma; APN 133-111-023 and 133-112-020 (one legal lot), 133-130-047 and -011. The existing base zoning designations for the site are Public Facilities and Rural Residential.

Actions Requested of the Board of Supervisors:

- 1) Adopt a Resolution adopting a Mitigated Negative Declaration and approve:
  - a) A General Plan Amendment from the Public/Quasi-Public to Rural Residential 10 acre density land use designation; a General Plan Amendment from the Rural Residential 3 acre density to the Rural Residential 10 acre density; and a General Plan Amendment from the Rural Residential 3 acre density to the Public/Quasi-Public designation.
  - b) A Specific Plan Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation; and a Specific Plan Amendment to the South Sonoma One Specific Plan from Rural Residential 3-15 acre minimum to the Public Use School designation.
  - c) A Minor Subdivision/Lot Line Adjustment to create 3 residential parcels with a Designated Remainder to include an existing single family residence.
- 2) Enact an Ordinance rezoning the site from:
  - 1) Public Facilities to the Rural Residential 10 acre density;
  - 2) Rural Residential 3 acre density to the Public Facilities; and
  - 3) Rural Residential 3 acre density to the Rural Residential 10 acre density zoning designation.

**Background**

On September 26, 2011, the Hanna Boys Center filed an application to PRMD for a seven-lot, Major Subdivision of the western, 57.6+/- acre panhandle portion of the Hanna property. In October of 2011, Hanna held a neighborhood meeting to introduce the project to the surrounding neighbors in the project area. After the meeting, the neighbors began to write letters of concern to staff about the project. Their concerns included existing poor road conditions (Carriger Road), excessive truck traffic associated with site development, project access, wildlife and tree impacts, construction noise, fire access, impacts to Winkle Creek, and General Plan Amendment appropriateness.

In response to the concerns expressed by neighbors, Hanna revised their application in July of 2012 to a Minor Subdivision of 47.1+/- acres into 3 lots and a Designated Remainder that is currently developed with an existing single family dwelling and to be retained as a separate parcel by Hanna Boys Center. The neighbors continued to express the same concerns with the revised application package and wrote more

letters to staff.

### **Resolutions to Neighbors' Concerns**

To address the neighbors' concerns, staff required special studies by independent consultants to analyze the project and provide appropriate mitigations for the proposed project. Project mitigations are indicated below and also included in the conditions of approval (see Resolution Attachment 'A').

**Traffic:** Traffic generated by the subdivision will result in three p.m. additional traffic trips; this volume of additional traffic is considered minor because it falls below the threshold of 10 vehicle trips during the critical peak commuter traffic hours, the number of traffic trips considered to be a significant impact at a signalized intersection. Recommended conditions that require improvements to Carriger Road that include a Fire-Safe turnout to be installed on Carriger Road that will provide safer road conditions and that the property owners for each new lot are required to repair any damage to Carriger Road caused by construction.

**Water Availability:** Each new residential parcel is required to connect to Valley of the Moon Water District prior to occupancy being granted for new dwellings. None of the three new residential lots will be served by well water. The existing residence will continue to be served by a well.

**Overcrowding:** The Planning Commission supports three new residential lots and did not consider it overcrowding. The Planning Commission supports zoning the new lots to a 10 acre density to prevent further subdivision of the land.

**Wildlife Impacts:** Prior to issuance of site development permits, recommended conditions of approval require a qualified biologist to work with each property owner to install wildlife barriers to ensure that wildlife and sensitive habitat(s) are protected during the construction process.

**Construction Noise:** Residential site development, including improvements to Carriger Road, and an on-site bridge is restricted to Monday through Friday, from 8:00 a.m. to 5:00 p.m. only, unless otherwise authorized by the Director of PRMD due to unforeseen, or emergency circumstances.

**Fire Access:** The subdivision access road and all site development are required to conform to current Fire Safe Standards.

**Winkle Creek Impacts:** The existing Winkle Creek bridge will be replaced to meet current standards and provide a subdivision road to serve the project. A qualified biologist will be consulted to provide direction for the bridge replacement. The applicant is required to submit development plans to the California Department of Fish and Wildlife, the Army Corps of Engineers and to the U.S. Fish and Wildlife Service and shall provide written proof to staff that all required clearances and/or permits have been obtained from all State and Federal agencies.

**General Plan Amendment:** The overall subdivision potential of the existing Rural Residential zoned parcels will be significantly reduced from a potential of 13 new residential lots to 3 residential lots plus the Designated Remainder. Additionally, the project removes 7+/- acres currently designated for residential development and redesignates it as a Public/Quasi-Public use to recognize the existing Hanna Boys Center land use and eliminate additional subdivision potential.

### **Sonoma Valley Citizen's Advisory Committee Public Meetings**

The Sonoma Valley Citizens Advisory Committee (SVCAC) held two public hearings for the project in July and October of 2012. Neighbors expressed the above concerns to the Committee. After public testimony was taken, the majority of the SVCAC voted to recommend approval of the project finding that: 1) the project only consists of creation of 3 lots and a Designated Remainder; 2) the project will provide a public benefit in that approximately seven acres of the southern portion of the existing, developed Hanna Campus will be amended to the Public/Quasi-Public land use designation to reflect the institutional use of the parcel and prevents future subdivision potential of the land; 3) the western panhandle of the Hanna property will not be developed with additional school facilities, resulting in a less intense overall development of the campus; and 4) changing the density from Rural Residential 3 acres per single family dwelling to 10 acres per single family dwelling reduces the existing overall development potential of the property from 10 residential lots to three residential lots with a Designated Remainder.

### **Project Review Advisory Committee Public Hearing**

The project was reviewed by the Project Review Advisory Committee (PRAC) in February of 2013 with testimony taken from the neighbors. PRAC voted unanimously to recommend project approval.

### **Planning Commission Public Hearing**The Planning Commission heard the project in September of 2014.

Neighbors located within the proposed project area reiterated their concerns about water availability in the area indicating that draft Conditions of Approval do not restrict water well drilling or Second Dwelling Units on each new parcel. Conditions of Approval require that each of the new residential parcels be connected up to Valley of the Moon public water and limits agricultural uses outside of the designated building envelopes to no more than 50 percent of the available land area. Furthermore, Conditions of Approval prevent usage of Valley of the Moon public water outside of the designated building envelopes. None of the parcels are prevented from drilling water wells for irrigation purposes.

Additionally, neighbor concerns include: additional traffic on Carriger Road will further erode its already poor condition and create additional traffic hazards; construction traffic will be noisy and further degrade the road; the appropriateness of the proposed General Plan amendment and lack of public benefit associated with the project; loss of wildlife habitat; questioned the mission/purpose of Hanna Boys Center; creation of residential lots for financial purposes only; drainage and erosion associated with future site development; an Environmental Impact Report (EIR) versus the Mitigated Negative Declaration (MND) should be prepared for the project; and lack of water in the project area causing surrounding neighbors to drill deeper wells.

The applicant indicated Hanna reduced the number of requested residential lots from seven to three with a Designated Remainder. The applicant also indicated the financial endowment for Hanna is being drawn down by five percent a year, requiring Hanna to fundraise every year; the project is needed to help ensure the survival of Hanna Boys Center.

### **Planning Commission and Staff Response**

The Planning Commission asked staff about the following issues: drainage and grading issues; agricultural lands involved in the project; Second Dwelling units for each parcel; water conservation; the appropriate CEQA document versus EIR, and Vacation Rentals.

Drainage and Grading: Staff indicated that prior to issuance of any development permits, the project must comply with Grading and Drainage regulations, including storm water drainage and prevention of erosion.

Agricultural Lands: Two of the building envelopes contain land areas designated as “Farmland of Local Importance.” The building envelopes were located based on geotechnical analysis and the ability for future site development to be substantially screened from public views. Future site development will not prevent property owners from utilizing their sites for some agricultural purposes, in addition to residential development.

Second Dwelling Units: Each of the three new parcels has the potential for a Second Dwelling Unit Zoning Permit subject to Zoning Permit Approval. Second Units are limited to 840 square feet and would also be required to connect to Valley of the Moon public water.

Water Conservation: The Green Building Code has a ‘Tier One’ water conservation plan requiring developers to incorporate certain water-saving features into overall building design.

Appropriate Environmental Document: The Mitigated Negative Declaration (MND) is appropriate for the project because appropriate environmental mitigations have been identified for site development and no significant environmental impacts have been identified.

Vacation Rentals: The Commission asked staff to place a note on the Subdivision Map and add a Condition of Approval prohibiting Vacation Rentals on any of the proposed residential lots (see Condition of Approval No. 56 v).

Groundwater:

After the close of the public hearing, the applicant suggested another Condition of Approval addressing water usage for each of the new lots. This condition limits agricultural uses outside of each designated building envelope to only 50 percent of the land area for each parcel. The condition also requires irrigation water to be provided by well water only and not Valley of the Moon public water. Staff recommends this condition be added because it provides new property owners the ability to use their properties for some agricultural purposes, and at the same time limits overall ground water usage on each new parcel (see Condition of Approval No. 56 w).

Planning Commission Recommendation: The Planning Commission recommended on a 5-0 vote that the Board of Supervisors approve the General Plan and Specific Plan Amendments, Zone Change, Lot Line Adjustment and Minor Subdivision.

**Prior Board Actions:**

None.

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

The project site is currently zoned to allow a potential of 13 new residential lots, however, the project only requests three new lots with General Plan and Zone changes that prevent further subdivision, which is a significant public benefit because a reduction in residential density in the area addresses many of the concerns of the neighbors. Established building envelopes on the three lots will limit visual impacts from public roads, and mitigations are required to protect wildlife and Winkle Creek from

construction impacts.

**Fiscal Summary - FY 14-15**

<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (If Required):**

Planning application fees for this project address PRMD processing costs.

**Staffing Impacts**

<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Draft Board of Supervisors Resolution with Attachment A Conditions of Approval and Attachment B General Plan Amendment Map

Exhibit A: Draft Ordinance and Sectional District Map

Exhibit B: Planning Commission Resolution No. 14-016

Exhibit C: Planning Commission Minutes Dated September 4, 2014

Exhibit D: Planning Commission Staff Report Dated September 4, 2014

Exhibit E: Mitigated Negative Declaration with Attachments 1-10

**Related Items "On File" with the Clerk of the Board:**

None.





County of Sonoma  
State of California

Date: December 9, 2014

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

PLP11-0040 Karin Theriault



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Adopting a Mitigated Negative Declaration, And Approving A General Plan Amendment, Specific Plan Amendment, Lot Line Adjustment, And Minor Subdivision As Requested By Scott Singer For Hanna Boys Center, For Property Located At 17000 Arnold Drive, Sonoma; APN's 133-111-023 And 133-112-020 (one legal lot), 133-130-047 and 133-130-011.**

**Resolved**, that the Board of Supervisors of the County of Sonoma ("the Board") hereby finds and determines as follows:

**Whereas**, Hanna Boys Center filed an application ("Proposed Project") with the Sonoma County Permit and Resource Management Department for a General Plan Amendment, Specific Plan Amendment, Zone Change, Lot Line Adjustment and Minor Subdivision.

The application includes the following components:

- a) A General Plan Amendment from the Public/Quasi-Public to Rural Residential 10 acre density; and a General Plan Amendment from the Rural Residential 3 acre density to the Rural Residential 10 acre density; and a General Plan Amendment from the Rural Residential 3 acre density to the Public/Quasi-Public designation.
- b) A Specific Plan Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density; and a Specific Plan Amendment to the South Sonoma One Specific Plan from Rural Residential 3-15 acre minimum to the Public Use School designation.
- c) A Minor Subdivision/Lot Line Adjustment to create 3 residential parcels with a Designated Remainder.

The requested General Plan and Specific Plan Amendments are required to implement the requested Lot Line Adjustments between two parcels, 145.7+/- acres on Parcel A, and 30 acres on Parcel B, and between two parcels, 50.7 acres on Parcel B and 22+/- acres on Parcel C, and subsequent Minor Subdivision of the resulting 47.1+/- acres on Parcel B. The properties are located at 17000 Arnold Drive, Sonoma; APNs 133-111-023 and 133-112-020 (one legal lot),

133-130-047 and 133-130-011; Supervisorial District No. 1 (the "Proposed Project"); and

**Whereas**, the Planning Commission in accordance with the provisions of law, conducted a public hearing on the Proposed Project on September 4, 2014, and with a 4-0-1 vote recommended that the Board approve the Proposed Project; and

**Whereas**, the Planning Commission's recommendation on the Proposed Project has been reviewed and considered by the Board; and

**Whereas**, in accordance with the provisions of law, the Board of Supervisors held a public hearing on December 9, 2014, at which time all interested persons were given an opportunity to be heard on the Proposed Project; and

**Whereas**, the Proposed Project is the third amendment of the General Plan Land Use Element for 2014, and

**Whereas**, the third land use amendment of the General Plan Land Use Element for 2014 does not significantly alter the goals, objectives and policies of the General Plan and the change is in harmony with the rest of the General Plan; and

**Whereas**, the Board makes the following findings with respect to the Proposed Project's CEQA Determination:

1. Based upon the information contained in the Initial Study included in the project file, it has been determined that there will be no significant environmental effect resulting from this project, because Mitigation Measures have been incorporated into the project as Conditions of Approval. The Mitigated Negative Declaration has been completed in compliance with CEQA State and County guidelines, and the information contained therein has been reviewed and considered.

**Whereas**, the Board makes the following findings concerning the Proposed Project:

**General Plan and Specific Plan Amendments**

1. The project is consistent with the General Plan land use designation of Rural Residential 10 acre density and General Plan Policies including, but not limited to Policy 2.2, "Permitted Residential Density and Development Criteria" in that: 1) the requested 10 acre density is similar to densities in the surrounding area; 2) Conditions of Approval require evidence of suitable soils for a septic system prior to issuance of permits; 3) each new parcel is required to connect to Valley of the Moon Water District public water system; 4) new structures are required to be located within the designated Building Envelopes; 5) a biologist is required to be consulted prior to issuance of permits for site development; 6) all residential lots will have direct access to Carriger Road, a County maintained road; 7) access to commercial facilities and public services are located within approximately 3.2+/- miles east of the new

residential lots; 8) land area designated as Farmland of Local Importance will be minimally impacted by new site development; and 9) future site development for each new residential lot requires application and approval of Administrative Design Review prior to issuance of permits.

2. The portion of the project receiving the Public/Quasi-Public General Plan land use designation is appropriate and consistent with land use Designation Criteria in that: 1) Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus and will remain under the ownership of the Hanna Boys Center, a not-for-profit entity; 2) the parcels utilized for the Hanna Boys Center campus will continue to be accessed from a private driveway directly off of Arnold Drive, a County maintained public road; and 3) Parcel C is developed with campus structures and facilities, therefore the site is not suitable for resource production activities.

3. The project is consistent with General Plan Policy LU-9d which discourages projects located outside of the designated Urban Service Areas with Class I, II or III soils as designated by the USDA to be converted to the Rural Residential or the Public/Quasi-Public land use designations unless certain criteria are met. The project meets the criteria in that: 1) Parcel A (APN's 133-111-023 and 133-130-011, one legal parcel) and Parcel B (APN 133-130-011) are not suitable for agricultural production due to steep slope and poor soil conditions, limiting agricultural uses in the area; the proposal will not adversely affect agricultural operations. Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus, therefore no agricultural operations will occur in this area; 2) the project will provide three additional dwelling units to the overall housing supply in Sonoma County, further meeting the County's need for additional housing stock; 3) designated residential Building Envelopes are geologically stable, meet required setbacks and will be substantially screened to public views; 4) the project will provide a public benefit in that future residential subdivision potential of the land will be reduced; and 6) the land areas utilized for the Hanna campus, Parcel C (APN 133-130-047), are developed with the southern portion of the Hanna campus and will not be used for any other purposes.

4. The public benefits of the project are: 1) the Rural Residential 10 acre density land use designation will limit the type of permitted uses on each new lot so that site development is compatible with the adjoining Rural Residential zoned parcels; 2) rezoning the new lots to the Rural Residential 10 acre density reduces future residential subdivision potential of the parcels from a potential of 13 new lots to 3 residential lots plus a Designated Remainder; 3) the majority of land disturbance will be limited to the designated Building Envelopes, and access to the new residential lots will be from Carriger Road, leaving the majority of the land area on each new lot undisturbed; and 4) there will be a net gain of 7+/- acres to the Public/Quasi-Public land use designation within the County.

5. The North Sonoma Valley Specific plan land use designation of "Open Land and Residential 5-10 density" is appropriate for the 20.7+/- acre "panhandle" portion of Parcel A (APN's 133-130011 and 133-112-020, one legal lot) because the property is located near the base of the eastern foothills of Sonoma Mountain and contains slopes ranging from 8 to 60

percent. Surrounding off-site parcels include smaller Rural Residential zoned parcels and larger Diverse Agricultural zoned parcels to the west. Limiting density on the property to one unit per 10 acres is appropriate due to limited vehicle access, water availability, and soil conditions that are not suitable for agricultural purposes.

6. The South Sonoma One Specific Plan land use designation of Public Use "S" for Parcel C (APN 133-130-047) is appropriate because the parcel is developed with the southern portion of the Hanna campus and the designation reflects the use of the site.

### **Subdivision**

9. The subdivision request is consistent with the applicable General Plan and land use designation, the North Sonoma Valley Specific Plan, the South Sonoma One Specific Plan and Zoning Districts in that: 1) the subdivision provides for three new residential lots that will comply with all required Department of Transportation and Public Works, Fire and Emergency Services, and County Surveyor requirements for development; 2) a 20-foot wide fire-safe turnout, located approximately 350 north of Oak Creek Drive, will be installed near the subdivision entry; 3) subdivision traffic will utilize Carriger Road for ingress and egress versus direct access at the intersection of Arnold Drive and West Agua Caliente Road, a heavily trafficked intersection; 4) new site development will be subject to Administrative Design Review approval prior to issuance of permits; 5) the Designated Remainder will remain under the ownership of the Hanna Boys Center; 6) the Minor Subdivision is required to be recorded prior to the sale of any of the proposed new lots; and 7) the proposed parcel sizes are compatible with surrounding rural residential designated properties.

10. The Minor Subdivision complies with Chapter 25 of the Sonoma County Code (Subdivision Ordinance).

11. The Minor Subdivision complies with the State Subdivision Map Act. Specifically, the Tentative Map complies with Section 66474 of the Subdivision Map Act in that the project is consistent with applicable General and Area Plans, the site is physically suitable for the proposed density and development, the subdivision will not cause substantial environmental damage or injure fish or wildlife or their habitat, the subdivision is not likely to cause serious public health problems, and the design of the subdivision will not conflict with public easements.

**Now, Therefore, Be It Resolved** based on the foregoing findings and determinations and the record of these proceedings, the Board declares and orders as follows:

1. The foregoing findings and determinations are true and correct, are supported by substantial evidence in the record, and are adopted as hereinabove set forth.

2. The project is subject to CEQA in accordance with CEQA and the State CEQA Guidelines.

Resolution #

Date: December 9, 2014

Page 5

3. The Proposed Project is approved as follows:

a. The General Plan Amendment is approved as the third amendment of the General Plan Land Use Element for 2014.

b. The General Plan Amendment is approved to amend the land use designation as follows: (1) the 20.7+/- acre portion of Parcel A is amended from the PQP (Public/Quasi-Public) to RR (Rural Residential) 10 acre density (APN 133-111-023 and 133-112-020, one-legal parcel), and (2) the 26.26+/- acre portion of Parcel B (APN 133-130-011) is amended from RR (Rural Residential) 3 acre density to RR (Rural Residential) 10 acre density, and (3) the 25.7+/- acres of Parcel C (APN 133-130-047) is amended from RR (Rural Residential) 3 acre density designation to PQP (Public/Quasi-Public) land use designation (see Attachment "B").

c. The North Sonoma Valley Specific Plan is amended as follows: (1) the same 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel) is amended from Institutional to the Open Land and Residential 5-10 acre density land use designation.

d. The South Sonoma One Specific Plan is amended as follows: (1) 25.7+/- acres of Parcel C (APN 133-130-047) is amended from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation.

e. The Lot Line Adjustments and Minor Subdivision are approved subject to the Conditions of Approval contained in Attachment "A", attached hereto, and incorporated herein by reference.

**Be It Further Resolved** that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

**Supervisors:**

Gorin:

Zane:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

**SONOMA COUNTY BOARD OF SUPERVISORS  
CONDITIONS OF APPROVAL**

**EXHIBIT A TO RESOLUTION**

**Date:** December 9, 2014

**File No.:** PLP11-0040

**Applicant:** Hanna Boys Center

**Address:** 17000 Arnold Drive, Sonoma

**APNS:** 133-111-023 and 133-112-020 (one legal parcel), 133-130-011 and -047

**Project Description:** The purpose of this project is to subdivide a 47.1+/- acre portion of the Hanna Boys Center campus property into a 3-lots and a Designated Remainder. The project requires the following:

1) A General Plan Amendment from the PQP (Public/Quasi-Public) to RR (Rural Residential) 10 acre density land use designation, and an Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on a 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel).

A Zone Change from the PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation to the RR (Rural Residential), B6-10 acre density, SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation on the same 20.7+/- acre portion of Parcel A.

2) A General Plan Amendment and a Zone Change from the RR (Rural Residential), B6-3 acre density land use designation to the RR (Rural Residential), B6-10 acre density land use designation on a 26.26+/- acre portion of Parcel B (APN 133-130-011).

3) A General Plan Amendment from the RR (Rural Residential) 3 acre density land use designation to the PQP (Public/Quasi-Public) land use designation, and an amendment to the South Sonoma One Specific Plan from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (APN 133-130-047).

A Zone Change from the RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) designation to the PF (Public Facilities), SR (Scenic Resources) designation on the same 25.7+/- acre portion of Parcel C (APN 133-130-047).

4) A Lot Line Adjustment of 20.7+/- acres between two parcels, 145.7+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 30+/- acres on Parcel B (APN 133-130-011), resulting in two parcels, 125+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 50.7+/- acres on Parcel B (APN 133-130-011).

5) A Lot Line Adjustment of 3.74+/- acres between two parcels, 50.7+/- acres on Parcel B (APN 133-130-011) and 22+/- acres on Parcel C (APN 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (APN 133-130-011) and 25.7+/- acres on Parcel C (APN 133-130-047).

6) A Minor Subdivision of the resulting 47.1+/- acre Parcel B (APN 133-130-011) into three residential lots and a Designated Remainder. Lot sizes range from 9.4+/- to 13+/- acres.

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NOTE: These conditions must be met and the application validated within 24 months of the Sonoma County Board of Supervisors action date (December 9, 2016) unless a request for an extension of time is received before the expiration date.

1. Within five working days after project approval, the applicant shall pay a mandatory Notice of Determination filing fee of \$50.00 (or latest fee in effect at time of payment) for County Clerk processing, and \$2,181.25 (or latest fee in effect at time of payment) because a Mitigated

Negative Declaration was prepared, for a **total of \$2,231.25 made payable to Sonoma County Clerk** and submitted to the Permit and Resource Management Department (PRMD). If the required filing fee is not paid for a project, the project will not be operative, vested, or final and any local permits issued for the project will be invalid (Section 711.4(c)(3) of the Fish and Game Code.) NOTE: If the fee is not paid within five days after approval of the project, it will extend time frames for CEQA legal challenges.

**PRIOR TO RECORDING THE SUBDIVISION MAP**

**BUILDING:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

2. NOTE ON MAP: “For subdivision access road installation, required improvements on Carriger Road and future site development, a grading permit shall be obtained from PRMD prior to the start of any earthwork, unless exempted under the most recent California Building Code (CBC). The Grading Plan, prepared by a Civil engineer who is registered by the State, shall be submitted for review and approval by PRMD prior to grading permit issuance. Any structures to be constructed as part of the required grading, such as retaining or sound walls, shall require separate building applications and permits.”
3. NOTE ON MAP: “The applicant shall apply for and obtain building related permits for future site development from PRMD. The necessary applications appear to be, but may not be limited to, site review(s), building permit(s), and grading permit(s).”

**PRIOR TO OCCUPANCY OF FUTURE DWELLINGS**

**FIRE AND EMERGENCY SERVICES:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

4. Fire service features for buildings, structures and premises shall comply with Chapter 5 of the 2010 California Fire Code as adopted and amended by Sonoma County Code. Including but not limited to: fire apparatus access roads; access to building openings and roofs; premises identification; gate access & key boxes; and fire protection water supplies.
  - a. An approved Road Maintenance Agreement shall be provided to roadways within the subdivision that are shared in common with property owners. (i.e. roadways).
  - b. An approved Fire Protection Water System Maintenance Agreement shall be provided for any water system that is shared in common with developers. (i.e. municipal water system).
5. The applicant must provide evidence that the fire service features for buildings, structures and premises comply with Chapter 5 of the 2010 California Fire Code as adopted and amended by Sonoma County Code.
  - a. The above condition may be met by providing Sonoma County Fire and Emergency Services a scale plan-view drawing and other documents that graphically illustrates that the fire apparatus access roads; access to building openings and roofs; premises identification; gate access & key boxes; and fire protection water supplies / fire flow calculations are in compliance with Sonoma County Code.
6. Street names, signing and building numbering shall be in compliance with Sonoma County Code Chapter 13; Article V; Division C.
  - a. The applicant shall provide evidence that on each parcel, signing and building numbering

are in compliance with Sonoma County Code Chapter 13; Article V; Division C.

- i. The above condition may be met by providing Sonoma County Fire and Emergency Services a scale plan-view drawing and other documents that graphically illustrates that the signing and building numbering are in compliance with Sonoma County Code.
7. Building setbacks (envelopes) shall be in compliance with the California Fire Code and California Building Code as adopted and amended by Sonoma County Code, and Sonoma County Fire Safe Standards Section 13-55.
  - a. The applicant must provide evidence that on each parcel, building setbacks will be in compliance with the California Fire Code and California Building Code as adopted and amended by Sonoma County Code, and Sonoma County Fire Safe Standards Section 13-55.
    - i. The above condition may be met by providing Sonoma County Fire and Emergency Services a scale plan-view drawing and other documents that graphically illustrates that the noted features are in compliance with Sonoma County Code.
      1. Only driveways serving a single parcel may be a minimum of 12 feet in width, and all two-way roads shall have a right-of-way of not less than twenty-five (25') and shall be constructed to provide a roadway with a minimum of two (2) nine foot (9') traffic lanes providing two-way traffic flow.
8. Fuel modification shall provide (1) increased safety for emergency fire equipment and evacuating civilians; and (2) a point of attack or defense from a wildfire, and shall be in accordance with the California Fire Code as adopted and amended by Sonoma County Code and Sonoma County Fire Safe Standards.
  - a. An approved vegetation management plan shall be provided for the areas within the subdivision that are shared in common with property owners. (i.e. roadways)
    - i. The above condition may be met by providing Sonoma County Fire and Emergency Services a scale plan-view drawing and other documents that graphically illustrates that the vegetation is in compliance with Sonoma County Code.
  - b. An approved agreement to perform annual vegetation maintenance shall be provided for the areas within the subdivision that are shared in common with property owners.
9. The subject properties and all buildings must be maintained in full compliance with Building Code regulations, Fire Code Regulations and Hazardous Materials regulations.

**PRIOR TO RECORDING THE SUBDIVISION MAP**

**HEALTH:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

**Septic:**

10. At the time of recording the Subdivision Map, and to ensure compliance with current State and Federal regulations, additional requirements may be imposed by PRMD to supplement the sewage disposal conditions as listed below and required by Government Code Section 66498.6



- (b). Note that the Well and Septic fees are separate from Planning fees, and that the Well and Septic staff charges a per parcel fee for each individual step completed for septic new systems including, but not limited to, pre-perc(s), percolation testing, wet weather groundwater test(s), plan check(s), operating permit(s), etc.
11. Prior to recording the Subdivision Map, the applicant shall provide evidence soils suitable for subsurface sewage disposal on Lots 1, 2, and 3, to the PRMD Well and Septic staff. This includes, but is not limited to, soil profiles and percolation tests done in accordance with current standards of the Well and Septic staff. The work must be certified by a state registered civil engineer, an environmental health specialist or a geologist. The evidence shall be submitted to the Well and Septic District Specialist with reference made to the approved subdivision file number.
  12. Prior to recording the Subdivision Map, the applicant shall provide a (topographic) Site Plan, drawn to a 1"=20' scale, showing that Lots 1, 2, and 3, contain sufficient area to accommodate a three-bedroom private sewage disposal system and a 200%, unencumbered, future reserve area. The Site plan shall also include the location of any existing and potential domestic well site(s), the location(s) of neighboring wells and septic systems (within 150 feet of the proposed lots), existing and proposed driveways, grading cuts, and drainage ways. The plan is required to be prepared by a registered civil engineer or environmental health specialist and submitted to the district specialist for review and approval. This condition may be modified or waived by the district specialist if the consultant can clearly demonstrate that adequate primary and reserve septic area(s) are available.
  13. Prior to recording the Subdivision Map, the area tested for sewage disposal shall be shown on the map and shall be free of all encumbrances (building envelopes, roads, easements, etc).
  14. Prior to recording the Subdivision Map, a check print of the map shall be submitted to the County Surveyor who will forward it to the Project Review Health Specialist for review and approval.
  15. Prior to recording the Subdivision Map, the location, type and proper function of the septic system on the Designated Remainder shall be verified by a registered civil engineer, registered environmental health specialist or C-42 contractor. Septic systems lacking a permit shall be replaced with a permitted system meeting all current standards. Repairs of existing permitted septic systems may be required based on inspection reports. The septic system repairs must meet a minimum of Class 3 standards and be located on the Designated Remainder. All repairs require review and approval and permit issuance by the Well and Septic staff of PRMD. The septic system may not serve additional dwelling units on other lots.
  16. Prior to recording the Subdivision Map, the applicant shall demonstrate there is sufficient area on the Designated Remainder to provide an unencumbered 200% future reserve area, in accordance with current septic system standards (including percolation tests). The future reserve area shall be shown on a Site Plan with topographic lines and drawn to a 1"= 20' scale. The reserve area shall be sized for a three-bedroom private sewage disposal system, or the number of existing bedrooms, whichever is greater. If the parcel is not served by public water, the site plan shall also include the location(s) of any existing and potential domestic well site(s), the location(s) of neighboring wells and septic systems within 150 feet of the proposed and existing and proposed roadways, driveways, grading cuts, and drainage ways (including roadside/driveway ditches). The site plan is to be prepared by a registered civil engineer or environmental health specialist and submitted to the Well and Septic District Specialist. This condition may be modified or waived by the district specialist if the consultant can clearly demonstrate that adequate reserve area is available.
  17. Prior to recording the Subdivision Map, one additional copy of the Improvement Plans shall be submitted to the Well and Septic, Survey and Land Development Sections (fees apply). The Improvement Plans shall show the outline of all existing and proposed septic tanks, sumps, wastewater disposal areas, reserve wastewater disposal areas and water wells within 100 feet of

the proposed on-site and off-site improvements.

Any subdivision improvement requiring a cut of three feet or deeper within 100 feet of a septic system component shall dimension that distance on the Improvement Plans. All setbacks to existing and proposed septic systems (including septic system reserve areas) shall be met prior to recording the Subdivision Map.

18. Prior to recording the Subdivision Map, the applicant shall submit for review and approval, a draft Declaration of Restrictions to the Project Review Health Specialist, for a mound, pressure distribution, pretreatment units, at-grade, filled land, or a shallow sloping septic system. The draft shall include either a Grant Deed/Straw Transfer or Owner's Statement on the Subdivision Map. Approval of the draft declaration by the district specialist is required prior to signature and notarization of the Subdivision Map.
19. NOTE ON MAP: "All future sewage disposal system repairs involving the sewage disposal area (not including the septic tank, risers, sump, solid transmission lines or distribution boxes) shall be completed in the Designated Reserve areas and shall meet Class I Standards. Alternate reserve areas may be designated with the approval of PRMD Well and Septic staff without a Certificate of Modification, if soil evaluation and testing demonstrate that the alternative reserve area meets or exceeds all of the requirements that would have been met by the original reserve area."
20. NOTE ON MAP: "The area tested for sewage disposal and shown on this map shall be reserved for the construction of future on-site wastewater disposal systems and shall not be encumbered by buildings, roads, soil borrow pits, ponds, parking lots, water wells, easements, or any use incompatible with use as an on-site wastewater disposal system, unless an alternative sewage disposal location on the parcel of similar capability has been tested and accepted by the County as suitable to provide wastewater disposal for a new dwelling, or unless the parcel has been connected to public sewer service."
21. NOTE ON MAP: "All private sewage disposal systems shall be designed by a registered civil engineer or registered environmental health specialist" shall be shown on the lots of the map where test results indicate that a system requires such a design."

Water:

22. NOTE ON MAP: "Prior to occupancy, Lots 1, 2 and 3 shall be provided with a public domestic water supply, and domestic water supply shall not be provided by private water wells on these parcels. Irrigation water wells may only be utilized for agricultural irrigation purposes as described in Condition No. 56w."
23. In accordance with Government Code 66411.1, the Project Review Advisory Committee finds that the stated health conditions applicable to the Designated Remainder are necessary for reasons of public health and safety, and/or are necessary prerequisites to the orderly development of the surrounding area.

**PRIOR TO RECORDING THE SUBDIVISION MAP AND ISSUANCE OF DEVELOPMENT PERMITS**

**GRADING AND STORM WATER:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

24. Prior to recording the Subdivision Map, all waterway setbacks, including but not limited to building setbacks, grading setbacks, and/or riparian corridor setbacks, shall be clearly shown and noted on the Subdivision Map.
25. Prior to recording the Subdivision Map, a Drainage Report, shall be prepared by a civil engineer, currently registered in the State of California, and submitted with the Improvement Plans. The

report shall be subject to review and approval by the Grading and Storm Water Section of PRMD. The Drainage Report shall include, at a minimum, a project narrative, on- and off-site hydrology maps, hydrologic calculations, hydraulic calculations, pre- and post-development analysis for all existing and proposed drainage facilities associated with all site development including, but not limited to, improvements to Carriger Road, the bridge replacement over Winkle Creek, all required improvements to Winkle Creek and future residential site development. The Drainage Report shall abide by and contain all applicable items in the Drainage Report Required Contents (DRN-006) handout.

26. Prior to recording the Subdivision Map, drainage improvements shall be designed by a civil engineer, currently registered in the State of California, and in accordance with the Sonoma County Water Agency Flood Control Design Criteria. Drainage improvements shall be shown on the Improvement Plans and submitted to the Grading and Storm Water Section of PRMD for review and approval. Drainage improvements shall maintain off-site natural drainage patterns, limit post-development storm water levels and pollutant discharges in compliance with PRMD's Best Management Practices guide, and shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations. Drainage improvements shall not adversely affect adjacent properties or drainage systems.
27. Prior to recording the Subdivision Map, the applicant shall provide Improvement Plans, prepared by a civil engineer currently registered in the State of California, that clearly indicate the nature and extent of the work proposed and include all existing and proposed land features, elevations, roads, driveways, buildings, limits of grading, adequate grading cross sections and drainage facilities such as swales, channels, closed conduits, or drainage structures. The Grading Plans shall abide by and contain all applicable items from the PRMD "Grading Permit Required Application Contents" (GRD-004) handout.
28. Prior to recording the Subdivision Map, the applicant shall provide an Erosion Prevention/Sediment Control Plan, on the Improvement Plans, to the Grading and Storm Water Section of PRMD for review and approval. The Erosion Prevention/Sediment Control Plan shall clearly show Best Management Practices that will be implemented, the limits of disturbed areas, the vegetated areas to be preserved, and all pertinent details, notes, and specifications to prevent damages and minimize adverse impacts to the environment. Tracking of soil or construction debris into the public right-of-way shall be prohibited. Runoff containing concrete waste or by-products shall not be allowed to drain to the storm drain system, waterway(s), and/or adjacent lands. The Erosion Prevention/Sediment Control Plan shall abide by and contain all applicable items in the Grading Permit Required Application Contents (GRD-004) handout.
29. Mitigation and NOTE ON MAP: "Prior to issuance of a grading or/or building permit(s), the developer shall submit any and all required Grading/Site Plans and Drainage Reports, for all proposed work, to the PRMD for review and approval. Grading/Site Plans shall clearly indicate the nature and extent of the proposed work and include Erosion Prevention/Sediment Control Measures, details, notes, and specifications to prevent damages and to minimize adverse impacts to the environment. Drainage improvements shall be designed in accordance with the Sonoma County Water Agency Flood Control Design Criteria, to maintain off-site natural drainage patterns, and to limit post-development storm water levels and pollutant discharges in compliance with PRMD's Best Management Practices guide. Grading and drainage improvements shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations."

Monitoring: PRMD shall not issue permits for new site development until the Notice of Intent (NOI) and the Waste Discharge Identification Number (WDID) have been provided to Grading and Drainage staff.

30. NOTE ON MAP: "All structures requiring building permit(s), or an agricultural exemption permit, shall adhere to a building setback line measured from the toe of the stream bank outward, a distance of 2.5 times the height of the stream bank plus 30 feet, or 30 feet outward from the top of

the stream bank, whichever distance is greater. If the top of the stream bank cannot be determined by visual analysis, then the building setback line shall be determined by a hydraulic analysis.”

31. NOTE ON MAP: “Grading and land disturbance shall be setback from streams a minimum of 25 feet from the top of the stream bank.”
32. Prior to issuance of grading and/or building permit(s) requires review and approval by the Grading and Storm Water Section of PRMD. Grading permit applications shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations.
33. Prior to issuance of grading permits, if the cumulative land disturbance of the project is equal to or greater than one (1) acre, then the project is subject to National Pollutant Discharge Elimination System (NPDES) requirements and must obtain coverage under the State Water Resource Control Board’s General Construction Permit (General Permit). Documentation of coverage under the General Permit must be submitted to the Grading and Storm Water section of PRMD.

**ON-GOING REQUIREMENTS**

34. Existing drainage patterns shall be maintained in such a manner that does not adversely affect surrounding properties.
35. Any stream crossing, such as a bridge or culvert, shall maintain at least one foot of freeboard between the 100-year water surface elevation to the lowest structural component.

**PRIOR TO RECORDING THE SUBDIVISION MAP AND ISSUANCE OF DEVELOPMENT PERMITS**

**TRANSPORTATION AND PUBLIC WORKS:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

36. The Developer shall construct or install public road improvements described as follows:
  - a. Supplement the existing pavement to create an equivalent "Fire-Safe Standards" (latest revision) turnout on Carriger Road at the crest of the vertical curve on Carriger Road located approximately 350 feet north of Oak Creek Drive. The turnout shall include:
    1. A minimum paved width of 20 feet through the full widened section;
    2. Minimum twenty-five (25) foot long paved entrance and exit tapers;
    3. Construct drainage improvements as needed.

The improvements may vary depending upon the location and condition of the existing improvements. Depending on the existing conditions, the improvements may consist of widening, reconstruction, overlay, drainage, etc, all as necessary to create the required widths and structural section(s).

37. The structural section of all road improvements shall be designed using a soils investigation which provides the basement soil’s R-value and Expansion Pressure test results. A copy of the Soils Report shall be submitted with the first set of improvement plan check prints. The Traffic Index (TI) to be used for the pavement design of Carriger Road is 6.0. A Soils Report for public road purposes is not required for a design based on an R-value of 5.0.
38. The developer shall employ a Registered Civil Engineer, licensed in the State of California, to develop plans for the required improvements. The scale of these Improvement Plans shall be a

minimum 1 inch equals 40 feet, and shall be submitted on 24-inch by 36-inch sheets for review. The plans shall include roadway cross-sections, at a maximum interval between cross-sections of 50 feet.

39. Private road connection to the county-maintained segment of Carriger Road shall conform to AASHTO recommendations. More specifically, the developer shall construct a private road entrance meeting the following criteria:
  - a. A minimum paved throat width of 18 feet;
  - b. The southerly entrance curve shall have a minimum pavement radius of 25 feet.
  - c. The private road shall enter Carriger Road as close to perpendicular as possible, but in no case shall the intersection exceed 20 degrees from perpendicular.
  - d. The minimum sight distance for vehicles entering and exiting the private road shall be in accordance with AASHTO requirements for the speed traveled on Carriger Road.
  - e. The entry shall be surfaced with asphalt concrete a minimum distance of 25 feet.
  - f. Refer to County of Sonoma DTPW Construction Standard Drawing 814, latest revision, for private road and driveway intersection details ([www.sonoma-county.org/tpw/pdf/const\\_std/814.pdf](http://www.sonoma-county.org/tpw/pdf/const_std/814.pdf)).
  - g. This condition shall be waived if the existing entrance meets, or exceeds, these requirements.
40. Plan checking fees and Inspection fees, including those involving off-site frontage improvements, shall be paid to PRMD, prior to signature of the Improvement Plans by the Director of the DTPW.
41. NOTE ON MAP: "New construction on the parcels associated with this approval is subject to payment of a development fee (Traffic Mitigation Fee) to the County of Sonoma before issuance of any building permits, as required by Section 26, Article 98 of the Sonoma County Code."
42. The applicant shall submit Improvement Plans for all required improvements to the office of the County Surveyor in PRMD for review and approval; said office will coordinate review of the plans with DTPW. An initial review by DTPW and agreement in concept for the proposed improvements shall be required prior to the issuance of any grading permit for the project. Either the public road Improvement Plans shall be signed by the Director of DTPW prior to the issuance of a building permit or the applicant shall obtain signed approval from the Director of DTPW. The improvement plans shall be signed by the Director of DTPW prior to the issuance of an encroachment permit for public road improvements.
43. The developer shall obtain an Encroachment Permit from PRMD prior to constructing any improvements within County road right-of-way.
44. The developer shall complete construction of all the required public improvements prior to filing the Parcel Map.

**PRIOR TO RECORDING SUBDIVISION MAP AND ISSUANCE OF DEVELOPMENT PERMITS**

**SURVEYOR:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE \_\_\_\_\_

For the Minor Subdivision:

45. A Parcel Map, as defined in the State Subdivision Map Act and prepared by a licensed surveyor or civil engineer shall be submitted to the Sonoma County Surveyor. The Parcel Map shall show all easements and parcels. Upon filing recording of the map, the subdivision is valid.
46. This subdivision was approved and a finding of site suitability was made based on the representation of the subdivider/developer that he has, or is currently negotiating for and will acquire, the property rights necessary to (1) provide legal access, with a minimum width of 20 feet from a County maintained road to the subdivision, (2) provide the necessary Public Utility easements and (3) make all required offsite improvements. Without this representation, the subdivision would not have been approved. If the subdivider/developer is unable to provide such proof, he shall be deemed to have failed to meet the condition and no Subdivision Map shall be filed. The subdivider/developer understands and agrees that the County will not exercise its power of eminent domain to condemn any of the above-described property rights.
47. The subdivider/developer shall retain a registered civil engineer to prepare road construction and drainage plans for submittal to the County Surveyor's Office in accordance with the current adopted Fire Safe Standards Ordinance, Sonoma County Subdivision Ordinance and the following:
  - a. Construct a private road from Carriger Road through Lots 1 and 3 to the southerly line of Lot 2 as shown on the Tentative Map dated September 2012. The road shall have an Asphaltic Concrete surface at least 0.20 feet thick and be 18 feet wide, with two foot shoulders. The structural section of the road improvements shall be designed using a soils investigation which provides the basement soils R-value and expansion pressure test results. A copy of the Soils Report shall be submitted with the first set of improvement plan check prints. The Traffic Index to be used for the design is "4". The designer may use an R-value of "5" and a T.I. of "4" if he wishes to waive the soils investigation for the road section design. After plan approval, the subdivider/developer shall construct the required improvements as shown on said plans. These requirements are the minimum. It is the design engineer's responsibility to design an adequate road for its intended use.
  - b. All engineering plans shall be drawn to a scale no smaller than 1" = 40 feet, shall show contours and cross-sections at a minimum of every 50 feet and extend at least 50 feet each side of the road.
  - c. The easement shall be widened as necessary to contain the road base, all cuts and fills and the required side drainage.
  - d. A grading permit shall be obtained prior to the start of any earthwork.
  - e. Any roadway structure plans approved by PRMD shall be attached to, and become a part of, the subdivisions Improvement Plans.
48. Prior to the issuance of a building permit or the filing of the Parcel Map, whichever occurs first, all roads necessary to access the subdivision shall be named if they serve 3 parcels or more (new or existing parcels). All newly named roads must connect to an existing road with an approved name. A road sign shall be posted at all intersections on the existing and/or new access roads. The signs shall meet the Sonoma County DTPW standards. All road names and addresses used will have to be approved by PRMD. This condition may be altered or waived with written approval of the County Fire Chief, PRMD and the County Surveyor. Any alteration or waiver of this condition may require other conditions to mitigate the required road standards. NOTICE! You will be charged a fee for processing and approval of a road name application.
49. If the offsite access road is exempt from Fire Safe Standards, the road shall be inspected by the

Fire Marshall to assure that emergency equipment can traverse the road safely. The Fire Marshall and/or the Project Review and Advisory Committee may require the applicant/developer to make improvements which meet CEQA safety requirements and may include but are not limited to widening, turnouts and surfacing. These improvements shall meet Fire Safe Standards and plans for the said improvements and shall be submitted to the County Surveyors Office for review and approval.

In complying with this condition, the subdivider/developer shall provide the County Surveyor with a Mitigation Request form from the Department of Emergency Services listing the improvements required or stating that the road is acceptable as it exists. If the subdivider /developer is unable to secure the above mitigation form, the Subdivision Map shall not be filed recorded.

50. The width of this road may be altered (12 feet plus 2 foot shoulders are the minimum road width) with written approval of the County Fire Chief and the County Surveyor. Approval of a 12 foot road will require an inspection by the County Fire Chief and may require other conditions to mitigate the required road standards. This mitigation is for width only and cannot mitigate any other road conditions.
51. If a 12 foot road is approved, in order to provide emergency two-way access, passing turnouts shall be constructed at intervals not exceeding 300 feet or at locations approved by the County Fire Chief. The turnouts shall be constructed per the current adopted Fire Safe Standards Ordinance.
52. To ensure adequate emergency vehicle circulation, a turnaround shall be constructed near the Lot 2/Lot 3 property line. Turnarounds may be circular or may be constructed as a hammerhead. The turnarounds shall be constructed per the current adopted Fire Safe Standards Ordinance. This condition may be altered or waived with written approval of the County Fire Chief and the County Surveyor. Any alteration or waiver of this condition may require other conditions to mitigate the required road standards.
53. An access and public utilities easement at least 20 feet in width shall be provided to the Designated Remainder. It shall be demonstrated that a Fire Safe Standards road can be built within this easement.
54. These conditions are not required to be included in the Improvement Plans with the exceptions of those entitled "NOTE ON MAP" and "NOTE ON PLANS".
55. Prior to the filing of the Parcel Map, the subdivider/developer shall either complete all required private and public construction or enter into a Subdivision Improvement Agreement and post security with the County of Sonoma, agreeing to complete the required construction within 24 months after the preparation of the agreement. If the required construction is completed prior to the filing of the Subdivision Map, the subdivider/developer shall enter into an Improvement Maintenance Agreement and post security with the County of Sonoma, to guarantee the improvements for a period of one year.

**PLANNING:**

The conditions below have been satisfied BY \_\_\_\_\_ DATE

**PRIOR TO RECORDING THE SUBDIVISION MAP AND ISSUANCE OF DEVELOPMENT PERMITS**

Subdivision Requirements:

56. Prior to recording the Subdivision Map, a covenant restricting the land uses associated with development of the residential lots, as indicated below, shall be prepared and submitted to PRMD Project Review staff for review and approval. After approval by staff, the developer shall record the covenant and provide a conformed copy to staff. The following restrictions shall be included

within the covenant; listed on the Building, Grading, and Septic sets of plans; listed on the Improvement Plans; and listed on the recorded subdivision as “NOTES ON MAP”:

- a. “Site development associated with the residential lots, Carriger Road improvements, the Winkle Creek bridge replacement and any associated and/or required creek improvements shall take place from Monday through Friday, from 8:00 a.m. to 5:00 p.m. only. Construction and/or site development activities outside of the approved hours and days of operation is prohibited unless otherwise authorized by the Director of PRMD.”
- b. "All future site development on any new lot requires the developer, and/or property owner of that lot, to repair all damage and/or wear and tear to Carriger Road resulting from traffic associated with the subject development as determined by the Department of Public Works and Transportation. The developer and/or owner shall obtain all necessary road encroachment permits for the road repair work to be done and the repairs shall be completed prior to final occupancy being granted for the new structure(s) and/or other site development subject to review and approval of the Department of Public Works and Transportation."
- c. “Prior to issuance of any permits for subdivision improvements and/or residential site development, the applicant shall meet with Road Encroachment staff to determine the existing conditions of Carriger Road. If required by Road Encroachment staff, a construction management plan, including photographic documentation of Carriger Road, shall be submitted to PRMD Project Review and Road Encroachment staff for review and approval. Documentation of the existing conditions on Carriger Road shall be taken at 100-foot intervals. The documentation shall begin at the intersection of Craig Avenue and Carriger Road, up to the new subdivision road and shall include all damaged road areas in-between the 100-foot intervals, or as otherwise required by Road Encroachment staff.”

“Temporary construction signs shall be installed along Carriger Road at locations determined by Road Encroachment staff. All temporary signs shall remain in place for the duration of all work. Signs shall be mounted on 4 inch x 4 inch posts with a 7-foot clearance from the bottom of the sign to the top of the finished grade of the surrounding area. The temporary signs shall be covered with burlap when not in use.”

“Prior to final and/or occupancy being granted for subdivision improvements and/or residential site development permits, the applicant shall schedule a time to meet with PRMD Encroachment staff at Carriger Road to determine the necessary road repairs including, but not limited to, asphalt replacement. The applicant shall complete any required repairs prior to final for subdivision improvements and/or occupancy for residential development.”
- d. “Agricultural uses occur in the area and pesticide applications, dust, odor and other nuisances associated with the agricultural activities may occur.”
- e. “Undergrounding of utilities from main lines into building sites is required. New overhead main lines are subject to review and approval by PRMD.”
- f. “All site plans shall accurately identify the correct topographic lines associated with the site.”
- g. “Prior to issuance of permits for each new subdivision lot, the developer shall submit a letter from the Valley of the Moon Water District, to PRMD Project Review section, reiterating its willingness to provide water services to the proposed project site, and stating that the developer and the water supplier have entered into an agreement for water service. Note that ‘Will-Serve’ letters in contradiction of a moratorium by the appropriate regulating agency are not acceptable.”



h. “Prior to issuance of Building, Grading and/or Septic permits, all new site development is subject to Design Review application to be reviewed and approved by the Design Review Committee. New site development shall be located and designed in a manner that allows it to blend in with the natural surroundings of the site and be substantially screened to both public and private views. New development shall have a low profile that respects the natural contours of the property. Visual impacts associated with grading, tree and vegetation removal shall be considered. New construction shall not exceed the existing tree canopy.”

i. “The developer shall provide an exterior lighting plan with the Administrative Design Review application. The plan shall include lighting cut sheets and identify where all exterior night lighting will be located.”

“Exterior lighting shall avoid nighttime light pollution and not wash out structures or any portions of the project site. All exterior lighting shall be downward facing, and located at the lowest possible point to the ground to prevent spill over onto adjacent properties, glare, and unnecessary glow in the rural night sky. Luminaries shall have a maximum output of 1000 lumens per fixture. Total illuminance beyond the property line created by simultaneous operation of all exterior lighting shall not exceed 1.0 lux. Security lighting shall be put on motion sensors. Flood lights and uplights are not permitted. All exterior lighting is required to be “Dark Sky Compliant”. Reference can be made to the International Dark Sky Association website for guidance on exterior lighting: [www.darksky.org](http://www.darksky.org).”

“PRMD shall not issue Building Permits until an exterior lighting plan, consistent with County standards, has been approved. Final occupancy shall not be granted for Building Permits until a site inspection of the property by Project Review staff confirms all lighting improvements have been installed according to the approved plans and conditions. If light and glare complaints are received, PRMD shall conduct a site inspection and, if necessary, require the property to be brought into compliance with the original approval or initiate procedures to revoke the permit.”

j. “All new structures shall be located within the designated building envelopes except for ground-mounted solar panels, septic systems, driveways and undergrounding of new utilities. If new structures (other than ground-mounted solar panels, septic systems, driveways and/or undergrounding of new utilities) are proposed outside of the designated building envelope, a Certificate of Modification will be required. Ground mounted solar panels should be located within the designated building envelopes if possible.”

k. “All new structures on Lot 3 shall not exceed a height elevation of 380 feet above sea level as identified on the Parcel Map.”

l. “Tree removal within the designated Building Envelopes is permitted only to site residences, accessory structures, driveways and septic systems. Individual development plans must show all existing trees in the vicinity of site development and whether they are to be retained or removed must be clearly shown on the grading, septic and building permit sets of plans. If tree removal includes protected species that are greater than 9 inches in diameter at chest height (4 ½ feet above the ground), the developer shall submit an arborist report and a tree replacement plan (as per the Sonoma County Tree Protection and Replacement Ordinance) for review and approval prior to issuance of building, grading and/or septic permits. Tree removal outside of the designated building envelopes is permitted only to remove dead or diseased trees or, to thin trees in accordance with generally accepted forestry and fire management practices. Timber conversions are prohibited.”

“Prior to issuance of grading, septic and/or building permits, development plans shall clearly identify all trees located within the immediate vicinity of the proposed site

development. If protected trees greater than 9 inches in diameter will be impacted or removed, the developer shall provide an arborist report and a tree protection and/or replacement plan to Project Review for review and approval. The developer must provide proof via photographs to Project Review staff that all necessary tree protection barriers have been installed at the drip lines of all trees intended for retention. The project construction manager shall maintain all tree protection barriers in good condition at all times during all site disturbing activities. If any violation to this condition occurs, construction will be halted until the tree protection barriers have been reinstalled at the approved location(s)."

- m. "All development at Carriger Road, including the safety turnout area on the road, is subject to the Sonoma County Tree Protection Ordinance. Protected trees, their protected perimeters, and whether they are to be retained or removed must be clearly shown on the improvement, road encroachment and/or grading sets of plans. If tree removal includes protected species that are greater than 9 inches in diameter at chest height (4 ½ feet above the ground), the developer shall submit an arborist report and a tree replacement plan (as per the Sonoma County Tree Protection and Replacement Ordinance) for review and approval by Project Review staff prior to issuance of road improvement permits. The developer must provide proof via photographs to Project Review staff that all necessary tree protection barriers have been installed at the drip lines of all trees intended for retention. The project construction manager shall maintain all tree protection barriers in good condition at all times during all site disturbing activities. If any violation to this condition occurs, construction will be halted until the tree protection barriers have been reinstalled at the approved location(s)."

- n. "Prior to any road, creek or individual site development construction activities (including the new on-site bridge) commencing, a qualified biologist shall meet with the owner, or the general contractor overseeing all construction activities, to discuss the presence of sensitive biological resources within the property boundaries and the potential of special-status species. This shall include a discussion of special-status species' habitats and protection measures to ensure species are not impacted by project activities and project boundaries. The biologist shall also consult with the general contractor regarding the layout of the temporary wildlife fencing."

"Prior to issuance of building, grading and/or septic permits, the developer shall retain a biologist to evaluate the areas of disturbance for all site development activities. All necessary avoidance techniques and/or barriers shall be installed as directed by the biologist. The biologist shall provide written confirmation that a site evaluation has been conducted for all areas on the project site that will be disturbed and confirm that all necessary avoidance techniques have been implemented and/or necessary barriers have been installed prior to commencement of any ground disturbing or building activities."

- o. "Prior to issuance of permits for improvements to Carriger Road, including the safety turnout, replacement of the bridge over Winkle Creek, any creek or riparian-disturbing activities and/or, for access onto the new subdivision lots, a qualified biologist shall conduct preconstruction surveys to determine presence of special status species. The qualified biologist shall determine the appropriate locations to install all necessary exclusion fencing. In addition, the biologist shall instruct the developer's site development team on how to avoid impacts to special status species. The biologist shall provide written documentation to staff that all necessary barriers have been installed in the appropriate locations and that training for the site development team has taken place. The biologist shall remain on site during all Carriger Road widening and improvement activities as well as the Winkle Creek bridge replacement and all other creek-disturbing activities, until all such activities have been completed and signed off by all County, State and Federal agencies involved in the review and permitting of the requested activities."

"In addition, the developer shall submit development plans to the California Department

of Fish and Wildlife, the Army Corps of Engineers, the U.S. Fish and Wildlife Service and to the San Francisco Regional Water Quality Control Board. The Developer shall provide written proof to staff that that any required permits have been obtained from all state and federal agencies as required.”

“Staff will not issue permits until the qualified biologist has provided a letter indicating that preconstruction surveys have been completed, that the development team has completed training and that the biologist will remain on site during, and until completion of, all Carriger Road and Winkle Creek disturbing activities. The developer shall also provide copies of all permits and/or correspondences received from the required state and federal agencies prior to issuance of permits for development of access onto the project site.”

- p. “To avoid potential losses to breeding birds, construction activities shall occur outside of the critical breeding period of March 15th through August 15th. If activities must occur during the normal breeding season, precautionary measures shall be in place. If construction commences including vegetation removal, grading, etc., prior to the start of the current breeding seasons, preconstruction surveys will not be necessary. To prevent birds from establishing nests within the work area prior to construction, vegetation slated for removal as part of construction shall be removed during the non-breeding season of August 15th through March 15th.”

“If construction commences after March 15th, the work area shall be surveyed by a qualified biologist to determine if active nests are present. If the construction site is left unattended for more than two weeks during the breeding season, another survey shall be completed to determine if breeding birds have moved back into the area and are occupying active nests. If active nests or behavior indicative of nesting are encountered, those areas plus a 50-foot buffer area for small songbirds and 200 feet for larger species such as raptors, owls, etc. as designated by the biologist shall be avoided until the nests have been vacated.”

“On-going vegetation maintenance associated with the development shall be mindful of the potential presence of breeding birds. When feasible, mowing, vegetation trimming and removal, and brush clearance should be limited to the non-breeding season.”

“If any site development occurs within the bird breeding season of March 15th through August 15th, a qualified biologist shall evaluate the project site to determine presence of nests. The biologist shall provide written confirmation to PRMD of whether or not nests are present on the site prior to issuance of building, grading and/or septic permits. If nests are present, then all necessary barriers, as recommended by a qualified biologist, shall be installed as directed by the biologist, prior to the commencement of any ground disturbing activities. The biologist shall provide written confirmation to PRMD that all necessary barriers have been installed in the appropriate location(s). All barriers shall remain in place for the duration of all ground disturbing activities.”

“If site work ceases for two weeks or more, the developer shall retain a biologist to ensure no nesting activities have taken place during the interim. If active nests are found within the project area, all necessary barriers shall be installed or other avoidance techniques shall be implemented as directed by the biologist. The biologist shall provide a report to PRMD indicating what necessary measures have been implemented in order to avoid disturbance of nesting birds.”

- q. “Site development activities shall be limited to daylight hours to avoid interference with the foraging abilities of special-status and common bat species. If any trees are removed or old buildings/structures demolished, a qualified bat biologist shall survey for roosting bats prior to removal. If occupied roosts are identified, removal of the roost trees or buildings/structures shall not occur until the roost is unoccupied.”

“Prior to issuance of building, grading and/or septic permits that will involve the removal of trees and/or the disturbance of existing structures on the site, a qualified bat biologist shall evaluate the area(s) of disturbance for roosting bats. The bat biologist shall provide written confirmation to PRMD of whether or not roosts are present on the site. If roosts are present, construction activities shall be delayed until roosting areas have vacated or, as otherwise directed by the bat biologist. The bat biologist shall provide written verification to PRMD when roosts have been vacated and has indicated that site development activities can proceed.”

- r. “Mature trees (larger than 18 inches in diameter at chest height) and snags on the project shall be removed from August 31 to October 15 or from February 28 to April 15 of any year to prevent any impacts to roosting bats. Trees of this size potentially support cracks and crevices that could support bats.”

“Prior to issuance of building, grading and/or septic permits that will involve the removal of trees and/or the disturbance of existing structures on the site within the bat roosting season of October 16 through February 27 or, from April 16 to August 30, a qualified bat biologist shall evaluate the area(s) of disturbance for roosting bats. The bat biologist shall provide written confirmation to PRMD of whether or not roosts are present on the site. If roosts are present, construction activities shall be delayed until roosting areas have vacated or, as otherwise directed by the bat biologist. The bat biologist shall provide written verification to PRMD when roosts have been vacated and has indicated that site development activities can proceed.”

- s. “All project site development activities are limited to the project footprint as shown on the project site plan. Best Management Practices including silt and erosion control measures must be implemented to prevent off-site movement of sediment and dust during and post construction.”

“Prior to issuance of building, septic and/or grading permits the developer shall retain a qualified biologist to determine the appropriate location(s) to install a vegetated buffer filter. The vegetated buffer will ensure that run-off from the site will not have a negative impact to sensitive downstream aquatic habitats. The project construction manager shall ensure the vegetative buffer remains in place and undisturbed during all site development activities. If any violation to this condition occurs, construction will be halted until the vegetative buffer has been restored. No permits for site development shall be issued until Project Review has received written verification from a qualified biologist that the vegetative buffer has been appropriately installed.”

- t. “Prior to issuance of building and/or grading permits, the developer shall submit all required grading/site plans and Drainage Reports for proposed work to PRMD for review and approval. The grading/site plans shall clearly indicate the nature and extent of the proposed work and include erosion prevention/sediment control measures, details, notes, and specifications to prevent damages and to minimize adverse impacts to the environment. Drainage improvements shall be designed in accordance with the Sonoma County Water Agency Flood Control Design Criteria, to maintain off-site natural drainage patterns, and to limit post-development storm water levels and pollutant discharges in compliance with PRMD’s Best Management Practices guide. Grading and drainage improvements shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations.”

“PRMD shall not issue the building permit until copies of the Notice of Intent (NOI) and the Waste Discharge Identification Number (WDID) have been provided to staff.”

- u. “In the event that archaeological resources such as pottery, arrowheads, midden or culturally modified soil deposits are discovered at any time during grading, scraping or excavation within the property, all work shall be halted in the vicinity of the find and

County PRMD - Project Review staff shall be notified and a qualified archaeologist shall be contacted immediately to make an evaluation of the find and report to PRMD. PRMD staff may consult and/or notify the appropriate tribal representative from tribes known to PRMD to have interests in the area. Artifacts associated with prehistoric sites include humanly modified stone, shell, bone or other cultural materials such as charcoal, ash and burned rock indicative of food procurement or processing activities. Prehistoric domestic resources include hearths, firepits, or house floor depressions whereas typical mortuary resources are represented by human skeletal remains. Historic artifacts potentially include all by-products of human land use greater than fifty (50) years of age including trash pits older than fifty (50) years of age. When contacted, a member of PRMD Project Review staff and the archaeologist shall visit the site to determine the extent of the resources and to develop and coordinate proper protection/mitigation measures required for the discovery. PRMD may refer the mitigation/protection plan to designated tribal representatives for review and comment. No work shall commence until a protection/mitigation plan is reviewed and approved by PRMD - Project Review staff. Mitigations may include avoidance, removal, preservation and/or recordation in accordance with California law. Archeological evaluation and mitigation shall be at the Developer's sole expense."

"If human remains are encountered, all work must stop in the immediate vicinity of the discovered remains and PRMD staff, County Coroner and a qualified archaeologist must be notified immediately so that an evaluation can be performed. If the remains are deemed to be Native American, the Native American Heritage Commission must be contacted by the Coroner so that a "Most Likely Descendant" can be designated and the appropriate provisions of the California Government Code and California Public Resources Code will be followed."

"Building, grading and/or septic permits shall not be approved for issuance by Project Review staff until the above notes are printed on the building, grading and/or septic sets of plans."

- v. "Requests for Certificate of Modification shall include Biologist's, Geologist's and an Arborist's reports to evaluate potential impacts to protected plant(s), animal species and waterways including any wetland areas."
- w. "The new residential parcels and the Designated Remainder are prohibited from being utilized for Vacation Rental purposes."
- x. "The development of a lot for vineyard or orchard purposes, or other food crops, shall be limited to no more than fifty percent (50%) of the available acreage outside of the designated residential building envelopes as shown on the map. Water from the Valley of the Moon Water District shall not be used for irrigation purposes outside of the designated residential building envelopes. Well water may be used for agricultural irrigation purposes. All vineyard and orchard development shall comply with applicable standards of Chapter 11 of the Sonoma County Code (Grading, Drainage, and Vineyard and Orchard Site Development)."
- y. All development shall comply with all applicable standards contained within Article 65 of the Sonoma County Zoning Code (Riparian Corridor Combining Zone).
- z. "All fencing shall be wildlife friendly, used sparingly and applied in a manner that is absolutely necessary for the protection of vegetation and property. Fencing on each subdivision lot, including the Designated Remainder, will be located so that wildlife linkages will be maintained per the approved wildlife corridor fencing plan prepared by a qualified wildlife biologist.

57. Prior to recording the Subdivision Map, the Building Envelopes for the Lots 1, 2 and 3 shall be accurately located, dimensioned to three property lines and shown to scale.
58. Prior to recording the Subdivision Map, water easements that correspond with Valley of the Moon Water district approval, shall be shown on Parcel Map.
59. Prior to recording the Subdivision Map, all wetland and biologically sensitive areas indicated in the Botanical reviews dated June 28, 2012 and November 27, 2012 by WRA shall be shown on the Parcel Map.
60. Prior to recording the Subdivision Map, dedication of parkland or a payment of fees, in lieu of dedication, shall be paid. Alternatively, at the request of the developer, fees may be paid prior to issuance of building permits for new residential construction on each lot. If the fees are intended to be paid prior to issuance of Building permits, the following NOTE shall be placed on the Parcel Map:  
  
NOTE ON MAP: “New residential construction on these parcels is subject to payment of parkland fees in accordance with Section 25-58 et. seq. of the Sonoma County Subdivision Ordinance. Evidence that fees are paid shall be provided to the Regional Parks Department prior to the issuance of building permits.”
61. Prior to recording the Subdivision Map, if it is determined by the PRMD County Surveyor that adequate land is not available to meet General Plan and Zoning densities, then the number of lots must be reduced to comply with required densities.
62. Prior to recording the Subdivision Map, a check print of the map shall be submitted to the County Surveyor who will forward it to the Project Review Planning staff for review and approval.
63. Prior to recording the Subdivision Map, the developer shall submit a Condition Compliance Review fee deposit (amount to be determined consistent with the ordinance in effect at that time) to PRMD. This “At Cost” fee is a minimum deposit and condition compliance is charged on an actual cost basis. Should the actual costs exceed the amount of the fee, the developer will be billed for additional costs. In addition, the developer shall also pay any application processing fees that have exceeded the initial deposit fee to process the subdivision application.
64. Existing and future electric and gas service to the development will be provided in accordance with the applicable extension rules, copies of which are available by telephoning the PG&E Service Planning office in the Santa Rosa Service Center at (707) 579-6355. It is suggested that PG&E be contacted as soon as possible so that there may be adequate time for PG&E to engineer and schedule any necessary work for the development.

The cost of any relocation of existing Overhead Pacific Gas & Electric (OPG&E) facilities or conversion of existing overhead facilities to underground necessitated by this project will be the responsibility of the requester as explained above.

In order to provide gas and electric service to this development Pacific Gas and Electric will require 30-foot wide easement strips for overhead and 10-foot wide (5 foot adjacent to dedicated streets) strips for the undergrounding of utilities and dedicated as a “Public Utility Easement” by the owner on the Final Map. Below is an example of a dedication clause for use in the wording of the dedication:

“I/We the undersigned as Owner(s) of the land shown hereon, do hereby state that I/We am/are the only person(s) whose consent is necessary to pass clear title to said land and do hereby consent to the preparation and recordation of this map and offer for dedication and do hereby dedicate for public uses the Public Utility Easement (PUE) shown on this map for public utility purposes including (“existing and future”) electric, gas, communication facilities and all other public utility purposes; together with any and all

appurtenances thereto, including the right from time to time to trim and cut down and clear away or otherwise control any trees or brush. The PUE(s) hereby offered for dedication are to be kept open and free of building, structures and wells of any kind.”

65. Prior to the start of excavation or construction it is required that the contractor call Underground Service Alert (USA) at 1-800-227-2600 to have the location of any existing underground facilities marked in the field.
66. NOTE ON MAP: “Development on this parcel is subject to the Sonoma County Fire Safe Standards and shall be reviewed and approved by the County Fire Marshal/Local Fire Protection District. Said plan shall include, but not be limited to: emergency vehicle access and turn-around at the building sites), addressing, water storage for fire fighting and fire break maintenance around all structures. Prior to occupancy, written approval that the required improvements have been installed shall be provided to PRMD from the County Fire Marshal/Local Fire Protection District.”
67. NOTE ON MAP: “Affordable housing requirements apply to each residential lot pursuant to Section 26-89-040 F of the Sonoma County Code. Each nonexempt residential unit shall pay an in-lieu affordable housing fee at the time of issuance of the building permit, unless a building permit for a qualifying affordable unit is approved prior to or concurrent with the building permit for the nonexempt residential unit.”
68. Irrigation wells utilized for agricultural purposes shall be monitored quarterly and reported to PRMD in January of the following year pursuant to Section WR-2d of the Sonoma County General Plan and County policies. Monitoring reports shall include groundwater elevations and quantities of groundwater extracted for this use. Annual monitoring fees shall be paid at the rate specified in the County Fee Ordinance. If the County determines that groundwater levels are declining in the basin, then the applicant shall submit and implement a Water Conservation Plan, subject to review and approval by PRMD.
69. Prior to recording the Subdivision Map, the applicant shall provide a wildlife corridor fencing plan for Lots 1-3 and the Designated Remainder. The plan shall be prepared by a qualified wildlife biologist and submitted to PRMD for review and approval.
70. The Final Subdivision Map shall identify the location of the 50-foot setback from the top of the bank of Winkle Creek.
71. Prior to recording the Subdivision Map, the applicant shall submit an application to re-zone Lots 1-3 and the Designated Remainder to B7 (Frozen Lot Size).
72. This “At Cost” entitlement is not vested until all permit processing costs are paid in full. Additionally, no grading or building permits shall be issued until all permit processing costs are paid in full.
73. The Director of PRMD is hereby authorized to modify these conditions for minor adjustments to respond to unforeseen field constraints provided that the goals of these conditions can be safely achieved in some other manner. The developer must submit a written request to PRMD demonstrating that the conditions are infeasible due to specific constraints (e.g. lack of property rights) and shall include a proposed alternative measure or option to meet the goal or purpose of the condition. PRMD shall consult with affected departments and agencies and may require an application for modification of the approved permit. Changes to conditions that may be authorized by PRMD are limited to those items that are not adopted standards or were not adopted as mitigation measures or that were not at issue during the public hearing process. Any modification of the permit conditions shall be documented with an approval letter from PRMD, and shall not affect the original permit approval date or the term for expiration of the permit.

The owner/operator and all successors in interest, shall comply with all applicable provisions of

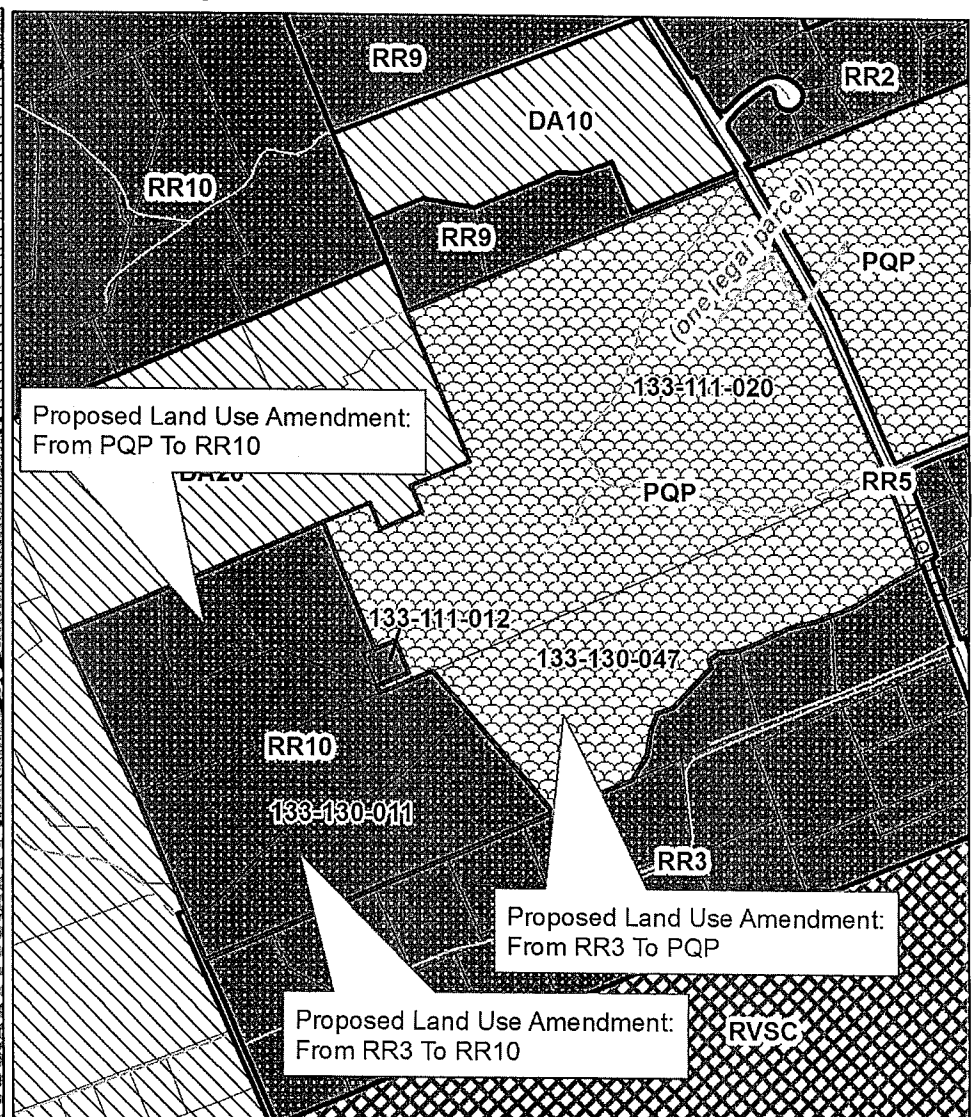
the Sonoma County Code and all other applicable local, state and federal regulations.

74. Any proposed modification, alteration, and/or expansion of the use authorized by this approval shall require the prior review and approval of PRMD or the Planning Commission, as appropriate. Such changes may require a new or modified permit application and additional environmental review.
75. This permit shall be subject to revocation or modification by the Planning Commission if: (a) the Commission finds that there has been noncompliance with any of the conditions or (b) the Commission finds that the use for which this permit is hereby granted constitutes a nuisance. Any such revocation shall be preceded by a public hearing noticed and heard pursuant to Section 26-92-120 and 26-92-140 of the Sonoma County Code.
76. In any case where a permit has not been used within two (2) year after the date of the granting thereof, or for such additional period as may be specified in the permit, such permit shall become automatically void and of no further effect, provided however, that upon written request by the Developer prior to the expiration of the two year period the permit approval may be extended for not more than one (1) year by the authority which granted the original permit pursuant to Section 26-92-130 of the Sonoma County Code.



# Existing General Plan Land Use

# Proposed General Plan Land Use

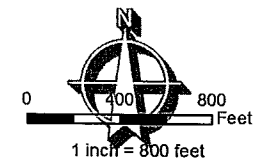


### General Plan Land Use

- |   |                                      |                       |
|---|--------------------------------------|-----------------------|
| Diverse Agriculture                     | General Commercial                   | Planning Area Policy  |
| Land Extensive Agriculture              | Limited Commercial                   | AH Affordable Housing |
| Land Intensive Agriculture              | Limited Commercial Traffic Sensitive |                       |
| Resource and Rural Development          | General Industrial                   |                       |
| Rural Residential                       | Limited Industrial                   |                       |
| Urban Residential                       | Public / Quasi Public                |                       |
| Recreation / Visitor-Serving Commercial |                                      |                       |
- Numbers on Map Indicate Maximum Density in Acres/Unit, except Urban Residential Where Numbers Indicate Units/Acre

### Base Map Data

- |                             |
|-----------------------------|
| Assessor Parcel             |
| Coastal Commission Boundary |
| Urban Service Areas         |
| Highways                    |
| Intermittent Stream         |
| Perennial Stream            |



FILE: PLP 11-0040  
 APNs: 133-11-012 & -020,  
 133-130-011 & -047  
 Resolution No. TBA

Permit and Resource Management Department  
 Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403  
 (707) 565-1965 Fax (707) 565-1103

## ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE OFFICIAL ZONING DATABASE OF THE COUNTY OF SONOMA, ADOPTED BY REFERENCE BY SECTION 26-02-110 OF THE SONOMA COUNTY CODE, BY RECLASSIFYING CERTAIN REAL PROPERTY FROM: 1) PF (PUBLIC FACILITIES), SR (SCENIC RESOURCES), BR (BIOTIC RESOURCES), F2 (FLOOD PLAIN), VOH (VALLEY OAK HABITAT) DISTRICTS TO THE RR (RURAL RESIDENTIAL), B6-10 ACRE DENSITY, SR (SCENIC RESOURCES), BR (BIOTIC RESOURCES), F2 (FLOOD PLAIN), VOH (VALLEY OAK HABITAT) DISTRICTS ON A 20.7+/- ACRE PORTION OF APN 133-111-023 AND 133-112-020 (ONE LEGAL PARCEL); 2) RR (RURAL RESIDENTIAL), B6-3 ACRE DENSITY, SR (SCENIC RESOURCES) DISTRICTS TO THE PF (PUBLIC FACILITIES), SR (SCENIC RESOURCES) DISTRICTS ON 25.7+/- ACRES ON APN 133-130-047; AND 3) RR (RURAL RESIDENTIAL) B6-3 ACRE DENSITY DISTRICTS TO THE RR (RURAL RESIDENTIAL), B6-10 ACRE DENSITY DISTRICTS ON 25.9+/- ACRES (ON APN 133-130-011) LOCATED AT 17000 ARNOLD DRIVE, SONOMA; APNS: 133-111-023 AND 133-112-020 (ONE LEGAL LOT), 133-130-047, 133-130-011.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: The Official Zoning Database (OZD) of the County, adopted by reference by Section 26-02-110 of the Sonoma County Code, is amended by reclassifying the following real property from:

1. PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Flood Plain), VOH (Valley Oak Habitat) districts to the RR (Rural Residential), B6-10 acre density districts on a 20.7+/- acre portion of APN 133-111-023 and 133-112-020 (one legal parcel); and
2. RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) districts the PF (Public Facilities), SR (Scenic Resources) districts on 25.7+/- acres on APN 133-130-047; and
3. RR (Rural Residential), B6-3 acre density districts to the RR (Rural Residential), B6-10 acre density districts on 25.9+/- acres on APN 133-130-011.

The site is located approximately 1.8 +/- miles northeast from the city limits of Sonoma, also known as 17000 Arnold Drive, Sonoma; APNs: 133-111-023 and 133-112-020 (one legal lot), 133-130-047, 133-130-011. File No. PLP11-0040. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. \_\_\_\_\_.

SECTION II: A Mitigated Negative Declaration was prepared for the Project and noticed and made available for agency and public review in accordance with the California Environmental Quality Act ("CEQA") and the State and County CEQA Guidelines.

SECTION III: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION IV: This Ordinance shall be and the same is hereby declared to be in full force and effect

from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this 9th day of December, 2014, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin:	Zane	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma

ATTEST:

\_\_\_\_\_  
Veronica A. Ferguson  
Clerk of the Board of Supervisors

Resolution Number 14-016

County of Sonoma  
Santa Rosa, California

September 4, 2014  
PLP11-0040 Karin Theriault

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING TO THE BOARD OF SUPERVISORS ADOPTION OF A MITIGATED NEGATIVE DECLARATION AND APPROVAL OF GENERAL PLAN AMENDMENTS, SPECIFIC PLAN AMENDMENTS, ZONE CHANGES, A LOT LINE ADJUSTMENT AND A MINOR SUBDIVISION, AS REQUESTED BY SCOTT SINGER FOR THE HANNA BOYS CENTER, FOR PROPERTY LOCATED AT 17000 ARNOLD DRIVE, SONOMA ; APNS 133-111-023 AND 133-112-020 (ONE LEGAL LOT), 133-130-047, 133-130-011.

WHEREAS, the applicant, Scott Singer for Hanna Boys Center, filed an application with the Sonoma County Permit and Resource Management Department requesting:

1) A General Plan Amendment from the PQP (Public/Quasi-Public) to RR to (Rural Residential) 10 acre density land use designation and an Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on a 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel).

A Zone Change from the PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation to the RR (Rural Residential), B6-10 acre density, SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation on the same 20.7+/- acre portion of Parcel A.

2) A General Plan Amendment and a Zone Change from the RR (Rural Residential), B6-3 acre density designation to the RR (Rural Residential), B6-10 acre density land use designation on a 26.26+/- acre portion of Parcel B (APN 133-130-011).

3) A General Plan Amendment from the RR (Rural Residential) 3 acre density land use designation and an amendment to the South Sonoma One Specific Plan from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (APN 133-130-047).

A Zone Change from the RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) designation to the PF (Public Facilities), SR (Scenic Resources) designation on the same 25.7+/- acre portion of Parcel C (APN 133-130-047).

4) A Lot Line Adjustment of 20.7+/- acres between two parcels, 145.7+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 30+/- acres on Parcel B (APN 133-130-011), resulting in two parcels, 125+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 50.7+/- acres on Parcel B (APN 133-130-011).

5) A Lot Line Adjustment of 3.74+/- acres between two parcels, 50.7+/- acres on Parcel B (APN 133-130-011) and 22+/- acres on Parcel C (APN 133-130-047) resulting in two parcels of

47.1+/- acres on Parcel B (APN 133-130-011) and 25.7+/- acres on Parcel C (APN 133-130-047).

6) A Minor Subdivision of the resulting 47.1+/- acre Parcel B (APN 133-130-011) into three residential lots and a Designated Remainder. Lot sizes range from 9.4+/- to 13+/- acres; Supervisorial District No. 1 ("the Project"); and

WHEREAS, a Mitigated Negative Declaration was prepared for the Project and noticed and made available for agency and public review in accordance with the California Environmental Quality Act ("CEQA") and the State and County CEQA Guidelines; and

WHEREAS, the Project Review Advisory Committee reviewed the application on February 7, 2013, and with a 6-0-1 vote, set draft conditions for the Tentative Map and recommended approval to the Planning Commission; and

WHEREAS, in accordance with applicable provisions of law, the Planning Commission held a public hearing on September 4, 2014, at which time the Planning Commission heard and received all relevant testimony and evidence presented orally or in writing regarding the Mitigated Negative Declaration and the Project. All interested persons were given an opportunity to hear and be heard regarding the Mitigated Negative Declaration and the Project; and

WHEREAS, the Planning Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Board regarding the Mitigated Negative Declaration and the Project.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission makes the following findings:

### **General Plan and Specific Plan Amendments and Zone Changes**

1. The project is consistent with the General Plan land use designation of Rural Residential 10 acre density and General Plan Policies including, but not limited to Policy 2.2, "Permitted Residential Density and Development Criteria" in that: 1) the requested 10 acre density is similar to densities in the surrounding area; 2) Conditions of Approval require evidence of suitable soils for a septic system prior to issuance of permits; 3) each new parcel is required to connect to Valley of the Moon Water District public water system; 4) new structures are required to be located within the designated Building Envelopes; 5) a biologist is required to be consulted prior to issuance of permits for site development; 6) all residential lots will have direct access to Carriger Road, a County maintained road; 7) access to commercial facilities and public services are located within approximately 3.2+/- miles east of the new residential lots; 8) land area designated as Farmland of Local Importance will be minimally impacted by new site development; and 9) future site development for each new residential lot requires application and approval of Administrative Design Review prior to issuance of permits.
2. The portion of the project receiving the Public/Quasi-Public General Plan land use designation is appropriate and consistent with land use Designation Criteria in that: 1) Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus and will remain under the ownership of the Hanna Boys Center, a not-for-profit entity; 2) the parcels utilized for the Hanna Boys Center campus will continue to be accessed from a private driveway directly off of Arnold Drive, a County maintained public

- road; and 3) Parcel C is developed with campus structures and facilities, therefore the site is not suitable for resource production activities.
3. The project is consistent with General Plan Policy LU-9d which discourages projects located outside of the designated Urban Service Areas with Class I, II or III soils as designated by the USDA to be converted to the Rural Residential or the Public/Quasi-Public land use designations unless certain criteria are met. The project meets the criteria in that: 1) Parcel A (APN's 133-111-023 and 133-130-011, one legal parcel) and Parcel B (APN 133-130-011) are not suitable for agricultural production due to steep slope and poor soil conditions, limiting agricultural uses in the area; the proposal will not adversely affect agricultural operations. Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus, therefore no agricultural operations will occur in this area; 2) the project will provide three additional dwelling units to the overall housing supply in Sonoma County, further meeting the County's need for additional housing stock; 3) designated residential Building Envelopes are geologically stable, meet required setbacks and will be substantially screened to public views; 4) the project will provide a public benefit in that future residential subdivision potential of the land will be reduced; and 6) the land areas utilized for the Hanna campus, Parcel C (APN 133-130-047), are developed with the southern portion of the Hanna campus and will not be used for any other purposes.
  4. The public benefits of the project are: 1) the Rural Residential 10 acre density land use designation will limit the type of permitted uses on each new lot so that site development is compatible with the adjoining Rural Residential zoned parcels; 2) rezoning the new lots to the Rural Residential 10 acre density reduces future residential subdivision potential of the parcels from a potential of 13 new lots to 3 residential lots plus a Designated Remainder; 3) the majority of land disturbance will be limited to the designated Building Envelopes, and access to the new residential lots will be from Carriger Road, leaving the majority of the land area on each new undisturbed; and 4) there will be a net gain of 7+/- acres to the Public/Quasi-Public land use designation within the County.
  5. The North Sonoma Valley Specific plan land use designation of "Open Land and Residential 5-10 density" is appropriate for the 20.7+/- acre "panhandle" portion of Parcel A (APN's 133-130011 and 133-112-020, one legal lot) because the property is located near the base of the eastern foothills of Sonoma Mountain and contains slopes ranging from 8 to 60 percent. Surrounding off-site parcels include smaller Rural Residential zoned parcels and larger Diverse agricultural zoned parcels to the west. Limiting density on the property to one unit per 10 acres is appropriate due to limited vehicle access, water availability, and soil conditions that are not suitable for agricultural purposes.
  6. The South Sonoma One Specific Plan land use designation of Public Use "S" for Parcel C (APN 133-130-047) is appropriate because the parcel is developed with the southern portion of the Hanna campus and the designation reflects the use of the site.
  7. The Rural Residential 10 acre density zoning designation is appropriate for the western 20.7+/- acre "panhandle" portion of Parcel A (APN 133-111-023 and 133-130-011, one legal parcel) and Parcel B (APN 133-130-011) because the parcels contain steep slopes, unstable soil classes, low water availability and limited vehicle access warranting less site development.

8. The Public Facilities zoning designation for Parcel C (APN 133-130-047) is appropriate because parcel is currently zoned Rural Residential 3 acre density and is developed with the southern portion of the Hanna campus. Rezoning to Public Facilities protects the school use of the site and will prevent future subdivision potential of the site.

### **Subdivision**

9. The subdivision request is consistent with the applicable General Plan and land use designation, the North Sonoma Valley Specific Plan, the South Sonoma One Specific Plan and Zoning Districts in that: that: 1) the subdivision provides for three new residential lots that will comply with all required Department of Transportation and Public Works, Fire and Emergency Services, and County Surveyor requirements for development; 2) a 20-foot wide Fire safe turnout, located approximately 350 north of Oak Creek Drive, will be installed near the subdivision entry; 3) subdivision traffic will utilize Carriger Road for ingress and egress versus direct access at the intersection of Arnold Drive and West Agua Caliente Road, a heavily trafficked intersection; 4) new site development will be subject to Administrative Design Review approval prior to issuance of permits; 5) the Designated Remainder will remain under the ownership of the Hanna Boys Center; 6) the minor subdivision is required to be recorded prior to the sale of any of the proposed new lots; and 7) the proposed parcel sizes are compatible with surrounding rural residential designated properties.
10. The Minor Subdivision complies with Chapter 25 of the Sonoma County Code (Subdivision Ordinance).
11. The Minor Subdivision complies with the State Subdivision Map Act. Specifically, the Tentative Map complies with Section 66474 of the Subdivision Map Act in that the project is consistent with applicable General and Area Plans, the site is physically suitable for the proposed density and development, the subdivision will not cause substantial environmental damage or injure fish or wildlife or their habitat, the subdivision is not likely to cause serious public health problems, and the design of the subdivision will not conflict with public easements.
12. Based upon the information contained in the Initial Study included in the project file, it has been determined that there will be no significant environmental effect resulting from this project, because mitigation measures have been incorporated into the project as Conditions of Approval. The Mitigated Negative Declaration has been completed in compliance with CEQA State and County guidelines, and the information contained therein has been reviewed and considered.

BE IT FURTHER RESOLVED that the Planning Commission hereby adopts the Mitigated Negative Declaration and Mitigation Monitoring Program set forth in the Conditions of Approval. The Planning Commission certifies that the Mitigated Negative Declaration has been completed, reviewed, and considered, together with comments received during the public review process, in compliance with CEQA and State and County CEQA Guidelines, and finds that the Mitigated Negative Declaration reflects the independent judgment and analysis of the Planning Commission.

BE IT FURTHER RESOLVED, that the Planning Commission recommends that the Board of Supervisors approve the requested General Plan Amendments, Specific Plan Amendments, Zone Changes, Lot Line Adjustment, and Minor Subdivision, subject to the Conditions of

Approval in Exhibit "A", attached hereto.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner Carr, who moved its adoption, seconded by Commissioner Lynch, and adopted on roll call by the following vote:

Commissioner Carr:	Aye
Commissioner Cook:	Aye
Commissioner Liles:	Absent
Commissioner Lynch:	Aye
Commissioner Montoya:	Aye

Ayes: 4    Noes: 0    Absent: 1    Abstain: 0

WHEREUPON, the Chairman declared the above and foregoing Resolution duly adopted; and

SO ORDERED.





# Sonoma County Planning Commission

## MINUTES

Sonoma County Permit and Resource Management Department  
2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

Date: September 4, 2014  
Meeting No.: 14-09

### ROLL CALL

Greg Carr  
Paula Cook  
Jason Liles, Absent  
Tom Lynch  
Shawn Montoya, Chair

### STAFF MEMBERS

Jennifer Barrett  
Karin Theriault  
Jane Riley  
Chelsea Holup, Secretary  
David Hurst, Chief Deputy County Counsel

**1:00 p.m.:** Call to order and Pledge of Allegiance. Please Be Courteous - Turn off cell phones and pagers while the meeting is in session.

### Correspondence

### Board of Zoning Adjustments/Board of Supervisors Actions

### Commissioner Announcements/Disclosures

### Public Appearances

### Items scheduled on the Agenda

## PLANNING COMMISSION REGULAR CALENDAR

Item No.: 1  
Time: 1:05 p.m.  
File: PLP11-0040  
Applicant: Hanna Boys Center, c/o Scott Singer  
Staff: Karin Theriault  
Env. Doc: Mitigated Negative Declaration  
Proposal: Request for: 1) A General Plan Amendment from the PQP (Public/Quasi-Public) to RR to (Rural Residential) 10 acre density land use designation and an Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on a 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel). A Zone Change from the PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation to the RR (Rural Residential), B6-10 acre density, SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation on the same 20.7+/- acre portion of Parcel A.

2) A General Plan Amendment and a Zone Change from the RR (Rural Residential), B6-3 acre density designation to the RR (Rural Residential), B6-10 acre density land use designation on a 26.26+/- acre portion of Parcel B (APN 133-130-011).

3) A General Plan Amendment from the RR (Rural Residential) 3 acre density land use designation and an amendment to the South Sonoma One Specific Plan from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (APN 133-130-047). A Zone Change from the RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) designation to the PF (Public Facilities), SR (Scenic Resources) designation on the same 25.7+/- acre portion of Parcel C (APN 133-130-047).

4) A Lot Line Adjustment of 20.7+/- acres between two parcels, 145.7+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 30+/- acres on Parcel B (APN 133-130-011), resulting in two parcels, 125+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 50.7+/- acres on Parcel B (APN 133-130-011).

5) A Lot Line Adjustment of 3.74+/- acres between two parcels, 50.7+/- acres on Parcel B (APN 133-130-011) and 22+/- acres on Parcel C (APN 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (APN 133-130-011) and 25.7+/- acres on Parcel C (APN 133-130-047).

6) A Minor Subdivision of the resulting 47.1+/- acre Parcel B (APN 133-130-011) into three residential lots and a Designated Remainder. Lot sizes range from 9.4+/- to 13+/- acres.

Location: 17000 Arnold Drive, Sonoma

APN: 133-111-023 and 133-112-020 (one legal lot), 133-130-047 and -011

District: 1

Zoning: PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Flood Plain), VOH (Valley Oak Habitat), and RR (Rural Residential), B6-3 acre density.

Staff gave presentation

**Commissioners Discussion:**

**Commissioner Carr** asked staff if the Lots had been approved and mentioned that the MNS had expired in the 1990's. Staff stated that was correct.

**Commissioner Carr** Has Public Works commented on alternative routes? Staff responded that DPTW has not responded.

**Public Comment:**

**Applicant Tom Havstand:**

Applicant gave a brief history of the parcels. Explained it is a residential treatment center for at risk boys with 40% of the population from Sonoma County. The cost is 100,000 per student per year. The Board of Supervisors approved an upgrade to the center. In 2011 parcel B became available. Board of Supervisors agreed to consolidate. We then held neighborhood meetings to address issues with traffic and water. We are proposing only three (3) parcels on parcel B. It will be less density on a larger portion of land. We also considered site view and believe you will not be able to see the new homes from Arnold Drive or the other major road way. We will also be using Valley of the Moon water. General Plan Amendment it costs the County \$125-\$175 per youth per year that must be put into an account. We are down zoning verses up zoning.

**Barry Danieli:** Owner of a home next to development. This project benefits Hanna only. We have well issues with no access to city water and there are no limitations on drilling rights. Three sites with three granny units are really six (6) structures. This development may lower my water table to where I have to truck in water because I can't get city water.

**Alexandra Boas:** As a neighbor I appreciate the mission of Hanna. Financial concerns of Hanna's are not the neighbor's problem. Citizens have the right to change the plan but when do you say no to a General Plan Amendment? There will be way too much activity on the road. Why was Arnold Drive not used? Pay money to widen the bridge and road. This option was not considered.

**Peter Whyte:** Resident has over a \$120 million in an account and don't need additional money. Why can't they use Arnold Drive? Re-zoning two areas in an exchange for public increase is not a fair swap. Oak covered foothills should be protected. We urge you not to approve.

**Joan Geary:** I full support the Hanna Center. Neighbors believe the PC and staff has not given a full analysis of this project. If approved other people could do the same and change the character of the neighborhood. Deputy Jennifer Barrett quoted the reserve agricultural land but this is not equal. It is a biotic resource habitat. The traffic widening will be a burden coupled with water resources. I would like to see the east side of Arnold Drive developed. The original owner sold this land as a charitable jester. Please do what is right for Sonoma and deny this project.

**Marily Redden:** I have been an owner since 1998. I support the Hanna Center. Neighborhood construction will be disruptive. This project is not in accordance with the General Plan. I agree with a slight increase in traffic during construction. We feel the Center has bent over backwards to work with the neighbors. I favor a conservative approach to the project.

**Terry Gast:** I have lived in the neighborhood for 39 years and oppose the General Plan Amendment. The educational, mental, and physical value far exceeds the structures that would be built.

**Karla Noyes:** I conserve water using 95 gallons per day. Vineyard irrigation will continue in the future. We have a salt intrusion seven (7) miles inland. No new wells should be approved until the salt intrusion is gone. There should not be any new water connections to the district.

**Mark Heneveld:** I am a neighbor and the current chair of Valley of the Moon Water District and I am a Commissioner. The facility was given to the County as a legacy to the previous owners wishes. Three million dollar sale does not outweigh a facility for 12 individuals. I am considered about the drainage and soil. Development to a water tank? If service water was used we would need to put in a main line to the lots. ESDs with these types of houses consume a large amount of water. Wells would be better but not a great area with golf course already consuming a large amount of water.

**Commissioner Lynch:** Would they have the same hook up to the City water similar to Windsor?

**Mark Heneveld:** No but they can hook up to the old well and check for contamination.

**Francesca Vifis:** I am the project manager for the Ceres project. We have been allowed to operate two days a week at the Hanna Center. We teach students have to prepare healthy food and distribute to ill people in Sonoma County. This project will have a positive impact on the Hanna Center and add to the resources of Sonoma County. I support the project.

**Joanne Filipello:** This project will destroy the most natural part of the property. And will be off limits to the students. This area has environmental educational value, spiritual value, and does not benefit the public with the proposed amendments. We should avoid substantial road improvements. We ask that you save the General Plan and save this land for the boys.

**George Miers:** I am a resident and a retired Commissioner from Orinda. I am opposed to the General Plan Amendment for two reasons: 1) Unique nature of site unusual for only a MND. Staff should look at an EIR instead. There are issues that have not been address. 2) Condition requires all construction access from Arnold Road through the center. Consider the request as it would cut down on Carriger Road traffic. Many people travel to Carriger to walk.

**Andy Davis:** I am a 51 year old resident. I am concerned with the General Plan Amendment. This is a very sacred area to camp, explore verses a real-estate development. Monetary assets would make back in one fiscal year. El Rancho Feltz Road could gain access from there. Would like to see Carriger stay the way it is.

**Applicant rebuttal:** It is helpful to deal with the facts. Currently zoned for up to 10 houses. We are limiting it to three (3). Valley of the moon easement right stays the same. Continue to have access to the storage tank. Hanna is considering East Arnold Drive pool. We do not have any plans at this time to develop it. Financial endowment costs of 11 million a year upside down on 5 million a year. Hanna Center is an asset for the young men at risk and is a benefit to the community as the facility is open to the general public for use. We are down zoning not up zoning. The area in question is not used by the students. As a trustee I must make sure Hanna Center survives.

**Commissioner Carr:** Can you reroute the traffic during construction?

**Applicant:** Concerned about foot traffic and safety> Paramount we limit access through the property.

**Commissioner Lynch:** Have you applied for many permits?

**Applicant:** Not one in the last six (6) years. The roundabout mentioned earlier is a County project not a Hanna project.

**Commissioner Montoya:** Are you the developer?

**Applicant:** No we would find a developer or a family to buy the parcel and then construct the houses.

**Public Hearing closed at 2:23 p.m.**

**Commission Carr:** Drainage and grading issues?

**Staff:** The applicant will submit grading plans to PRMD and then they would be analyzed when development begins. The building envelopes have been approved by a geologist.

**Commissioner Carr:** Are there any Agricultural lands involved in the project?

**Staff:** Yes. The farm land of local importance on two (2) of the building envelopes. They were placed for viability and are adjacent to vineyards.

**Commissioner Cook:** Would other neighbors be allowed to apply for a second unit?

**Staff:** They would have to do a summer well test to support a second dwelling with an 840 square foot limit.

**Commissioner Cook:** Vacation rentals are a real hot topic. Are there any restrictions set for the future?

**Deputy Director Jennifer Barrett:** We could add a restriction but that would be difficult to enforce. We are currently working on new restrictions for vacation rentals. A Covenant could be recorded.

**Commissioner Cook:** Is anyone aware of other vacation rentals on Carriger?

**Public:** At least six (6) vacation rentals.

**Deputy Director Jennifer Barrett:** Green building code has a tier one water conservation plan which requires developer to incorporate certain features.

**Commissioner Cook:** Could you speak to MND verses an EIR?

**County Counsel Jeff Brax:** Test is not the type of project but is it test worthy under CEQA? Significant impact then triggers EIR. Staff recommends to the Commissioners then the Commissioners recommend to the Board of Supervisors.

**Commissioner Cook:** How many trees are being saved?

**Staff:** Several Black Oaks.

**Commissioner Cook:** Do they pay in lieu fees to Work Force Housing Fund?

**Staff:** Yes.

**Commissioner Lynch:** What is the water source?

**Staff:** The wells allocated by the County.

**Public:** Sonoma Valley has nine (9) contractors 3,200 acre feet we use 2,600 but supplement up to 31. We are in a pinch Urban Water Agency Plan is being updated at the State level.

**Commissioner Lynch:** Is there a draw down in Zone one?

**Public:** Yes 20 feet lower with the current drought.

**Commissioner Lynch:** On the Subdivision map there are no hammer heads or turn arounds.

**Staff:** There will be a new turn out before the bridge. Each individual lot will install during development.

**Commissioner Carr:** General Plan Amendment concern. Downsizing at site it is a beautiful piece of property that's where the public concern is. The trade off is way better in the bigger picture. Good trade off for the community. Not a big change to Carriger Road. Hanna provides social service to the community, no one can argue with the fact it is a public benefit. Hanna Center has bent over backwards to address the concerns. I am in favor of the project but I would like to discuss limiting vacation rentals.

**Commissioner Cook:** I agree with Commissioner Carr's analyses with the parcel benefit. We allow for General Plan Amendments four times a year. No one wants to see growth in a community. More compelling is the water issue. Ground water monitoring needs to be updated. I am extremely grateful for the Hanna Center but I think the bigger issue is future vacation rentals. I request a Covenant be place on the parcels.

**Commissioner Lynch:** I believe a smaller parcel will be a benefit. This will add tremendous value to our community for the kids to be a contributor to society. I appreciate what the trustees are doing for the community and I support this project.

**Commissioner Montoya:** On the more pragmatic side it is reduced density in the long run. Something a lot worse could happen in the future at a much higher density. This is the right thing for the property. I believe in the Hanna facility. I am interested in Commissioner Carr's response.

**Commissioner Carr:** Please place a Note on map and covenant/restriction on vacation rentals.

Action: Commissioner Carr moved to adopt the Mitigated Negative Declaration and recommended approval to the Board of Supervisors with modified Conditions of Approval. Seconded by Commissioner Lynch and passed with a 4-0-1 vote.

Appeal Deadline: N/A

Resolution No.: 14-016

**Vote:**

Commissioner Carr: Aye

Commissioner Cook: Aye

Commissioner Liles: Absent

Commissioner Lynch: Aye

Commissioner Montoya: Aye

Sonoma County Planning Commission Minutes

Date: September 4, 2014

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Ayes: 4

Noes: 0

Absent: 1

Abstain: 0

Date Adopted: October 30, 2014



## Sonoma County Planning Commission STAFF REPORT

### Sonoma County Permit and Resource Management Department

2550 Ventura Avenue, Santa Rosa, CA 95403  
(707) 565-1900 FAX (707) 565-1103

**FILE:** PLP11-0040  
**DATE:** September 4, 2014  
**TIME:** 1:05 p.m.  
**STAFF:** Karin Theriault, Project Planner

**Board of Supervisors Hearing will be held at a later date and will be noticed at that time.**

#### SUMMARY

**Applicant:** Scott Singer

**Owner:** Hanna Boys Center

**Location:** 17000 Arnold Drive, Sonoma  
APNs: 133-111-023 and 133-112-020 (one legal lot), 133-130-047 and -011  
Supervisory District No.: 1

**Subject:** General Plan Amendment, Specific Plan Amendment, Zone Change, Lot Line Adjustment, and a Minor Subdivision resulting in three residential lots and a Designated Remainder.

**PROPOSAL:** Request for:

- 1) A General Plan Amendment from the PQP (Public/Quasi-Public) to RR to (Rural Residential) 10 acre density land use designation and an Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on a 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel).
- A Zone Change from the PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation to the RR (Rural Residential), B6-10 acre density, SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation on the same 20.7+/- acre portion of Parcel A.
- 2) A General Plan Amendment and a Zone Change from the RR (Rural Residential), B6-3 acre density designation to the RR (Rural Residential), B6-10 acre density land use designation on a 26.26+/- acre portion of Parcel B (APN 133-130-011).
- 3) A General Plan Amendment from the RR (Rural Residential) 3 acre density land use designation to the PQP (Public/Quasi-Public) land use

designation, and an Amendment to the South Sonoma One Specific Plan from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (APN 133-130-047).

A Zone Change from the RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) designation to the PF (Public Facilities), SR (Scenic Resources) designation on the same 25.7+/- acre portion of Parcel C (APN 133-130-047).

4) A Lot Line Adjustment of 20.7+/- acres between two parcels, 145.7+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 30+/- acres on Parcel B (APN 133-130-011), resulting in two parcels, 125+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 50.7+/- acres on Parcel B (APN 133-130-011).

5) A Lot Line Adjustment of 3.74+/- acres between two parcels, 50.7+/- acres on Parcel B (APN 133-130-011) and 22+/- acres on Parcel C (APN 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (APN 133-130-011) and 25.7+/- acres on Parcel C (APN 133-130-047).

6) A Minor Subdivision of the resulting 47.1+/- acre Parcel B (APN 133-130-011) into three residential lots and a Designated Remainder. Lot sizes range from 9.4+/- to 13+/- acres.

**Environmental Determination:**

Mitigated Negative Declaration

**General Plan:**

Public/Quasi-Public, and Rural Residential 3 acre density

**Specific/Area Plan:  
Land Use:**

North Sonoma Valley Specific Plan and South Sonoma One Specific Plan Institutional and Rural Residential 3-15 acre minimum

**Ord. Reference:**

Section 26-18-005 and Section 26-52-005

**Zoning:**

PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Flood Plain), VOH (Valley Oak Habitat), and RR (Rural Residential), B6-3 acre density

**Land Conservation Contract:**

Not Applicable

**Application Complete  
for Processing:**

November 27, 2012 (Project processing placed on hold by the applicant in late February 2013 and again on February 5, 2014)

**RECOMMENDATION:**

Staff recommends the Planning Commission recommend to the Board of Supervisors adoption of the Mitigated Negative Declaration and approval of the General Plan Amendment, Specific Plan Amendment, Zone Change, Lot Line Adjustments and Minor Subdivision.



## ANALYSIS

### Background:

In June of 1991, the previous property owner applied for a Minor Subdivision (MNS91-339) of 30.07+/- acres of APN 133-130-011 (Parcel B). The project was denied by the Project Review Advisory Committee (PRAC) because two of the proposed lots exceeded the 3:1 depth to width ratio for creation of new parcels.

The applicant appealed the decision to the Planning Commission on April 2, 1992 citing the reason for two of the lots exceeding the 3:1 ratio was due to the proposed locations of the new septic systems for the lots. The Planning Commission approved the project without modification finding that the site was physically suitable for the proposed density and that the building sites were large with adequate distance provided between each lot.

On May 16, 1996, the property owner applied to PRAC for a 1-year extension of time to record the Subdivision Map. The map was not recorded and the subdivision approval expired on May 16, 1997.

On September 26, 2011 an application was made to PRMD for a seven-lot Major Subdivision including: 1) a General Plan Amendment; 2) an amendment to the North Sonoma Valley Specific Plan and South Sonoma One Specific Plan; 3) a Zone Change; 4) a Lot Line Adjustment; and 5) a Major Subdivision of the resulting 57.6+/- acres (Parcel B) creating seven lots ranging from 4.4+/- to 11+/- acres in size.

On October 12, 2011, the applicant held a meeting to introduce the project to neighbors.

On October 21, 2011 an incomplete letter was sent to the applicant requesting more information on the site plan and the proposal statement and to provide a title report, additional fees and special studies. The applicant responded on December 9, 2011, indicating that the site plan had been revised to include the additional requested information and the proposal statement was revised to include more information and several special studies. The project referral package was sent out on December 22, 2011, to various agencies and departments for review and comment. On January 3, 2012, an "Early Neighborhood Notification" was sent by staff surrounding property owners located within 300 feet of the subject property lines.

On January 24, 2012, staff began to receive letters of concern from neighbors. Their concerns include: increased traffic on Carriger Road and the existing poor road conditions, truck traffic associated with site development, project access, wildlife and tree impacts, construction noise, fire access, impacts to Winkle Creek and General Plan Amendment appropriateness (see Issues #1, #3 and #4 for further discussion).

On January 30, 2012, staff received letters from neighbors indicating that the County project notification list should be expanded to include a greater number of neighbors beyond the normal 300-foot notification area. Staff sent out an expanded "Early Neighborhood Notification" to neighbors on February 6, 2012 (see Exhibit I).

The applicant held another neighborhood meeting in February of 2012 to address concerns raised by the neighbors and to introduce a revised project proposal, reducing the number of proposed residential subdivision lots from seven to three and a Designated Remainder. The applicant submitted the revised application on July 3, 2012 and staff sent out the revised referral package out for review and comment on July 16, 2012.

The project was reviewed by the Sonoma Valley Citizen's Advisory Committee (SVCAC) at two meetings (July 25, 2012 and October 24, 2012). Many neighbors attended both meetings and provided comments to the SVCAC regarding their concerns (see Issue #7 and Exhibit M, SVCAC meeting minutes).

To ensure Parcel B could not be further subdivided in the future, the applicant submitted a third revised application package on October 6, 2012. The revision included a change of requested land use density from Rural Residential 3 acre density to Rural Residential 10 acre density designation. On October 19, 2012, staff sent out a third referral package for review and comment.

At its regularly scheduled meeting on February 7, 2013, the Project Review Advisory Committee (PRAC) recommended approval, with a 6-0-1 vote, to the Planning Commission with no significant modifications to the project (see Exhibit J). In late February, 2013, the applicant requested that the application be put on hold. In late November, 2013, the applicant requested staff to resume processing the application. On February 5, 2014, the applicant requested to put the project on hold again for 60 days. On February 21, 2014, the applicant requested staff to continue processing the application and schedule a public hearing.

**Project Description:**

The revised proposed project includes a request for the following:

1) A General Plan Amendment from the PQP (Public/Quasi-Public) to RR (Rural Residential) 10 acre density land use designation and an Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on a 20.7+/- acre portion of Parcel A (APN 133-111-023 and 133-112-020, one-legal parcel).

A Zone Change from the PF (Public Facilities), SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation to the RR (Rural Residential), B6-10 acre density, SR (Scenic Resources), BR (Biotic Resources), F2 (Secondary Flood Plain), VOH (Valley Oak Habitat) designation on the same 20.7+/- acre portion of Parcel A.

2) A General Plan Amendment and a Zone Change from the RR (Rural Residential), B6-3 acre density designation to the RR (Rural Residential), B6-10 acre density land use designation on a 26.26+/- acre portion of Parcel B (APN 133-130-011).

3) A General Plan Amendment from the RR (Rural Residential) 3 acre density land use designation to the PQP (Public/Quasi-Public) land use designation, and an amendment to the South Sonoma One Specific Plan from the Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (APN 133-130-047).

A Zone Change from the RR (Rural Residential), B6-3 acre density, SR (Scenic Resources) designation to the PF (Public Facilities), SR (Scenic Resources) designation on the same 25.7+/- acre portion of Parcel C (APN 133-130-047).

4) A Lot Line Adjustment of 20.7+/- acres between two parcels, 145.7+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 30+/- acres on Parcel B (APN 133-130-011), resulting in two parcels, 125+/- acres on Parcel A (APN 133-111-023 and 133-112-020, one legal parcel) and 50.7+/- acres on Parcel B (APN 133-130-011).

5) A Lot Line Adjustment of 3.74+/- acres between two parcels, 50.7+/- acres on Parcel B (APN 133-130-011) and 22+/- acres on Parcel C (APN 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (APN 133-130-011) and 25.7+/- acres on Parcel C (APN 133-130-047).

6) A Minor Subdivision of the resulting 47.1+/- acre Parcel B (APN 133-130-011) into three residential lots and a Designated Remainder. Lot sizes range from 9.4+/- to 13+/- acres.

Access to the proposed lots will be gained via Carriger Road (a public road) across an existing bridge over Winkle Creek. The bridge over Winkle Creek will be replaced to accommodate the residential subdivision and meet current Department of Transportation and Public Works and Fire and Emergency Services standards for width and access. Carriger Road will also be widened to 16 feet for approximately

500+/- feet from the northern edge of Oak Creek Drive to the subdivision access road in order to meet current standards.

The project will result in three new vacant lots and a developed Designated Remainder. The new parcel sizes will be: 12.9+/- acres on Lot 1, 9.4 acres on Lot 2, 11.8+/- acres on Lot 3 and a 13+/- acre Designated Remainder. Future development of the new residential lots will consist of three new single family dwellings and associated accessory structures located within the designated Building Envelopes on each lot ranging in size from 0.8+/- acres to 1.62+/- acres. All new structures, except for ground-mounted solar panels, are required to be located within the designated Building Envelopes. Each new lot will be served by a private septic system and Valley of the Moon public water (see Exhibit L). The Designated Remainder is currently developed with a single family dwelling, a guest house, attached garage and a pool and there are no plans for additional development.

### **Site Characteristics:**

The project site currently consists of three separate legal parcels (see Exhibit G "Pre Lot Line Adjustment Configuration"). Parcel A (APN's 133-111-023 and 133-112-020) consists of two parcel numbers and is one 145.7+/- acre legal parcel, zoned Public Facilities. The 86.6+/- acre portion of Parcel A (APN 133-111-023) is located directly west and adjacent to Arnold Drive and is developed with the main Hanna Boys Center campus, buildings and facilities. The western, 20.7+/- acre portion of Parcel A (the "panhandle") is undeveloped, with grassy, rolling terrain and a variety of mature native vegetation and trees. The remaining 59.1+/- acre portion of Parcel A (APN 133-112-020) is located directly across Arnold Drive to the east and is developed with two dwellings and various accessory structures. There are no plans for further development on this portion of Parcel A.

The remaining two parcels consist of Parcel B (APN 133-130-011), a 30+/- acre parcel located adjacent to and directly south of the 20.7+/- acre panhandle portion of Parcel A. This parcel is developed with a single family dwelling, a guest house, attached garage and a pool and is served by a well and septic system. Parcel C (APN 133-130-047) is 22+/- acres and located directly south and adjacent to the Hanna Boys Center main campus area. This parcel was recently developed with new Hanna Boys Center structures, including: a tennis court, the Saint Anne's Group Home, a new baseball field, a new administration/history building, a new auditorium and associated parking lot. The parcel is accessed via an existing paved driveway directly off of Arnold Drive through the main Hanna campus entrance of APN 133-111-023 (a portion of Parcel A). All of the parcels associated with this project are owned by the Hanna Boys Center. The parcels developed with the main campus buildings and facilities are located on APN 133-111-023 (a portion of Parcel A) and Parcel C (APN 133-130-047), are served by Valley of the Moon Water public water, and public sewer is provided with an Outside Sewer Service Area Agreement (OSAA).

### **Surrounding Land Use and Zoning:**

North: DA (Diverse Agriculture), 10 acre density, SD (Scenic Design), SR (Scenic Resources-Scenic Corridor-Arnold Drive), VOH (Valley Oak Habitat), AR (Agriculture and Residential), 9 acre density, RR (Rural Residential), 2 acre density, F2 (Floodplain), SD (Scenic Design), VOH (Valley Oak Habitat)

South: RR (Rural Residential) 3 acre density, SR (Scenic Resources-Scenic Corridor-Arnold Drive)

East: LIA (Land Intensive Agriculture) 20 acre density, Z (Second Unit Exclusion), BR (Biotic Resource), SR (Scenic Resources-Scenic Corridor- Arnold Drive), F2 (Floodplain), VOH (Valley Oak Habitat), RR (Rural Residential) 5 acre density, SR (Scenic Resources- Scenic Corridor-Arnold Drive)

West: RR (Rural Residential) 3 acre density, DA (Diverse Agriculture) 20 acre density, SD (Scenic Design)

## **DISCUSSION OF ISSUES**

### **Issue #1:** General Plan, Specific Plan and Zoning Consistency

The current General Plan land use designations for Parcel A (APNs 133-111-023 and 133-112-020, one legal parcel) is Public/Quasi-Public, and Parcel B (APN 133-130-011) and Parcel C (APN 133-130-047) are Rural Residential 3 acre density.

### **Rural Residential General Plan Land Use Designation**

The purpose of the Rural Residential land use designation is to:

*...provide for very low density residential development on lands that have few if any urban services but have access to County maintained roads. The primary use shall be detached single family homes.*

**Comment:** The western 20.7+/- acre panhandle portion of Parcel A (APN's 133-111-023 and 133-112-020) of the Hanna Boys Center campus is currently undeveloped with no urban services serving it. It is accessed via Carriger Road, a County maintained road. The site currently has a land use designation of Public/Quasi-Public. The request for this portion of the parcel includes a General Plan Amendment to the Rural Residential 10 acre density land use designation.

Parcel B (APN 133-130-011) is currently 30+/- acres and is developed with a single family dwelling, various detached accessory structures, is served by a well and septic system and is accessed directly off of Carriger Road. The site currently has a land use designation of Rural Residential 3 acre density. The request for this parcel includes a General Plan Amendment to the Rural Residential 10 acre density designation.

### **Rural Residential Designation Criteria**

The General Plan indicates that certain criteria must be met in order to assign land use designations to a parcel. In this case, the criteria required to be met to designate property Rural Residential is as follows:

(1) *The area does not have soils suitable for agricultural production,*

**Comment:** In determining whether a project might impact agricultural resources, lead agencies may refer to the Sonoma County Important Farmland Map dated 1996 by the Department of Conservation. For existing Parcel A, the Farmland map identifies 5.6+/- acres of Farmland of Local Importance (land which is identified as hay land and also classified as having the capability for producing locally important crops such as grapes, corn, etc., but may not be planted at the present time), 25.8+/- acres of Grazing Land (land on which the existing vegetation is suited to the grazing of livestock) on the 20.7+/- acre western panhandle portion of the parcel (APN's 133-111-023 and 133-112-020). Two new lots of 9.4+/- acres and 11.8+/- acres (Lots 1 & 2) with one Building Envelope each, are proposed for this area (see Issue # 2 for Minor Subdivision discussion). All new site development, (excluding septic systems, driveways, ground-mounted solar panels and portions of new undergrounded utilities) are required to be located within the designated Building Envelopes. Development outside of the Building Envelopes is prohibited (see Conditions No. 56 g & i). Proposed Lot 2 is 9.4+/- acres with a 0.8+/- acre Building Envelope and Lot 3 is 11.8+/- acres with a 1.3+/- acre Building Envelope. A portion of the Lot 2 Building Envelope and the entire Building Envelope on Lot 3 are located within the land areas designated as Farmland of Local Importance. Due to steep slopes on the site, locating the proposed Building Envelopes outside of the areas designated as Farmland of Local Importance is not possible. For this reason, staff supports locating some of the building envelopes within these areas.

Parcel B (APN 133-130-011) is located directly south and adjacent to the panhandle, has 5.7+/- acres of Farmland of Local Importance, 18.5+/- acres of Grazing Land, and 5+/- acres of "Other Land" (land which does not meet the criteria of any other category on the Sonoma County Important Farmland Map). This parcel will be subdivided into one new lot (Lot 1) and a Designated Remainder. Proposed Lot 1 is 12.9+/- acres with a 1.62+/- acre Building Envelope and is partially located in the land area of Farmland of Local Importance. The Designated Remainder is currently developed with a single family dwelling and various accessory buildings and is designated as "Other Land" on the Important Farmland Map.

There is a total of 11.3+/- acres of Farmland of Local Importance in the project area to be included within proposed lots, however, the total land area proposed for the new residential development within Building Envelopes is approximately 3.72+/- acres. The majority of site development (excluding septic systems, driveways, ground mounted solar panels and undergrounding of new utilities) on each new lot is required to be located within each respective designated Building Envelope. The 3.72+/- acres designated Farmland of Local Importance potentially disturbed with new site development is spread out over the three new lots and is not considered a significant loss of agricultural land.

*(2) The area does not include substantial agricultural uses,*

Comment: The land uses in the surrounding project area are primarily rural residential and do not include substantial agricultural uses. However, there are a few larger parcels located to the west of the subject site, designated as Diverse Agriculture and are developed with vineyards and residences.

*(3) Lands have access to a County maintained road,*

Comment: Each of the proposed lots will have direct access from a shared driveway to Carriger Road, a County maintained road. The Designated Remainder will continue to have direct access to Carriger Road.

*(4) Lands shall have enough groundwater for individual wells,*

Comment: The subject parcels and Designated Remainder are located within the Valley of the Moon Water District and public water will be provided to each new vacant lot as per the "Will Serve" letter provided by the District on June 28, 2012 (see Exhibit L). The Designated Remainder is currently served by a well and will not be hooked up to Valley of the Moon public water.

*(5) Lands shall have sufficient permeability for individual septic systems,*

Comment: Based on the soil type of the proposed lots, the Project Review Health Specialist determined the site is suitable for septic. Conditions of Approval require that prior to recording the Subdivision Map, evidence for subsurface sewage disposal is provided to PRMD for review and approval (see Condition No. 11).

*(6) Any applicable Land Use Policies for the Planning Area.*

Comment: See the discussion below for further applicable Land Use Policies for this area.

### **Rural Residential Permitted Density and Development Criteria**

The permitted residential density and development criteria for the Rural Residential land use designation:

*Densities range from one to twenty acres per dwelling as shown on the Land Use Map. Maximum density may be applied based upon the following: similar density of existing lots in the surrounding area, suitable soils for septic disposal, available water, environmental suitability, access to arterial or collector roads, proximity of commercial services and public services and facilities, and no significant impacts on agriculture and resource production activities. Lot sizes smaller than one and one-half*

*acres shall not be created if the residence is to be served by individual well and septic system. New lots may be as small as one acre if the residence is to be served by a public water system. New development should preserve the existing rural character.*

Comment: Parcels designated Rural Residential in the immediate surrounding areas range in size from 0.31+/- acres to 3.06+/- acres with densities ranging from two to five acres per parcel. The proposed subdivision parcel sizes are larger than those in the surrounding area. However, the proposed designation to Rural Residential 10 acre density meets the General Plan criteria for densities ranging from 1 to 20 acres. The resulting larger parcel sizes will be similar to several parcels zoned DA (Diverse Agriculture) to the west and will limit the permitted land uses on each new lot to be compatible with surrounding parcels. Each new lot will be served by a septic system and connected to public water.

A Biological Report (see Issue # 4 for further discussion) and a preliminary Geologic Report were prepared for the project (see Issue # 5 for further discussion). Conditions of Approval restrict the majority of site development to occur within the designated Building Envelopes, ensuring the protection of wildlife in the area (Condition of Approval No. 56 i, k, & l).

The subdivision driveway is located approximately 1.7+/- miles north of the intersection of Craig Road and Arnold Drive, a designated Minor Arterial Road in the General Plan, and is 3.2+/- miles from the City Limits of Sonoma where commercial and public services and facilities are located.

As indicated above, portions of the proposed Building Envelopes contain areas designated as Farmland of Local Importance. The potential impact would be to approximately 3.72+/- acres of designated Farmland (out of 11.3+/- acres) therefore the impact is less than significant.

To ensure new residential site development is compatible with surrounding development patterns and blends well with the rural character of the area, Conditions of Approval require Administrative Design Review approval prior to issuance of building permits (Condition of Approval No. 56 g, h, l, j & k).

### **Public/Quasi-Public General Plan Land Use Designation**

The purpose of the Public/Quasi-Public (PQP) land use designation is to:

*...provide sites that serve the community or public need and are owned or operated by government agencies, non-profit entities, or public utilities.*

Comment: Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna Boys Center campus and is served by an Outside Sewer Service Area Agreement (OSAA); further expansion of sewer services to the Campus is prohibited as per the OSAA. The current land use designation for this 3.74+/- acre portion of the 25.7+/- acre site is Rural Residential 3 acre density. The request includes a General Plan Amendment to the Public/Quasi-Public (PQP) land use designation for the 3.74+/- acres to reflect the existing school use of the site.

### **Public/Quasi-Public Designation and Permitted Development Criteria**

The General Plan land use designation of Public/Quasi Public is limited to the, "...actual area of the public/quasi-public use." Amendments to add this designation to property must meet the following criteria:

- (1) *Ownership or long term lease by a government agency, other non-profit entity or public utility,*

Comment: Proposed Parcel C (APN 133-130-047) includes the existing Hanna campus that will be designated Public/Quasi Public and will remain under the ownership of the Hanna Boys Center, a not-for-profit entity.

- (2) *Adequate road access,*

Comment: The parcels developed and utilized for the Hanna Boys Center campus will continue to be accessed from a private driveway directly off of Arnold Drive, at the intersection of West Agua Caliente Road, both County maintained public roads.

- (3) *Lands are not suitable for and will not adversely affect resource production activities,*

Comment: The portion of Parcel C (APN 133-130-047) to receive the Public/Quasi Public land use designation, is currently developed with the Hanna campus structures and functions as the southern portion of the campus. The site is not suitable for resource production activities.

- (4) *Any applicable Land Use Policies for the Planning Area.*

Comment: See the discussion below for further applicable Land Use Policies for this area.

**Goal LU-1.1** of the General Plan indicates that it is the intention of the County to accommodate future growth, "...in a manner consistent with environmental constraints, maintenance of the high quality of life enjoyed by existing residences, and the capacities of public facilities and services."

**Objective LU-1.3:** *Designate lands within the various land use categories to make available residential and employment opportunities and to achieve a balance between job opportunities and population growth countywide, subject to any constraints of environmental suitability, protection of agriculture and other resource protection, and availability of public services.*

*Policy LU-1h: Evaluate Land Use Plan amendments subject to:*

- (1) constraints of environmental suitability,*
- (2) protection of agriculture,*
- (3) availability of public services,*
- (4) the County projected population and employment levels,*
- (5) the need for workforce housing, and*
- (6) other plan goals, objectives, and policies.*

Comment: As indicated above, based on analysis of the project and the studies provided, the requested 3-Lot subdivision has been reviewed for environmental constraints, protection of agriculture, and availability of public services and is found to be in compliance with the projected population levels in the General Plan. The three-lot subdivision will contribute to the workforce housing needs for the County. See Issue #6 for further subdivision discussion.

*Policy LU-9d: Deny General Plan Amendments that convert lands outside of designated Urban Service Areas with Class I, II, or III soils (USDA) to an urban or rural residential, commercial, industrial, or public/quasi public category unless all of the following criteria, in addition to the designation criteria for the applicable land use category, are met:*

- (1) The land use proposed for conversion is not in an agricultural production area and will not adversely affect agricultural operations,*

Comment: The land area proposed for the residential subdivision is developed with one single family dwelling and various accessory structures. The southern portion of the Hanna campus is developed with

buildings and infrastructure. No agricultural production areas occur on any of the Hanna properties. As indicated above, the project will not adversely affect agricultural operations.

*(2) The supply of vacant or underutilized potential land for the requested use is insufficient to meet projected demand,*

Comment: The project will provide three additional dwelling units, and possibly three Second Dwelling Units on each new lot to the overall housing supply in Sonoma County, further meeting the County's need for additional housing stock.

*(3) No areas with other soil classes are available for non resource uses in the planning area, and*

Comment: The 20.7+/- acre "panhandle" portion of Parcel A (APN 133-111-023 and 133-112-020) and Parcel B (APN 133-130-011) contains some Class III soils, SkC- (Spreckles loam 2-9 percent) Class III-e. The USDA Soil Capability Class defines this as "...soils that have severe limitations and reduce the choice of plants or require special conservation practices, or both." Subclass "e" means that, "...soils are susceptible to erosion or hazard which affects their use". The only land area available for subdivision that meets the criteria for geologic stability, setbacks and screening to public views, is where the Building Envelopes are located and contain some the Class III soils (see Issues # 4, 5 and 6 for further discussion).

*(4) An overriding public benefit will result from the proposed use.*

Comment: The project will provide several public benefits. Government Code 65358 states that the legislative body may amend an adopted General Plan if it deems it to be in the public interest. Staff routinely asks applicants to demonstrate a public benefit in conjunction with requests to amend the General Plan to comply with the Government Code and in order for staff to make a recommendation of approval.

The western 20.7+/- acre panhandle portion of Parcel A (APN's 133-111-023 and 133-112-020) has steep slopes and is difficult to access from the main Hanna campus. The benefit of a residential subdivision on this portion of the site is that land disturbance will be limited to the designated Building Envelopes and access will be from Carriger Road leaving the majority of the land area undisturbed and in a natural state. In addition, changing the land use and density designation of this portion of the site as well as the adjacent 30+/- acre Parcel B to the south to Rural Residential 10 acre density reduces the future residential subdivision potential and permitted land uses will be compatible with the surrounding Rural Residential zoned parcels.

The current land use designation for Parcel C (APN 133-130-047) is Rural Residential 3 acre density. Amending the land use designation of this parcel to Public/Quasi-Public provides a public benefit in that the southern portion of the Hanna campus will be designated consistent with the existing school use and prevents future residential subdivision of the property as well as provide a net gain of 7+/- acres land areas designated Public/Quasi-Public in the County.

#### **North Sonoma Valley Specific Plan- Parcel A**

The North Sonoma Valley Specific Plan was adopted on January 5, 1981. The General Plan indicates that the North Sonoma Valley Specific Plan "...shall be repealed, that development guidelines contained therein shall be reviewed and updated and considered for adoption as "Local Development Guidelines", provided they are consistent with the General Plan. Until such a time that these guidelines are adopted, any policies contained in these plans shall continue to apply provided they are consistent with the General Plan."

In this case, the North Sonoma Valley Specific Plan has not yet been repealed; therefore, the project is subject to all applicable criteria of the current Specific Plan.



Comment: The Specific Plan designates Parcel A (APN's 133-111-023 and 133-112-020, one legal parcel) as "Institutional." Institutional designated land uses include "...large public or private education, health care or rehabilitation facilities and associated accessory structures..."

The request includes an amendment to the 20.7+/- acre "panhandle" portion of Lot A from the Institutional designation to the "Open Land and Residential 5-10 acre density" land use designation "...where houses are built on land surrounded by undeveloped areas. Development is often limited by physical constraints, such as steep slopes, limitations to onsite sewage disposal, or poor water supplies. Residential density ranges from five to twenty acres per dwelling unit." The requested designation is appropriate because the property is located near the base of the eastern foothills of Sonoma Mountain with slopes ranging from 8 to 60 percent, there is limited vehicle access and water availability to the site, soil conditions are not suitable for agricultural purposes and limiting the highest density on the site to 10 acres per dwelling provides compatibility with surrounding Rural Residential parcels.

### **South Sonoma One Specific Plan – Parcel C**

The South Sonoma Specific Plan was adopted by the Board of Supervisors on December 9, 1975, and is also identified in the General Plan as one of the plans to be repealed in the future but is currently applicable to this project.

Comment: Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus and is designated as Rural Residential 3-15 acre minimum in the Specific Plan. The request includes an amendment from the Rural Residential 3-15 acre land use designation to the Public Use "S" (school) land use designation. The request is appropriate to because it reflects the existing school use on the site.

### **Zoning Consistency**

The current Zoning designations of the subject parcels are Public Facilities for Parcel A, and Rural Residential 3 acre density for Parcel B and Parcel C (APN 133-130-047).

### **Rural Residential Zoning Designation**

The purpose of the Rural Residential Zoning designation is to, "...to preserve the rural character and amenities of those lands best utilized for low density residential development..."

Comment: The current zoning designation on the western 20.7+/- acre panhandle portion of Parcel A is Public Facilities. This portion of the site is undeveloped with no urban services and is accessed by Carriger Road. Two parcels, (Lots 2 and 3), are proposed to be located in this area. Parcel B is currently zoned Rural Residential 3 acre density and is developed with a single family dwelling, various associated accessory structures, is served by a well and septic system and is also accessed directly off of Carriger Road. One parcel, (Lot 1) and a Designated Remainder are proposed for this area. The request is to combine 20.7+/- acres of Lot A, with 26.26+/- acres of Lot B, (for a total of 47+/- acres) to Rural Residential 10 acre density. The parcel will then be subdivided into three lots and a Designated Remainder. The 10 acre density designation will prevent further subdivision of the land (see Issue # 2 for further subdivision discussion). The request is consistent with the Rural Residential 10 acre zoning designation because the site contains steep slopes, unstable soil classes, low water availability and has limited vehicle access warranting less site development.

### **Public Facilities Zoning Designation**

The purpose of the Public Facilities (PF) zoning designation is "...to provide sites which serve the community or public need and to protect these sites from encroachment of incompatible uses. The PF district shall be applied as a base zoning district to identify existing public facilities..."

Comment: Parcel C is developed with the newest Hanna campus structures and functions as the southern portion of the main campus. It is accessed via a paved driveway directly off of Arnold Drive, and is served by public sewer and water. The parcel is currently zoned Rural Residential 3 acre density. No new development is proposed for this parcel. The request is to rezone this parcel to the Public Facilities land use designation to reflect the school use of the site.

The request is consistent with the Public Facilities zoning designation because the parcel functions as the southern portion of the Hanna campus, the designation protects the school use of the site and the rezoning will prevent future residential subdivision of the land.

#### **Existing Subdivision Potential of the Parcels**

Currently, Parcel B (APN 133-130-011) is 30+/- acres and is zoned Rural Residential 3 acre density, meaning that it has a current subdivision potential of 10, three acre lots. Rezoning this adjusted 47.1+/- acres parcel to the Rural Residential 10 acre density designation allows for creation of three residential parcels plus the Designated Remainder. The 10-acre density designation will not allow further subdivision of any of the resulting parcels.

The resulting Parcel C (APN 133-130-047) is 25.7+/- acres and is also currently zoned Rural Residential 3 acre density. There are approximately 10+/- acres of undeveloped land outside of the existing campus footprint and riparian areas; the 10+/- acres could potentially result in the creation of three new residential lots with the current rural Residential 3-acre density land use and Zoning designation. Rezoning this parcel to Public Facilities prevents future residential subdivision of the parcel.

**Issue #2:** Lot Line Adjustments, Subdivision Map Act and Minor Subdivision

#### **Lot Line Adjustments and Minor Subdivision**

The request includes two Lot Line Adjustments: Parcel B (APN 133-130-011) is currently 30+/- acres and 3.74+/- acres of Parcel B will be Lot Line Adjusted and added to Parcel C (APN 133-130-047) resulting in a parcel size of 25.7+/- acres for Parcel C. The resulting 26.6+/- acre Parcel B will be then be combined with the 20.7+/- acre panhandle portion of Parcel A for subdivision purposes (see Exhibit G). The request is consistent with the Lot Line Adjustment code requirements in that the newly adjusted parcels and subdivided parcels will not allow for an increase in density in area.

The resulting combination of the post Lot Line Adjusted parcels including the 26.26+/- acre portion of Parcel B with the 20.7+/- acre western panhandle portion of Parcel A will be 47+/- acres. This parcel will then be subdivided into three lots ranging in size from 9.4+/- acres to 12.9+/- acres with a 13+/- acre Designated Remainder and designated Building Envelopes located within each new lot (see Exhibit H-Tentative Map).

Comment: The requested Minor Subdivision is consistent with the requirements of the Subdivision Map Act criteria as follows: 1) the subdivision provides for three new residential lots that will comply with all required Department of Transportation and Public Works, Fire and Emergency Services, and County Surveyor requirements for development; 2) a 20-foot wide fire-safe turnout, located approximately 350 feet north of Oak Creek Drive, will be installed near the subdivision entry; 3) subdivision traffic will utilize Carriger Road for ingress and egress versus direct access at the intersection of Arnold Drive and West Agua Caliente Road, a heavily trafficked intersection; 4) new site development will be subject to Administrative Design Review approval prior to issuance of Building, Grading and Septic permits; 5) the Designated Remainder will remain under the ownership of the Hanna Boys Center; and 6) the Minor Subdivision is required to be recorded prior to the sale of any of the proposed new lots.

*reconstruction, overlay, drainage, etc, all as necessary to create the required widths and structural section(s)”.*

and,

*“56 b All future site development done on any new lot requires the applicant and/or property owner of that lot to repair any damage and/or wear and tear that has occurred on Carriger Road resulting from the property owner's site specific development. The applicant and/or owner shall obtain all necessary Road Encroachment permits for the work to be done and the repairs shall be completed prior to final occupancy being granted for the new structure(s) and/or other site development subject to review and approval of the Department of Public Works and Transportation”.*

### **Alternate Driveway Access**

The neighbors indicate they would prefer the subdivision to be accessed off of Arnold Drive versus Carriger Road. There are four private roads and one Valley of the Moon Water District road easement in the project area including (see Exhibit O, Carriger Area Private Road Map):

1. El Rancho Feliz Road is a paved, private road accessed directly off of Arnold Drive, serving three parcels, two of which are developed with rural residences and accessory structures. The road is located at the northern border of the developed Hanna campus and is approximately 1,500+/- feet long and 10-feet wide. In order to utilize this private road for access to the Hanna residential subdivision, access easements would have to be obtained from the property owners and the road would have to be extended an additional 2,000+/- feet of 18-foot wide, paved road would have to be built. In addition, mature native oaks and other trees would have to be removed in order to widen the road.
2. Valley of the Moon Access Easement Road is located directly through the Hanna campus, directly off of Arnold Drive, and goes west up to a 22,500 square foot parcel owned by the Valley of the Moon Water District, which is located next to the proposed residential subdivision (see Exhibit H- Subdivision Map, Sheet 2). The parcel is currently developed with a 2 million gallon steel water tank for the water district. The easement road is approximately 1,700+/- feet long with a 227+/- foot long paved portion (providing access to the westernmost Hanna campus building) and 1,600+/- feet of unpaved road extending west to the water tank. In order for the proposed residential subdivision to utilize the road for access, the road would have to be widened and paved to a minimum of 18 feet and extended another 1,130+/- feet to provide access to the new subdivision lots. Hanna staff indicates that improving and utilizing this road to access the proposed subdivision raises safety and security concerns for the campus and students and because of that, a subdivision road through the main campus is not desired.
3. Repetto Ranch Road is a paved, private road accessed directly off of Arnold Drive serving three parcels developed with rural residences and accessory structures. The road is located approximately 2,100+/- feet southeast of the three new residential lots, is approximately 10 feet wide and 1,180+/- feet long. In order to utilize this road for the subdivision, new access easements would have to be obtained from the property owners currently using the road for access to their homes. In addition, the road would have to be extended and paved an additional 3,900+/- feet long and 18-foot wide to connect to the new subdivision lots.
4. Stevens Gate Road is a paved, private road that parallels a portion of Repetto Ranch Road to the south and is accessed directly off of Arnold Drive. The road serves four parcels developed with rural residences and accessory structures. The road is located approximately 2,110+/- feet southeast of the proposed subdivision, is approximately 10 feet wide and 2,300+/- feet long. In order to utilize this road for the proposed subdivision, access easements would have to be

obtained from the property owners and an additional 4,000+/- feet of 18-foot wide, paved road would have to be built.

5. Oak Creek Drive is a paved, approximately 2,500+/- foot long, private road accessed directly off of Carriger Road, south of the project site and serving 10 parcels developed with rural residences. The road is 10 feet wide and approximately 2,100 feet long. There appears to be no potential internal access from this road to the proposed subdivision.

Comment: The proposed subdivision access road and replacement bridge location are directly off of Carriger Road. The subdivision road will be paved and widened and the replacement bridge will also be widened, meeting Department of Transportation and Public Works, Fire and Emergency Services, and County Surveyor's current standards per recommended Conditions of Approval No. 4 through 9, and 36 through 55. As proposed, the driveway will be approximately 2,000+/- feet in length. Building the subdivision road in this location will result in less overall disturbance to the property because the driveway will be shorter than any alternate driveway access helping to avoid significant grading on other portions of the subdivision site. Subdivision traffic will not have direct access to Arnold Drive but will instead be routed to the intersection of Craig and Arnold Drive, approximately 6,100+/- feet south of the intersection of Arnold Drive and West Agua Caliente Road, a heavily trafficked intersection. A new traffic round-about was recently installed at this intersection for traffic calming purposes. Routing subdivision traffic directly to Carriger Road, and not directly onto Arnold Drive, will help to prevent an increase in traffic congestion at the round-about intersection. Adding the traffic from the three-lot subdivision to Carriger Road will have a minor impact to the intersection at Craig Avenue and Arnold Drive and the surrounding neighborhood areas with the required improvements and mitigation measures. At the time of Building Permit issuance for development of the lots, a Traffic Mitigation Fee is collected for each new dwelling for the purposes of funding County-wide road improvements.

**Issue #4:** Biological Impacts

**New Subdivision Lots**

Subdivision improvements associated with the project include installation of a new, 20-foot wide private road, septic systems and dwellings on each new lot. To address impacts associated with sensitive biological communities that may be within the project area at the time of site development, WRA Environmental Consultants prepared a report dated June 28, 2012. The report concluded that at the time of site development, a biologist is required to evaluate development plans and provide specific direction to avoid impacts to sensitive species that may be located within the project area as discussed below (see Conditions of Approval No. 56 k, m, n, o, p, q, r, and No. 59).

**Winkle Creek and Tree Removal**

Winkle Creek crosses the southeastern corner of the project site (Parcel B). The site is accessed over an existing old, 10-foot wide wooden bridge that crosses the creek. The bridge has sunk below the road surface and must be replaced to allow for construction of the new subdivision road and provide access to the three lots and the Designated Remainder. Carriger Road will be improved to include a new Fire-Safe turnout and bridge over Winkle Creek replaced, to meet current Department of Transportation and Public Works and Fire and Emergency Services standards. Replacement of the bridge (including the wooden deck and abutments) will require some tree removal within the riparian area. Protected trees that are greater than 9 inches at chest height are required to be replaced as per the Sonoma County Tree Protection Ordinance. Permits and/or clearances from State and Federal agencies will also be necessary for work proposed within the riparian and creek areas. A side benefit of replacing the bridge is that the new bridge should be higher above the creek bed providing improved wildlife corridor movement for the area.

The report also indicates that work in the creek area could have an impact on the California red-legged frog and recommends pre-construction surveys, installation of exclusionary fencing, training work crews

about protection and avoidance measures for the California red-legged frog. In addition, a biologist should be on the project site, during all bridge replacement activities and any other work in the creek and riparian areas (see Condition No. 56 n).

### **Carriger Road Improvements**

Carriger Road will require improvements to meet current Department of Transportation and Public Works and Fire and Emergency Services standards. As indicated above, tree removal is required to comply with the Sonoma County Tree Protection Ordinance including replacement of protected trees greater than 9 inches in diameter, at chest height (4 ½ feet above the ground). Conditions of Approval require protected trees to be replaced as per the Tree Protection Ordinance (see Condition Approval No.56 l).

Comment: The Biological Study fully analyzes all potential biological impacts of the project. Recommended Conditions of Approval for the project require that: 1) all biologically sensitive areas identified in the Biological Study shall be shown on the Subdivision Map prior to recordation (see Condition of Approval No. 59); 2) prior to issuance of plans for site development of any parcel, a qualified biologist shall meet with the owner of the property or the general contractor, overseeing construction activities, to discuss the potential presence of sensitive biological resources and determine the appropriate location(s) for layout of the temporary wildlife exclusionary fencing (see Conditions Approval No. 56 m, n, o, p, q and r ); 3) a biologist shall be present during all development activities associated with improvements to Carriger Road and Winkle Creek including the adjacent riparian areas (see Condition No. 56 n); 4) site development shall avoid the critical bird breeding period of March 15<sup>th</sup> through August 15<sup>th</sup> or preconstruction surveys by qualified biologist are required (see Conditions Approval No. 56 m, n & o); 5) Best Management Practices, including silt and erosion control measures, are required to be incorporated into site development (see Conditions No. 56 r and s,); 6) construction is limited to daylight hours to avoid interference with bats and is limited to certain times of the year in which trees can be removed (see Conditions of Approval No. 56 p and q); and 7) trees are subject to the Sonoma County Tree Protection Ordinance (see Conditions of Approval No. 56 k and l).

### **Issue #5: Water Availability**

The Groundwater Availability maps prepared by the State of California State Department of Water Resources, indicate the majority of the site is located in a Zone 1 water availability area (major groundwater basin), and the upper northwestern corner of the site is located in a Zone 3 water availability area (low to highly variable water yield).

Generally, when a project site is located in an area with high ground water, a water availability analysis is not required. However, based on water availability concerns voiced by nearby neighbors, a Hydrology Report by Michael Malone was prepared on June 29, 2012. The report indicates that a local well driller describes the area as the 'clay zone' with new wells in the area being drilled below 800 feet in order to get a sufficient amount of water. Based on this information, and to ensure new residential development does not reduce ground water levels in the area, Conditions of Approval require each new dwelling to be connected to Valley of the Moon Water (see Condition of Approval No. 22). The Valley of the Moon Water District provided a "Will-Serve" letter dated June 28, 2012 (see Exhibit L).

### **Issue #6: Design Review**

The proposed new residential lots are located approximately 2,750+/- feet directly west of Arnold Drive and are not located in a designated "Scenic Resources" area. Building Envelopes ranging in size from 0.8+/- acres to 1.62+/- acres in size have been designated for each new parcel and all new structures (other than ground mounted solar panels) are required to be located within the envelopes. The Building Envelope locations were evaluated at a site review by staff and determined to be substantially screened to public views by existing topography and mature vegetation.

Recommended Conditions of Approval require that: 1) all new construction is subject to Administrative Design Review (ADR) approval including an exterior lighting plan (see Conditions of Approval No. 56 g and h); 2) all new structures are required to be located within the designated Building Envelopes except for ground-mounted solar panels, septic systems, driveways and undergrounding of utilities (see Condition of Approval No. 56 i); 3) tree removal within the designated Building Envelopes is permitted only to site residences, accessory structures, driveways and septic systems (see Condition No. 56 k); 4) undergrounding of utilities from main lines into building sites is required unless otherwise approved by PRMD (see Condition No. 56 d); and 4) all new structures on Lot 3 shall not exceed a height elevation of 380 feet above sea level (see Condition No. 56 j).

Administrative Design Review approval will ensure that all new site development complies with the Conditions of Approval to ensure new site development will blend well with the natural environment in the area.

**Issue #7:** Sonoma Valley Citizen's Advisory Committee (SVCAC)

A project Referral packet was circulated to inform and solicit comments from relevant local, state and federal agencies as well as special interest groups, including the Sonoma Valley Citizen's Advisory Committee (SVCAC) which is a recommending body to the Planning Commission and Board of Supervisors. The SVCAC held two public meetings to review the project; the first meeting was held on July 25, 2012, and the second meeting was held on October 24, 2012. The purpose of the meetings was to hear concerns and comments from neighbors and to make a recommendation to the County for the project. Neighbors to the project reiterated concerns, as discussed above, to the SVCAC. The majority of the SVCAC voted (5-3) to recommend approval of the project finding that: 1) the project consists only of the creation of three new lots and a Designated Remainder; 2) there is a public benefit in that allowing for a General Plan Amendment for the southern half of the Hanna campus, (Parcel C) to the Public/Quasi-Public land use designation which reflects the current use of the land and prevents a future three-lot residential subdivision of the land; 3) 7+/- acres will be added to Public/Quasi-Public designated parcels in the County; 4) the western 20.7+/- acre panhandle portion Parcel A of the Hanna property will not be developed with additional school facilities resulting in a less intense overall development of the campus; and 5) changing the density from Rural Residential 3 acres per single family dwelling to 10 acres per single family dwelling on Parcel B (APN 133-130-011) reduces the overall development potential of the property from 10 residential lots to three residential lot and a Designated Remainder, preventing future subdivision of the property (see Exhibit H).

**Issue #8:** Neighborhood Compatibility

As previously indicated, staff has received letters of concern from the neighbors (see Exhibit K). Their concerns include:

**Traffic:** The project: 1) will increase traffic on Carriger Road (a narrow, curving country road); 2) existing traffic exceeds the permitted speed(s) posted on Carriger Road; 3) the current width of Carriger Road is narrow and cannot handle additional traffic; 4) additional traffic will create safety hazards for pedestrians; 5) there are no shoulders or sidewalks on Carriger Road; 6) heavy truck traffic associated with site development of the new parcels would further degrade the road; 7) the new parcels should be accessed through the existing main Hanna campus (off of Arnold Drive); and 8) cars, cyclists, runners, pedestrians and horses share the road.

**Comment:** As discussed above in Issue #3, traffic generated by the subdivision will result in three additional traffic trips at the intersection of Craig Avenue and Carriger Road during the peak traffic hours. This volume of additional traffic is considered minor including the conditions that require improvements to Carriger Road. Condition of Approval No. 56 b requires the property owners of each lot to repair any damage on Carriger Road caused by construction traffic prior to occupancy being granted for new structures and/or other site development. Condition No. 36 requires a turnout to be installed on the road, providing safer road conditions.

Water Availability: Surrounding neighbors have indicated that their wells have gone dry requiring deeper wells to be drilled and that the creation of new residential parcels in the area will exacerbate the situation.

Comment: As discussed above in Issue #5, recommended Condition of Approval No. 22 requires each new parcel to connect to Valley of the Moon Water District prior to occupancy being granted for new dwellings. The Designated Remainder will remain on its existing well that has been located on the site since 1950.

Over Crowding: The requested subdivision will result in additional dwellings that will exacerbate the already crowded residential development conditions in the area.

Comment: As discussed above in Issue #1, creation of three new residential lots and rezoning the new lots to a 10 acre density will prevent further subdivision of the land. The residential density in the surrounding neighborhood is comprised of two acre to 100+/- acre lots and developed with a relatively low rural residential and agricultural zoned neighborhood that has low traffic counts and a rural character.

Wildlife Impacts: Wildlife in the area will be negatively impacted from development of the subdivision.

Comment: See Issue # 4. A Biological Study was prepared for the project and no significant biological impacts have been identified. Conditions of Approval No. 56 k, l, m, n, o, q and r require that prior to issuance of site development permits, a qualified biologist will work with each property owner to install wildlife barriers, and other necessary precautions, ensuring that wildlife and sensitive habitat(s) are protected during the construction process.

Construction Noise: Disruptive construction noise.

Comment: The project includes construction activities that may generate ground borne vibration and noise. These levels would not be significant because they would be short-term and temporary, and would be limited to daytime hours. There are no other activities or uses associated with the project that would expose persons to or generate excessive ground borne vibration or ground borne noise levels. Conditions of Approval restrict the days and hours of residential site development including improvements to Carriger Road, the Winkle Creek bridge and any associated work in Winkle Creek unless otherwise authorized by the Director of PRMD due to unforeseen or, emergency circumstances (see Condition of Approval No. 56 a).

Fire Access: There may be inadequate access to the residential parcels for Fire and Emergency Services.

Comment: Conditions of Approval have addressed this concern by requiring the subdivision access road and site development to conform to current Fire Safe Standards. See Conditions of Approval No. 4, through 9, 36 through 44, and 48 through 55.

Winkle Creek: Site development will have negative impacts to Winkle Creek.

Comment: Winkle Creek crosses Parcel B at the lower southwestern portion of the lot and the existing bridge does not meet current Fire safe or subdivision standards. The bridge will be replaced to meet current standards to provide a subdivision road serving the project. The bridge replacement has been analyzed by the biological consultant and no significant impacts have been identified. However, mitigation measures required that prior to issuance of development permits for the parcels, a qualified biologist will be consulted to provide direction for the bridge replacement. In addition, the applicant is required to submit development plans to the California Department of Fish and Wildlife, the Army Corps of Engineers and to the U.S. Fish and Wildlife Service. The applicant shall provide written proof to staff that all required clearances and/or permits have been obtained from all State and Federal agencies (see Condition of Approval No. 56 n).

General Plan Appropriateness: Allowing for a General Plan Amendment and Zone Change to the western 20.7+/- acre portion of Parcel A from the Public/Quasi-Public designation to the Rural Residential land use designation is contrary to the intent of the General Plan; the General Plan is a document that should not be modified after it has been approved by the Board of Supervisors.

Comment: General Plan land use designations may be amended four times per year to accommodate requested changes that meet the spirit and intent of the adopted General Plan. As discussed above, in order for the Board to consider approval of an amendment to the General Plan, there must be a benefit to the public. In this case, the overall subdivision potential of the existing Rural Residential zoned parcels will be significantly reduced from a potential of 13 new residential lots to three residential lots plus the Designated Remainder. Additionally, the project includes a net gain of 7+/- acres to Public/Quasi-Public designated parcels in the County.

### **STAFF RECOMMENDATION**

Staff recommends the Planning Commission recommend that the Board of Supervisors adopt the Mitigated Negative Declaration and approve the General Plan Amendment, Specific Plan Amendment, Zone Change, Lot Line Adjustments, and Minor Subdivision.

### **FINDINGS FOR RECOMMENDED ACTION**

#### **General Plan and Specific Plan Amendments and Zone Changes**

1. The project is consistent with the General Plan land use designation of Rural Residential 10 acre density and General Plan Policies including, but not limited to Policy 2.2, "Permitted Residential Density and Development Criteria" in that: 1) the requested 10 acre density is similar to densities in the surrounding area; 2) Conditions of Approval require evidence of suitable soils for a septic system prior to issuance of permits; 3) each new parcel is required to connect to Valley of the Moon Water District public water system; 4) new structures are required to be located within the designated Building Envelopes; 5) a biologist is required to be consulted prior to issuance of permits for site development; 6) all residential lots will have direct access to Carriger Road, a County maintained road; 7) access to commercial facilities and public services are located within approximately 3.2+/- miles east of the new residential lots; 8) land area designated as Farmland of Local Importance will be minimally impacted by new site development; and 9) future site development for each new residential lot requires application and approval of Administrative Design Review prior to issuance of permits.
2. The portion of the project receiving the Public/Quasi-Public General Plan land use designation is appropriate and consistent with land use Designation Criteria in that: 1) Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus and will remain under the ownership of the Hanna Boys Center, a not-for-profit entity; 2) the parcels utilized for the Hanna Boys Center campus will continue to be accessed from a private driveway directly off of Arnold Drive, a County maintained public road; and 3) Parcel C is developed with campus structures and facilities, therefore the site is not suitable for resource production activities.
3. The project is consistent with General Plan Policy LU-9d which discourages projects located outside of the designated Urban Service Areas with Class I, II or III soils as designated by the USDA to be converted to the Rural Residential or the Public/Quasi-Public land use designations unless certain criteria are met. The project meets the criteria in that: 1) Parcel A (APN's 133-111-023 and 133-130-011, one legal parcel) and Parcel B (APN 133-130-011) are not suitable for agricultural production due to steep slope and poor soil conditions, limiting agricultural uses in the area; the proposal will not adversely affect agricultural operations. Parcel C (APN 133-130-047) is developed with the southern portion of the Hanna campus, therefore no agricultural operations will occur in this area; 2) the project will provide three additional dwelling units to the overall housing supply in Sonoma County, further



meeting the County's need for additional housing stock; 3) designated residential Building Envelopes are geologically stable, meet required setbacks and will be substantially screened to public views; 4) the project will provide a public benefit in that future residential subdivision potential of the land will be reduced; and 6) the land areas utilized for the Hanna campus, Parcel C (APN 133-130-047), are developed with the southern portion of the Hanna campus and will not be used for any other purposes.

4. The public benefits of the project are: 1) the Rural Residential 10 acre density land use designation will limit the type of permitted uses on each new lot so that site development is compatible with the adjoining Rural Residential zoned parcels; 2) rezoning the new lots to the Rural Residential 10 acre density reduces future residential subdivision potential of the parcels from a potential of 13 new lots to 3 residential lots plus a Designated Remainder; 3) the majority of land disturbance will be limited to the designated Building Envelopes, and access to the new residential lots will be from Carriger Road, leaving the majority of the land area on each new lot undisturbed; and 4) there will be a net gain of 7+/- acres to the Public/Quasi-Public land use designation within the County.
5. The North Sonoma Valley Specific plan land use designation of "Open Land and Residential 5-10 density" is appropriate for the 20.7+/- acre "panhandle" portion of Parcel A (APN's 133-130011 and 133-112-020, one legal lot) because the property is located near the base of the eastern foothills of Sonoma Mountain and contains slopes ranging from 8 to 60 percent. Surrounding off-site parcels include smaller Rural Residential zoned parcels and larger Diverse Agricultural zoned parcels to the west. Limiting density on the property to one unit per 10 acres is appropriate due to limited vehicle access, water availability, and soil conditions that are not suitable for agricultural purposes.
6. The South Sonoma One Specific Plan land use designation of Public Use "S" for Parcel C (APN 133-130-047) is appropriate because the parcel is developed with the southern portion of the Hanna campus and the designation reflects the use of the site.
7. The Rural Residential 10 acre density zoning designation is appropriate for the western 20.7+/- acre "panhandle" portion of Parcel A (APN 133-111-023 and 133-130-011, one legal parcel) and Parcel B (APN 133-130-011) because the parcels contain steep slopes, unstable soil classes, low water availability and limited vehicle access warranting less site development.
8. The Public Facilities zoning designation for Parcel C (APN 133-130-047) is appropriate because the parcel is currently zoned Rural Residential 3 acre density and is developed with the southern portion of the Hanna campus. Rezoning to Public Facilities protects the school use of the site and will prevent future subdivision potential of the site.

### **Subdivision**

9. The subdivision request is consistent with the applicable General Plan and land use designation, the North Sonoma Valley Specific Plan, the South Sonoma One Specific Plan and Zoning Districts in that: 1) the subdivision provides for three new residential lots that will comply with all required Department of Transportation and Public Works, Fire and Emergency Services, and County Surveyor requirements for development; 2) a 20-foot wide fire-safe turnout, located approximately 350 north of Oak Creek Drive, will be installed near the subdivision entry; 3) subdivision traffic will utilize Carriger Road for ingress and egress versus direct access at the intersection of Arnold Drive and West Agua Caliente Road, a heavily trafficked intersection; 4) new site development will be subject to Administrative Design Review approval prior to issuance of permits; 5) the Designated Remainder will remain under the ownership of the Hanna Boys Center; 6) the Minor Subdivision is required to be recorded prior to the sale of any of the proposed new lots; and 7) the proposed parcel sizes are compatible with surrounding rural residential designated properties.
10. The Minor Subdivision complies with Chapter 25 of the Sonoma County Code (Subdivision Ordinance).

11. The Minor Subdivision complies with the State Subdivision Map Act. Specifically, the Tentative Map complies with Section 66474 of the Subdivision Map Act in that the project is consistent with applicable General and Area Plans, the site is physically suitable for the proposed density and development, the subdivision will not cause substantial environmental damage or injure fish or wildlife or their habitat, the subdivision is not likely to cause serious public health problems, and the design of the subdivision will not conflict with public easements.
12. Based upon the information contained in the Initial Study included in the project file, it has been determined that there will be no significant environmental effect resulting from this project, because Mitigation Measures have been incorporated into the project as Conditions of Approval. The Mitigated Negative Declaration has been completed in compliance with CEQA State and County guidelines, and the information contained therein has been reviewed and considered.

#### **LIST OF ATTACHMENTS**

- EXHIBIT A: Draft Conditions of Approval
- EXHIBIT B: Draft Ordinance and Sectional District Map
- EXHIBIT C: Project Proposal Statement
- EXHIBIT D: Vicinity Map
- EXHIBIT E: General Plan Land Use Map
- EXHIBIT F: Zoning Map
- EXHIBIT G: Pre-Lot Line Adjustment & Post Lot Line Adjustment Parcel Configurations
- EXHIBIT H: Tentative Minor Subdivision Map
- EXHIBIT I: Expanded Early Neighborhood Notification Letter dated February 6, 2012
- EXHIBIT J: Project Review Advisory Committee (PRAC) Record of Action dated February 2, 2013
- EXHIBIT K: Neighbor's Letters of Concern
- EXHIBIT L: Valley of the Moon Water District Will-Serve Letter
- EXHIBIT M: Sonoma Valley Citizen's Advisory Committee (SVCAC) Minutes dated July 25, 2012, and October 24, 2012
- EXHIBIT N: Carriger Road Fire Safe Turnout Plan & Corresponding Tree Report dated August 27, 2014
- EXHIBIT O: Carriger Area Private Road Map
- EXHIBIT P: Draft Resolution and General Plan Amendment Map

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**Separate Attachment for Commissioners:** Mitigated Negative Declaration and full size maps

RECEIVED

DEC 07 2009

PERMIT AND RESOURCE  
MANAGEMENT DEPARTMENT

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# Hanna Boys Center Land Subdivision Biological Resources Assessment

Sonoma, Sonoma County California

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**Prepared For:**

Hanna Boys Center  
17000 Arnold Drive  
Sonoma, CA 95476  
Contact: Scott Singer



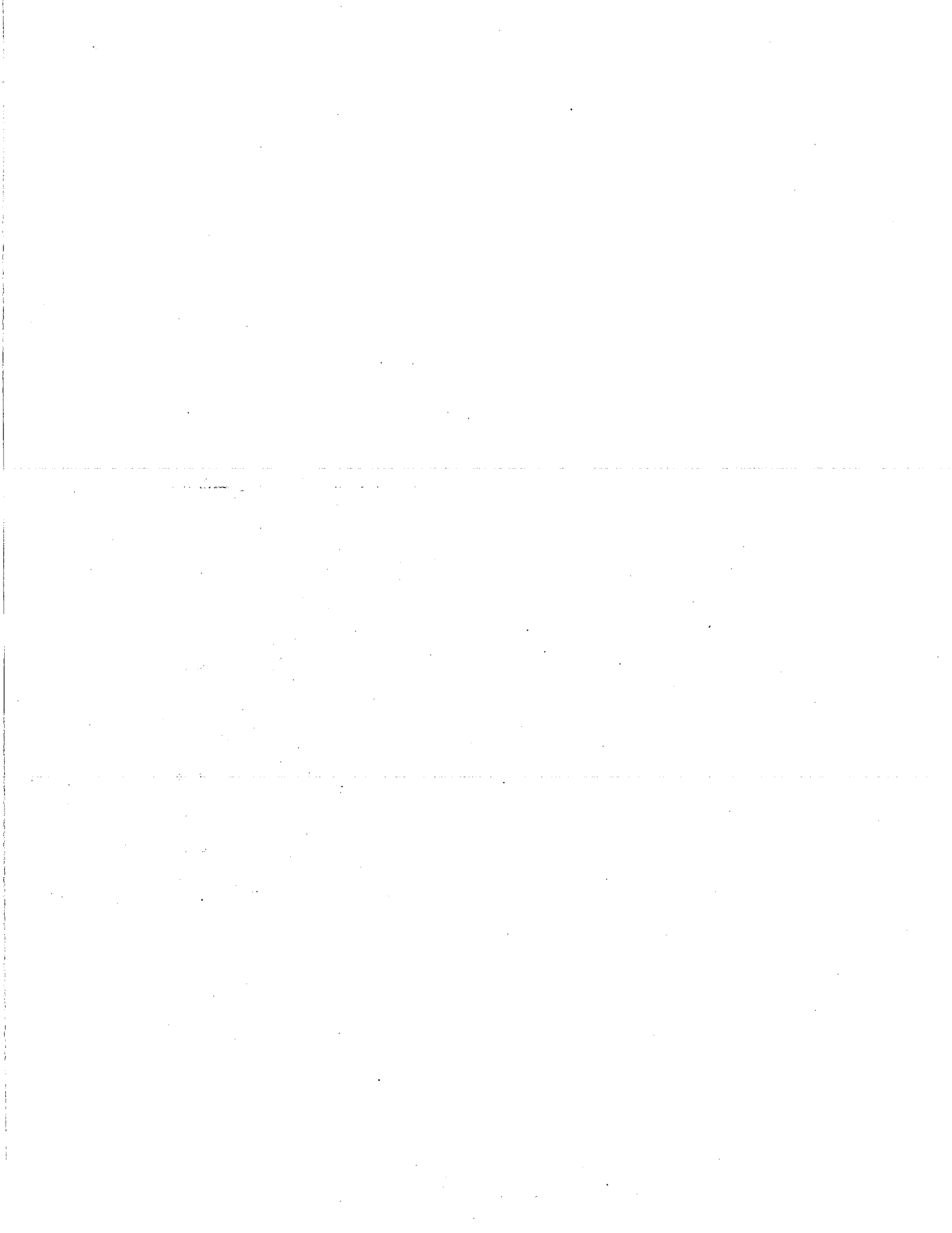
**Contact:**

Doug Spicher  
spicher@wra-ca.com

**Date:**

June 29, 2011





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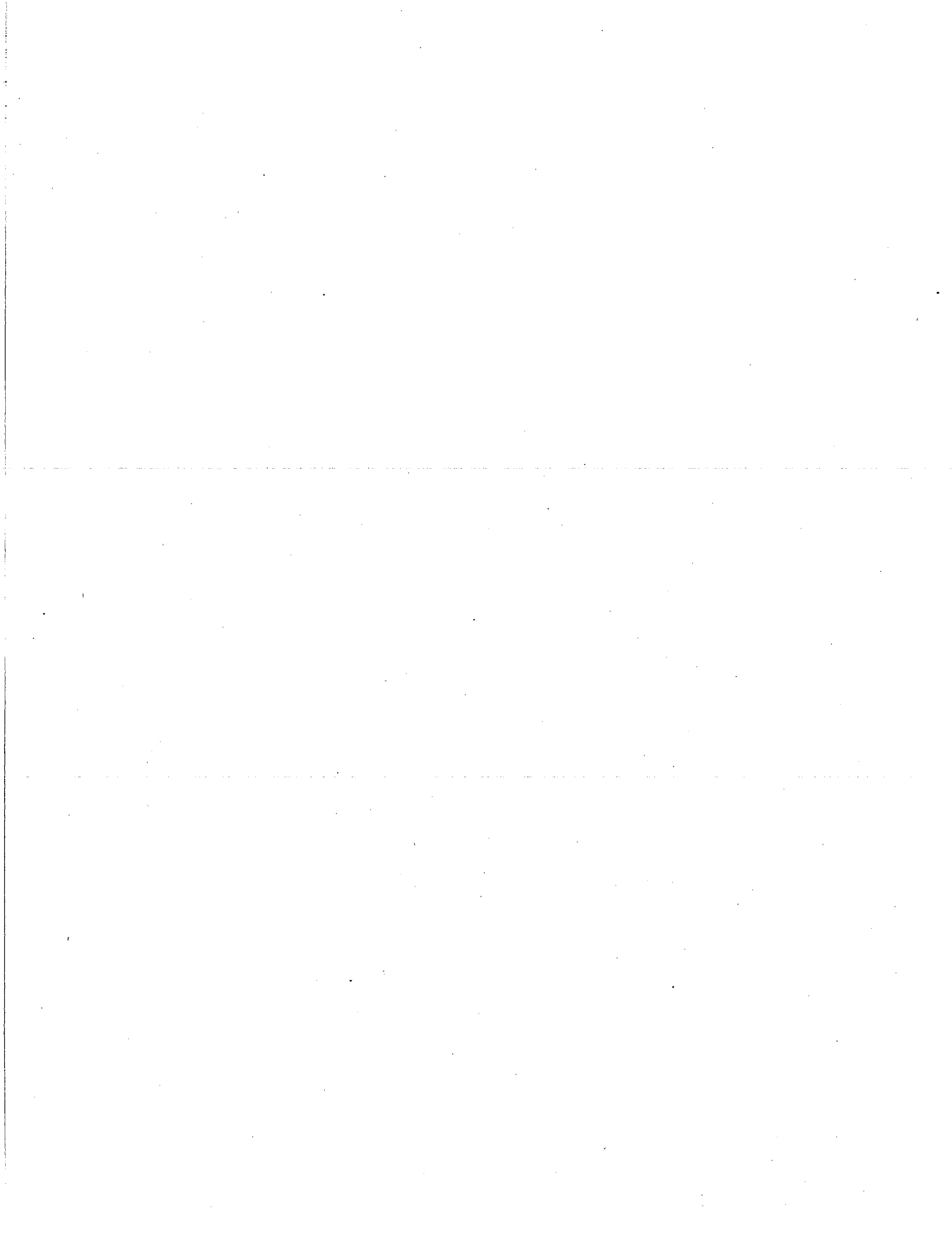
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**LIST OF APPENDICES**

- Appendix A – List of Observed Plant and Wildlife Species
- Appendix B – Potential for Special-status Plant and Wildlife Species to Occur in the Study Area
- Appendix C – Representative Study Area Photographs



## EXECUTIVE SUMMARY

The purpose of the assessment was to evaluate biological conditions for a proposed subdivision of an approximately 50-acre property owned by the Hanna Boys Center in Sonoma County, California. On June 15, 2011, WRA, Inc. (WRA) conducted a biological resources assessment within the Study Area. WRA observed eight biological communities, no special-status plant species, and one special-status wildlife species. Four sensitive upland plant community types and three sensitive aquatic community types were present. Eleven special-status plant species and seven additional special-status wildlife species have a moderate or high potential to occur within the Study Area. Project planning and review by local government may proceed based on the results of this assessment, however a routine level jurisdictional wetlands and waters delineation, rare plant surveys, and pre-construction bird and bat surveys are recommended to be conducted at appropriate milestones prior to final project approval.

### 1.0 INTRODUCTION

On June 15, 2011, WRA, Inc. (WRA) performed a biological resources assessment at the approximately 50-acre Hanna Boys Center Subdivision (Study Area) located at 17501 Carriger Road, Sonoma, in Sonoma County, California (Figure 1). The Study Area is located behind the Hanna Boys Center campus, west of Arnold Road, east of Carriger Road, and north of the Sonoma Golf and Country Club. The purpose of the assessment was to gather information to evaluate biological resources for project planning and to meet the informational requirements of the California Environmental Quality Act (CEQA), the federal Endangered Species Act (ESA), and the California Endangered Species Act (CESA) for the proposed project.

This report describes the results of the site visit, which assessed the Study Area for: (1) the potential to support listed or special-status species; and (2) the presence of other sensitive biological resources protected by local, state, and federal laws and regulations. All plant and wildlife species observed during the site visit were recorded. Specific findings on the habitat suitability or presence of listed species or sensitive habitats may require that protocol-level surveys be conducted. This report also contains an evaluation of potential impacts to special-status species and sensitive biological resources that may occur as a result of the proposed project and potential mitigation measures that will compensate for those impacts.

A biological resources assessment provides general information on the potential presence of sensitive species and habitats. The biological assessment is not an official protocol-level survey for special-status species or regulated habitats that may be required prior to final project approval by local, state, or federal regulatory agencies, but typically provides the level of information necessary for project planning and project review by local government. This assessment is based on information available at the time of the study and on site conditions that were observed on the date of the site visit.

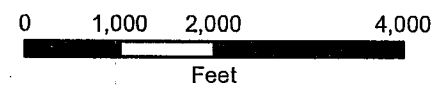
#### 1.1 Description of the Proposed Project

The Hanna Boys Center is a residential high school for troubled youth. Approximately one-hundred boys, in addition to faculty and staff, reside on the property on the campus west of Arnold Road in Sonoma, California. The project proposes to subdivide an existing approximately 50-acre area comprising parts of two parcels west of the campus into seven parcels to be developed into residences, including one existing rental residence that is already present on the southern parcel; its driveway includes a bridge across Winkle Creek. The project would also include construction of an access road and driveways for the seven residences. An



Figure 1. Location Map

Lands of Hanna Boys Center  
Sonoma, California



**wra**

ENVIRONMENTAL CONSULTANTS

Date: June 2011  
Aerial: 2009 NAIP  
Map By: Michael Rochelle



existing water storage tank on the northern parcel will be retained by Hanna Boys Center, is excluded from the Study Area, and is not included in the proposed subdivision (Figure 2).

## 2.0 REGULATORY BACKGROUND

The following sections explain the regulatory context of the biological assessment, including applicable laws and regulations that were applied to the field investigations and analysis of potential project impacts.

### 2.1 Special-status Species

Federal and state endangered species legislation gives special-status to several plant and animal species known to occur in the vicinity of the Study Area. In addition, state resource agencies and professional service organizations, whose lists are recognized by agencies when reviewing environmental documents, have identified some species occurring in the vicinity of the Study Area as being sensitive species. Such species are referred to collectively as "species of special-status" and include plants and animals listed, proposed for listing, or candidates for listing as threatened or endangered under the Federal Endangered Species Act (FESA) or the California Endangered Species Act (CESA); animals listed as "fully protected" under the California Fish and Game (CDFG) Code; animals designated as "Species of Special Concern" by the CDFG; and plants listed as rare or endangered by the California Native Plant Society (CNPS).

Federal Endangered Species Act provisions protect federally listed threatened and endangered species and their habitats from unlawful take. Under the FESA, "take" is defined as "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any of the specifically enumerated conduct." The U.S. Fish and Wildlife Service (USFWS) regulations define harm to mean "an act which actually kills or injures wildlife." Such an act "may include significant habitat modification or degradation where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding or sheltering" (50 CFR §17.3). Activities that may result in "take" of individuals are regulated by the USFWS. The USFWS produced an updated list of candidate species December 6, 2007 (50 CFR Part 17). Candidate species are not afforded any legal protection under FESA; however, candidate species typically receive special attention from federal and state agencies during the environmental review process.

Provisions of CESA protect state-listed threatened and endangered species. CDFG regulates activities that may result in "take" of individuals (*i.e.*, "hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture, or kill"). Habitat degradation or modification is not expressly included in the definition of "take" under the CDFG Code. Additionally, the CDFG Code contains lists of vertebrate species designated as "fully protected" (CDFG Code §§ 3511 [birds], 4700 [mammals], 5050 [reptiles and amphibians], 5515 [fish]). Such species, or their habitat, may not be taken or possessed.

The CDFG maintains three lists of "species of special concern"; USFWS Birds of Conservation Concern, sensitive species included in USFWS Recovery Plans, and CDFG special-status invertebrates that serve as "watch lists." Species on these lists either are of limited distribution or the extent of their habitats has been reduced substantially, such that threat to their populations may be imminent. Thus, their populations should be monitored. They may receive special attention during environmental review, but do not have statutory protection under CESA although many of these species are protected under other state and federal laws. California Species of Concern receive no legal protection as a result of their designation as Species of



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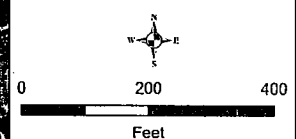
Lands of Hanna  
Boys Center

Sonoma,  
California

Figure 2.  
Proposed Lot Division



- Existing Parcels
- Proposed Roads
- Proposed Subdivision Lines
- Proposed Homes



Map Date: November 2011  
Map By: Michael Rodinle  
Base Source: ESRI Bing Maps

Special Concern, and the use of the term does not necessarily mean that the species will eventually be proposed for listing as a threatened or endangered species. However, most, if not all, of these species are currently protected by state and federal laws. In addition to regulations for special-status species, most birds in the United States, including non-status species, are protected by the Migratory Bird Treaty Act of 1918. Under this legislation, destroying active nests, eggs, and young is illegal.

The CNPS, a non-governmental conservation organization, has developed lists of plant species of concern in California. Vascular plants included on these lists are defined as follows:

- List 1A Plants considered extinct;
- List 1B Plants rare, threatened, or endangered in California and elsewhere;
- List 2 Plants rare, threatened, or endangered in California but more common elsewhere;
- List 3 Plants about which more information is needed- review list;
- List 4 Plants of limited distribution- watch list

Although the CNPS is not a regulatory agency and plants on these lists have no formal regulatory protection, plants appearing on List 1B or List 2 are, in general, considered to meet CEQA's Section 15380 criteria and adverse effects to these species are considered significant. In addition, plants occurring on List 3 or 4, or plants deemed significant by an experienced botanist may be considered to be significant under CEQA.

#### Critical Habitat

Critical habitat is a term defined and used in the FESA as a specific geographic area that contains features essential for the conservation of a threatened or endangered species and that may require special management and protection. The FESA requires federal agencies to consult with the USFWS to conserve listed species on their lands and to ensure that any activities or projects they fund, authorize, or carry out will not jeopardize the survival of a threatened or endangered species. In consultation for those species with critical habitat, federal agencies must also ensure that their activities or projects do not adversely modify critical habitat to the point that it will no longer aid in the species' recovery. In many cases, this level of protection is similar to that already provided to species by the FESA "jeopardy standard." However, areas that are currently unoccupied by the species but which are needed for the species' recovery, are protected by the prohibition against adverse modification of critical habitat.

## **2.2 Sensitive Biological Communities**

Sensitive biological communities include habitats that fulfill special functions or have special values for listed species, such as wetlands, streams, and riparian habitat. These habitats are protected under local ordinances (such as Sonoma County General Plan [County Plan]), federal regulations (such as the Clean Water Act), and state regulations (such as the Porter-Cologne Water Quality Control Act, the CDFG Streambed Alteration Program, and CEQA).

#### Waters of the United States

The U.S. Army Corps of Engineers (Corps) regulates "Waters of the United States" under Section 404 of the Clean Water Act. "Waters of the U.S." are defined broadly as waters

susceptible to use in commerce, including interstate waters and wetlands, all other waters (intrastate waterbodies, including wetlands), and their tributaries (33 CFR 328.3). Potential wetland areas, according to the three criteria used to delineate wetlands stated in the *Corps of Engineers Wetlands Delineation Manual* (Environmental Laboratory 1987), are identified by the presence of (1) hydrophytic vegetation, (2) hydric soils, and (3) wetland hydrology. Areas that are inundated for sufficient duration and depth to exclude growth of hydrophytic vegetation are subject to Section 404 jurisdiction as "non-wetland waters" and are often characterized by an ordinary high water mark (OHWM). Non-wetland waters, for example, generally include lakes, rivers, and streams. The placement of fill material into "Waters of the U.S." (including wetlands) typically requires an individual or nationwide permit from the Corps under Section 404 of the Clean Water Act.

### Waters of the State

The term "Waters of the State" is defined by the Porter-Cologne Act as "any surface water or groundwater, including saline waters, within the boundaries of the state." The Regional Water Quality Control Board (RWQCB) protects all waters in its regulatory scope, but has special responsibility for wetlands, riparian areas, and headwaters. These waterbodies have high resource value, are vulnerable to filling, and are not systematically protected by other programs. The Regional Water Quality Control Board jurisdiction includes "isolated" wetlands and waters that may not be regulated by the Corps under Section 404. "Waters of the State" are regulated by the RWQCB under the State Water Quality Certification Program which regulates discharges of fill and dredged material under Section 401 of the Clean Water Act and the Porter-Cologne Water Quality Control Act. Projects that require a Corps permit, or fall under other federal jurisdiction, and have the potential to impact "Waters of the State," are required to comply with the terms of the Water Quality Certification determination. If a proposed project does not require a federal permit, but does involve dredge or fill activities that may result in a discharge to "Waters of the State," the RWQCB has the option to regulate the dredge and fill activities under its state authority in the form of Waste Discharge Requirements.

### Streams, Lakes, and Riparian Habitat

Streams and lakes, as habitat for fish and wildlife species, are subject to jurisdiction by CDFG under Sections 1600-1616 of CDFG Code. Alterations to or work within or adjacent to streambeds or lakes generally require a 1602 Lake and Streambed Alteration Agreement. The term stream, which includes creeks and rivers, is defined in the California Code of Regulations (CCR) as follows:

*"a body of water that flows at least periodically or intermittently through a bed or channel having banks and supports fish or other aquatic life. This includes watercourses having a surface or subsurface flow that supports or has supported riparian vegetation"*

(14 CCR 1.72).

In addition, the term stream can include ephemeral streams, dry washes, watercourses with subsurface flows, canals, aqueducts, irrigation ditches, and other means of water conveyance if they support aquatic life, riparian vegetation, or stream-dependent terrestrial wildlife (CDFG ESD 1994). Riparian is defined as, "on, or pertaining to, the banks of a stream;" therefore, riparian vegetation is defined as, "vegetation which occurs in and/or adjacent to a stream and is dependent on, and occurs because of, the stream itself" (CDFG ESD 1994). Removal of riparian vegetation also requires a Section 1602 Lake and Streambed Alteration Agreement from CDFG.

## Sonoma County General Plan

In conjunction with the CDFG, Sonoma County has identified several habitats as sensitive, natural communities which include coastal salt marsh, brackish water marsh, freshwater marsh, freshwater seeps, native grasslands, several types of forest and woodland (including riparian, valley oak, Oregon white oak, black oak, buckeye, Sargent cypress and pygmy cypress), old growth redwood and Douglas fir forest, mixed serpentine chaparral, and coastal scrub, prairie, bluff, and dunes. The County Plan shall be consulted should any project activities occur within any of the above mentioned habitats. Any disturbance to these communities may be subject to additional mitigation measures separate from those required by the federal and state regulatory agencies.

### **3.0 METHODS**

On June 15, 2011, the Study Area was traversed on foot to determine: (1) plant communities present within the Study Area, (2) if existing conditions provided suitable habitat for any listed plant or wildlife species, and (3) if sensitive habitats are present. All plant and wildlife species observed were recorded and are listed in Appendix A.

#### **3.1 Biological Communities**

Prior to the site visit, the Soil Survey of Sonoma County, California [U.S. Department of Agriculture (USDA) 1972] was examined to determine if any unique soil types that could support sensitive plant communities and/or aquatic features were present in the Study Area. Biological communities present in the Study Area were classified based on dominant plant associations where possible (NatureServe 2010). However, in some cases it is necessary to identify variants of community types or to describe non-vegetated areas that are not described in the literature. In these cases, we created suitable names based upon our observations. Biological communities were classified as sensitive or non-sensitive as defined by CEQA and other applicable laws and regulations. Plant species were identified using The Jepson Manual (Hickman 1993).

##### *3.1.1 Non-sensitive Biological Communities*

Non-sensitive biological communities are those communities that are not given special protection under state, federal, and local laws, regulations, and ordinances that we deemed any loss of would not be significant under CEQA. These communities may, however, provide suitable habitat for some special-status plant or wildlife species and are identified or described in Section 4.1.1 below.

##### *3.1.2 Sensitive Biological Communities and Regulatory Background*

Sensitive biological communities are defined as those communities that are given special protection under CEQA and other applicable federal, state, and local laws, regulations and ordinances. Applicable laws and ordinances are discussed above in Section 2.0. Special methods used to identify sensitive biological communities are discussed below.

#### Wetlands and Non-Wetland Waters

The Study Area was surveyed to determine if any wetlands and waters potentially subject to jurisdiction by the Corps, RWQCB or CDFG were present. The assessment was based primarily on the presence of wetland plant indicators, but will also include any observed

indicators of wetland hydrology or wetland soils. Any potential wetland areas were identified as areas dominated by hydrophytic plant species (USFWS 1996). Evidence of wetland hydrology can include direct evidence (primary indicators), such as visible inundation or saturation, surface sediment deposits, algal mats and drift lines, or indirect indicators such as oxidized root channels. Some indicators of wetland soils include dark colored soils, soils with a sulfidic odor, and soils that contain redoximorphic features as defined by the Corps Manual (Environmental Laboratory 1987) and Field Indicators of Hydric Soils in the United States (NRCS 2002).

The preliminary non-wetland waters assessment was based primarily on the presence of unvegetated, ponded areas or flowing water, areas vegetated with hydrophytic plant species, or evidence indicating their presence such as a high water mark or a defined drainage course. Collection of additional data will be necessary to prepare a delineation report suitable for submission to the Corps, should impacts to wetland habitats be anticipated within project implementation.

### Other Sensitive Biological Communities

The Study Area was evaluated for the presence of other sensitive biological communities, including riparian areas, sensitive plant communities recognized by CDFG, and habitats supporting rare, endangered and unique species as recognized in the County Plan. If present in the Study Area, these sensitive biological communities were mapped and are described in the Section 4.1.2 below.

## **3.2 Listed Species**

### *3.2.1 Literature Review*

Potential occurrence of listed species in the Study Area was evaluated by first identifying which listed species occur in the greater vicinity of the Study Area through a literature and database search. Database searches for known occurrences of listed species focused on the Glen Ellen 7.5-minute USGS quadrangle and the eight surrounding USGS 7.5-minute quadrangles. In addition to the biological literature cited in Section 3.1, WRA also reviewed the following sources to identify which listed plant and wildlife species have been documented to occur in the greater vicinity of the Study Area:

- California Natural Diversity Database records (CNDDDB); (CDFG 2011)
- USFWS county species lists (USFWS 2011)
- CNPS Electronic Inventory records (CNPS 2011)
- CDFG publication "California's Wildlife, Volumes I-III" (Zeiner et al. 1990)
- CDFG publication "Amphibians and Reptile Species of Special Concern in California" (Jennings and Hayes 1994)
- A Field Guide to Western Reptiles and Amphibians (Stebbins, R.C. 2003)

### *3.2.2 Site Assessment*

A site visit was made to the Study Area to search for suitable habitats for listed species. Habitat conditions observed at the Study Area were used to evaluate the potential for presence of listed species based on these searches and the professional expertise of the investigating biologists. The potential for each listed species to occur in the Study Area was then evaluated according to the following criteria:

- 1) Not Present. Habitat on and adjacent to the site is clearly unsuitable for the species requirement (foraging, breeding, cover, substrate, elevation, hydrology, plant community, site history, disturbance regime).
- 2) Unlikely. Few of the habitat components meeting the species requirements are present, and/or the majority of habitat on and adjacent to the site is unsuitable or of very poor quality. The species is not likely to be found on the site.
- 3) Moderate Potential. Some of the habitat components meeting the species requirements are present, and/or only some of the habitat on or adjacent to the site is unsuitable. The species has a moderate probability of being found on the site.
- 4) High Potential. All of the habitat components meeting the species requirements are present and/or most of the habitat on or adjacent to the site is highly suitable. The species has a high probability of being found on the site.
- 5) Present. Species is observed on the site or has been recorded (i.e. CNDDDB, other reports) on the site recently.

The site assessment is intended to identify the presence or absence of suitable habitat for each listed species known to occur in the vicinity in order to determine its potential to occur in the Study Area. The site visit does not constitute a protocol-level survey and is not intended to determine the actual presence or absence of a species; however, if a listed species is observed during the site visit, its presence will be recorded and discussed (see Section 4.3). In cases where little information is known about species occurrences and habitat requirements, the species evaluation was based on best professional judgment of WRA biologists with experience working with the species and habitats. If necessary, recognized experts in individual species biology were contacted to obtain the most up to date information regarding species biology and ecology.

For some species, a site assessment visit at the level conducted for this report may not be sufficient to determine presence or absence of a species to the specifications of regulatory agencies. In these cases, a species may be assumed to be present, or further protocol-level listed species surveys may be necessary. Listed species for which further protocol-level surveys may be necessary are described below in Section 5.0.

#### 4.0 RESULTS

The Study Area is approximately 50 acres, comprising parts of two parcels west of the campus that would be subdivided into eight parcels to be developed into residences. One existing rental residence is already present on the southern parcel with a driveway bridging Winkle Creek. The Study Area is located west of the campus along Arnold Road in Sonoma, California. It borders residences along Carriger Road and private roads to the south, and vineyards to the west and north. The Sonoma Golf and Country Club is also to the south. Study Area topography contains two seasonal drainages, hilltops, and sloping grasslands. Elevations are approximately 200 to 250 feet above sea level. Vegetation consisted primarily of non-native grassland and oak woodland. The immediate area has a rural residential and agricultural character, with the Study Area parcels containing the only remaining undeveloped land in the immediate surroundings. The northern parcel (including the campus) is presently zoned PF SR (public facility/scenic resource). The southern parcel is zoned RR (rural residential).

The following sections present the results and discussion of the biological assessment within the Study Area.

#### 4.1 Biological Communities

Table 1 summarizes the area of each biological community type and aquatic features observed in the Study Area. There are a total of four non-sensitive biological communities which include developed/disturbed, landscaped, non-native grassland, and coyote brush (*Baccharis pilularis*) scrub. There are four sensitive biological communities and include oak woodland, willow riparian forest, oak riparian woodland, and seasonal wetlands. In addition, several aquatic features were observed that include an ephemeral, an intermittent, and a perennial stream. Descriptions for each biological community and aquatic features are contained in the following sections and illustrated in Figure 3.

Table 1. Biological Communities within the Study Area	
Community Type	Area (acres)
<b>Non-sensitive Biological Communities</b>	
Developed/disturbed	1.21
Landscaped	0.37
Non-native grassland	39.70
Coyote brush scrub	0.09
<b>Sensitive Biological Communities</b>	
Oak woodland	15.56
Willow riparian forest	0.90
Oak riparian woodland	1.23
Seasonal wetland	0.02
<b>Aquatic Features</b>	
Ephemeral stream	0.04
Intermittent stream	0.14
Perennial stream	0.06



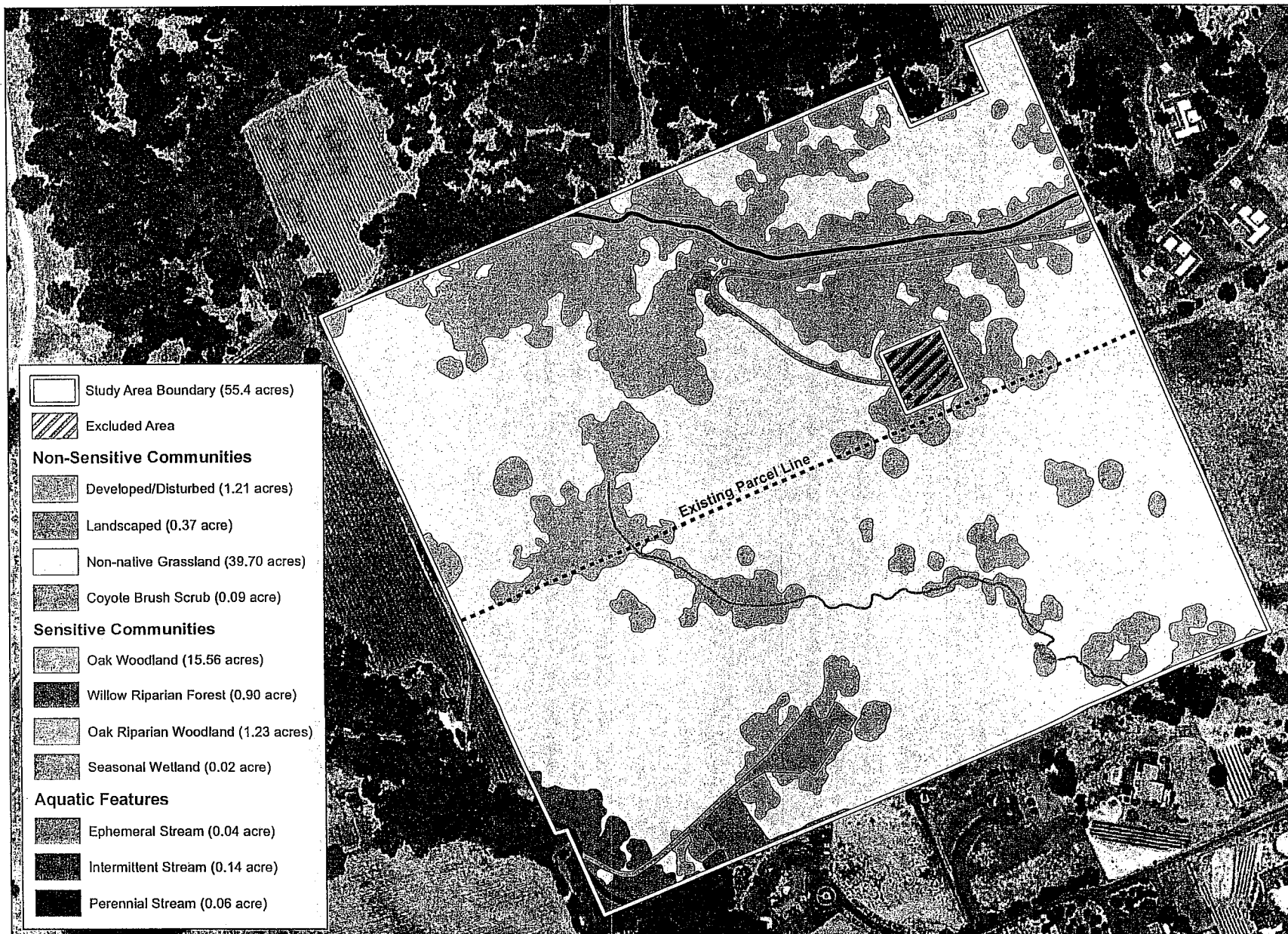















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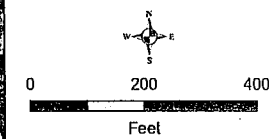
Lands of Hanna  
Boys Center

Sonoma,  
California

Figure 3.  
Biological Communities



-  Study Area Boundary (55.4 acres)
-  Excluded Area
- Non-Sensitive Communities**
-  Developed/Disturbed (1.21 acres)
-  Landscaped (0.37 acre)
-  Non-native Grassland (39.70 acres)
-  Coyote Brush Scrub (0.09 acre)
- Sensitive Communities**
-  Oak Woodland (15.56 acres)
-  Willow Riparian Forest (0.90 acre)
-  Oak Riparian Woodland (1.23 acres)
-  Seasonal Wetland (0.02 acre)
- Aquatic Features**
-  Ephemeral Stream (0.04 acre)
-  Intermittent Stream (0.14 acre)
-  Perennial Stream (0.06 acre)



Map Date: June 2011  
Map By: Michael Rochelle  
Base Source: ESRI Bing Maps

#### 4.1.1 *Non-Sensitive Biological Communities*

##### Developed/disturbed

The developed/disturbed areas within the Study Area are comprised of two roads and two residential houses and totaled approximately 1.21 acres. One road enters from the eastern boundary of the Study Area and leads to the water tank located in the center of the northern parcel. The second road is located in the southwestern corner of the southern parcel. This road enters from Carriger Road and is the main driveway for the residential property within the Study Area. Several additional dirt roads are present; however, these roads do not appear to be maintained as often as the roads outlined as developed/disturbed. The lack of maintenance on these additional dirt roads provides potential suitable habitat for plant species to establish and these areas are therefore not regarded as developed/disturbed.

##### Landscaped

A small patch of landscaped habitat was present adjacent to the residential house in the southwestern corner of the southern parcel. This area was approximately 0.37 acre and appears to be planted with olive trees (*Olea europea*).

##### Non-native grassland

The majority of the site was non-native grassland and totaled approximately 37.90 acres. The CNPS (2011) community name used to approximate the non-native grassland habitat search for potential sensitive plant species for this portion of the Study Area was valley and foothill grasslands. This community was intermixed with oak woodland and oak riparian woodland where the aquatic features were observed and on the ridge tops. This community was mostly dominated by Italian ryegrass (*Lolium multiflorum*), Medusa head (*Taeniatherum caput-medusae*), annual dogtail (*Cynosurus echinatus*), and slender and wild oats (*Avena barbata* and *Avena fatua*).

##### Coyote brush scrub

Approximately 0.09 acre of the Study Area consisted of coyote brush scrub. The CNPS (2011) community name used to approximate the coyote brush scrub habitat search for potential sensitive plant species for this portion of the Study Area was valley and foothill grasslands because of the non-native grass herbaceous layer present below the stands of coyote brush. This community only occurred in the northern parcel along the maintained road leading to the water tank and was surrounded by oak woodland and non-native grassland habitat. This community was moderately disturbed with a coyote brush dominated shrub layer and an herbaceous layer of Medusa head and bur clover (*Medicago polymorpha*).

#### 4.1.2 *Sensitive Biological Communities*

Sensitive habitats identified in the CNDDDB query (2010) included valley needlegrass grassland, serpentine bunchgrass, northern maritime chaparral, northern coastal salt marsh named using the Holland classification system (1986). Although the CDFG no longer updates these community types (CDFG 2009), we have included these lists to fully document sensitive communities that occur within the Study Area vicinity. It is important to note, however, that none of these community types occur within the Study Area. However, the Sonoma County General Plan (County Plan 2008) lists several natural communities as sensitive habitats. Those

communities recognized as sensitive habitats by CDFG (2009) and the Plan (2008) that are present within the Study Area are described in detail below.

#### Oak woodland

The oak woodland community was the second largest community within the Study Area at approximately 15.56 acres. The CNPS (2011) community name used to approximate the oak woodland habitat to search for potential sensitive plant species for this portion of the Study Area was cismontane woodland. This community was evenly dominated by coast live oak (*Quercus agrifolia*), valley oak (*Quercus lobata*), and black oak (*Quercus kelloggii*). It was present throughout all areas of the parcels with canopy cover and density increasing in areas near the intermittent and ephemeral streams. This community featured an herbaceous layer of non-native grasses which included Medusa head, wild oat, and slender wild oat. It is important to note that removal or disturbance of trees must comply with the guidelines and regulations outlined in the County Plan (2008).

#### Willow riparian forest

One area within the Study Area was classified as willow riparian forest community approximately 0.90 acre in size. The CNPS (2011) community name used to approximate the willow riparian forest habitat to search for potential sensitive plant species for this portion of the Study Area was riparian forest, riparian scrub, and riparian woodland. This biological community was located in the southwestern corner of the southern parcel adjacent to the perennial creek that runs west to east. A 10-foot paved road passes over the creek and through this community and provides the only access to the residential properties on-site. This community was largely dominated by red willow (*Salix laevigata*) intermixed with moderate amounts of California buckeye (*Aesculus californica*). It supported a dense shrub layer of Himalayan blackberry (*Rubus discolor*) and snowberry (*Symphoricarpos albus*) intermixed with various herbaceous species including tall flatsedge (*Cyperus eragrostis*) and lady's thumb (*Polygonum persicaria*). Willow riparian forest is considered to be state vulnerable by the CDFG (2009), sensitive community per the County Plan (2008), and disturbance and impacts may require permits and mitigation.

#### Oak riparian woodland

Oak riparian woodland habitat was present adjacent to the intermittent drainage in the northern parcel that runs west to east and was approximately 1.23 acres in size. The CNPS (2011) community name used to approximate the oak riparian woodland habitat to search for potential sensitive plant species for this portion of the Study Area was riparian forest and riparian woodland. This community was evenly dominated by coast live oak and valley oak. The understory was heavily dominated by poison oak (*Toxicodendron diversilobum*), Italian thistle (*Carduus pycnocephalus*) and non-native grasses including wild oat and slender wild oat. Oak riparian woodland is considered to be state vulnerable by the CDFG (2009), sensitive community per the County Plan (2008), and disturbance and impacts may require permits and mitigation..

#### Potential seasonal wetlands

Potential seasonal wetlands within the Study Area were observed at two locations and total approximately 0.02 acre. The CNPS (2011) community name used to approximate the seasonal wetlands habitat to search for potential sensitive plant species for this portion of the Study Area was meadows and seeps. One location was in the northwest corner of the northern

parcel, and the second along the ephemeral drainage in the southern parcel. These areas were dominated by common rush (*Juncus patens*) while the potential seasonal wetland along the ephemeral drainage also supported small amounts of irisleaf rush (*Juncus xiphioides*) and Italian ryegrass within the drainage. Both potential seasonal wetland areas were adjacent to non-native grassland habitat.

#### 4.1.3 Aquatic Features

Three aquatic features were identified in the Study Area, one ephemeral, one intermittent, and one perennial. The ephemeral drainage was approximately 0.04 acre and originates in the central region of the Study Area and flows in a south easterly direction outside of the Study Area boundary. The intermittent stream was approximately 0.14 acre and flows west to east. This drainage was flanked by a dense oak riparian woodland community that heavily shaded the drainage. Approximately 0.06 acre of Winkle Creek, the perennial drainage in the southwest corner of the southern parcel, was within the Study Area boundary. This feature flowed from west to east and was flanked by willow riparian forest. Flowing water was observed in the creek at an approximate average depth of six inches.

## 4.2 Soils

Soils within the Study Area consist of two mapped units: Spreckels Loam, 15 to 30 percent slopes, and Spreckels Loam, two to nine percent slopes. These map units occur on sloping to hilly uplands of tuffaceous sediments. Soils within the Study Area are well drained with slow permeability and medium runoff. Spreckels Loam 15 to 30 percent slopes are not hydric soils; however, two to nine percent slopes are rated as hydric soils.

## 4.3 Special-Status Species

### 4.3.1 Plants

Reconnaissance-level surveys were conducted on July 15, 2011 for habitats capable of supporting special-status plant species. The CNDDDB and CNPS records were queried to determine which special-status plant species could occur within habitats found at the Study Area. Specifically, the habitats queried were cismontane woodland, riparian forest, riparian scrub, riparian woodland, meadows and seeps, and valley and foothill grasslands at elevations that occur within the Study Area. Sixty-two special-status plant species were identified as occurring within Sonoma County within habitats located on the site, and 12 were reported as occurring within a 5-mi radius of the Study Area by the CNDDDB (Figure 4). Ten of the 62 species are federally endangered, and include Sonoma alopecurus (*Alopecurus aequalis* var. *sonomensis*), Clara Hunt's milk-vetch (*Astragalus claranus*), Sonoma sunshine (*Blennosperma bakeri*), Vine Hill clarkia (*Clarkia imbricata*), Baker's larkspur (*Delphinium bakeri*), Burke's goldfields (*Lasthenia burkei*), Contra Costa goldfields (*Lasthenia conjugens*), Sebastopol meadowfoam (*Limnanthes vinculans*), many-flowered navarretia (*Navarretia leucocephala* ssp. *plieantha*), and showy rancheria clover (*Trifolium amoenum*).

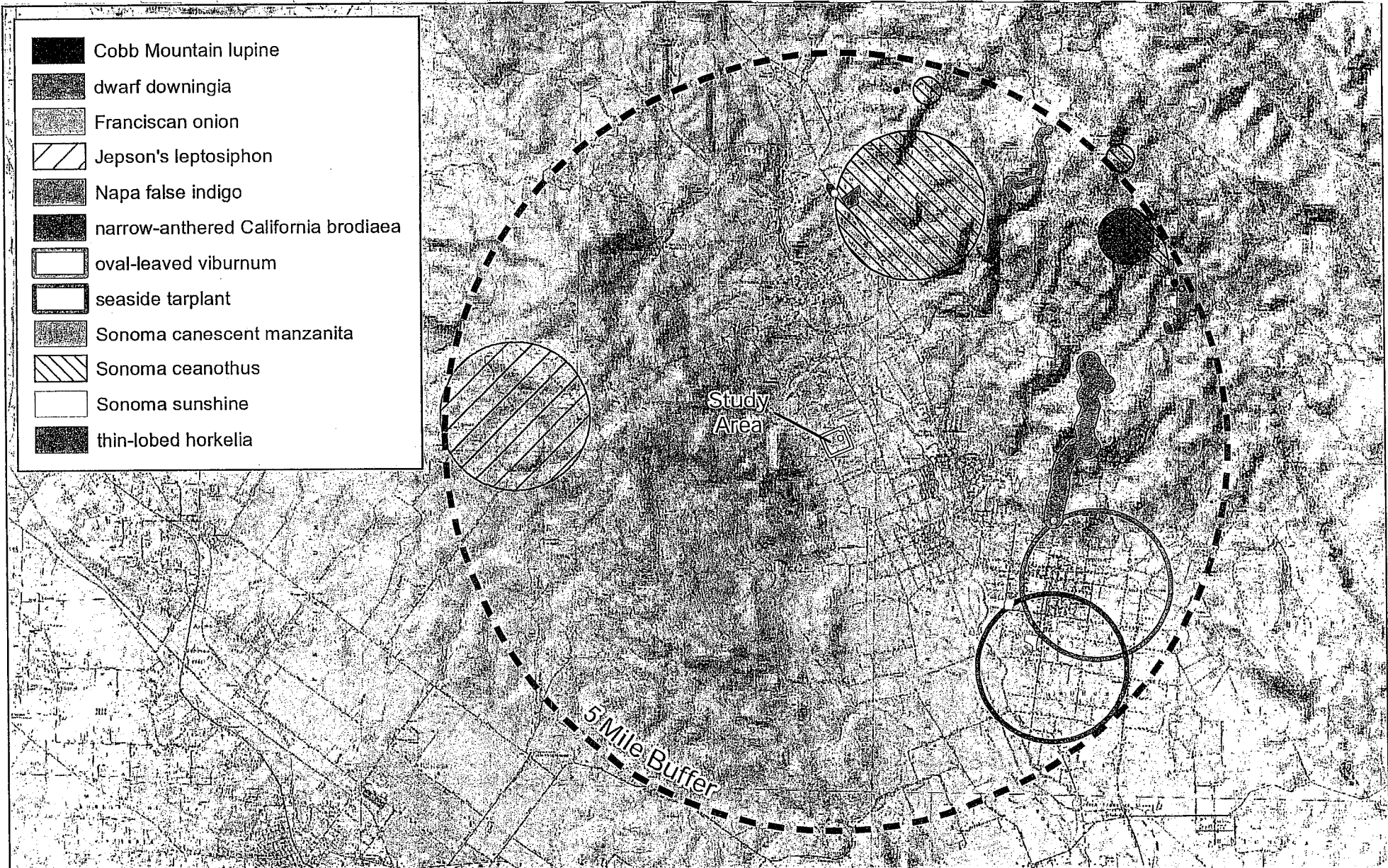
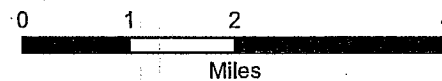
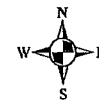


Figure 4. Special Status Plant Species Occurrences within Five Miles of Study Area

Lands of Hanna Boys Center  
Sonoma, California



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Date: June 2011  
Map By: Michael Rochelle



Following an analysis of the microhabitat conditions associated with all of the CNPS and CNDDDB species considered, and the edaphic factors that favor their occurrence, nine were determined to have a moderate potential and two were determined to have a high potential to occur within the Study Area and are discussed below. The remaining 51 species were determined to be absent from the Study Area because of absence of suitable microhabitats, substrates, they have been regarded as extirpated from Sonoma County, the most recent occurrences are historic, or they are considered extinct. The majority of the species were rejected (Appendix B) for occurrence based on one or more of the following reasons:

1. The species has a very limited range of endemism and has never been observed in the vicinity of the Study Area.
2. Common plants which are nearly always associated with the special-status species, and which indicate the presence of suitable, intact habitat, are absent from the Study Area.
3. Specific, edaphic soil characteristics, such as serpentine, sandy, or adobe clay, are absent from the Study Area.

Furthermore, several plant species were removed from the Sonoma County CNPS query (2011) and are not reported in Appendix B based on lack of suitable habitat present within the Study Area. Such habitats consisted of coastal salt marshes, vernal pools, and specific substrate requirements such as serpentine or volcanic, none of which are present within the Study Area. Only those species which occur within a five-mile radius of the Study Area, though suitable habitat is not present, were reported in Appendix B.

**Sonoma alopecurus (*Alopecurus aequalis* var. *sonomensis*). Federal Endangered. CNPS List 1B. Moderate Potential.** This species is a perennial grass in the grass family (Poaceae) that occurs with other wetland species in freshwater marshes, riparian banks, and wet areas. It is known from 5 to 365 meters in elevation in Marin and Sonoma counties and is in flower from May to July. Observed associated species include water parsley (*Oenanthe sarmentosa*), common cattail (*Typha latifolia*), watercress (*Rorippa nasturtium* var. *aquaticum*), rabbits footgrass (*Polypogon monspeliensis*), and loose strife hyssop (*Lythrum hyssopifolium*).

Sonoma alopecurus is known from eight USGS 7.5-minute quadrangles in Marin and Sonoma counties (CNPS 2011). There are seven CNDDDB (2011) records and six CCH (2011) records from Sonoma County. The most recent, nearest documented occurrence is from June 1994, at Duncans Mills Marsh, approximately 30 miles northwest of the Study Area (CNDDDB 2011). Sonoma alopecurus has a moderate potential to occur in the riparian habitat adjacent to the intermittent and perennial stream within the Study Area; however, none of the associated species were observed during the site visit.

**Napa false indigo (*Amorpha californica* var. *napensis*). CNPS List 1B. High Potential.** Napa false indigo is a deciduous shrub in the pea family (Fabaceae) that blooms from April to July. It occurs in broadleaf upland forest, chaparral, and cismontane woodland, often in openings. It is known from 120 to 2000 meters in Monterey, Marin, Napa, and Sonoma counties. Observed associated species include California bay laurel (*Umbellularia californica*), black oak, coast live oak, Douglas fir (*Pseudotsuga menziesii*), tanoak (*Lithocarpus densiflorus*), Pacific madrone (*Arbutus menziesii*), California hazelnut (*Corylus cornuta* var. *californica*), ocean spray (*Holodiscus discolor*), poison oak, wood fern (*Dryopteris arguta*), bracken fern

(*Pteridium aquilinum*), wood rose (*Rosa gymnocarpa*), and rein orchid (*Piperia transversa*) (CNDDDB 2011).

This species is known from 21 USGS 7.5-minute quadrangles in Marin, Monterey, Napa, and Sonoma Counties (CNPS 2011). There are two CNDDDB (2011) records and eight CCH (2011) records from Sonoma County. The most recent, nearest documented occurrence is from 2000 in northeast Sonoma at Bartholomew Park, approximately five miles south east of the Study Area (CNDDDB 2011). Napa false indigo has a high potential to occur in the Study Area due to the presence of many of the associated plant species including black oak, coast live oak and California bay laurel.

**Bent-flowered fiddleneck (*Amsinckia lunaris*). CNPS List 1B. Moderate Potential.** Bent-flowered fiddleneck is a California endemic annual herb in the forget-me-not family (Boraginaceae) that typically inhabits coastal bluff scrub, cismontane woodlands, and valley and foothill grasslands. It is known from Alameda, Contra Costa, Colusa, Lake, Marin, Napa, San Benito, Santa Clara, Santa Cruz, San Mateo and Yolo counties. This species is typically found from 3 to 500 meters with a blooming period of March to June. Observed associated species include coast live oak, blue oak (*Quercus douglasii*), California juniper (*Juniperus californicus*), buck brush (*Ceanothus cuneatus*), poison oak, miniature lupine (*Lupinus bicolor*), foothill lotus (*Lotus humistratus*), calf lotus (*L. wrangelianus*), fringe pod (*Thysanocarpus curvipes*), q-tips (*Micropus californicus*), cream cups (*Platystemon californicus*), slender tarweed (*Madia gracilis*), common yarrow (*Achillea millefolium*), goldenback fern (*Pentagramma triangularis*), one-sided bluegrass (*Poa secunda*), woolly sunflower (*Eriophyllum lanatum*), and slender wild oat (CNDDDB 2011).

Bent-flowered fiddleneck is known from 35 USGS 7.5-minute quadrangles in Alameda, Contra Costa, Colusa, Lake, Marin, Napa, San Benito, Santa Clara, Santa Cruz, San Mateo, and Yolo counties (CNPS 2011). There is one CNDDDB and CCH (2011) record from Sonoma County. The only Sonoma documented occurrence is from 1940 along California State Highway 12, east of Santa Rosa (CNDDDB 2011). Bent-flowered fiddleneck has a moderate potential to occur in the non-native grassland and open woodland habitat within the Study Area; however, none of the observed associated species were observed on-site.

**Hayfield tarplant (*Hemizonia congesta* ssp. *congesta*). CNPS List 1B Species. High Potential.** Hayfield tarplant is an annual herb in the sunflower family (Asteraceae). It is typically found in coastal scrub and in valley and foothill grassland, and it has sometimes been found along roadsides. It occurs at elevations from 65 to 1,837 feet, and it blooms from April to November (CNPS 2011). Observed associated species include English plantain (*Plantago lanceolata*), hairy cats ear (*Hypochaeris radicata*), broadleaf birdsfoot trefoil (*Lotus corniculatus*), big quaking grass (*Briza maxima*), and ripgut brome (*Bromus diandrus*) (CNDDDB 2011).

This species is known from 23 USGS 7.5-minute quadrangles in Mendocino, Marin, San Francisco, San Mateo and Sonoma counties (CNPS 2011). There is one CNDDDB (2011) and 26 CCH occurrences within Sonoma County. The most recent CCH (2011) occurrence is from 2002, one mile north of the intersection of Hasting Road and Salem Road, approximately 40 miles east of the Study Area. This species has a high potential to occur in the grassland habitats (non-native grassland) within the Study Area and many of the observed associated species were observed during the site survey.

**Bristly leptosiphon (*Leptosiphon acicularis*). CNPS List 4.2. Moderate Potential.** Bristly leptosiphon is an annual herb in the family Polemoniaceae. It occurs in chaparral, cismontane

woodland, coastal prairie, and valley and foothill grassland habitats and is recorded from 55-1,500 meters in elevation. It blooms between April and July (CNPS 2011). There are no reported observed associated species documented in the CNDDDB (2011) for this species.

No USGS 7.5-minute quadrangle data is reported for this species. It is known from Alameda, Butte, Contra Costa, Fresno, Humboldt, Lake, Mendocino, Marin, Napa, Santa Clara, San Mateo, and Sonoma counties. There are seven CCH (2011) records within the greater vicinity of the Study Area and no reported occurrences within the CNDDDB (2011). The nearest, most recent occurrence is from April 1976 in Guerneville, approximately 30 miles northwest of the Study Area. This species has a moderate potential to occur due to the presence of non-native grassland and woodland habitat on site.

**Marsh microseris (*Microseris paludosa*). CNPS List 1B. Moderate Potential.** Marsh microseris is a perennial herb in the family Asteraceae. It occurs in closed-cone coniferous forest, cismontane woodland, coastal scrub, and valley and foothill grassland, often where grasses are low-growing and is recorded from 5 to 300 meters in elevation. Observed associated species include coast live oak, coyote brush, English plantain, blue-eyed grass, bracken fern (*Pteridium aquilinum*), rough cat's ear, common velvet grass (*Holcus lanatus*), little rattlesnake grass (*Briza minor*), and Douglas iris (*Iris douglasiana*) (CNDDDB 2011).

Marsh microseris is known from 24 USGS 7.5-minute quadrangles in Marin, Mendocino, Monterey, San Benito, Santa Cruz, San Francisco, San Luis Obispo, San Mateo, and Sonoma counties (CNPS 2011). There are four CNDDDB (2011) records and four CCH (2011) records from Sonoma County. The nearest, most recent documented occurrence is from 1982, approximately two miles west of Windsor, approximately 22 miles northwest of the Study Area (CNDDDB 2011). Marsh microseris has a moderate potential to occur in mesic areas within grassland and open woodland in the Study Area due to the presence of suitable habitat; however, the majority of documented occurrences are from coastal prairie and coastal grassland habitats.

**Robust monardella (*Monardella villosa* ssp. *globosa*). CNPS List 1B. Moderate Potential.** Robust monardella is a California endemic perennial rhizomatous herb in the mint family (Lamiaceae) that typically inhabits broad-leaved upland forest, chaparral (openings), cismontane woodland, coastal scrub, and valley and foothill grassland. It is known from Alameda, Contra Costa, Humboldt, Lake, Mendocino, Napa, Santa Clara, Santa Cruz, San Mateo, and Sonoma counties. The species typically occurs from 100 to 915 meters with a blooming period of June to July. Soil survey data at known locations suggest that this species is typically located on very strongly acid (pH 5.0) to slightly acid (pH 6.5) loams derived from sandstone or serpentine (CNDDDB 2011, CSRL 2011). Observed associated species include Douglas fir, tanoak, coyote brush, Rincon Ridge Ceanothus (*Ceanothus confusus*), serpentine bird's-beak (*Cordylanthus tenuis* ssp. *brunneus*), California fuchsia (*Epilobium canum*), California sagebrush (*Artemisia californica*), sticky monkeyflower (*Mimulus aurantiacus*), common sandaster (*Lessingia filaginifolia*), and non-native grasses (CNDDDB 2011).

This species is known from 27 USGS 7.5-minute quadrangles in Alameda, Contra Costa, Humboldt, Lake, Mendocino, Napa, Santa Clara, Santa Cruz, San Mateo, and Sonoma counties (CNPS 2011). There are three CNDDDB (2011) record in the greater vicinity of the Study Area, and three CCH (2011) records from Sonoma County. The nearest documented occurrence is from June 1897 in Healdsburg, approximately twenty-seven miles northwest of the Study Area (CNDDDB 2011). The most recent documented occurrence in Sonoma County is from June 2010 at the Jenner Headlands, approximately eight miles southwest of the Project Area (CNDDDB



2011). Robust monardella has a moderate potential to occur in the Study Area due to the presence of non-native grassland habitat and associated species.

**Lobb's aquatic buttercup (*Ranunculus lobbii*). CNPS List 4.2. Moderate Potential.** Lobb's aquatic buttercup is an annual herb in the family Ranunculaceae that typically inhabits mesic regions of cismontane woodlands, north coast coniferous forest, valley and foothill grasslands, and vernal pools. This species typically occurs from 15-470 meters and blooms from February to May. There are no reported observed associated species for this species.

No USGS 7.5-minute quadrangle data is reported for this species. It is known from Alameda, Contra Costa, Mendocino, Marin, Napa, Solano, Sonoma counties and is believed to be extirpated from Santa Cruz and San Mateo counties. There are seventeen CCH (2011) occurrences reported and no CNDDDB (2011) occurrences. The nearest, most recent documented occurrence is from April 1995 in Laguna de Santa Rosa, Sonoma County, approximately 15 miles northwest of the Study Area. This species has a moderate potential to occur in the woodland and non-native grassland habitat on site.

**Beaked tracyina (*Tracyina rostrata*). CNPS List 1B. Moderate Potential.** Beaked tracyina is a California endemic annual herb in the sunflower family (Asteraceae) that typically inhabits cismontane woodlands, and valley and foothill grasslands. The species typically occurs from 90 to 800 meters with a blooming period of May to June. Observed associated species include in various brome species (*Bromus* sp.), Doug fir, Pacific madrone, annual dogtail, California oat grass (*Danthonia californica*), spreading hedgeparsley (*Torilis arvensis*), and little tarweed (*Madia exigua*).

This species is known from seven USGS 7.5-minute quadrangles in Humboldt, Lake, Mendocino, Sonoma, and Trinity counties (CNPS 2011). There is one CNDDDB (2011) record in the greater vicinity of the Study Area, and two CCH (2011) records from Sonoma County. The nearest documented occurrence is from June 1998 in Sonoma County, approximately fifty miles northwest of the Study Area (CNDDDB 2011). The most recent documented occurrence is in Mendocino County from June 2003 at Hog Lake, approximately 135 miles northwest of the Study Area (CNDDDB 2011). Robust monardella has a moderate potential to occur in the Study Area due to the presence of non-native grassland habitat and associated species.

**Showy Indian clover (*Trifolium amoenum*). Federal Endangered, CNPS List 1B. Moderate Potential.** Showy Indian clover is an annual herb in the pea family (Fabaceae) that typically inhabits valley and foothill grassland and coastal bluff scrub (sometimes on serpentine soil) from 5 to 560 meters in elevation. The species is known from Alameda, Marin, Napa, Santa Clara, Solano, and Sonoma counties and blooms from April to June. Observed associated species slender oat grass, bromes, fescues (*Festuca* sp.), Italian rye grass, California oat grass, California brome (*Bromus carinatus*), meadow barley (*Hordeum brachyantherum*), Italian thistle, and pale flax (*Linum bienne*) (CNDDDB 2011).

Showy Rancharia clover is known from 16 USGS 7.5-minute quadrangles in Marin, Napa, Santa Clara, Solano, and Sonoma counties (CNPS 2011). There are three CNDDDB (2011) records in the greater vicinity of the Study Area and ten CCH (2011) records from Sonoma County. The nearest documented occurrence is from May 1969, on Petaluma-Point Reyes Road, Sonoma County, approximately 13 miles southwest of the Study Area (CNDDDB 2011). The most recent documented occurrence is from May 1996, near Occidental, Sonoma County, approximately 25 miles northwest of the Study Area (CCH 2011). Showy Rancharia clover has a moderate potential to occur due to the presence of non-native grassland habitat and associated species.

**Oval-leaved viburnum (*Viburnum ellipticum*).** **CNPS List 2. Moderate Potential.** Oval-leaved viburnum is a deciduous shrub in the honeysuckle family (Caprifoliaceae) that typically inhabits chaparral, cismontane woodland, and lower montane coniferous forest habitats. It is known from Contra Costa, El Dorado, Fresno, Glenn, Humboldt, Mendocino, Napa, Placer, Sonoma and Shasta counties as well as in Oregon and Washington. The species typically occurs from 215 to 1400 meters and with a blooming period of May to June. Observed associated species include Pacific madrone, mock orange (*Philadelphus lewisii*), snowdrop bush (*Styrax redivivus*), California maiden hair (*Adiantum jordanii*), big leaf maple (*Acer macrophyllum*), poison oak, and manzanitas (*Arctostaphylos* spp.) (CNDDDB 2011).

This species is known from 30 USGS 7.5-minute quadrangles in Contra Costa, El Dorado, Fresno, Glenn, Humboldt, Mendocino, Napa, Placer, Shasta, Sonoma, and Tehama Counties, and is known from the states of Oregon and Washington (CNPS 2011). There are five CNDDDB (2011) records in the greater vicinity of the Study Area, and three CCH (2011) records from Sonoma County. The nearest documented occurrence is from May 1969, on Petaluma-Point Reyes Road, Sonoma County, approximately 12 miles northwest of the Study Area (CCH 2011). The most recent documented occurrence is from May 2010, near Shasta Lake, Shasta County, approximately 160 miles northeast of the Study Area (CNDDDB 2011). Oval-leaved viburnum has a moderate potential to occur in the Study Area due to the presence of woodland habitat and associated species.

#### 4.3.2 *Wildlife*

Forty-three special-status species of wildlife have been recorded in the vicinity of the Study Area based on a review of CNDDDB (2011) and USFWS (2011) quadrangle lists and other resources. Appendix B summarizes the potential for each of these species to occur in the Study Area. Eight special-status wildlife species have been documented within five miles of the Study Area (Figure 5). One special-status wildlife species (Loggerhead Shrike, *Lanius ludovicianus*) was observed in the Study Area during the site assessment, and seven additional special-status wildlife species have a moderate or high potential to occur in the Study Area: Pallid Bat (*Antrozous pallidus*), Western Red Bat (*Lasiurus blössevillii*), White-tailed Kite (*Elanus leucurus*), Yellow Warbler (*Dendroica petechia brewsteri*), Nuttall's Woodpecker (*Picoides nuttallii*), Western Pond Turtle (*Emys marmorata*), and Foothill Yellow-legged Frog (*Rana boylei*). These species are discussed below. All of the other wildlife observed in the Study Area (Appendix A) are commonly found species, including many adapted to occupying disturbed areas.

Special-status wildlife species that were observed, or have a moderate or high potential to occur in the Study Area are discussed below.

**Pallid Bat (*Antrozous pallidus*), CDFG Species of Special Concern, WBWG High Priority. Moderate Potential.** Pallid bats occur in a number of habitats ranging from rocky arid deserts to grasslands and higher elevation coniferous forests. They are most abundant in the arid Sonoran life zones below 6,000 feet. Pallid bats often roost in colonies of between 20 and several hundred individuals. Roosts are typically in rock crevices, tree hollows, mines, caves, and a variety of man-made structures, including vacant and occupied buildings. Tree roosting has been documented in large conifer snags (e.g. ponderosa pine), inside basal hollows of redwoods and giant sequoias, and within bole cavities in oak trees. They have also been reported roosting in stacks of burlap sacks and stone piles. Pallid bats are primarily

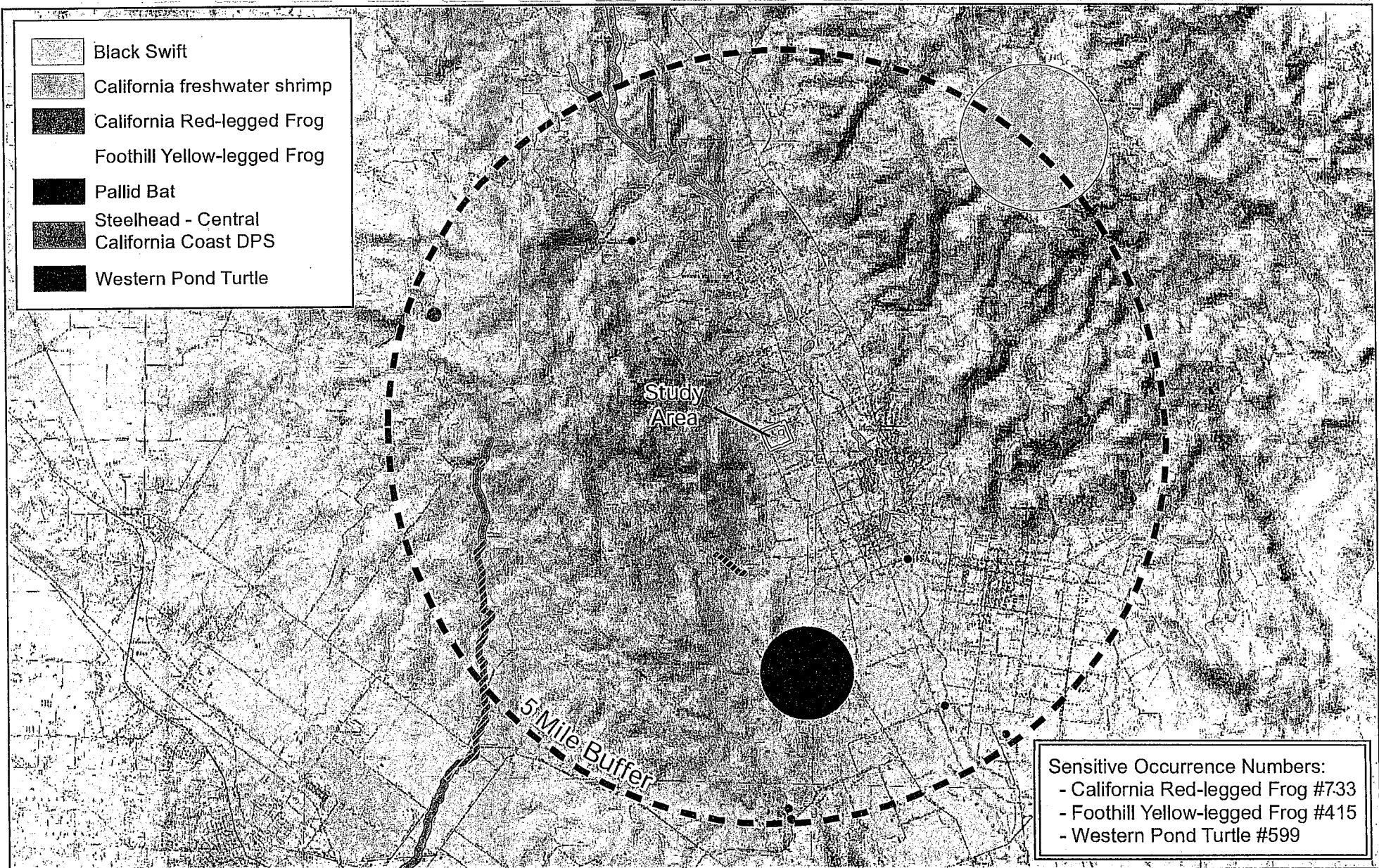
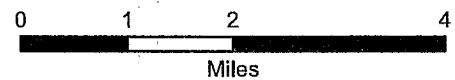


Figure 5. Special Status Wildlife Species Occurrences within Five Miles of Study Area

Lands of Hanna Boys Center  
Sonoma, California



ENVIRONMENTAL CONSULTANTS

Date: June 2011  
Map By: Michael Rochelle

insectivorous, feeding on large prey that is taken on the ground, or sometimes in flight. Prey items include arthropods such as scorpions, ground crickets, and cicadas (WBWG 2010). There is a moderate potential for occurrence in the Study Area due to the presence of large oaks that may provide suitable day roost habitat for this species. The Study Area does not contain suitable hibernation roosts (cavern-like structures or buildings).

**Western Red bat (*Lasiurus blossevillii*), CDFG Species of Special Concern, WBWG High Priority. Moderate Potential.** This species is highly migratory and broadly distributed, reaching from southern Canada through much of the western United States. They are typically solitary, roosting primarily in the foliage of trees or shrubs. Day roosts are commonly in edge habitats adjacent to streams or open fields, in orchards, sometimes in urban areas and possibly in association with riparian habitat (particularly willows, cottonwoods, and sycamores). Mature oaks and willows in the Study Area could provide suitable roost habitat for this species, which has a moderate potential to occur.

**White-tailed Kite (*Elanus leucurus*), CDFG Fully Protected Species. Moderate Potential.** Kites occur in low elevation grassland, agricultural, wetland, oak woodland, and savannah habitats. Riparian zones adjacent to open areas are also used. Vegetative structure and prey availability seem to be more important than specific associations with plant species or vegetative communities. Lightly grazed or ungrazed fields generally support large prey populations and are often preferred to other habitats. Kites primarily feed on small mammals, although, birds, reptiles, amphibians, and insects are also taken. Nest trees range from single isolated trees to trees within large contiguous forests. Preferred nest trees are extremely variable, ranging from small shrubs (less than 10 ft. tall), to large trees (greater than 150 ft. tall). (Dunk 1995). There is a moderate potential for White-tailed Kite to occur in the Study Area due to the presence of suitable nesting sites, adjacent to large areas of open foraging habitat.

**Nuttall's Woodpecker (*Picoides nuttallii*), USFWS Bird of Conservation Concern. Moderate Potential.** This species is found primarily in oak woodlands and in riparian woods and orchards, and rarely in conifers. It nests in tree cavities and feeds on insects and arthropods. It has been frequently observed in the vicinity of the Study Area (Burridge 1995) and is moderately likely to occur there.

**Loggerhead Shrike (*Lanius ludovicianus*), CDFG Species of Special Concern, USFWS Bird of Conservation Concern. Present.** A common resident of lowlands and foothills throughout California, this species prefers open habitats with scattered trees, shrubs, posts, fences, utility lines or other perches. Nests are usually built on a stable branch in a densely-foliaged shrub or small tree. This species is found most often in open-canopied valley foothill hardwood, conifer, pinyon-juniper, or desert riparian habitats. While this species eats mostly arthropods, they also take amphibians, small reptiles, small mammals or birds, and is also known to scavenge on carrion. One individual was observed in flight over the Study Area during the biological survey.

**Yellow Warbler (*Dendroica petechia brewsteri*), CDFG Species of Special Concern. Moderate Potential.** Yellow Warbler occurs most commonly in wet, deciduous thickets along stream courses, especially those dominated by willows. This species is found at lower elevations in California and at higher elevations along watercourses with riparian growth (Lowther et al. 1999). Yellow warbler populations have declined due to brood parasitism by brown-headed cowbirds (*Molothrus ater*) and habitat destruction. This species' diet is primarily comprised of insects, supplemented with berries. It is moderately likely to occur in the riparian woodland along Winkle Creek.

**Western Pond Turtle (*Actinemys marmorata*), CDFG Species of Special Concern. Moderate Potential.** The only native freshwater turtle in California, Western Pond Turtle is found in suitable aquatic habitat throughout California west of the Sierras. It inhabits perennial aquatic habitats, such as lakes, ponds, rivers, streams, and canals that provide submerged cover and suitable basking structures, such as rocks and logs (Zeiner et al. 2000). Western Pond Turtles prefer to nest on unshaded slopes close to their aquatic habitat, and hatchlings require shallow water with relatively dense vegetation for foraging for aquatic invertebrates (Jennings and Hayes 1994). Turtles require suitable aquatic habitat for most of the year; however, to escape periods of high water flow, high salinity, or prolonged dry conditions, WPT may move upstream and/or take refuge in vegetated, upland habitat for up to four months (Rathbun et al. 2002). Although upland habitat is utilized for refuge and nesting, this species preferentially utilizes aquatic and riparian corridors for movement and dispersal. This species has a moderate potential to occur in Winkle Creek in the southwestern corner of the Study Area.

**Foothill Yellow-legged Frog (*Rana boylei*), CDFG Species of Special Concern. Moderate Potential.** This species is found in woodland and forest streams and rivers, and prefers flowing water with a rocky substrate, to which egg masses are attached. Foothill Yellow-legged Frog does not estivate and is rarely found far from a source of permanent water. Historically, this species was known to occur in most Pacific drainages from Oregon to Los Angeles (Jennings and Hayes 1994), but populations have declined due to siltation and the introduction of bullfrogs and exotic fish. This species is moderately likely to occur in Winkle Creek in the southwestern corner of the Study Area.

#### **4.4 Regulatory Results**

Below is a summary of the applicable regulatory findings that pertain to the Study Area that are described in Section 2.2.

Waters of the U.S. and State. Potential waters of the U.S. and State are present within the Study Area and are regulated by the Corps and the RWQCB. Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and any appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

Sonoma County General Plan: Open Space Resource Conservation Element. Oak woodland and riparian habitat is present within the Study Area. These areas are regarded as sensitive natural communities by CDFB (2008) under the County Plan (2008). Any impacts or disturbance to these communities and associated species must adhere to the guidelines outlined in the County Plan.

### **5.0 SUMMARY AND RECOMMENDATIONS**

Four sensitive communities are present within the Study Area. Ten special-status plant species and five special-status wildlife species have a moderate or high potential to occur within the Study Area. In addition, one special-status wildlife species was observed during the site assessment. The following sections present recommendations for future studies at appropriate milestones of the project and/or measures to avoid or reduce impacts to these species and sensitive habitats.

## **5.1 Biological Communities**

Most of the Study Area was comprised of two plant communities; non-sensitive non-native grassland, and sensitive oak woodland habitat which is protected under the County Plan. The Study Area also contained 0.02 acres of seasonal wetlands potentially within the jurisdiction of the Corps under Section 404 of the Clean Water Act and RWQCB under the Porter Cologne Act and Section 401 of the Clean Water Act. In addition, the Study Area contained 0.90 acre of willow riparian forest and oak woodland riparian, a potentially protected habitat by CDFG (2003, 2007) and the County Plan (2008). Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

## **5.2 Aquatic Features**

One ephemeral, one intermittent, and one perennial stream were present within the Study Area for a total acreage of 0.24 acres of aquatic habitat. These aquatic features may be potentially jurisdictional under Section 401 of the Porter-Cologne Act and Section 1602 of the CDFG code. Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

## **5.3 Special-status Plant Species**

Of the 62 special-status or proposed plant species known from the vicinity of the Study Area, 11 of these species, Sonoma alopecurus, Napa false indigo, bent-flowered fiddleneck, sea-side tarplant, bristly Leptosiphon, marsh microseris, Robust Monardella, Lobb's aquatic, beaked Tracyina, showy rancheria clover, and oval-leaved viburnum have a moderate or high potential to occur within the Study Area. None of the moderate or high potentially occurring special-status plant species were observed during the site survey; however, no protocol-level surveys (CDFG 2009) were completed during this site assessment. A protocol-level rare plant survey is recommended during the peak blooming periods of the moderate and high potentially occurring special-status plant species to determine presence or absence within the Study Area. Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report. If mitigation measures are determined to be needed to protect special-status plant species if any are found, they shall be incorporated as a condition of approval in an appropriate document (e.g., CEQA document or county development permit).

## **5.4 Special-status Wildlife Species**

Of the 43 special-status wildlife species known from the vicinity of the Study Area, one was observed in the Study Area, and seven additional species are moderately likely to occur within the Study Area. Of these, seven, only three are likely to be present within the riparian zone of Winkle Creek in the southwestern corner of the Study Area. The remaining special-status species could occur in oaks or grasslands on the property. In order to avoid impacts to these species and to other nesting birds protected under the Migratory Bird Treaty Act, breeding bird surveys are recommended prior to any construction activities during the breeding season. A qualified biologist should conduct a survey within two weeks prior to vegetation removal or ground disturbance to avoid harm to active nests, eggs, and/or young. Alternatively, any trees

and shrubs that are proposed for removal should be removed outside of the breeding season (September through February), and no survey by a qualified biologist would be required.

Mature oaks on the property could potentially be used as day or maternity roosting sites by bats. Trees are not likely to be used as hibernation roost sites. To avoid impacts to roosting bats, roosting surveys should be conducted during the breeding season by a qualified biologist within two weeks prior to tree removal. Alternatively, trees should be removed outside of the breeding season (September through February), and no qualified biologist would be required.

Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report. If mitigation measures are determined to be needed to protect special-status wildlife species if any are found, they shall be incorporated as a condition of approval in an appropriate document (e.g., CEQA document or county development permit).

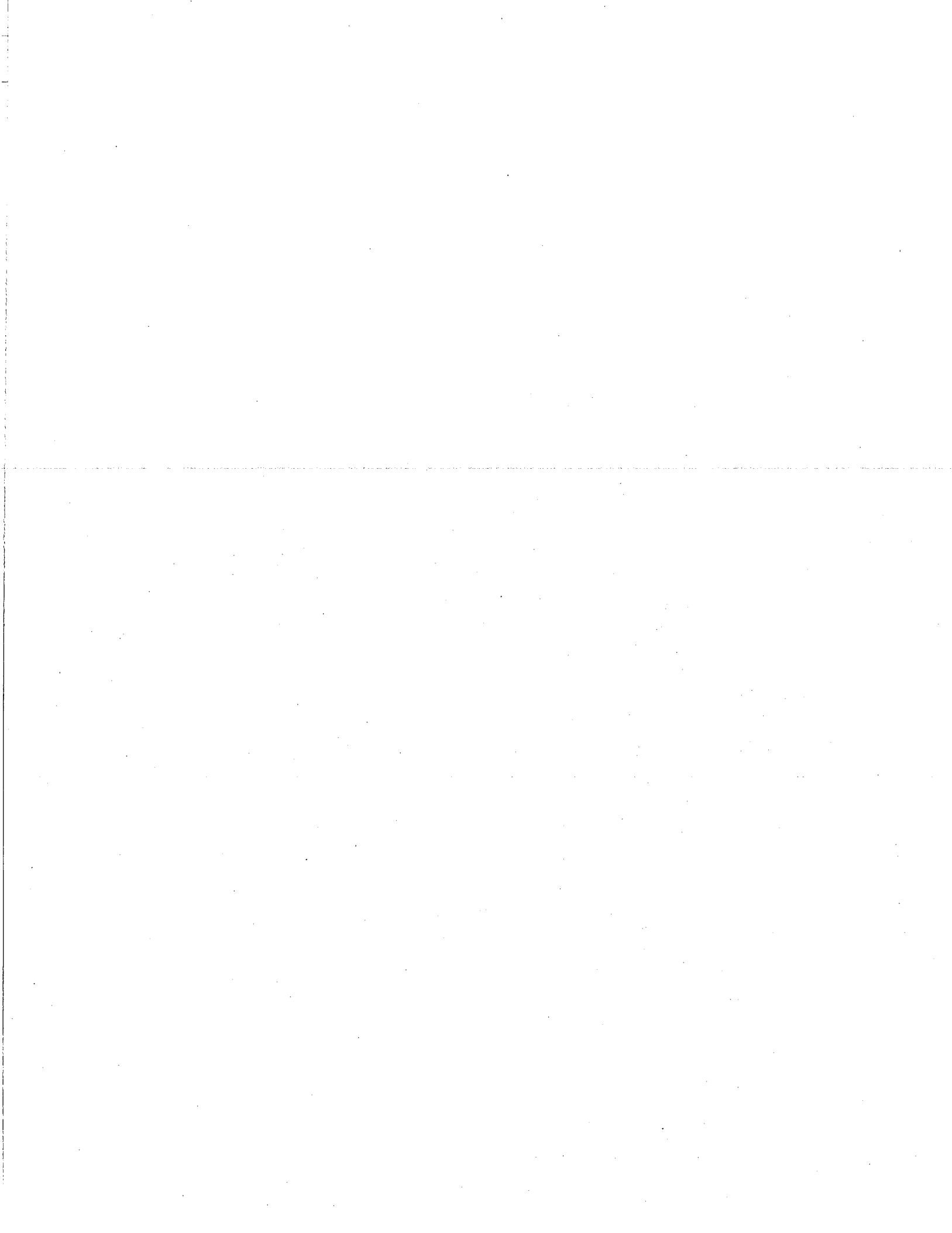


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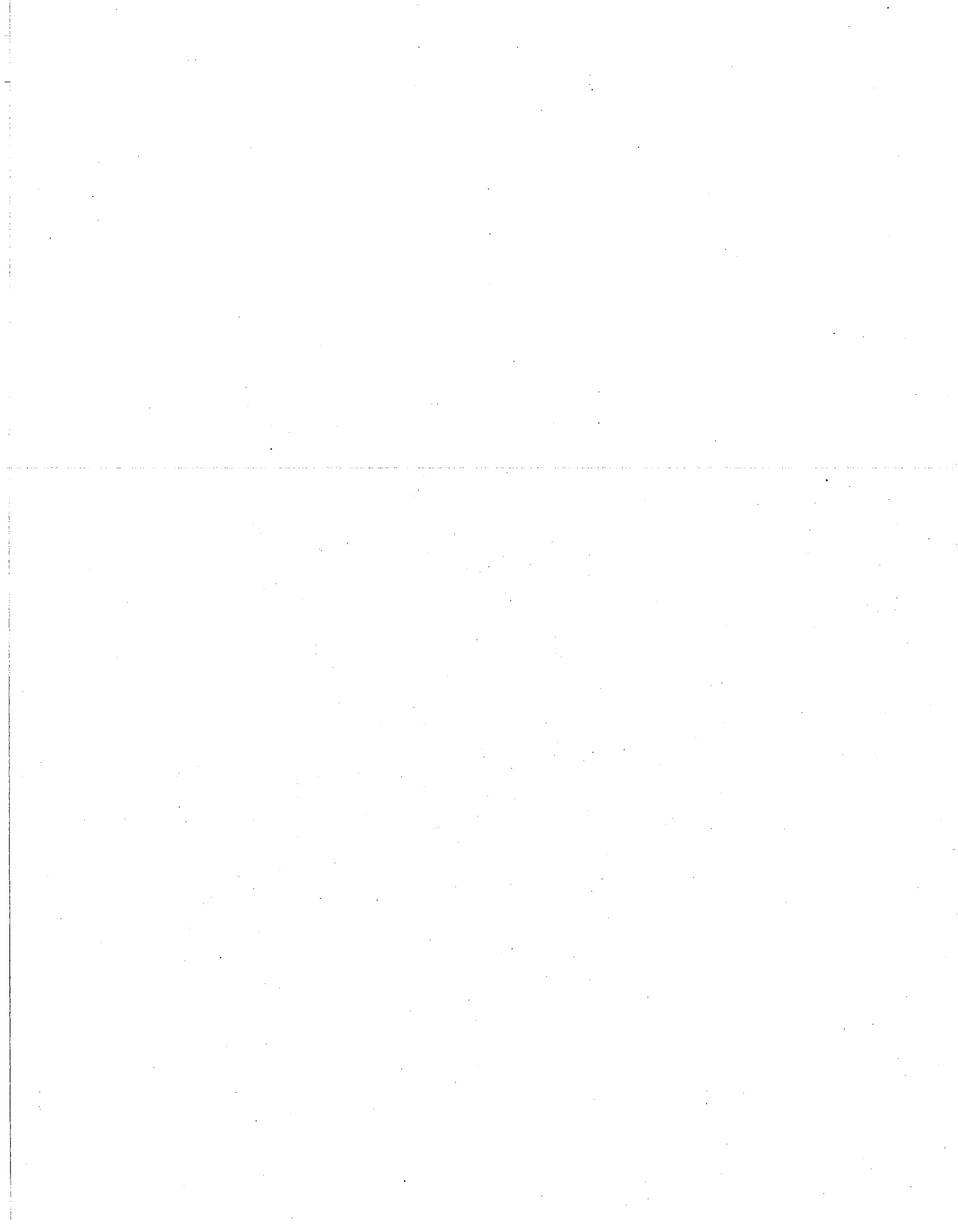


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APPENDIX A

LIST OF OBSERVED PLANT AND WILDLIFE SPECIES

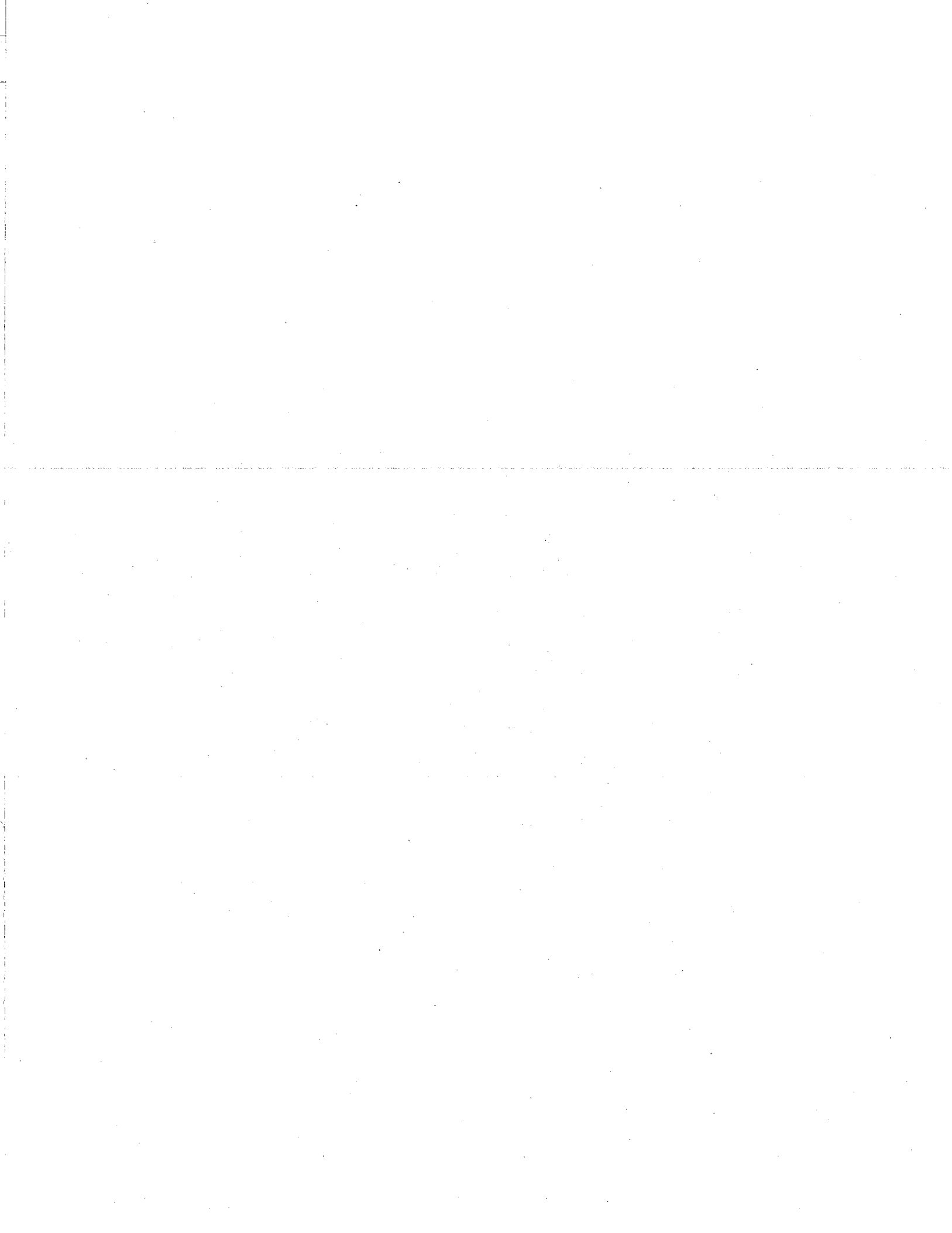


**Appendix A.** List of species observed during site visits conducted on June 15, 2011 at the Hannas Boys Center in Sonoma, Sonoma County, California.

Scientific Name	Common Name
<b>Plants</b>	
<i>Achillea millefolium</i>	yarrow
<i>Aesculus californica</i>	California buckeye
<i>Anthriscus caucalis</i>	bur chervil
<i>Arctostaphylos glauca</i>	bigberry manzanita
<i>Anagallis arvensis</i>	scarlet pimpernel
<i>Arbutus menziesii</i>	Pacific madrone
<i>Avena barbata</i>	slender oat
<i>Avena fatua</i>	wild oat
<i>Baccharis pilularis</i>	coyote brush
<i>Briza maxima</i>	big quaking grass
<i>Briza minor</i>	little quaking grass
<i>Bromus diandrus</i>	rippgut brome
<i>Bromus hordeaceus</i>	soft chess brome
<i>Calochortus luteus</i>	yellow mariposa
<i>Carduus pycnocephalus</i>	Italian thistle
<i>Centaurea melitensis</i>	maltese star thistle
<i>Centaurea solstitialis</i>	yellow star thistle
<i>Collinsia heterophylla</i>	Chinese houses
<i>Convolvulus arvensis</i>	field bindweed
<i>Chlorogalum pomeridianum</i>	soap plant
<i>Cynosurus echinatus</i>	annual dogtail
<i>Claytonia parviflora</i>	Miner's lettuce
<i>Cyperus eragrostis</i>	flatsedge
<i>Elymus glaucus</i>	blue wildrye
<i>Erodium brachycarpum</i>	white stemmed filaree
<i>Festuca californica</i>	California fescue
<i>Foeniculum vulgare</i>	sweet fennel
<i>Galium aparine</i>	bedstraw
<i>Genista monspessulana</i>	French broom
<i>Geranium dissectum</i>	cutleaf geranium
<i>Heteromeles arbutifolia</i>	toyon
<i>Juncus patens</i>	spreading rush
<i>Juncus xiphioides</i>	iris leaved rush
<i>Lactuca serriola</i>	prickly lettuce
<i>Logfia gallica (Filago gallica)</i>	narrowleaf cottonrose
<i>Lolium multiflorum</i>	Italian ryegrass
<i>Lonicera hispidula</i>	pink honeysuckle
<i>Lupinus bicolor</i>	miniature lupine
<i>Madia gracilis</i>	gumweed
<i>Medicago polymorpha</i>	bur clover
<i>Pentagramma triangularis</i>	gold back fern
<i>Picris echioides</i>	bristly ox-tongue
<i>Plantago lanceolata</i>	English plantain
<i>Polygonum persicaria</i>	lady's thumb

<i>Pseudognaphalium canescens</i>	Wright's cudweed
<i>Quercus agrifolia</i>	coast live oak
<i>Quercus berberidifolia</i>	scrub oak
<i>Quercus dougllassi</i>	blue oak
<i>Quercus kelloggii</i>	black oak
<i>Quercus lobabta</i>	valley oak
<i>Ranunculus californicus</i>	California buttercup
<i>Raphanus sativus</i>	wild radish
<i>Rubus discolor</i>	Himalayan blackberry
<i>Sanicula crassicaulis</i>	Pacific sanicle
<i>Rumex acetosella</i>	sheep sorrel
<i>Rumex pulcher</i>	fiddledock
<i>Salix laevigata</i>	red willow
<i>Symphoricarpos albus</i>	common snowberry
<i>Taeniatherum caput-medusae</i>	Medusa head
<i>Toxicodendron diversilobum</i>	poison oak
<i>Triteleia laxa</i>	Ithuriel's spear
<i>Trifolium hirtum</i>	rose clover
<i>Umbellularia californica</i>	California bay
<i>Vicia sativa</i>	spring vetch
<i>Wyethia angustifolia</i>	California compassplant
<b>Wildlife</b>	
Mammals	
<i>Lepus californicus</i>	Black-tailed Jackrabbit
<i>Odocoileus hemionus</i>	Mule Deer
Birds	
<i>Anas platyrhynchos</i>	Mallard
<i>Meleagris gallopavo</i>	Wild Turkey
<i>Ardea herodias</i>	Great Blue Heron
<i>Cathartes aura</i>	Turkey Vulture
<i>Buteo jamaicensis</i>	Red-tailed Hawk
<i>Buteo lineatus</i>	Red-shouldered Hawk
<i>Zenaida macroura</i>	Mourning Dove
<i>Colaptes auratus</i>	Northern Flicker
<i>Empidonax difficilis</i>	Pacific Slope Flycatcher
<i>Sayornis nigricans</i>	Black Phoebe
<i>Lanius ludovicianus</i>	Loggerhead Shrike
<i>Vireo huttoni</i>	Hutton's Vireo
<i>Aphelocoma californica</i>	Western Scrub Jay
<i>Cyanocitta stelleri</i>	Steller's Jay
<i>Tachycineta bicolor</i>	Tree Swallow
<i>Baeolophus inornatus</i>	Oak Titmouse
<i>Poecile rufescens</i>	Chestnut-backed Chickadee
<i>Turdus migratorius</i>	American Robin
<i>Mimus polyglottos</i>	Northern Mockingbird
<i>Psaltriparus minimus</i>	Bushtit
<i>Regulus calendula</i>	Ruby-crowned Kinglet
<i>Sitta canadensis</i>	Red-breasted Nuthatch
<i>Sitta carolinensis</i>	White-breasted Nuthatch

<i>Pipilo maculatus</i>	Spotted Towhee
<i>Melospiza crissalis</i>	California Towhee
<i>Passerculus sandwichensis</i>	Savannah Sparrow
<i>Junco hyemalis</i>	Dark-eyed Junco
<i>Sturnella neglecta</i>	Western Meadowlark
<i>Carpodacus mexicanus</i>	House Finch
<i>Carduelis tristis</i>	American Goldfinch
Reptiles	
<i>Sceloporus occidentalis</i>	Western Fence Lizard
Reported by Facilities manager but not observed: Western Rattlesnake ( <i>Crotalus oreganus</i> ), Bobcat ( <i>Lynx rufus</i> ), Grey Fox ( <i>Urocyon cinereoargenteus</i> ), Coyote ( <i>Canis latrans</i> )	





APPENDIX B

POTENTIAL FOR SPECIAL-STATUS PLANT AND WILDLIFE SPECIES  
TO OCCUR IN THE STUDY AREA



**Appendix B.** Special status plant and wildlife species that may occur, or are known to occur in habitats similar to those found on the Elks Lodge Project Area. List compiled from USFWS Species lists (USFWS 2011), CNDDB (CDFG 2011) and CNPS Electronic Inventory (CNPS 2011) for the Glen Ellen, Sonoma, Sears Point, Petaluma, Kenwood, Rutherford, Petaluma River, Santa Rosa, and Cotati USGS quadrangles.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Plants</b>			
Franciscan onion <i>Allium peninsulare</i> var. <i>franciscanum</i>	List 1B.2	Cismontane woodland, valley and foothill grasslands of clay, volcanic, or serpentine soils. 50-300 m. Blooms: May-June	<b>Not Present.</b> No clay, volcanic or serpentine soils are present in the Study Area.
Sonoma alopecurus <i>Alopecurus aequalis</i> var. <i>sonomensis</i>	FE, List 1B.1	Marshes and freshwater swamps and riparian scrub. 0-400 m. Blooms: May-June	<b>Moderate Potential.</b> Riparian habitat is present adjacent to the perennial and intermittent creeks in the Study Area.
Napa false indigo <i>Amorpha californica</i> var. <i>napensis</i>	List 1B	Broadleafed upland forest, chaparral, cismontane woodland; in openings in forest or woodland or in chaparral. 120-2000m. Blooms: April-July.	<b>High Potential.</b> Oak woodland areas may provide suitable habitat for this species.
bent-flowered fiddleneck <i>Amsinckia lunaris</i>	List 1B	Coastal bluff scrub, cismontane woodland, valley and foothill grassland. 50-500 m. Blooms: March - June	<b>Moderate Potential.</b> Non-native grasslands on-site may provide suitable habitat for this species.
Baker's Manzanita <i>Arctostaphylos bakeri</i> ssp. <i>bakeri</i>	List 1B.3	Chaparral, valley and foothill grasslands (serpentine slopes) 160 - 760 m. Blooms: February - April	<b>Not Present.</b> The Study Area does not contain any serpentine soils.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sonoma canescent manzanita <i>Arctostaphylos canescens</i> ssp. <i>sonomensis</i>	List 1B	Chaparral, lower montane coniferous forest; sometimes found on serpentine. 180-1700m. Blooming: January-June.	<b>Unlikely.</b> This species is most suited to occur on serpentine soils. No serpentine soils are present within the Study Area. In addition, no chaparral, lower montane coniferous forest habitat is present.
Brewer's milk vetch. <i>Astragalus breweri</i>	List 4.2	Chaparral, cismontane woodland, meadows and seeps, valley and foothill grassland (open, often gravelly), often serpentinite and volcanic soils. 90 - 730 m. Blooms: April - June	<b>Not Present.</b> The Study Area does not contain any serpentine soils.
Clara Hunt's milk-vetch <i>Astragalus claranus</i>	FE, ST, List 1B	Open grassy hillsides, chaparral openings, cismontane woodland, and valley and foothill grassland. Occurs on serpentine or thin volcanic clay soil that is moist in spring. 75-235 m. Blooms: March - May	<b>Not Present.</b> The Study Area does not contain any serpentine soils.
alkali milk-vetch <i>Astragalus tener</i> var. <i>tener</i>	RP, List 1B	Low ground, alkali flats, and flooded lands in annual grassland or in playas or vernal pools. 1-170 m. Blooms: March-June	<b>Unlikely.</b> Annual grassland habitat is present within the Study Area; however, these areas do not contain alkali flats or flooded lands.
big-scale balsamorhiza <i>Balsamorhiza macrolepis</i> var. <i>macrolepis</i>	List 1.B	Chaparral, cismontane woodland, valley and foothill grassland. Sometimes on serpentine soils. 35-1000 m. Blooms: March - June	<b>Unlikely.</b> Serpentine soils are not present within the valley and foothill grassland habitat of the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sonoma sunshine <i>Blennosperma bakeri</i>	FE, SE, List 1B.1	Occurs in mesic soils of valley and foothill grasslands and vernal pools. 10 - 110 m. Blooms: March- May	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain, Russian River floodplain, and the Sonoma Valley.
narrow-anthered California brodiaea <i>Brodiaea californica</i> var. <i>leptandra</i>	List 1B.2	Broadleaved upland forest, chaparral, cismontane woodland, lower montane coniferous forest, valley and foothill grassland. Occurs in volcanic soils. 110-915 m. Blooms: May - July	<b>Not Present.</b> The Study Area does not contain any volcanic soils.
serpentine reed grass <i>Calamagrostis ophitidis</i>	List 4.3	Often north-facing slopes of open chaparral, lower montane coniferous forest, meadows and seeps, and valley and foothill grassland. Occurs in serpentinite and rocky soils. 90-1065 M. Blooms: April-July	<b>Not Present.</b> Serpentine and rocky soils are not present within the Study Area.
round-leaved filaree <i>California macrophylla</i>	List 1B	Clay soils of cismontane woodland, valley and foothill grasslands. 15-1,200 m. Blooms: March-May	<b>Not Present.</b> Though the Study Area contains grassland habitat, no n clay soils are present.
Mt. Saint Helena morning-glory <i>Calystegia collina</i> ssp. <i>oxyphylla</i>	List 4.2	Serpentine soils of chaparral, lower montane coniferous forest, valley and foothill grasslands. 279-1,010 m. Blooms: April-June	<b>Not Present.</b> Serpentine soils are not present within the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
bristly sedge <i>Carex comosa</i>	List 2.1	Coastal prairie, lake margins of marshes and swamps, and valley and foothill grasslands. 0-625 m. Blooms: May-September	<b>Not Present.</b> Although there is seasonal wetland habitat within the Study Area, this species is most closely associated with perennial standing water.
johnny-nip <i>Castilleja ambigua</i> <i>ssp. ambigua</i>	List 4.2	Coastal bluff scrub, coastal prairie, coastal scrub, marshes and swamps, valley and foothill grassland, and margins of vernal pools habitats. 0-435 m. Blooms: March-August	<b>Unlikely.</b> Though grassland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
pappose tarplant <i>Centromadia parryi</i> <i>ssp. parryi</i>	List 1B	Coastal prairie, meadows and seeps, coastal salt marsh, valley and foothill grassland; in vernal mesic sites, often with alkali substrate. 0 – 500 m. Blooms: May-November	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated with alkali meadow and grassland habitat in valley bottoms. The Study Area soils tend to be neutral to slightly acidic.
Sonoma ceanothus <i>Ceanothus</i> <i>sonomensis</i>	List 1B	Chaparral; on sandy, serpentine or volcanic soils. 210-800m. Blooms : February-April.	<b>Not Present.</b> The Study Area does not support serpentine or volcanic substrates.
Vine Hill clarkia <i>Clarkia imbricata</i>	FE, SE, List 1B	Chaparral, valley and foothill grassland; on acidic sandy or loamy soils. 50 – 100 m. Blooms: June-August	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated to marine terrace acidic sandy and loamy substrate in the Vine Hill area, Sebastopol.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Baker's larkspur <i>Delphinium bakeri</i>	FE, SE, List 1B.1	Broadleafed upland forest, coastal scrub, valley and foothill grassland. Occurs in decomposed shale and often mesic soils. 80-305 m. Blooms: March-May	<b>Not Present.</b> Though grassland habitat is present, there are no mesic soils within the Study Area.
Geysers <i>Dichanthelium</i> <i>Dichanthelium lanuginosum</i> var. <i>thermale</i>	SE, List 1B.1	Occurs on geothermally-altered soil, sometimes along streamsides within closed-cone coniferous forest, riparian forest, valley and foothill grassland. 300-800 m. Blooms: June-August	<b>Not Present.</b> This species is most closely associated with serpentine soils in northeast Sonoma county.
western leatherwood <i>Dirca occidentalis</i>	List 1B.2	Occurs in mesic soils of broadleafed upland forest, closed-cone coniferous forest, chaparral, cismontane woodland, north coast coniferous forest, riparian forest, riparian woodland. 0-100 m. Blooms: January-March	<b>Not Present.</b> Though woodland and riparian habitat is present, there are no mesic soils within the Study Area. No other suitable habitat is present for this species.
dwarf downingia <i>Downingia pusilla</i>	List 2	In mesic areas within valley and foothill grassland and vernal pools. Elevation range: 0 – 500 m. Blooms: March-May	<b>Unlikely.</b> Although the Study Area contains grassland and seasonal wetland habitat, this species is most closely associated with hardpan vernal pool habitat on broad valley bottoms.
California bottle-brush grass <i>Elymus californicus</i>	List 4.3	Broadleafed upland forest, cismontane woodland, north coast coniferous forest, and riparian woodland. 15-470 m. Blooms: May-August	<b>Unlikely.</b> Though This species is most closely associated with coastal woodlands.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
streamside daisy <i>Erigeron biolettii</i>	List 3	Broadleafed upland forest, cismontane woodland, north coast coniferous forest. Occurs on rocky, mesic substrate. 30-1,100 m. Blooms: June-October	<b>Not Present.</b> Though woodland habitat is present, the Study Area does not contain rocky, mesic substrate.
Tiburon buckwheat <i>Eriogonum luteolum</i> var. <i>caninum</i>	List 1B.2	Chaparral, cismontane woodland, coastal prairie, valley and foothill grassland. Occurs on serpentine or sandy to gravelly substrates. 0-700 m. Blooms: May-September	<b>Not Present.</b> Woodland and grassland habitat is present within the Study Area; however, serpentines and sandy to gravelly substrates are not present.
San Francisco wallflower <i>Erysimum franciscanum</i>	List 4.2	Chaparral, Coastal dunes, Coastal scrub, Valley and foothill grassland. Often occurs on serpentine or granitic substrates. 0-550 m. Blooms: March-June	<b>Not Present.</b> Grassland habitat is present within the Study Area; however, serpentine and granitic substrates are not present.
St. Helena fawn lily <i>Erythronium helenae</i>	List 4.2	Chaparral, cismontane woodland, lower montane coniferous forest, and valley and foothill grassland. Occurs on volcanic or serpentine substrates. 350-1,220 m. Blooms: March-May	<b>Not Present.</b> Woodland and grassland habitat is present within the Study Area; however, volcanic and serpentine substrates are not present.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
fragrant fritillary <i>Fritillaria liliacea</i>	List 1B	Cismontane woodland, coastal prairie, coastal scrub, valley and foothill grassland; typically associated with clay substrate, often serpentine. 0 – 450 m. Blooms: February-April	<b>Not Present.</b> Though woodland and grassland habitat is present on-site, soils within the Study Area are not comprised of clay or serpentine.
Roderick's fritillary <i>Fritillaria roderickii</i>	SE, List 1B	Coastal bluff scrub, coastal prairie, valley and foothill grassland. 10-185 m. Blooms: March-May	<b>Unlikely.</b> Grassland habitat is present within the Study Area; however, this species is most closely associated with flat grasslands along coastal bluffs and coastal prairies.
woolly-headed gilia <i>Gilia capitata</i> ssp. <i>tomentosa</i>	List 1B	Coastal bluff scrub and valley and foothill grasslands; on rocky outcrops on the coast. Elevation range: 0-300 m. Blooms: May-July	<b>Not Present.</b> The Study Area does not contain coastal bluff scrub and is not along the coastline. Grassland habitat is present within the Study Area. However, this species is most associated with rocky outcrops, which are not present on-site.
sea-side tarplant <i>Hemizonia congesta</i> ssp. <i>congesta</i>	List 1B.2	Sometimes roadsides, valley and foothill grassland. 20-560 m. Blooms: April- November	<b>High Potential.</b> The Study Area contains grassland habitat that may be suitable for this species.
Marin western flax <i>Hesperolinon congestum</i>	FT, CT, List 1B.1	Chaparral, valley and foothill grassland (serpentine barrens, serpentine grassland). 30 – 365 m. Blooms: April – July	<b>Not Present.</b> The Study Area contains grassland habitat; however, no serpentine substrates are present.
thin-lobed horkelia <i>Horkelia tenuiloba</i>	List 1B.1	Broadleafed upland forest, chaparral, and valley and foothill grasslands. Occurs in mesic openings on sandy soils. 45 - 500 m. Blooms: May - July	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated with acidic sandy substrate not present in the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Burke's goldfields <i>Lasthenia burkei</i>	FE, SE, List 1B	Vernal pools, swales, meadows and seeps. 0 – 700 m. Blooms: April-June	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain, Russian River floodplain, and Clear Lake floodplain.
Contra Costa goldfields <i>Lasthenia conjugens</i>	FE, List 1B	Cismontane woodland, alkaline playas, valley and foothill grassland, vernal pools; in mesic portions of wetlands. 0 – 550 m. Blooms: March-June	<b>Unlikely.</b> Although the Study Area contains woodland, grassland, and seasonal wetland habitat, this species is closely associated with hardpan vernal pool habitat not present in the Study Area.
Colusa layia <i>Layia septentrionalis</i>	List 1B	Chaparral, cismontane woodland, valley and foothill grassland; on sandy, serpentine substrate; typically in fields and grassy slopes. 100 – 1,200 m. Blooms: April-May	<b>Unlikely.</b> Although the Study Area contains woodland and grassland habitat, and minor serpentine substrate, this species is closely associated with high quality extensive, exposed serpentine outcrops dominated by native species.
<i>Legenere limosa</i> legenere	List 1B	Vernal pools. Elevation range: 3 – 2885 feet. Blooms: April – June.	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat.
bristly leptosiphon <i>Leptosiphon acicularis</i>	List 4.2	Chaparral, cismontane woodland, coastal prairie, and valley and foothill grassland. 55-1500 m. Blooms: April - July	<b>Moderate Potential.</b> Woodland and grassland habitat is prevalent throughout the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
large-flowered leptosiphon <i>Leptosiphon grandiflorus</i>	List 4.2	Usually sandy. Coastal bluff, closed-cone coniferous forest, cismontane woodland, coastal dunes, coastal prairies, coastal scrub, valley and foothill grassland. 5 – 1220 m. Blooms: April – August	<b>Not Present.</b> Though woodland and grassland habitat is present, this species is most associated with sandy soils. The Study Area does not consist of sandy soils.
Jepson's leptosiphon <i>Leptosiphon jepsonii</i>	List 1B	Chaparral, cismontane woodland; on open to partially shaded grassy slopes on volcanic or the periphery of serpentine substrate. 100 – 550 m. Blooms: April-May	<b>Not Present.</b> Though woodland and grassland habitat is present, this species is most associated with volcanic or the periphery of serpentine soils. The Study Area does not consist of these substrates.
Crystal Springs lessingia <i>Lessingia arachnoidea</i>	List 1B.2	Cismontane woodland, coastal scrub, valley and foothill grassland. Occurs on serpentine substrates and often on roadsides. 60-200 m. Blooms: July-October	<b>Not Present.</b> The Study Area contains woodland and grassland habitat; however, no serpentine substrates are present.
woolly-headed lessingia <i>lessingia hololeuca</i>	List 3	Broad-leafed upland forest, coastal scrub, lower montane coniferous forest, and valley and foothill grassland. Occurs in clay and serpentine soils. 15 - 305 m. Blooms: June- October	<b>Not Present.</b> The Study Area contains grassland habitat; however, no clay or serpentine substrates are present.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sebastopol meadowfoam <i>Limnanthes vinculans</i>	FE, SE, List 1B	Vernal pools. 0 – 1,000 m. Blooms: April-June	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain and the Napa Valley floodplain.
harlequin lotus <i>Lotus formosissimus</i>	List 4.2	Occurs in wetlands and roadsides of broadleaved upland forest, coastal bluff scrub, closed-cone coniferous forest, cismontane woodland, coastal prairie, coastal scrub, meadows and seeps, marshes and swamps, north coast coniferous forest, valley and foothill grassland. 0-700 m. Blooms: March-July	<b>Unlikely.</b> Though seasonal wetland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
Cobb Mountain lupine <i>Lupinus sericatus</i>	List 1B.2	Occurs on rocky or volcanic substrate within broadleaved upland forest, chaparral, cismontane woodland, lower montane coniferous forest. 3-400 m. Blooms: March-June	<b>Not Present.</b> The woodland habitat within the Study Area does not occur on rocky or volcanic substrates.
Mt. Diablo cottonweed <i>Micropus amphibolus</i>	List 3.2	Broad-leaved upland forest, chaparral, cismontane woodland, valley and foothill grassland typically on rocky soils. 45 - 825 m. Blooms: March-May	<b>Not Present.</b> Rocky soils are not present within the woodland and grassland habitat in the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
marsh microseris <i>Microseris paludosa</i>	List 1B.2	Closed-cone coniferous forest, cismontane woodland, coastal scrub, valley and foothill grassland. 5 - 300 m. Blooms: April- June	<b>Moderate Potential.</b> The Study Area contains woodland and grassland habitat.
Robust monardella <i>Monardella villosa</i> ssp. <i>globosa</i>	List 1B	Openings in broadleaf upland forest, chaparral, cismontane woodland, valley and foothill grassland. Elevation range: 100 - 1,000 m. Blooms: June-July	<b>Moderate Potential.</b> The Study Area contains woodland and grassland habitat.
cotula navarretia <i>Navarretia cotulifolia</i>	List 4.2	Occurs on adobe soils within chaparral, cismontane woodland, and valley and foothill grassland. 4-1,830 m. Blooms: May-June	<b>Not Present.</b> The Study Area does not contain adobe soils.
many-flowered navarretia <i>Navarretia leucocephala</i> ssp. <i>pliantha</i>	FE, SE, List 1B	Vernal pools underlain by substrate derived from volcanic ash flows. 30 - 1,050 m. Blooms: May-June	<b>Not Present.</b> Though the Study Area contains seasonal wetlands, there are no vernal pool habitats on-site. In addition, there are no volcanic substrates present within the Study Area.
Gairdner's yampah <i>Perideridia gairdneri</i> ssp. <i>gairdneri</i>	List 4.2	Occurs in vernal pools and vernal mesic areas within broadleafed upland forest, chaparral, coastal prairie, and valley and foothill grassland habitats. 0-365 m. Blooms: June-October	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Petaluma popcorn-flower <i>Plagiobothrys mollis</i> <i>var. vestitus</i>	List 1A	Occurs in coastal salt marshes and swamps and mesic areas within valley and foothill grasslands. 15-305 m. Blooms: June-July	<b>Not Present.</b> The grassland habitat on-site does not contain mesic soils and there is no coastal salt marsh habitat present within the Study Area.
Lobb's aquatic buttercup <i>Ranunculus lobbii</i>	List 4.2	Mesic, cismontane woodland, north coast coniferous forest, vernal pools, and valley and foothill grasslands. 15 – 470 m. Blooms: February – May	<b>Moderate Potential.</b> Woodland and grassland habitat is present within the Study Area.
maple-leaved checkerbloom <i>Sidalcea malachroides</i>	List 4.2	Disturbed areas of broadleaved upland forest, coastal prairie, coastal scrub, north coast coniferous forest, riparian woodland. 5 - 75 m. Blooms: April -August	<b>Unlikely.</b> Though riparian woodland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
Hoffman's bristly jewel-flower <i>Streptanthus glandulosus</i> ssp. <i>hoffmanii</i>	List 1B.3	Rocky substrates of chaparral, cismontane woodland, and valley and foothill grasslands, typically serpentine soils. 120-475 m. Blooms: March-July	<b>Not Present.</b> The woodland and grassland habitat within the Study Area does not contain rocky or serpentine soils.
green jewel-flower <i>Streptanthus hesperidis</i>	List 1B.2	Serpentine or rocky soils within chaparral openings and cismontane woodlands. 120-760 m. Blooms: May - July	<b>Not Present.</b> The woodland and grassland habitat within the Study Area does not contain rocky or serpentine soils.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
beaked Tracyina <i>Tracyina rostrata</i>	List 1B.2	Cismontane woodland, Valley and foothill grassland. 90-790 m. Blooms: May - June	<b>Moderate Potential.</b> Woodland and grassland habitat is prevalent within the Study Area.
showy rancheria clover <i>Trifolium amoenum</i>	FE, List 1B	Valley and foothill grassland, coastal bluff scrub, swales, open sunny sites, sometimes on serpentine. 0- 450 m. Blooms: April-June	<b>Moderate Potential.</b> The Study Area contains grassland habitat and this species is known from a wide range of conditions in Sonoma County and elsewhere.
saline clover <i>Trifolium hydrophilum</i>	List 1B.2	Marshes and swamps, valley and foothill grassland of mesic and alkaline soils, vernal pools. 0-300 m. Blooms: April-June	<b>Not Present.</b> The grassland habitat does not consist of mesic or alkaline soils.
oval-leaved viburnum <i>Viburnum ellipticum</i>	List 2	Chaparral, cismontane woodland, lower montane coniferous forest. 200 – 1,500 m. Blooms: May-June	<b>Moderate Potential.</b> The Study Area contains woodland habitat.
<b>Mammals</b>			
Salt Marsh Harvest Mouse <i>Reithrodontomys raviventris</i>	FE, SE	Occurs in pickleweed habitats in tidal, muted-tidal, and diked areas.	<b>Not Present.</b> No suitable pickleweed habitat is present in the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Pallid Bat <i>Antrozous pallidus</i>	SSC, WBWG High Priority	Occupies a variety of habitats at low elevation including grasslands, shrublands, woodlands, and forests. Most common in open, dry habitats with rocky areas for roosting.	<b>Moderate Potential.</b> Some stands of oak woodland may provide suitable roost habitat.
Townsend's Big-eared Bat	SSC	Lives in a wide variety of habitats; day roosts highly associated with caves and mines. Need appropriate roosting, maternity, and hibernation sites free from human disturbance.	<b>Unlikely.</b> Study Area lacks suitable rocky roost habitat for this species, though it could pass through while foraging.
Western Red Bat <i>Lasiurus blossevillii</i>	SSC, WBWG High Priority	Typically solitary, roosting primarily in the foliage of trees or shrubs. Day roosts are commonly in edge habitats adjacent to streams or open fields, in orchards or urban areas.	<b>Moderate Potential.</b> Stands of oak woodland may provide suitable roost habitat.
Suisun Shrew <i>Sorex ornatus sinuosus</i>	SSC	Found in tidal marshes of the north shores of San Pablo and Suisun Bays. Requires dense, low-lying cover, driftwood and other litter above mean high-tide line for nesting and foraging.	<b>Not Present.</b> This species' known distribution is in tidal marshes and on the shore of Suisun Bay.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Ringtail <i>Bassariscus astutus</i>	CFP	Widespread resident of California, excluding the Central Valley, south to Mexico. Mostly carnivorous and nocturnal, it is typically found in remote areas with trees, brush, and rock crevices for cover. Often found in riparian forests or steep, rocky canyons.	<b>Unlikely.</b> Study Area provides some suitable habitat features, but is surrounded by vineyards and residential development, making the area unsuitable for this species.
American Badger <i>Taxidea taxus</i>	SSC	Most abundant in drier open stages of shrub, forest, and herbaceous habitats, with friable soils. Requires loose, friable soils and open, uncultivated ground. Preys on burrowing rodents.	<b>Unlikely.</b> Grassland habitat is present throughout much of the Study Area, but friable (loose) soils were limited due to tall grass cover, and no burrows of sufficient size were observed.
<b>Birds</b>			
California Brown Pelican <i>Pelecanus occidentalis californicus</i>	FE, SE, CFP	(Nesting colony) colonial nester on coastal islands just outside the surf line. Nests on coastal islands of small to moderate size which afford immunity from attack by ground-dwelling predators.	<b>Not Present.</b> The Study Area lacks suitable habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
California Black Rail <i>Laterallus jamaicensis coturniculus</i>	ST, CFP, BCC	Occurs in tidal salt marsh with dense stands of pickleweed as well as fresh-water to brackish marshes.	<b>Not Present.</b> There is no tidal salt marsh, nor brackish or freshwater marsh habitat in the Study Area.
California Clapper Rail <i>Rallus longirostris obsoletus</i>	FE, SE, CFP	Associated with tidal salt marsh and brackish marshes supporting emergent vegetation, upland refugia, and incised tidal channels.	<b>Not Present.</b> There is no tidal salt marsh or brackish marsh habitat in the Study Area.
Western Snowy Plover <i>Charadrius alexandrinus nivosus</i>	FT, SSC, BCC, RP	(Nesting) Federal listing applies only to the Pacific coastal population. Found on sandy beaches, salt pond levees and shores of large alkali lakes. Sandy, gravelly or friable soils required for nesting.	<b>Not Present.</b> There is no sandy beach, salt pond or shore habitat present in the Study Area.
White-tailed Kite <i>Elanus leucurus</i>	CFP	Year-long resident of coastal and valley lowlands; rarely found away from agricultural areas. Preys on small diurnal mammals and occasional birds, insects, reptiles, and amphibians.	<b>Moderate Potential.</b> Scattered trees and shrubs combined with open habitat near vineyards provide suitable habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Bald Eagle <i>Haliaeetus leucocephalus</i>	FD, SE, CFP	(Nesting and wintering) Frequents ocean shores, lake margins, and rivers for both nesting and wintering. Requires large bodies of water, or free-flowing rivers with abundant fish and adjacent snags or other perches. Nests in large, old-growth, or dominant live tree with open branchwork near water.	<b>Not Present.</b> No suitable nesting or foraging habitat in Study Area.
Golden Eagle <i>Aquila chrysaetos</i>	CFP, BCC	Found in rolling foothills, mountain areas, sage-juniper flats, and desert. Cliff-walled canyons provide nesting habitat in most parts of range; also, large trees in open areas.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.
Northern Harrier <i>Circus cyaneus</i>	SSC	Nests and forages in grassland habitats, usually in association with marshes, but may also occur in alkali desert sinks. Nests on ground in shrubby vegetation, usually at marsh edge.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Western Yellow-billed Cuckoo <i>Coccyzus americanus</i>	FC, SE, BCC	(Nesting) riparian forest nester, along the broad, lower flood-bottoms of larger river systems. Nests in riparian jungles of willow, often mixed with cottonwoods, with lower story of blackberry, nettles, or wild grape.	<b>Not Present.</b> Typically found in larger river systems than exist in the Study Area. Species is likely extirpated from area.
California Least Tern <i>Sterna antillarum browni</i>	FE, SE	Nests along the coast from San Francisco bay south to northern Baja California. Colonial breeder on bare or sparsely vegetated, flat substrates: sand beaches, alkali flats, landfills, or paved areas.	<b>Not Present.</b> Beach, salt flat, or similar bare ground nesting habitat is not present in the Study Area.
Western Burrowing Owl <i>Athene cunicularia</i>	SSC, BCC	Open, dry annual or perennial grasslands, deserts and scrublands characterized by low-growing vegetation. Subterranean nester, dependent upon small mammal burrows, most often dug by California ground squirrels.	<b>Unlikely.</b> Limited small mammal burrows are present, but this species is most likely extirpated from Sonoma County.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Northern Spotted Owl <i>Strix occidentalis caurina</i>	FT, SSC	Old-growth forests or mixed stands of old-growth and mature trees. Prefers high, multistory canopy dominated by big trees, trees with cavities or broken tops, woody debris and space under canopy.	<b>Not Present.</b> Suitable forest habitat is not present in the Study Area.
Black Swift <i>Cypseloides niger</i>	BCC, SSC	Coastal belt of Santa Cruz and Monterey Counties; central/ southern Sierra Nevada; San Bernardino and San Jacinto Mtns. Breeds in small colonies on cliffs near waterfalls in deep canyons, and sea-bluffs above surf; forages widely.	<b>Not Present.</b> Study Area is outside the range of this species. Typical nesting habitat is not present in the Study Area.
Vaux's Swift <i>Chaetura vauxi</i>	SSC	Redwood, Douglas fir, and other conifers. Nests in large hollow trees and snags. Often nests in flocks. Forages over most terrains and habitats but shows a preference for foraging over rivers and lakes.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.
Nuttall's Woodpecker <i>Picoides nuttallii</i>	BCC	Found primarily in oak woodlands and in riparian woods; rarely in conifers. Nests in tree cavities.	<b>Moderate Potential.</b> Mature oaks onsite could provide suitable nesting and foraging habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Loggerhead Shrike <i>Lanius ludovicianus</i>	SSC, BCC	Broken woodlands, savannah, pinyon-juniper, Joshua tree, and riparian woodlands, desert oases, scrub and washes. Prefers open country for hunting, with perches for scanning, and fairly dense shrubs and brush for nesting.	<b>Present.</b> Scattered trees and shrubs combined with expanses of open habitat provide suitable habitat for this species. One individual was observed in flight during the site survey.
Yellow Warbler <i>Dendroica petechia brewsteri</i>	SSC	Occurs primarily in riparian zones. Prefers willows, cottonwoods, aspens, sycamores and alders for nesting and foraging.	<b>Moderate Potential.</b> The riparian woodland along Winkle Creek in the southwestern corner of the Study Area provides suitable habitat for this species.
Saltmarsh Common Yellowthroat <i>Geothlypis trichas sinuosa</i>	SSC, BCC	Resident of the San Francisco Bay region, in fresh and salt water marshes. Requires thick, continuous cover down to water surface for foraging; tall grasses, tule patches, willows for nesting.	<b>Not Present.</b> Study Area lacks suitable marsh habitat for this species.
San Pablo Song Sparrow <i>Melospiza melodia samuelis</i>	BCC, SSC	Resident of salt marshes along the north side of San Francisco and San Pablo Bays. Inhabits tidal sloughs in the <i>Salicornia</i> marshes; nests in vegetation bordering slough channels.	<b>Not Present.</b> Study Area lacks suitable marsh habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Grasshopper Sparrow <i>Ammodramus savannarum</i>	SSC	Dense grasslands on rolling hills, lowland plains, in valleys, hillsides and lower mountain slopes. Favors native grasslands with a mix of grasses, forbs, and scattered shrubs. Loosely colonial when nesting.	<b>Unlikely.</b> The Study Area lacks native grasslands and is likely too small and isolated to support this species.
Tricolored Blackbird <i>Agelaius tricolor</i>	BCC, SSC	Highly colonial species, most numerous in Central Valley and vicinity. Largely endemic to California. Requires open water, protected nesting substrate, and foraging area with insect prey close to the colony.	<b>Not Present.</b> Study Area lacks suitable open water habitat to support this species.
Lawrence's Goldfinch <i>Carduelis lawrencei</i>	BCC	Nests in open oak or other arid woodland and chaparral, near water. Nearby herbaceous habitats used for feeding. Closely associated with oaks.	<b>Unlikely.</b> Suitable habitat occurs in the Study Area, but species is irregular in Sonoma County and has not been recorded in the vicinity.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Reptiles and Amphibians</b>			
California Tiger Salamander <i>Ambystoma californiense</i>	FT, ST	Inhabits grassland, oak woodland, ruderal and seasonal pool habitats. Seasonal ponds and vernal pools are crucial to breeding. Adults utilize mammal burrows as estivation habitat.	<b>Not Present.</b> The Study Area lacks seasonal pool habitat for this species and there are no recorded observations within 5 miles of the site.
Foothill Yellow-legged Frog <i>Rana boylei</i>	SSC	Found in or near rocky streams in a variety of habitats. Prefers partly-shaded, shallow streams and riffles with a rocky substrate; requires at least some cobble-sized substrate for egg-laying. Needs at least 15 weeks to attain metamorphosis. Feeds on both aquatic and terrestrial invertebrates.	<b>Moderate Potential.</b> Potential habitat is present along Winkle Creek, and there are several recorded observations in the vicinity of the Study Area.
California Red-legged Frog <i>Rana draytonii</i>	FT, SSC	Lowlands and foothills in or near permanent sources of deep water with dense, shrubby or emergent riparian vegetation. Requires 11 to 20 weeks of permanent water for larval development. May disperse through upland habitats after rains to access estivation habitat.	<b>Unlikely.</b> The Study Area lacks suitable still perennial aquatic habitat for this species. On-site drainages are ephemeral or lack pools, and the closest recorded observations are approximately 5 miles away.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Western Pond Turtle <i>Actinemys marmorata</i>	SSC	A thoroughly aquatic turtle of ponds, marshes, rivers, streams and irrigation ditches with aquatic vegetation. Require basking sites such as partially submerged logs, vegetation mats, or open mud banks, and suitable upland habitat (sandy banks or grassy open fields) for egg-laying.	<b>Moderate Potential.</b> The ephemeral drainages in the Study Area lack suitable aquatic habitat for this species. Winkle Creek in the southwestern corner of the Study Area could provide habitat, though water levels may be too low in summer.
<b>Fishes</b>			
Green Sturgeon <i>Acipenser medirostris</i>	FT	Spawn in the Sacramento River and the Klamath River. Spawn at temperatures between 8-14 degrees C. Preferred spawning substrate is large cobble, but can range from clean sand to bedrock.	<b>Not Present.</b> The Study Area is outside the range of this species.
Tidewater Goby <i>Eucyclogobius newberryi</i>	FE	Brackish water habitats along the California coast from Agua Hedionda Lagoon, San Diego County to the mouth of the Smith River. Found in shallow lagoons and lower stream reaches, requiring still but not stagnant water and high oxygen levels.	<b>Not Present.</b> The Study Area is outside the range of this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Delta Smelt <i>Hypomesus transpacificus</i>	FT	Lives in the Sacramento-San Joaquin estuary in areas where salt and freshwater systems meet. Occurs seasonally in Suisun Bay, Carquinez Strait and San Pablo Bay. Seldom found at salinities > 10 ppt; most often at salinities < 2 ppt.	<b>Not Present.</b> The Study Area does not contain suitable habitat for this species.
Sacramento Splittail <i>Pogonichthys macrolepidotus</i>	SSC	Endemic to the lakes and rivers of the central valley, but now confined to the delta, Suisun Bay and associated marshes. Slow moving river sections, dead end sloughs. Require flooded vegetation for spawning and foraging for young.	<b>Not Present.</b> The Study Area does not contain suitable habitat for this species.
Steelhead, Central California Coast ESU <i>Oncorhynchus mykiss</i>	FT	Occurs from the Russian River south to Soquel Creek and Pajaro River. Also in San Francisco and San Pablo Bay Basins. Adults migrate upstream to spawn in cool, clear, well-oxygenated streams. Juveniles remain in fresh water for 1 or more years before migrating downstream to the ocean.	<b>Unlikely.</b> Only Winkle Creek in the southwestern corner of the Study Area could provide habitat for this species, but observed water levels were low and may be insufficient for this species. The closest recorded observation is in Carriger Creek approximately 1.5 miles south.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Steelhead, Central Valley ESU <i>Oncorhynchus mykiss</i>	FT	Occurs in the Sacramento and San Joaquin Rivers and their tributaries, excluding San Francisco and San Pablo bays and their tributaries. Preferred spawning habitat is in perennial streams with cool to cold water temperatures, high dissolved oxygen levels and fast flowing water. Abundant riffle areas for spawning and deeper pools with sufficient riparian cover for rearing are necessary for successful breeding.	<b>Not Present.</b> The Study Area is outside the range of this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Invertebrates</b>			
Monarch butterfly <i>Danaus plexippus</i>	(roosting sites)	Winter roost sites located in wind-protected tree groves (Eucalyptus, Monterey pine, cypress), with nectar and water sources nearby.	<b>Unlikely.</b> The Study Area does not contain suitable habitat for this species.
Calippe silverspot butterfly <i>Speyeria callippe callippe</i>	FE	Restricted to the northern coastal scrub of the San Francisco peninsula. Hostplant is <i>Viola pedunculata</i> . Most adults found on east-facing slopes; males congregate on hilltops in search of females.	<b>Not Present.</b> Study Area is outside the range of this species.
Myrtle's silverspot butterfly <i>Speyeria zerene myrtleae</i>	FE	Restricted to the foggy, coastal dunes/hills of the Point Reyes peninsula; extirpated from coastal San Mateo County. Larval foodplant thought to be <i>Viola adunca</i> .	<b>Not Present.</b> Study Area is outside the range of this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
California freshwater shrimp <i>Syncaris pacifica</i>	FE, SE	Endemic to Marin, Napa, and Sonoma counties. Found in low elevation, low gradient streams where riparian cover is moderate to heavy. Shallow pools away from main stream flow. Winter: undercut banks with exposed roots. Summer: leafy branches touching water.	<b>Unlikely.</b> Although there are several recorded observations within 5 miles of the Study Area, the potential habitat along Winkle Creek lacks the shallow pools off the main stream preferred by this species.

**\* Key to status codes:**

STATUS CODES

Federal Endangered Species Act (ESA)

FE Federally Endangered

FT Federally Threatened

California Endangered Species Act (CESA)

SE State Endangered

ST State Threatened

California Department of Fish and Game

CFP Fully Protected

SSC Species of Special Concern

California Native Plant Society Listing (CNPS)

1A Plants Presumed Extinct in California

1B Plants rare, threatened, or endangered in California and elsewhere

2 Plants rare, threatened, or endangered in California but more common elsewhere

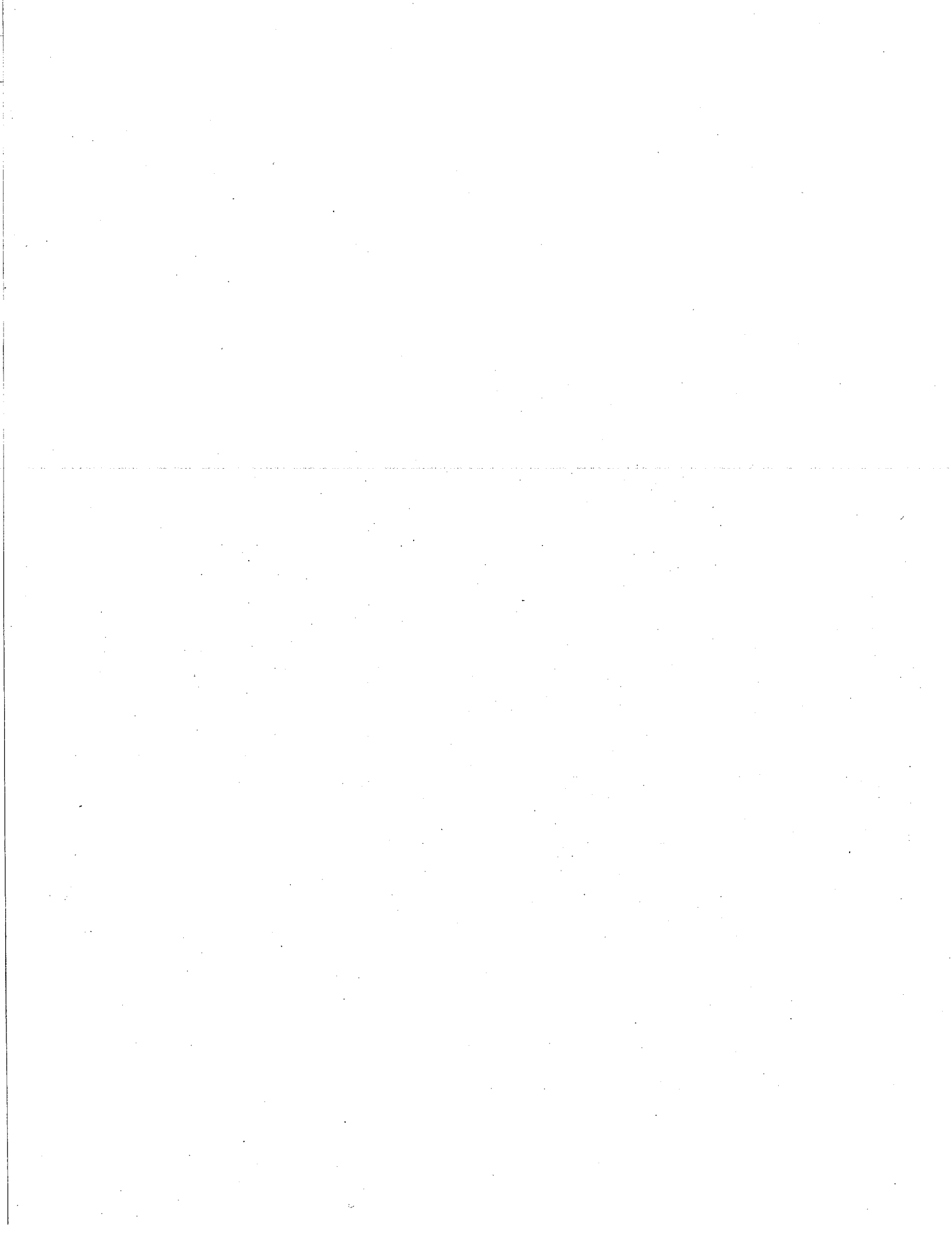
3 Plants about which information is needed-a review list

4 Plants of limited distribution-a watch list

.1 - seriously threatened in California (high degree/immediacy of threat)

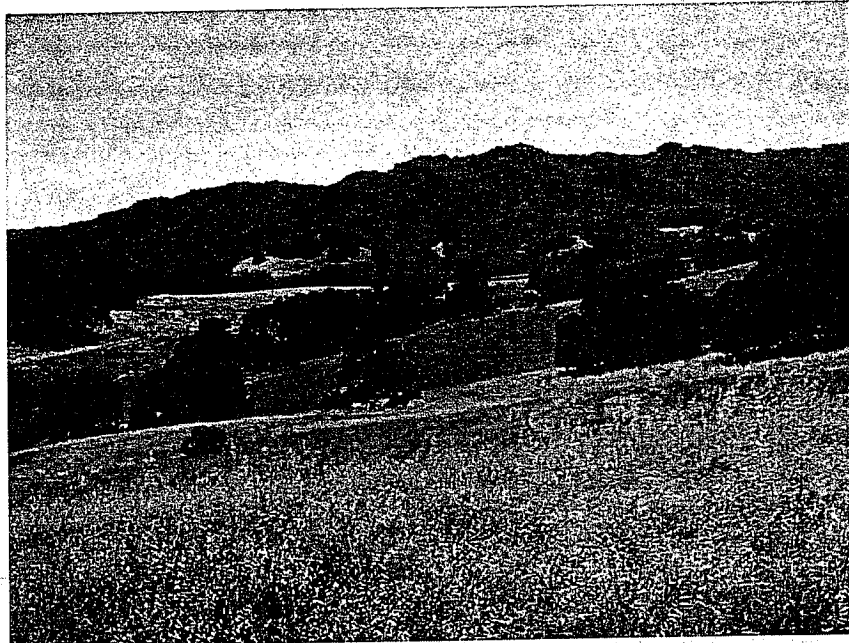
.2 - fairly threatened in California (moderate degree/immediacy of threat)

.3 - not very threatened in California (low degree/immediacy of threats or no current threats known)



APPENDIX C

REPRESENTATIVE STUDY AREA PHOTOGRAPHS



**Top:** Non-native annual grassland interspersed with oak woodland habitat, looking west from south parcel (6/15/11).

**Bottom:** Ephemeral drainage on south parcel (6/15/11).







**Top:** Perennial drainage, Winkle Creek, off Carriger Road in southern parcel of Study Area (6/15/11)

**Bottom:** Oak woodland and non-native annual grassland habitat surrounding water tank in north parcel (6/15/11)



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# Hanna Boys Center Land Subdivision Biological Resources Assessment

Sonoma, Sonoma County California

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**Prepared For:**

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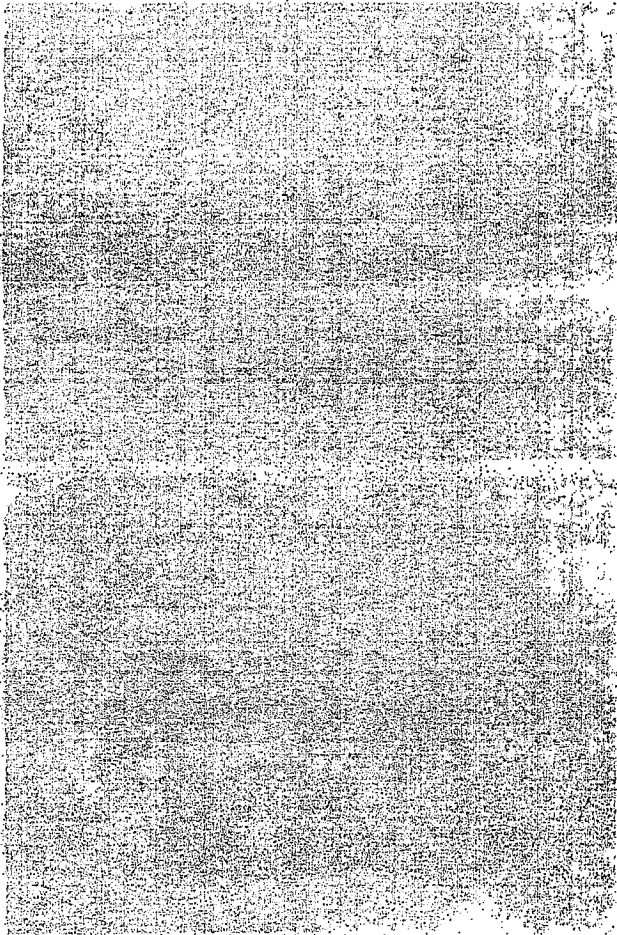
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**Date:**

June 29, 2011  
June 28, 2012 Revision  
Includes 2012 Special-Status Plant  
Survey Report Attachment





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- Appendix B – Potential for Special-status Plant and Wildlife Species to Occur in the Study Area
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## EXECUTIVE SUMMARY

The purpose of the assessment was to evaluate biological conditions for a proposed subdivision of an approximately 47-acre property owned by the Hanna Boys Center in Sonoma County, California. On June 15, 2011, WRA, Inc. (WRA) conducted a biological resources assessment within the Study Area. WRA observed eight biological communities, no special-status plant species, and one special-status wildlife species. Four sensitive upland plant community types and three sensitive aquatic community types were present. Eleven special-status plant species and eight additional special-status wildlife species have a moderate or high potential to occur within the Study Area. Project planning and review by local government may proceed based on the results of this assessment, however a routine level jurisdictional wetlands and waters delineation, rare plant surveys, and pre-construction bird and bat surveys are recommended to be conducted at appropriate milestones for final project approval.

### 1.0 INTRODUCTION

On June 15, 2011, WRA, Inc. (WRA) performed a biological resources assessment at the approximately 47-acre Hanna Boys Center Subdivision (Study Area) located at 17501 Carriger Road, Sonoma, in Sonoma County, California (Figure 1). The Study Area is located behind the Hanna Boys Center campus, west of Arnold Road, east of Carriger Road, and north of the Sonoma Golf and Country Club. The purpose of the assessment was to gather information to evaluate biological resources for project planning and to meet the informational requirements of the California Environmental Quality Act (CEQA), the federal Endangered Species Act (ESA), and the California Endangered Species Act (CESA) for the proposed project.

This report describes the results of the site visit, which assessed the Study Area for: (1) the potential to support listed or special-status species, and (2) the presence of other sensitive biological resources protected by local, state, and federal laws and regulations. All plant and wildlife species observed during the site visit were recorded. Specific findings on the habitat suitability or presence of listed species or sensitive habitats may require that protocol-level surveys be conducted. This report also contains an evaluation of potential impacts to special-status species and sensitive biological resources that may occur as a result of the proposed project and potential mitigation measures that will compensate for those impacts.

A biological resources assessment provides general information on the potential presence of sensitive species and habitats. The biological assessment is not an official protocol-level survey for special-status species or regulated habitats that may be required prior to final project approval by local, state, or federal regulatory agencies, but typically provides the level of information necessary for project planning and project review by local government. This assessment is based on information available at the time of the study and on site conditions that were observed on the date of the site visit.

#### 1.1 Description of the Proposed Project

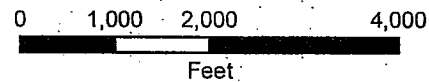
The Hanna Boys Center is a residential high school for troubled youth. Approximately one-hundred boys, in addition to faculty and staff, reside on the property on the campus west of Arnold Road in Sonoma, California. The project proposes to subdivide an existing approximately 47-acre area comprising parts of two parcels west of the campus into three parcels to be developed into new residences, plus a "remainder" parcel that has one existing residence and a driveway that crosses Winkle Creek on a box culvert bridge. The project would also include construction of driveways extending from the existing driveway for the three new residences. (Figure 2).





Figure 1. Location Map

Lands of Hanna Boys Center  
 Sonoma, California



**wra**

ENVIRONMENTAL CONSULTANTS

Date: June 2012  
 Aerial: 2009 NAIP  
 Map By: Michael Rochelle







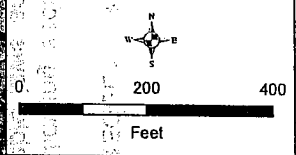
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Lands of Hanna  
 Boys Center  
  
 Sonoma,  
 California

Figure 2.  
 Proposed Lot Division



-  Study Area
-  Proposed Roads
-  Proposed Subdivision Lines
-  Proposed Homes



Map Date: June 2012  
 Map By: Michael Rochelle  
 Base Source: ESRI Bing Maps



## 2.0 REGULATORY BACKGROUND

The following sections explain the regulatory context of the biological assessment, including applicable laws and regulations that were applied to the field investigations and analysis of potential project impacts.

### 2.1 Special-status Species

Federal and state endangered species legislation gives special-status to several plant and animal species known to occur in the vicinity of the Study Area. In addition, state resource agencies and professional service organizations, whose lists are recognized by agencies when reviewing environmental documents, have identified some species occurring in the vicinity of the Study Area as being sensitive species. Such species are referred to collectively as "species of special-status" and include plants and animals listed, proposed for listing, or candidates for listing as threatened or endangered under the Federal Endangered Species Act (FESA) or the California Endangered Species Act (CESA), animals listed as "fully protected" under the California Fish and Game (CDFG) Code, animals designated as "Species of Special Concern" by the CDFG, and plants listed as rare or endangered by the California Native Plant Society (CNPS).

Federal Endangered Species Act provisions protect federally listed threatened and endangered species and their habitats from unlawful take. Under the FESA, "take" is defined as "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any of the specifically enumerated conduct." The U.S. Fish and Wildlife Service (USFWS) regulations define harm to mean "an act which actually kills or injures wildlife." Such an act "may include significant habitat modification or degradation where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding or sheltering" (50 CFR §17.3). Activities that may result in "take" of individuals are regulated by the USFWS. The USFWS produced an updated list of candidate species December 6, 2007 (50 CFR Part 17). Candidate species are not afforded any legal protection under FESA, however, candidate species typically receive special attention from federal and state agencies during the environmental review process.

Provisions of CESA protect state-listed threatened and endangered species. CDFG regulates activities that may result in "take" of individuals (i.e., "hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture, or kill"). Habitat degradation or modification is not expressly included in the definition of "take" under the CDFG Code. Additionally, the CDFG Code contains lists of vertebrate species designated as "fully protected" (CDFG Code §§ 3511 [birds], 4700 [mammals], 5050 [reptiles and amphibians], 5515 [fish]). Such species, or their habitat, may not be taken or possessed.

The CDFG maintains three lists of "species of special concern": USFWS Birds of Conservation Concern, sensitive species included in USFWS Recovery Plans, and CDFG special-status invertebrates that serve as "watch lists." Species on these lists either are of limited distribution or the extent of their habitats has been reduced substantially, such that threat to their populations may be imminent. Thus, their populations should be monitored. They may receive special consideration during environmental review, but do not have statutory protection under CESA although many of these species are protected under other state and federal laws. California Species of Concern receive no legal protection as a result of their designation, and the use of the term does not necessarily mean that the species will eventually be proposed for listing as a threatened or endangered species. However, most, if not all, of these species are currently protected by state and federal laws. In addition to regulations for special-status

species, most birds in the United States, including non-status species, are protected by the Migratory Bird Treaty Act of 1918. Under this legislation, destroying active nests, eggs, and young is illegal.

The CNPS, a non-governmental conservation organization, has developed lists of plant species of concern in California. Vascular plants included on these lists are defined as follows:

- List 1A Plants considered extinct;
- List 1B Plants rare, threatened, or endangered in California and elsewhere;
- List 2 Plants rare, threatened, or endangered in California, more common elsewhere;
- List 3 Plants about which more information is needed- review list;
- List 4 Plants of limited distribution- watch list

Although the CNPS is not a regulatory agency and plants on these lists have no formal regulatory protection, plants appearing on List 1B or List 2 are, in general, considered to meet CEQA's Section 15380 criteria and adverse effects to these species are considered significant. In addition, plants occurring on List 3 or 4, or plants deemed significant by an experienced botanist may be considered to be significant under CEQA.

#### Critical Habitat

Critical habitat is a term defined and used in the FESA as a specific geographic area that contains features essential for the conservation of a threatened or endangered species and that may require special management and protection. The FESA requires federal agencies to consult with the USFWS to conserve listed species on their lands and to ensure that any activities or projects they fund, authorize, or carry out will not jeopardize the survival of a threatened or endangered species. In consultation for those species with critical habitat, federal agencies must also ensure that their activities or projects do not adversely modify critical habitat to the point that it will no longer aid in the species' recovery. In many cases, this level of protection is similar to that already provided to species by the FESA "jeopardy standard." However, areas that are currently unoccupied by the species but which are needed for the species' recovery, are protected by the prohibition against adverse modification of critical habitat.

## **2.2 Sensitive Biological Communities**

Sensitive biological communities include habitats that fulfill special functions or have special values for listed species, such as wetlands, streams, and riparian habitat. These habitats are protected under local ordinances (such as Sonoma County General Plan [County Plan]), federal regulations (such as the Clean Water Act), and state regulations (such as the Porter-Cologne Water Quality Control Act, the CDFG Streambed Alteration Program, and CEQA).

#### Waters of the United States

The U.S. Army Corps of Engineers (Corps) regulates "Waters of the United States" under Section 404 of the Clean Water Act. "Waters of the U.S." are defined broadly as waters susceptible to use in commerce, including interstate waters and wetlands, all other waters (intrastate waterbodies, including wetlands), and their tributaries (33 CFR 328.3). Potential wetland areas, according to the three criteria used to delineate wetlands stated in the *Corps of Engineers Wetlands Delineation Manual* (Environmental Laboratory 1987), are identified by the

presence of (1) hydrophytic vegetation, (2) hydric soils, and (3) wetland hydrology. Areas that are inundated for sufficient duration and depth to exclude growth of hydrophytic vegetation are subject to Section 404 jurisdiction as "non-wetland waters" and are often characterized by an ordinary high water mark (OHWM). Non-wetland waters, for example, generally include lakes, rivers, and streams. The placement of fill material into "Waters of the U.S." (including wetlands) typically requires an individual or nationwide permit from the Corps under Section 404 of the Clean Water Act.

### Waters of the State

The term "Waters of the State" is defined by the Porter-Cologne Act as "any surface water or groundwater, including saline waters, within the boundaries of the state." The Regional Water Quality Control Board (RWQCB) protects all waters in its regulatory scope, but has special responsibility for wetlands, riparian areas, and headwaters. These waterbodies have high resource value, are vulnerable to filling, and are not systematically protected by other programs. The Regional Water Quality Control Board jurisdiction includes "isolated" wetlands and waters that may not be regulated by the Corps under Section 404. "Waters of the State" are regulated by the RWQCB under the State Water Quality Certification Program which regulates discharges of fill and dredged material under Section 401 of the Clean Water Act and the Porter-Cologne Water Quality Control Act. Projects that require a Corps permit, or fall under other federal jurisdiction, and have the potential to impact "Waters of the State," are required to comply with the terms of the Water Quality Certification determination. If a proposed project does not require a federal permit, but does involve dredge or fill activities that may result in a discharge to "Waters of the State," the RWQCB has the option to regulate the dredge and fill activities under its state authority in the form of Waste Discharge Requirements.

### Streams, Lakes, and Riparian Habitat

Streams and lakes, as habitat for fish and wildlife species, are subject to jurisdiction by CDFG under Sections 1600-1616 of CDFG Code. Alterations to or work within or adjacent to streambeds or lakes generally require a 1602 Lake and Streambed Alteration Agreement. The term stream, which includes creeks and rivers, is defined in the California Code of Regulations (CCR) as follows:

*"a body of water that flows at least periodically or intermittently through a bed or channel having banks and supports fish or other aquatic life. This includes watercourses having a surface or subsurface flow that supports or has supported riparian vegetation"*

(14 CCR 1.72).

In addition, the term stream can include ephemeral streams, dry washes, watercourses with subsurface flows, canals, aqueducts, irrigation ditches, and other means of water conveyance if they support aquatic life, riparian vegetation, or stream-dependent terrestrial wildlife (CDFG ESD 1994). Riparian is defined as, "on, or pertaining to, the banks of a stream," therefore, riparian vegetation is defined as, "vegetation which occurs in and/or adjacent to a stream and is dependent on, and occurs because of, the stream itself" (CDFG ESD 1994). Removal of riparian vegetation also requires a Section 1602 Lake and Streambed Alteration Agreement from CDFG.

### Sonoma County General Plan

In conjunction with the CDFG, Sonoma County has identified several habitats as sensitive, natural communities which include coastal salt marsh, brackish water marsh, freshwater marsh,

freshwater seeps, native grasslands, several types of forest and woodland (including riparian, valley oak, Oregon white oak, black oak, buckeye, Sargent cypress and pygmy cypress), old growth redwood and Douglas fir forest, mixed serpentine chaparral, and coastal scrub, prairie, bluff, and dunes. The County Plan shall be consulted should any project activities occur within any of the above mentioned habitats. Any disturbance to these communities may be subject to additional mitigation measures separate from those required by the federal and state regulatory agencies.

### 3.0 METHODS

On June 15, 2011, the Study Area was traversed on foot to determine: (1) plant communities present within the Study Area, (2) if existing conditions provided suitable habitat for any listed plant or wildlife species, and (3) if sensitive habitats are present. All plant and wildlife species observed were recorded and are listed in Appendix A.

#### 3.1 Biological Communities

Prior to the site visit, the Soil Survey of Sonoma County, California [U.S. Department of Agriculture (USDA) 1972] was examined to determine if any unique soil types that could support sensitive plant communities and/or aquatic features were present in the Study Area. Biological communities present in the Study Area were classified based on dominant plant associations where possible (NatureServe 2010). However, in some cases it is necessary to identify variants of community types or to describe non-vegetated areas that are not described in the literature. In these cases, we created suitable names based upon our observations. Biological communities were classified as sensitive or non-sensitive as defined by CEQA and other applicable laws and regulations. Plant species were identified using The Jepson Manual (Hickman 1993).

##### 3.1.1 Non-sensitive Biological Communities

Non-sensitive biological communities are those communities that are not given special protection under state, federal, and local laws, regulations, and ordinances that we deemed any loss of would not be significant under CEQA. These communities may, however, provide suitable habitat for some special-status plant or wildlife species and are identified or described in Section 4.1.1 below.

##### 3.1.2 Sensitive Biological Communities and Regulatory Background

Sensitive biological communities are defined as those communities that are given special protection under CEQA and other applicable federal, state, and local laws, regulations and ordinances. Applicable laws and ordinances are discussed above in Section 2.0. Special methods used to identify sensitive biological communities are discussed below.

#### Wetlands and Non-Wetland Waters

The Study Area was surveyed to determine if any wetlands and waters potentially subject to jurisdiction by the Corps, RWQCB or CDFG were present. The assessment was based primarily on the presence of wetland plant indicators, but will also include any observed indicators of wetland hydrology or wetland soils. Any potential wetland areas were identified as areas dominated by hydrophytic plant species (USFWS 1996). Evidence of wetland hydrology can include direct evidence (primary indicators), such as visible inundation or saturation, surface sediment deposits, algal mats and drift lines, or indirect indicators such as oxidized root

channels. Some indicators of wetland soils include dark colored soils, soils with a sulfidic odor, and soils that contain redoximorphic features as defined by the Corps Manual (Environmental Laboratory 1987) and Field Indicators of Hydric Soils in the United States (NRCS 2002).

The preliminary non-wetland waters assessment was based primarily on the presence of unvegetated, ponded areas or flowing water, areas vegetated with hydrophytic plant species, or evidence indicating their presence such as a high water mark or a defined drainage course. Collection of additional data will be necessary to prepare a delineation report suitable for submission to the Corps, should impacts to wetland habitats be anticipated within project implementation.

### Other Sensitive Biological Communities

The Study Area was evaluated for the presence of other sensitive biological communities, including riparian areas, sensitive plant communities recognized by CDFG, and habitats supporting rare, endangered and unique species as recognized in the County Plan. If present in the Study Area, these sensitive biological communities were mapped and are described in the Section 4.1.2 below.

### **3.2 Listed Species**

#### **3.2.1 Literature Review**

Potential occurrence of listed species in the Study Area was evaluated by first identifying which listed species occur in the greater vicinity of the Study Area through a literature and database search. Database searches for known occurrences of listed species focused on the Glen Ellen 7.5-minute USGS quadrangle and the eight surrounding USGS 7.5-minute quadrangles. In addition to the biological literature cited in Section 3.1, WRA also reviewed the following sources to identify which listed plant and wildlife species have been documented to occur in the greater vicinity of the Study Area:

- California Natural Diversity Database records (CNDDDB); (CDFG 2011)
- USFWS county species lists (USFWS 2011)
- CNPS Electronic Inventory records (CNPS 2011)
- CDFG publication "California's Wildlife, Volumes I-III" (Zeiner et al. 1990)
- CDFG publication "Amphibians and Reptile Species of Special Concern in California" (Jennings and Hayes 1994)
- A Field Guide to Western Reptiles and Amphibians (Stebbins, R.C. 2003)

#### **3.2.2 Site Assessment**

A site visit was made to the Study Area to search for suitable habitats for listed species. Habitat conditions observed at the Study Area were used to evaluate the potential for presence of listed species based on these searches and the professional expertise of the investigating biologists. The potential for each listed species to occur in the Study Area was then evaluated according to the following criteria:

- 1) **Not Present.** Habitat on and adjacent to the site is clearly unsuitable for the species requirement (foraging, breeding, cover, substrate, elevation, hydrology, plant community, site history, disturbance regime).



- 2) Unlikely. Few of the habitat components meeting the species requirements are present, and/or the majority of habitat on and adjacent to the site is unsuitable or of very poor quality. The species is not likely to be found on the site.
- 3) Moderate Potential. Some of the habitat components meeting the species requirements are present, and/or only some of the habitat on or adjacent to the site is unsuitable. The species has a moderate probability of being found on the site.
- 4) High Potential. All of the habitat components meeting the species requirements are present and/or most of the habitat on or adjacent to the site is highly suitable. The species has a high probability of being found on the site.
- 5) Present. Species is observed on the site or has been recorded (i.e. CNDDDB, other reports) on the site recently.

The site assessment is intended to identify the presence or absence of suitable habitat for each listed species known to occur in the vicinity in order to determine its potential to occur in the Study Area. The site visit does not constitute a protocol-level survey and is not intended to determine the actual presence or absence of a species; however, if a listed species is observed during the site visit, its presence will be recorded and discussed (see Section 4.3). In cases where little information is known about species occurrences and habitat requirements, the species evaluation was based on best professional judgment of WRA biologists with experience working with the species and habitats. If necessary, recognized experts in individual species biology were contacted to obtain the most up to date information regarding species biology and ecology.

For some species, a site assessment visit at the level conducted for this report may not be sufficient to determine presence or absence of a species to the specifications of regulatory agencies. In these cases, a species may be assumed to be present, or further protocol-level listed species surveys may be necessary. Listed species for which further protocol-level surveys may be necessary are described below in Section 5.0.

#### 4.0 RESULTS

The Study Area is approximately 47 acres, comprising parts of two parcels west of the campus that would be subdivided into three parcels to be developed into new residences plus an additional "remainder" parcel with an existing residence and a driveway bridging Winkle Creek. The Study Area is located west of the campus along Arnold Road in Sonoma, California. It borders residences along Carriger Road and private roads to the south, and vineyards to the west and north. The Sonoma Golf and Country Club also lies farther to the south. Study Area topography contains two seasonal drainages, hilltops, and sloping grasslands. Elevations are approximately 200 to 250 feet above sea level. Vegetation consists primarily of non-native grassland and oak woodland. The immediate area has a rural residential and agricultural character, with the Study Area parcels containing the only remaining undeveloped land in the immediate surroundings. The northern parcel (including the campus) is presently zoned PF SR (public facility/scenic resource). The southern parcel is zoned RR (rural residential).

The following sections present the results and discussion of the biological assessment within the Study Area.

#### 4.1 Biological Communities

Table 1 summarizes the area of each biological community type and aquatic features observed in the Study Area. There are a total of four non-sensitive biological communities which include developed/disturbed, landscaped, non-native grassland, and coyote brush (*Baccharis pilularis*) scrub. There are four sensitive biological communities and include oak woodland, willow riparian forest, oak riparian woodland, and seasonal wetlands. In addition, several aquatic features were observed that include an ephemeral, an intermittent, and a perennial stream. Descriptions for each biological community and aquatic features are contained in the following sections and illustrated in Figure 3.

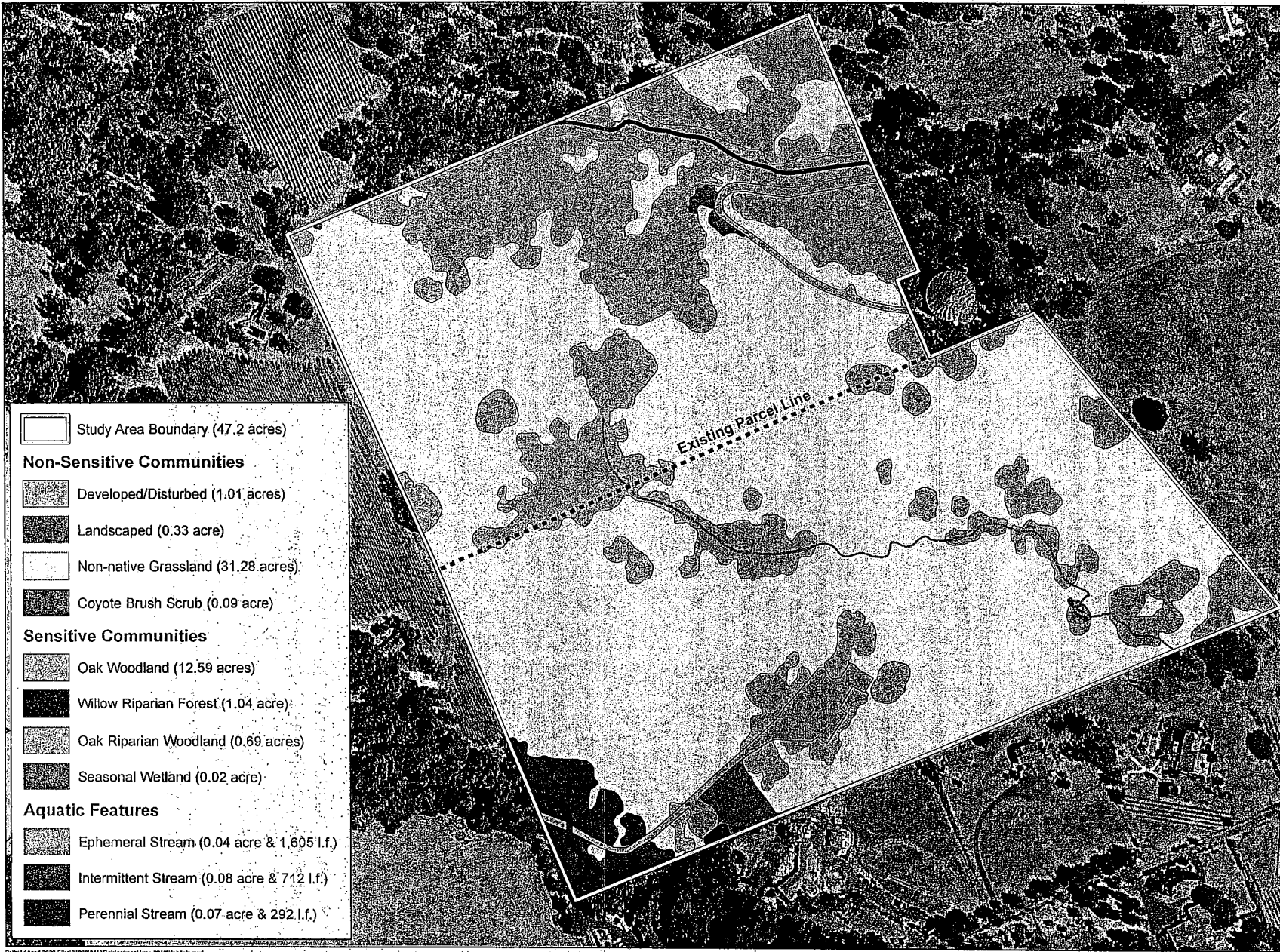
Table 1. Biological Communities within the Study Area	
Community Type	Area in acres (linear feet)
<b>Non-sensitive Biological Communities</b>	
Developed/disturbed	1.01
Landscaped	0.33
Non-native grassland	31.28
Coyote brush scrub	0.09
<b>Sensitive Biological Communities</b>	
Oak woodland	12.59
Willow riparian forest	1.04
Oak riparian woodland	0.69
Seasonal wetland	0.02
<b>Aquatic Features</b>	
Ephemeral stream	0.04 (1,605 l.f.)
Intermittent stream	0.08 (712 l.f.)
Perennial stream	0.07 (292 l.f.)



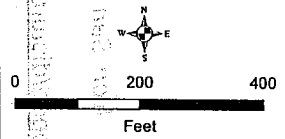
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Lands of Hanna  
 Boys Center  
  
 Sonoma,  
 California

Figure 3.  
 Biological Communities



- Study Area Boundary (47.2 acres)
- Non-Sensitive Communities**
- Developed/Disturbed (1.01 acres)
- Landscaped (0.33 acre)
- Non-native Grassland (31.28 acres)
- Coyote Brush Scrub (0.09 acre)
- Sensitive Communities**
- Oak Woodland (12.59 acres)
- Willow Riparian Forest (1.04 acre)
- Oak Riparian Woodland (0.69 acres)
- Seasonal Wetland (0.02 acre)
- Aquatic Features**
- Ephemeral Stream (0.04 acre & 1,605 l.f.)
- Intermittent Stream (0.08 acre & 712 l.f.)
- Perennial Stream (0.07 acre & 292 l.f.)



Map Date: June 2012  
 Map By: Michael Rechelle  
 Base Source: ESRI Bing Maps



#### 4.1.1 Non-Sensitive Biological Communities

##### Developed/disturbed

The developed/disturbed areas within the Study Area are comprised of two roads and two residential houses and totaled approximately 1.21 acres. One road enters from the eastern boundary of the Study Area and leads to the water tank located in the center of the northern parcel. The second road is located in the southwestern corner of the southern parcel. This road enters from Carriger Road and is the main driveway for the residential property within the Study Area. Several additional dirt roads are present; however, these roads do not appear to be maintained as often as the roads outlined as developed/disturbed. The lack of maintenance on these additional dirt roads provides potential suitable habitat for plant species to establish and these areas are therefore not regarded as developed/disturbed.

##### Landscaped

A small patch of landscaped habitat was present adjacent to the residential house in the southwestern corner of the southern parcel. This area was approximately 0.37 acre and appears to be planted with olive trees (*Olea europaea*).

##### Non-native grassland

The majority of the site was non-native grassland and totaled approximately 37.90 acres. The CNPS (2011) community name used to approximate the non-native grassland habitat search for potential sensitive plant species for this portion of the Study Area was valley and foothill grasslands. This community was intermixed with oak woodland and oak riparian woodland where the aquatic features were observed and on the ridge tops. This community was mostly dominated by Italian ryegrass (*Lolium multiflorum*), Medusa head (*Taeniatherum caput-medusae*), annual dogtail (*Cynosurus echinatus*), and slender and wild oats (*Avena barbata* and *Avena fatua*).

##### Coyote brush scrub

Approximately 0.09 acre of the Study Area consisted of coyote brush scrub. The CNPS (2011) community name used to approximate the coyote brush scrub habitat search for potential sensitive plant species for this portion of the Study Area was valley and foothill grasslands because of the non-native grass herbaceous layer present below the stands of coyote brush. This community only occurred in the northern parcel along the maintained road leading to the water tank and was surrounded by oak woodland and non-native grassland habitat. This community was moderately disturbed with a coyote brush dominated shrub layer and an herbaceous layer of Medusa head and bur clover (*Medicago polymorpha*).

#### 4.1.2 Sensitive Biological Communities

Sensitive habitats identified in the CNDDDB query (2010) included valley needlegrass grassland, serpentine bunchgrass, northern maritime chaparral, northern coastal salt marsh named using the Holland classification system (1986). Although the CDFG no longer updates these community types (CDFG 2009), we have included these lists to fully document sensitive communities that occur within the Study Area vicinity. It is important to note, however, that none of these community types occur within the Study Area. However, the Sonoma County General Plan (County Plan 2008) lists several natural communities as sensitive habitats. Those

communities recognized as sensitive habitats by CDFG (2009) and the Plan (2008) that are present within the Study Area are described in detail below.

#### Oak woodland

The oak woodland community was the second largest community within the Study Area at approximately 15.56 acres. The CNPS (2011) community name used to approximate the oak woodland habitat to search for potential sensitive plant species for this portion of the Study Area was cismontane woodland. This community was evenly dominated by coast live oak (*Quercus agrifolia*), valley oak (*Quercus lobata*), and black oak (*Quercus kelloggii*). It was present throughout all areas of the parcels with canopy cover and density increasing in areas near the intermittent and ephemeral streams. This community featured an herbaceous layer of non-native grasses which included Medusa head, wild oat, and slender wild oat. It is important to note that removal or disturbance of trees must comply with the guidelines and regulations outlined in the County Plan (2008).

#### Willow riparian forest

One area within the Study Area was classified as willow riparian forest community approximately 0.90 acre in size. The CNPS (2011) community name used to approximate the willow riparian forest habitat to search for potential sensitive plant species for this portion of the Study Area was riparian forest, riparian scrub, and riparian woodland. This biological community was located in the southwestern corner of the southern parcel adjacent to the perennial creek that runs west to east. A 10-foot paved road passes over the creek and through this community and provides the only access to the residential properties on-site. This community was largely dominated by red willow (*Salix laevigata*) intermixed with moderate amounts of California buckeye (*Aesculus californica*). It supported a dense shrub layer of Himalayan blackberry (*Rubus discolor*) and snowberry (*Symphoricarpos albus*) intermixed with various herbaceous species including tall flatsedge (*Cyperus eragrostis*) and lady's thumb (*Polygonum persicaria*). Willow riparian forest is considered to be state vulnerable by the CDFG (2009), sensitive community per the County Plan (2008), and disturbance and impacts may require permits and mitigation.

#### Oak riparian woodland

Oak riparian woodland habitat was present adjacent to the intermittent drainage in the northern parcel that runs west to east and was approximately 1.23 acres in size. The CNPS (2011) community name used to approximate the oak riparian woodland habitat to search for potential sensitive plant species for this portion of the Study Area was riparian forest and riparian woodland. This community was evenly dominated by coast live oak and valley oak. The understory was heavily dominated by poison oak (*Toxicodendron diversilobum*), Italian thistle (*Carduus pycnocephalus*) and non-native grasses including wild oat and slender wild oat. Oak riparian woodland is considered to be state vulnerable by the CDFG (2009), sensitive community per the County Plan (2008), and disturbance and impacts may require permits and mitigation.

#### Potential seasonal wetlands

Potential seasonal wetlands within the Study Area were observed at two locations and total approximately 0.02 acre. The CNPS (2011) community name used to approximate the seasonal wetlands habitat to search for potential sensitive plant species for this portion of the Study Area was meadows and seeps. One location was in the northwest corner of the northern

parcel, and the second along the ephemeral drainage in the southern parcel. These areas were dominated by common rush (*Juncus patens*) while the potential seasonal wetland along the ephemeral drainage also supported small amounts of irisleaf rush (*Juncus xiphioides*) and Italian ryegrass within the drainage. Both potential seasonal wetland areas were adjacent to non-native grassland habitat.

#### 4.1.3 Aquatic Features

Three aquatic features were identified in the Study Area, one ephemeral, one intermittent, and one perennial. The ephemeral drainage was approximately 0.04 acre and originates in the central region of the Study Area and flows in a south-easterly direction outside of the Study Area boundary. The intermittent stream was approximately 0.14 acre and flows west to east. This drainage was flanked by a dense oak riparian woodland community that heavily shaded the drainage. Approximately 0.06 acre of Winkle Creek, the perennial drainage in the southwest corner of the southern parcel, was within the Study Area boundary. This feature flowed from west to east and was flanked by willow riparian forest. Flowing water was observed in the creek at an approximate average depth of six inches.

#### 4.2 Soils

Soils within the Study Area consist of two mapped units: Spreckels Loam, 15 to 30 percent slopes, and Spreckels Loam, two to nine percent slopes. These map units occur on sloping to hilly uplands of tuffaceous sediments. Soils within the Study Area are well drained with slow permeability and medium runoff. Spreckels Loam 15 to 30 percent slopes are not hydric soils; however, two to nine percent slopes are rated as hydric soils.

#### 4.3 Special-Status Species

##### 4.3.1 Plants

Reconnaissance-level surveys were conducted on July 15, 2011 for habitats capable of supporting special-status plant species. The CNDDDB and CNPS records were queried to determine which special-status plant species could occur within habitats found at the Study Area. Specifically, the habitats queried were cismontane woodland, riparian forest, riparian scrub, riparian woodland, meadows and seeps, and valley and foothill grasslands at elevations that occur within the Study Area. Sixty-two special-status plant species were identified as occurring within Sonoma County within habitats located on the site, and 12 were reported as occurring within a 5-mi radius of the Study Area by the CNDDDB (Figure 4). Ten of the 62 species are federally endangered, and include Sonoma alopecurus (*Alopecurus aequalis* var. *sonomensis*), Clara Hunt's milk-vetch (*Astragalus claranus*), Sonoma sunshine (*Blennosperma bakeri*), Vine Hill clarkia (*Clarkia imbricata*), Baker's larkspur (*Delphinium bakeri*), Burke's goldfields (*Lasthenia burkei*), Contra Costa goldfields (*Lasthenia conjugens*), Sebastopol meadowfoam (*Limnanthes vincularis*), many-flowered navarretia (*Navarretia leucocephala* ssp. *pleiantha*), and showy rancheria clover (*Trifolium amoenum*).

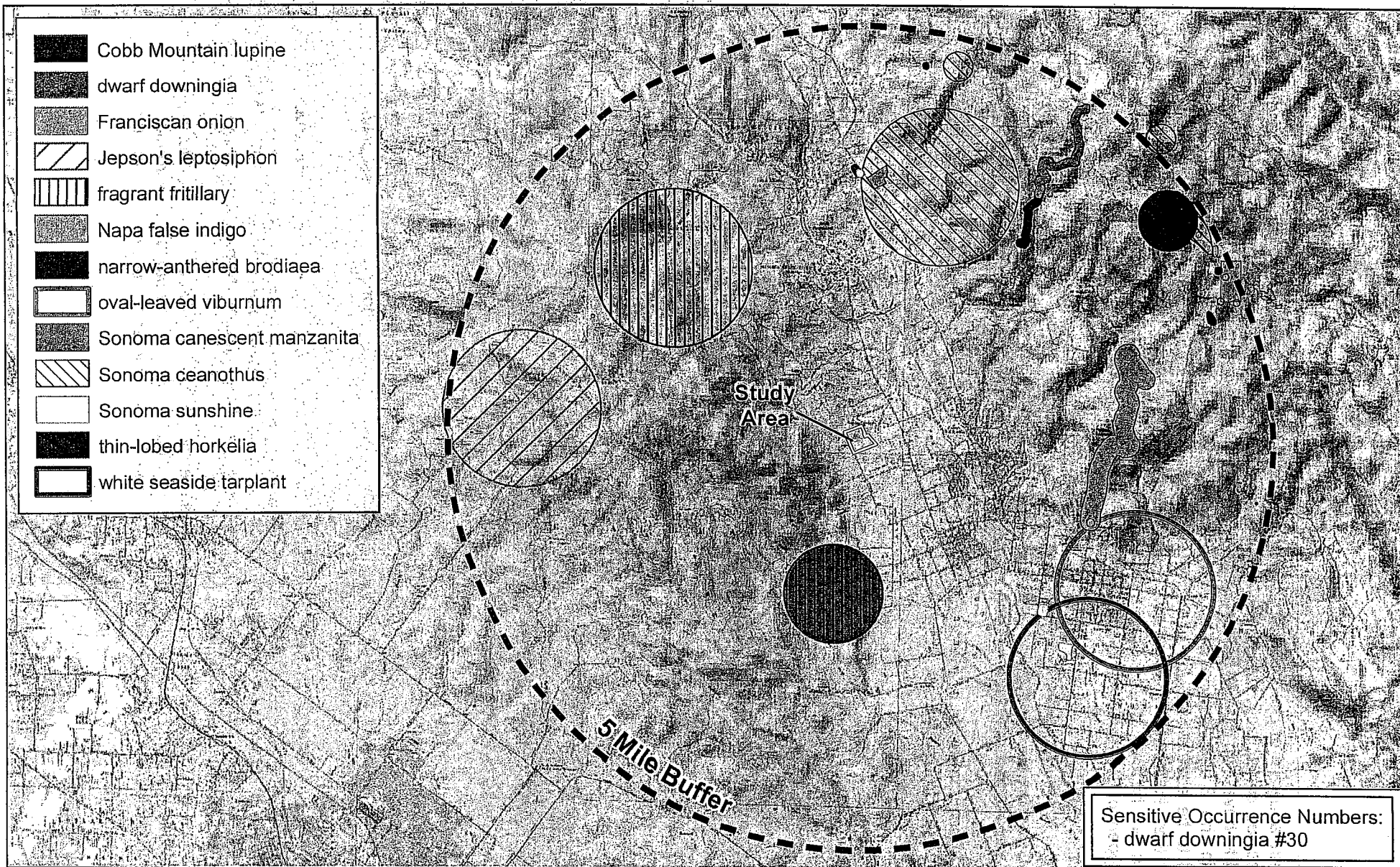
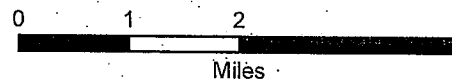


Figure 4. Special-Status Plant Species Occurrences within Five Miles of Study Area

Lands of Hanna Boys Center  
Sonoma, California



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Date: June 2012  
Map By: Michael Rochelle



Following an analysis of the microhabitat conditions associated with all of the CNPS and CNDDDB species considered, and the edaphic factors that favor their occurrence, nine were determined to have a moderate potential and two were determined to have a high potential to occur within the Study Area and are discussed below. The remaining 51 species were determined to be absent from the Study Area because of absence of suitable microhabitats, substrates, they have been regarded as extirpated from Sonoma County, the most recent occurrences are historic, or they are considered extinct. The majority of the species were rejected (Appendix B) for occurrence based on one or more of the following reasons:

1. The species has a very limited range of endemism and has never been observed in the vicinity of the Study Area.
2. Common plants which are nearly always associated with the special-status species, and which indicate the presence of suitable, intact habitat, are absent from the Study Area.
3. Specific, edaphic soil characteristics, such as serpentine, sandy, or adobe clay, are absent from the Study Area.

Furthermore, several plant species were removed from the Sonoma County CNPS query (2011) and are not reported in Appendix B based on lack of suitable habitat present within the Study Area. Such habitats consisted of coastal salt marshes, vernal pools, and specific substrate requirements such as serpentine or volcanic, none of which are present within the Study Area. Only those species which occur within a five-mile radius of the Study Area, though suitable habitat is not present, were reported in Appendix B.

**Sonoma alopecurus (*Alopecurus aequalis* var. *sonomensis*).** Federal Endangered. CNPS List 1B. Moderate Potential. This species is a perennial grass in the grass family (Poaceae) that occurs with other wetland species in freshwater marshes, riparian banks, and wet areas. It is known from 5 to 365 meters in elevation in Marin and Sonoma counties and is in flower from May to July. Observed associated species include water parsley (*Oenanthe sarmentosa*), common cattail (*Typha latifolia*), watercress (*Rorippa nasturtium* var. *aquaticum*), rabbits footgrass (*Polypogon monspeliensis*), and loose strife hyssop (*Lythrum hyssopifolium*).

Sonoma alopecurus is known from eight USGS 7.5-minute quadrangles in Marin and Sonoma counties (CNPS 2011). There are seven CNDDDB (2011) records and six CCH (2011) records from Sonoma County. The most recent, nearest documented occurrence is from June 1994, at Duncans Mills Marsh, approximately 30 miles northwest of the Study Area (CNDDDB 2011). Sonoma alopecurus has a moderate potential to occur in the riparian habitat adjacent to the intermittent and perennial stream within the Study Area; however, none of the associated species were observed during the site visit.

**Napa false indigo (*Amorpha californica* var. *napensis*).** CNPS List 1B. High Potential. Napa false indigo is a deciduous shrub in the pea family (Fabaceae) that blooms from April to July. It occurs in broadleaf upland forest, chaparral, and cismontane woodland, often in openings. It is known from 120 to 2000 meters in Monterey, Marin, Napa, and Sonoma counties. Observed associated species include California bay laurel (*Umbellularia californica*), black oak, coast live oak, Douglas fir (*Pseudotsuga menziesii*), tanoak (*Lithocarpus densiflorus*), Pacific madrone (*Arbutus menziesii*), California hazelnut (*Corylus cornuta* var. *californica*), ocean spray (*Holodiscus discolor*), poison oak, wood fern (*Dryopteris arguta*), bracken fern

(*Pteridium aquilinum*), wood rose (*Rosa gymnocarpa*), and rein orchid (*Piperia transversa*) (CNDDDB 2011).

This species is known from 21 USGS 7.5-minute quadrangles in Marin, Monterey, Napa, and Sonoma Counties (CNPS 2011). There are two CNDDDB (2011) records and eight CCH (2011) records from Sonoma County. The most recent, nearest documented occurrence is from 2000 in northeast Sonoma at Bartholomew Park, approximately five miles south east of the Study Area (CNDDDB 2011). Napa false indigo has a high potential to occur in the Study Area due to the presence of many of the associated plant species including black oak, coast live oak and California bay laurel.

**Bent-flowered fiddleneck (*Amsinckia lunaris*). CNPS List 1B. Moderate Potential.** Bent-flowered fiddleneck is a California endemic annual herb in the forget-me-not family (Boraginaceae) that typically inhabits coastal bluff scrub, cismontane woodlands, and valley and foothill grasslands. It is known from Alameda, Contra Costa, Colusa, Lake, Marin, Napa, San Benito, Santa Clara, Santa Cruz, San Mateo and Yolo counties. This species is typically found from 3 to 500 meters with a blooming period of March to June. Observed associated species include coast live oak, blue oak (*Quercus douglasii*), California juniper (*Juniperus californicus*), buck brush (*Ceanothus cuneatus*), poison oak, miniature lupine (*Lupinus bicolor*), foothill lotus (*Lotus humistratus*), calf lotus (*L. wrangelianus*), fringe pod (*Thysanocarpus curvipes*), q-tips (*Micropus californicus*), cream cups (*Platystemon californicus*), slender tarweed (*Madia gracilis*), common yarrow (*Achillea millefolium*), goldenback fern (*Pentagramma triangularis*), one-sided bluegrass (*Poa secunda*), woolly sunflower (*Eriophyllum lanatum*), and slender wild oat (CNDDDB 2011).

Bent-flowered fiddleneck is known from 35 USGS 7.5-minute quadrangles in Alameda, Contra Costa, Colusa, Lake, Marin, Napa, San Benito, Santa Clara, Santa Cruz, San Mateo, and Yolo counties (CNPS 2011). There is one CNDDDB and CCH (2011) record from Sonoma County. The only Sonoma documented occurrence is from 1940 along California State Highway 12, east of Santa Rosa (CNDDDB 2011). Bent-flowered fiddleneck has a moderate potential to occur in the non-native grassland and open woodland habitat within the Study Area; however, none of the observed associated species were observed on-site.

**Hayfield tarplant (*Hemizonia congesta* ssp. *congesta*). CNPS List 1B. Species. High Potential.** Hayfield tarplant is an annual herb in the sunflower family (Asteraceae). It is typically found in coastal scrub and in valley and foothill grassland, and it has sometimes been found along roadsides. It occurs at elevations from 65 to 1,837 feet, and it blooms from April to November (CNPS 2011). Observed associated species include English plantain (*Plantago lanceolata*), hairy cats ear (*Hypochaeris radicata*), broadleaf birdsfoot trefoil (*Lotus corniculatus*), big quaking grass (*Briza maxima*), and ripgut brome (*Bromus diandrus*) (CNDDDB 2011).

This species is known from 23 USGS 7.5-minute quadrangles in Mendocino, Marin, San Francisco, San Mateo and Sonoma counties (CNPS 2011). There is one CNDDDB (2011) and 26 CCH occurrences within Sonoma County. The most recent CCH (2011) occurrence is from 2002, one mile north of the intersection of Hasting Road and Salem Road, approximately 40 miles east of the Study Area. This species has a high potential to occur in the grassland habitats (non-native grassland) within the Study Area and many of the observed associated species were observed during the site survey.

**Bristly leptosiphon (*Leptosiphon acicularis*). CNPS List 4.2. Moderate Potential.** Bristly leptosiphon is an annual herb in the family Polemoniaceae. It occurs in chaparral, cismontane

woodland, coastal prairie, and valley and foothill grassland habitats and is recorded from 55-1,500 meters in elevation. It blooms between April and July (CNPS 2011). There are no reported observed associated species documented in the CNDDDB (2011) for this species.

No USGS 7.5-minute quadrangle data is reported for this species. It is known from Alameda, Butte, Contra Costa, Fresno, Humboldt, Lake, Mendocino, Marin, Napa, Santa Clara, San Mateo, and Sonoma counties. There are seven CCH (2011) records within the greater vicinity of the Study Area and no reported occurrences within the CNDDDB (2011). The nearest, most recent occurrence is from April 1976 in Guerneville, approximately 30 miles northwest of the Study Area. This species has a moderate potential to occur due to the presence of non-native grassland and woodland habitat on site.

**Marsh microseris (*Microseris paludosa*). CNPS List 1B. Moderate Potential.** Marsh microseris is a perennial herb in the family Asteraceae. It occurs in closed-cone coniferous forest, cismontane woodland, coastal scrub, and valley and foothill grassland, often where grasses are low-growing and is recorded from 5 to 300 meters in elevation. Observed associated species include coast live oak, coyote brush, English plantain, blue-eyed grass, bracken fern (*Pteridium aquilinum*), rough cat's ear, common velvet grass (*Holcus lanatus*), little rattlesnake grass (*Briza minor*), and Douglas iris (*Iris douglasiana*) (CNDDDB 2011).

Marsh microseris is known from 24 USGS 7.5-minute quadrangles in Marin, Mendocino, Monterey, San Benito, Santa Cruz, San Francisco, San Luis Obispo, San Mateo, and Sonoma counties (CNPS 2011). There are four CNDDDB (2011) records and four CCH (2011) records from Sonoma County. The nearest, most recent documented occurrence is from 1982, approximately two miles west of Windsor, approximately 22 miles northwest of the Study Area (CNDDDB 2011). Marsh microseris has a moderate potential to occur in mesic areas within grassland and open woodland in the Study Area due to the presence of suitable habitat; however, the majority of documented occurrences are from coastal prairie and coastal grassland habitats.

**Robust monardella (*Monardella villosa* ssp. *globosa*). CNPS List 1B. Moderate Potential.** Robust monardella is a California endemic perennial rhizomatous herb in the mint family (Lamiaceae) that typically inhabits broad-leaved upland forest, chaparral (openings), cismontane woodland, coastal scrub, and valley and foothill grassland. It is known from Alameda, Contra Costa, Humboldt, Lake, Mendocino, Napa, Santa Clara, Santa Cruz, San Mateo, and Sonoma counties. The species typically occurs from 100 to 915 meters with a blooming period of June to July. Soil survey data at known locations suggest that this species is typically located on very strongly acid (pH 5.0) to slightly acid (pH 6.5) loams derived from sandstone or serpentine (CNDDDB 2011, CSRL 2011). Observed associated species include Douglas fir, tanoak, coyote brush, Rincon Ridge Ceanothus (*Ceanothus confusus*), serpentine bird's-beak (*Cordylanthus tenuis* ssp. *brunneus*), California fuchsia (*Epilobium canum*), California sagebrush (*Artemisia californica*), sticky monkeyflower (*Mimulus aurantiacus*), common sandaster (*Lessingia filaginifolia*), and non-native grasses (CNDDDB 2011).

This species is known from 27 USGS 7.5-minute quadrangles in Alameda, Contra Costa, Humboldt, Lake, Mendocino, Napa, Santa Clara, Santa Cruz, San Mateo, and Sonoma counties (CNPS 2011). There are three CNDDDB (2011) records in the greater vicinity of the Study Area, and three CCH (2011) records from Sonoma County. The nearest documented occurrence is from June 1897 in Healdsburg, approximately twenty-seven miles northwest of the Study Area (CNDDDB 2011). The most recent documented occurrence in Sonoma County is from June 2010 at the Jenner Headlands, approximately eight miles southwest of the Project Area (CNDDDB 2011).

2011). Robust monardella has a moderate potential to occur in the Study Area due to the presence of non-native grassland habitat and associated species.

**Lobb's aquatic buttercup (*Ranunculus lobbii*), CNPS List 4.2. Moderate Potential.** Lobb's aquatic buttercup is an annual herb in the family Ranunculaceae that typically inhabits mesic regions of cismontane woodlands, north coast coniferous forest, valley and foothill grasslands, and vernal pools. This species typically occurs from 15-470 meters and blooms from February to May. There are no reported observed associated species for this species.

No USGS 7.5-minute quadrangle data is reported for this species. It is known from Alameda, Contra Costa, Mendocino, Marin, Napa, Solano, Sonoma counties and is believed to be extirpated from Santa Cruz and San Mateo counties. There are seventeen CCH (2011) occurrences reported and no CNDDDB (2011) occurrences. The nearest, most recent documented occurrence is from April 1995 in Laguna de Santa Rosa, Sonoma County, approximately 15 miles northwest of the Study Area. This species has a moderate potential to occur in the woodland and non-native grassland habitat on site.

**Beaked tracyina (*Tracyina rostrata*), CNPS List 1B. Moderate Potential.** Beaked tracyina is a California endemic annual herb in the sunflower family (Asteraceae) that typically inhabits cismontane woodlands, and valley and foothill grasslands. The species typically occurs from 90 to 800 meters with a blooming period of May to June. Observed associated species include in various brome species (*Bromus* sp.), Doug fir, Pacific madrone, annual dogtail, California oat grass (*Danthonia californica*), spreading hedgeparsley (*Torilis arvensis*), and little tarweed (*Madia exigua*).

This species is known from seven USGS 7.5-minute quadrangles in Humboldt, Lake, Mendocino, Sonoma, and Trinity counties (CNPS 2011). There is one CNDDDB (2011) record in the greater vicinity of the Study Area, and two CCH (2011) records from Sonoma County. The nearest documented occurrence is from June 1998 in Sonoma County, approximately fifty miles northwest of the Study Area (CNDDDB 2011). The most recent documented occurrence is in Mendocino County from June 2003 at Hog Lake, approximately 135 miles northwest of the Study Area (CNDDDB 2011). Robust monardella has a moderate potential to occur in the Study Area due to the presence of non-native grassland habitat and associated species.

**Showy Indian clover (*Trifolium amoenum*), Federal Endangered, CNPS List 1B. Moderate Potential.** Showy Indian clover is an annual herb in the pea family (Fabaceae) that typically inhabits valley and foothill grassland and coastal bluff scrub (sometimes on serpentine soil) from 5 to 560 meters in elevation. The species is known from Alameda, Marin, Napa, Santa Clara, Solano, and Sonoma counties and blooms from April to June. Observed associated species slender oat grass, bromes, fescues (*Festuca* sp.), Italian rye grass, California oat grass, California brome (*Bromus carinatus*), meadow barley (*Hordeum brachyantherum*), Italian thistle, and pale flax (*Linum bienne*) (CNDDDB 2011).

Showy Rancheria clover is known from 16 USGS 7.5-minute quadrangles in Marin, Napa, Santa Clara, Solano, and Sonoma counties (CNPS 2011). There are three CNDDDB (2011) records in the greater vicinity of the Study Area and ten CCH (2011) records from Sonoma County. The nearest documented occurrence is from May 1969, on Petaluma Point Reyes Road, Sonoma County, approximately 13 miles southwest of the Study Area (CNDDDB 2011). The most recent documented occurrence is from May 1996, near Occidental, Sonoma County, approximately 25 miles northwest of the Study Area (CCH 2011). Showy Rancheria clover has a moderate potential to occur due to the presence of non-native grassland habitat and associated species.



**Oval-leaved viburnum (*Viburnum ellipticum*), CNPS List 2, Moderate Potential.** Oval-leaved viburnum is a deciduous shrub in the honeysuckle family (Caprifoliaceae) that typically inhabits chaparral, cismontane woodland, and lower montane coniferous forest habitats. It is known from Contra Costa, El Dorado, Fresno, Glenn, Humboldt, Mendocino, Napa, Placer, Sonoma and Shasta counties as well as in Oregon and Washington. The species typically occurs from 215 to 1400 meters and with a blooming period of May to June. Observed associated species include Pacific madrone, mock orange (*Philadelphus lewisii*), snowdrop bush (*Styrax redivivus*), California maiden hair (*Adiantum jordanii*), big leaf maple (*Acer macrophyllum*), poison oak, and manzanitas (*Arctostaphylos* spp.) (CNDDDB 2011).

This species is known from 30 USGS 7.5-minute quadrangles in Contra Costa, El Dorado, Fresno, Glenn, Humboldt, Mendocino, Napa, Placer, Shasta, Sonoma, and Tehama Counties, and is known from the states of Oregon and Washington (CNPS 2011). There are five CNDDDB (2011) records in the greater vicinity of the Study Area, and three CCH (2011) records from Sonoma County. The nearest documented occurrence is from May 1969, on Petaluma Point Reyes Road, Sonoma County, approximately 12 miles northwest of the Study Area (CCH 2011). The most recent documented occurrence is from May 2010, near Shasta Lake, Shasta County, approximately 160 miles northeast of the Study Area (CNDDDB 2011). Oval-leaved viburnum has a moderate potential to occur in the Study Area due to the presence of woodland habitat and associated species.

#### 4.3.2 Wildlife

Forty-three special-status species of wildlife have been recorded in the vicinity of the Study Area based on a review of CNDDDB (2011) and USFWS (2011) quadrangle lists and other resources. Appendix B summarizes the potential for each of these species to occur in the Study Area. Eight special-status wildlife species have been documented within five miles of the Study Area (Figure 5), and one species, California red-legged frog (*Rana draytonii*), has been documented more than five miles to the south. One special-status wildlife species (Loggerhead Shrike, *Lanius ludovicianus*) was observed in the Study Area during the site assessment, and eight additional special-status wildlife species have a moderate potential to occur in the Study Area: Pallid Bat (*Antrozous pallidus*), Western Red Bat (*Lasiurus blossevillii*), White-tailed Kite (*Elanus leucurus*), Yellow Warbler (*Dendroica petechia brewsteri*), Nuttall's Woodpecker (*Picoides nuttallii*), Western Pond Turtle (*Emys marmorata*), Foothill Yellow-legged Frog (*Rana boylei*), and California red-legged frog. These species are discussed below. No special-status species were rated as having a high potential for presence. All of the other wildlife observed in the Study Area (Appendix A) were commonly found species, including many adapted to occupation of disturbed areas.

Special-status wildlife species that were observed, or have a moderate potential to occur in the Study Area are discussed below.

**Pallid Bat (*Antrozous pallidus*), CDFG Species of Special Concern, WBWG High Priority, Moderate Potential.** Pallid bats occur in a number of habitats ranging from rocky arid deserts to grasslands and higher elevation coniferous forests. They are most abundant in the arid Sonoran life zones below 6,000 feet. Pallid bats often roost in colonies of between 20 and several hundred individuals. Roosts are typically in rock crevices, tree hollows, mines, caves, and a variety of man-made structures, including vacant and occupied buildings. Tree roosting has been documented in large conifer snags (e.g. ponderosa pine), inside basal hollows of

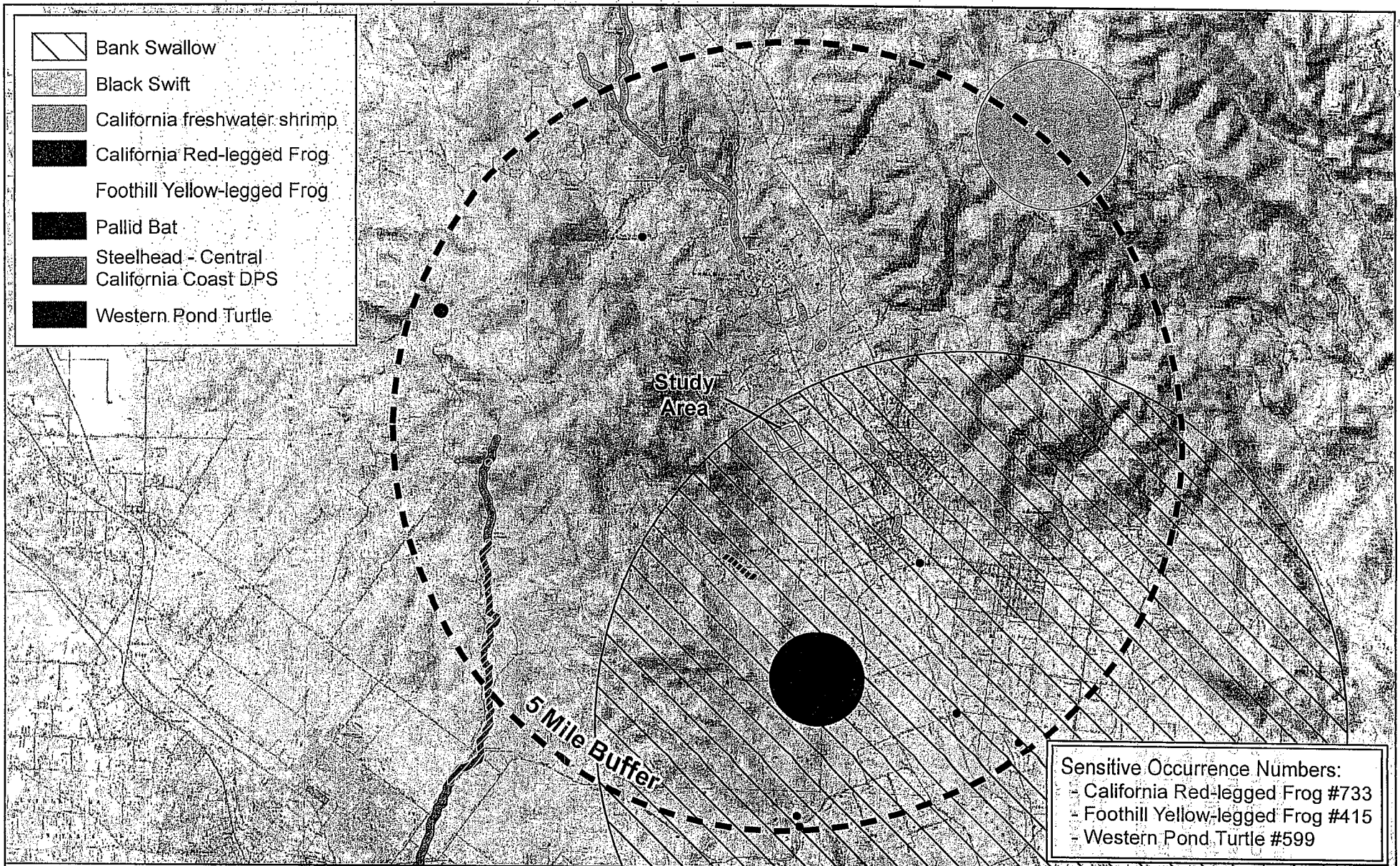
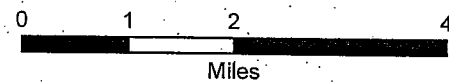


Figure 5. Special Status Wildlife Species Occurrences within Five Miles of Study Area

Lands of Hanna Boys Center  
Sonoma, California



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Date: June 2012  
Map By: Michael Rochelle

redwoods and giant sequoias, and within bole cavities in oak trees. They have also been reported roosting in stacks of burlap sacks and stone piles. Pallid bats are primarily insectivorous, feeding on large prey that is taken on the ground, or sometimes in flight. Prey items include arthropods such as scorpions, ground crickets, and cicadas (WBWG 2010). There is a moderate potential for occurrence in the Study Area due to the presence of large oaks that may provide suitable day roost habitat for this species. The Study Area does not contain suitable hibernation roosts (cavern-like structures or buildings).

**Western-Red bat (*Lasiurus blossevillii*), CDFG Species of Special Concern, WBWG High Priority. Moderate Potential.** This species is highly migratory and broadly distributed, reaching from southern Canada through much of the western United States. They are typically solitary, roosting primarily in the foliage of trees or shrubs. Day roosts are commonly in edge habitats adjacent to streams or open fields, in orchards, sometimes in urban areas and possibly in association with riparian habitat (particularly willows, cottonwoods, and sycamores). Mature oaks and willows in the Study Area could provide suitable roost habitat for this species, which has a moderate potential to occur.

**White-tailed Kite (*Elanus leucurus*), CDFG Fully Protected Species. Moderate Potential.** Kites occur in low elevation grassland, agricultural, wetland, oak woodland, and savannah habitats. Riparian zones adjacent to open areas are also used. Vegetative structure and prey availability seem to be more important than specific associations with plant species or vegetative communities. Lightly grazed or ungrazed fields generally support large prey populations and are often preferred to other habitats. Kites primarily feed on small mammals, although, birds, reptiles, amphibians, and insects are also taken. Nest trees range from single isolated trees to trees within large contiguous forests. Preferred nest trees are extremely variable, ranging from small shrubs (less than 10 ft. tall), to large trees (greater than 150 ft. tall). (Dunk 1995). There is a moderate potential for White-tailed Kite to occur in the Study Area due to the presence of suitable nesting sites, adjacent to large areas of open foraging habitat.

**Nuttall's Woodpecker (*Picoides nuttallii*), USFWS Bird of Conservation Concern. Moderate Potential.** This species is found primarily in oak woodlands and in riparian woods and orchards, and rarely in conifers. It nests in tree cavities and feeds on insects and arthropods. It has been frequently observed in the vicinity of the Study Area (BurrIDGE 1995) and is moderately likely to occur there.

**Loggerhead Shrike (*Lanius ludovicianus*), CDFG Species of Special Concern, USFWS Bird of Conservation Concern. Present.** A common resident of lowlands and foothills throughout California, this species prefers open habitats with scattered trees, shrubs, posts, fences, utility lines or other perches. Nests are usually built on a stable branch in a densely-foliaged shrub or small tree. This species is found most often in open-canopied valley foothill hardwood, conifer, pinyon-juniper, or desert riparian habitats. While this species eats mostly arthropods, they also take amphibians, small reptiles, small mammals or birds, and is also known to scavenge on carrion. One individual was observed in flight over the Study Area during the biological survey.

**Yellow Warbler (*Dendroica petechia brewsteri*), CDFG Species of Special Concern. Moderate Potential.** Yellow Warbler occurs most commonly in wet, deciduous thickets along stream courses, especially those dominated by willows. This species is found at lower elevations in California and at higher elevations along watercourses with riparian growth (Lowther et al. 1999). Yellow warbler populations have declined due to brood parasitism by brown-headed cowbirds (*Molothrus ater*) and habitat destruction. This species' diet is primarily



comprised of insects, supplemented with berries. It is moderately likely to occur in the riparian woodland along Winkle Creek.

**Western Pond Turtle (*Actinemys marmorata*), CDFG Species of Special Concern. Moderate Potential.** The only native freshwater turtle in California, Western Pond Turtle is found in suitable aquatic habitat throughout California west of the Sierras. It inhabits perennial aquatic habitats, such as lakes, ponds, rivers, streams, and canals that provide submerged cover and suitable basking structures, such as rocks and logs (Zeiner et al. 2000). Western Pond Turtles prefer to nest on unshaded slopes close to their aquatic habitat, and hatchlings require shallow water with relatively dense vegetation for foraging for aquatic invertebrates (Jennings and Hayes 1994). Turtles require suitable aquatic habitat for most of the year; however, to escape periods of high water flow, high salinity, or prolonged dry conditions, WPT may move upstream and/or take refuge in vegetated, upland habitat for up to four months (Rathbun et al. 2002). Although upland habitat is utilized for refuge and nesting, this species preferentially utilizes aquatic and riparian corridors for movement and dispersal. This species has a moderate potential to occur in Winkle Creek in the southwestern corner of the Study Area.

**Foothill Yellow-legged Frog (*Rana boylei*), CDFG Species of Special Concern. Moderate Potential.** This species is found in woodland and forest streams and rivers, and prefers flowing water with a rocky substrate, to which egg masses are attached. Foothill Yellow-legged Frog does not estivate and is rarely found far from a source of permanent water. Historically, this species was known to occur in most Pacific drainages from Oregon to Los Angeles (Jennings and Hayes 1994), but populations have declined due to siltation and the introduction of bullfrogs and exotic fish. This species is moderately likely to occur in Winkle Creek in the southwestern corner of the Study Area.

**California Red-legged Frog (*Rana draytonii*), CDFG Species of Special Concern, Federal Threatened. Moderate Potential.** This frog occurs in lowlands and foothills in near permanent, relatively still sources of deep water with dense, shrubby or emergent riparian vegetation. It requires 11 to 20 weeks of permanent water for larval development, and may disperse from water through uplands habitat during or after rains to reach estivation habitat. The closest CNDDDB reported sighting is more than five miles away from Study Area, however there is unofficial reporting of closer sightings. Therefore, because this species could potentially migrate through the area via Winkle Creek and could potentially cross uplands habitat in wet weather, a Moderate potential for occurrence is given.

#### 4.4 Regulatory Results

Below is a summary of the applicable regulatory findings that pertain to the Study Area that are described in Section 2.2.

Waters of the U.S. and State. Potential waters of the U.S. and State are present within the Study Area and are regulated by the Corps and the RWQCB. Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and any appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

Sonoma County General Plan: Open Space Resource Conservation Element. Oak woodland and riparian habitat is present within the Study Area. These areas are regarded as sensitive natural communities by CDFB (2008) under the County Plan (2008). Any impacts or

disturbance to these communities and associated species must adhere to the guidelines outlined in the County Plan.

## 5.0 SUMMARY AND RECOMMENDATIONS

Four sensitive communities are present within the Study Area. Ten special-status plant species and eight special-status wildlife species have a moderate or high potential to occur within the Study Area. In addition, one special-status wildlife species was observed during the site assessment. The following sections present recommendations for future studies at appropriate milestones of the project and/or measures to avoid or reduce impacts to these species and sensitive habitats.

### 5.1 Biological Communities

Most of the Study Area was comprised of two plant communities: non-sensitive non-native grassland, and sensitive oak woodland habitat which is protected under the County Plan. The Study Area also contained 0.02 acres of seasonal wetlands potentially within the jurisdiction of the Corps under Section 404 of the Clean Water Act and RWQCB under the Porter Cologne Act and Section 401 of the Clean Water Act. In addition, the Study Area contained 0.90 acre of willow riparian forest and oak woodland riparian, a potentially protected habitat by CDFG (2003, 2007) and the County Plan (2008). Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

### 5.2 Aquatic Features

One ephemeral, one intermittent, and one perennial stream were present within the Study Area for a total acreage of 0.24 acres of aquatic habitat. These aquatic features may be potentially jurisdictional under Section 401 of the Porter-Cologne Act and Section 1602 of the CDFG code. Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report, however final jurisdictional determination and appropriate permits may be needed prior to start of work on the project. If mitigation measures for impacts are required by regulatory agencies, they shall be included as a condition of authorization of any permits issued by agencies.

### 5.3 Special-status Plant Species

Of the 62 special-status or proposed plant species known from the vicinity of the Study Area, 11 of these species, Sonoma alopecurus, Napa false indigo, bent-flowered fiddleneck, sea-side tarplant, bristly Leptosiphon, marsh microseris, Robust Monardella, Lobb's aquatic, beaked Tracyna, showy rancheria clover, and oval-leaved viburnum have a moderate or high potential to occur within the Study Area. None of the moderate or high potentially occurring special-status plant species were observed during the site survey, however, no protocol-level surveys (CDFG 2009) were completed during this site assessment. A protocol-level rare plant survey is recommended during the peak blooming periods of the moderate and high potentially occurring special-status plant species to determine presence or absence within the Study Area<sup>1</sup>. Project

<sup>1</sup> A protocol level plant survey was conducted in spring 2012. No special-status plants were observed. Details of the methodology used and results of the plant survey are provided in a letter report attached to this BRA.

planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report. If mitigation measures are determined to be needed to protect special-status plant species if any are found, they shall be incorporated as a condition of approval in an appropriate document (e.g., CEQA document or county development permit).

#### 5.4 Special-status Wildlife Species

Of the 43 special-status wildlife species known from the vicinity of the Study Area, one was observed in the Study Area, and eight additional species are moderately likely to occur within the Study Area. Of these, eight, four would be associated with the stream and riparian zone of Winkle Creek in the southwestern corner of the Study Area. In order to reduce potential impacts to these species, work in and adjacent to the creek should be limited as much as possible, limited to the dry season as much as possible, and pre-construction surveys should be conducted by a qualified biologist. The remaining special-status species could occur in oaks or grasslands on the property. In order to avoid impacts to these species and to other nesting birds protected under the Migratory Bird Treaty Act, surveys are recommended prior to any construction activities during the breeding season. A qualified biologist should conduct a survey within two weeks prior to vegetation removal or ground disturbance to avoid harm to active nests, eggs, and/or young. Alternatively, any trees and shrubs that are proposed for removal should be removed outside of the breeding season (September through February), and no survey by a qualified biologist would be required.

Mature oaks on the property could potentially be used as day or maternity roosting sites by bats. Trees are not likely to be used as hibernation roost sites. To avoid impacts to roosting bats, roosting surveys should be conducted during the breeding season by a qualified biologist within two weeks prior to tree removal. Alternatively, trees should be removed outside of the breeding season (September through February), and no qualified biologist would be required.

Project planning and entitlement processing can proceed without agency involvement at this time based on the information provided in this report. If mitigation measures are determined to be needed to protect special-status wildlife species if any are found, they shall be incorporated as a condition of approval in an appropriate document (e.g., CEQA document or county development permit).

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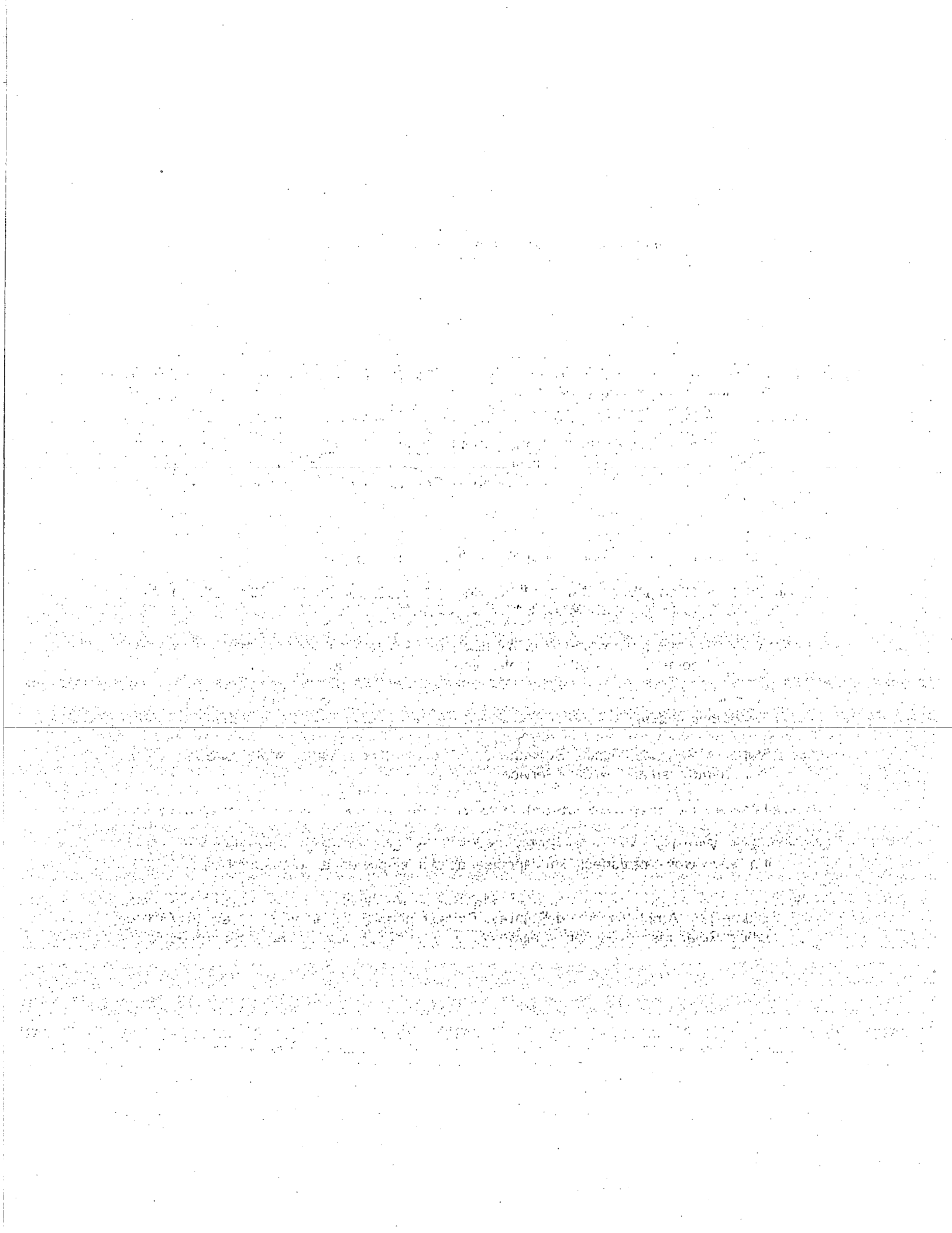
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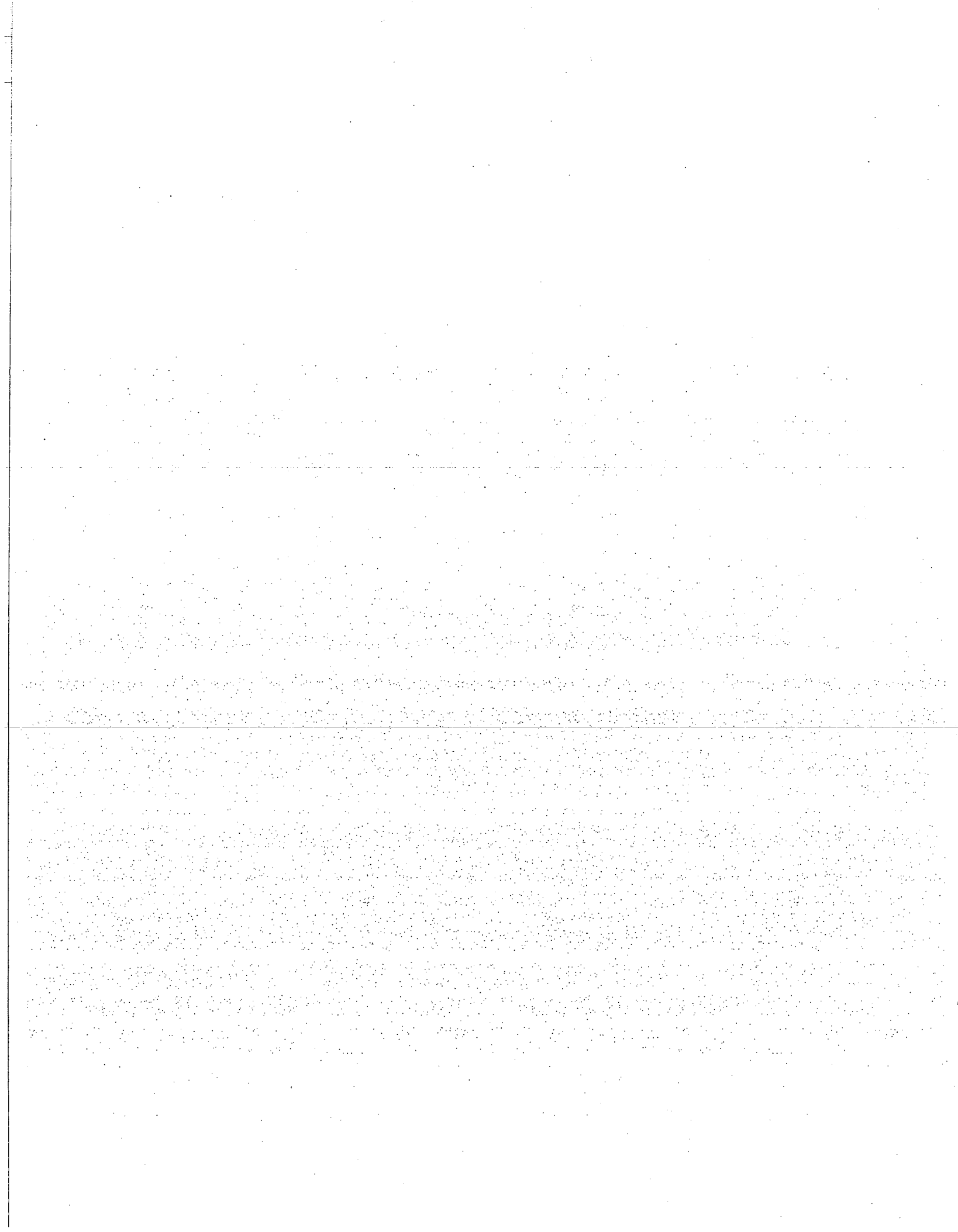
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APPENDIX A

LIST OF OBSERVED PLANT AND WILDLIFE SPECIES



**Appendix A.** List of species observed during site visits conducted on June 15, 2011 at the Hannas Boys Center in Sonoma, Sonoma County, California.

Scientific Name	Common Name
<b>Plants</b>	
<i>Achillea millefolium</i>	yarrow
<i>Aesculus californica</i>	California buckeye
<i>Anthriscus caucalis</i>	bur chervil
<i>Arctostaphylos glauca</i>	bigberry manzanita
<i>Anagallis arvensis</i>	scarlet pimpernel
<i>Arbutus menziesii</i>	Pacific madrone
<i>Avena barbata</i>	slender oat
<i>Avena fatua</i>	wild oat
<i>Baccharis pilularis</i>	coyote brush
<i>Briza maxima</i>	big quaking grass
<i>Briza minor</i>	little quaking grass
<i>Bromus diandrus</i>	ripgut brome
<i>Bromus hordeaceus</i>	soft chess brome
<i>Calochortus luteus</i>	yellow mariposa
<i>Carduus pycnocephalus</i>	Italian thistle
<i>Centaurea melitensis</i>	malfese star thistle
<i>Centaurea solstitialis</i>	yellow star thistle
<i>Collinsia heterophylla</i>	Chinese houses
<i>Convolvulus arvensis</i>	field bindweed
<i>Chlorogalum pomeridianum</i>	soap plant
<i>Cynosurus echinatus</i>	annual dogtail
<i>Claytonia parviflora</i>	Miner's lettuce
<i>Cyperus eragrostis</i>	flatsedge
<i>Elymus glaucus</i>	blue wildrye
<i>Erodium brachycarpum</i>	white stemmed filaree
<i>Festuca californica</i>	California fescue
<i>Foeniculum vulgare</i>	sweet fennel
<i>Galium aparine</i>	bedstraw
<i>Genista monspessulana</i>	French broom
<i>Geranium dissectum</i>	cutleaf geranium
<i>Heteromeles arbutifolia</i>	toyon
<i>Juncus patens</i>	spreading rush
<i>Juncus xiphioides</i>	iris leaved rush
<i>Lactuca serriola</i>	prickly lettuce
<i>Logfia gallica (Filago gallica)</i>	narrowleaf cottonrose
<i>Lolium multiflorum</i>	Italian ryegrass
<i>Lonicera hispidula</i>	pink honeysuckle
<i>Lupinus bicolor</i>	miniature lupine
<i>Madia gracilis</i>	gumweed
<i>Medicago polymorpha</i>	bur clover
<i>Pentagramma triangularis</i>	gold back fern
<i>Picris echioides</i>	bristly ox-tongue
<i>Plantago lanceolata</i>	English plantain
<i>Polygonum persicaria</i>	lady's thumb

<i>Pseudognaphalium canescens</i>	Wright's cudweed
<i>Quercus agrifolia</i>	coast live oak
<i>Quercus berberidifolia</i>	scrub oak
<i>Quercus douglassii</i>	blue oak
<i>Quercus kelloggii</i>	black oak
<i>Quercus lobata</i>	valley oak
<i>Ranunculus californicus</i>	California buttercup
<i>Raphanus sativus</i>	wild radish
<i>Rubus discolor</i>	Himalayan blackberry
<i>Sanicula crassicaulis</i>	Pacific sanicle
<i>Rumex acetosella</i>	sheep sorrel
<i>Rumex pulcher</i>	fiddledock
<i>Salix laevigata</i>	red willow
<i>Symphoricarpos albus</i>	common snowberry
<i>Taeniatherum caput-medusae</i>	Medusa head
<i>Toxicodendron diversilobum</i>	poison oak
<i>Triteleia laxa</i>	Ithuriel's spear
<i>Trifolium hirtum</i>	rose clover
<i>Umbellularia californica</i>	California bay
<i>Vicia sativa</i>	spring vetch
<i>Wyethia angustifolia</i>	California compassplant
<b>Wildlife</b>	
<b>Mammals</b>	
<i>Lepus californicus</i>	Black-tailed Jackrabbit
<i>Odocoileus hemionus</i>	Mule Deer
<b>Birds</b>	
<i>Anas platyrhynchos</i>	Mallard
<i>Meleagris gallopavo</i>	Wild Turkey
<i>Ardea herodias</i>	Great Blue Heron
<i>Cathartes aura</i>	Turkey Vulture
<i>Buteo jamaicensis</i>	Red-tailed Hawk
<i>Buteo lineatus</i>	Red-shouldered Hawk
<i>Zenaidura macroura</i>	Mourning Dove
<i>Colaptes auratus</i>	Northern Flicker
<i>Empidonax difficilis</i>	Pacific Slope Flycatcher
<i>Sayornis nigricans</i>	Black Phoebe
<i>Lanius ludovicianus</i>	Loggerhead Shrike
<i>Vireo huttoni</i>	Hutton's Vireo
<i>Aphelocoma californica</i>	Western Scrub Jay
<i>Cyanocitta stelleri</i>	Steller's Jay
<i>Tachycineta bicolor</i>	Tree Swallow
<i>Baeolophus inornatus</i>	Oak Titmouse
<i>Poecile rufescens</i>	Chestnut-backed Chickadee
<i>Turdus migratorius</i>	American Robin
<i>Mimus polyglottos</i>	Northern Mockingbird
<i>Psaltriparus minimus</i>	Bushtit
<i>Regulus calendula</i>	Ruby-crowned Kinglet
<i>Sitta canadensis</i>	Red-breasted Nuthatch
<i>Sitta carolinensis</i>	White-breasted Nuthatch

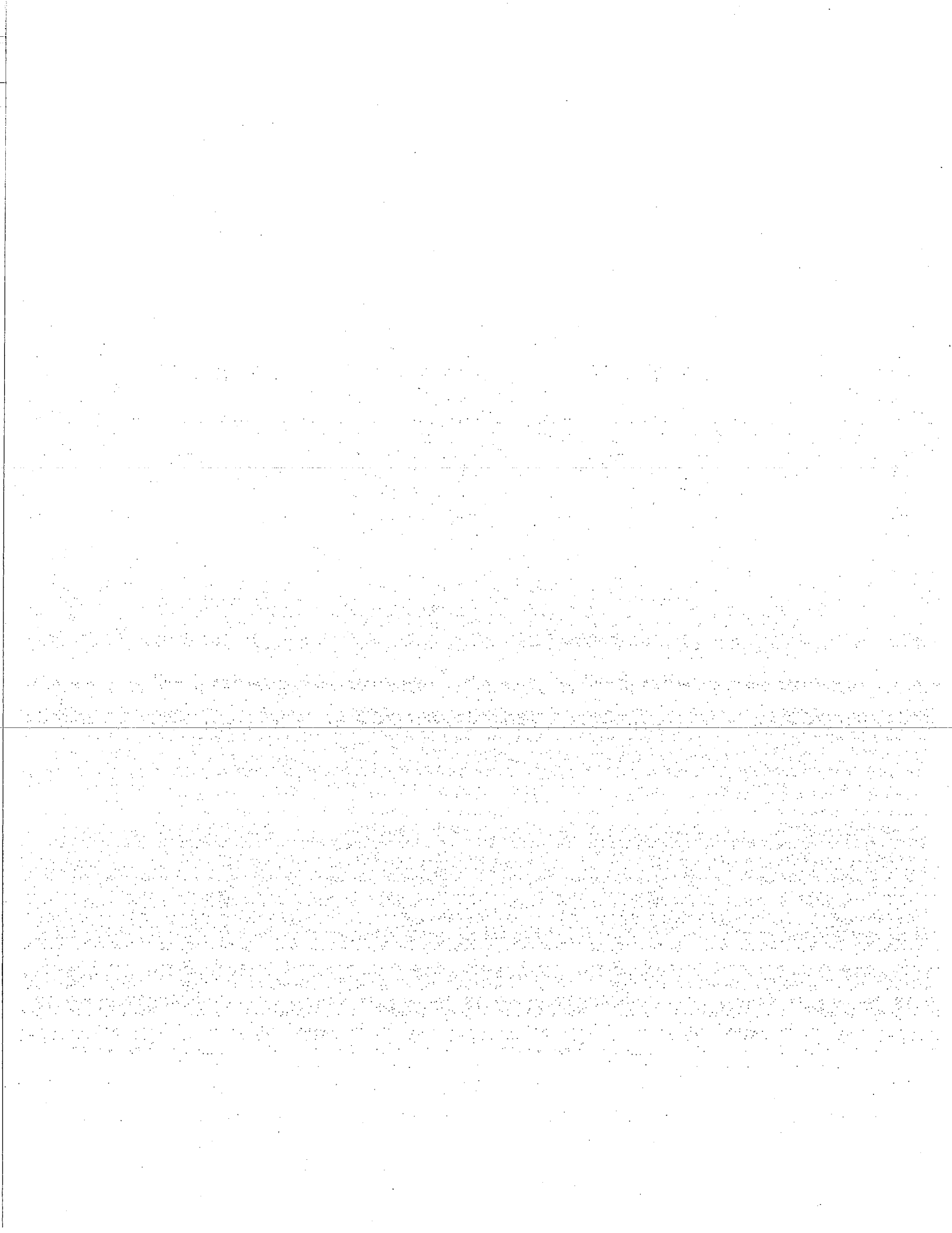
<i>Pipilo maculatus</i>	Spotted Towhee
<i>Melospiza crissalis</i>	California Towhee
<i>Passerculus sandwichensis</i>	Savannah Sparrow
<i>Junco hyemalis</i>	Dark-eyed Junco
<i>Sturnella neglecta</i>	Western Meadowlark
<i>Carpodacus mexicanus</i>	House Finch
<i>Carduelis tristis</i>	American Goldfinch
Reptiles	
<i>Sceloporus occidentalis</i>	Western Fence Lizard
Reported by Facilities manager but not observed: Western Rattlesnake ( <i>Crotalus oreganus</i> ), Bobcat ( <i>Lynx rufus</i> ), Grey Fox ( <i>Urocyon cinereoargenteus</i> ), Coyote ( <i>Canis latrans</i> )	



APPENDIX B

POTENTIAL FOR SPECIAL-STATUS PLANT AND WILDLIFE SPECIES  
TO OCCUR IN THE STUDY AREA





**Appendix B.** Special status plant and wildlife species that may occur, or are known to occur in habitats similar to those found on the Elks Lodge Project Area. List compiled from USFWS Species lists (USFWS 2012), GNDDDB (CDFG 2012) and CNPS Electronic Inventory (CNPS 2012) for the Glen Ellen, Sonoma; Sears Point, Petaluma, Kenwood, Rutherford, Petaluma River, Santa Rosa, and Cotati USGS quadrangles.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Plants</b>			
Franciscan onion <i>Allium peninsulare</i> var. <i>franciscanum</i>	List 1B.2	Cismontane woodland, valley and foothill grasslands of clay, volcanic, or serpentine soils. 50-300 m. Blooms: May-June	<b>Not Present.</b> No clay, volcanic or serpentine soils are present in the Study Area.
Sonoma alopecurus <i>Alopecurus aequalis</i> var. <i>sonomensis</i>	FE, List 1B.1	Marshes and freshwater swamps and riparian scrub. 0-400 m. Blooms: May-June	<b>Moderate Potential.</b> Riparian habitat is present adjacent to the perennial and intermittent creeks in the Study Area.
Napa false indigo <i>Amorpha californica</i> var. <i>napensis</i>	List 1B	Broadleaved upland forest, chaparral, cismontane woodland; in openings in forest or woodland or in chaparral. 120-2000m. Blooms: April-July.	<b>High Potential.</b> Oak woodland areas may provide suitable habitat for this species.
bent-flowered fiddleneck <i>Amsinckia lunaris</i>	List 1B	Coastal bluff scrub, cismontane woodland, valley and foothill grassland. 50-500 m. Blooms: March - June	<b>Moderate Potential.</b> Non-native grasslands on-site may provide suitable habitat for this species.
Baker's Manzanita <i>Arctostaphylos bakeri</i> ssp. <i>bakeri</i>	List 1B.3	Chaparral, valley and foothill grasslands (serpentine slopes) 160-760 m. Blooms: February - April	<b>Not Present.</b> The Study Area does not contain any serpentine soils.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sonoma canescent manzanita <i>Arctostaphylos canescens</i> ssp. <i>sonomensis</i>	List 1B	Chaparral, lower montane coniferous forest, sometimes found on serpentine. 180-1700m. Blooms: January-June.	<b>Unlikely.</b> This species is most suited to occur on serpentine soils. No serpentine soils are present within the Study Area. In addition, no chaparral, lower montane coniferous forest habitat is present.
Brewer's milk vetch <i>Astragalus breweri</i>	List 4.2	Chaparral, cismontane woodland, meadows and seeps, valley and foothill grassland (open, often gravelly) often serpentinite and volcanic soils. 90 - 730 m. Blooms: April - June	<b>Not Present.</b> The Study Area does not contain any serpentine soils.
Clara Hunt's milk-vetch <i>Astragalus claranus</i>	FE, ST, List 1B	Open grassy hillsides, chaparral openings, cismontane woodland, and valley and foothill grassland. Occurs on serpentine or thin volcanic clay soil that is moist in spring. 75-235 m. Blooms: March - May	<b>Not Present.</b> The Study Area does not contain any serpentine soils.
alkali milk-vetch <i>Astragalus tener</i> var. <i>tener</i>	RP, List 1B	Low ground, alkali flats, and flooded lands in annual grassland or in playas or vernal pools. 1-170 m. Blooms: March-June	<b>Unlikely.</b> Annual grassland habitat is present within the Study Area; however, these areas do not contain alkali flats or flooded lands.
big-scale balsamroot <i>Balsamorhiza macrolepis</i> var. <i>macrolepis</i>	List 1.B	Chaparral, cismontane woodland, valley and foothill grassland. Sometimes on serpentine soils. 35-1000 m. Blooms: March - June	<b>Unlikely.</b> Serpentine soils are not present within the valley and foothill grassland habitat of the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sonoma sunshine <i>Blennosperma bakeri</i>	FE, SE, List 1B.1	Occurs in mesic soils of valley and foothill grasslands and vernal pools. 10 - 110 m. Blooms: March- May	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain, Russian River floodplain, and the Sonoma Valley.
narrow-anthered California brodiaea <i>Brodiaea californica</i> var. <i>leptandra</i>	List 1B.2	Broadleaved upland forest, chaparral, cismontane woodland, lower montane coniferous forest, valley and foothill grassland. Occurs in volcanic soils. 110-915 m. Blooms: May - July	<b>Not Present.</b> The Study Area does not contain any volcanic soils.
serpentine reed grass <i>Calamagrostis ophitidis</i>	List 4.3	Often north-facing slopes of open chaparral, lower montane coniferous forest, meadows and seeps, and valley and foothill grassland. Occurs in serpentinite and rocky soils. 90-1065 M. Blooms: April-July	<b>Not Present.</b> Serpentine and rocky soils are not present within the Study Area.
round-leaved filaree <i>California macrophylla</i>	List 1B	Clay soils of cismontane woodland, valley and foothill grasslands. 15-1,200 m. Blooms: March-May.	<b>Not Present.</b> Though the Study Area contains grassland habitat, no clay soils are present.
Mt. Saint Helena morning-glory <i>Calystegia collina</i> ssp. <i>oxyphylla</i>	List 4.2	Serpentine soils of chaparral, lower montane coniferous forest, valley and foothill grasslands. 279-1,010 m. Blooms: April-June	<b>Not Present.</b> Serpentine soils are not present within the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
bristly sedge <i>Carex comosa</i>	List 2.1	Coastal prairie, lake margins of marshes and swamps, and valley and foothill grasslands. 0-625 m. Blooms: May-September.	<b>Not Present.</b> Although there is seasonal wetland habitat within the Study Area, this species is most closely associated with perennial standing water.
johnny-nip <i>Castilleja ambigua</i> <i>ssp. ambigua</i>	List 4.2	Coastal bluff scrub, coastal prairie, coastal scrub, marshes and swamps, valley and foothill grassland, and margins of vernal pools habitats. 0-435 m. Blooms: March-August	<b>Unlikely.</b> Though grassland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
pappose tarplant <i>Centromadia parryi</i> <i>ssp. parryi</i>	List 1B	Coastal prairie, meadows and seeps, coastal salt marsh, valley and foothill grassland, in vernal mesic sites, often with alkali substrate. 0 - 500 m. Blooms: May-November	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated with alkali meadow and grassland habitat in valley bottoms. The Study Area soils tend to be neutral to slightly acidic.
Sonoma ceanothus <i>Ceanothus sonomensis</i>	List 1B	Chaparral, on sandy, serpentine or volcanic soils. 210-800m. Blooms: February-April.	<b>Not Present.</b> The Study Area does not support serpentine or volcanic substrates.
Vine Hill clarkia <i>Clarkia imbricata</i>	FE, SE, List 1B	Chaparral, valley and foothill grassland; on acidic sandy or loamy soils. 50 - 100 m. Blooms: June-August	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated to marine terrace acidic sandy and loamy substrate in the Vine Hill area, Sebastopol.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Baker's larkspur <i>Delphinium bakeri</i>	FE, SE, List 1B.1	Broadleafed upland forest, coastal scrub, valley and foothill grassland. Occurs in decomposed shale and often mesic soils. 80-305 m. Blooms: March-May	<b>Not Present.</b> Though grassland habitat is present, there are no mesic soils within the Study Area.
Geysers <i>Dichanthelium lanuginosum</i> var. <i>thermale</i>	SE, List 1B.1	Occurs on geothermally-altered soil; sometimes along streamsides within closed-cone coniferous forest, riparian forest, valley and foothill grassland. 300-800 m. Blooms: June-August	<b>Not Present.</b> This species is most closely associated with serpentine soils in northeast Sonoma county.
western leatherwood <i>Dirca occidentalis</i>	List 1B.2	Occurs in mesic soils of broadleafed upland forest, closed-cone coniferous forest, chaparral, cismontane woodland, north coast coniferous forest, riparian forest, riparian woodland. 0-100 m. Blooms: January-March	<b>Not Present.</b> Though woodland and riparian habitat is present, there are no mesic soils within the Study Area. No other suitable habitat is present for this species.
dwarf downingia <i>Downingia pusilla</i>	List 2	In mesic areas within valley and foothill grassland and vernal pools. Elevation range: 0 - 500 m. Blooms: March-May	<b>Unlikely.</b> Although the Study Area contains grassland and seasonal wetland habitat, this species is most closely associated with hardpan vernal pool habitat on broad valley bottoms.
California bottle-brush grass <i>Elymus californicus</i>	List 4.3	Broadleafed upland forest, cismontane woodland, north coast coniferous forest and riparian woodland. 15-470 m. Blooms: May-August	<b>Unlikely.</b> Though this species is most closely associated with coastal woodlands.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
streamside daisy <i>Erigeron biolettii</i>	List 3	Broadleaved upland forest, cismontane woodland, north coast coniferous forest. Occurs on rocky, mesic substrate. 30-1,100 m. Blooms: June-October	<b>Not Present.</b> Though woodland habitat is present, the Study Area does not contain rocky, mesic substrate.
Tiburon buckwheat <i>Eriogonum luteolum</i> var. <i>caninum</i>	List 1B.2	Chaparral, cismontane woodland, coastal prairie, valley and foothill grassland. Occurs on serpentine or sandy to gravelly substrates. 0-700 m. Blooms: May-September	<b>Not Present.</b> Woodland and grassland habitat is present within the Study Area; however, serpentines and sandy to gravelly substrates are not present.
San Francisco wallflower <i>Erysimum franciscanum</i>	List 4.2	Chaparral, Coastal dunes, Coastal scrub, Valley and foothill grassland. Often occurs on serpentine or granitic substrates. 0-550 m. Blooms: March-June	<b>Not Present.</b> Grassland habitat is present within the Study Area; however, serpentine and granitic substrates are not present.
St. Helena fawn lily <i>Erythronium helenae</i>	List 4.2	Chaparral, cismontane woodland, lower montane coniferous forest, and valley and foothill grassland. Occurs on volcanic or serpentine substrates. 350-1,220 m. Blooms: March-May	<b>Not Present.</b> Woodland and grassland habitat is present within the Study Area; however, volcanic and serpentine substrates are not present.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
fragrant fritillary <i>Fritillaria liliacea</i>	List 1B	Cismontane woodland, coastal prairie, coastal scrub, valley and foothill grassland; typically associated with clay substrate, often serpentine. 0 - 450 m. Blooms: February-April	<b>Not Present.</b> Though woodland and grassland habitat is present on-site, soils within the Study Area are not comprised of clay or serpentine.
Roderick's fritillary <i>Fritillaria roderickii</i>	SE, List 1B	Coastal bluff scrub, coastal prairie, valley and foothill grassland. 10-185 m. Blooms: March-May	<b>Unlikely.</b> Grassland habitat is present within the Study Area; however, this species is most closely associated with flat grasslands along coastal bluffs and coastal prairies.
woolly-headed gilia <i>Gilia capitata</i> ssp. <i>tomentosa</i>	List 1B	Coastal bluff scrub and valley and foothill grasslands; on rocky outcrops on the coast. Elevation range: 0-300 m. Blooms: May-July	<b>Not Present.</b> The Study Area does not contain coastal bluff scrub and is not along the coastline. Grassland habitat is present within the Study Area. However, this species is most associated with rocky outcrops, which are not present on-site.
sea-side tarplant <i>Hemizonia congesta</i> ssp. <i>congesta</i>	List 1B.2	Sometimes roadsides, valley and foothill grassland. 20-560 m. Blooms: April-November	<b>High Potential.</b> The Study Area contains grassland habitat that may be suitable for this species.
Marin western flax <i>Hesperolinon congestum</i>	FT, CT, List 1B.1	Chaparral, valley and foothill grassland (serpentine barrens, serpentine grassland), 30 - 365 m. Blooms: April - July	<b>Not Present.</b> The Study Area contains grassland habitat; however, no serpentine substrates are present.
thin-lobed horkelia <i>Horkelia tenuiloba</i>	List 1B.1	Broadleaved upland forest, chaparral, and valley and foothill grasslands. Occurs in mesic openings on sandy soils. 45 - 500 m. Blooms: May - July	<b>Unlikely.</b> Although the Study Area contains grassland habitat, this species is closely associated with acidic sandy substrate not present in the Study Area.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Burke's goldfields <i>Lasthenia burkei</i>	FE, SE, List 1B	Vernal pools, swales, meadows and seeps. 0 – 700 m. Blooms: April-June	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain, Russian River floodplain, and Clear Lake floodplain.
Contra Costa goldfields <i>Lasthenia conjugens</i>	FE, List 1B	Cismontane woodland, alkaline playas, valley and foothill grassland, vernal pools; in mesic portions of wetlands. 0 – 550 m. Blooms: March-June	<b>Unlikely.</b> Although the Study Area contains woodland, grassland, and seasonal wetland habitat, this species is closely associated with hardpan vernal pool habitat not present in the Study Area.
Colusa layia <i>Layia septentrionalis</i>	List 1B	Chaparral, cismontane woodland, valley and foothill grassland; on sandy, serpentine substrate; typically in fields and grassy slopes. 100 – 1,200 m. Blooms: April-May	<b>Unlikely.</b> Although the Study Area contains woodland and grassland habitat, and minor serpentine substrate, this species is closely associated with high quality extensive, exposed serpentine outcrops dominated by native species.
<i>Legenere limosa</i> <i>legenere</i>	List 1B	Vernal pools. Elevation range: 3 – 2885 feet. Blooms: April – June	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat.
bristly leptosiphon <i>Leptosiphon acicularis</i>	List 4.2	Chaparral, cismontane woodland, coastal prairie, and valley and foothill grassland. 55-1500 m. Blooms: April - July	<b>Moderate Potential.</b> Woodland and grassland habitat is prevalent throughout the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
large-flowered leptosiphon <i>Leptosiphon grandiflorus</i>	List 4.2	Usually sandy. Coastal bluff, closed-cone coniferous forest, cismontane woodland, coastal dunes, coastal prairies, coastal scrub, valley and foothill grassland, 5 – 1220 m. Blooms: April – August	<b>Not Present.</b> Though woodland and grassland habitat is present, this species is most associated with sandy soils. The Study Area does not consist of sandy soils.
Jepson's leptosiphon <i>Leptosiphon jepsonii</i>	List 1B	Chaparral, cismontane woodland, on open to partially shaded grassy slopes on volcanic or the periphery of serpentine substrate. 100 – 550 m. Blooms: April-May	<b>Not Present.</b> Though woodland and grassland habitat is present, this species is most associated with volcanic or the periphery of serpentine soils. The Study Area does not consist of these substrates.
Crystal Springs lessingia <i>Lessingia arachnoidea</i>	List 1B.2	Cismontane woodland, coastal scrub, valley and foothill grassland. Occurs on serpentine substrates and often on roadsides. 60-200 m. Blooms: July-October	<b>Not Present.</b> The Study Area contains woodland and grassland habitat; however, no serpentine substrates are present.
woolly-headed lessingia <i>lessingia hololeuca</i>	List 3	Broad-leaved upland forest, coastal scrub, lower montane coniferous forest, and valley and foothill grassland. Occurs in clay and serpentine soils. 15 - 305 m. Blooms: June- October	<b>Not Present.</b> The Study Area contains grassland habitat; however, no clay or serpentine substrates are present.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Sebastopol meadowfoam <i>Limnanthes vinculans</i>	FE, SE, List 1B	Vernal pools. 0 – 1,000 m. Blooms: April-June	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat. This species is closely associated with hardpan soils and vernal pool habitat on the Santa Rosa Plain and the Napa Valley floodplain.
harlequin lotus <i>Lotus formosissimus</i>	List 4.2	Occurs in wetlands and roadsides of broadleaved upland forest, coastal bluff scrub, closed-cone coniferous forest, cismontane woodland, coastal prairie, coastal scrub, meadows and seeps, marshes and swamps, north coast coniferous forest, valley and foothill grassland. 0-700 m. Blooms: March-July	<b>Unlikely.</b> Though seasonal wetland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
Cobb Mountain lupine <i>Lupinus sericatus</i>	List 1B.2	Occurs on rocky or volcanic substrate within broadleaved upland forest, chaparral, cismontane woodland, lower montane coniferous forest. 3-400 m. Blooms: March-June	<b>Not Present.</b> The woodland habitat within the Study Area does not occur on rocky or volcanic substrates.
Mt. Diablo cottonweed <i>Micropus amphibolus</i>	List 3.2	Broad-leaved upland forest, chaparral, cismontane woodland, valley and foothill grassland typically on rocky soils. 45 - 825 m. Blooms: March-May	<b>Not Present.</b> Rocky soils are not present within the woodland and grassland habitat in the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
marsh microseris <i>Microseris paludosa</i>	List 1B.2	Closed-cone coniferous forest, cismontane woodland, coastal scrub, valley and foothill grassland. 5 - 300 m. Blooms: April- June	<b>Moderate Potential.</b> The Study Area contains woodland and grassland habitat.
Robust monardella <i>Monardella villosa</i> ssp. <i>globosa</i>	List 1B	Openings in broadleaf upland forest, chaparral, cismontane woodland, valley and foothill grassland. Elevation range: 100 - 1,000 m. Blooms: June-July	<b>Moderate Potential.</b> The Study Area contains woodland and grassland habitat.
cotula navarretia <i>Navarretia cotulifolia</i>	List 4.2	Occurs on adobe soils within chaparral, cismontane woodland, and valley and foothill grasslands. 4-1,830 m. Blooms: May-June	<b>Not Present.</b> The Study Area does not contain adobe soils.
many-flowered navarretia <i>Navarretia leucocephala</i> ssp. <i>plinthia</i>	FE, SE, List 1B	Vernal pools underlain by substrate derived from volcanic ash flows. 30 - 1,050 m. Blooms: May-June	<b>Not Present.</b> Though the Study Area contains seasonal wetlands, there are no vernal pool habitats on-site. In addition, there are no volcanic substrates present within the Study Area.
Gairdner's yampah <i>Perideridia gairdneri</i> ssp. <i>gairdneri</i>	List 4.2	Occurs in vernal pools and vernal mesic areas within broadleaved upland forest, chaparral, coastal prairie, and valley and foothill grassland habitats. 0-365 m. Blooms: June-October	<b>Unlikely.</b> Although the Study Area contains seasonal wetland habitat, it does not contain vernal pool habitat.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Petaluma popcorn-flower <i>Plagiobothrys mollis</i> <i>var. vestitus</i>	List 1A	Occurs in coastal salt marshes and swamps and mesic areas within valley and foothill grasslands. 15-305 m. Blooms: June-July	<b>Not Present.</b> The grassland habitat on-site does not contain mesic soils and there is no coastal salt marsh habitat present within the Study Area.
Lobb's aquatic buttercup <i>Ranunculus lobbii</i>	List 4.2	Mesic, cismontane woodland, north coast coniferous forest, vernal pools, and valley and foothill grasslands. 15 - 470 m. Blooms: February - May	<b>Moderate Potential.</b> Woodland and grassland habitat is present within the Study Area.
maple-leaved checkerbloom <i>Sidalcea malachroides</i>	List 4.2	Disturbed areas of broadleaved upland forest, coastal prairie, coastal scrub, north coast coniferous forest, riparian woodland. 5 - 75 m. Blooms: April - August	<b>Unlikely.</b> Though riparian woodland habitat is present within the Study Area, this species is most closely associated with coastal habitats.
Hoffman's bristly jewel-flower <i>Streptanthus glandulosus</i> ssp. <i>hoffmanii</i>	List 1B.3	Rocky substrates of chaparral, cismontane woodland, and valley and foothill grasslands, typically serpentine soils. 120-475 m. Blooms: March-July	<b>Not Present.</b> The woodland and grassland habitat within the Study Area does not contain rocky or serpentine soils.
green jewel-flower <i>Streptanthus hesperidis</i>	List 1B.2	Serpentine or rocky soils within chaparral openings and cismontane woodlands. 120-760 m. Blooms: May - July	<b>Not Present.</b> The woodland and grassland habitat within the Study Area does not contain rocky or serpentine soils.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
beaked Tracyina <i>Tracyina rostrata</i>	List 1B.2	Cismontane woodland, Valley and foothill grassland, 90-790 m. Blooms: May-June	<b>Moderate Potential.</b> Woodland and grassland habitat is prevalent within the Study Area.
showy rancheria clover <i>Trifolium amoenum</i>	FE, List 1B	Valley and foothill grassland, coastal bluff scrub, swales, open sunny sites, sometimes on serpentine, 0-450 m. Blooms: April-June	<b>Moderate Potential.</b> The Study Area contains grassland habitat and this species is known from a wide range of conditions in Sonoma County and elsewhere.
saline clover <i>Trifolium hydrophilum</i>	List 1B.2	Marshes and swamps, valley and foothill grassland of mesic and alkaline soils, vernal pools, 0-300 m. Blooms: April-June	<b>Not Present.</b> The grassland habitat does not consist of mesic or alkaline soils.
oval-leaved viburnum <i>Viburnum ellipticum</i>	List 2	Chaparral, cismontane woodland, lower montane coniferous forest, 200 - 1,500 m. Blooms: May-June	<b>Moderate Potential.</b> The Study Area contains woodland habitat.
<b>Mammals</b>			
Salt Marsh Harvest Mouse <i>Reithrodontomys raviventris</i>	FE, SE	Occurs in pickleweed habitats in tidal, muted-tidal, and diked areas.	<b>Not Present.</b> No suitable pickleweed habitat is present in the Study Area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Pallid Bat <i>Antrozous pallidus</i>	SSC, WBWG High Priority	Occupies a variety of habitats at low elevation including grasslands, shrublands, woodlands, and forests. Most common in open, dry habitats with rocky areas for roosting.	<b>Moderate Potential.</b> Some stands of oak woodland may provide suitable roost habitat.
Townsend's Big-eared Bat	SSC	Lives in a wide variety of habitats; day roosts highly associated with caves and mines. Need appropriate roosting, maternity, and hibernation sites free from human disturbance.	<b>Unlikely.</b> Study Area lacks suitable rocky roost habitat for this species, though it could pass through while foraging.
Western Red Bat <i>Lasiurus blossevillii</i>	SSC, WBWG High Priority	Typically solitary, roosting primarily in the foliage of trees or shrubs. Day roosts are commonly in edge habitats adjacent to streams or open fields, in orchards or urban areas.	<b>Moderate Potential.</b> Stands of oak woodland may provide suitable roost habitat.
Suisun Shrew <i>Sorex ornatus sinuosus</i>	SSC	Found in tidal marshes of the north shores of San Pablo and Suisun Bays. Requires dense, low-lying cover, driftwood and other litter above mean high-tide line for nesting and foraging.	<b>Not Present.</b> This species' known distribution is in tidal marshes and on the shore of Suisun Bay.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Ringtail <i>Bassariscus astutus</i>	CFP	Widespread resident of California, excluding the Central Valley, south to Mexico. Mostly carnivorous and nocturnal, it is typically found in remote areas with trees, brush, and rock crevices for cover. Often found in riparian forests or steep, rocky canyons.	<b>Unlikely.</b> Study Area provides some suitable habitat features, but is surrounded by vineyards and residential development, making the area unsuitable for this species.
American Badger <i>Taxidea taxus</i>	SSC	Most abundant in drier open stages of shrub, forest, and herbaceous habitats, with friable soils. Requires loose, friable soils and open, uncultivated ground. Preys on burrowing rodents.	<b>Unlikely.</b> Grassland habitat is present throughout much of the Study Area, but friable (loose) soils were limited due to tall grass cover, and no burrows of sufficient size were observed.
<b>Birds</b>			
California Brown Pelican <i>Pelecanus occidentalis californicus</i>	FE, SE, CFP	(Nesting colony) colonial nester on coastal islands just outside the surf line. Nests on coastal islands of small to moderate size which afford immunity from attack by ground-dwelling predators.	<b>Not Present.</b> The Study Area lacks suitable habitat for this species.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
California Black Rail <i>Laterallus jamaicensis coturniculus</i>	ST, CFP, BCC	Occurs in tidal salt marsh with dense stands of pickleweed as well as fresh-water to brackish marshes.	<b>Not Present.</b> There is no tidal salt marsh, nor brackish or freshwater marsh habitat in the Study Area.
California Clapper Rail <i>Rallus longirostris obsoletus</i>	FE, SE, CFP	Associated with tidal salt marsh and brackish marshes supporting emergent vegetation, upland refugia, and incised tidal channels.	<b>Not Present.</b> There is no tidal salt marsh or brackish marsh habitat in the Study Area.
Western Snowy Plover <i>Charadrius alexandrinus nivosus</i>	FT, SSC, BCC, RP	(Nesting) Federal listing applies only to the Pacific coastal population. Found on sandy beaches, salt pond levees and shores of large alkali lakes. Sandy, gravelly or friable soils required for nesting.	<b>Not Present.</b> There is no sandy beach, salt pond or shore habitat present in the Study Area.
White-tailed Kite <i>Elanus leucurus</i>	CFP	Year-long resident of coastal and valley lowlands; rarely found away from agricultural areas. Preys on small diurnal mammals and occasional birds, insects, reptiles, and amphibians.	<b>Moderate Potential.</b> Scattered trees and shrubs combined with open habitat near vineyards provide suitable habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Bald Eagle <i>Haliaeetus leucocephalus</i>	FD, SE, CFP	(Nesting and wintering) Frequents ocean shores, lake margins, and rivers for both nesting and wintering. Requires large bodies of water, or free-flowing rivers with abundant fish and adjacent snags or other perches. Nests in large, old-growth, or dominant live tree with open branchwork near water.	<b>Not Present.</b> No suitable nesting or foraging habitat in Study Area.
Golden Eagle <i>Aquila chrysaetos</i>	CFP, BCC	Found in rolling foothills, mountain areas, sage-juniper flats, and desert. Cliff-walled canyons provide nesting habitat in most parts of range; also, large trees in open areas.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.
Northern Harrier <i>Circus cyaneus</i>	SSC	Nests and forages in grassland habitats, usually in association with marshes, but may also occur in alkali desert sinks. Nests on ground in shrubby vegetation, usually at marsh edge.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Western Yellow-billed Cuckoo <i>Coccyzus americanus</i>	FC, SE, BCC	(Nesting) riparian forest nester, along the broad, lower flood-bottoms of larger river systems. Nests in riparian jungles of willow, often mixed with cottonwoods, with lower story of blackberry, nettles, or wild grape.	<b>Not Present.</b> Typically found in larger river systems than exist in the Study Area. Species is likely extirpated from area.
California Least Tern <i>Sterna antillarum browni</i>	FE, SE	Nests along the coast from San Francisco bay south to northern Baja California. Colonial breeder on bare or sparsely vegetated, flat substrates: sand beaches, alkali flats, landfills, or paved areas.	<b>Not Present.</b> Beach, salt flat, or similar bare ground nesting habitat is not present in the Study Area.
Western Burrowing Owl <i>Athene cunicularia</i>	SSC, BCC	Open, dry annual or perennial grasslands, deserts and scrublands characterized by low growing vegetation. Subterranean nester, dependent upon small mammal burrows, most often dug by California ground squirrels.	<b>Unlikely.</b> Limited small mammal burrows are present, but this species is most likely extirpated from Sonoma County.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Northern Spotted Owl <i>Strix occidentalis caurina</i>	FT, SSC	Old-growth forests or mixed stands of old-growth and mature trees. Prefers high, multistory canopy dominated by big trees; trees with cavities or broken tops, woody debris and space under canopy.	<b>Not Present.</b> Suitable forest habitat is not present in the Study Area.
Black Swift <i>Cypseloides niger</i>	BCC, SSC	Coastal belt of Santa Cruz and Monterey Counties; central/southern Sierra Nevada; San Bernardino and San Jacinto Mtns. Breeds in small colonies on cliffs near waterfalls in deep canyons; and sea-bluffs above surf; forages widely.	<b>Not Present.</b> Study Area is outside the range of this species. Typical nesting habitat is not present in the Study Area.
Vaux's Swift <i>Chaetura vauxi</i>	SSC	Redwood, Douglas fir, and other conifers. Nests in large hollow trees and snags. Often nests in flocks. Forages over most terrains and habitats but shows a preference for foraging over rivers and lakes.	<b>Unlikely.</b> The Study Area lacks suitable nesting habitat, but this species may occasionally forage over the area.
Nuttall's Woodpecker <i>Picoides nuttallii</i>	BCC	Found primarily in oak woodlands and in riparian woods; rarely in conifers. Nests in tree cavities.	<b>Moderate Potential.</b> Mature oaks onsite could provide suitable nesting and foraging habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Loggerhead Shrike <i>Lanius ludovicianus</i>	SSC, BCC	Broken woodlands, savannah, pinyon-juniper, Joshua tree, and riparian woodlands, desert oases, scrub and washes. Prefers open country for hunting, with perches for scanning, and fairly dense shrubs and brush for nesting.	<b>Present.</b> Scattered trees and shrubs combined with expanses of open habitat provide suitable habitat for this species. One individual was observed in flight during the site survey.
Yellow Warbler <i>Dendroica petechia brewsteri</i>	SSC	Occurs primarily in riparian zones. Prefers willows, cottonwoods, aspens, sycamores and alders for nesting and foraging.	<b>Moderate Potential.</b> The riparian woodland along Winkle Creek in the southwestern corner of the Study Area provides suitable habitat for this species.
Saltmarsh Common Yellowthroat <i>Geothlypis trichas sinuosa</i>	SSC, BCC	Resident of the San Francisco Bay region, in fresh and salt water marshes. Requires thick, continuous cover down to water surface for foraging; tall grasses, tule patches, willows for nesting.	<b>Not Present.</b> Study Area lacks suitable marsh habitat for this species.
San Pablo Song Sparrow <i>Melospiza melodia samuelis</i>	BCC, SSC	Resident of salt marshes along the north side of San Francisco and San Pablo Bays. Inhabits tidal sloughs in the <i>Salicornia</i> marshes; nests in vegetation bordering slough channels.	<b>Not Present.</b> Study Area lacks suitable marsh habitat for this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Grasshopper Sparrow <i>Ammodramus</i> <i>savannarum</i>	SSC	Dense grasslands on rolling hills, lowland plains, in valleys, hillsides and lower mountain slopes. Favors native grasslands with a mix of grasses, forbs, and scattered shrubs. Loosely colonial when nesting.	<b>Unlikely.</b> The Study Area lacks native grasslands and is likely too small and isolated to support this species.
Tricolored Blackbird <i>Agelaius tricolor</i>	BCC, SSC	Highly colonial species, most numerous in Central Valley and vicinity. Largely endemic to California. Requires open water, protected nesting substrate, and foraging area with insect prey close to the colony.	<b>Not Present.</b> Study Area lacks suitable open water habitat to support this species.
Lawrence's Goldfinch <i>Carduelis lawrencei</i>	BCC	Nests in open oak or other arid woodland and chaparral, near water. Nearby herbaceous habitats used for feeding. Closely associated with oaks.	<b>Unlikely.</b> Suitable habitat occurs in the Study Area, but species is irregular in Sonoma County and has not been recorded in the vicinity.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Reptiles and Amphibians</b>			
California Tiger Salamander <i>Ambystoma californiense</i>	FT, ST	Inhabits grassland, oak woodland, ruderal and seasonal pool habitats. Seasonal ponds and vernal pools are crucial to breeding. Adults utilize mammal burrows as estivation habitat.	<b>Not Present.</b> The Study Area lacks seasonal pool habitat for this species and there are no recorded observations within 5 miles of the site.
Foothill Yellow-legged Frog <i>Rana boylei</i>	SSC	Found in or near rocky streams in a variety of habitats. Prefers partly-shaded, shallow streams and riffles with a rocky substrate; requires at least some cobble-sized substrate for egg-laying. Needs at least 15 weeks to attain metamorphosis. Feeds on both aquatic and terrestrial invertebrates.	<b>Moderate Potential.</b> Potential habitat is present along Winkle Creek, and there are several recorded observations in the vicinity of the Study Area.
California Red-legged Frog <i>Rana draytonii</i>	FT, SSC	Lowlands and foothills in or near permanent sources of deep water with dense, shrubby, or emergent riparian vegetation. Requires 11 to 20 weeks of permanent water for larval development. May disperse through upland habitats after rains to access estivation habitat.	<b>Moderate Potential.</b> The Study Area lacks suitable, still perennial aquatic habitat for this species. On-site drainages are ephemeral or lack pools. Although the closest recorded observations are approximately 5 miles away, unofficial information suggests sightings closer to the Study Area. Winkle Creek could act as a movement corridor with overland migration during wet weather.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Western Pond Turtle <i>Actinemys marmorata</i>	SSC	A thoroughly aquatic turtle of ponds, marshes, rivers, streams and irrigation ditches with aquatic vegetation. Require basking sites such as partially submerged logs, vegetation mats, or open mud banks, and suitable upland habitat (sandy banks or grassy open fields) for egg-laying.	<b>Moderate Potential.</b> The ephemeral drainages in the Study Area lack suitable aquatic habitat for this species. Winkle Creek in the southwestern corner of the Study Area could provide habitat, though water levels may be too low in summer.
<b>Fishes</b>			
Green Sturgeon <i>Acipenser medirostris</i>	FT	Spawn in the Sacramento River and the Klamath River. Spawn at temperatures between 8-14 degrees C. Preferred spawning substrate is large cobble, but can range from clean sand to bedrock.	<b>Not Present.</b> The Study Area is outside the range of this species.
Tidewater Goby <i>Eucyclogobius newberryi</i>	FE	Brackish water habitats along the California coast from Agua Hedionda Lagoon, San Diego County to the mouth of the Smith River. Found in shallow lagoons and lower stream reaches, requiring still but not stagnant water and high oxygen levels.	<b>Not Present.</b> The Study Area is outside the range of this species.



SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Delta Smelt <i>Hypomesus transpacificus</i>	FT	Lives in the Sacramento-San Joaquin estuary in areas where salt and freshwater systems meet. Occurs seasonally in Suisun Bay, Carquinez Strait and San Pablo Bay. Seldom found at salinities > 10 ppt; most often at salinities < 2 ppt.	<b>Not Present.</b> The Study Area does not contain suitable habitat for this species.
Sacramento Splittail <i>Pogonichthys macrolepidotus</i>	SSC	Endemic to the lakes and rivers of the central valley, but now confined to the delta, Suisun Bay and associated marshes. Slow moving river sections, dead end sloughs. Require flooded vegetation for spawning and foraging for young.	<b>Not Present.</b> The Study Area does not contain suitable habitat for this species.
Steelhead, Central California Coast ESU <i>Oncorhynchus mykiss</i>	FT	Occurs from the Russian River south to Soquel Creek and Pajaro River. Also in San Francisco and San Pablo Bay Basins. Adults migrate upstream to spawn in cool, clear, well-oxygenated streams. Juveniles remain in fresh water for 1 or more years before migrating downstream to the ocean.	<b>Unlikely.</b> Only Winkle Creek in the southwestern corner of the Study Area could provide habitat for this species, but observed water levels were low and may be insufficient for this species. The closest recorded observation is in Carriger Creek approximately 1.5 miles south.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
Steelhead, Central Valley ESU <i>Oncorhynchus mykiss</i>	FT	Occurs in the Sacramento and San Joaquin Rivers and their tributaries, excluding San Francisco and San Pablo bays and their tributaries. Preferred spawning habitat is in perennial streams with cool to cold water temperatures, high dissolved oxygen levels and fast flowing water. Abundant riffle areas for spawning and deeper pools with sufficient riparian cover for rearing are necessary for successful breeding.	<b>Not Present.</b> The Study Area is outside the range of this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE
<b>Invertebrates</b>			
Monarch butterfly <i>Danaus plexippus</i>	(roosting sites)	Winter roost sites located in wind-protected tree groves (Eucalyptus, Monterey pine, cypress), with nectar and water sources nearby.	<b>Unlikely.</b> The Study Area does not contain suitable habitat for this species.
Calippe silverspot butterfly <i>Speyeria callippe callippe</i>	FE	Restricted to the northern coastal scrub of the San Francisco peninsula. Hostplant is <i>Viola pedunculata</i> . Most adults found on east-facing slopes; males congregate on hilltops in search of females.	<b>Not Present.</b> Study Area is outside the range of this species.
Myrtle's silverspot butterfly <i>Speyeria zerene myrtleae</i>	FE	Restricted to the foggy, coastal dunes/hills of the Point Reyes peninsula; extirpated from coastal San Mateo County. Larval foodplant thought to be <i>Viola adunca</i> .	<b>Not Present.</b> Study Area is outside the range of this species.

SPECIES	STATUS	HABITAT REQUIREMENTS	POTENTIAL FOR OCCURRENCE		
California freshwater shrimp <i>Syncaris pacifica</i>	FE, SE	Endemic to Marin, Napa, and Sonoma counties. Found in low elevation, low gradient streams where riparian cover is moderate to heavy. Shallow pools away from main stream flow. Winter: undercut banks with exposed roots. Summer: leafy branches touching water.	<b>Unlikely.</b> Although there are several recorded observations within 5 miles of the Study Area, the potential habitat along Winkle Creek lacks the shallow pools off the main stream preferred by this species.		
<p><b>* Key to status codes:</b></p> <p><u>STATUS CODES</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Federal Endangered Species Act (ESA)</u></p> <p>FE    Federally Endangered</p> <p>FT    Federally Threatened</p> <p><u>California Department of Fish and Game</u></p> <p>CFP   Fully Protected</p> <p>SSC   Species of Special Concern</p> <p><u>California Native Plant Society Listing (CNPS)</u></p> <p>1A    Plants Presumed Extinct in California</p> <p>1B    Plants rare, threatened, or endangered in California and elsewhere</p> <p>2      Plants rare, threatened, or endangered in California but more common elsewhere</p> <p>3      Plants about which information is needed-a review list</p> <p>4      Plants of limited distribution-a watch list</p> <p>.1 - seriously threatened in California (high degree/immediacy of threat)</p> <p>.2 - fairly threatened in California (moderate degree/immediacy of threat)</p> <p>.3 - not very threatened in California (low degree/immediacy of threats or no current threats known)</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>California Endangered Species Act (CESA)</u></p> <p>SE    State Endangered</p> <p>ST    State Threatened</p> </td> </tr> </table>				<p><u>Federal Endangered Species Act (ESA)</u></p> <p>FE    Federally Endangered</p> <p>FT    Federally Threatened</p> <p><u>California Department of Fish and Game</u></p> <p>CFP   Fully Protected</p> <p>SSC   Species of Special Concern</p> <p><u>California Native Plant Society Listing (CNPS)</u></p> <p>1A    Plants Presumed Extinct in California</p> <p>1B    Plants rare, threatened, or endangered in California and elsewhere</p> <p>2      Plants rare, threatened, or endangered in California but more common elsewhere</p> <p>3      Plants about which information is needed-a review list</p> <p>4      Plants of limited distribution-a watch list</p> <p>.1 - seriously threatened in California (high degree/immediacy of threat)</p> <p>.2 - fairly threatened in California (moderate degree/immediacy of threat)</p> <p>.3 - not very threatened in California (low degree/immediacy of threats or no current threats known)</p>	<p><u>California Endangered Species Act (CESA)</u></p> <p>SE    State Endangered</p> <p>ST    State Threatened</p>
<p><u>Federal Endangered Species Act (ESA)</u></p> <p>FE    Federally Endangered</p> <p>FT    Federally Threatened</p> <p><u>California Department of Fish and Game</u></p> <p>CFP   Fully Protected</p> <p>SSC   Species of Special Concern</p> <p><u>California Native Plant Society Listing (CNPS)</u></p> <p>1A    Plants Presumed Extinct in California</p> <p>1B    Plants rare, threatened, or endangered in California and elsewhere</p> <p>2      Plants rare, threatened, or endangered in California but more common elsewhere</p> <p>3      Plants about which information is needed-a review list</p> <p>4      Plants of limited distribution-a watch list</p> <p>.1 - seriously threatened in California (high degree/immediacy of threat)</p> <p>.2 - fairly threatened in California (moderate degree/immediacy of threat)</p> <p>.3 - not very threatened in California (low degree/immediacy of threats or no current threats known)</p>	<p><u>California Endangered Species Act (CESA)</u></p> <p>SE    State Endangered</p> <p>ST    State Threatened</p>				

STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Notary Public in and for the State of Texas

My commission expires \_\_\_\_\_

LE 21803

NO. \_\_\_\_\_

DATE \_\_\_\_\_

161021

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0018123

State of Texas

Notary Public

My commission expires \_\_\_\_\_

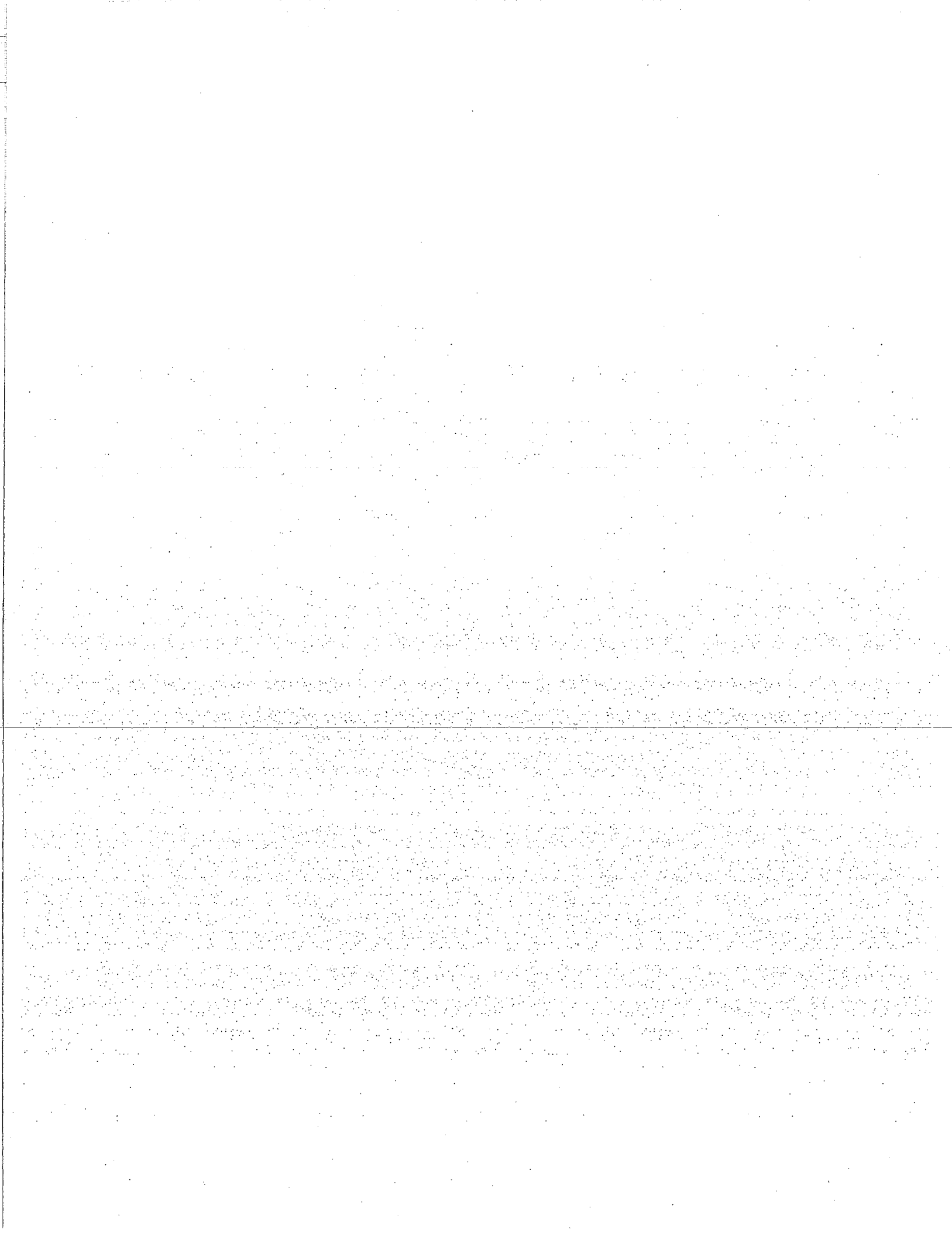
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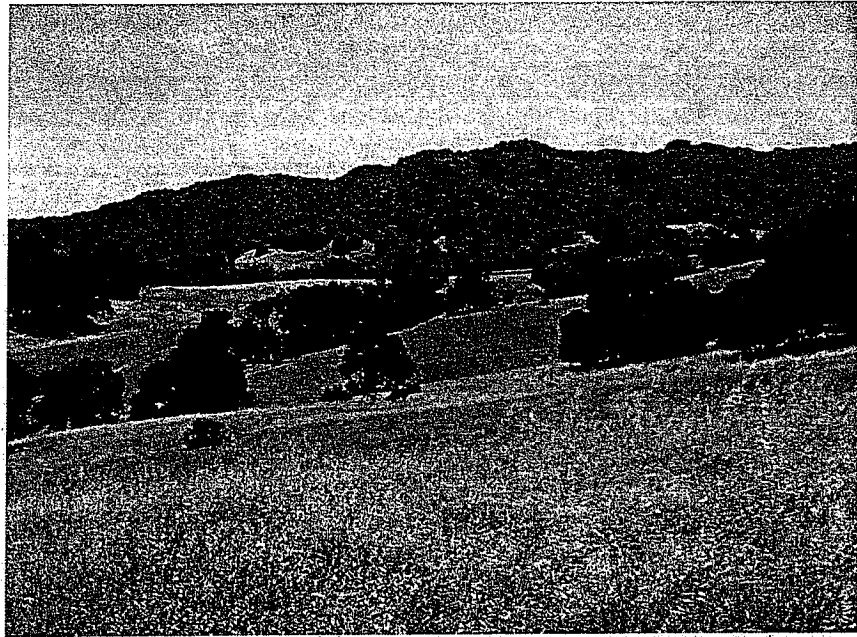
RECORDS

APPENDIX C

REPRESENTATIVE STUDY AREA PHOTOGRAPHS

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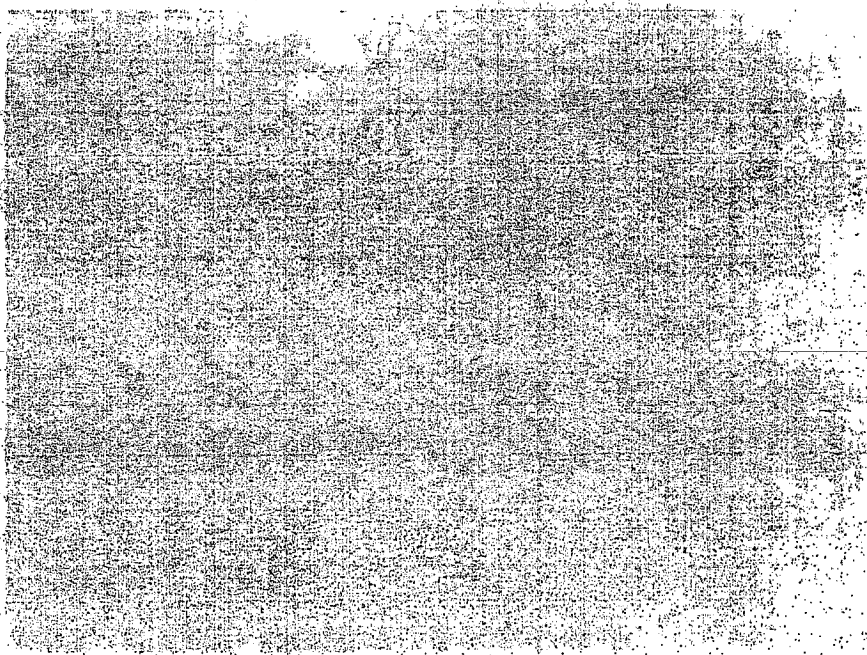
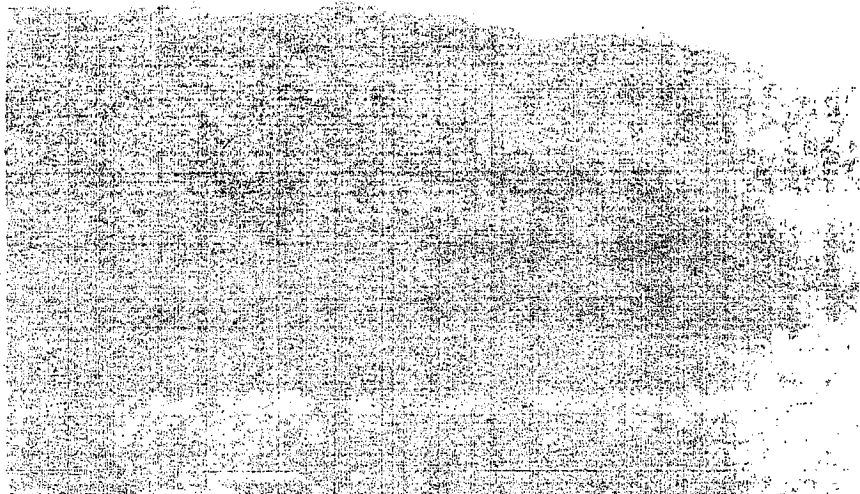


**Top:** Non-native annual grassland interspersed with oak woodland habitat, looking west from south parcel (6/15/11).

**Bottom:** Ephemeral drainage on south parcel (6/15/11).







DTW

Environmental Research Laboratory

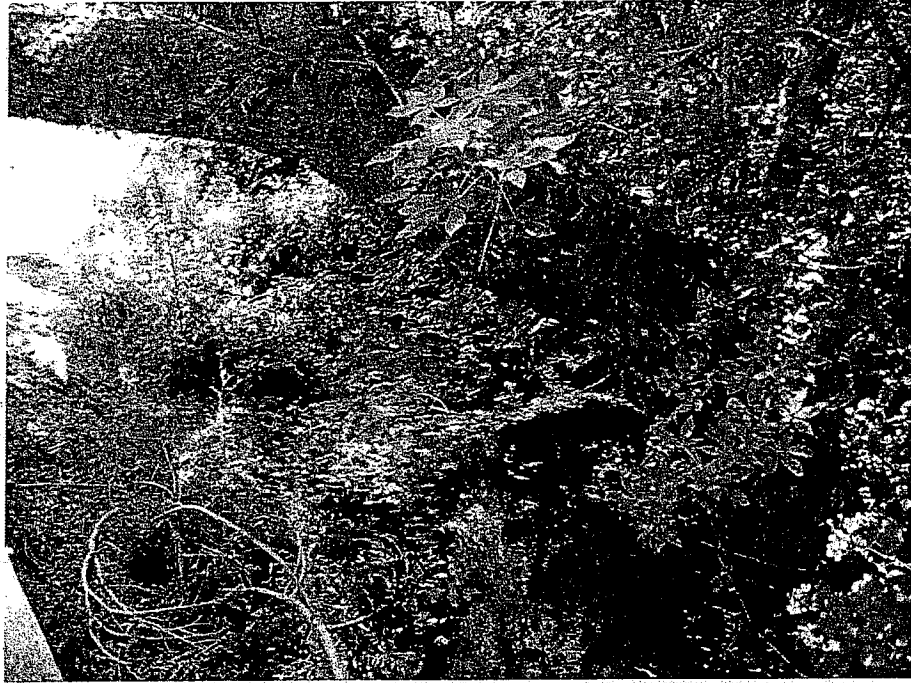
U.S. Environmental Protection Agency

Washington, D.C. 20460

Telephone: (202) 343-2100

Telex: 202 343 2100

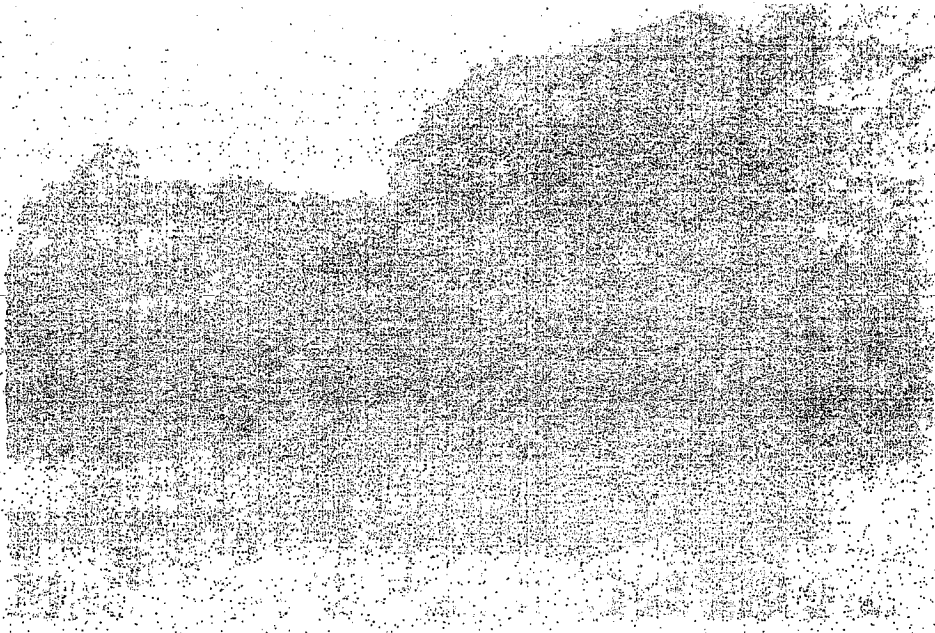
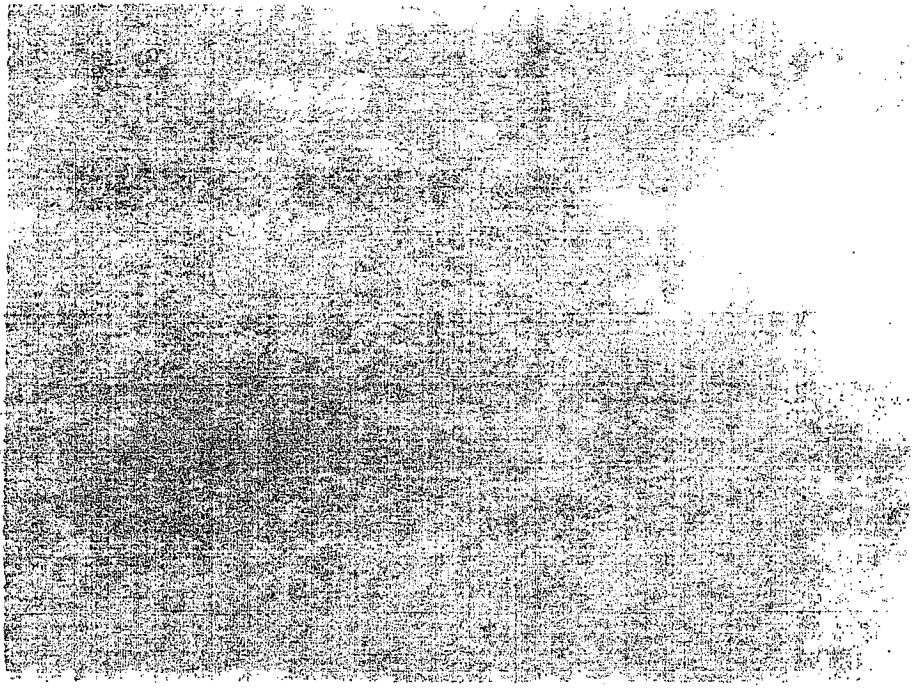
Fax: (202) 343-2100



**Top:** Perennial drainage, Winkle Creek, off Carriger Road in southern parcel of Study Area (6/15/11)

**Bottom:** Oak woodland and non-native annual grassland habitat surrounding water tank in north parcel (6/15/11)





21/10/20



June 29, 2012

Scott Singer  
Chief Operating Officer  
Hanna Boys Center  
17000 Arnold Drive  
Sonoma, CA 95476

**RE: HANNA BOYS CENTER PROTOCOL-LEVEL RARE PLANT SURVEY**

Dear Mr. Singer,

The following letter reports our findings and recommendations from a protocol-level rare plant survey and sensitive natural community assessment for the Hanna Boys Center proposed subdivision.

**INTRODUCTION**

On April 27 and June 22, 2012, WRA Inc. (WRA) conducted a protocol-level rare plant and sensitive natural community survey within an undeveloped portion of the Hanna Boys Center (Study Area). A WRA botanist with extensive knowledge of the common and rare plant species, as well as the common and sensitive vegetation communities of Sonoma County traversed the entire Study Area to determine the absence or presence of ten special status plant species (rare plants) and sensitive natural communities (vegetation alliances) per California Department of Fish and Game (CDFG) protocols (CDFG 2009)<sup>1</sup>.

**SITE DESCRIPTION**

The Study Area is composed of three proposed parcels totally approximately 34.1 acres on the western edge of the Hanna Boys Center property. The study is within a strongly Mediterranean climate with warm to hot, dry summers, and cool, wet winters. Average annual rainfall is 30.7 inches at Sonoma approximately four miles southeast of the Study Area.

According the *Soil Survey of Sonoma County* (USDA 1977)<sup>2</sup>, the Study Area contains two soil series, Riverwash and Spreckels loam. Riverwash is composed of sorted, large grained well drained sediments formed from alluvium. Spreckels loam is composed of slightly acidic very well drained loam and clay loam derived from metavolcanics.

<sup>1</sup> California Department of Fish and Game (CDFG). 2009. Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Natural Communities. California Natural Resources Agency, CDFG. Sacramento, California. November 24, 2009.

<sup>2</sup> U.S. Department of Agriculture (USDA), U.S. Forest Service (USFS), and Soil Conservation Service (SCS). Soil Survey of Sonoma County, California. In Cooperation with University of California Agricultural Experiment Station.

The vegetation communities within the Study Area include non-native annual grassland, mixed oak woodland, and seasonal wetland. Non-native annual grassland is dominated by wild oat (*Avena barbata*, *A. fatua*), bromes (*Bromus diandrus*, *B. hordeaceus*, *Brachypodium distachyon*), and fescues (*Festuca perennis*, *F. myuros*, *F. bromoides*), with some native perennial forbs including blue-eyed grass (*Sisyrinchium bellum*), narrow-leaf mule ears (*Wyethia angustifolia*), California Helianthella (*Helianthella californica*), and California goldenbanner (*Thermopsis californica*). Mixed oak woodlands are dominated by coast live oak (*Quercus agrifolia*), Oregon white oak (*Q. garryana*), California black oak (*Q. kelloggii*), Pacific madrone (*Arbutus menziesii*), and California bay (*Umbellularia californica*). The understory is a mix of native shrubs and native herbs including poison oak (*Toxicodendron diversilobum*), toyon (*Heteromeles arbutifolia*), snowberry (*Symphoricarpos albus*), fescues (*F. idahoensis*, *F. californica*), woodland brome (*Bromus laevipes*), and blue wild rye (*Elymus glaucus*). Seasonal wetland habitat is dominated by rushes (*Juncus effusus*, *J. occidentalis*, *J. patens*, *J. xiphioides*) and sedges (*Carex bolanderi*, *C. serratodens*).

## METHODS

### Special Status Plant Species Assessment

Prior to the rare plant survey, WRA conducted a biological resource assessment (BRA) on June 29, 2011 (WRA 2011)<sup>3</sup>, whereupon WRA assessed the habitat for the potential for ten rare plants to occur. Sixty-two special status plant species are documented within the greater vicinity of the Study Area (CDFG 2012<sup>4</sup>, CNPS 2012<sup>5</sup>, USFWS 2012<sup>6</sup>). The potential for these ten species to occur in the Study Area, is included in WRA (2011). The following species with a moderate to high potential to occur in the Study Area are detailed below.

**Sonoma alopecurus (*Alopecurus aequalis* var. *sonomensis*)** Federal Endangered, CNPS List 1B. Sonoma alopecurus is a perennial herb in the grass family (Poaceae) that blooms from May to July. It typically occurs in wet areas in freshwater marsh and riparian scrub habitat at elevations ranging from 15 to 1200 feet (CDFG 2012). Soil survey data at known locations in Sonoma County suggest that this species is typically located on moderately strongly acid (pH 5.0) to neutral (pH 6.7) loams, often mixed with larger textures derived from sandstone or other sedimentary rock (CDFG 2012, CSRL 2012<sup>7</sup>). Observed associated species include willows (*Salix* spp.), rushes (*Juncus* spp.), sedges (*Carex* spp.), rabbit's-foot grass (*Polypogon monspeliensis*), water pepper (*Polygonum hydropiperoides*), western manna grass (*Glyceria occidentalis*), water parsley (*Oenanthe sarmentosa*), and false manna grass (*Torreyochloa pallida*) (CDFG 2012, personal observation 2010<sup>8</sup>).

<sup>3</sup> WRA, Inc. (WRA). 2011. Hanna Boys Center Land Subdivision Biological Resources Assessment, Sonoma, Sonoma County, California. June 29, 2011.

<sup>4</sup> California Department of Fish and Game (CDFG). 2011. California Natural Diversity Database (CNDDB), Wildlife and Habitat Data Analysis Branch, Sacramento. Accessed: June 2011/April 2012.

<sup>5</sup> California Native Plant Society (CNPS). 2011. Electronic Inventory of Rare and Endangered Vascular Plants of California: California Native Plant Society, Sacramento, California. Available at: <http://www.cnps.org/inventory>. Accessed: June 2011/April 2012.

<sup>6</sup> U.S. Fish and Wildlife Service (USFWS). 2011. List of Federal Endangered and Threatened Species that Occur in Sonoma County, California. Available at: <http://www.fws.gov/sacramento/es/>. Accessed: June 2011/April 2012.

<sup>7</sup> California Soil Resources Lab (CSRL). 2011. Online Soil Survey. Available at: <http://casoilresource.lawr.ucdavis.edu/drupal/>. Accessed: June 2011/April 2012.

<sup>8</sup> Personal Observation: Aaron Arthur. Observation from Point Reyes, Marin County, California. September 2010.



**Napa false indigo (*Amorpha californica* var. *napensis*).** CNPS List 1B. Napa false indigo is a small deciduous tree in the pea family (Fabaceae) that blooms from April to July, with identifiable vegetative structures remaining into early fall. It typically occurs on north-facing aspects in openings in broadleaf upland forest, chaparral, and cismontane woodland habitat at elevations ranging from 395 to 6560 feet (CDFG 2012, CNPS 2012). Soil survey data at known locations in Sonoma County suggest that this species is typically located on moderately acid (pH 5.6) to neutral (pH 6.7) loams, often mixed with larger textures derived from a variety of orogeny (CDFG 2012, CSRL 2012). Observed associated species include California bay laurel (*Umbellularia californica*), black oak (*Quercus kelloggii*), coast live oak (*Q. agrifolia*), Douglas fir (*Pseudotsuga menziesii*), tanoak (*Lithocarpus densiflorus*), Pacific madrone (*Arbutus menziesii*), California hazelnut (*Corylus cornuta* var. *californica*), ocean spray (*Holodiscus discolor*), poison oak (*Toxicodendron diversilobum*), wood fern (*Dryopteris arguta*), bracken fern (*Pteridium aquilinum*), wood rose (*Rosa gymnocarpa*), and rein orchid (*Piperia transversa*) (CDFG 2012, personal observation 2011<sup>9</sup>).

**Bent-flowered fiddleneck (*Amsinckia lunaris*).** CNPS List 1B. Bent-flowered fiddleneck is an annual forb in the forget-me-not family (Boraginaceae) that blooms from March to June. It typically occurs in open areas within cismontane woodland, valley and foothill grassland, and coastal bluff scrub habitat often underlain by clay substrate at elevations ranging from 10 to 1625 feet (CDFG 2012, CNPS 2012, Hickman 1993). Observed associated species include coast live oak, blue oak (*Quercus douglasii*), California juniper (*Juniperus californicus*), buck brush (*Ceanothus cuneatus*), poison oak, miniature lupine (*Lupinus bicolor*), foothill lotus (*Lotus humistratus*), calf lotus (*L. wrangelianus*), fringe pod (*Thysanocarpus curvipes*), q-tips (*Micropus californicus*), cream cups (*Platystemon californicus*), slender tarweed (*Madia gracilis*), common yarrow (*Achillea millefolium*), goldenback fern (*Pentagramma triangularis*), one-sided bluegrass (*Poa secunda*), woolly sunflower (*Eriophyllum lanatum*), and slender wild oat (*Avena barbata*) (CDFG 2012).

**Hayfield tarplant (*Hemizonia congesta* ssp. *congesta*).** CNPS List 1B. Hayfield tarplant is an annual herb in the sunflower family (Asteraceae) that blooms from April to November. It typically occurs in grassy areas and fallow fields in coastal scrub, and valley and foothill grassland at elevations ranging from 65 to 1840 feet (CDFG 2012, CNPS 2012). Observed associated species include coast live oak, white hyacinth (*Triteleia hyacinthina*), Italian rye grass (*Festuca perennis*), little rattlesnake grass (*Briza minor*), pennyroyal (*Mentha pulegium*), and spiny-fruited buttercup (*Ranunculus muricatus*) (CDFG 2012).

**Bristly leptosiphon (*Leptosiphon acicularis*).** CNPS List 4. Bristly leptosiphon is an annual forb in the phlox family (Polemoniaceae) that blooms from April to July. It typically occurs in chaparral, cismontane woodland, coastal prairie, and valley and foothill grassland habitat at elevations ranging from 175 to 4875 feet (CNPS 2012). Observed associated species include bird's-eyes (*Gilia tricolor*), true babystars (*Leptosiphon bicolor*), redstem filaree (*Erodium cicutarium*), purple needlegrass (*Stipa pulchra*), European hair grass (*Aira canyophyllea*), short pod lotus (*Acmispon brachycarpus*), Spanish lotus (*Acmispon americanus*), and miniature lupine (*Lupinus bicolor*) (personal observation 2012<sup>10</sup>).

<sup>9</sup> Personal Observation: Aaron Arthur. Observation from Olompali, Marin County, California. April 2012; Las Posadas State Forest, Napa County. May 2012.

<sup>10</sup> Personal Observation: Aaron Arthur. Observation from Highway 128, Mendocino County, California. April 2012.

**Marsh microseris (*Microseris paludosa*):** CNPS List 1B. Marsh microseris is a perennial forb in the sunflower family (Asteraceae) that blooms from April to June, sometimes into July. It typically occurs in closed-cone coniferous forest, cismontane woodland, coastal scrub, and valley and foothill grassland habitat at elevations ranging from 15 to 985 feet (CDFG 2012, CNPS 2012). Observed associated species include coast live oak, coyote brush, English plantain (*Plantago lanceolata*), blue-eyed grass, bracken fern (*Pteridium aquilinum*), rough cat's ear, common velvet grass, little rattlesnake grass (*Briza minor*), and Douglas iris (*Iris douglasiana*) (CDFG 2012, personal observation 2012<sup>11</sup>).

**Lobb's buttercup (*Ranunculus lobbii*):** CNPS List 4. Lobb's buttercup is annual aquatic forb in the buttercup family (Ranunculaceae) that blooms from February to May. It typically occurs in mesic to vernal wet areas within cismontane woodland, North Coast coniferous forest, valley and foothill grassland, and vernal pool habitat at elevations ranging from 45 to 1530 feet (CNPS 2011). Observed associated species include mosquito fern (*Azolla filiculoides*), Northwest manna grass (*Glyceria occidentalis*), pale spike-rush (*Eleocharis macrostachya*), iris-leaf rush (*Juncus xiphioides*), common monkey flower (*Mimulus guttatus*), calico flower (*Downingia concolor*), Italian rye grass (*Festuca perennis*), meadow barley (*Hordeum brachyantherum*), Burke's goldfields (*Lasthenia burkei*), and Mediterranean barley (*H. marinum*) (personal observation 2009, 2011<sup>12</sup>).

**Beaked tracyina (*Tracyina rostrata*):** CNPS List 1B. Beaked Tracyina is an annual forb in the sunflower family (Asteraceae) that blooms from May to June. It typically occurs in open grassy meadow or savannah sites within cismontane woodland and valley and foothill grassland habitat at elevations ranging from 290 to 2570 feet (CNPS 2012, CDFG 2012). Observed associated species include Oregon white oak (*Quercus garryana*), California black oak (*Q. kelloggii*), coast live oak (*Q. agrifolia*), scarlet pimpernel (*Anagallis arvensis*), wild carrot (*Daucus pusillus*), rattlesnake grass (*Briza maxima*), dogtail grass (*Cynosurus echinatus*), European hairgrass (*Aira caryophylla*), Italian rye grass (*Festuca perennis*), and meager tarweed (*Madia exigua*) (CDFG 2012).

**Showy rancheria clover (*Trifolium amoenum*):** Federal Endangered, CNPS List 1B. Showy rancheria clover is an annual herb in the pea family (Fabaceae) that blooms from April to June. It typically occurs on open, sunny sites in swales, on roadsides, and cliffs sometimes underlain by serpentine substrate in valley and foothill grassland and coastal bluff scrub habitat at elevations ranging from 15 to 1365 feet. Observed associated species slender oat grass (*Avena barbata*), bromes (*Bromus* spp.), fescues (*Festuca* spp.), Italian rye grass (*Festuca perennis*), California oat grass (*Danthonia californica*), California brome (*Bromus carinatus*), meadow barley (*Hordeum brachyantherum*), Italian thistle (*Carduus pycnocephalus*), and pale flax (*Linum bienne*) (CDFG 2012).

**Oval-leaf Viburnum (*Viburnum ellipticum*):** CNPS List 2. Oval-leaf viburnum is a shrub in the honeysuckle family (Caprifoliaceae) that blooms from May to June, with identifiable vegetative characteristics remaining intact into fall. It typically occurs in chaparral, cismontane woodland, and lower montane coniferous forest habitat at elevations ranging from 695 to 4550 feet (CDFG 2012, CNPS 2012). Observed associated species include Pacific madrone (*Arbutus menziesii*), blue oak (*Quercus douglasii*), Oregon white oak (*Q. garryana*), California black oak (*Q. kelloggii*), interior live oak (*Q. wislizenii*), California bay (*Umbellularia californica*), sticky

<sup>11</sup> Personal Observation: Aaron Arthur. Observation from Windsor, Sonoma County, California. May 2012.

<sup>12</sup> Personal Observation: Aaron Arthur. Observation from Windsor, Sonoma County, California. February 2009. Observation from San Antonio Creek watershed, Marin and Sonoma counties, California. April 2011.

manzanita (*Arctostaphylos viscida*), poison oak (*Toxicodendron diversilobum*), choke cherry (*Prunus virginiana*), mock orange (*Philadelphus lewisii*), and thimbleberry (*Rubus parviflorus*) (CDFG 2012).

### Special Status Plant Species Field Surveys

A WRA botanist traversed the entire Study Area to identify and record all plant species to a taxonomic level sufficient to determine rarity. Plants were identified with *A Flora of Sonoma County* (Best et al. 1996<sup>13</sup>) and *The Jepson Manual 2<sup>nd</sup> Edition* (Baldwin et al. 2012<sup>14</sup>). Plant nomenclature follows Baldwin et al. (2012). Because of recent changes in classification for many of the taxa treated by Baldwin et al. (2012), synonyms have been retained in brackets. For cases in which taxonomic discrepancies occur between Baldwin et al. (2012) and the CNPS Inventory of Rare Plants, precedence was given to the species classification used in the CNPS Inventory.

### RESULTS AND RECOMMENDATIONS

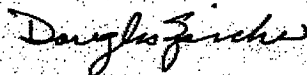
No rare plant species were observed within the Study Area. One hundred seventy-five species (101 native, 74 non-native) were observed in the Study Area (Attachment A). Plant names follow the Baldwin et al. (2012), with those that follow Hickman (1993<sup>15</sup>) in brackets for clarification. Because no rare plants were observed within the Study Area, there will be no direct, temporary, or indirect impacts to rare plant species.

### SUMMARY

The focused rare plant survey was conducted during a period sufficient to identify the ten special status plant species with the potential to occur within the Study Area. The survey was conducted by a botanist familiar with the flora and vegetation communities of Sonoma County. No rare plant species were observed within the Study Area.

Should you have any questions, comments, or concerns, please do not hesitate to contact our office.

Sincerely,



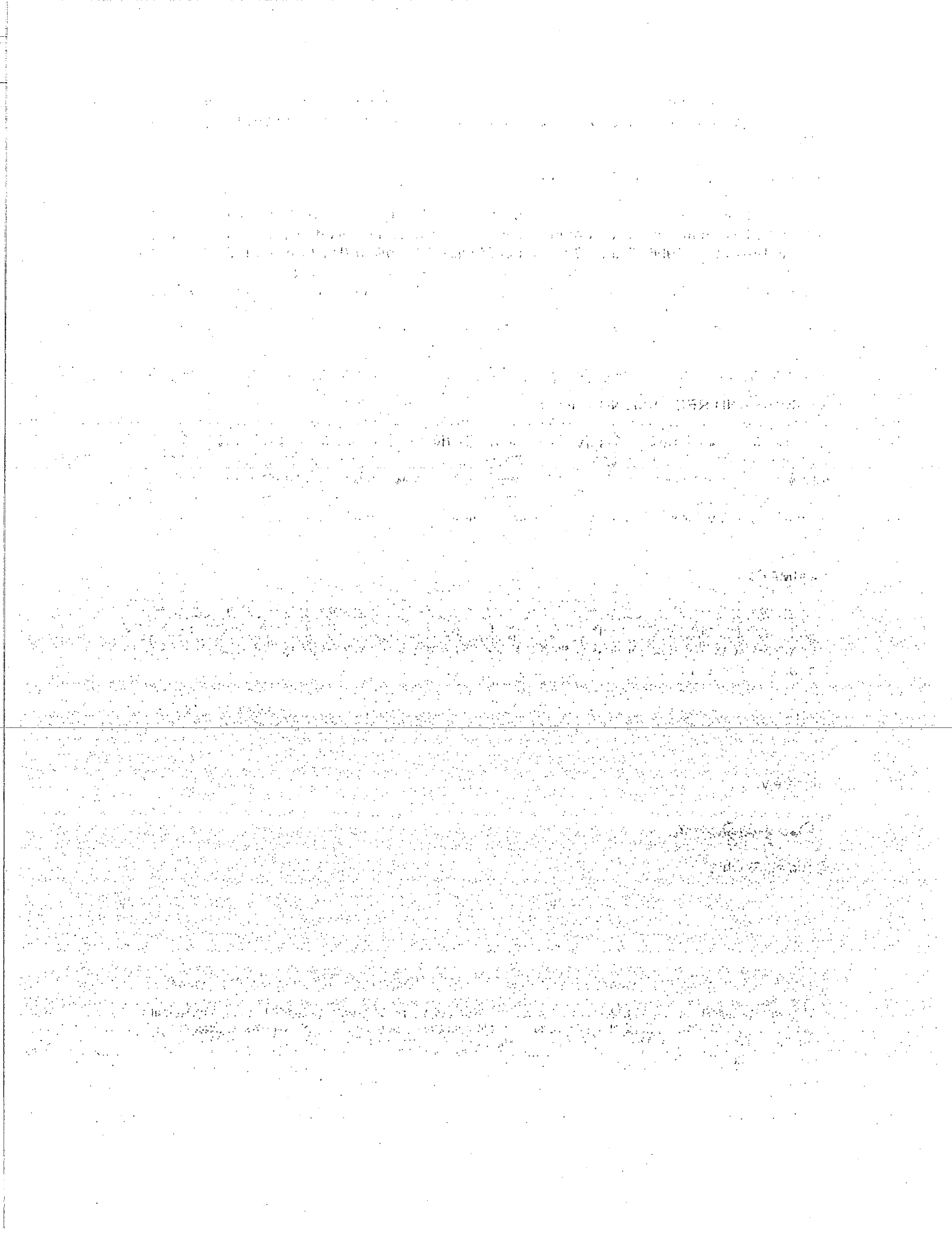
Douglas Spicher

<sup>13</sup> Best, C., J.T. Howell, W. & I. Knight, and M. Wells. 1996. *A Flora of Sonoma County*. California Native Plant Society, Sacramento, CA.

<sup>14</sup> Baldwin, B.G., D.H. Goldman, D.J. Keil, R. Patterson, T.J. Rosatti, and D.H. Wilken. 2012. *The Jepson Manual: Vascular Plants of California 2<sup>nd</sup> Edition*. University of California Press, Berkeley and Los Angeles, California.

<sup>15</sup> Hickman, J.C. (ed.). 1993. *The Jepson Manual of Higher Plants of California*. University of California Press, Berkeley and Los Angeles, California.





Attachment A – List of Plant Species Observed in the Study Area

Table A-1. Plant species observed in the Project Area, April 27 and June 22, 2012

Family	Scientific name	Common name	Life form	Origin	Invasive Status	Rare Status	Wetland indicator <sup>3</sup>
Agavaceae [Liliaceae]	<i>Chlorogalum pomeridianum</i> var. <i>pomeridianum</i>	soap plant	perennial forb	native	--	--	NL
Alliaceae [Liliaceae]	<i>Allium vineale</i>	wild garlic	perennial forb	non-native	--	--	FACU
Anacardiaceae	<i>Toxicodendron diversilobum</i>	poison oak	deciduous shrub	native	--	--	NL
Apiaceae	<i>Anthriscus caucalis</i>	bur chervil	annual forb	non-native	--	--	NL
Apiaceae	<i>Foeniculum vulgare</i>	fennel	perennial forb	non-native	high	--	NL
Apiaceae	<i>Perideridia kelloggii</i>	Kellogg's yampah	perennial forb	native	--	--	NL
Apiaceae	<i>Sanicula bipinnatifida</i>	purple sanicle	perennial forb	native	--	--	NL
Apiaceae	<i>Sanicula crassicaulis</i>	Pacific sanicle	perennial forb	native	--	--	NL
Apiaceae	<i>Torilis arvensis</i>	hedge parsley	annual forb	non-native	moderate	--	NL
Apocynaceae	<i>Vinca major</i>	periwinkle	perennial vine	non-native	moderate	--	NL
Aristolochiaceae	<i>Aristolochia californica</i>	Dutchman's pipe	perennial vine	native	--	--	NL
Asteraceae	<i>Achillea millefolium</i>	common yarrow	perennial forb	native	--	--	FACU
Asteraceae	<i>Achyraea mollis</i>	blow wives	annual forb	native	--	--	FAC
Asteraceae	<i>Agoseris grandiflora</i>	California dandelion	perennial forb	native	--	--	NL
Asteraceae	<i>Agoseris heterophylla</i>	annual dandelion	annual forb	native	--	--	NL
Asteraceae	<i>Anisocarpus madioides</i> [ <i>Madia madioides</i> ]	woodland tarweed	annual forb	native	--	--	NL
Asteraceae	<i>Artemisia douglasiana</i>	mugwort	perennial forb	native	--	--	FAC
Asteraceae	<i>Baccharis pilularis</i>	coyote brush	evergreen shrub	native	--	--	NL
Asteraceae	<i>Carduus pycnocephalus</i>	Italian thistle	annual forb	non-native	moderate	--	NL
Asteraceae	<i>Centaurea melitensis</i>	toçalote	annual forb	non-native	moderate	--	NL
Asteraceae	<i>Centaurea solstitialis</i>	yellow star thistle	annual forb	non-native	high	--	NL
Asteraceae	<i>Cichorium intybus</i>	chicory	perennial forb	non-native	--	--	NL
Asteraceae	<i>Cirsium vulgare</i>	bull thistle	perennial forb	non-native	moderate	--	FACU
Asteraceae	<i>Eurybia radulina</i> [ <i>Aster radulinus</i> ]	rough aster	perennial forb	native	--	--	NL
Asteraceae	<i>Grindelia hirsutula</i>	hairy gumweed	perennial forb	native	--	--	NL
Asteraceae	<i>Helianthella californica</i>	California Helianthella	perennial forb	native	--	--	NL
Asteraceae	<i>Helminthotheca echioides</i> [ <i>Picris echioides</i> ]	bristly ox-tongue	perennial forb	non-native	limited	--	FACU

Family	Scientific name	Common name	Life form	Origin	Invasive Status <sup>1</sup>	Rare Status <sup>2</sup>	Wetland indicator <sup>3</sup>
Asteraceae	<i>Hemizonia congesta</i> ssp. <i>luzulifolia</i>	white tarweed	annual forb	native	--	--	NL
Asteraceae	<i>Holocarpha virgata</i> ssp. <i>virgata</i>	pit gland tarweed	annual forb	non-native	assessed	--	NL
Asteraceae	<i>Hypochaeris radicata</i>	rough cat's-ear	perennial forb	non-native	moderate	--	NL
Asteraceae	<i>Lactuca serriola</i>	prickly lettuce	annual forb	non-native	assessed	--	FACU
Asteraceae	<i>Leontodon taraxacoides</i>	hawk'sbeard	perennial forb	non-native	--	--	NL
Asteraceae	<i>Logfia gallica</i> [ <i>Filago gallica</i> ]	narrow-leaf cottonrose	annual forb	non-native	--	--	NL
Asteraceae	<i>Madia gracilis</i>	slender tarweed	annual forb	native	--	--	NL
Asteraceae	<i>Madia sativa</i>	coast tarweed	annual forb	native	--	--	NL
Asteraceae	<i>Pseudognaphalium californicum</i> [ <i>Gnaphalium californicum</i> ]	California cudweed	perennial forb	native	--	--	NL
Asteraceae	<i>Pseudognaphalium canescens</i> [ <i>Gnaphalium canescens</i> ]	Wright's cudweed	perennial forb	native	--	--	FACU
Asteraceae	<i>Pseudognaphalium luteoalbum</i> [ <i>Gnaphalium luteoalbum</i> ]	Jersey cudweed	annual forb	non-native	--	--	FACU
Asteraceae	<i>Silybum marianum</i>	milk thistle	perennial forb	non-native	limited	--	NL
Asteraceae	<i>Sonchus asper</i> ssp. <i>asper</i>	prickly sow thistle	perennial forb	non-native	assessed	--	FAC
Asteraceae	<i>Sonchus oleraceus</i>	common sow thistle	annual forb	non-native	--	--	NL
Asteraceae	<i>Tragopogon porrifolius</i>	purple salsify	perennial forb	non-native	--	--	NL
Asteraceae	<i>Wyethia angustifolia</i>	narrow-leaf mule ears	perennial forb	native	--	--	NL
Boraginaceae	<i>Amsinckia intermedia</i> [ <i>Amsinckia menziesii</i> var. <i>intermedia</i> ]	fiddlehead	annual forb	native	--	--	NL
Boraginaceae	<i>Cynoglossum grande</i>	hound's tongue	perennial forb	native	--	--	NL
Boraginaceae	<i>Plagiobothrys nothofulvus</i>	rusty popcornflower	annual forb	native	--	--	NL
Brassicaceae	<i>Brassica nigra</i>	black mustard	annual forb	non-native	moderate	--	NL
Brassicaceae	<i>Cardamine californica</i>	milk maids	perennial forb	native	--	--	UPL
Brassicaceae	<i>Raphanus sativus</i>	wild radish	perennial forb	non-native	limited	--	NL
Caprifoliaceae	<i>Lonicera hispidula</i>	pink honeysuckle	evergreen vine	native	--	--	NL

Family	Scientific name	Common name	Life form	Origin	Invasive Status	Rare Status	Wetland indicator
Caprifoliaceae	<i>Symphoricarpos albus</i>	snowberry	evergreen shrub	native	--	--	FACU
Caprifoliaceae	<i>Symphoricarpos mollis</i>	creeping snowberry	evergreen shrub	native	--	--	NL
Caryophyllaceae	<i>Silene gallica</i>	windmill pink	annual forb	non-native	--	--	NL
Caryophyllaceae	<i>Spergularia rubra</i>	red sandspurry	annual forb	non-native	--	--	FAC
Convolvulaceae	<i>Convolvulus arvensis</i>	field bindweed	perennial forb, vine	non-native	assessed	--	NL
Cyperaceae	<i>Carex bolanderi</i>	Bolander's sedge	perennial graminoid	native	--	--	FAC
Cyperaceae	<i>Carex serratodens</i>	two-tooth sedge	perennial graminoid	native	--	--	FACW
Cyperaceae	<i>Cyperus eragrostis</i>	tall flatsedge	perennial graminoid	native	--	--	FACW
Dennstaedtiaceae	<i>Pteridium aquilinum</i>	bracken fern	perennial fern	native	--	--	FACU
Dryopteridaceae	<i>Dryopteris arguta</i>	shield fern	perennial fern	native	--	--	NL
Ericaceae	<i>Arbutus menziesii</i>	Pacific madrone	evergreen tree	native	--	--	NL
Ericaceae	<i>Arctostaphylos manzanita</i> ssp. <i>manzanita</i>	common manzanita	evergreen shrub	native	--	--	NL
Euphorbiaceae	<i>Croton setigerus</i> [ <i>Eremocarpus setigerus</i> ]	turkey mullein	annual forb	native	--	--	NL
Euphorbiaceae	<i>Euphorbia pepiis</i>	petty spurge	annual forb	non-native	--	--	NL
Fabaceae	<i>Acmispon americanus</i> var. <i>americanus</i> [ <i>Lotus purshianus</i> var. <i>purshianus</i> ]	Spanish lotus	annual forb	native	--	--	NL
Fabaceae	<i>Genista monspessulana</i>	French broom	evergreen shrub	non-native	high	--	NL
Fabaceae	<i>Lathyrus cicera</i>	red pea	annual forb	non-native	--	--	NL
Fabaceae	<i>Lathyrus hirsutus</i>	rough pea	annual forb	non-native	--	--	NL
Fabaceae	<i>Lathyrus vestitus</i> var. <i>vestitus</i>	Pacific pea	perennial forb	native	--	--	NL
Fabaceae	<i>Lupinus bicolor</i>	miniature lupine	annual forb	native	--	--	NL
Fabaceae	<i>Lupinus formosus</i>	summer lupine	perennial forb	native	--	--	NL
Fabaceae	<i>Lupinus latifolius</i>	big-leaf lupine	perennial forb	native	--	--	NL
Fabaceae	<i>Medicago polymorpha</i>	bur medic	annual forb	non-native	limited	--	NL
Fabaceae	<i>Thermopsis californica</i> var. <i>californica</i>	California goldenbanner	perennial forb	native	--	--	NL
Fabaceae	<i>Trifolium campestre</i>	little hop clover	annual forb	non-native	--	--	NL
Fabaceae	<i>Trifolium dubium</i>	shamrock clover	annual forb	non-native	--	--	WUPL

Family	Scientific name	Common name	Life form	Origin	Invasive Status	Rare Status	Wetland indicator <sup>3</sup>
Fabaceae	<i>Trifolium glomeratum</i>	clustered clover	annual forb	non-native	--	--	NL
Fabaceae	<i>Trifolium hirtum</i>	rose clover	annual forb	non-native	moderate	--	NL
Fabaceae	<i>Trifolium subterraneum</i>	subterranean clover	annual forb	non-native	--	--	NL
Fabaceae	<i>Vicia sativa</i>	spring vetch	annual forb	non-native	--	--	FACU
Fabaceae	<i>Vicia villosa</i>	hairy vetch	annual forb	non-native	assessed	--	NL
Fagaceae	<i>Quercus agrifolia</i>	coast live oak	evergreen tree	native	--	--	NL
Fagaceae	<i>Quercus douglasii</i>	blue oak	deciduous tree	native	--	--	NL
Fagaceae	<i>Quercus garryana</i>	Oregon white oak	deciduous tree	native	--	--	UPL
Fagaceae	<i>Quercus kelloggii</i>	California black oak	deciduous tree	native	--	--	NL
Fagaceae	<i>Quercus lobata</i>	valley oak	deciduous tree	native	--	--	FACU
Gentianaceae	<i>Zeltnera muelenbergii</i> [ <i>Centaurium muelenbergii</i> ]	Monterey centaury	perennial forb	native	--	--	FACW
Geraniaceae	<i>Erodium botrys</i>	long-beak filaree	annual forb	non-native	assessed	--	NL
Geraniaceae	<i>Erodium brachycarpum</i>	foothill filaree	annual forb	non-native	assessed	--	NL
Geraniaceae	<i>Geranium dissectum</i>	cut-leaf geranium	annual forb	non-native	moderate	--	NL
Geraniaceae	<i>Geranium molle</i>	dove's-foot geranium	annual forb	non-native	assessed	--	NL
Geraniaceae	<i>Geranium robertianum</i>	Robert's geranium	annual forb	non-native	assessed	--	NL
Hypericaceae	<i>Hypericum perforatum</i>	Klamath weed	perennial forb	non-native	moderate	--	NL
Iridaceae	<i>Iris macrosiphon</i>	long-tubed iris	perennial forb	native	--	--	NL
Iridaceae	<i>Sisyrinchium bellum</i>	blue-eyed grass	perennial forb	native	--	--	FAC
Juncaceae	<i>Juncus effusus</i>	common rush	perennial graminoid	native	--	--	FACW
Juncaceae	<i>Juncus occidentalis</i>	western rush	perennial graminoid	native	--	--	FACW
Juncaceae	<i>Juncus patens</i>	spreading rush	perennial graminoid	native	--	--	FACW
Juncaceae	<i>Juncus xiphioides</i>	iris-leaf rush	perennial graminoid	native	--	--	OBL
Juncaceae	<i>Luzula comosa</i>	wood rush	perennial graminoid	native	--	--	NI
Lamiaceae	<i>Melissa officinalis</i>	bee balm	perennial forb	non-native	--	--	UPL
Lamiaceae	<i>Stachys rigida</i>	hedge nettle	perennial forb	native	--	--	FACW
Lauraceae	<i>Umbellularia californica</i>	California bay	evergreen tree	native	--	--	FAC
Liliaceae	<i>Calochortus luteus</i>	yellow Mariposa lily	perennial forb	native	--	--	NL
Montiaceae [Portulacaceae]	<i>Claytonia perfoliata</i>	miner's lettuce	annual forb	native	--	--	FAC

Family	Scientific name	Common name	Life form	Origin	Invasive Status <sup>1</sup>	Rare Status <sup>2</sup>	Wetland indicator <sup>3</sup>
Myrsinaceae [Primulaceae]	<i>Anagallis arvensis</i>	scarlet pimpernel	annual forb	non-native	--	--	NL
Onagraceae	<i>Clarkia gracilis</i> ssp. <i>gracilis</i>	slender clarkia	annual forb	native	--	--	NL
Onagraceae	<i>Taraxia ovata</i> [ <i>Camissonia ovata</i> ]	sun cups	perennial forb	native	--	--	NL
Orobanchaceae [Scrophulariaceae]	<i>Parentucella viscosa</i>	yellow glandweed	annual forb	non-native	limited	--	NI
Oxalidaceae	<i>Oxalis pes-caprae</i>	Bermuda buttercup	perennial forb	non-native	moderate	--	NL
Papaveraceae	<i>Eschscholzia californica</i>	California poppy	perennial forb	native	--	--	NL
Phrymaceae [Scrophulariaceae]	<i>Mimulus aurantiacus</i>	sticky monkey	evergreen shrub	native	--	--	NL
Pinaceae	<i>Pseudotsuga menziesii</i>	Douglas fir	evergreen tree	native	--	--	NL
Plantaginaceae	<i>Gollinsia heterophylla</i>	Chinese houses	annual forb	native	--	--	NL
Plantaginaceae	<i>Gollinsia heterophylla</i>	Chinese houses	annual forb	native	--	--	NL
Plantaginaceae	<i>Plantago erecta</i>	dwarf plantain	annual forb	native	--	--	NL
Plantaginaceae	<i>Plantago lanceolata</i>	English plantain	perennial forb	non-native	limited	--	FAC
Poaceae	<i>Aira caryophyllaea</i>	European hair grass	annual graminoid	non-native	assessed	--	FACU
Poaceae	<i>Avena barbata</i>	slender wild oat	annual graminoid	non-native	moderate	--	NL
Poaceae	<i>Avena fatua</i>	moderate wild oat	annual graminoid	non-native	moderate	--	NL
Poaceae	<i>Brachypodium distachyon</i>	false brome	perennial graminoid	non-native	--	--	NL
Poaceae	<i>Briza maxima</i>	rattlesnake grass	annual graminoid	non-native	limited	--	NL
Poaceae	<i>Briza minor</i>	little rattlesnake grass	annual graminoid	non-native	--	--	FAC
Poaceae	<i>Bromus carinatus</i>	California brome	perennial graminoid	native	--	--	NL
Poaceae	<i>Bromus diandrus</i>	ribgut brome	annual graminoid	non-native	moderate	--	NL
Poaceae	<i>Bromus hordeaceus</i>	soft chess	annual graminoid	non-native	moderate	--	FACU
Poaceae	<i>Bromus laevipes</i>	woodland brome	perennial graminoid	native	--	--	NL
Poaceae	<i>Cynosurus echinatus</i>	dog-tail grass	annual graminoid	non-native	moderate	--	NL
Poaceae	<i>Dactylis glomerata</i>	orchard grass	perennial graminoid	non-native	limited	--	FACU
Poaceae	<i>Danthonia californica</i>	California oat grass	perennial graminoid	native	--	--	FACU
Poaceae	<i>Elymus caput-medusae</i> [ <i>Taeniatherum caput-medusae</i> ]	Medusa head	perennial graminoid	non-native	high	--	NL
Poaceae	<i>Elymus glaucus</i>	blue wild rye	perennial graminoid	native	--	--	FACU



Family	Scientific name	Common name	Life form	Origin	Invasive Status <sup>1</sup>	Rare Status <sup>2</sup>	Wetland indicator <sup>3</sup>
Poaceae	<i>Festuca arundinacea</i>	tall fescue	perennial graminoid	non-native	moderate	--	FACU
Poaceae	<i>Festuca bromoides</i> [ <i>Vulpia bromoides</i> ]	brome fescue	annual graminoid	non-native	--	--	FAC
Poaceae	<i>Festuca arundinacea</i>	tall fescue	perennial graminoid	non-native	moderate	--	FAC
Poaceae	<i>Festuca californica</i>	California fescue	perennial graminoid	native	--	--	NL
Poaceae	<i>Festuca idahoensis</i>	blue fescue	perennial graminoid	native	--	--	NL
Poaceae	<i>Festuca myuros</i> [ <i>Vulpia myuros</i> ]	rat tail fescue	annual graminoid	non-native	moderate	--	FACU
Poaceae	<i>Festuca occidentalis</i>	western fescue	perennial graminoid	native	--	--	NL
Poaceae	<i>Festuca perennis</i> [ <i>Lolium multiflorum</i> ]	perennial rye grass	annual graminoid	non-native	moderate	--	FAC
Poaceae	<i>Hordeum murinum</i>	foxtail barley	annual forb	non-native	moderate	--	NL
Poaceae	<i>Melica torreyana</i>	Torrey's onion grass	perennial graminoid	native	--	--	NL
Poaceae	<i>Phalaris aquatica</i>	harding grass	perennial graminoid	non-native	moderate	--	FACU
Poaceae	<i>Stipa lepida</i> [ <i>Nassella lepida</i> ]	foothill needlegrass	perennial graminoid	native	--	--	NL
Poaceae	<i>Stipa pulchra</i> [ <i>Nassella pulchra</i> ]	purple needlegrass	perennial graminoid	native	--	--	NL
Polygonaceae	<i>Persicaria maculosa</i> [ <i>Polygonum persicaria</i> ]	spotted lady's thumb	perennial forb	non-native	--	--	FACW
Polygonaceae	<i>Rumex acetosella</i>	sheep sorrel	perennial forb	non-native	moderate	--	FACU
Polygonaceae	<i>Rumex crispus</i>	curly dock	perennial forb	non-native	limited	--	FAC
Polygonaceae	<i>Rumex pulcher</i>	fiddle dock	perennial forb	non-native	--	--	FAC
Polypodiaceae	<i>Polypodium californicum</i>	California polypody	perennial fern	native	--	--	NL
Primulaceae	<i>Dodecatheon hendersonii</i>	shooting stars	perennial forb	native	--	--	NL
Pteridaceae	<i>Adiantum jordanii</i>	maiden hair fern	perennial fern	native	--	--	FAC
Pteridaceae	<i>Pentagramma triangularis</i>	golden-back fern	perennial fern	native	--	--	NL
Ranunculaceae	<i>Ranunculus californicus</i>	California buttercup	perennial forb	native	--	--	FACU
Rhamnaceae	<i>Frangula californica</i> [ <i>Rhamnus californica</i> ]	coffeeberry	evergreen shrub	native	--	--	NL
Rosaceae	<i>Cotoneaster pannosus</i>	cotoneaster	evergreen shrub	non-native	moderate	--	NL
Rosaceae	<i>Crataegus monogyna</i>	hawthorn	deciduous shrub	non-native	limited	--	NL
Rosaceae	<i>Heteromeles arbutifolia</i>	toyon	evergreen shrub	native	--	--	NL



Family	Scientific name	Common name	Life form	Origin	Invasive Status	Rare Status	Wetland indicator
Rosaceae	<i>Prunus cerasifera</i>	cherry plum	deciduous tree	non-native	limited	--	NL
Rosaceae	<i>Rubus armeniacus</i>	Himalayan blackberry	evergreen shrub	non-native	high	--	FACU
Rosaceae	<i>Rubus ursinus</i>	California blackberry	evergreen vine	native	--	--	FACU
Rubiaceae	<i>Galium aparine</i>	common bedstraw	annual forb	native	--	--	NL
Rubiaceae	<i>Galium divaricatum</i>	Lamarck's bedstraw	annual forb	native	--	--	FACU
Rubiaceae	<i>Galium porrigens</i>	climbing bedstraw	perennial forb	native	--	--	NL
Salicaceae	<i>Salix laevigata</i>	red willow	deciduous tree	native	--	--	NL
Sapindaceae [Hippocastanaceae]	<i>Aesculus californica</i>	California buckeye	deciduous tree	native	--	--	NL
Saxifragaceae	<i>Lithophragma affine</i>	woodland star	perennial forb	native	--	--	NL
Themidaceae [Liliaceae]	<i>Brodiaea elegans</i> ssp. <i>elegans</i>	harvest brodiaea	perennial forb	native	--	--	FACU
Themidaceae [Liliaceae]	<i>Dichelostemma congestum</i>	ookow	perennial forb	native	--	--	NL
Themidaceae [Liliaceae]	<i>Thitteleia laxa</i>	lithurial's spear	perennial forb	native	--	--	NL
Urticaceae	<i>Urtica dioica</i>	stinging nettle	perennial forb	native	--	--	FAC
Valerianaceae	<i>Plectritis macrocera</i>	white Plectritis	annual forb	native	--	--	FACU
Viscaceae	<i>Phoradendron villosum</i>	oak tree mistletoe	perennial forb	native	--	--	NL
Vitaceae	<i>Vitis californica</i>	California wild grape	deciduous vine	native	--	--	FACU
Woodsiaceae	<i>Athyrium filix-femina</i>	lady fern	perennial fern	native	--	--	NL

■ All species identified using the *Jepson Manual* (Hickman 1993), *Jepson Manual II: Vascular Plants of California* (Baldwin et al. 2012), and *A Flora of Sonoma County* (Best et al. 1996)

■ Nomenclature follows *Jepson Manual II: Vascular Plants of California* (Baldwin et al. 2012)

<sup>1</sup> Invasive Status: California Invasive Plant Inventory

<sup>2</sup> Rare Status: The CNPS Inventory of Rare and Endangered Plants

<sup>3</sup> Wetland Status: National List of Plant Species that Occur in Wetlands, California – Region 10

November 27, 2012

Paul Brown  
Adobe Associates, Inc.  
1220 N. Dutton Avenue  
Santa Rosa, CA 95401

RE: Hanna Boys Center Subdivision  
Supplemental Biological Resources Assessment – Project Site Access

Dear Paul:

WRA, Inc. prepared a Biological Resources Assessment report for the proposed Hanna Boys Center Subdivision Project in June 2011. A subsequent revision of that report was prepared in June 2012 when the proposed subdivision was reduced from eight lots to three; the 2012 revision also included a rare plant report after rare plant surveys were completed in spring 2012.

This letter is a supplemental report that addresses the potential impacts of two alternative access points into the proposed subdivision from Carriger Road. Presently there is access onto the property via a driveway leading to an existing residence in the southwest corner of the property near the end of the public Carriger Road (Photograph 1). From Carriger Road, the driveway makes an approximately 120 degree right turn and crosses Winkle Creek over a wood deck and concrete abutment bridge spanning approximately 12 feet (Photograph 2). Use of this existing access with modifications to straighten the turn and ascend a hill with an approximately 12-foot wide roadway (plus 2-foot shoulders, approximately 20-foot wide footprint, plus turnouts) on the east bank of the creek is one of the two alternatives (designated as Alternative 2 on Tentative Parcel Map, see attached Figure 1). Another alternative (designated as Alternative 1 on Tentative Parcel Map) is also in the southwest corner of the property, but approximately 100 feet north of the existing access point. This access requires leaving public Carriger Road by continuing farther north on a paved private road (with easement) and over Winkle Creek on an existing box culvert bridge, also spanning approximately 12 feet (Photograph 3). After crossing the box culvert, an access roadway would be constructed to make an approximately 90 degree turn to the right, up a short hill, and onto project property (Photograph 4). This roadway would have an approximately 20-foot wide footprint with 12-foot wide roadway, 2-foot shoulders, and turnouts.

## **Assessment of Potential Impacts to Habitat**

### ***Alternative 1 Access***

Alternative 1 lies north of the existing access into the property and would require construction of new roadway from the existing private paved road after crossing Winkle Creek. No modifications would be made to the existing box culvert or to the banks of Winkle Creek. Therefore, no impacts to Winkle Creek would be expected. Construction of the new roadway would require removal of one oak (multi-trunk, approximately 24 inches total DBH). It would cross non-native grassland between two coast live oak trees (*Quercus agrifolia*) and onto the project property by ascending a hill onto the property (Photograph 4). This route would also

require minor trimming of overhanging branches of oak trees downslope of the road, but these trees would not be removed. The trimming would not adversely harm the oak trees.

Regulatory permits that would be needed for this alternative would likely be a 1602 streambed alteration agreement with California Department of Fish and Game (CDFG) for road construction work near the creek and within creek riparian habitat. Mitigation may also be required, but potentially could be limited to replacement of the tree that would be removed by planting new trees in the area along the creek. A Corps of Engineers section 404 permit is not likely to be needed because no work would be expected to occur within Corps' jurisdiction (at or below the ordinary high water mark in the creek).

### **Alternative 2 Access**

Alternative 2 is the existing driveway that makes an approximately 120 degree turn from Carriger Road and crosses Winkle Creek. Sonoma County would require that the turn be reduced to a minimum 90 degree turn for this project. This would require modifying, or likely replacing, the existing bridge and ascending a hill on the east bank of the creek. A replacement bridge would be a pre-fabricated arch design that would clearspan the creek resulting in some minor grading, possibly on upper portions of creek banks, and would result in removal of some riparian trees (Photograph 5). Two California bay trees (15 inches and 3 inches DBH), 2 California buckeye (*Aesculus californica*) trees (both 18 inches DBH, one *Prunus* species (6 inches DBH), and several small saplings less than 3 inches DBH, and non-native Himalayan blackberry (*Rubus armeniacus*) would need to be removed for construction of the roadway as it ascends on the east side of the creek, requiring excavation into the hillside. A benefit of replacing the existing bridge is that the new arched bridge would span the creek and may be higher above the creek bed which would allow wildlife to move more freely in the creek corridor. The old bridge deck would be removed and possibly the old abutments as well.

Regulatory permits that may be required for this alternative would include a 1602 streambed alteration agreement with CDFG for construction of the clearspan bridge and removal of the existing bridge abutments (if they are removed). Mitigation for bridge construction is likely to be needed, especially replanting of removed trees. It may be possible to mitigate by removing the existing bridge abutments, restoring that section of creek, and replanting trees, however this would be at the discretion of CDFG. If there is no work at or below the ordinary high water mark for installation of the new arch bridge, no section 404 permit would be needed. If the old bridge abutments are removed it is likely a section 404 Nationwide Permit 14 (Linear Transportation) or 18 (Minor Discharge) could be authorized by the Corps.

In addition to the impacts related to the creek crossing, Sonoma County will also require widening of the public Carriger Road (southward to the intersection of Oak Creek Drive) from its present 10-foot width up to 24 feet wide (Photograph 6). Widening would be on the west side of the existing pavement requiring further excavation into roadside cuts and removal of up to approximately 49 tree trunks (count includes multiple trunks from common base) of various species and sizes (DBH) as follows:

19 California bay - less than 6"	6 Blue oak – 9"
3 Buckeye – less than 6"	1 Blue oak - 21"
3 Prunus sp. multi-trunk - 6"	1 Blue oak – 16"
8 Blue oak - less than 8"	1 Blue oak – 44"
6 Coast live oak - less than 8"	1 Coast live oak – 18"

Trees that are 9 inches and larger will require mitigation replacement according to Sonoma County Tree Ordinance, and larger trees require higher replacement numbers.

### **Assessment of Potential Impacts to California Red-legged Frog**

California red-legged frog (*Rana draytoni*) potentially may migrate through the property using Winkle Creek as a movement corridor, and may migrate away from the creek overland during wet periods in winter and spring. Roadway construction could cause potential impacts to CRLF.

#### ***Alternative 1 Access***

This access route would not cause impacts to Winkle Creek because the existing box culvert would remain and no other work would be required in the stream or on its banks. Therefore, potential impacts to CRLF would be low if construction work for the grading and paving needed to extend the roadway was conducted during the dry summer months when CRLF would not be expected to be out of the creek habitat. Pre-construction surveys, exclusion fencing, and crew training would be recommended as extra precaution against potential impacts. Concurrence of implementing these precautions from U.S. Fish and Wildlife Service is also recommended.

#### ***Alternative 2 Access***

Alternative 2 access would require replacement of the existing bridge and some grading into upper portions of the creek banks. This work has increased potential for impacts to CRLF as compared to Alternative 1, even in dry summer months when CRLF potentially could potentially be present in the creek. In addition to the CRLF protective pre-cautions of pre-construction surveys, exclusion fencing, and crew training, a biologist should be present on-site during construction to monitor work and protect CRLF. Concurrence of these precautions from U.S. Fish and Wildlife Service is also recommended, and they would likely be required with additional conditions added during section 7 (Endangered Species Act) consultation associated with a Corps of Engineers section 404 (Clean Water Act) permit. A 404 permit would be required for work that occurs in the creek, such as removal of existing bridge abutments.

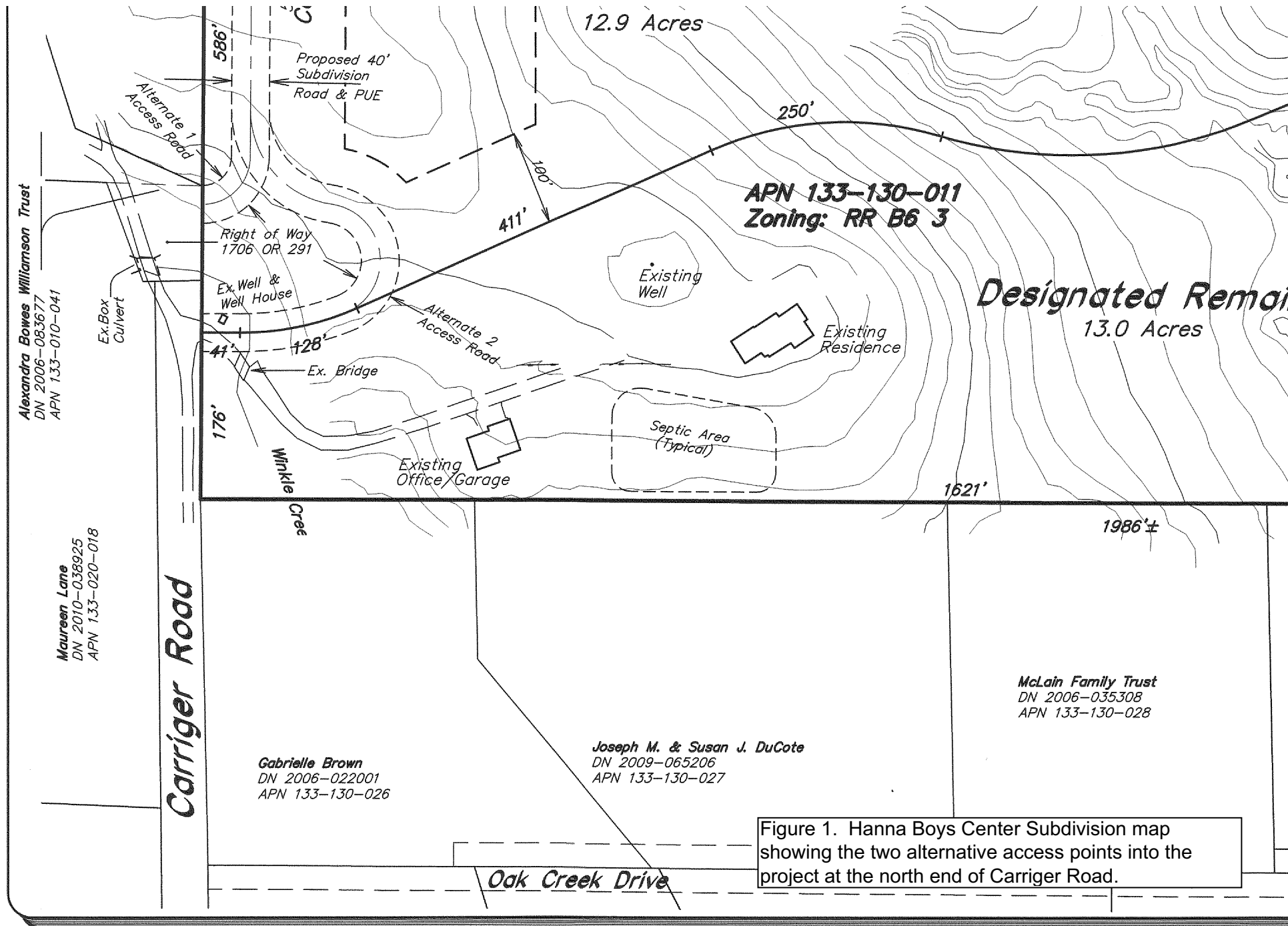
In summary, Alternative 1 Access would have the least amount of potential impacts because it would require no work in Winkle Creek and would result in removal of far fewer trees as compared to Alternative 2 access. Alternative 2 would require removal of more trees than Alternative 1 (at creek crossing and along Carriger Road) and also adds somewhat more potential risk of impacts to CRLF because of bridge construction. A benefit of the new bridge would be improving the wildlife movement corridor.

If you have questions or require additional information, please contact us at any time.

Sincerely,



Douglas Spicher



Alexandra Bowes Williamson Trust  
 DN 2006-083677  
 APN 133-010-041

Maureen Lane  
 DN 2010-038925  
 APN 133-020-018

Gabrielle Brown  
 DN 2006-022001  
 APN 133-130-026

Joseph M. & Susan J. DuCote  
 DN 2009-065206  
 APN 133-130-027

McLain Family Trust  
 DN 2006-035308  
 APN 133-130-028

APN 133-130-011  
 Zoning: RR B6 3

Designated Remain  
 13.0 Acres

Figure 1. Hanna Boys Center Subdivision map showing the two alternative access points into the project at the north end of Carriger Road.





**Photograph 1 (top).** Existing access into Hanna Boys Center Subdivision. Alternative 2 new bridge would extend straight ahead across Winkle Creek.

**Bottom:** Existing bridge crossing Winkle Creek would be removed.







**Photograph 3 (top):** Alternative 1 crosses onto private roadway across existing bridge.

**Photograph 4:** Alternative 1 makes right turn to ascend hill. One multi-trunk oak tree likely will be removed.







**Photograph 5 (top):** Alternative 2 access would remove bridge on left and construct new bridge through center of photo, requiring grading of creek banks.

**Photograph 6:** Alternative 2 would require widening of Carriger Road (on the right side); trees on right side would be moved.







**YOUNG ENGINEERING SERVICES**

**GEOTECHNICAL CONSULTANTS**

132 Boas Drive • Santa Rosa, CA 95409-3611 • (707) 538-7503 • (FAX) 539-6227

January 4, 2011

Job 95801

Kivelstadt Group (TKG)  
Attn: Tom Angstadt  
214 Grant Avenue #325  
San Francisco, CA 94108-4627

Gentlemen and Ladies:

Consultation - Site Review Update  
Septic Disposal System  
Murray Property, MNS 91-339  
17501 Carriger Road, APN 133-130-11  
Sonoma County, California

This letter presents the consultation that Young Engineering Services (YES!) has provided at your request in connection with the referenced property. It is our understanding that our reconnaissance and review are desired to evaluate the gross stability of the lots, with emphasis on changes which may have occurred during over the years since we previously consulted on development at this site, including zones previously identified by this office as potential "Seasonal Wet Areas" and "Soil Creep". The planned Septic Disposal System was developed by Lescure Engineers, and dated March 28, 1994, and includes location of these geotechnical observations.

A representative of this office reviewed the site and vicinity on January 3, 2011, in the presence of Holly Bennett, Steve Brown/Adobe Associates, and Tim Schram/Adobe Associates. Our previous site reviews occurred on August 7, September 16, 17 and 30, 1991 and August 10, 1993.

Our knowledge of the site and soil conditions includes discussions with you and your design team; brief site reconnaissance visits in 1991, 1993 and 2011; review of our previous consultation prepared for this development, including: our Consultation - Site Review, dated (corrected) January 11, 1993; a companion report Groundwater Availability by Hilmer Consulting, dated October 22, 1991; our Consultation dated May 12, 1993; Consultation - Plan Review dated August 2, 1993; our Consultation - Seasonally Wet Areas, dated January 19, 1994; and our Soil Investigation dated November 20, 1993. We also reviewed published data file data including: the Tentative Map dated May 28, 1991 by Sandine & Associates; the Sheet Location Map dated October 1993 by Sandine & Associates; the Septic Disposal System was developed by Lescure Engineers, and dated March 28, 1994;

## YOUNG ENGINEERING SERVICES

California Division of Mines and Geology (CDMG) Special Report 120, entitled Geology for Planning in Sonoma County, dated 1980; the CDMG Regional Geologic Map of Santa Rosa, dated 1982; the CDMG Special Studies Zone (Alquist-Priolo), Glen Ellen Quadrangle map, dated July 1, 1983; the joint Caltrans Division of Structures/CDMG Map Sheet 45, Peak Acceleration from Maximum Credible Earthquakes in California, dated 1987; and the Sonoma County Planning Department's Resource Conservation Element of the Sonoma County General Plan, dated March 23, 1989.

We previously noted that "Seasonally Wet Areas" were identified on basis of surface vegetation suggestive of an extended growing season or generally wetter near surface conditions, typically consisting of a thin surficial soil development overlying less permeable weathered bedrock. We noted that we did not identify springs or seeps in these areas, or indicators of such conditions (such as erosional rivulets). These areas were distinctly separate from other areas where we noted slough or creep within the surficial soils. We similarly noted areas of "Soil Creep", areas where surface soils across the site are susceptible to downhill creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity). We noted that the appropriate selection of the building and septic disposal sites reduces the risk of creep.

### Conclusion

We did not identify any enlargement of previously designated potential "Seasonal Wet" or "Soil Creep" areas, nor did we note distress or significant changes within these areas. Our opinion remains that the septic disposal sites are well located and should not pose a significant threat to the stability of the site. In addition, and provided that runoff from the residences which will be constructed either upslope or have surface water runoff directed away from the leach fields (as indicated on the tentative map), we further believe that the nature of the underlying bedrock and the natural site slopes do not pose a significant potential for developing springs or seeps.

We have enjoyed this opportunity to be of service. Please do not hesitate to call if we can be of further assistance.

### Additional Considerations

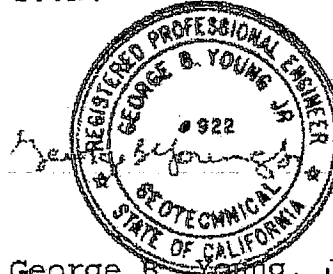
Prior to construction, we should also review the final grading and building plans (and soil-related specification) for conformance with the intent of our recommendations, including updates consistent with current good practice and recent code changes. In addition to changes in codes and practice since publication of our prior consultations, changes in location of planned development including the driveway access should be considered. Such changes may indicate areas where additional subsurface exploration is desirable.

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Our review of construction excavations is considered an integral part of our review for this development. Please call when the construction has been scheduled so that we can coordinate with the contractor to provide the necessary reviews. Our construction period observations would allow us to verify conformance of the work to project guidelines, determine that the soil conditions are as anticipated, and to modify our recommendations, if necessary.

Very Truly Yours,

YOUNG ENGINEERING SERVICES



George B. Young, Jr.  
Civil Engineer - 27405  
Geotechnical Engineer - 922

3 copies submitted  
cc: Adobe Associates, Attn: Steve Brown  
Holly Bennett  
Tina Shone  
Thomas and Katherine Culligan

**YES!**

**YOUNG ENGINEERING SERVICES**

GEOTECHNICAL CONSULTANTS

132 Boas Drive • Santa Rosa, CA 95409-3611 • (707) 538-7503 • (FAX) 539-6227

e-mail gyoung@sonic.net

**SOIL INVESTIGATION UPDATE**

Carriger Lane Subdivision  
17501 Carriger Road  
APN 133-111-020, 133-130-011 & -041  
GPS: 38.318, -122.512  
Sonoma County, California

YES! Job 95802

RECEIVED

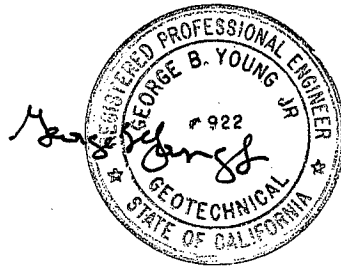
DEC 07 2011

PERMIT AND RESOURCE  
MANAGEMENT DEPARTMENT

Prepared for

Hanna Boys Center  
Post Office Box 100  
Sonoma, CA 95476-0100

By



George B. Young, Jr.  
Civil Engineer - 27405  
Geotechnical Engineer - 922

December 6, 2011

# YOUNG ENGINEERING SERVICES

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## YOUNG ENGINEERING SERVICES

### INTRODUCTION

This report presents the results of the Soil Investigation which Young Engineering Services (**YES!**) performed for your planned 7 lot subdivision to be developed within an area of gross dimensions of about 1500 feet by 1750 feet north by east, on about 57.6 acres on the westerly portion of the overall property. The subdivision submittal on the Lands of Hanna Boys Center will encompass both the roughly 30 acres previously known as the Lands of Murray, with an additional 27 acres contiguous to the north. The structures are anticipated to be one- and two-story, wood-framed, with either slab-on-grade or raised wood floors. Anticipated structure loads are normal for the type of construction, or about 600 to 800 pounds per lineal foot (plf) and 800 to 1000 plf along continuous wall footings for one- and two-story construction, respectively. Associated construction will include dedicated asphalt paved drives. A crossing of a seasonal stream within Lot 3 (access to Lots 4, 5 and 7) is currently envisioned to utilize a large culvert. Grading is expected to be limited to that required to provide site access roadways. The residences will be serviced by on site septic disposal, with private water wells and/or Valley of the Moon Water District service.

The purpose of this investigation, as outlined in our Revised Service Agreement dated September 13, 2011 was to perform a subsurface exploration, laboratory testing, and engineering

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analyses, in order to provide conclusions and recommendations regarding:

1. Suitability of the site for the intended development, including evaluation of slope stability and geotechnical hazards
2. Site preparation and grading, including fill quality and compaction criteria
3. Suitable foundation types(s), along with soil engineering design criteria
4. Criteria for design of retaining walls, including backfill and drainage requirements
5. Site drainage and erosion control
6. Support of concrete slabs-on-grade and flexible asphalt pavement, and
7. Flexible asphalt pavement thickness designs.

### INVESTIGATION

#### OFFICE STUDY

In addition to our field and laboratory study as described below, our knowledge of the site and soil conditions includes discussions with you and your design team, including a site reconnaissance on September 26, 2011; and a review of published data related to geotechnical hazards. Our review of file data for this development included: our Consultation - Site Review, dated January 11, 1993 (corrected); a companion report Groundwater Availability by Hilmer Consulting, dated October 22,



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1991; our Consultation dated May 12, 1993; Consultation - Plan Review dated August 2, 1993; our Consultation - Seasonally Wet Areas, dated January 19, 1994; our Soil Investigation dated November 20, 1993; our Site Review Update dated January 4, 2011; Carriger Lane Subdivision - Lot Line Adjustment, Rezone and Tentative Map dated September 2011 by Adobe Associates; California Division of Mines and Geology (CDMG) Special Report 120, entitled Geology for Planning in Sonoma County, dated 1980; the CDMG Regional Geologic Map of Santa Rosa, dated 1982; the CDMG Special Studies Zone (Alquist-Priolo), Santa Rosa Quadrangle map, dated July 1, 1983; the joint Caltrans Division of Structures/CDMG Map Sheet 45, Peak Acceleration from Maximum Credible Earthquakes in California, dated 1987; the CDMG Active Fault Near-Source Zones mapping, dated August 1997 (incorporated under 1997 Uniform Building Code, UBC and 2001 California Building Code, CBC); and the USGS Seismic Hazard Curves and Uniform Hazard Response Spectra, generating Earthquake Ground Motion Parameters, Version 5.1.0, dated February 10, 2011.

### FIELD EXPLORATION

The field exploration consisted of excavating 6 test pits supplementing the 5 test pits performed in 1993 on the southern half of the subdivision limits (formerly known as the Lands of Murray), at the locations shown on the Site Plan, attached as Plate 1. The test pits were dug with a Case 580 backhoe, using a 24 inch bucket. The earlier test pits were excavated with a Model-K, and the recent ones with a Model-M extendahoe. Our

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geotechnical engineer logged the pits and obtained relatively undisturbed core and loose bulk samples of the materials encountered for visual classification and laboratory testing.

Core samples were obtained by hand driving a 2½ inch inside diameter (ID) split-barrel sampler. The soil consistency was estimated on the basis of penetration resistance of the excavation equipment, along with use of a pocket penetrometer (which provides a rough measure of in-situ strength) for correlation with empirical test data.

The logs of the pits showing the various soil types encountered and sample depths are presented on Plates 2 through 7. The classification systems used to describe the soils is illustrated on Plate 8.

### LABORATORY TESTING

In our laboratory, we re-examined the samples to verify the field classifications and selected representative samples for testing. Laboratory testing consisted of moisture content-dry density, unconfined compressive strength, Expansion Index, and Stabilometer Resistance Value (R-Value) tests. The moisture/density and strength data are presented on the Test Pit Logs in the manner described on the Key To Test Data, attached as Plate 8. Results of the Expansion Index and R-Value test data are presented on Plates 9 through 11.

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### SITE AND SOIL CONDITIONS

The site is located at 17501 Carriger Road, on the east side of Carriger Road, north of its intersection with Oak Creek Lane, in the Glen Ellen area of Sonoma County. The site is vegetated with a sparse covering of grass, brush, and oak trees superposed on a gently rolling terrain with about 170 feet of topographic displacement, averaging about 8½ percent to the southeast. The steepest natural terrain is up to about 60 percent where the seasonal drainageways are incised into the site slopes, and up to about 30 percent on the slopes adjacent knolls around several building envelopes. A seasonal stream traverses the southern half of the property, from northwest to southeast; it bisects Lot 2 east of the building envelope, with forks on the west and east of the building envelope on Lot 4. A similar easterly trending seasonal stream traverses the southern boundary of Lot 7 in an easterly direction. The former Murray residence will remain as Lot 1.

The results our site exploration indicates the following soil conditions:

1. We noted old fill soils within the building envelope of Lot 7, likely associated with the preparation and subsequent demolition of the tank pad immediately north of the central area of the building envelope. Fill included the native topsoil and residual soil as described below, admixed with tree stumps associated with site clearing, together with debris consisting of asphaltic concrete, concrete,

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corrugated metal culvert, and both PVC and transite pipes. The debris is surficial to about 3 feet thick on the easterly half of the building envelope, but thickening to full depth explored of 13½ feet on the extreme west end of the building envelope. This thickening is interpreted as backfill within an former seasonal drainage ditch which trended westerly from the vicinity of the former tank pad, and is concentrated on the northerly edge of the building pad. Old fills appear to be surficial on the southerly portion of the western limits of this building envelope.

2. The site is blanketed by topsoil and residual soil (soil derived from weathering of bedrock) to typical depths of 1 to 2 feet, locally to about 3½ feet (Test Pits -5 & -7). These soil units are a weak and porous, sandy clay, which is culturally disrupted to a depth of about 6 to 10 inches. These soils are indicated to have "very low to medium potential" (tendency to undergo volume changes with changes in moisture content) per California Building Code (CBC) classification, but are not considered suitable for structure support without reprocessing. These soils are also considered at least moderately susceptible to erosion when subjected to concentrated flow.
3. The site is underlain by nonmarine alluvial deposits of the Petaluma Formation to maximum depths explored. These soils consisted of interlayered very stiff to hard sandy clay, and cemented dense to very dense clayey and silty sand. We also noted frequent to abundant gravel and cobbles at several of

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the test locations. Intact soils of this unit are considered to be capable of direct support of light to moderate loads, but are compressible under heavy or intense loading. This unit has at least moderate strength relative to the proposed development. Intact, these soils have low swell potential, and remolded, typically have, medium to very high expansion potential per UBC. These soils are considered readily capable of supporting for the anticipated range of structure and/or slab-on-grade floor loads without reprocessing. The weathered bedrock materials are also indicated to be readily excavatable with typical heavy-duty construction equipment. Any large rock fragments can be broken down with common sheepsfoot compactors during their replacement as engineered fill.

4. No free groundwater was encountered in our test pits. Seasonally perched water may be expected within the surficial soils, due to the relatively lower permeability of the underlying weathered bedrock soils.

## GEOLOGIC SETTING AND SITE SEISMICITY

Exposures on the site, in exploration test pits, and in road cuts in the vicinity are consistent with published mapping which indicates that the site is underlain by nonmarine sediments of the Pliocene Age Petaluma Formation which overlays pyroclastic rocks of the Pliocene Age Sonoma Volcanics and/or Jurassic and Cretaceous Age Franciscan Assemblage. The Sonoma Volcanics in

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the site vicinity have been eroded away as Sonoma Mountain continues to rise along the Healdsburg-Rodgers Creek Fault boundary.

There are no known active faults within the immediate site vicinity and the site is not within an Alquist-Priolo Special Studies Zone relating to fault hazard potential. The closest active faults are the Healdsburg-Rodgers Creek Fault, located approximately 4½ miles to the west, and the San Andreas Fault, located approximately 28 miles to the west; the potentially active West Napa Fault is located 9½ miles to the east. An unnamed fault trace has been mapped as projecting to the northwest adjacent to the site. The most recent reference (CDMG, Geologic map of the Santa Rosa Quadrangle, 1982) indicates that the location of the trace is uncertain, and does not show any younger than Quaternary age displacement. Therefore, this fault is not active, but should be considered potentially active.

### DISCUSSION

From a geotechnical engineering standpoint, we believe that the site is suitable for the proposed development. The main geotechnical considerations pertinent to the development of these lots are the steepness of the sites; surface and subsurface drainage characteristics; the thickness of a surface soil unit; and presence of old fill soils on Lot 7. The surficial soil unit would be weak and compressible under structure loads when saturated is also subject to migrate downslope during the

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seasonal shrink/swell cycles, due to the force of gravity.

The surface soils across the site are susceptible to downhill creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity). However, it should be noted that the selection of the building sites reduces the risk of creep. It is very unlikely under the current geologic environment that large scale movement (landslide) could be generated within the underlying surficial topsoil or residual soil and weathered bedrock. During that reviews, we noted areas where surface vegetation suggests an extended growing season or generally wetter near surface conditions and labeled such areas as "Seasonally Wet". These areas were distinctly separate from other areas where we noted slough or creep within the surficial soils. We should also note that we did not identify springs or seeps in these areas, or indicators of such conditions (such as erosional rivulets).

The detrimental effects associated with the differential compression and slab cracking due to expansive soils can be mitigated by special grading procedures which combine both reprocessing and placement of a select low expansive cushion, and consideration of the depth and type of foundation elements on either engineered fill or original ground prepared as described herein. Soil expansion potential will require consideration to minimize the tendency for soils to creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity).

Foundation support can be achieved on either drilled piers

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or conventional spread footings penetrating into either the weathered bedrock, or engineered fill placed in accordance with recommendations contained herein. Due to the and proximity to slopes. Consistent with typical hillside practice and presence of expansive site soils, we recommend that the foundation elements be interconnected with grade beam ties on 20 foot centers traversing up/down slope. The potential for seasonal near surface seepage will require consideration in design and construction (say, utilities or deep foundation elements). Due to the weak and expansive nature of the surficial topsoil materials, support for slab-on-grade floors will require reprocessing, or replacement of a portion of these soils.

It is our opinion that the septic disposal site is well located and should not pose a significant threat to the stability of the site. In addition, and provided that runoff from all structures is directed away from the leach fields, we further believe that the nature of the underlying bedrock and the natural site slopes do not pose a significant potential for developing springs or seeps. Of course, installation of a subdrain on slopes above the leach field sites would be prudent and is consistent with typical hillside residential practices. Refer to Subdrain Details attached as Plate 13 for more detailed information.

The site will be subjected to strong ground shaking during future, nearby, large magnitude earthquakes. Generally, structures founded in firm soil and/or bedrock can be expected to be subjected to short period, jarring motions, with little or no



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ground wave amplification. Wood-framed structures founded in firm soil, and designed in accordance with current earthquake resistant building codes (CBC), are well suited to resist the effects of strong ground shaking. The site soils are not considered susceptible to liquefaction (loss of axial strength), lurching (lateral spreading), or differential settlement (rapid compression) potential under strong shaking. No additional geologic or engineering geologic studies appear warranted.

### RECOMMENDATIONS

#### SITE GRADING

##### Clearing and Stripping

Following razing of cross fences and any structures not intended to remain, the site should be cleared of any rubbish and debris materials. These materials should be removed, and disposed of off the site. The surface soils containing grass and roots should be stripped from all areas to be graded. In general, the depth of stripping should be about four inches. Where trees have been removed to make room for planned structures, deeper excavation (e.g., on the order of 30 inches) will be required to remove heavier concentrations of roots. All roots should be removed within 3 feet of subgrade; roots less than 1½ inches in diameter may be left below that level. Strippings can be stockpiled for future use in landscaping, but would not be considered suitable for reuse as engineered fill.

Structural Area Preparation

As used in this report, "structural areas" refers to: 1) building areas, and the zones extending five feet beyond the outside edges of the perimeter footings; and 2) exterior flatwork (including the patios and walkways), and the zones extending three feet beyond the edges.

Site grading should conform to Chapter 18 and Appendix J of the California Building Code (CBC). For fill to support structure foundations, old fill soils (Lot 7) and the weak upper topsoil and residual soils should be removed to full depth.

(Relative compaction refers to the in-place dry density of a soil expressed as a percentage of the maximum dry density of the same soil when determined by the ASTM D1557 compaction procedure. Optimum moisture is the water content percentage of the dry weight which corresponds to the maximum dry density.) Any areas not achieving compaction should be removed and replaced as engineered fill. This compaction procedure should be observed by a representative of **YES!** to determine whether overexcavation is required, and to verify that any disrupted soils are compacted.

If pier and grade beam foundations are utilized, or typical continuous footing foundations are designed and constructed to penetrate through the weak and porous surficial soils, recompaction would not be required for structure foundation support.

Due to expansive soil, a minimum 18 inch blanket of low expansive soils is recommended incorporated at slab subgrade. In addition, any fill placed within 24 inches of slab subgrade

## YOUNG ENGINEERING SERVICES

(includes typical slab rock) should be of similarly low expansive soil. The thickness of this fill blanket may be reduced by 6 inches (requiring a 12 inch blanket of low expansive fill, and limiting expansive soil placement as engineered fill within 18 inches) if footing depths are increased to 24 inches below rough pad grade. Expansion may be checked at grade during construction, as such low expansive soils are naturally present. The requirements of this fill blanket should be reviewed by **YES!** if design considerations relative to structure service, grade changes, or structure type differ from that discussed herein.

Excavation is expected to be achieved with typical heavy-duty construction equipment. (Heavy duty is considered a Cat 225 excavator, Cat D7 Dozer, or equal.) For significant penetration (more than about three feet into the bedrock) or excavation in discrete trenches (e.g., footings and utilities), we expect drilling and blasting or use of jackhammers, respectively. Rock fragments can likely be broken down with common sheepsfoot compactors during their replacement as engineered fill.

### Culvert Crossing - Drainage Swale Preparation

In the area of the channel crossing near the Lot 2/Lot 4 boundary or access into Lot 7, special attention during grading is required. The excavation bottom should be (pumped) free of standing water, then field reviewed by a representative of **YES!** The exposed surface should be proof-rolled to determine whether removal or reprocessing is necessary. Any slough (free of debris

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and organic matter) should be excavated and stockpiled, but may be reused as engineered fill.

After initial fill preparation, fill material should be placed in thin lifts (six or eight inches thick, depending on compaction equipment), and compacted to at least 90 percent relative compaction. Fill should be bonded to the native material by constructing benches approximately every two vertical feet. Each bench should be cut laterally back into the ground adjacent to expose firm materials for bonding with the next fill lift.

An alternate to conventional culverts with RSP faced slopes at these crossings would utilize either box culverts with cutoff key and headwalls likely incorporating wingwalls cut into the weathered bedrock along the approach routes, or a Keystone-type Retaining Wall System. Keywall software (Keystone Design Software) developed for use in Mechanically Stabilized Earth (MSE) walls is well suited for design of landscape type retaining walls at these crossings. The specifications for the geogrid reinforcing fabric type, vertical location, spacing, and length/embedment may be based upon the manufacturer's design program assuming conservative soil parameters for unit weight of 120 pcf, with internal friction of 26 degrees, no cohesive strength, and a backslope of 3H:1V (3 feet horizontal to one foot vertical).

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### Well Abandonment

Any well abandonment should in accordance with requirements and procedures of the appropriate local agencies, after a favorable review of the proposed abandonment by **YES!**. To provide for continuity of structural support with the firm adjacent site soils, we recommend the following: 1) the well casing should be backfilled with coarse granular soil (e.g., coarse sand or pea gravel); 2) the well casing should be cut off at least five feet below the existing ground surface; 3) the top of the well casing should be embedded in a plain concrete cap which is at least 18 inches thick, and two well diameters across; and 4) the general area should be overexcavated to at least three feet laterally, and replaced to planned pad grade with engineered fill placed as per above. The top of the concrete well cap should be at least two feet below the bottom of continuous wall footings, and be at least three feet clear laterally from isolated pier elements (requiring a grade beam sufficient to span three feet on either side).

### Fill Quality

All fill material should be free of any debris, organic matter, and oversize (four inch or larger dimension) rocks, and should be approved by a representative of **YES!** before it is placed. The existing on-site soils in a "cleaned condition" (e.g., less any debris or organic matter) are considered satisfactory for reuse as engineered fill. We anticipate that with the exception of strippings, the existing on-site soils are

## YOUNG ENGINEERING SERVICES

satisfactory for use as compacted fill if placed at 3 to 5 percent over optimum moisture and either outside of structural areas or below the appropriate thickness of select low expansive soil (discussed above in Structural Area Preparation).

Any imported fill should be approved by a representative of **YES!**, and in building areas, be of relatively low expansion potential (i.e., Expansion Index of about 30 or less), and in pavement areas, a Stabilometer Resistance Value (R-Value) of 20 or more. All fill should be placed to at least 90 percent relative compaction.

### Finish Grading

All finished surfaces should be graded to drain away from the building envelopes. Surface drainage should be consistent with CBC standards which requires a drainage gradient five percent (or at least two percent on impervious surfaces and/or soils which have high erosion potential), achieved and maintained to at least 10 feet away from structures. Where physical obstructions or lot lines occur within the minimum clearance, drainage diversions (eg, interceptor swales) should have slope a minimum of two percent.

All concentrated flows, such as from roof downspouts or surface water runoff, should be collected in a conduit, berm, or lined channel, and discharge away from the structures so that they will not pond or erode materials contributing to structure support. The water should be disposed of at the curb, into the storm drain system, or through an energy dissipater (e.g., a

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"bubble box") to inhibit the erosion potential of concentrated flow.

Subgrade soils should be finished true to line and grade to present a smooth, firm, unyielding surface, and should be maintained moist and free of shrinkage cracks until covered by permanent construction.

In general, cut or fill slopes should be no steeper than two feet horizontal to one foot vertical (2H:1V). Where fill is to be placed on an existing slope steeper than 5H:1V, the fill must be keyed and benched into firm material. The keyway at the base of the fill should consist of a level bench cut into the firm, intact soil (requiring excavation through any uncontrolled fill). Bonding of the fill to the backslope should be accomplished through use of discrete treads and risers placed at approximately two foot vertical intervals. A subdrain will be necessary at the base of any keyway excavations, and on very deep keyways, possibly on a few of the benches above the keyway. Refer to the Keyway Bench Details attached as Plate 14 for more information.

The faces of all slopes (cut and fill) should be protected from erosion by providing drainage control measures, such as channels or berms near the crown, to prevent surface water from flowing over the slope. The crown of the cut slope should be protected from erosion by installation of a diversion ditch to provide drainage control measures. Berming may be most effective using sack-crete (burlap bagged concrete) or a commercially available product Quikrete (or equal, rip-rap bags) to redirect surface water. The burlap bags should be filled not more than

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two thirds full so that the gaps between bags are minimized, and the berm would hold water. Alternately, the interceptor can be paved with reinforced concrete or asphaltic concrete. Cut or fill surfaces should be planted with fast growing, erosion resistant vegetation.

### Structure and Utility Trench Backfill

Within structural and pavement areas, the upper 30 inches (minimum) of structure and utility trench backfill should be placed in thin lifts 8 inches or less in loose thickness, moisture conditioned as necessary, and compacted to at least 90 percent relative compaction.

Below 30 inches or outside structural and pavement areas, trench backfill should be compacted to at least 85 percent relative compaction, or to the density of the intact original ground adjacent, whichever is greater.

On slopes with a gradient of 5H:1V or more, provision for seepage relief in trenches is required. Cross-slope trenches will require selective grading to avoid effectively "damming" natural drainage at the soil/rock interface. Such damming could result if only fine-grained soil is compacted for trench backfill. Use of the native soils for backfill above the pipe bedding (which extends to at least one foot over the pipe) is anticipated for utility trench backfill which traverse downslope.



FOUNDATION SUPPORT

Seismic Design

Based on the results of our investigation, which included use of the USGS Seismic Hazard Curves and Uniform Hazard Response Spectra v5.1.0 - revised February 10, 2011, we recommend that the following seismic design criteria be used in accordance with the provisions of the 2010 California Building Code (CBC):

GPS Site Location, Lat/Long	38.318, -122.512
Seismic Occupancy Category	II
Site Class (Soil)	D
Spectral Response Accelerations, $S_s$	1.500
Spectral Response Accelerations, $S_1$	0.600
Seismic Response Coefficient, $F_a$	1.0
Seismic Response Coefficient, $F_v$	1.5

Footing Foundations

The planned structure can be supported on typical (isolated or continuous), reinforced concrete footings, bottomed either in weathered bedrock or engineered fill founded entirely on such soils (penetrating through the weak surface soil units). Footings so established may be assigned soil bearing pressures of 1500 pounds per square foot (psf) for dead plus live loads, with a one-third increase allowable for wind and/or seismic forces. Wall and column footings should be no less than 12 and 18 inches wide, respectively, regardless of load, and bottom at least 18 inches below the lowest adjacent finished grade.

Footing foundations are to be stepped into the slope so that they have a lateral confinement of 5 foot from the face of the slope, or a theoretical two foot horizontal to one foot vertical (2H:1V) plane projected up from the toe of the slope, whichever

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controls. Soil and colluvium will not be considered as a part of this confinement. Minimum tread length of steps should be 24 inches. Maximum step height should be limited to 18 inches without specific consideration of the project structural engineer.

If site grading is performed in accordance with our recommendations, total and differential settlement is expected to be nominal and within typically acceptable tolerances for such construction.

### Drilled Piers

Structure support is alternately available on drilled, cast-in-place, concrete pier and grade beam foundations. Use of drilled piers is not recommended with slab-on-grade floors in living areas, unless the surficial topsoil, residual soil or any old fill soils are reprocessed to full depth, or blanketed by at least two feet of engineered fill. Drilled piers should be at least 5 feet in depth, and bottom with at least 3 feet of penetration in the lower unit soils. Allowable total load (dead load plus live load) capacity may be calculated assuming a skin friction value of 600 psf. A one-third increase may be added for the short terms effects of wind and/or seismic loads.

The upper two feet should be neglected when calculating pier capacity. If the surface soil has not been reprocessed, the depth of discount should be increased to two feet and piers should bottom at least three feet below the depth of porous soils as identified during foundation drilling. Additional discount

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would be applicable to piers within influence of the slope face. Depth of engagement will begin when the pier shaft is at least 5 feet clear of the exterior slope face; surface soil development will not be considered as a part of this confinement. This criteria is similar to that required for footings stepped on slope. The discount would be reduced to 2 feet or top of rock (whichever controls) where piers are well removed from the exterior slope face.

Pier holes should be reasonably clean of loose material and water, and should be approved by a representative of **YES!** prior to reinforcing bar and concrete placement. To prevent the wet concrete from settling, piers should not contain slough, but be tamped firm. Pier spacing should be at least  $2\frac{1}{2}$  diameters, center to center. Use of drilled piers would be desirable if significant intermittent uplift loading is generated by the structure design. If groundwater or soil caving is encountered during pier installation, piers would be required tremied on a continuous basis in the presence of representatives of **YES!**.

### Retaining Walls

Support for retaining walls is considered available on footings founded as per above. It would be prudent for upslope wall lines to be designed to retain slough to about 2 feet deep. Where traffic loads are projected within a horizontal dimension equal to the design height of the wall, a traffic surcharge should be applied. An appropriate equivalent fluid pressure (EFP) of 45 pounds per cubic foot (pcf) is anticipated for active

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earth pressure, assuming fully drained walls utilizing select low expansive soils for backfill, and a level surcharge; design values would be increased to 60 pcf with superjacent slopes to 2H:1V. As active earth pressure assumes that relative movement will occur between the backfill and the wall, backfill should be finished prior to completion of the framing tie-in. If walls are "fixed", or unable to rotate, they should be designed for a higher at-rest value of 60 pcf EFP. Use of other than select, low expansive soil as backfill would require an increase in these lateral design pressures.

If retaining walls are to be designed to withstand dynamic earthquake (or seismic) loading, a lateral load equal to  $12.7 H^2$  (or 12.7 time the square of the height of the retained soil) should be applied at two-thirds of the wall height. ( $P_E = \frac{1}{2} K_h K_a \gamma H^2$ ; where  $P_E$  is the Pseudostatic horizontal force,  $K_h$  is the seismic coefficient (maximum considered ground acceleration) divided by the acceleration of gravity,  $K_a$  is the active earth pressure coefficient,  $\gamma$  is the unit weight of soil, and  $H$  is the height of the retaining wall.)

### Lateral Loads

Due to the thin nature of the surficial soil unit, potential for creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity) will require consideration where such footings penetrate 3 feet or more below the adjacent ground surface. Such footings should be designed as retaining walls in order to resist the creep forces

of weak surficial soil.

Resistance to lateral loads can be obtained using a combination of passive earth pressure against the base of foundations and frictional resistance against the face of footing elements. An allowable passive earth pressure for penetration into the weathered bedrock of 400 psf (rectangular distribution), and frictional resistance of 0.30 times the net vertical dead load, can be used in design. Passive pressure should be neglected within 12 inches of pad grade, unless the surface is confined by slabs or pavement, and within 5 feet of the face of the exterior slopes. The surficial soil units shall be discounted and not be considered a part of this confinement.

#### Swimming Pool Support

Pools should be designed to be free-standing, with footings founded directly into the underlying weathered bedrock, as discussed under Retaining Walls above. We suggest that the pool shell be backdrained to minimize hydrostatic pressure. This can be most readily accomplished using a series of vertical strips of composite geosynthetic drainage fabric (Miradrain) 12 to 18 inches wide, spaced 4 feet on-center were placed around the pool perimeter. The toe of the composite strips can drain into a drain rock gallery of crushed  $\frac{3}{4}$  inch drain rock backfill in the pool bottom. A perforated pipe network within the drain rock gallery will collect any seepage so that it may discharge onto the slope.

Alternately, the fill supporting the pool shell will need to

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conform to site grading for structure support as discussed above under Structural Area Support. This would require removal of all surficial soils to expose weathered rock; establishing the bottom of the fill on a firm level bench into the bedrock; reconstruction of the slope by benching of the fill to the backslope using discrete treads and risers placed at approximately two foot vertical intervals; and incorporating a subdrain at the base of the keyway excavation, and possibly on a few of the benches above the keyway.

### Structure Setback

Structures may be developed outside a setback of 30 feet from the top of bank from the seasonal streams noted on site. If development is planned within 30 feet of the top of bank, minimum penetration requirements should be increased to 24 inches into the underlying weathered bedrock, with affirmation of penetration by a representative of **YES!** prior to pour. This depth to engagement is several feet below the existing site grades, and well exceeds the potential scour depth through exposure to stream flow from the adjacent drainage swale, even in the event that maintenance is neglected.

Structures may be developed outside a setback of 30 feet from the top of bank. Structures may be developed on slope within the setback by stepping footing foundations into the slope so that they have a lateral confinement of 10 foot from the face of the slope, or a theoretical two and one half foot horizontal to one foot vertical ( $2\frac{1}{2}H:1V$ ) plane projected up from the toe of

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the slope, whichever controls. Surficial old fill soils, topsoil or residual soil will not be considered as a part of this confinement. A less conservative setback would be available if existing weak fill and natural soils were fully replaced as engineered fill.

### SITE DRAINAGE

Drainage considerations will include control of surface water runoff, and seepage under the structure. A wall backdrain will be required on the upslope side of the structure, and any slab-on-grade floors. Use of a composite drain system (e.g., Miradrain, Amerdrain, or equal) is well suited for footings poured "neat" (without forming), and should be placed along the upslope wall of the footing excavation prior to concrete pour. To relieve this drainage envelope, a perforated pipe and typical drainage envelope (drain rock wrapped in geotextile filter fabric, or perforated pipe wrapped in the composite fabric) should be in contact with the ends of the drain for a distance of at least 5 feet. In lieu of this treatment, a typical 4 foot deep underdrain will be necessary upslope. Refer to the attached Subdrain Details (Plate 13) for more detailed information.

To minimize potential for clogging of retaining wall drainage, the drainage envelope should also be separated from the soil by use of a geotextile filter fabric, unless a select Permeable Material (per Section 68 of Caltrans Standard Specifications) is utilized for backfill. Refer to the Retaining Wall Details attached as Plate 12 for more detailed information.

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In general, weep holes should be placed at six foot spacing through the stem walls of the interior cross slope footings, the lower sides of the slab-on-grade garage floor, and along the lower (perimeter) wall lines of the residence. Weep holes can consist of 2 inch PVC cut to fit within the foundation stem wall, with the ends wrapped in hardware cloth (one-quarter inch sieve openings) to prevent minimize clogging, and prevent access from rodents. The flow line of the underdrainage should be at least 8 inches below the adjacent floor slab; underdrainage may flow into surface water collectors; surface water collectors may not flow into underdrainage. All concentrated flows, such as from roof downspouts or surface water runoff, should be collected in a conduit, berm, or lined channel, and discharge either to the curb, onto paving, into the existing storm drain system, or on-slope through an energy dissipater (i.e., "bubble box" or RSP apron) which will inhibit the erosion potential generated from concentrated flows. If on-slope disposal will be onto an apron of Rock Slope Protection (RSP), it should toe into the weathered bedrock, and be roughly consistent with the requirements for Caltrans Backing No. 3 (per Section 72 of Standard Specifications), placed to a minimum thickness of 9 inches (one and one half diameters of the maximum aggregate size). This material is available locally as 6 inch minus.

### CONCRETE SLABS-ON-GRADE

Due to the poor support characteristics of the surficial soils, preparation for floor slab support will require



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recompaction or replacement of any topsoil within the area of planned slabs. If slabs are planned for use in living areas, they require a minimum 18 inch thickness of low-expansive, engineered fill (requiring undercutting and engineered backfill).

Slab-on-grade floors should be underlain by at least 4 inches of clean, free-draining gravel or crushed rock, graded in size from  $\frac{3}{4}$  to  $1\frac{1}{2}$  inches, to act as a capillary moisture break. A Vapor Retarder should be used to retard vapor transmission through the floor slab. The vapor retarder membrane should be placed between the base course and the slab. If a polyethylene (e.g., Visqueen) or more durable butyl membrane is utilized, it should be covered by a protective 2 inch sand cap. If a Vapor Barrier (e.g., Stego Wrap) is desired due to especially sensitive floor coverings, adhesives, coatings or building environments, it should be installed in accordance with the manufacturers recommendations. In either case, buildup of vapor pressure through diffusion will be minimized if the vapor membrane has a lower permeance than the floor covering system. It should be noted that American Concrete Institute (per ACI 302, Guide for Concrete Floor and Slab Construction) recommends that protective membranes be not less than 10 mils thick, or 15 mils when placement equipment drives directly on the membrane. Support for exterior flatwork may be placed directly on the subgrade which has been prepared in accordance with the recommendations contained above.

Any replacement materials should be low-expansive, engineered fill (compacted to at least 90 percent compaction per

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ASTM D1557), or be clean, coarse free-draining material (graded in size between  $\frac{1}{4}$  and  $1\frac{1}{2}$  inches;  $\frac{3}{4}$  inch drain rock would be an economical source of such material). If such coarse, granular materials are used, they can be tamped, wheel rolled, or vibrated "tight". Slabs should be poured structurally separate from foundations (be "floating") and have deep joints or expansion joints at centers of 12 feet or less.

In order to avoid differential movement resulting in significant and concentrated slab cracking, the weathered rock exposed at the cut/fill daylight line transition zone should be undercut by 12 inches, and backfilled with engineered fill. Support for slab-on-grade floors is available on either engineered fill or suitably prepared subgrade, as per Structural Area Preparation above. During subsequent construction (such as foundation and utility trench installation), previously compacted subgrade soils may be disturbed. Where this is the case, these soils should be moisture conditioned as necessary, and recompacted to at least 90 percent relative compaction, to provide a firm, smooth, unyielding surface.

Where fills are necessary within paved areas, they should conform to the previous Fill Quality recommendations, and be compacted to at least 90 percent relative compaction. Prior to subgrade preparation, utility trench backfills should be placed and compacted in accordance with the governing specifications. The upper six inches of subgrade soils should then be moisture conditioned to near optimum moisture content, and be compacted to at least 90 percent relative compaction. Finished subgrade

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surfaces should be maintained moist and free of shrinkage cracks until covered by permanent construction.

To reduce the potential for slab cracking due to post construction subslab soil volume changes, expansive site soils within 24 inches of subgrade should be moisture conditioned immediately prior to pour. This may be accomplished through ponding, after slab rock and footing elements are in place. This moisture conditioning should be affirmed by a representative of **YES!** prior to pour.

### FLEXIBLE ASPHALT PAVEMENTS

Some typical Traffic Indices (TIs) which have been used in design of pavement structural sections per standard Caltrans "Traffic Index" pavement design procedures have included: TI = 4.5 for light to moderate passenger vehicle traffic (e.g., parking areas); TI = 5 for moderate to heavy passenger vehicle traffic (e.g., collector lanes); and TI = 6 for light to moderate truck traffic (e.g., delivery access routes). Such Traffic Indices have been used successfully under "non-highway" application. Due to typically poor subgrade characteristics of adobe soils, we recommend an R-Value of 5 (minimum per Caltrans design procedures) as appropriate for use in design at this site.

Pavement structural sections satisfying the indicated basement soil requirements include the following:

<u>Traffic Index</u>	<u>Asphaltic Concrete</u>	<u>Class 2 Aggregate Base</u>	<u>Class 3 Aggregate Subbase</u>
----------------------	---------------------------	-------------------------------	----------------------------------

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4.5	0.20'	0.80'	--
5.0	0.21' <u>or</u> 0.21'	0.50' 0.95'	0.50' --
5.5	0.25' <u>or</u> 0.25'	0.50' 1.00'	0.55' --
6.0	0.25' <u>or</u> 0.25'	0.55' 1.15'	0.65' --
6.5	0.30' <u>or</u> 0.30'	0.55' 1.20'	0.75' --
7.0	0.31' <u>or</u> 0.31'	0.65' 1.35'	0.80' --

Due to the expansive on-site soils, it will be important that subgrade moisture stabilization be achieved, and that the pavement structural section be protected from surface water (landscaping irrigation) infiltration. This can be accomplished by: 1) using either full depth curbs or full depth paving headers along the perimeter of the paved areas; 2) a minimum 1 percent (preferably 2 percent) cross slope; 3) sloping the subgrade to interceptor drain lines (either underdrains, or utility trenches designed as underdrains); and 4) perforations through the sides of drop inlet structures at subgrade to allow seepage accumulation within the base course to be relieved. We do not believe that interceptor drains will be required at the edge of the paving.

Where fills are necessary within paved areas, they should conform to the previous Fill Quality recommendations, and be compacted to at least 90 percent relative compaction, with 92 percent relative compaction achieved at pavement subgrade (with

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typical 95 percent compaction on any low expansive import).

Prior to subgrade preparation, utility trench backfills should be placed and compacted in accordance with the governing specifications. The upper six inches of subgrade soils should then be moisture conditioned to at least 2 percent over optimum moisture content, and be compacted to at least 92 percent relative compaction. Finished subgrade surfaces should be maintained moist and free of shrinkage cracks until covered by permanent construction.

Aggregate Base, and Subbase if used, should conform to the requirements of the State of California "Caltrans" Standard Specifications, latest edition. Aggregate base courses should be placed in thin lifts in a manner to prevent segregation, moisture conditioned as necessary, and compacted to at least 95 percent relative compaction to provide a smooth, unyielding surface.

### ADDITIONAL SERVICES

Prior to construction, a detailed soil investigation should be conducted. We should also review the final grading and building plans (and soil-related specifications) for conformance with the intent of our recommendations.

Prior to construction, we should review the final grading and building plans (and soil-related specifications) for conformance with the intent of our recommendations. During construction, we should be retained to provide periodic observations, together with field and laboratory testing, during site preparation, placement and compaction of fills and

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backfills, and foundation construction. These observations and tests would allow us to verify conformance of the work to project guidelines, determine that the soil conditions are as anticipated, and to modify our recommendations, if necessary.

### LIMITATIONS

This report has been prepared in accordance with generally accepted geotechnical engineering principles and practices. No other warranty, either expressed or implied, is made.

The recommendations contained in this report are based on certain general information regarding the type of construction and site grading which has been made available to us and are intended only for general planning guidance at this site. If any conceptual changes are undertaken during final project design, we should be allowed to review them in light of this report to determine if our recommendations are still applicable.

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DISTRIBUTION

3 copies: Hanna Boys Center  
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Sonoma, CA 95476-0100

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Santa Rosa, California 95401

cc: Tom Angstadt  
214 Grant Avenue, Suite 325  
San Francisco, CA 94108-4627

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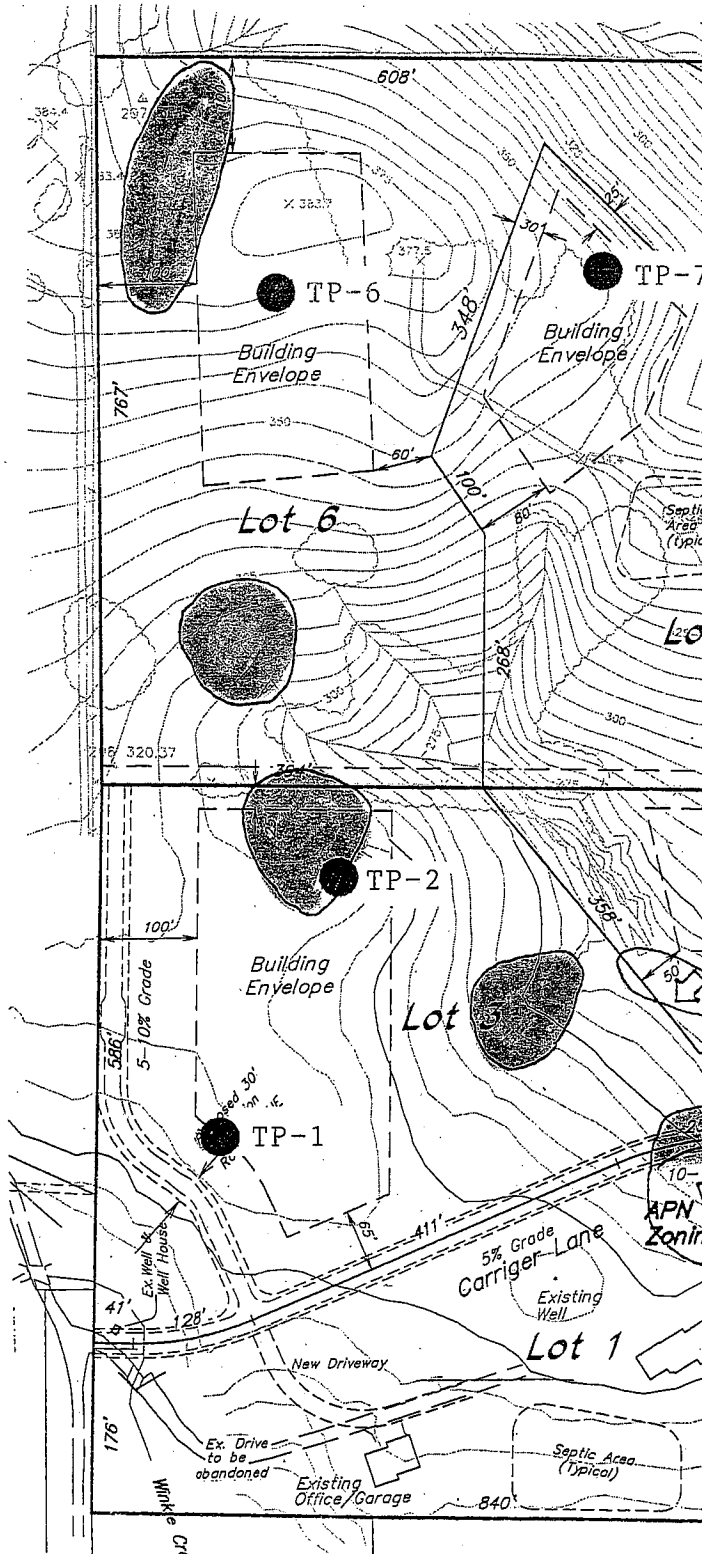
ILLUSTRATIONS



# YES!

## SITE PLAN




Carriger Lane Subdivision  
Sonoma County, California



Reduced Scale  
1" = 200 feet

Note: This Site Plan was excerpted from the Tentative Map dated Sept 2011 prepared by Adobe Associates

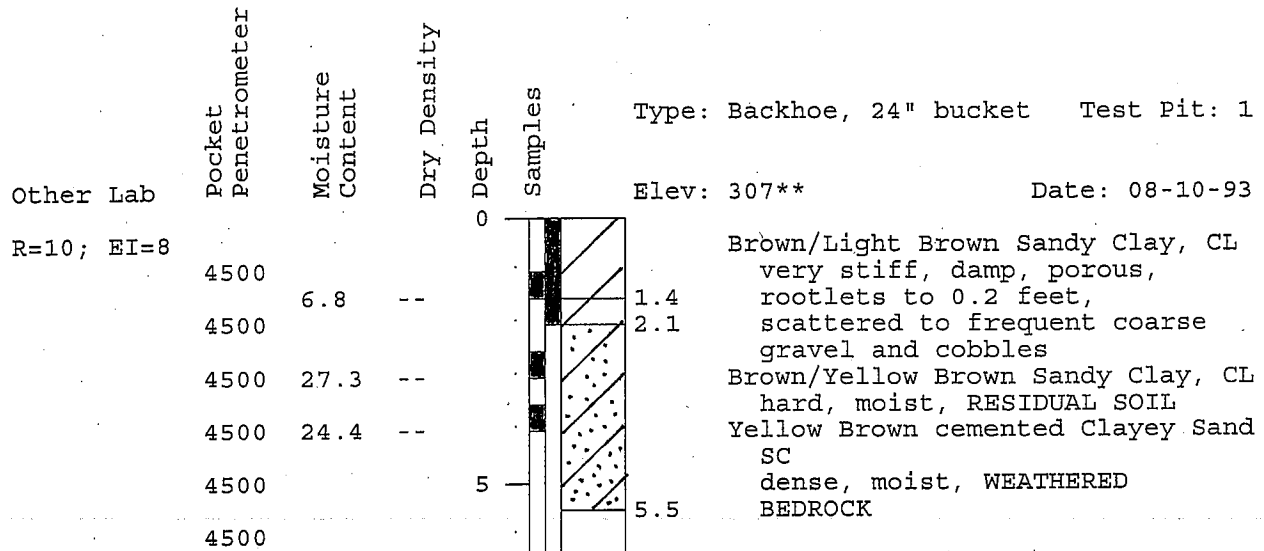
### LEGEND

-  Seasonally wet areas
-  Creep
-  Old FILL and debris

# YES!

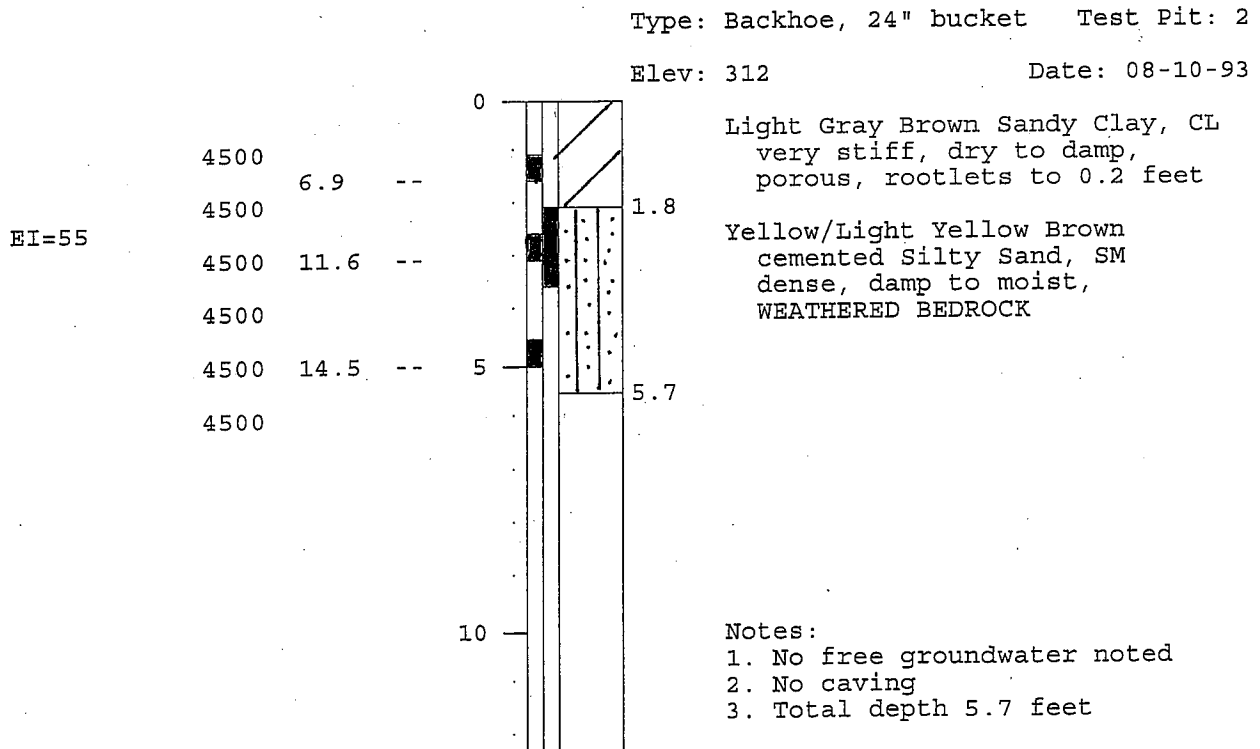
## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



\*\* Elevations were interpolated from contours on the Tentative Map dated September 2011 by Adobe Associates.

- Notes:
1. No free groundwater noted
  2. No caving
  3. Total depth 5.5 feet

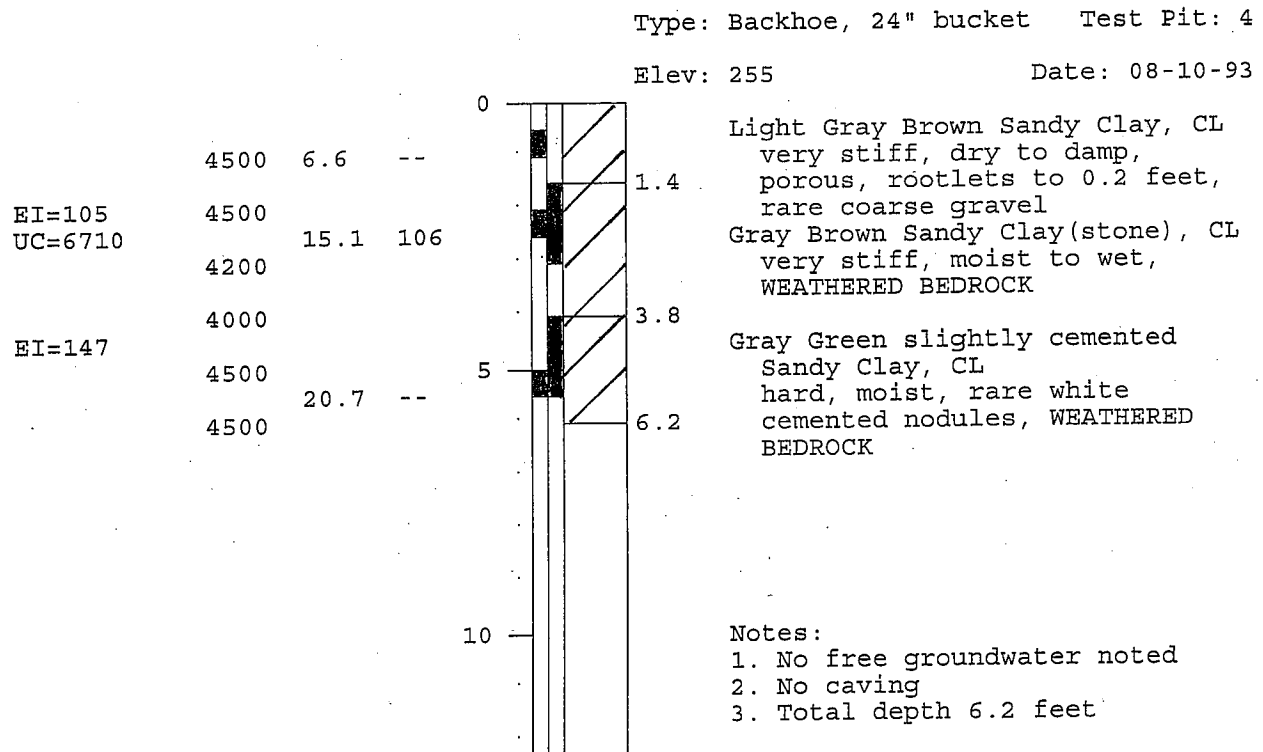
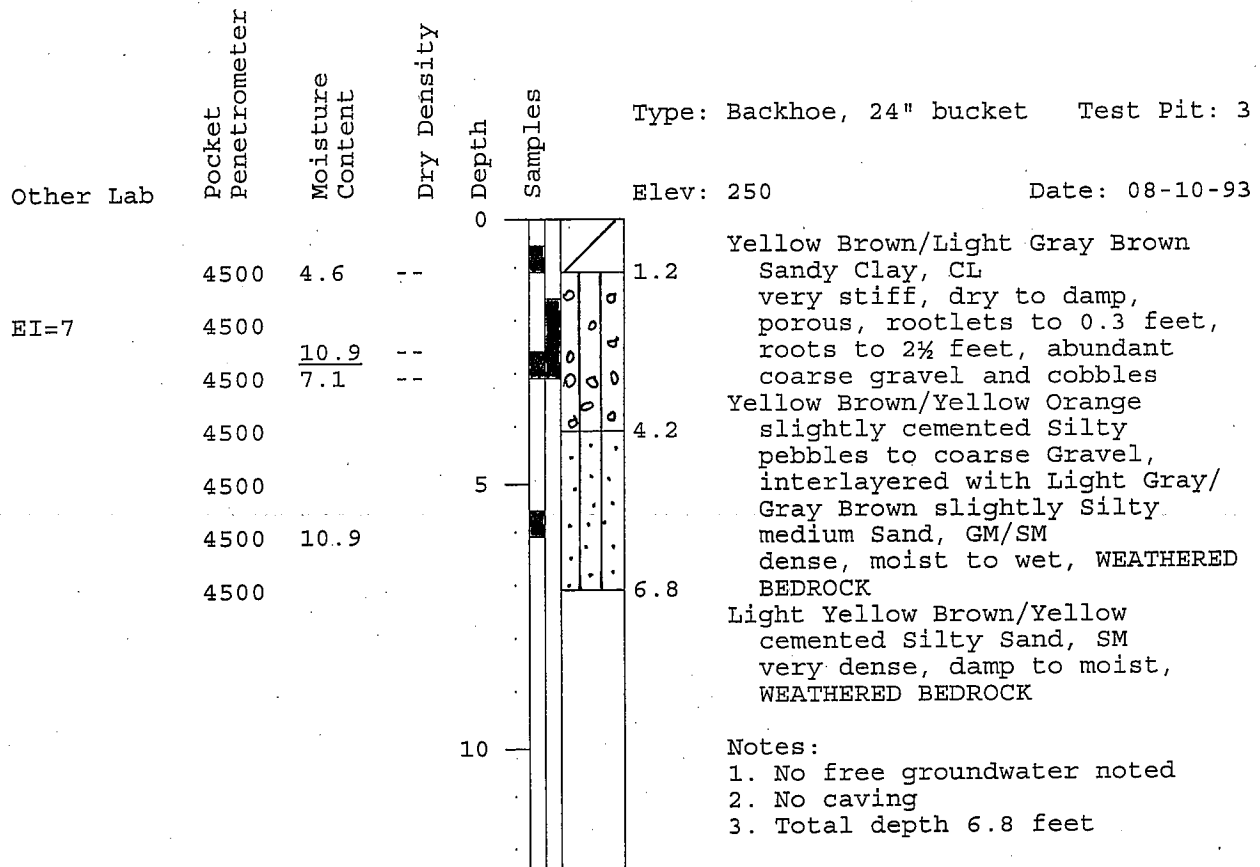


- Notes:
1. No free groundwater noted
  2. No caving
  3. Total depth 5.7 feet

# YES!

## TEST PIT LOGS

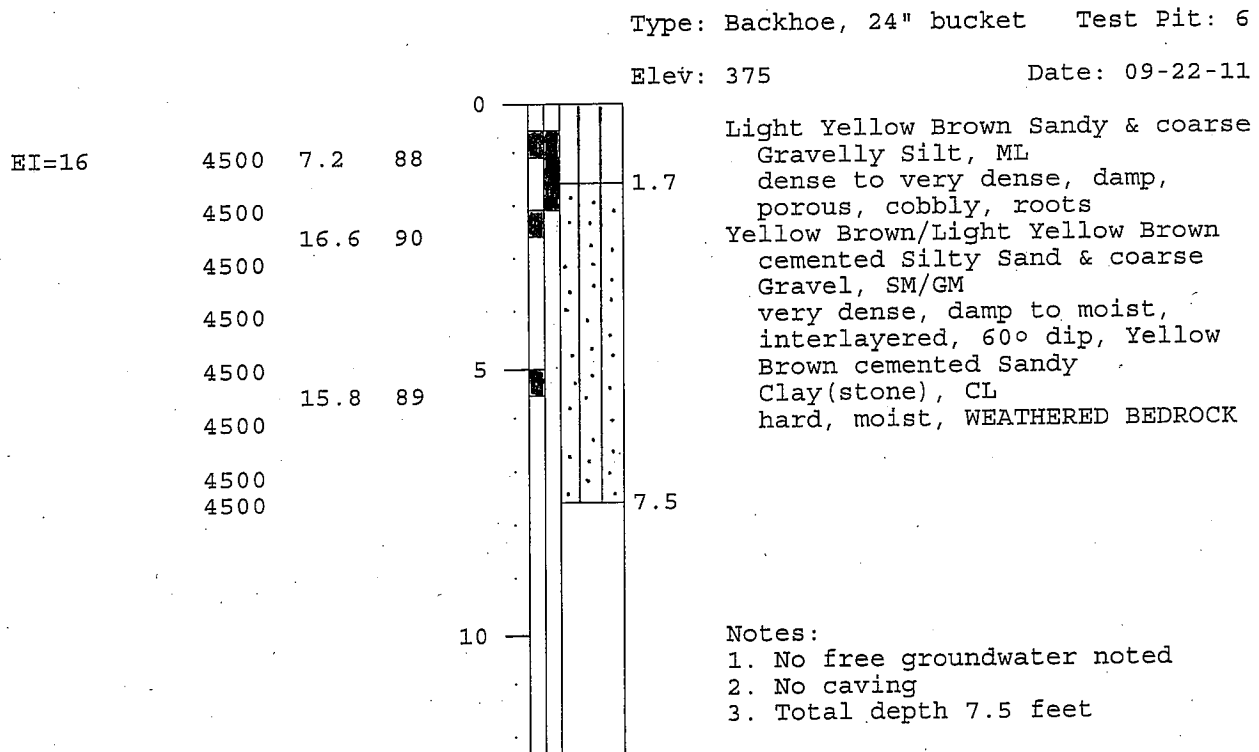
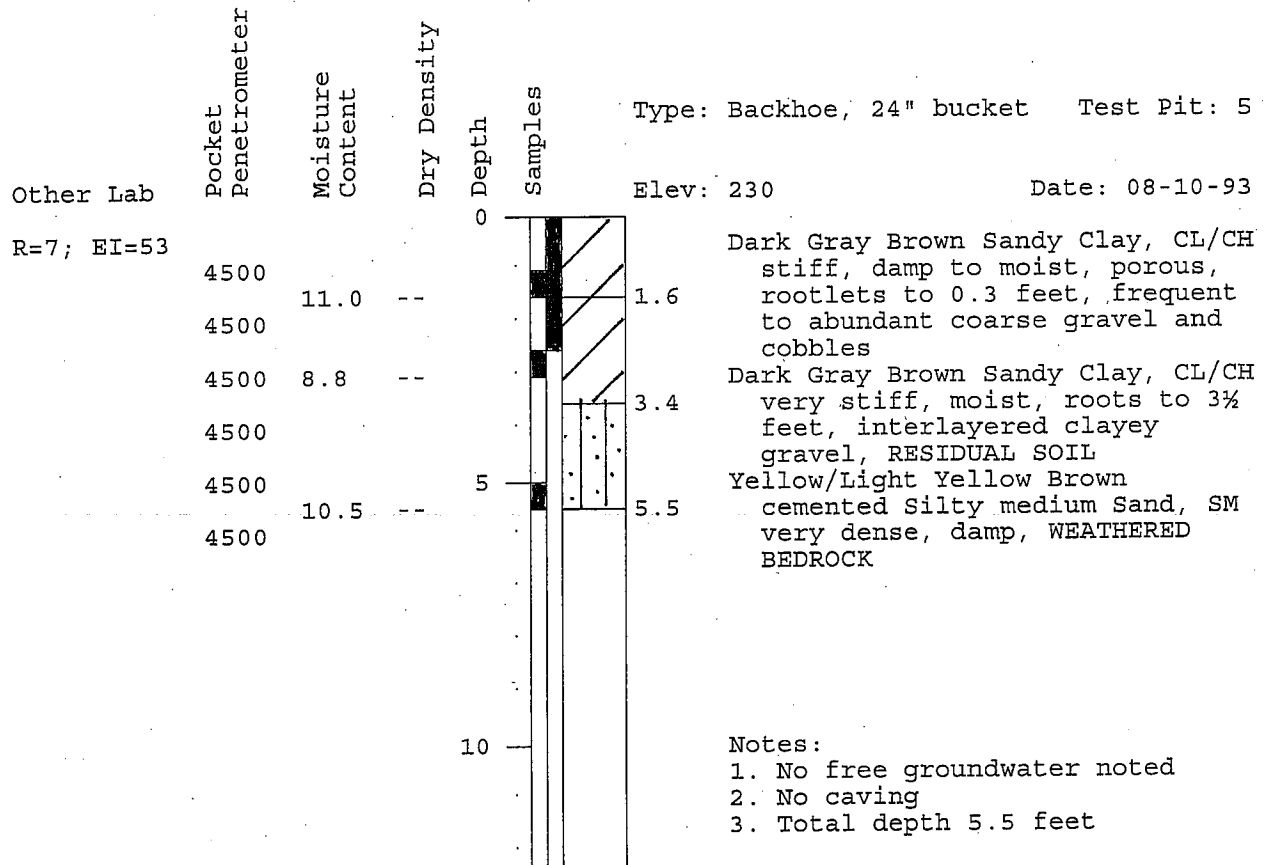
Carriger Lane Subdivision  
Sonoma County, California



# YES!

## TEST PIT LOGS

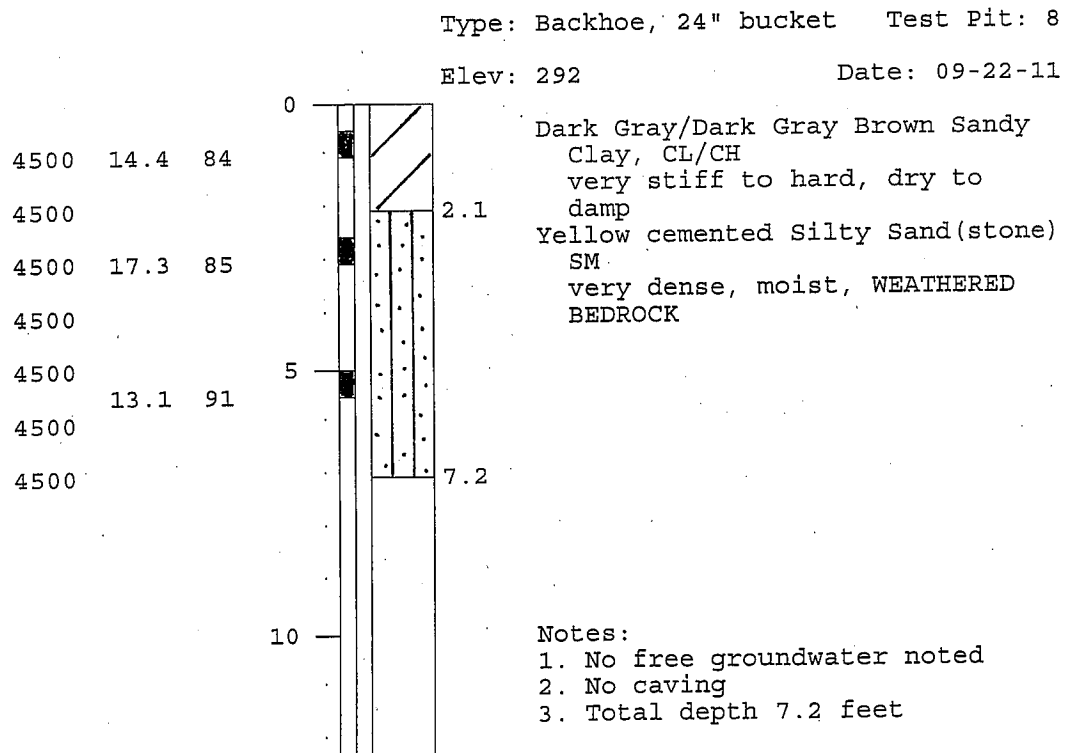
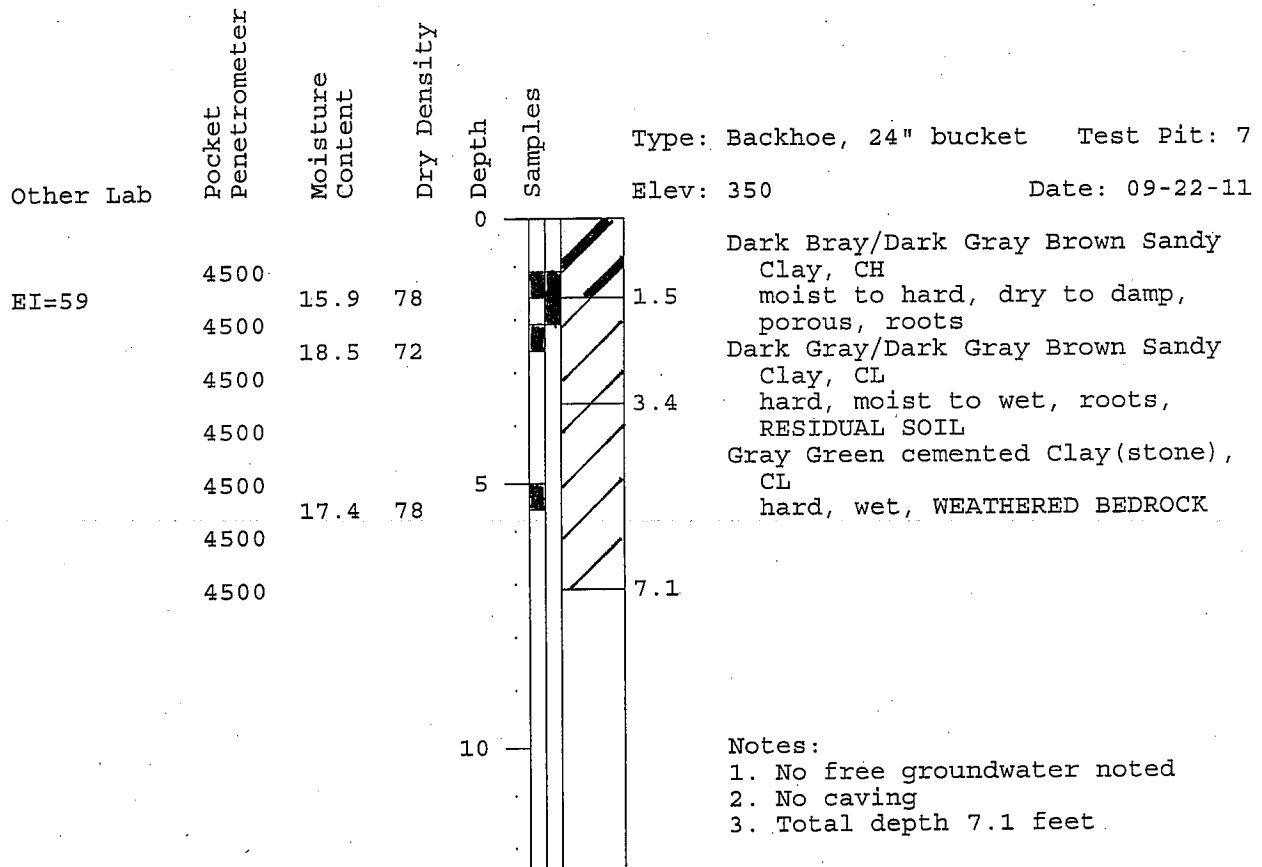
Carriger Lane Subdivision  
Sonoma County, California



# YES!

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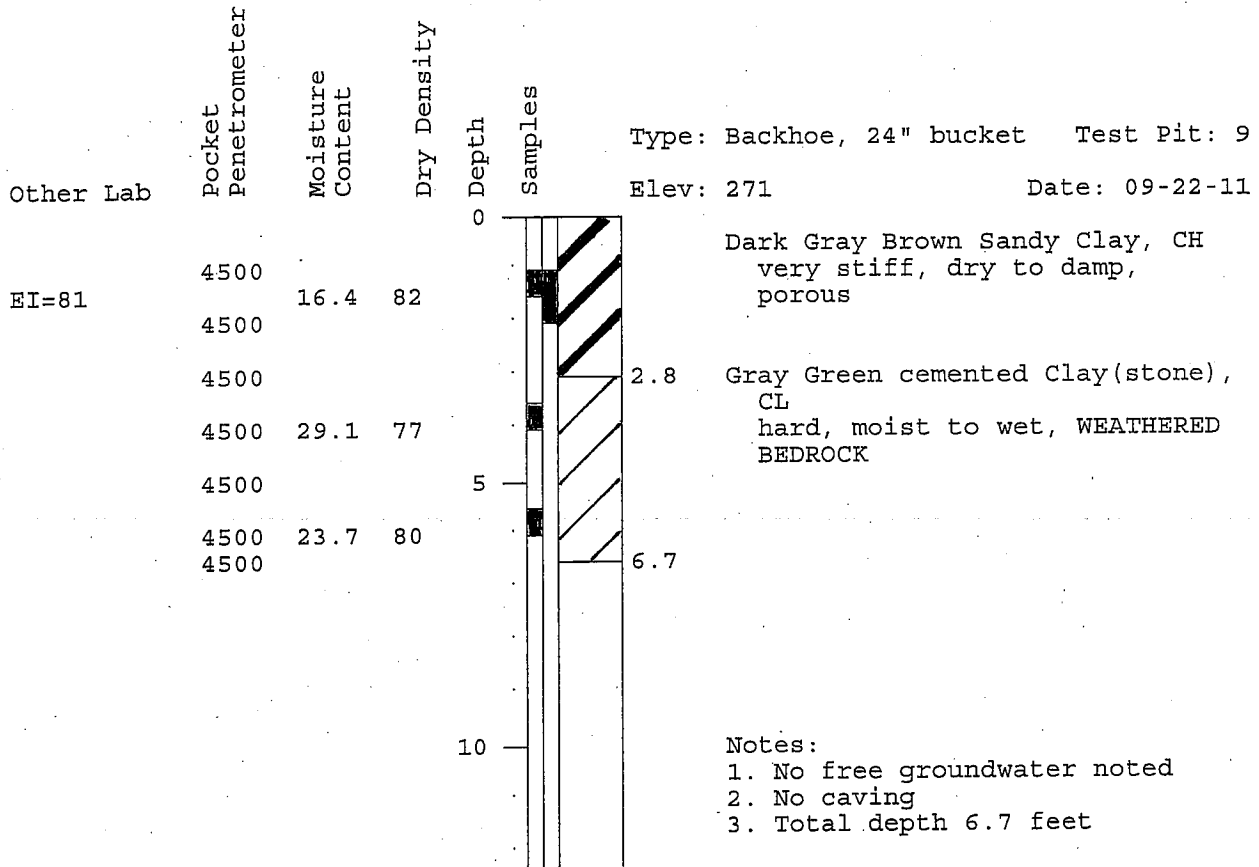
Carriger Lane Subdivision  
Sonoma County, California



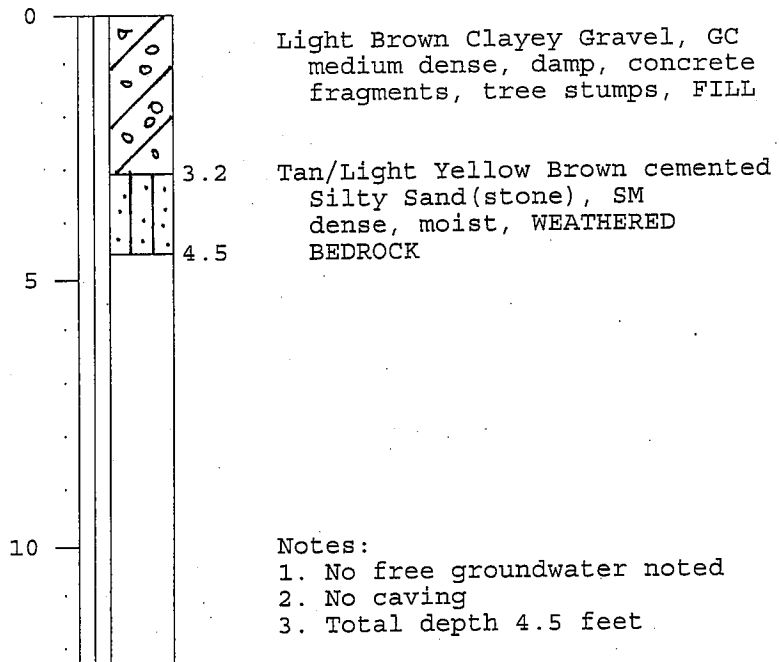
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## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



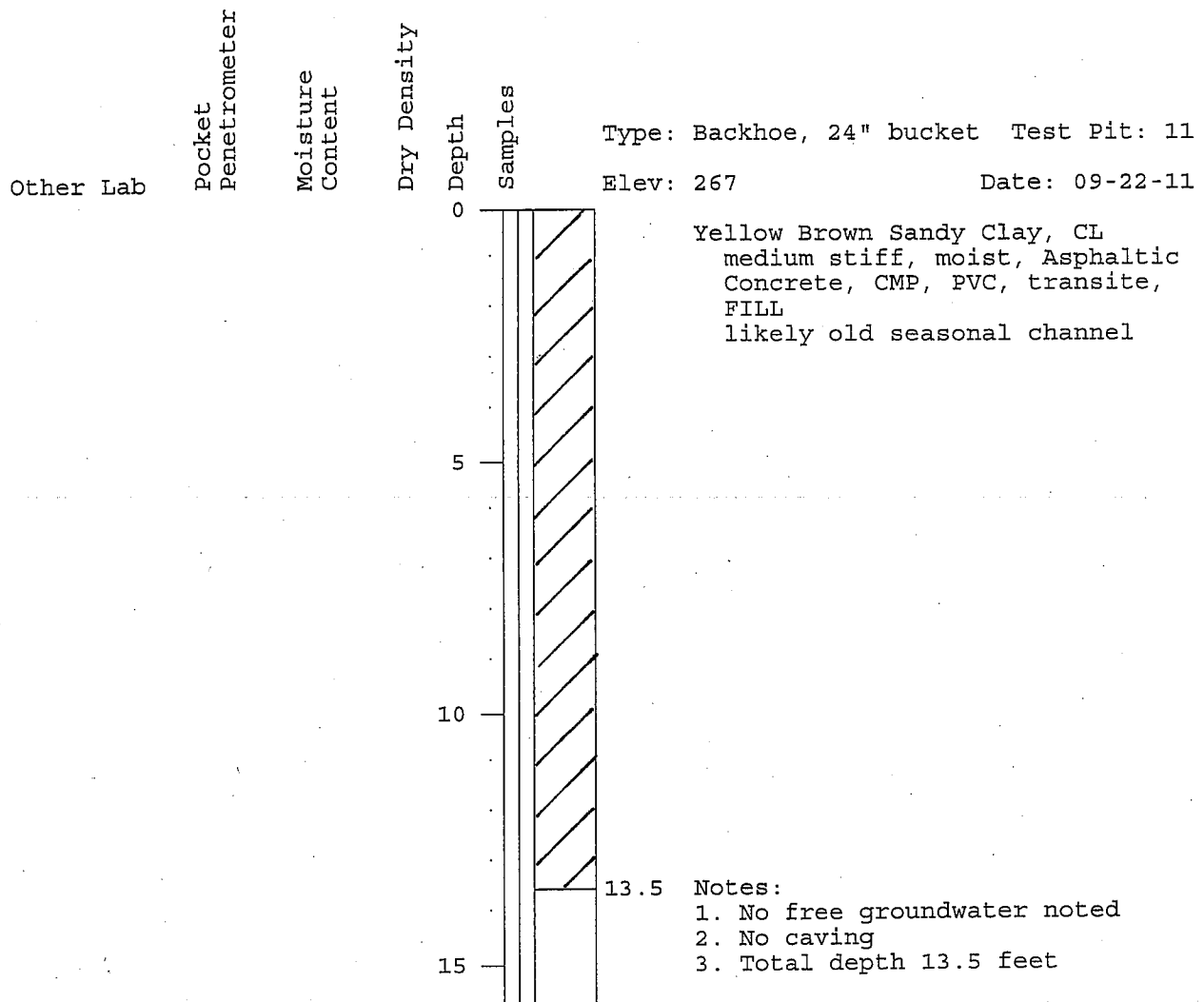
Type: Backhoe, 24" bucket Test Pit: 10  
Elev: 272 Date: 09-22-11



# YES!

## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



# YES!

## KEY TO TEST DATA

Carriger Lane Subdivision  
Sonoma County, California

MAJOR DIVISIONS			TYPICAL NAMES	
COARSE GRAINED SOILS GREATER % RETAINED NO. 200 SIEVE	GRAVELS  MORE THAN HALF COARSE FRACTION IS LARGER THAN NO. 4 SIEVE	CLEAN GRAVEL WITH LITTLE OR NO FINES	GW	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES
		GRAVELS WITH OVER 12 PERCENT FINES	GP	POORLY GRADED GRAVELS OR GRAVEL-SAND MIXTURES, LITTLE OR NO FINES
			GM	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURE
		GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES	
	SANDS  MORE THAN HALF COARSE FRACTION IS SMALLER THAN NO. 4 SIEVE	CLEAN SANDS WITH LITTLE OR NO FINES	SW	WELL-GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES
			SP	POORLY GRADED SANDS OR GRAVELLY SANDS, LITTLE OR NO FINES
		SANDS WITH OVER 12 PERCENT FINES	SM	SILTY SANDS, SAND-SILT MIXTURES
			SC	CLAYEY SANDS, SAND-CLAY MIXTURES
FINE GRAINED SOILS GREATER % PASS NO. 200 SIEVE	SILTS AND CLAYS  LIQUID LIMIT LESS THAN 50		ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS WITH SLIGHT PLASTICITY
	SILTS AND CLAYS  LIQUID LIMIT GREATER THAN 50		CL	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS
			OL	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY
	SILTS AND CLAYS  LIQUID LIMIT GREATER THAN 50		MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTS SOILS, ELASTIC SILTS
			CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS
			OH	ORGANIC CLAYS OR MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS
HIGHLY ORGANIC SOILS			Pt	PEAT AND OTHER HIGHLY ORGANIC SOILS

Consol - Consolidation	Test Shear (Confinement)
EI - Expansion Index	PP 1500 - Pocket Penetrometer
R - "R" Value	UC 1600 - Unconfined Compression
SA - Sieve Analysis	DS 1700 (1000) - Direct Shear, Consolidated Drained
■ - Undisturbed Sample	Tx 1800 (1200) - Triaxial, Unconsolidated Undrained
XX - Bulk Sample	TxCU 1900 (1400) - Triaxial, Consolidated Undrained

GRANULAR	Blows/foot
VERY LOOSE	0 to 4
LOOSE	5 to 10
MEDIUM DENSE	11 to 30
DENSE	31 to 50
VERY DENSE	over 50

COHESIVE	Blows/foot
SOFT	0 to 4
MEDIUM STIFF	5 to 8
STIFF	9 to 16
VERY STIFF	17 to 30
HARD	over 30



# YES!

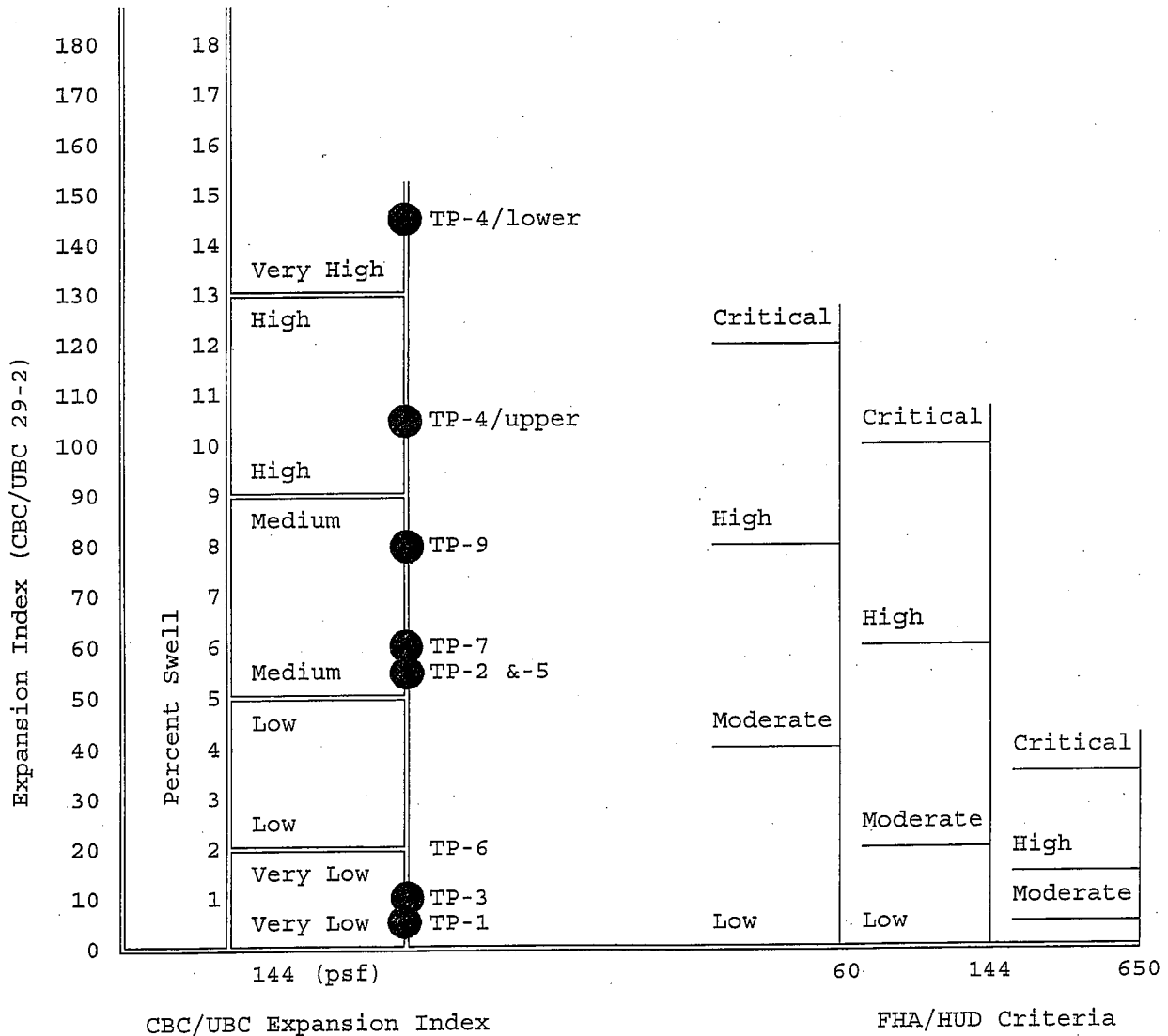
## EXPANSIVE SOIL CLASSIFICATION

Carriger Lane Subdivision  
Sonoma County, California

### EXPANSION INDEX TEST (CBC/UBC 18-2)

(4" diameter x 1" thick specimen, 144 psf surcharge, 24 hr saturation)  
(90 percent relative compaction at optimum moisture per ASTM D1557)

Test Pit/ Depth (ft)	Initial		Final Moisture (%)	Expansion Index
	Dry Density (pcf)	Moisture (%)		
TP1/0 to 2	100.4	9.9	23.7	8
TP2/2 to 3½	106.1	11.0	21.5	55
TP3/1½ to 3	106.4	5.4	17.8	7
TP4/1½ to 3	104.6	9.7	23.3	105
TP4/4 to 5½	96.8	13.6	25.9	147
TP5/0 to 2½	108.2	11.2	20.1	53
TP-6/½ to 2	102.5	12.6	22.4	18
TP-7/1 to 2	98.0	16.1	28.6	59
TP-9/1 to 2	91.8	13.9	34.9	81



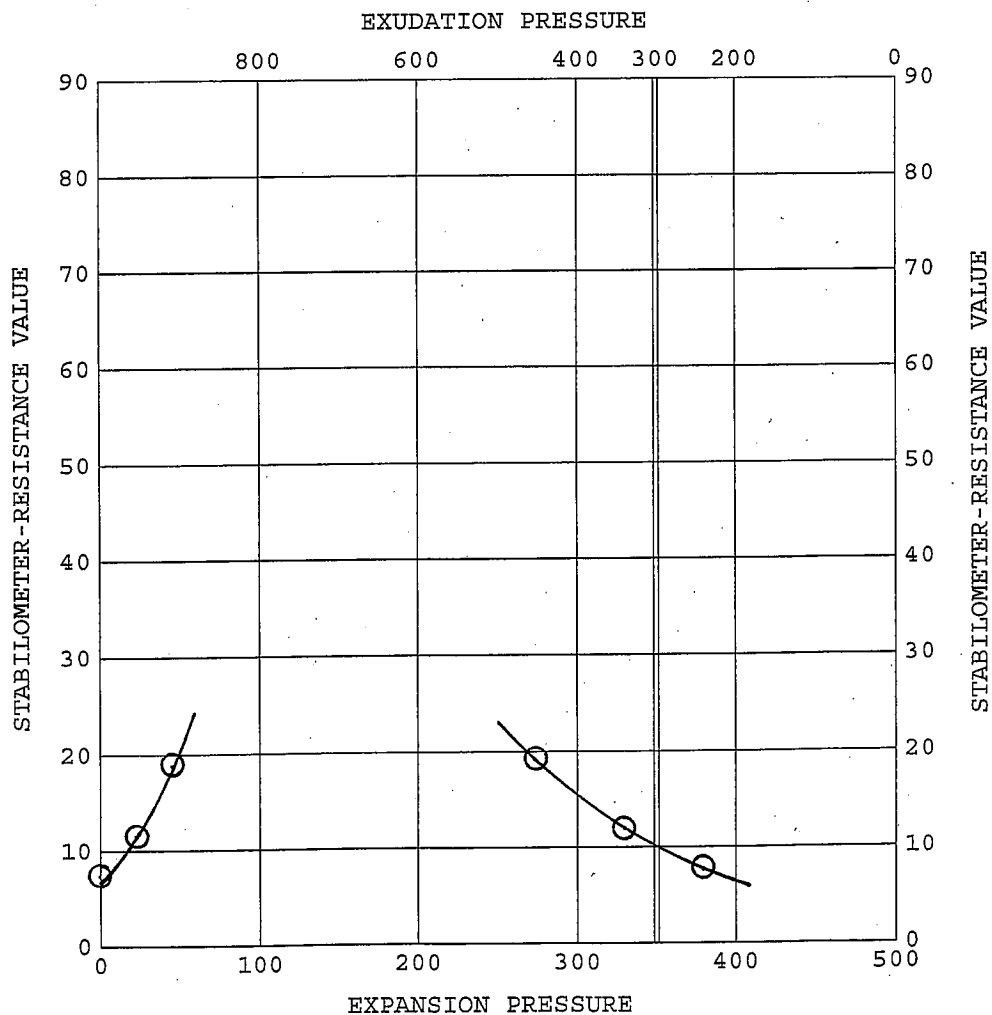
# YES!

## STABILOMETER - RESISTANCE VALUE

Carriger Lane Subdivision  
Sonoma County, California

Specimen	1	2	3	4
Moisture Content	17.7	16.9	16.2	
Dry Density (pcf)	107.0	108.3	109.6	
Exudation Pressure (psi)	239	337	447	
Expansion Pressure (psf)	0	22	43	
Stabilometer-Resistance Value	8	12	19	

<u>Location</u>	<u>Description</u>	<u>Expansion Pressure</u>	<u>R-Value</u>
TP1/0 to 2	Brown/Orange Brown Sandy Clay, CL	14	10



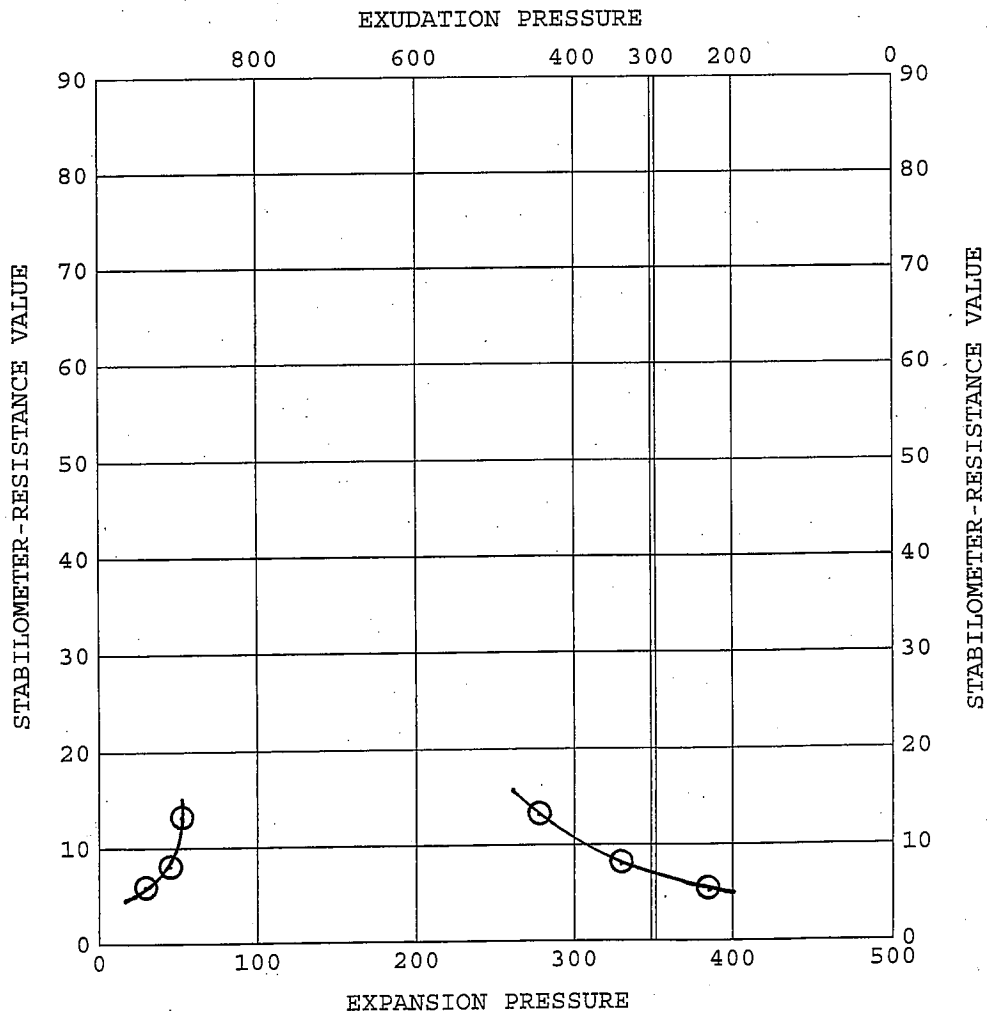
# YES!

## STABILOMETER - RESISTANCE VALUE

Carriger Lane Subdivision  
Sonoma County, California

Specimen	1	2	3	4
Moisture Content	21.0	19.9	18.7	
Dry Density (pcf)	104.3	106.2	108.0	
Exudation Pressure (psi)	229	329	441	
Expansion Pressure (psf)	30	43	52	
Stabilometer-Resistance Value	6	8	13	

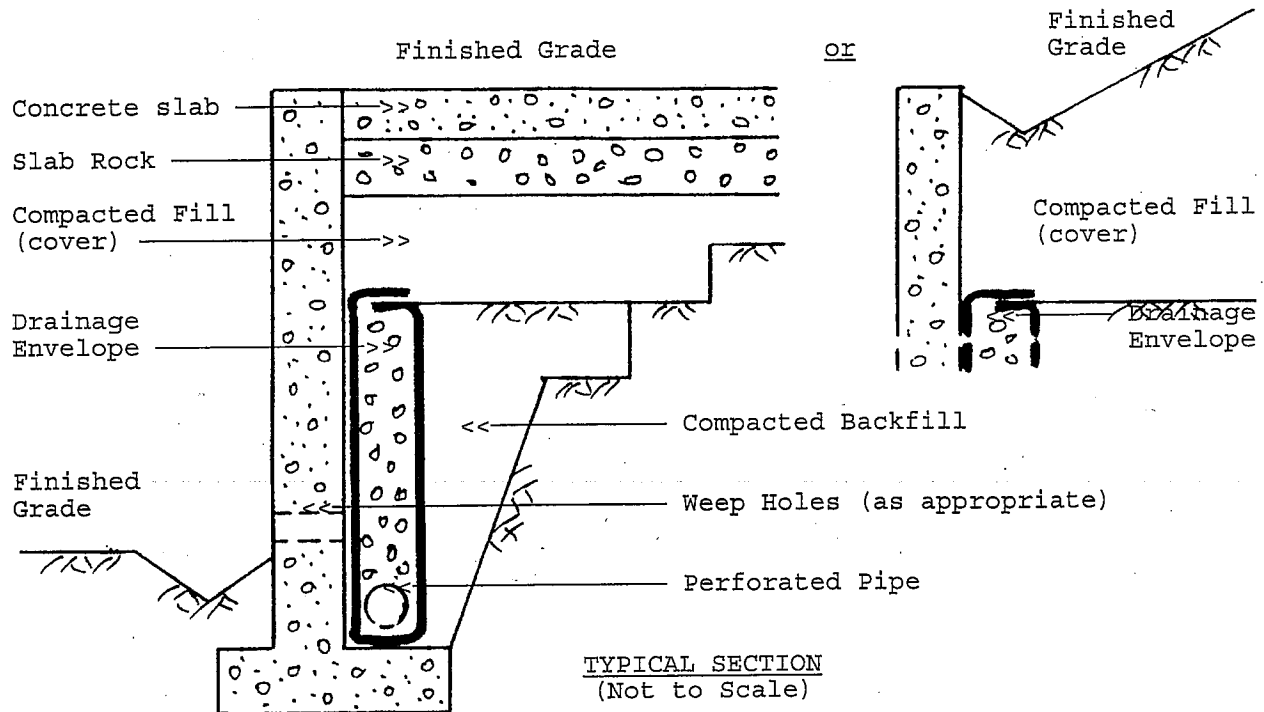
<u>Location</u>	<u>Description</u>	<u>Expansion Pressure</u>	<u>R-Value</u>
TP5/0 to 2½	Dark Gray Brown Sandy Clay, CL/CH	39	7



# YES!

## RETAINING WALL DETAILS

Carriger Lane Subdivision  
Sonoma County, California



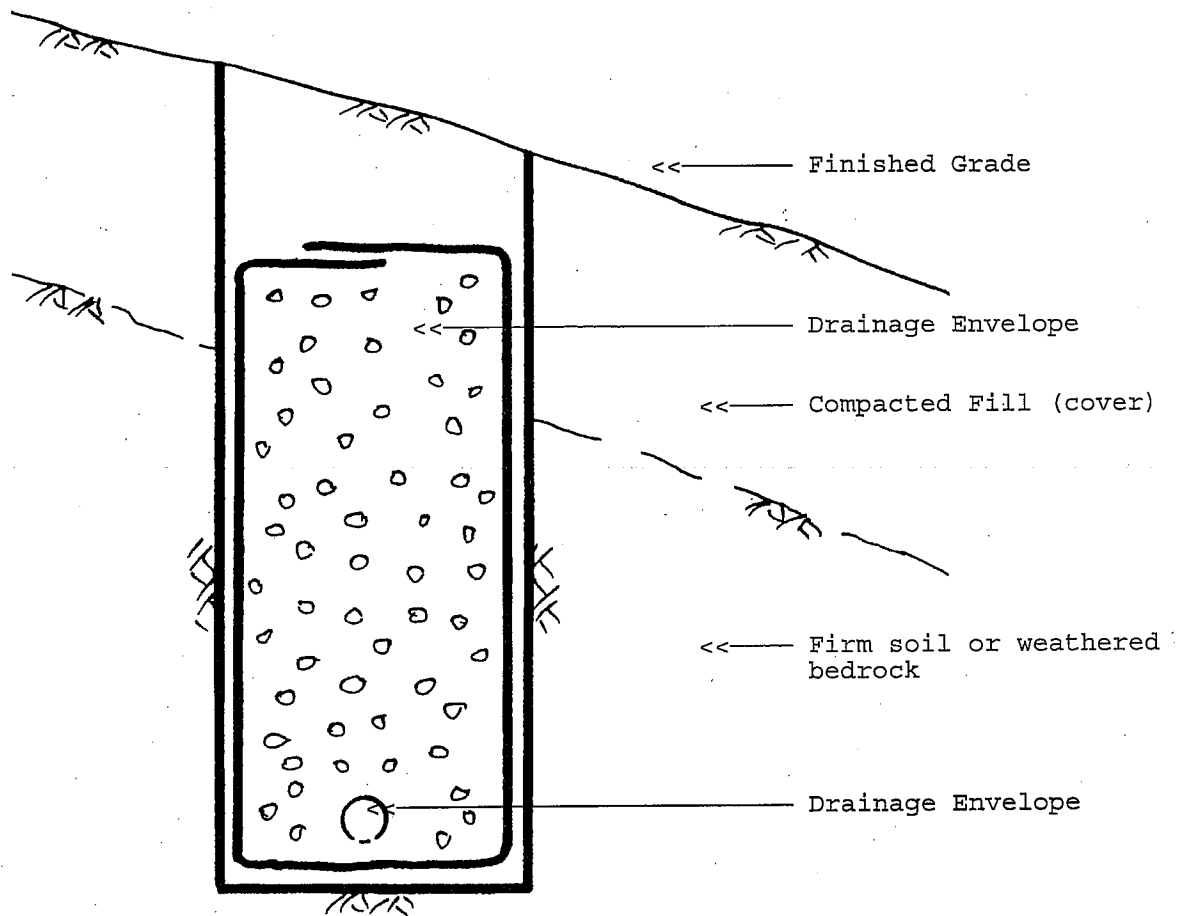
### Notes:

1. Compacted Fill (cover). The drainage envelope should be capped by a compacted soil cover a minimum of 12 inches thick. This cover blanket may be omitted where the surface is paved.
2. Drainage Envelope. To minimize potential for clogging of retaining wall drainage, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.  
or utilize a Composite Geosynthetic Drainage System (Miradrain or equal). To relieve this drainage envelope, a perforated pipe and typical drainage envelope (drain rock wrapped in geotextile filter fabric, or perforated pipe wrapped in the composite fabric) should be in contact with the ends of the drain for a distance of at least 5 feet.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.  
or Weep Holes. Where water draining in front of the wall is acceptable, weep holes should be placed at six foot spacing. Weep holes can consist of 2 inch PVC cut to fit within the foundation stem wall, with the ends wrapped in hardware cloth (one-quarter inch sieve openings) to minimize clogging, and prevent access from rodents.
4. Compacted Backfill. The compacted backfill should be keyed and benched into the backslope. The width and location of benches are approximate, and will be determined in the field by a representative of YES!.
5. Surface drainage is to be provided at the toe of the retaining wall.

# YES!

## SUBDRAIN DETAILS

Carriger Lane Subdivision  
Sonoma County, California



TYPICAL SECTION  
(Not to Scale)

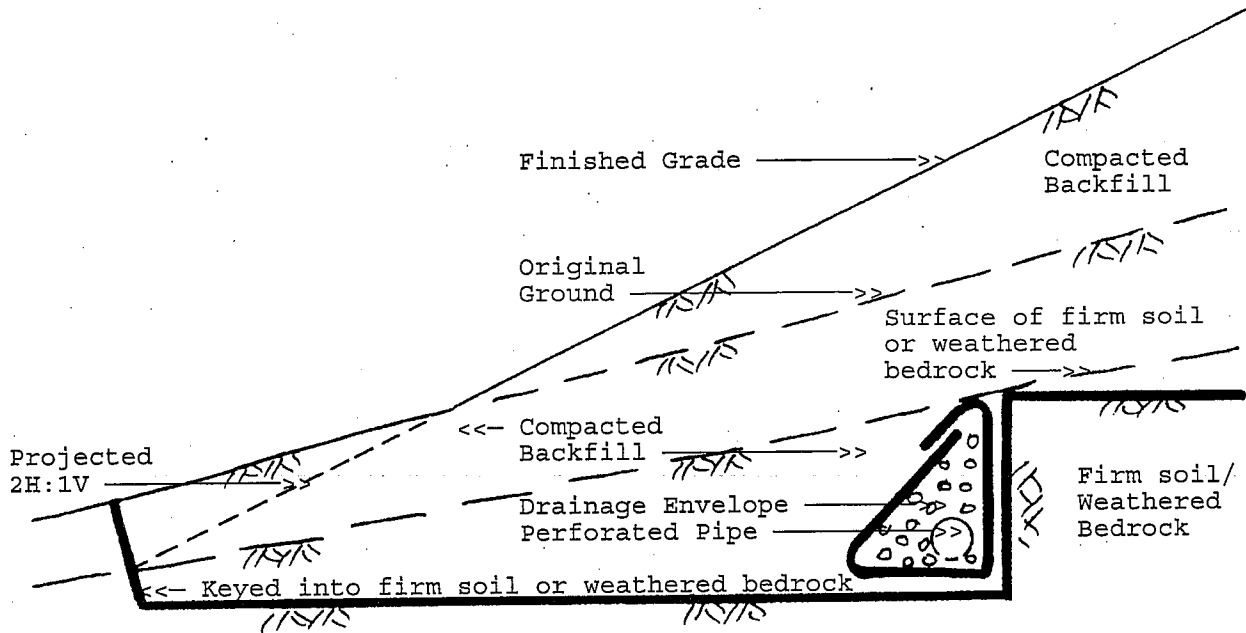
Notes:

1. Compacted Fill (cover). The drainage envelope should be capped by a compacted soil cover a minimum of 12 inches thick. This cover blanket may be omitted where the surface is paved.
2. Drainage Envelope. Unless otherwise approved by YES!, the subdrain should be at least 4 feet deep and 1 foot into the firm soil or weathered bedrock, and be of minimum width 12 inches. To minimize potential for clogging of the subdrain, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.

# YES!

## KEYWAY BENCH DETAILS

Carriger Lane Subdivision  
Sonoma County, California



TYPICAL SECTION  
(Not to Scale)

Notes:

1. Keyed into firm soil. The keyway should be have a minimum embedment of 1 foot into the firm soil or weathered bedrock, as approved in the field by a representative of **YES!**.
2. Drainage Envelope. To minimize potential for clogging of the keyway drain, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.
4. Compacted Backfill. The compacted backfill should be keyed and benched into the backslope. The width and location of benches are approximate, and will be determined in the field by a representative of **YES!**.

# YES!

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GEOTECHNICAL CONSULTANTS

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e-mail gyoung@sonic.net

## SOIL INVESTIGATION UPDATE

Carriger Lane Subdivision

17501 Carriger Road

APN 133-111-020, 133-112-002, 133-130-011 & -041

GPS: 38.318, -122.512

Sonoma County, California

RECEIVED

JUL 03 2012

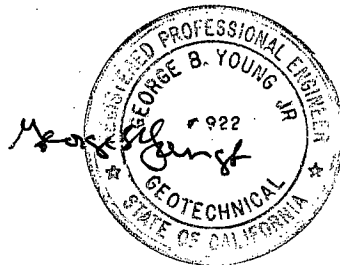
YES! Job 95802

PERMIT AND RESOURCE  
MANAGEMENT DEPARTMENT

Prepared for

Hanna Boys Center  
Post Office Box 100  
Sonoma, CA 95476-0100

By



George B. Young, Jr.  
Civil Engineer - 27405  
Geotechnical Engineer - 922

Revised June 30, 2012

YOUNG ENGINEERING SERVICES

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## YOUNG ENGINEERING SERVICES

### INTRODUCTION

This report presents the results of the Soil Investigation which Young Engineering Services (**YES!**) performed for your subdivision. This report revises and updates our Soil Investigation dated December 6, 2011, to be consistent with the more modest development plans revised in June 2012. The current proposed development includes three new lots, with a Designated Remainder lot where the former Murray residence is indicated to remain. The site is located within the westerly 47.1 acres of the overall 197.8 acre Hanna property. This development combines about 30 acres previously known as the Lands of Murray, with an additional 17 acres contiguous to the north. The three new lots are anticipated developed with one- and two-story, wood-framed structures, with either slab-on-grade or raised wood floors. Anticipated structure loads are normal for the type of construction, or about 600 to 800 pounds per lineal foot (plf) and 800 to 1000 plf along continuous wall footings for one- and two-story construction, respectively. Associated construction will include dedicated asphalt paved drives. This development utilizes a new private access drive (Carriger Lane) extending northeast from Carriger Road to service the three new lots. Grading is expected to be limited to that required to provide site access roadways. The residences will be serviced by on site septic disposal, with private water wells and/or Valley of the Moon Water District service.

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The purpose of this investigation, as outlined in our Revised Service Agreement dated September 13, 2011 was to perform a subsurface exploration, laboratory testing, and engineering analyses, in order to provide conclusions and recommendations regarding:

1. Suitability of the site for the intended development, including evaluation of slope stability and geotechnical hazards
2. Site preparation and grading, including fill quality and compaction criteria
3. Suitable foundation types(s), along with soil engineering design criteria
4. Criteria for design of retaining walls, including backfill and drainage requirements
5. Site drainage and erosion control
6. Support of concrete slabs-on-grade and flexible asphalt pavement, and
7. Flexible asphalt pavement thickness designs.

### INVESTIGATION

#### OFFICE STUDY

In addition to our field and laboratory study as described below, our knowledge of the site and soil conditions includes discussions with you and your design team, including a site reconnaissance on September 26, 2011; and a review of published data related to geotechnical hazards. Our review of file data

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for this development included: our Consultation - Site Review, dated January 11, 1993 (corrected); a companion report Groundwater Availability by Hilmer Consulting, dated October 22, 1991; our Consultation dated May 12, 1993; Consultation - Plan Review dated August 2, 1993; our Consultation - Seasonally Wet Areas, dated January 19, 1994; our Soil Investigation dated November 20, 1993; our Site Review Update dated January 4, 2011; Carriger Lane Subdivision - Tentative Parcel Map, Rezone and General Plan Amendment dated June 2012 by Adobe Associates; California Division of Mines and Geology (CDMG) Special Report 120, entitled Geology for Planning in Sonoma County, dated 1980; the CDMG Regional Geologic Map of Santa Rosa, dated 1982; the CDMG Special Studies Zone (Alquist-Priolo), Santa Rosa Quadrangle map, dated July 1, 1983; the joint Caltrans Division of Structures/CDMG Map Sheet 45, Peak Acceleration from Maximum Credible Earthquakes in California, dated 1987; the CDMG Active Fault Near-Source Zones mapping, dated August 1997 (incorporated under 1997 Uniform Building Code, UBC and 2001 California Building Code, CBC); and the USGS Seismic Hazard Curves and Uniform Hazard Response Spectra, generating Earthquake Ground Motion Parameters, Version 5.1.0, dated February 10, 2011.

### FIELD EXPLORATION

The field exploration consisted of excavating 6 test pits supplementing the 5 test pits performed in 1993 on the southern half of the subdivision limits (formerly known as the Lands of Murray), at the locations shown on the Site Plan, attached as

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Plate 1. The test pits were dug with a Case 580 backhoe, using a 24 inch bucket. The earlier test pits were excavated with a Model-K, and the recent ones with a Model-M extendahoe. Our geotechnical engineer logged the pits and obtained relatively undisturbed core and loose bulk samples of the materials encountered for visual classification and laboratory testing.

Core samples were obtained by hand driving a 2½ inch inside diameter (ID) split-barrel sampler. The soil consistency was estimated on the basis of penetration resistance of the excavation equipment, along with use of a pocket penetrometer (which provides a rough measure of in-situ strength) for correlation with empirical test data.

The logs of the pits showing the various soil types encountered and sample depths are presented on Plates 2 through 7. The classification systems used to describe the soils is illustrated on Plate 8.

### LABORATORY TESTING

In our laboratory, we re-examined the samples to verify the field classifications and selected representative samples for testing. Laboratory testing consisted of moisture content-dry density, unconfined compressive strength, Expansion Index, and Stabilometer Resistance Value (R-Value) tests. The moisture/density and strength data are presented on the Test Pit Logs in the manner described on the Key To Test Data, attached as Plate 8. Results of the Expansion Index and R-Value test data are presented on Plates 9 through 11.

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### SITE AND SOIL CONDITIONS

The site is located at 17501 Carriger Road, on the east side of Carriger Road, north of its intersection with Oak Creek Lane, in the Glen Ellen area of Sonoma County. The site is vegetated with a sparse covering of grass, brush, and oak trees superposed on a gently rolling terrain with about 170 feet of topographic displacement, averaging about 8½ percent to the southeast. The steepest natural terrain is up to about 60 percent where the seasonal drainageways are incised into the site slopes, and up to about 30 percent on the slopes adjacent knolls around several building envelopes. A seasonal stream traverses the southern half of the property, from northwest to southeast; it originates near the central southerly lot boundary of Lot 3, transverses southeast through Lot 1 and across the easterly end of the Designated Remainder. A similar southeasterly trending seasonal stream was noted a few hundred feet east of the area currently planned for development. The former Murray residence will remain on the Designated Remainder lot.

The results our site exploration indicates the following soil conditions:

1. The site is blanketed by topsoil and residual soil (soil derived from weathering of bedrock) to typical depths of 1 to 2 feet, locally to about 3½ feet (Test Pits -5 & -7). These soil units are a weak and porous, sandy clay, which is culturally disrupted to a depth of about 6 to 10 inches. These soils are indicated to have "very low to medium

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potential" (tendency to undergo volume changes with changes in moisture content) per California Building Code (CBC) classification, but are not considered suitable for structure support without reprocessing. These soils are also considered at least moderately susceptible to erosion when subjected to concentrated flow.

2. We noted old fill soils which extend easterly (off site) from the eastern boundary of Lot 2. Due to their remote location, these soils are not likely to affect development. These old fill soils were likely associated with the preparation and subsequent demolition of the tank pad immediately north of the central area of the building envelope. Fill included the native topsoil and residual soil as described below, admixed with tree stumps associated with site clearing, together with debris consisting of asphaltic concrete, concrete, corrugated metal culvert, and both PVC and transite pipes. The debris is distributed to depths of about 3 feet to at least 13½ feet where encountered. The thickening is interpreted as backfill within an former seasonal drainage ditch which trended westerly from the vicinity of the former tank pad, and is at the base of the intact native slopes which ascend northerly beyond the limits of the overall Hanna property.
3. The site is underlain by nonmarine alluvial deposits of the Petaluma Formation to maximum depths explored. These soils consisted of interlayered very stiff to hard sandy clay, and cemented dense to very dense clayey and silty sand. We also

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noted frequent to abundant gravel and cobbles at several of the test locations. Intact soils of this unit are considered to be capable of direct support of light to moderate loads, but are compressible under heavy or intense loading. This unit has at least moderate strength relative to the proposed development. Intact, these soils have low swell potential, and remolded, typically have, medium to very high expansion potential per CBC. These soils are considered readily capable of supporting for the anticipated range of structure and/or slab-on-grade floor loads without reprocessing. The weathered bedrock materials are also indicated to be readily excavatable with typical heavy-duty construction equipment. Any large rock fragments can be broken down with common sheepsfoot compactors during their replacement as engineered fill.

4. No free groundwater was encountered in our test pits.

Seasonally perched water may be expected within the surficial soils, due to the relatively lower permeability of the underlying weathered bedrock soils.

### GEOLOGIC SETTING AND SITE SEISMICITY

Exposures on the site, in exploration test pits, and in road cuts in the vicinity are consistent with published mapping which indicates that the site is underlain by nonmarine sediments of the Pliocene Age Petaluma Formation which overlays pyroclastic rocks of the Pliocene Age Sonoma Volcanics and/or Jurassic and



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Cretaceous Age Franciscan Assemblage. The Sonoma Volcanics in the site vicinity have been eroded away as Sonoma Mountain continues to rise along the Healdsburg-Rodgers Creek Fault boundary.

There are no known active faults within the immediate site vicinity and the site is not within an Alquist-Priolo Special Studies Zone relating to fault hazard potential. The closest active faults are the Healdsburg-Rodgers Creek Fault, located approximately 4½ miles to the west, and the San Andreas Fault, located approximately 28 miles to the west; the potentially active West Napa Fault is located 9½ miles to the east. An unnamed fault trace has been mapped as projecting to the northwest adjacent to the site. The most recent reference (CDMG, Geologic map of the Santa Rosa Quadrangle, 1982) indicates that the location of the trace is uncertain, and does not show any younger than Quaternary age displacement. Therefore, this fault is not active, but should be considered potentially active.

### DISCUSSION

From a geotechnical engineering standpoint, we believe that the site is suitable for the proposed development. The main geotechnical considerations pertinent to the development of these lots are the steepness of the sites; surface and subsurface drainage characteristics; and the thickness of the weak surficial soils. The old fill soils are well removed from the areas of planned development, predominately occur outside the limits of

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the 47 acres associated with the current limits of subdivision development, and are not likely to require consideration for planned development. The surficial soil unit would be weak and compressible under structure loads when saturated is also subject to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity.

The surface soils across the site are susceptible to downhill creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity). However, it should be noted that the selection of the building sites reduces the risk of creep. It is very unlikely under the current geologic environment that large scale movement (landslide) could be generated within the underlying surficial topsoil or residual soil and weathered bedrock. During that reviews, we noted areas where surface vegetation suggests an extended growing season or generally wetter near surface conditions and labeled such areas as "Seasonally Wet". These areas were distinctly separate from other areas where we noted slough or creep within the surficial soils. We should also note that we did not identify springs or seeps in these areas, or indicators of such conditions (such as erosional rivulets).

The detrimental effects associated with the differential compression and slab cracking due to expansive soils can be mitigated by special grading procedures which combine both reprocessing and placement of a select low expansive cushion, and consideration of the depth and type of foundation elements on either engineered fill or original ground prepared as described

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herein. Soil expansion potential will require consideration to minimize the tendency for soils to creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity).

Foundation support can be achieved on either drilled piers or conventional spread footings penetrating into either the weathered bedrock, or engineered fill placed in accordance with recommendations contained herein. Due to the and proximity to slopes. Consistent with typical hillside practice and presence of expansive site soils, we recommend that the foundation elements be interconnected with grade beam ties on 20 foot centers traversing up/down slope. The potential for seasonal near surface seepage will require consideration in design and construction (say, utilities or deep foundation elements). Due to the weak and expansive nature of the surficial topsoil materials, support for slab-on-grade floors will require reprocessing, or replacement of a portion of these soils.

It is our opinion that the septic disposal site is well located and should not pose a significant threat to the stability of the site. In addition, and provided that runoff from all structures is directed away from the leach fields, we further believe that the nature of the underlying bedrock and the natural site slopes do not pose a significant potential for developing springs or seeps. Of course, installation of a subdrain on slopes above the leach field sites would be prudent and is consistent with typical hillside residential practices. Refer to Subdrain Details attached as Plate 13 for more detailed

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information.

The site will be subjected to strong ground shaking during future, nearby, large magnitude earthquakes. Generally, structures founded in firm soil and/or bedrock can be expected to be subjected to short period, jarring motions, with little or no ground wave amplification. Wood-framed structures founded in firm soil, and designed in accordance with current earthquake resistant building codes (CBC), are well suited to resist the effects of strong ground shaking. The site soils are not considered susceptible to liquefaction (loss of axial strength), lurching (lateral spreading), or differential settlement (rapid compression) potential under strong shaking. No additional geologic or engineering geologic studies appear warranted.

### RECOMMENDATIONS

#### SITE GRADING

##### Clearing and Stripping

Following razing of cross fences and any structures not intended to remain, the site should be cleared of any rubbish and debris materials. These materials should be removed, and disposed of off the site. The surface soils containing grass and roots should be stripped from all areas to be graded. In general, the depth of stripping should be about four inches. Where trees have been removed to make room for planned structures, deeper excavation (e.g., on the order of 30 inches) will be required to remove heavier concentrations of roots. All

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roots should be removed within 3 feet of subgrade; roots less than 1½ inches in diameter may be left below that level.

Strippings can be stockpiled for future use in landscaping, but would not be considered suitable for reuse as engineered fill.

### Structural Area Preparation

As used in this report, "structural areas" refers to: 1) building areas, and the zones extending five feet beyond the outside edges of the perimeter footings; and 2) exterior flatwork (including the patios and walkways), and the zones extending three feet beyond the edges.

Site grading should conform to Chapter 18 and Appendix J of the California Building Code (CBC). For fill to support structure foundations, the weak upper topsoil, residual soils and any old fill soils should be removed to full depth. (Relative compaction refers to the in-place dry density of a soil expressed as a percentage of the maximum dry density of the same soil when determined by the ASTM D1557 compaction procedure. Optimum moisture is the water content percentage of the dry weight which corresponds to the maximum dry density.) Any areas not achieving compaction should be removed and replaced as engineered fill. This compaction procedure should be observed by a representative of **YES!** to determine whether overexcavation is required, and to verify that any disrupted soils are compacted.

If pier and grade beam foundations are utilized, or typical continuous footing foundations are designed and constructed to penetrate through the weak and porous surficial soils,

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recompaction would not be required for structure foundation support.

Due to expansive soil, a minimum 18 inch blanket of low expansive soils is recommended incorporated at slab subgrade. In addition, any fill placed within 24 inches of slab subgrade (includes typical slab rock) should be of similarly low expansive soil. The thickness of this fill blanket may be reduced by 6 inches (requiring a 12 inch blanket of low expansive fill, and limiting expansive soil placement as engineered fill within 18 inches) if footing depths are increased to 24 inches below rough pad grade. Expansion may be checked at grade during construction, as such low expansive soils are naturally present. The requirements of this fill blanket should be reviewed by **YES!** if design considerations relative to structure service, grade changes, or structure type differ from that discussed herein.

Excavation is expected to be achieved with typical heavy-duty construction equipment. (Heavy duty is considered a Cat 225 excavator, Cat D7 Dozer, or equal.) For significant penetration (more than about three feet into the bedrock) or excavation in discrete trenches (e.g., footings and utilities), we expect drilling and blasting or use of jackhammers, respectively. Rock fragments can likely be broken down with common sheepsfoot compactors during their replacement as engineered fill.

Drainage Swale Preparation

Current development plans do not include drives which traverse the major seasonal drainage swales noted within the overall Hanna property. If access through such areas is desired in the future, special attention during grading is required. The excavation bottom should be (pumped) free of standing water, then field reviewed by a representative of **YES!**. The exposed surface should be proof-rolled to determine whether removal or reprocessing is necessary. Any slough (free of debris and organic matter) should be excavated and stockpiled, but may be reused as engineered fill.

After initial fill preparation, fill material should be placed in thin lifts (six or eight inches thick, depending on compaction equipment), and compacted to at least 90 percent relative compaction. Fill should be bonded to the native material by constructing benches approximately every two vertical feet. Each bench should be cut laterally back into the ground adjacent to expose firm materials for bonding with the next fill lift.

An alternate to conventional culverts with RSP faced slopes at these crossings would utilize either box culverts with cutoff key and headwalls likely incorporating wingwalls cut into the weathered bedrock along the approach routes, or a Keystone-type Retaining Wall System. Keywall software (Keystone Design Software) developed for use in Mechanically Stabilized Earth (MSE) walls is well suited for design of landscape type retaining walls at these crossings. The specifications for the geogrid

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reinforcing fabric type, vertical location, spacing, and length/embedment may be based upon the manufacturer's design program assuming conservative soil parameters for unit weight of 120 pcf, with internal friction of 26 degrees, no cohesive strength, and a backslope of 3H:1V (3 feet horizontal to one foot vertical).

### Well Abandonment

Any well abandonment should in accordance with requirements and procedures of the appropriate local agencies, after a favorable review of the proposed abandonment by **YES!**. To provide for continuity of structural support with the firm adjacent site soils, we recommend the following: 1) the well casing should be backfilled with coarse granular soil (e.g., coarse sand or pea gravel); 2) the well casing should be cut off at least five feet below the existing ground surface; 3) the top of the well casing should be embedded in a plain concrete cap which is at least 18 inches thick, and two well diameters across; and 4) the general area should be overexcavated to at least three feet laterally, and replaced to planned pad grade with engineered fill placed as per above. The top of the concrete well cap should be at least two feet below the bottom of continuous wall footings, and be at least three feet clear laterally from isolated pier elements (requiring a grade beam sufficient to span three feet on either side).



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### Fill Quality

All fill material should be free of any debris, organic matter, and oversize (four inch or larger dimension) rocks, and should be approved by a representative of **YES!** before it is placed. The existing on-site soils in a "cleaned condition" (e.g., less any debris or organic matter) are considered satisfactory for reuse as engineered fill. We anticipate that with the exception of strippings, the existing on-site soils are satisfactory for use as compacted fill if placed at 3 to 5 percent over optimum moisture and either outside of structural areas or below the appropriate thickness of select low expansive soil (discussed above in Structural Area Preparation).

Any imported fill should be approved by a representative of **YES!**, and in building areas, be of relatively low expansion potential (i.e., Expansion Index of about 30 or less), and in pavement areas, a Stabilometer Resistance Value (R-Value) of 20 or more. All fill should be placed to at least 90 percent relative compaction.

### Finish Grading

All finished surfaces should be graded to drain away from the building envelopes. Surface drainage should be consistent with CBC standards which requires a drainage gradient five percent (or at least two percent on impervious surfaces and/or soils which have high erosion potential), achieved and maintained to at least 10 feet away from structures. Where physical obstructions or lot lines occur within the minimum clearance,

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drainage diversions (eg, interceptor swales) should have slope a minimum of two percent.

All concentrated flows, such as from roof downspouts or surface water runoff, should be collected in a conduit, berm, or lined channel, and discharge away from the structures so that they will not pond or erode materials contributing to structure support. The water should be disposed of at the curb, into the storm drain system, or through an energy dissipater (e.g., a "bubble box") to inhibit the erosion potential of concentrated flow.

Subgrade soils should be finished true to line and grade to present a smooth, firm, unyielding surface, and should be maintained moist and free of shrinkage cracks until covered by permanent construction.

In general, cut or fill slopes should be no steeper than two feet horizontal to one foot vertical (2H:1V). Where fill is to be placed on an existing slope steeper than 5H:1V, the fill must be keyed and benched into firm material. The keyway at the base of the fill should consist of a level bench cut into the firm, intact soil (requiring excavation through any uncontrolled fill). Bonding of the fill to the backslope should be accomplished through use of discrete treads and risers placed at approximately two foot vertical intervals. A subdrain will be necessary at the base of any keyway excavations, and on very deep keyways, possibly on a few of the benches above the keyway. Refer to the Keyway Bench Details attached as Plate 14 for more information.

The faces of all slopes (cut and fill) should be protected

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from erosion by providing drainage control measures, such as channels or berms near the crown, to prevent surface water from flowing over the slope. The crown of the cut slope should be protected from erosion by installation of a diversion ditch to provide drainage control measures. Berming may be most effective using sack-crete (burlap bagged concrete) or a commercially available product Quikrete (or equal, rip-rap bags) to redirect surface water. The burlap bags should be filled not more than two thirds full so that the gaps between bags are minimized, and the berm would hold water. Alternately, the interceptor can be paved with reinforced concrete or asphaltic concrete. Cut or fill surfaces should be planted with fast growing, erosion resistant vegetation.

### Structure and Utility Trench Backfill

Within structural and pavement areas, the upper 30 inches (minimum) of structure and utility trench backfill should be placed in thin lifts 8 inches or less in loose thickness, moisture conditioned as necessary, and compacted to at least 90 percent relative compaction.

Below 30 inches or outside structural and pavement areas, trench backfill should be compacted to at least 85 percent relative compaction, or to the density of the intact original ground adjacent, whichever is greater.

On slopes with a gradient of 5H:1V or more, provision for seepage relief in trenches is required. Cross-slope trenches will require selective grading to avoid effectively "damming"

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natural drainage at the soil/rock interface. Such damming could result if only fine-grained soil is compacted for trench backfill. Use of the native soils for backfill above the pipe bedding (which extends to at least one foot over the pipe) is anticipated for utility trench backfill which traverse downslope.

### FOUNDATION SUPPORT

#### Seismic Design

Based on the results of our investigation, which included use of the USGS Seismic Hazard Curves and Uniform Hazard Response Spectra v5.1.0 - revised February 10, 2011, we recommend that the following seismic design criteria be used in accordance with the provisions of the 2010 California Building Code (CBC):

GPS Site Location, Lat/Long	38.318, -122.512
Seismic Occupancy Category	II
Site Class (Soil)	D
Spectral Response Accelerations, $S_s$	1.500
Spectral Response Accelerations, $S_1$	0.600
Seismic Response Coefficient, $F_a$	1.0
Seismic Response Coefficient, $F_v$	1.5

#### Footing Foundations

The planned structure can be supported on typical (isolated or continuous), reinforced concrete footings, bottomed either in weathered bedrock or engineered fill founded entirely on such soils (penetrating through the weak surface soil units).

Footings so established may be assigned soil bearing pressures of 1500 pounds per square foot (psf) for dead plus live loads, with a one-third increase allowable for wind and/or seismic forces.

Wall and column footings should be no less than 12 and 18 inches

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wide, respectively, regardless of load, and bottom at least 18 inches below the lowest adjacent finished grade.

Footings foundations are to be stepped into the slope so that they have a lateral confinement of 5 foot from the face of the slope, or a theoretical two foot horizontal to one foot vertical (2H:1V) plane projected up from the toe of the slope, whichever controls. Soil and colluvium will not be considered as a part of this confinement. Minimum tread length of steps should be 24 inches. Maximum step height should be limited to 18 inches without specific consideration of the project structural engineer.

If site grading is performed in accordance with our recommendations, total and differential settlement is expected to be nominal and within typically acceptable tolerances for such construction.

### Drilled Piers

Structure support is alternately available on drilled, cast-in-place, concrete pier and grade beam foundations. Use of drilled piers is not recommended with slab-on-grade floors in living areas, unless the surficial topsoil, residual soil or any old fill soils are reprocessed to full depth, or blanketed by at least two feet of engineered fill. Drilled piers should be at least 5 feet in depth, and bottom with at least 3 feet of penetration in the lower unit soils. Allowable total load (dead load plus live load) capacity may be calculated assuming a skin friction value of 600 psf. A one-third increase may be added for

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the short terms effects of wind and/or seismic loads.

The upper two feet should be neglected when calculating pier capacity. If the surface soil has not been reprocessed, the depth of discount should be increased to two feet and piers should bottom at least three feet below the depth of porous soils as identified during foundation drilling. Additional discount would be applicable to piers within influence of the slope face. Depth of engagement will begin when the pier shaft is at least 5 feet clear of the exterior slope face; surface soil development will not be considered as a part of this confinement. This criteria is similar to that required for footings stepped on slope. The discount would be reduced to 2 feet or top of rock (whichever controls) where piers are well removed from the exterior slope face.

Pier holes should be reasonably clean of loose material and water, and should be approved by a representative of **YES!** prior to reinforcing bar and concrete placement. To prevent the wet concrete from settling, piers should not contain slough, but be tamped firm. Pier spacing should be at least  $2\frac{1}{2}$  diameters, center to center. Use of drilled piers would be desirable if significant intermittent uplift loading is generated by the structure design. If groundwater or soil caving is encountered during pier installation, piers would be required tremied on a continuous basis in the presence of representatives of **YES!**.

Retaining Walls

Support for retaining walls is considered available on footings founded as per above. It would be prudent for upslope wall lines to be designed to retain slough to about 2 feet deep. Where traffic loads are projected within a horizontal dimension equal to the design height of the wall, a traffic surcharge should be applied. An appropriate equivalent fluid pressure (EFP) of 45 pounds per cubic foot (pcf) is anticipated for active earth pressure, assuming fully drained walls utilizing select low expansive soils for backfill, and a level surcharge; design values would be increased to 60 pcf with superjacent slopes to 2H:1V. As active earth pressure assumes that relative movement will occur between the backfill and the wall, backfill should be finished prior to completion of the framing tie-in. If walls are "fixed", or unable to rotate, they should be designed for a higher at-rest value of 60 pcf EFP. Use of other than select, low expansive soil as backfill would require an increase in these lateral design pressures.

If retaining walls are to be designed to withstand dynamic earthquake (or seismic) loading, a lateral load equal to  $12.7 H^2$  (or 12.7 time the square of the height of the retained soil) should be applied at two-thirds of the wall height. ( $P_E = \frac{1}{2} K_h K_a \gamma H^2$ ; where  $P_E$  is the Pseudostatic horizontal force,  $K_h$  is the seismic coefficient (maximum considered ground acceleration) divided by the acceleration of gravity,  $K_a$  is the active earth pressure coefficient,  $\gamma$  is the unit weight of soil, and  $H$  is the height of the retaining wall.)

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### Lateral Loads

Due to the thin nature of the surficial soil unit, potential for creep (tendency for soils to migrate downslope during the seasonal shrink/swell cycles, due to the force of gravity) will require consideration where such footings penetrate 3 feet or more below the adjacent ground surface. Such footings should be designed as retaining walls in order to resist the creep forces of weak surficial soil.

Resistance to lateral loads can be obtained using a combination of passive earth pressure against the base of foundations and frictional resistance against the face of footing elements. An allowable passive earth pressure for penetration into the weathered bedrock of 400 psf (rectangular distribution), and frictional resistance of 0.30 times the net vertical dead load, can be used in design. Passive pressure should be neglected within 12 inches of pad grade, unless the surface is confined by slabs or pavement, and within 5 feet of the face of the exterior slopes. The surficial soil units shall be discounted and not be considered a part of this confinement.

### Swimming Pool Support

Pools should be designed to be free-standing, with footings founded directly into the underlying weathered bedrock, as discussed under Retaining Walls above. We suggest that the pool shell be backdrained to minimize hydrostatic pressure. This can be most readily accomplished using a series of vertical strips of composite geosynthetic drainage fabric (Miradrain) 12 to 18



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inches wide, spaced 4 feet on-center were placed around the pool perimeter. The toe of the composite strips can drain into a drain rock gallery of crushed ¾ inch drain rock backfill in the pool bottom. A perforated pipe network within the drain rock gallery will collect any seepage so that it may discharge onto the slope.

Alternately, the fill supporting the pool shell will need to conform to site grading for structure support as discussed above under Structural Area Support. This would require removal of all surficial soils to expose weathered rock; establishing the bottom of the fill on a firm level bench into the bedrock; reconstruction of the slope by benching of the fill to the backslope using discrete treads and risers placed at approximately two foot vertical intervals; and incorporating a subdrain at the base of the keyway excavation, and possibly on a few of the benches above the keyway.

### Structure Setback

Structures may be developed outside a setback of 30 feet from the top of bank from the seasonal streams noted on site. If development is planned within 30 feet of the top of bank, minimum penetration requirements should be increased to 24 inches into the underlying weathered bedrock, with affirmation of penetration by a representative of **YES!** prior to pour. This depth to engagement is several feet below the existing site grades, and well exceeds the potential scour depth through exposure to stream flow from the adjacent drainage swale, even in the event that

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maintenance is neglected.

Structures may be developed outside a setback of 30 feet from the top of bank. Structures may be developed on slope within the setback by stepping footing foundations into the slope so that they have a lateral confinement of 10 foot from the face of the slope, or a theoretical two and one half foot horizontal to one foot vertical ( $2\frac{1}{2}H:1V$ ) plane projected up from the toe of the slope, whichever controls. Surficial old fill soils, topsoil or residual soil will not be considered as a part of this confinement. A less conservative setback would be available if existing weak fill and natural soils were fully replaced as engineered fill.

### SITE DRAINAGE

Drainage considerations will include control of surface water runoff, and seepage under the structure. A wall backdrain will be required on the upslope side of the structure, and any slab-on-grade floors. Use of a composite drain system (e.g., Miradrain, Amerdrain, or equal) is well suited for footings poured "neat" (without forming), and should be placed along the upslope wall of the footing excavation prior to concrete pour. To relieve this drainage envelope, a perforated pipe and typical drainage envelope (drain rock wrapped in geotextile filter fabric, or perforated pipe wrapped in the composite fabric) should be in contact with the ends of the drain for a distance of at least 5 feet. In lieu of this treatment, a typical 4 foot deep underdrain will be necessary upslope. Refer to the attached

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Subdrain Details (Plate 13) for more detailed information.

To minimize potential for clogging of retaining wall drainage, the drainage envelope should also be separated from the soil by use of a geotextile filter fabric, unless a select Permeable Material (per Section 68 of Caltrans Standard Specifications) is utilized for backfill. Refer to the Retaining Wall Details attached as Plate 12 for more detailed information.

In general, weep holes should be placed at six foot spacing through the stem walls of the interior cross slope footings, the lower sides of the slab-on-grade garage floor, and along the lower (perimeter) wall lines of the residence. Weep holes can consist of 2 inch PVC cut to fit within the foundation stem wall, with the ends wrapped in hardware cloth (one-quarter inch sieve openings) to prevent minimize clogging, and prevent access from rodents. The flow line of the underdrainage should be at least 8 inches below the adjacent floor slab; underdrainage may flow into ~~surface water collectors; surface water collectors may not flow~~ into underdrainage. All concentrated flows, such as from roof downspouts or surface water runoff, should be collected in a conduit, berm, or lined channel, and discharge either to the curb, onto paving, into the existing storm drain system, or on-slope through an energy dissipater (i.e., "bubble box" or RSP apron) which will inhibit the erosion potential generated from concentrated flows. If on-slope disposal will be onto an apron of Rock Slope Protection (RSP), it should toe into the weathered bedrock, and be roughly consistent with the requirements for Caltrans Backing No. 3 (per Section 72 of Standard

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Specifications), placed to a minimum thickness of 9 inches (one and one half diameters of the maximum aggregate size). This material is available locally as 6 inch minus.

### CONCRETE SLABS-ON-GRADE

Due to the poor support characteristics of the surficial soils, preparation for floor slab support will require recompaction or replacement of any topsoil within the area of planned slabs. If slabs are planned for use in living areas, they require a minimum 18 inch thickness of low-expansive, engineered fill (requiring undercutting and engineered backfill).

Slab-on-grade floors should be underlain by at least 4 inches of clean, free-draining gravel or crushed rock, graded in size from  $\frac{1}{4}$  to  $1\frac{1}{2}$  inches, to act as a capillary moisture break. A Vapor Retarder should be used to retard vapor transmission through the floor slab. The vapor retarder membrane should be placed between the base course and the slab. If a polyethylene (e.g., Visqueen) or more durable butyl membrane is utilized, it should be covered by a protective 2 inch sand cap. If a Vapor Barrier (e.g., Stego Wrap) is desired due to especially sensitive floor coverings, adhesives, coatings or building environments, it should be installed in accordance with the manufacturers recommendations. In either case, buildup of vapor pressure through diffusion will be minimized if the vapor membrane has a lower permeance than the floor covering system. It should be noted that American Concrete Institute (per ACI 302, Guide for Concrete Floor and Slab Construction) recommends that protective

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membranes be not less than 10 mils thick, or 15 mils when placement equipment drives directly on the membrane. Support for exterior flatwork may be placed directly on the subgrade which has been prepared in accordance with the recommendations contained above.

Any replacement materials should be low-expansive, engineered fill (compacted to at least 90 percent compaction per ASTM D1557), or be clean, coarse free-draining material (graded in size between  $\frac{1}{4}$  and  $1\frac{1}{2}$  inches;  $\frac{3}{4}$  inch drain rock would be an economical source of such material). If such coarse, granular materials are used, they can be tamped, wheel rolled, or vibrated "tight". Slabs should be poured structurally separate from foundations (be "floating") and have deep joints or expansion joints at centers of 12 feet or less.

In order to avoid differential movement resulting in significant and concentrated slab cracking, the weathered rock exposed at the cut/fill daylight line transition zone should be undercut by 12 inches, and backfilled with engineered fill. Support for slab-on-grade floors is available on either engineered fill or suitably prepared subgrade, as per Structural Area Preparation above. During subsequent construction (such as foundation and utility trench installation), previously compacted subgrade soils may be disturbed. Where this is the case, these soils should be moisture conditioned as necessary, and recompacted to at least 90 percent relative compaction, to provide a firm, smooth, unyielding surface.

Where fills are necessary within paved areas, they should

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conform to the previous Fill Quality recommendations, and be compacted to at least 90 percent relative compaction. Prior to subgrade preparation, utility trench backfills should be placed and compacted in accordance with the governing specifications. The upper six inches of subgrade soils should then be moisture conditioned to near optimum moisture content, and be compacted to at least 90 percent relative compaction. Finished subgrade surfaces should be maintained moist and free of shrinkage cracks until covered by permanent construction.

To reduce the potential for slab cracking due to post construction subslab soil volume changes, expansive site soils within 24 inches of subgrade should be moisture conditioned immediately prior to pour. This may be accomplished through ponding, after slab rock and footing elements are in place. This moisture conditioning should be affirmed by a representative of **YES!** prior to pour.

### FLEXIBLE ASPHALT PAVEMENTS

Some typical Traffic Indices (TIs) which have been used in design of pavement structural sections per standard Caltrans "Traffic Index" pavement design procedures have included: TI = 4.5 for light to moderate passenger vehicle traffic (e.g., parking areas); TI = 5 for moderate to heavy passenger vehicle traffic (e.g., collector lanes); and TI = 6 for light to moderate truck traffic (e.g., delivery access routes). Such Traffic Indices have been used successfully under "non-highway" application. Due to typically poor subgrade characteristics of

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adobe soils, we recommend an R-Value of 5 (minimum per Caltrans design procedures) as appropriate for use in design at this site.

Pavement structural sections satisfying the indicated basement soil requirements include the following:

<u>Traffic Index</u>	<u>Asphaltic Concrete</u>	<u>Class 2 Aggregate Base</u>	<u>Class 3 Aggregate Subbase</u>
4.5	0.20'	0.80'	--
5.0	0.21' <u>or</u> 0.21'	0.50' 0.95'	0.50' --
5.5	0.25' <u>or</u> 0.25'	0.50' 1.00'	0.55' --
6.0	0.25' <u>or</u> 0.25'	0.55' 1.15'	0.65' --
6.5	0.30' <u>or</u> 0.30'	0.55' 1.20'	0.75' --
7.0	0.31' <u>or</u> 0.31'	0.65' 1.35'	0.80' --

Due to the expansive on-site soils, it will be important that subgrade moisture stabilization be achieved, and that the pavement structural section be protected from surface water (landscaping irrigation) infiltration. This can be accomplished by: 1) using either full depth curbs or full depth paving headers along the perimeter of the paved areas; 2) a minimum 1 percent (preferably 2 percent) cross slope; 3) sloping the subgrade to interceptor drain lines (either underdrains, or utility trenches designed as underdrains); and 4) perforations through the sides of drop inlet structures at subgrade to allow seepage accumulation within the base course to be relieved. We do not

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believe that interceptor drains will be required at the edge of the paving.

Where fills are necessary within paved areas, they should conform to the previous Fill Quality recommendations, and be compacted to at least 90 percent relative compaction, with 92 percent relative compaction achieved at pavement subgrade (with typical 95 percent compaction on any low expansive import).

Prior to subgrade preparation, utility trench backfills should be placed and compacted in accordance with the governing specifications. The upper six inches of subgrade soils should then be moisture conditioned to at least 2 percent over optimum moisture content, and be compacted to at least 92 percent relative compaction. Finished subgrade surfaces should be maintained moist and free of shrinkage cracks until covered by permanent construction.

Aggregate Base, and Subbase if used, should conform to the requirements of the State of California "Caltrans" Standard Specifications, latest edition. Aggregate base courses should be placed in thin lifts in a manner to prevent segregation, moisture conditioned as necessary, and compacted to at least 95 percent relative compaction to provide a smooth, unyielding surface.

### ADDITIONAL SERVICES

Prior to construction, a detailed soil investigation should be conducted. We should also review the final grading and building plans (and soil-related specifications) for conformance with the intent of our recommendations.



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Prior to construction, we should review the final grading and building plans (and soil-related specifications) for conformance with the intent of our recommendations. During construction, we should be retained to provide periodic observations, together with field and laboratory testing, during site preparation, placement and compaction of fills and backfills, and foundation construction. These observations and tests would allow us to verify conformance of the work to project guidelines, determine that the soil conditions are as anticipated, and to modify our recommendations, if necessary.

### LIMITATIONS

This report has been prepared in accordance with generally accepted geotechnical engineering principles and practices. No other warranty, either expressed or implied, is made.

~~The recommendations contained in this report are based on~~ certain general information regarding the type of construction and site grading which has been made available to us and are intended only for general planning guidance at this site. If any conceptual changes are undertaken during final project design, we should be allowed to review them in light of this report to determine if our recommendations are still applicable.

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DISTRIBUTION

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Post Office Box 100  
Sonoma, CA 95476-0100

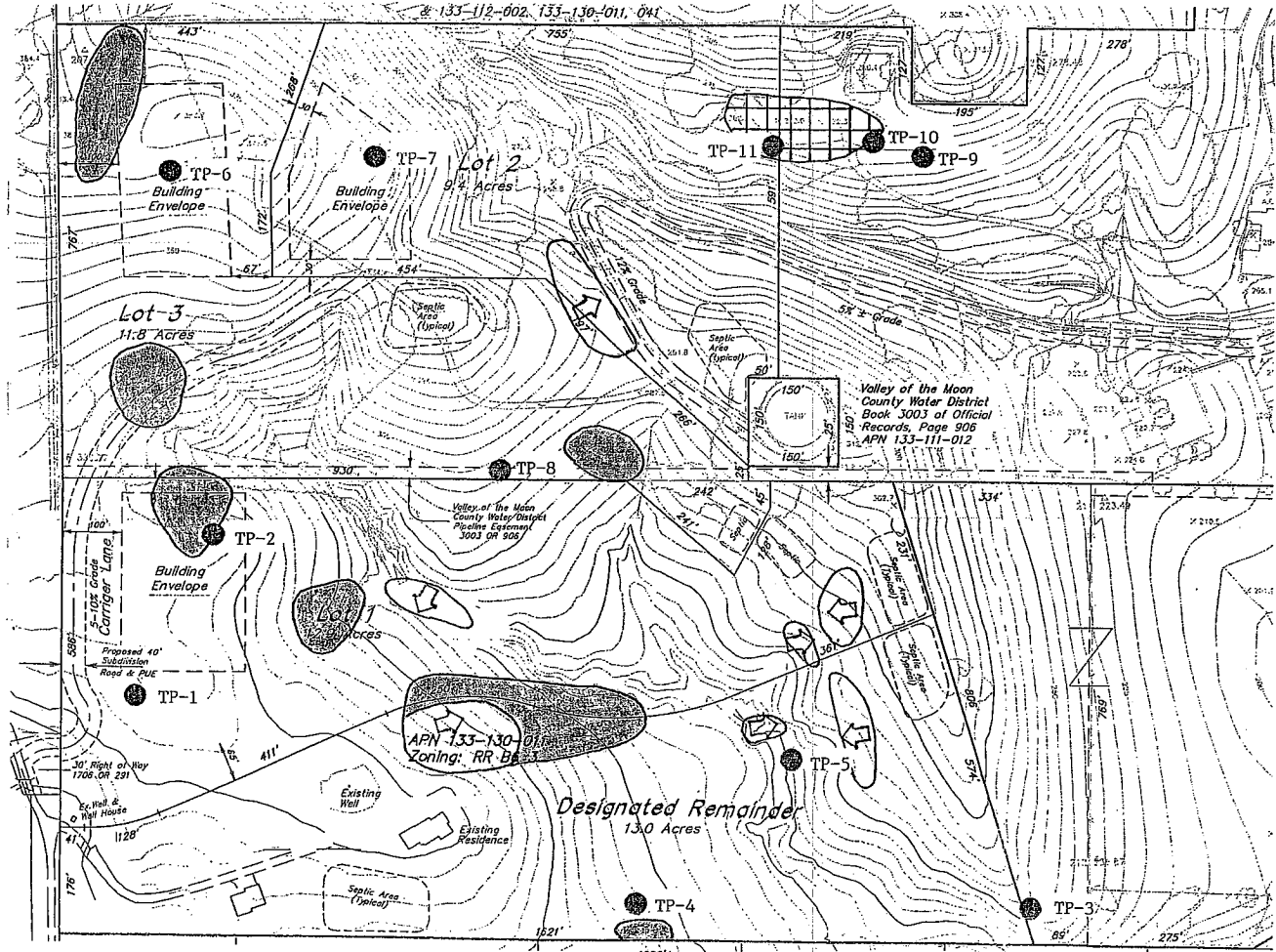
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cc: Tom Angstadt  
214 Grant Avenue, Suite 325  
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ILLUSTRATIONS




**YES!** SITE PLAN  
 Carriger Lane Subdivision  
 Sonoma County, California



Reduced Scale  
 1" = 200 feet

Note: This Site Plan was excerpted from the Tentative Parcel Map dated June 2012 by Adobe Associates.

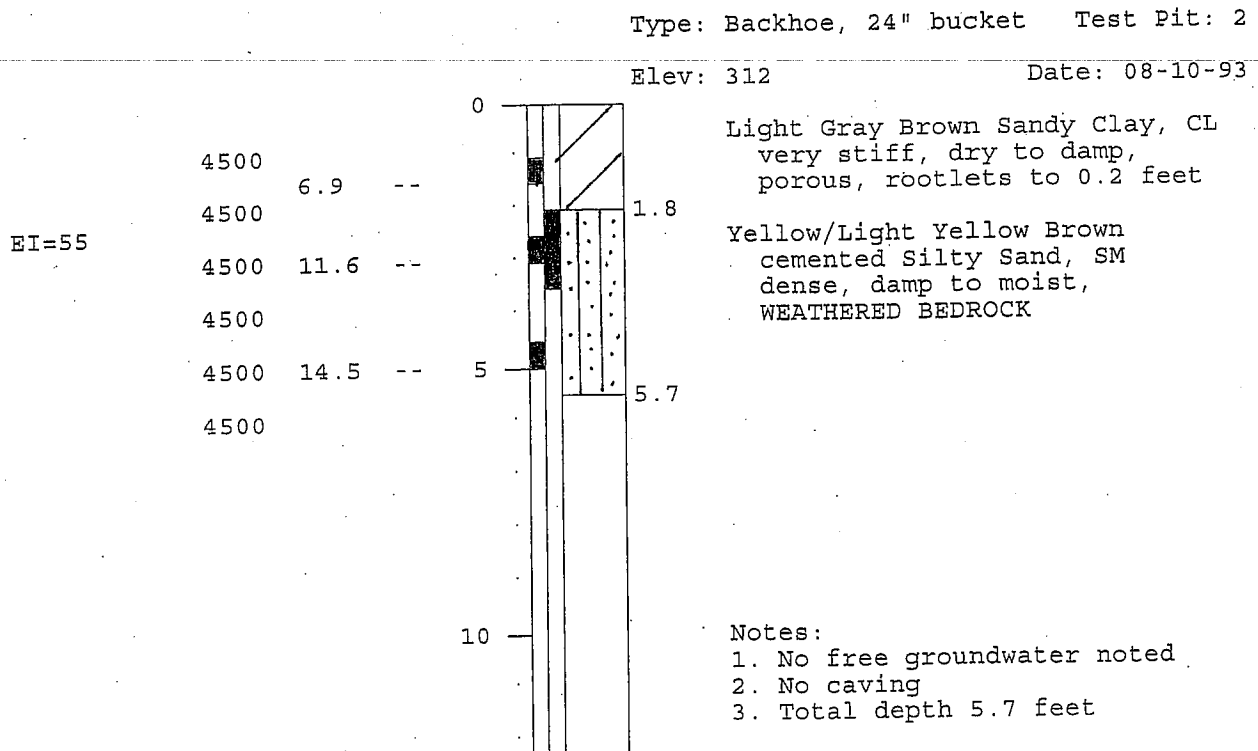
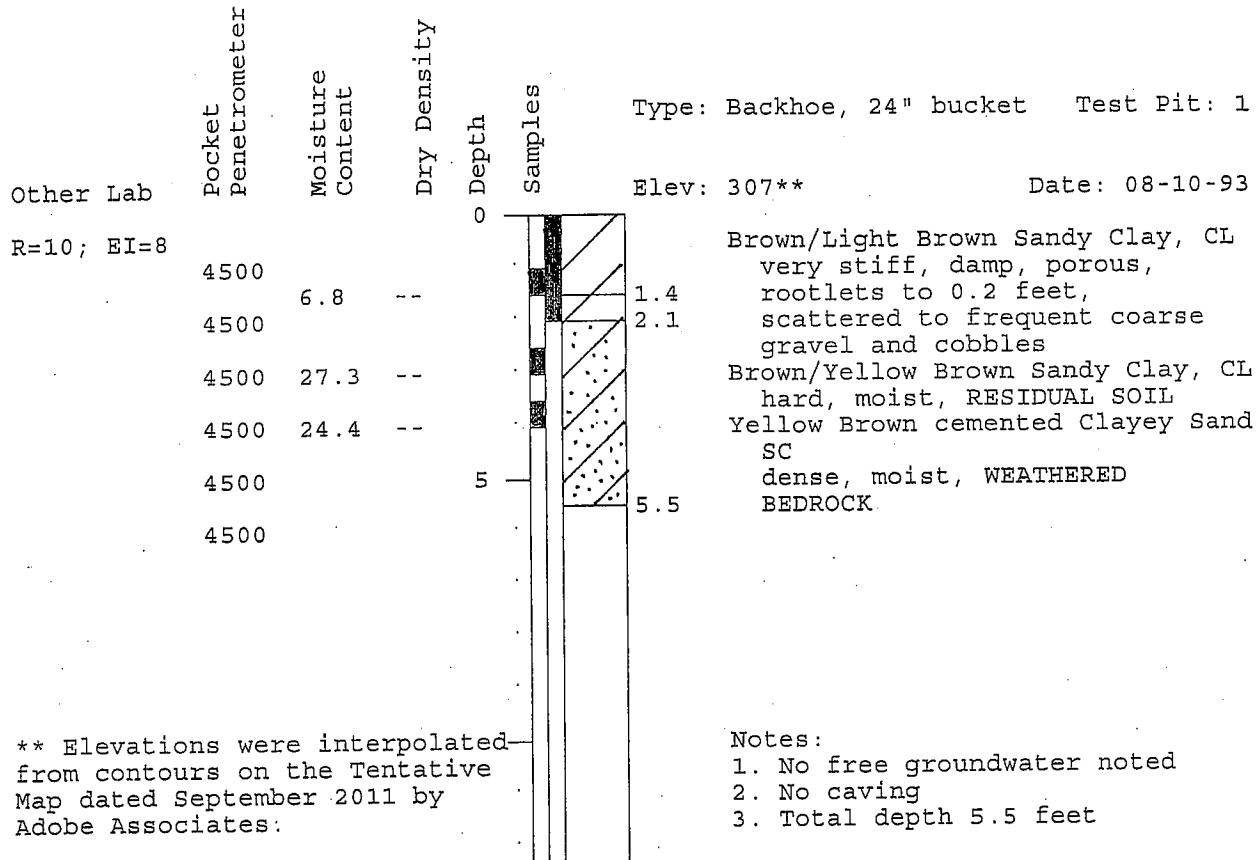
LEGEND

-  Seasonally wet areas
-  Creep areas
-  Old fill and debris

# YES!

## TEST PIT LOGS

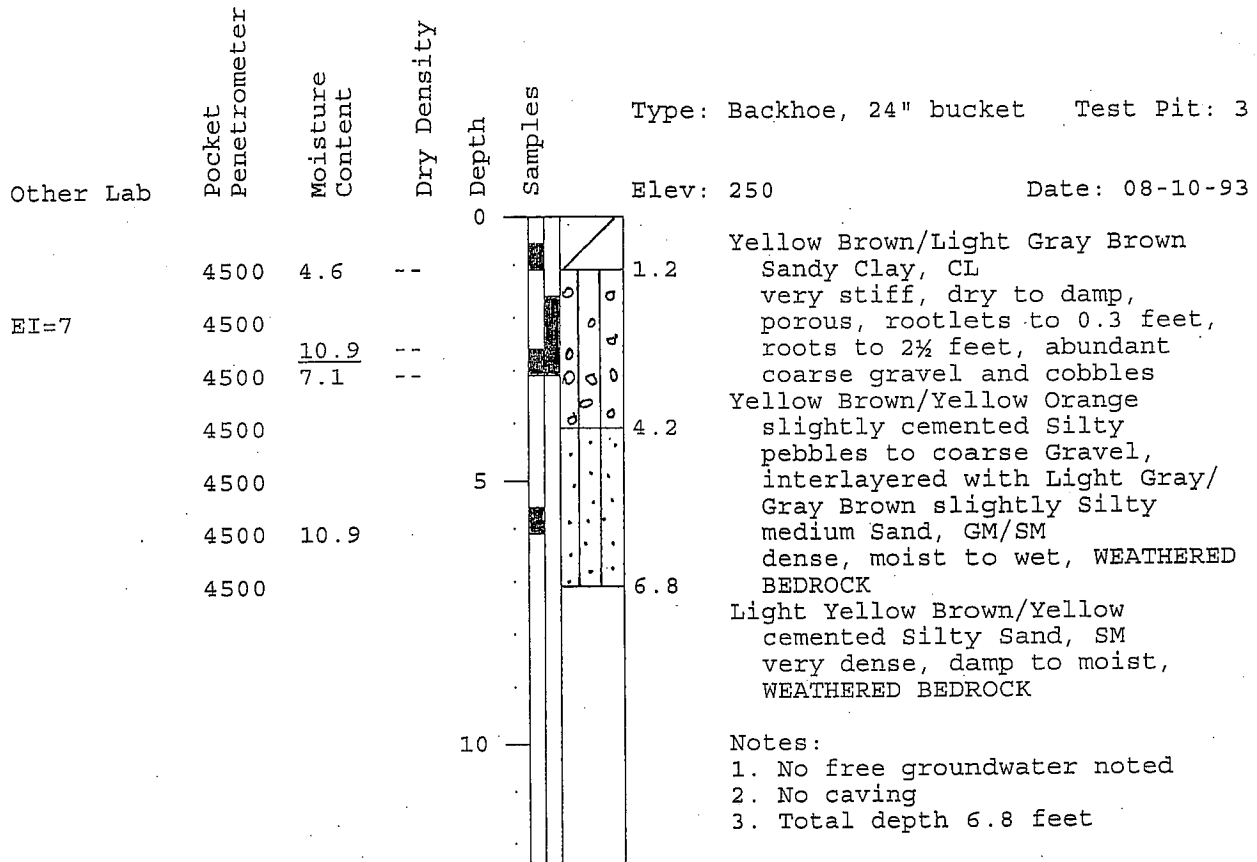
Carriger Lane Subdivision  
Sonoma County, California



# YES!

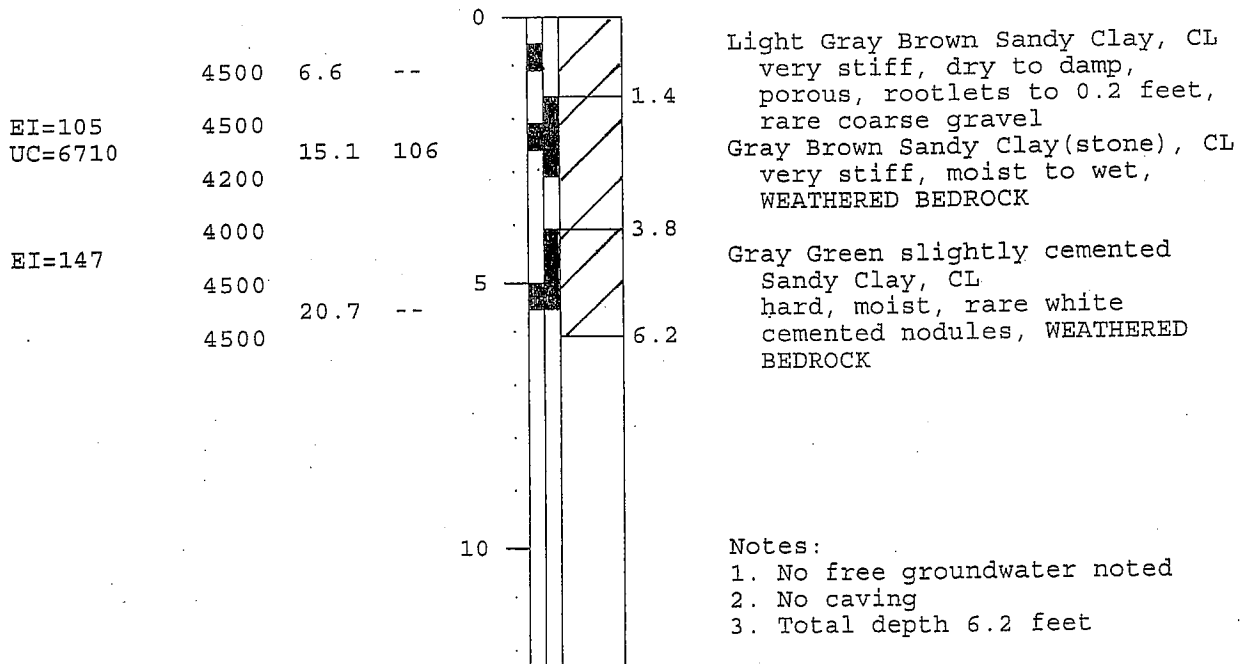
## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



Type: Backhoe, 24" bucket      Test Pit: 4

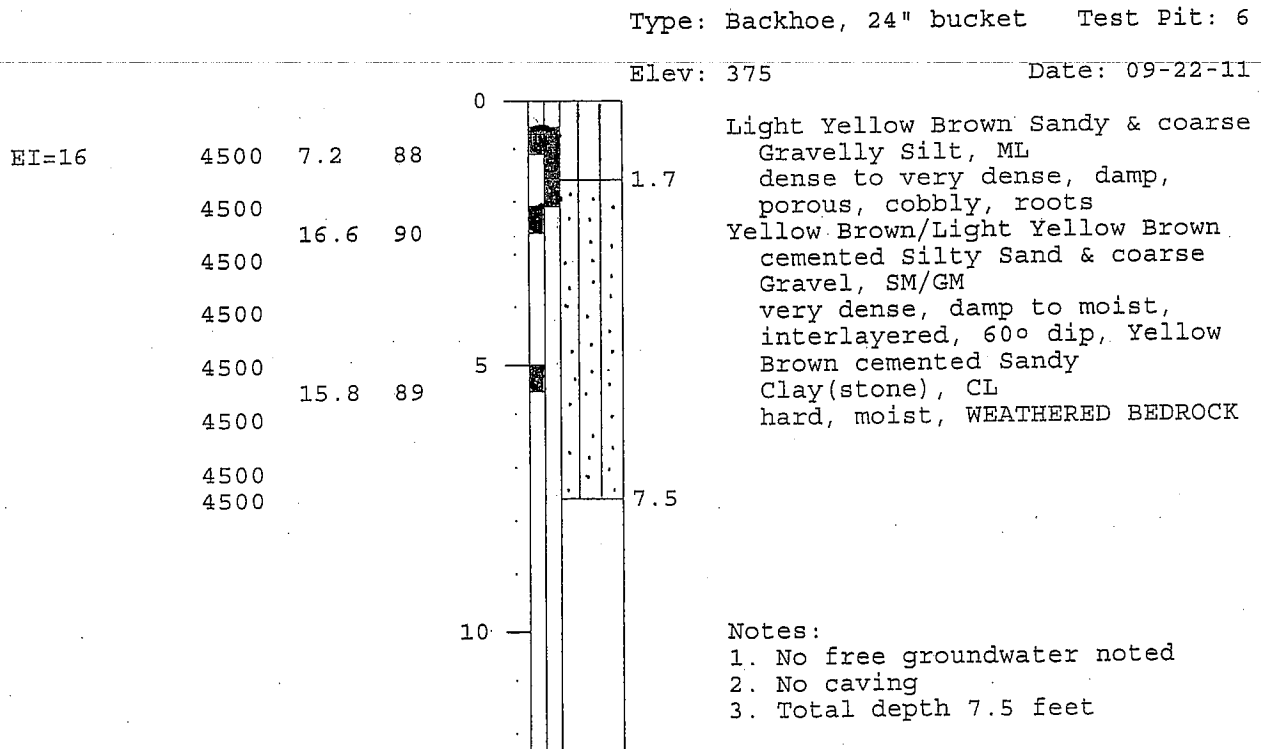
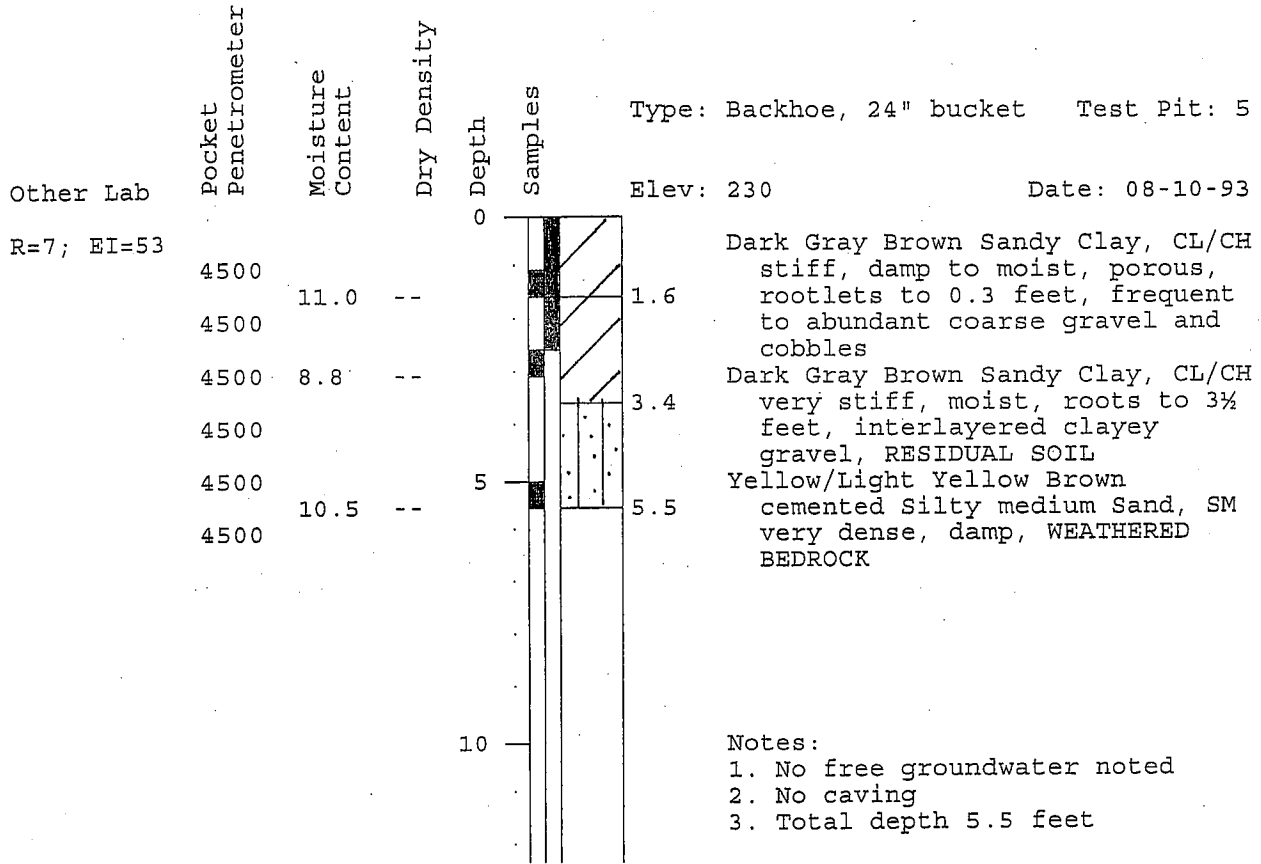
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# YES!

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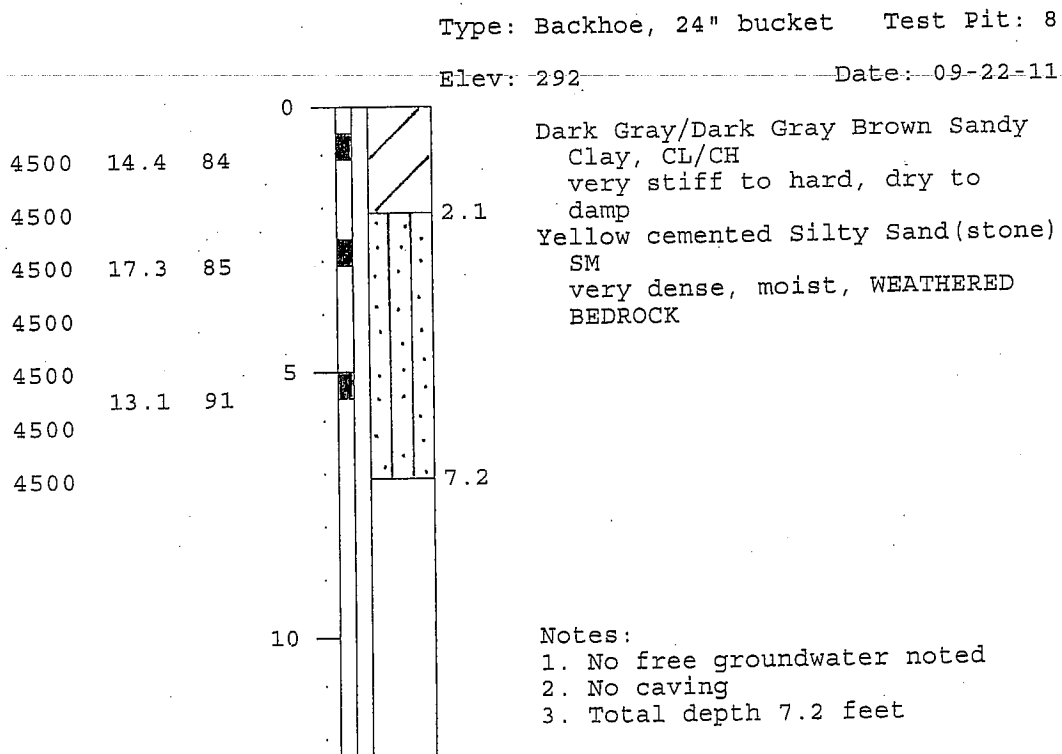
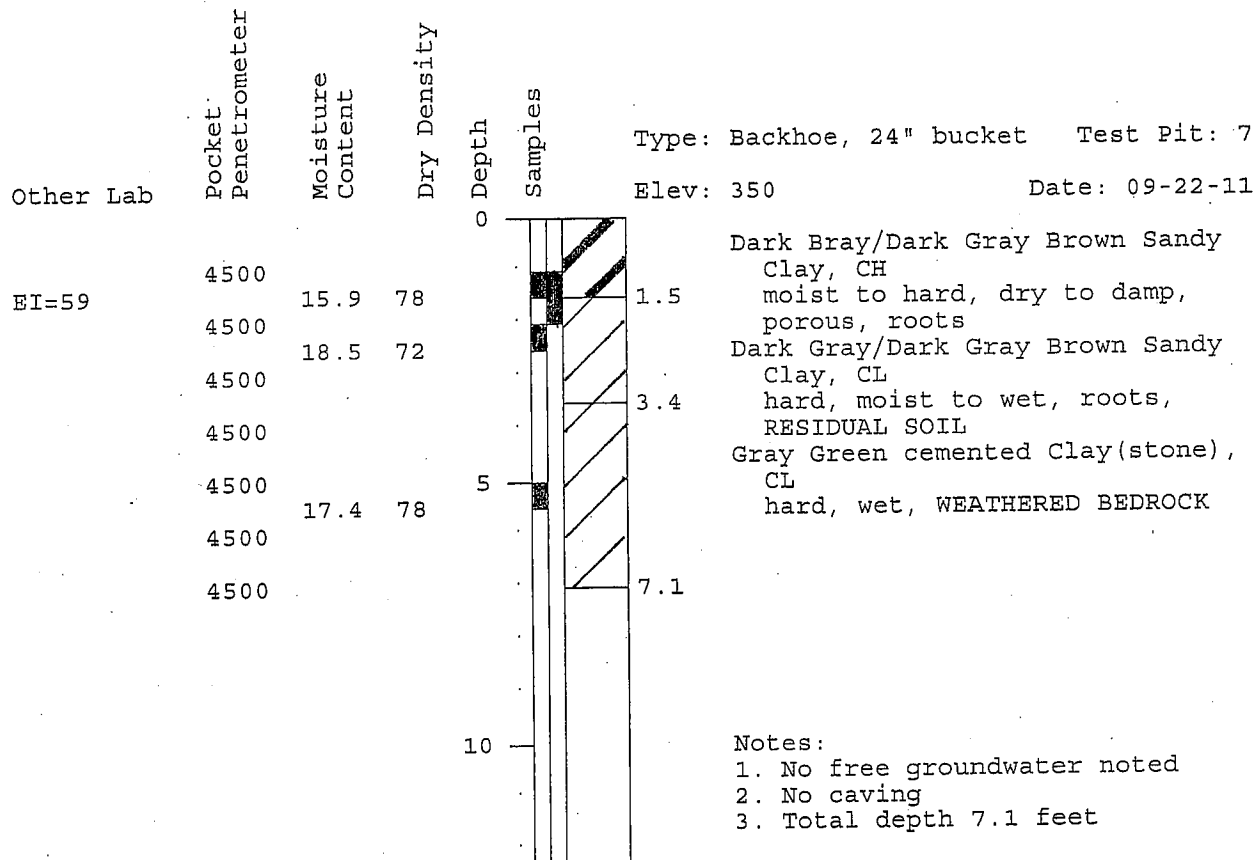
Carriger Lane Subdivision  
Sonoma County, California



# YES!

## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California

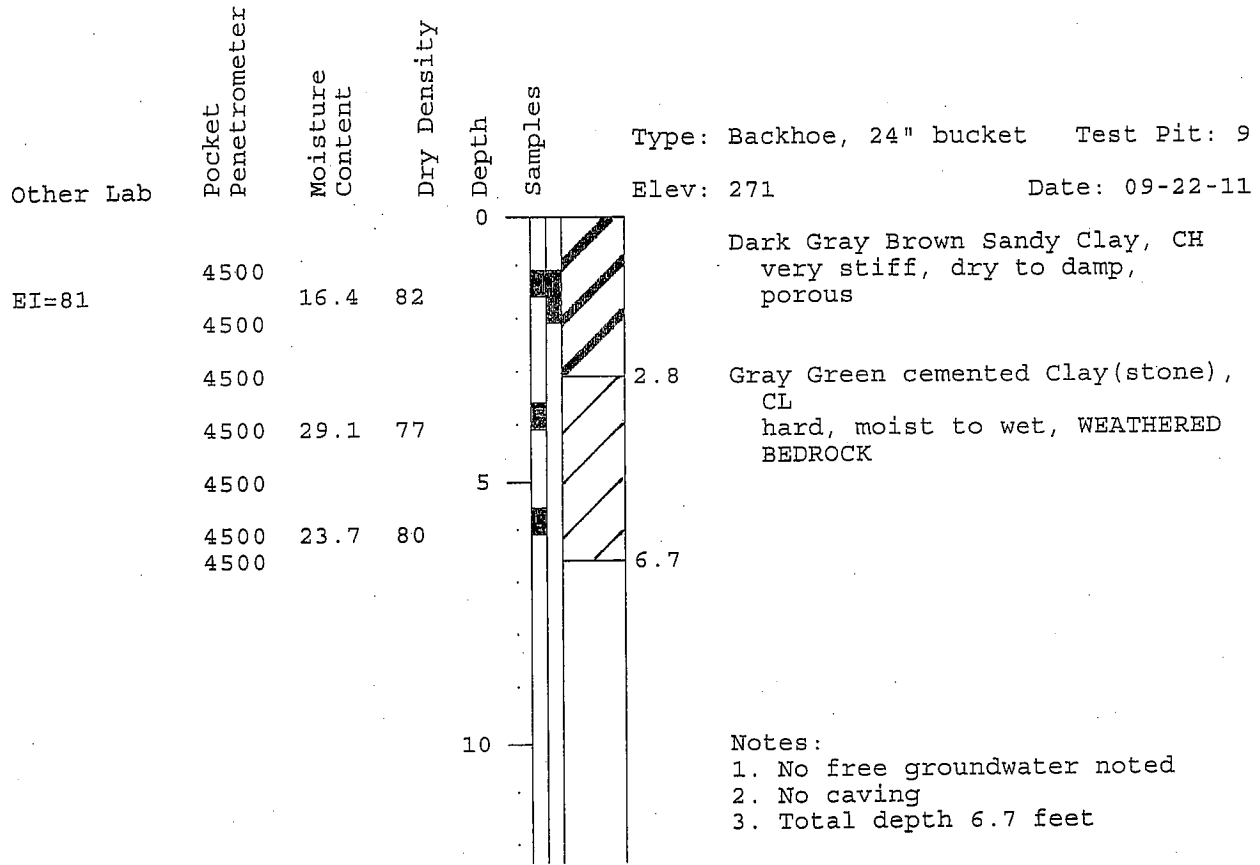




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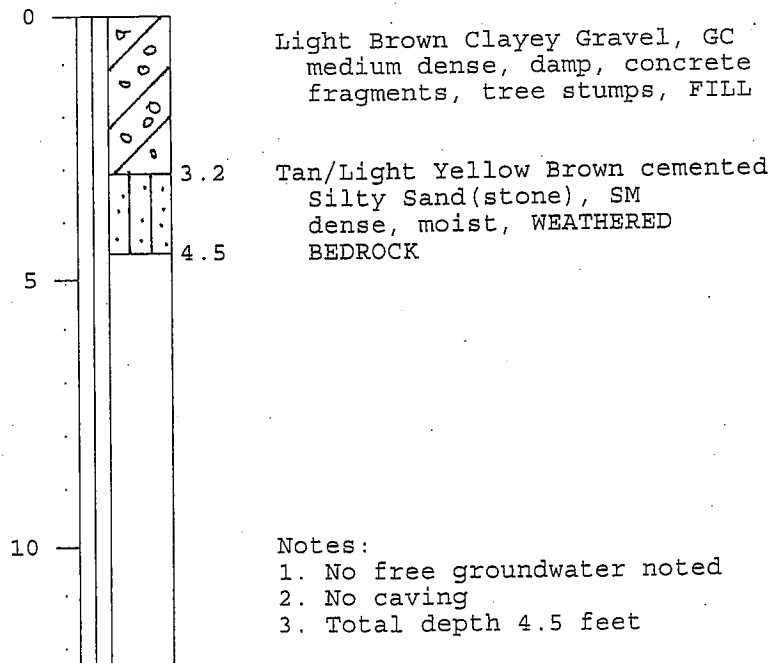
## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



Type: Backhoe, 24" bucket Test Pit: 10

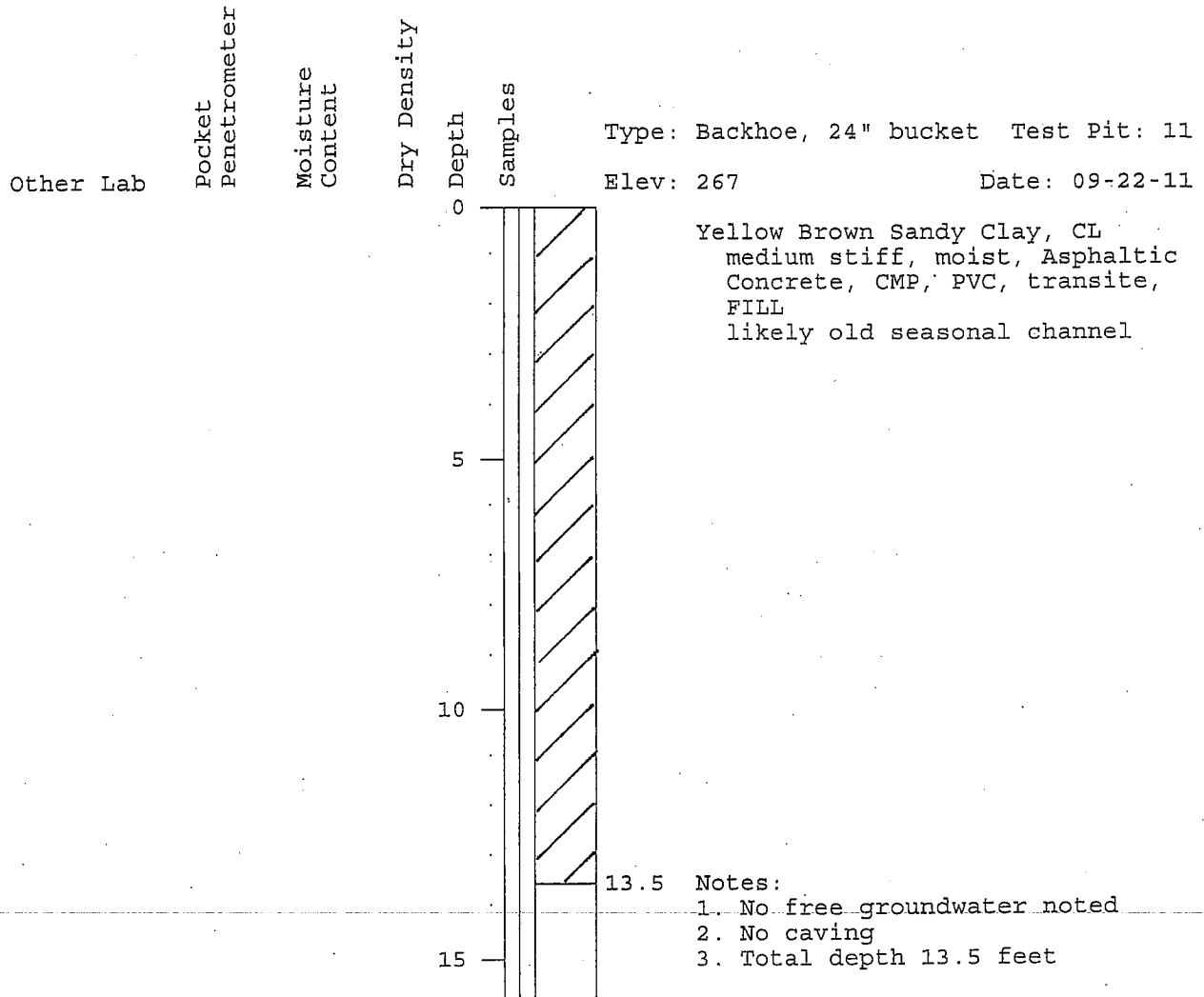
Elev: 272 Date: 09-22-11



# YES!

## TEST PIT LOGS

Carriger Lane Subdivision  
Sonoma County, California



# YES!

## KEY TO TEST DATA

Carriger Lane Subdivision  
Sonoma County, California

MAJOR DIVISIONS				TYPICAL NAMES	
COARSE GRAINED SOILS GREATER & RETAINED NO. 200 SIEVE	GRAVELS  MORE THAN HALF COARSE FRACTION IS LARGER THAN NO. 4 SIEVE	CLEAN GRAVEL WITH LITTLE OR NO FINES	GW	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	
			GP	POORLY GRADED GRAVELS OR GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	
		GRAVELS WITH OVER 12 PERCENT FINES	GM	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURE	
			GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES	
	SANDS  MORE THAN HALF COARSE FRACTION IS SMALLER THAN NO. 4 SIEVE	CLEAN SANDS WITH LITTLE OR NO FINES	SW	WELL-GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	
			SP	POORLY GRADED SANDS OR GRAVELLY SANDS, LITTLE OR NO FINES	
		SANDS WITH OVER 12 PERCENT FINES	SM	SILTY SANDS, SAND-SILT MIXTURES	
			SC	CLAYEY SANDS, SAND-CLAY MIXTURES	
FINE GRAINED SOILS GREATER & PASS NO. 200 SIEVE	SILTS AND CLAYS  LIQUID LIMIT LESS THAN 50		ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS WITH SLIGHT PLASTICITY	
			CL	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS	
			OL	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY	
	SILTS AND CLAYS  LIQUID LIMIT GREATER THAN 50		MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTS SOILS, ELASTIC SILTS	
			CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS	
			OH	ORGANIC CLAYS OR MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS	
HIGHLY ORGANIC SOILS			Pt	PEAT AND OTHER HIGHLY ORGANIC SOILS	

Consol - Consolidation	Test Shear (Confinement)
EI - Expansion Index	PP 1500 - Pocket Penetrometer
R - "R" Value	UC 1600 - Unconfined Compression
SA - Sieve Analysis	DS 1700 (1000) - Direct Shear, Consolidated Drained
■ - Undisturbed Sample	Tx 1800 (1200) - Triaxial, Unconsolidated Undrained
XX - Bulk Sample	TxCU 1900 (1400) - Triaxial, Consolidated Undrained

GRANULAR	Blows/foot
VERY LOOSE	0 to 4
LOOSE	5 to 10
MEDIUM DENSE	11 to 30
DENSE	31 to 50
VERY DENSE	over 50

COHESIVE	Blows/foot
SOFT	0 to 4
MEDIUM STIFF	5 to 8
STIFF	9 to 16
VERY STIFF	17 to 30
HARD	over 30

# YES!

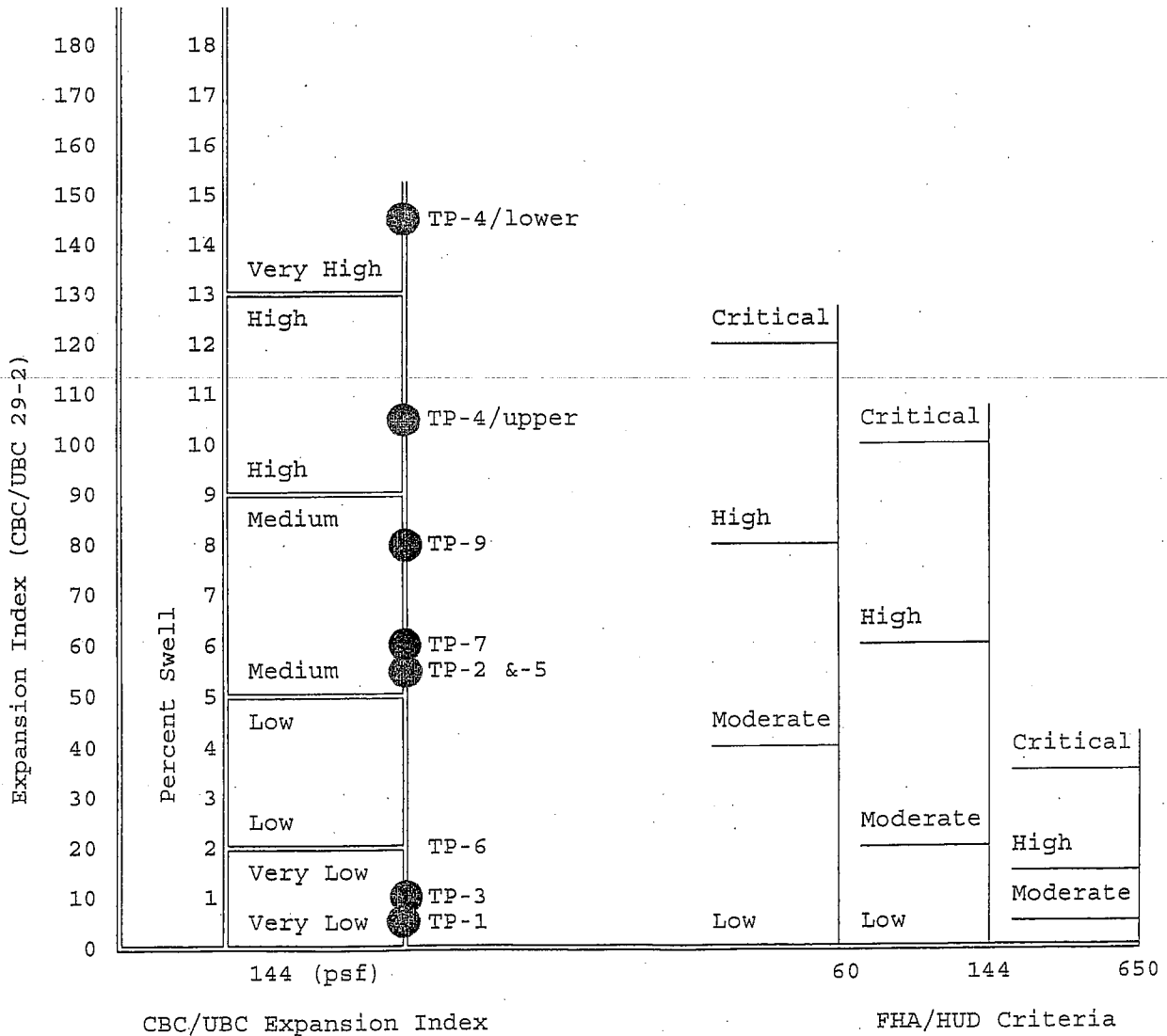
## EXPANSIVE SOIL CLASSIFICATION

Carriger Lane Subdivision  
Sonoma County, California

### EXPANSION INDEX TEST (CBC/UBC 18-2)

(4" diameter x 1" thick specimen, 144 psf surcharge, 24 hr saturation)  
(90 percent relative compaction at optimum moisture per ASTM D1557)

Test Pit/ Depth (ft)	Initial		Final Moisture (%)	Expansion Index
	Dry Density (pcf)	Moisture (%)		
TP1/0 to 2	100.4	9.9	23.7	8
TP2/2 to 3½	106.1	11.0	21.5	55
TP3/1½ to 3	106.4	5.4	17.8	7
TP4/1½ to 3	104.6	9.7	23.3	105
TP4/4 to 5½	96.8	13.6	25.9	147
TP5/0 to 2½	108.2	11.2	20.1	53
TP-6/½ to 2	102.5	12.6	22.4	18
TP-7/1 to 2	98.0	16.1	28.6	59
TP-9/1 to 2	91.8	13.9	34.9	81



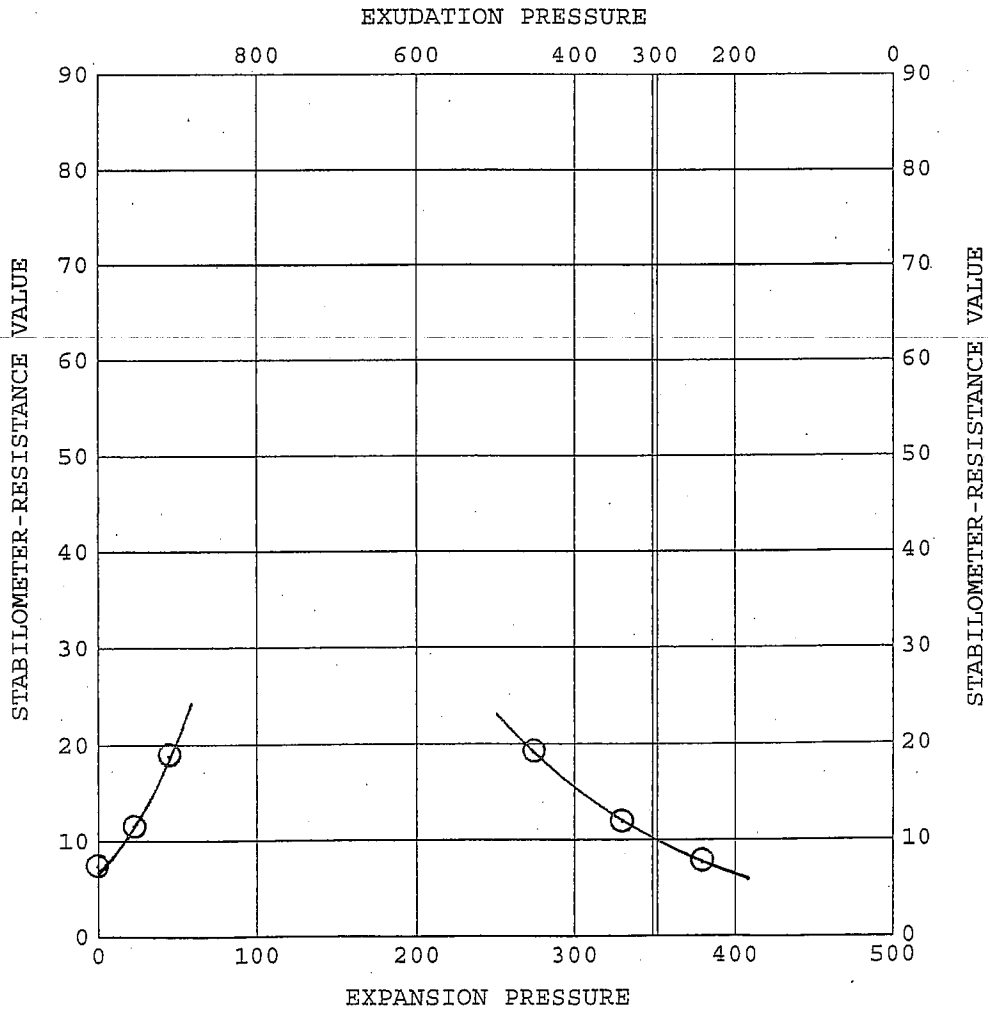
# YES!

## STABILOMETER - RESISTANCE VALUE

Carriger Lane Subdivision  
Sonoma County, California

Specimen	1	2	3	4
Moisture Content	17.7	16.9	16.2	
Dry Density (pcf)	107.0	108.3	109.6	
Exudation Pressure (psi)	239	337	447	
Expansion Pressure (psf)	0	22	43	
Stabilometer-Resistance Value	8	12	19	

<u>Location</u>	<u>Description</u>	<u>Expansion Pressure</u>	<u>R-Value</u>
TP1/0 to 2	Brown/Orange Brown Sandy Clay, CL	14	10



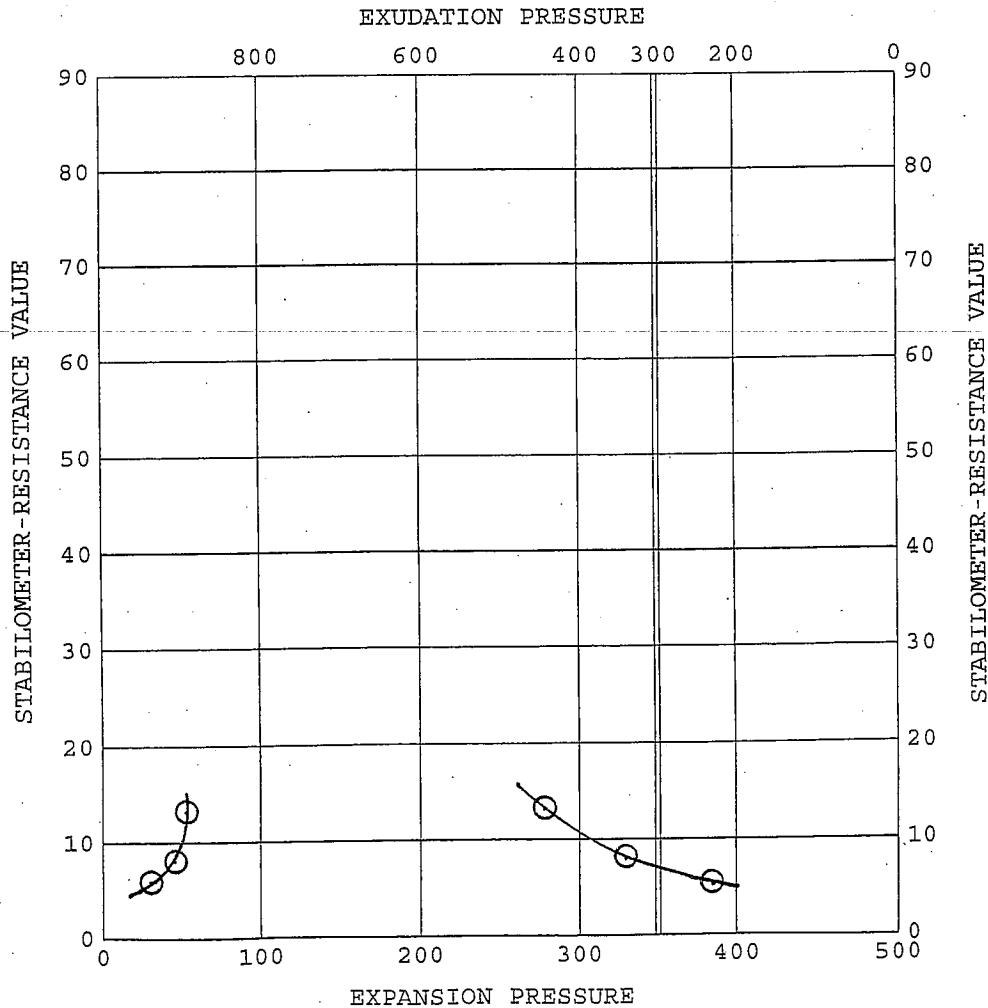
# YES!

## STABILOMETER - RESISTANCE VALUE

Carriger Lane Subdivision  
Sonoma County, California

Specimen	1	2	3	4
Moisture Content	21.0	19.9	18.7	
Dry Density (pcf)	104.3	106.2	108.0	
Exudation Pressure (psi)	229	329	441	
Expansion Pressure (psf)	30	43	52	
Stabilometer-Resistance Value	6	8	13	

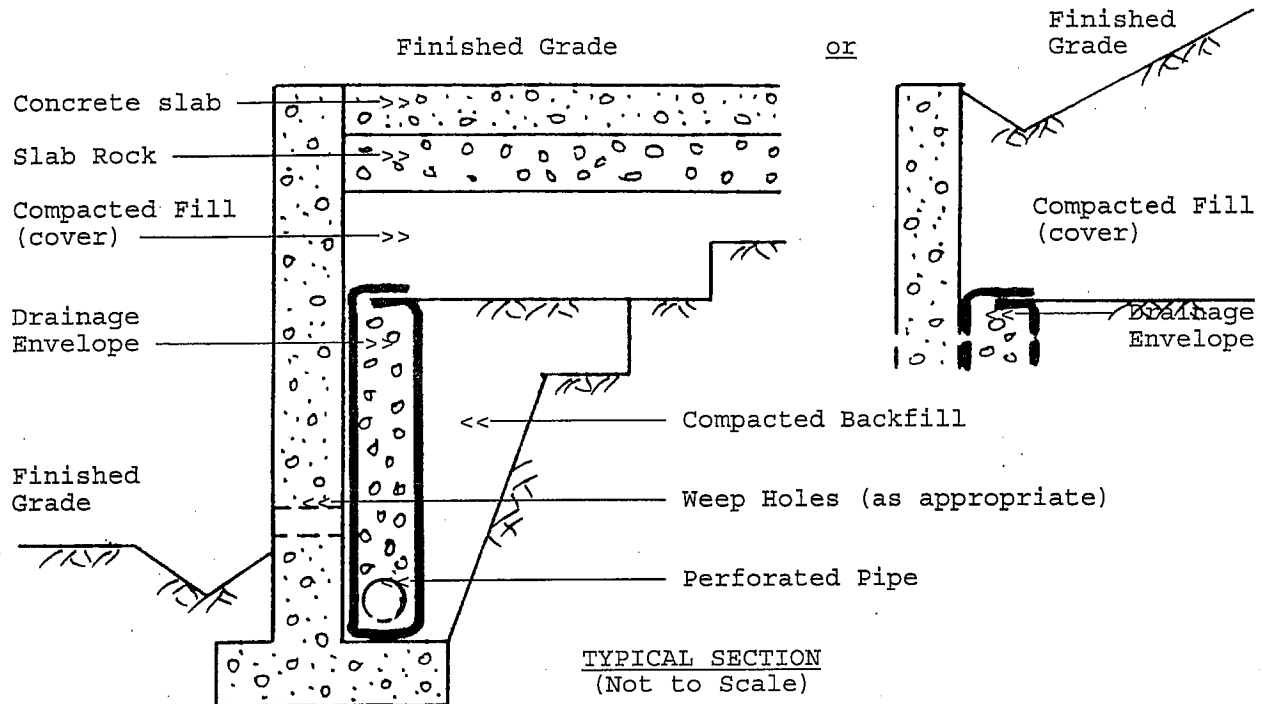
<u>Location</u>	<u>Description</u>	<u>Expansion Pressure</u>	<u>R-Value</u>
TP5/0 to 2½	Dark Gray Brown Sandy Clay, CL/CH	39	7



# YES!

## RETAINING WALL DETAILS

Carriger Lane Subdivision  
Sonoma County, California

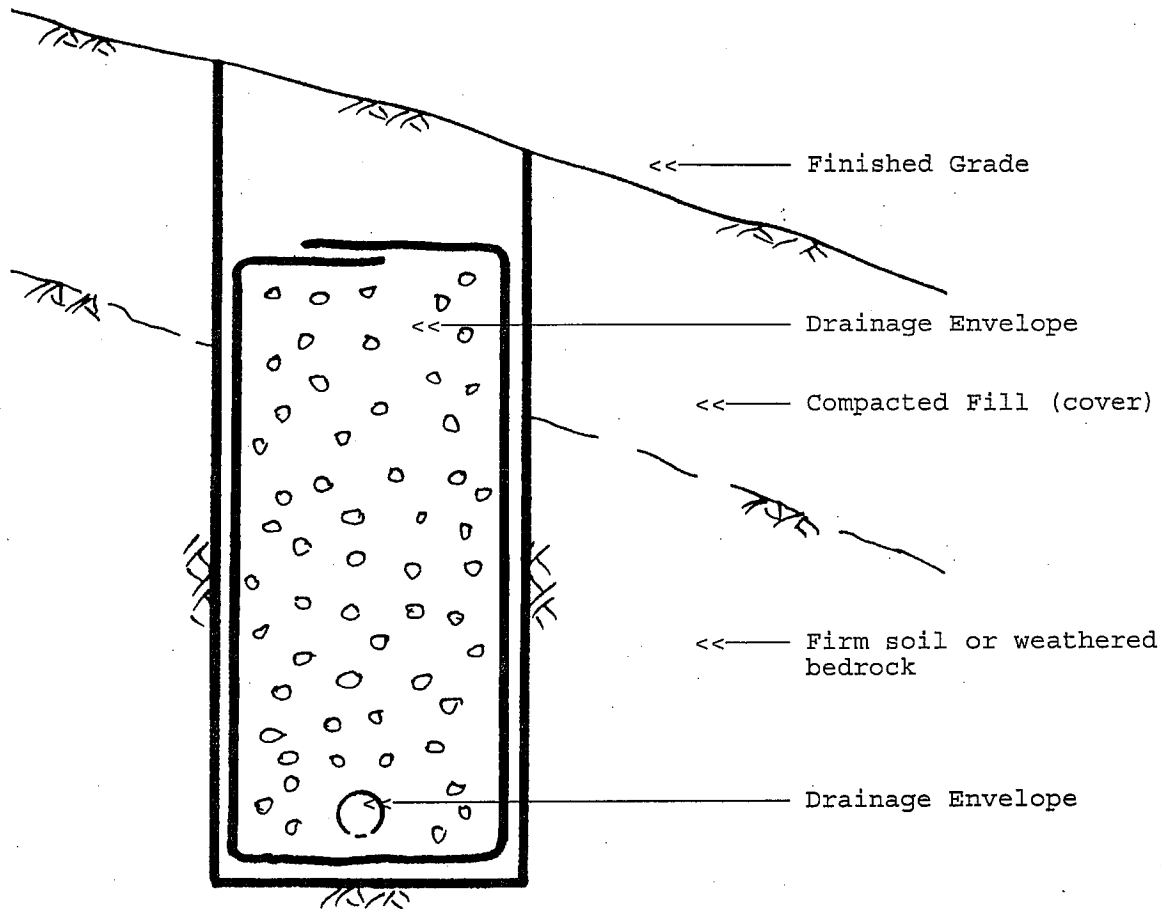


Notes:

1. Compacted Fill (cover). The drainage envelope should be capped by a compacted soil cover a minimum of 12 inches thick. This cover blanket may be omitted where the surface is paved.
2. Drainage Envelope. To minimize potential for clogging of retaining wall drainage, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.  
  
or utilize a Composite Geosynthetic Drainage System (Miradrain or equal). To relieve this drainage envelope, a perforated pipe and typical drainage envelope (drain rock wrapped in geotextile filter fabric, or perforated pipe wrapped in the composite fabric) should be in contact with the ends of the drain for a distance of at least 5 feet.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.  
  
or Weep Holes. Where water draining in front of the wall is acceptable, weep holes should be placed at six foot spacing. Weep holes can consist of 2 inch PVC cut to fit within the foundation stem wall, with the ends wrapped in hardware cloth (one-quarter inch sieve openings) to minimize clogging, and prevent access from rodents.
4. Compacted Backfill. The compacted backfill should be keyed and benched into the backslope. The width and location of benches are approximate, and will be determined in the field by a representative of YES!.
5. Surface drainage is to be provided at the toe of the retaining wall.

# YES! SUBDRAIN DETAILS

Carriger Lane Subdivision  
Sonoma County, California



TYPICAL SECTION  
(Not to Scale)

## Notes:

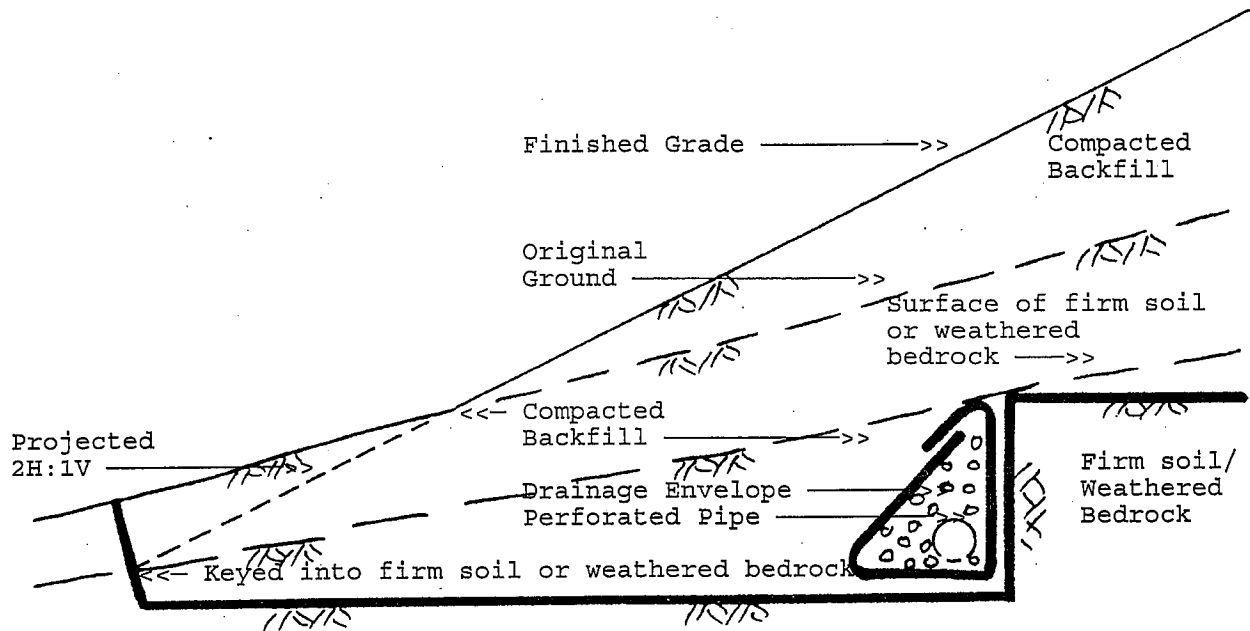
1. Compacted Fill (cover). The drainage envelope should be capped by a compacted soil cover a minimum of 12 inches thick. This cover blanket may be omitted where the surface is paved.
2. Drainage Envelope. Unless otherwise approved by YES!, the subdrain should be at least 4 feet deep and 1 foot into the firm soil or weathered bedrock, and be of minimum width 12 inches. To minimize potential for clogging of the subdrain, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.



# YES!

## KEYWAY BENCH DETAILS

Carriger Lane Subdivision  
Sonoma County, California



TYPICAL SECTION  
(Not to Scale)

### Notes:

1. Keyed into firm soil. The keyway should have a minimum embedment of 1 foot into the firm soil or weathered bedrock, as approved in the field by a representative of YES!.
2. Drainage Envelope. To minimize potential for clogging of the keyway drain, the drainage envelope should also be separated from the soil by use of a Geotextile Filter Fabric (Mirafi 140NP or equal).  
or utilize a select Permeable Material (per Section 68 of Caltrans Standard Specifications) for backfill.
3. Perforated Pipe. The perforated pipe should conform to the requirements of Section 68 of Caltrans Standard Specifications, perforations placed down, sloped at least one percent to drain to a gravity outlet.
4. Compacted Backfill. The compacted backfill should be keyed and benched into the backslope. The width and location of benches are approximate, and will be determined in the field by a representative of YES!.

RECEIVED

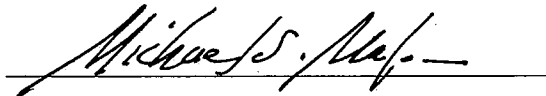
JUL 03 2012

PERMIT AND RESOURCE  
MANAGEMENT DEPARTMENT

**Assessment of Groundwater Availability  
Proposed Subdivision – Hanna Boys Center  
(APN 133-130-011)**

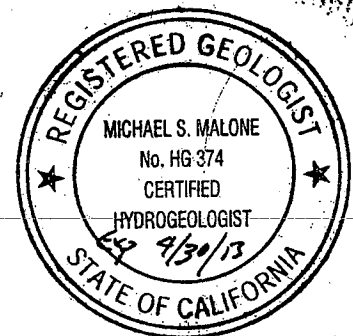
Hanna Boys Center  
17000 Arnold Drive  
P.O. Box 100  
Sonoma, California 95476-0100  
Attention: Mr. Scott Singer – Chief of Operations

by



Michael S. Malone

Certified Hydrogeologist No. 374  
Certified Engineering Geologist No. 1437



Project No. SON12-182  
June 29, 2012

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**MICHAEL S. MALONE – Consulting Geologist**  
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(707) 829-5511

## INTRODUCTION

This report provides the conclusions and my professional opinions regarding the availability of groundwater for the proposed subdivision of parcel APN 133-130-011 at the Hanna Boys Center located near Sonoma, California. The subdivision area totals approximately 47.1 acres and is proposed to be split into three new residential lots and a Designated Remainder. A residence and secondary dwelling (granny unit) are currently located on the Designated Remainder; the remaining three lots are undeveloped. As proposed, the parcels range from 9.4 to 13 acres. The project site is in unincorporated Sonoma County a few miles northwest of Sonoma at the northern terminus of Carriger Creek Road. The project location is shown on Plate 1.

Based on the Project Review memorandum provided by the Sonoma County Permit and Resource Management Department (PRMD), a geological report addressing Water Availability for the subdivision is required in accordance with the General Plan requirements WR-2e. Earlier versions of the General Plan depicted the project area as predominantly within a groundwater classification area 3 (zone 3), however the current groundwater maps indicate that the project area is almost entirely within a zone 1 with the exception of the western edge of Lots 2 and 3 where a zone 3 is present. Zone 3 is defined as areas of "marginal groundwater availability"; zone 1 is defined as a "major groundwater basin".

## PURPOSE AND SCOPE

The purpose of this work was to develop conclusions regarding the availability of groundwater for the proposed project in order to address the requirements of WR-2e. To accomplish this purpose the following scope of work was performed:

- Geologic and hydrogeologic literature pertinent to the site was reviewed and literature cited is provided in the Reference section at the end of this report.
- Well logs from the project vicinity were acquired from the Dept. of Water Resources and reviewed as a method of characterizing the general groundwater conditions in the project vicinity.
- Stereo-paired aerial photographs of the site and vicinity were viewed and interpreted to characterize the site conditions and geology.

- A site visit was performed to map the site geology, visually locate existing wells and to observe the general site conditions and nature of land use in the project vicinity.
- Analysis was performed to estimate groundwater demand from both the new subdivision and neighboring properties; the quantity of recharge needed to satisfy that demand; groundwater held in aquifer storage and the potential for interference to occur between new on-site wells and other water sources including neighboring wells, springs and riparian habitat.

The results, conclusions and professional opinions of the work are summarized in this report.

## **SITE CONDITIONS**

### **Site Description**

The property is located in the low hills that border the west side of the Sonoma Valley. Elevations within the project area range from about 190 feet above sea level in the southeast corner of the Designated Remainder to 385 feet in the northwest portion of Lot 3. Runoff from the site is concentrated into two seasonal, east-flowing drainages. Winkle Creek flows for a short distance through the extreme southwestern corner of Lot 1 and the Designated Remainder. Vegetation is predominantly annual grasses with mixed hardwood trees concentrated along the drainages and the north-facing slopes of Lots 2 and 3.

The neighboring parcels south of the site along Oak Creek and Stevens Gate Roads are currently zoned as "Rural Residential" with a 3-acre minimum. West of the site along the extension of Carriger Road, parcels are zone "Diverse Agriculture" with a 20-acre minimum parcel size per residence; the area including Lots 2 and 3 is zoned "Public-Quasi Public" with no established residential density limit. North of these two lots the zoning is "Diverse Agriculture with a 20-acre minimum. Based on the zoning little additional residential development, with the possible exception of perhaps additional secondary dwellings (granny units) is considered likely to occur on the neighboring parcels in the foreseeable future. A large (2 million gallon) water storage tank is located along the eastern border of the subject site adjacent to Lot 2. The tank belongs to the Valley of the Moon Water District (VOM). The subject property is included

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within the VOM service area, however there are currently no water lines serving the proposed subdivision lots or the Designated Remainder. As proposed the new subdivision will have the ability to hook up to the VOM water system.

### **Climate**

The climate at the site is Mediterranean with a coastal influence. The site is close to the border between “coastal cool” and “coastal warm” indicating summertime fog is a common occurrence in the morning followed by an afternoon sea breeze from San Francisco Bay (Vossen, 1986). Nearly all precipitation occurs as rainfall between the months of November through April with an average precipitation of approximately 35 inches per year (SCWA, 2005; Farrar, 2006). Wide variations from this annual average are common.

### **Geology**

Published maps indicate that the project site is underlain by unnamed sedimentary deposits (map symbol Ts) with a narrow deposit of alluvium (map symbol Qa) restricted to a narrow zone adjacent to Winkle Creek. Pleistocene-age alluvium and alluvial fan deposits (Qoa and Qf) extend from the mouth of the Winkle Creek canyon and blanket the floor of the Sonoma Valley. These later two units are restricted to the southwest and southeast corners of the project area and are of little significance to the site’s groundwater resource. West of the site occur the rocks of the Sonoma Volcanics (Tsv); to the northeast occur the poorly consolidated sedimentary and tuffaceous rocks of the Glen Ellen Formation (QTge).

The principle unit pertinent to the project area is the unnamed sediments (Ts). This unit was identified as the Petaluma Formation or the Glen Ellen Formation in previous publications due to its compositional similarity to those formations. The Ts is been described as comprised of clay, silt and mudstone with interbeds of sand and gravel. The field reconnaissance verified that the unit is comprised predominantly of clay and silt that include relatively thin beds of lightly cemented sand and gravel. Sand and gravel beds noted on the logs of nearby wells ranged from about five to about 20 feet thick. The relatively thin nature of the granular beds suggests that they are limited in their lateral extent. Sand and gravel beds observed in erosion gullies within

the project area dipped gently toward the west-southwest; published dips observed north of the site dipped moderately toward the southwest. Wells drilled in the Ts generally encountered a slightly greater abundance of sand and gravel at greater depth near the base of the unit with wells in the project vicinity penetrated up to about 800 feet of Ts.

The rocks of the Sonoma Volcanics (map symbol Tsv) are widespread in the hills west of the project site and volcanic rocks were encountered near the bottom of several of the deeper wells drilled at and near the project site. The log of the existing Main residential well in the Designated Remainder noted volcanic rock near the bottom of that 1110-foot boring. It is unknown if the volcanic rocks encountered at these depths are part of the Ts or the top of the Sonoma Volcanics.

The geologic structure of the Sonoma Valley forms a syncline, that is a concave-upward fold with the axis of the fold trending northwest-southeast along the valley. A recent U.S. Geological Survey report on the hydrogeology of the valley depicted the Sonoma Volcanics exposed in the hills east and west of the valley as projecting beneath the valley (Farrar, 2006).

A possible fault is depicted striking northerly near the western edge of the subject property (Graymer, 2007). The fault's existence is uncertain, however based on the presence of Ts on both the west and east sides of the fault its displacement is judged to have been limited. The shallow occurrence of volcanic rocks near the end of Nevin Ln. and at the north end of Carriger Road (refer to Plate 2 Cross-sections A-A' and B-B') suggest that the fault projects east and south of these two wells respectively.

### **Soils**

Soil blankets the site largely obscuring the underlying sedimentary unit (Ts). Relatively wide shrinkage cracks were observed in several locations within the subject property indicating that clay soils with a high expansion potential are present, at least locally. Soils were classified the Spreckles soil series (map symbols SkC and SkE2; USDA, 1972) and these soils are characterized as clay and silt soils with a low to high shrink-swell potential and moderate to high permeability (0.06 to 0.63 inches/hour). Permeability of 0.6 in/hr. or greater is considered sufficient to induce significant recharge.

## **Wells**

Two existing residential wells are located in the Designated Remainder and they supply the main house, a granny unit and landscape irrigation. An older well is located in the southwest corner of the property near Winkler Creek and it is reported to pump intermittently and serve as a supplemental water supply. Details of that well's construction and/or production history were not available. A second well, the Main Well was drilled in October 1999 to a depth of 1110 feet with a reported initial yielded of 100gpm. The upper 700 feet of the well encountered a preponderance of clay with intermittent beds of sand and cemented gravel. "Broken rock" was encountered below about 800 feet with "gray-blue volcanic rock" reported between the depths of 1040 to 1110 feet. The well was completed at a depth of 1095 feet.

Neighboring residential properties adjacent to the project area rely on well water for their domestic and landscape irrigation needs. Well water also supplies irrigation water for a small vineyard near the northwest corner of proposed Lot 3. Well logs for 27 neighboring wells were reviewed to characterize the groundwater production in the project vicinity and data from these logs is provided in Table 1. Well locations are shown approximately on Plate 3. A local well driller, consulted as part of this assessment, referred to the project vicinity as the "clay zone" implying that groundwater production was less than optimal. He further indicated that historically yields from shallow wells have tended to decline to the point that new deeper wells have been necessary (Ray Larbre of Larbre Drilling and Pump). Numerous wells in the project vicinity are relatively deep for residential wells in Sonoma County with well depths commonly equal to or greater than 800 feet.

No springs are known to exist near the subject site. Minor seepage in the form of damp soil perched on a clay bed was observed at the head of an erosion gully at the time of the site visit however this seepage was minor and judged to be seasonal in its occurrence.

Table 1. Well Data (1)

<u>Well No.</u> (only last three digits shown)	<u>Drilling Date</u>	<u>Well Depth</u> (feet)	<u>Well Bottom Elevation</u> (feet)	<u>Water Level</u> (2) (feet)	<u>Initial Yield</u> (gpm)	<u>Drawdown</u> (feet)	<u>Specific Capacity</u> (gpm/ft)	<u>Geologic Formation</u>
<b>Arnold Dr.</b>								
-959	12/91	1100	-893	na	53	na	-	Ts/Tsv
-698	3/11	850	-626	dry	-	-	-	Ts
-112*	12/78	340	-150	40	8	150	0.07	Ts
<b>Carriger Rd.</b>								
-868**	8/97	990	-620	208	40	441	0.18	Ts
-690**	10/99	1095	-635	350	100	460	0.91	Ts/Tsv
-564*	10/95	800	-400	315	40	400	0.05	Ts
-710*	9/01	813	-566	250	100	630	0.26	Ts
-030	7/88	1110	-827	na	50	na	-	Ts
-382*	6/01	820	-537	200	10	230	0.33	Ts
-193*	3/73	534	-261	17	20	55	0.53	Ts
<b>Oak Creek Rd.</b>								
-050	7/89	960	-750	na	50	na	-	Ts
-177*	12/03	775	-560	148	13	200	0.25	Ts
-139*	10/00	790	-570	165	11	234	0.16	Ts
-618	6/77	341	-126	50	20	na	-	Ts
-956	8/91	700	-468	na	40	na	-	Ts
-619	5/77	353	-100	50	30	na	-	Ts
<b>Stevens Gate</b>								
-904	11/88	785	-508	na	50	na	-	Ts
-874**	7/97	830	-610	235	40	440	0.20	Ts

(1) locations of wells listed in Table 1 are shown on Plate 2. Data from well logs provided by DWR.

(2) water levels reported on the drillers log at the time of well construction

\* shallow aquifer wells used to estimate aquifer parameters

\*\* deep aquifer wells used to estimate aquifer parameters

## HYDROGEOLOGY

### Groundwater Occurrence and Flow

Groundwater is pumped from the sand and gravel beds within the unnamed sedimentary deposits (Ts) and volcanic rocks where they were penetrated. Only a few wells located east of the fault (including the Main Well serving the 17501 Carriger Rd. residence) are sufficiently deep that they encountered volcanic rocks. A review of well logs indicated that the driller's initial estimates of well yield tended to increase slightly with increasing well depth (Refer to Plate 3). Although the range of initial yield estimates varied significantly, general wells completed at or above elevation -600 feet tended to estimate 40gpm or less while deeper wells



were most often 40gpm or greater. The deep wells, those that extending below about elevation -600 feet, tended to encounter volcanic rock and/or somewhat greater quantities of sand and gravel than did the shallower wells, perhaps accounting for some of the yield increase. Based on this geologic and depth trend the site's groundwater system was subdivided into two systems as follows: 1) unconfined sand and gravel aquifers above elevation -600 feet and 2) confined sand, gravel and volcanic rock aquifers below elevation -600 feet. Groundwater availability varies locally as indicated by the Main Well in the Designated Remainder that initially yielded an estimated 100gpm compared to the 850-foot dry hole drilled a short distance east of the proposed subdivision. Apparently groundwater occurrence is non-uniform in its distribution.

Groundwater in the Sonoma Valley region generally moves from the highlands east and west of the Sonoma Valley toward the valley floor, then southerly through the valley toward San Pablo Bay. From 1975 to 2003 water levels experienced only localized declines with about 9% of groundwater estimated to have been pumped out of aquifer storage during that time period (Farrar, 2006). Because the project area is located in the low hills marginal to the Sonoma Valley groundwater basin published reports provided no estimates of water levels or flow direction for the project area. However based on the regional groundwater flow characteristic it was assumed for this assessment that groundwater at the project site would tend to move in a southeasterly direction consistent with the regional flow.

The fault projecting west of the site is considered to act as a partial barrier to groundwater flow based on its potential to contain low permeability clay gouge. Wells located west of the fault encountered volcanic rocks at relatively shallow depth and produce groundwater primarily from those rocks rather than from the Ts sediments.

### **Aquifer Characteristics and Availability**

Quantifying the hydraulic properties of an aquifer and its response to pumping is important for estimating the quantity of available groundwater, the volume of groundwater held in aquifer storage and the potential for wells to interfere with one another. In the absence of actual pumping test data from on-site or neighboring wells, information used for this assessment was compiled from well logs in the general project vicinity. The Ts materials appeared visually

similar to the Petaluma Formation which has been estimated to have a relatively low specific yield of 3-7% (DWR, 1982). Specific capacity (the rate of discharge per foot of drawdown) based on the driller's discharge estimate tends to be higher than longer term well production rates. For low yield wells with yields greater than 10gpm, discharge rates tend to be overestimated by a factor of 2x (GRA, 2004). Therefore the specific capacity values calculated from Table 1 and presented in Table 2 were adjusted downward by a factor of ½. The methods and assumptions underlying the aquifer parameters are provided in the Table 2 footnotes.

Table 2. Estimated Specific Yield, Specific Capacity, and Transmissivity for Wells in the Project Vicinity

<u>Well Bottom Elevation</u>	<u>Coefficient of Storage</u>	<u>Specific Capacity</u> (gpm/ft)	<u>Transmissivity</u> (3) (gpd/ft)	
			Unconfined	Confined
above -600 feet	4%(1a)	0.12(2a)	180	
below -600 feet	10 <sup>-4</sup> (1b)	0.22(2b)		440

1a. low range of sp. yield from Glen Ellen and Petaluma Fms. (DWR, 1982); 1b) the mid-range storage coefficient for confined aquifers (USGS, 1984)  
 2a. ½ of the average sp. capacity based on 7 residential wells less than -600 elevation in the shallow aquifer source area; 2b. ½ of the average of 3 sp. capacity values from wells deeper than elev. -600 feet in the deep aquifer source area.  
 3. calculated from empirical equations (Driscoll, 1986): T(unconfined) = sp. cap. x 1500; T(confined) = sp. cap. x 2000

Based on the well logs the shallow unconfined aquifer was assumed to have a saturated thickness of about 550 feet. The deep aquifer saturated thickness (pressure head), based on the on-site residential well was estimated at about 500 feet. Refer to Cross Sections A-A' and B-B'. The absence of current water level data and a reliance on the initial water levels reported at the time of well drilling, indicates that a degree of caution is appropriate, therefore for purposes of calculating groundwater storage the saturated thickness for both the shallow and deep aquifers were reduce by one-half to a saturated thickness of 275 and 250 feet, respectively.

### Groundwater Source Area

The shallow and deep aquifers were treated separately based on their differing geology and well performance. The size and configuration of each area was based on topography, geology, and the assumption that the fault located to the west acts as a partial groundwater

barrier. Plate 3 depicts the groundwater source areas for both the shallow aquifer (above elevation -600 feet) assuming a southwesterly groundwater flow direction consistent with the regional movement of groundwater. Seven domestic and one vineyard irrigation well were identified within the shallow aquifer GSA. The three possible new wells resulting from the subdivision were also added to these. The source area for the deep aquifer is defined as the area encompassing three existing deep wells and the three possible future subdivision wells that for this case were assumed to produce groundwater from depths below elevation -600 feet for purposes of assessing aquifer demand. Based on these criteria the source areas are as shown on Plate 3 with the GSAs for the shallow and deep aquifers totaling 98.7 and 173.4 acres, respectively.

### Groundwater Demand

Consistent with the division of the aquifer systems into shallow and deep aquifers, two scenarios were considered for estimating groundwater demand. First, all of the existing and possible future water use within the shallow aquifer system GSA was estimated by assuming that all wells, both existing shallow wells and the new subdivision wells, would pump from that system. In the second scenario it was assumed that demand from the deep aquifer included properties with the three existing deep wells plus the three new subdivision lot wells. Existing vineyard irrigation well is located just north of the Lot 3 northwest corner, however it was not know what aquifer it pump from so it was considered in both the shallow and deep aquifer demand estimates. The supply well locations are shown on Plate 2 in relation to the groundwater source areas. The demand estimates for these two scenarios is provided in Table 4 below.

Table 4. Estimated Groundwater Demand (1)

Land-Use	Current Land-Use	Current Demand (acre-ft/yr)	Possible Future Land-Use Totals	Future Demand (acre-feet/yr)
<u>Shallow Aquifer GRA</u>				
Primary Residences	7	3.5	11	5.5
Second Dwellings	4	2.0	11	5.5
Vineyards	6.5 acres	3.25	6.5	3.25
<b>Total</b>		<b>8.75</b>		<b>14.25</b>

<u>Deep Aquifer GRA</u>				
Primary Residences	3	1.5	6.0	3.0
Second Dwellings	3	1.5	6.0	3.0
Vineyards	6.5 acres	3.25	6.5	3.25
<b>Total</b>		<b>6.25</b>		<b>9.25</b>

(1) Published Valley of the Moon water demand is 450 gpd per service connection (sc) equivalent to 0.50 acre-feet/year/sc (VOM Master Plan, 1999)

(2) Vineyard irrigation was 0.5 acre-ft/acre.

### Groundwater Balance and Recharge

Groundwater in the Sonoma Valley region is recharged by the infiltration of precipitation and to a lesser extent from seepage from streams. The volume of recharge is nearly impossible to reliably quantify without site and aquifer-specific historic water levels, consequently only rough estimates can be performed. Published data indicates recharge in the Sonoma Valley region is about 20,000 acre-ft/year out of a total precipitation of 269,000 acre-feet, or the equivalent of about 7.4% of the total precipitation (DWR, 1982; Farrar, 2006). This is comparable to estimates provided for the Alexander Valley where runoff was estimated to total 53.7% of precipitation; evapotranspiration (ET) ranged from 38% to 44.6% with the remaining 1.7% to 8.4% providing groundwater recharge (Metzger, 2006). The following equation describes the recharge calculation:

$$\text{Recharge} = \text{Total precipitation} - (\text{Evapotranspiration} + \text{Runoff})$$

The Alexander Valley is somewhat further inland and warmer than the subject site indicating that a lower ET rate could apply to the site, therefore a recharge rate of 5% was assumed. For the 98.7-acre shallow-aquifer GSA and the 173.6-acre deep-aquifer GSA a 5% recharge rate applied to the average annual precipitation of 2.92 ft (35 inches) would result in recharge volumes of 14.4 acre-ft. and 25.3 acre-ft., respectively. The 14.4 acre-feet slightly exceeds the estimated demand of 14.25 acre-feet in the shallow aquifer; the 25.3 acre-feet of estimated recharge is substantially greater than the estimated future demand for the deep aquifer.

### Aquifer Storage

Groundwater stored in an aquifer can supplement water demand during times when recharge is less than the demand, such as during droughts. Ultimately however recharge must

equal or replace the water removed from storage if the aquifer is to stabilize or recover. Based on initial water levels recorded during well drilling the shallow aquifer was estimated to have a saturated thickness of about 550 feet (the difference between the water levels and the shallow aquifer bottom at -600 ft). Because no recent water levels were available for this assessment and the current levels are unknown, the saturated thickness was reduced by one-half to 275 feet as a precautionary measure. The initial water levels from the Designated Remainder well, which penetrated the deep aquifer, were then used to estimate the pressure head for the deep, confined aquifer system. As shown on Cross Sections A-A' and B-B' the pressure head was approximated to be 500 feet which for this storage estimate was also reduced by one-half to 250 feet to accommodate uncertainty. Groundwater stored in the shallow aquifer was then calculated as follows:

**Shallow Aquifer**

Water Volume in Storage =

$$(\text{Source Area}) \times (\% \text{ sand and gravel}) \times (\text{saturated thickness}) \times (\text{specific yield});$$

then substituting:

$$\text{Stored water} = (98.7 \text{ acres}) \times (0.15) \times (275 \text{ ft.}) \times (0.04) = 163 \text{ acre-ft.}$$

**Deep Aquifer**

Water volume in storage = (source area) x (coefficient of storage) x (pressure head)

plus

(source area) x (% sand, gravel and volcanic rock) x (aquifer thickness below -600 ft elev.) x (specific yield)

Substituting:

$$\text{Stored water} = [(173.6 \text{ acres}) \times (10^{-4}) \times (250\text{ft})] + [(173.6 \text{ acres}) \times (15\%) \times (250\text{ft.}) \times (0.04)]$$

$$\text{Stored water} = 428 \text{ acre-ft.}$$

**Well Interference**

A pumping well can potentially induce drawdown in nearby wells and/or bodies of surface water, such as streams and ponds, if the well's cone of depression expands outward a sufficient distance that it intersects those other water sources and there is hydraulic connectivity

between the various sources. The potential for any of the existing and proposed on-site wells to interfere with neighboring wells is considered remote, based on their likely low pumping rates and their substantial distance from neighboring wells. However, a preliminary assessment was performed to provide a general guideline indicative of the distance a pumping on-site well could potentially influence another well. Based on the transmissivity values of 180 gpd/ft and 440 gpd/ft for unconfined and confined aquifers (see Table 2), respectively, the distance the cone of depression could extend radially from the pumping well was plotted using the "Drawdown vs. Distance" method as provide in Driscoll, 1986 and based on the equation:

$$\Delta s = 528Q/T$$

Where  $\Delta s$  is the drawdown over 1 log cycle (on semi-logarithmic paper), Q is the discharge in gpm and T is transmissivity in gallons/day/foot.

For the analysis a pumping rate of 5gpm was applied and it was assumed that the pumping well was in a 6-inch diameter residential well operating at 65% efficiency. The drawdown in the formation adjacent to the well casing at this pumping rate and for the specific capacities assigned to the unconfined and confined condition (see Table 2) would be 27.1 feet and 14.8 feet, respectively. The distances that the cone of depression would project radially from the pumping well was estimated to range from between about 17 to 100 feet for the unconfined and confined conditions, respectively. The distance to neighboring wells from potential new well sites was considerably greater than these distances.

Winkle Creek traverses through the extreme corner of Lot 1 and the Designated Remainder. The creek channel is separated vertically from the subject aquifers by nearly 300 feet of the clay-rich Ts sediments.

### **Water Quality**

Only limited and generalized water quality data was available for this assessment. A limited analysis was performed on a new 980-foot deep well drilled to irrigate the Hanna Boys Center ball fields, however the well was located near Arnold Drive a considerable distance from the subject site. The well penetrated sand, gravel and clay sediments and volcanic rock near the bottom of the well. Arsenic (As), boron (B) or nitrate were not detected in samples of that well's

water, and with the exception of high iron, the well water was found to be acceptable for the constituents tested (Don and Jerry's Pump Co.). Ph and TDS were neutral and acceptable, respectively.

The presence of numerous wells supplying residential and landscape irrigation water located adjacent to the project area suggests groundwater quality in the project area would be acceptable for domestic supplies. However chemical constituents can potentially occur in groundwater and make it unacceptable for consumption and/or irrigation. In the North Bay Region arsenic, where it occurs, is generally associated with increasing well depth, thermal water and increasing groundwater age (Kulongoski, 2010). Older groundwater is often located at relatively greater depths because it has been in contact with soil and rock for a greater length of time providing the opportunity to absorb higher concentrations of metals and minerals. Nitrates can result when surface sources of nitrate infiltrate to the groundwater. Sources of nitrates include leach fields, animal waste piles and excessive fertilizing. To reduce the potential for nitrate contamination wells are required to be located a minimum of 100 feet from sources of nitrate and be constructed with a minimum 20-foot seal for residential and agricultural pumping. Wells supplying water for public consumption are required to have a 50-foot minimum sanitary seal.

## **DISCUSSION AND CONCLUSIONS**

The analysis performed for this assessment indicates that there is a favorable potential for the available groundwater resource to support the proposed four lot subdivision without significant adverse impacts on neighboring wells. However, until new supply wells have been drilled and tested uncertainties will remain and it is therefore recommended that the site's groundwater development be performed early in the planning process. Additionally, the ability to hook up to the Valley of the Moon Water District service should be retained in the event that on-site groundwater supplies prove to be of either insufficient quantity, affected by excessively high pumping costs or exhibit unsatisfactory water quality. Each of the proposed lot areas is nearly ten acres or greater creating a potential for future lot development to include relatively large areas of irrigated landscaping and/or vineyard development. The potential for the

groundwater resource to adequately support these expanded types of uses is much lower for supplying the residences alone.

The underlying premise applied to the area was that the groundwater system behaves in a uniform manner. A dry hole drilled near the eastern property boundary demonstrates that non-uniform geologic and groundwater conditions exist, at least locally, and therefore, although small, there is a potential for poor drilling outcomes. To address these uncertainties before site development has advanced measures to confirm the adequacy of the groundwater resource should be performed and include aquifer testing and water quality analysis on either the existing Main Well located in the Designated Remainder, or more preferably drilling a test well within the Lot 2-3 area. Geologic logging, aquifer capacity testing and water quality analysis should be performed on the test well in order to confirm the adequacy of the resource for the intended use. For planning purposes, it should be anticipated that new wells for the subdivision could be drilled to depths up to about 1200 feet in order to penetrate both the shallow and deep aquifer zones.

#### **Summary of Conclusions**

- The groundwater resource is stored and transmitted within the poorly to moderately consolidated unnamed sedimentary deposits (Ts) and relatively deep volcanic rock strata. In general the geologic materials are considered to have a moderate groundwater potential with groundwater availability locally occurring in a non-uniform distribution.
- Development in the project vicinity generally reflects the availability of groundwater, that is individual domestic wells appear capable of supplying relatively low density single-family development. Based on well logs from wells drilled in the site vicinity most wells are between about 600 to 850 feet deep, however a few wells extend to depths of more than 1000 feet deep.



- Based on the site geology the groundwater resource was subdivided into two zones; a shallow aquifer defined as water-bearing materials above elevation -600 feet; and a deep aquifer below elevation -600 feet. Groundwater Source Areas (GSA) was delineated for each of the two aquifer zones with a GSA of 98.7-acres and 189-acres for the shallow and deep aquifers, respectively.
- Future water demand in the groundwater resource areas is estimated to be 14.25 and 9.25 acre-feet for the shallow and deep aquifer zones. Groundwater recharge was estimated to average 14.4 and 25.3 acre-feet annually indicating that recharge would be expected to meet the anticipated groundwater demand. However because the demand is nearly equal to recharge in the shallow zone extending new wells to the deeper aquifer zone could potentially reduce withdrawals from the shallow zone. Demand estimates are based on typical residential use in the VOM service area. If vineyard planting or other irrigation intensive water uses are developed on the proposed large lots supplemental sources of groundwater may be needed.
- Estimates of groundwater storage ranged from 163 to 428 acre-feet in the shallow and deep aquifers, respectively. These quantities appear to be sufficient to support pumping during drought periods of 4 years or longer at the anticipated demand rates, however storage estimates may be too optimistic based on anecdotal information pertaining to the area. The estimates are based on discharge rates and water levels observed at the time of well drilling, when the groundwater resource was relatively unused. It is quite possible that restricted aquifer interconnectivity limits recharge and the internal movement of water with the aquifer systems resulting in a disproportionate amount of well production being removed from storage, at least locally around a pumping well. If this occurs, then gradual water level and groundwater availability declines could affect individual wells and new wells could be needed.

- The potential for the site's existing wells to interfere directly with neighboring wells is considered to be extremely low at a pumping rate of 5gpm, a rate considered adequate to supply a residential property. In the unconfined, shallow aquifer the radius of influence around a pumping well would approach zero drawdown at a distance of less than about 20 feet; in the deep, confined aquifer a pumping well is estimated to induce little or no influence beyond about 100 feet. This suggests that for purposes of preliminary planning new wells drilled into the deep aquifer should maintain a separation of at least about 200 feet in order to reduce interference effects to a minor level.

Winkle Creek is located along the southwest corner of Lots 1 and the Designated Remainder. However, because the stream is underlain by the clay-rich unnamed sediments (Ts) the potential for new wells to impact that creek or its riparian habitat is considered remote.

- Limited water quality analysis indicates that the groundwater is generally suitable for residential and agricultural purposes; however analysis from the active on-site wells was not available for this study. Arsenic is occasionally detected in deep wells in the North Bay Region and high iron concentrations have been reported in a nearby irrigation well. Consequently, the presence of undesirable minerals and metals, including arsenic remains a possibility in the site's groundwater, similar to groundwater conditions in much of Sonoma County. Therefore it is considered essential that water quality analysis be performed as part of the testing of new wells. Additionally, water quality analysis could be performed on the existing Main Well in the Designated Remainder before new wells are drilled on order to provide an indicator of possible on-site water quality conditions.

### LIMITATIONS

This evaluation and report preparation have been performed in accordance with the generally accepted standards of the hydrogeologic profession and no other warranty, either

express or implied is given. It should be recognized that the conclusions provided in this report are preliminary in nature and if verification of these conclusions is required, then additional investigations may be necessary and could possibly include aquifer pumping tests, water level monitoring and additional water quality testing. Well logs, water levels, water quality and other pertinent data used in this report were obtained from a variety of sources and we can neither verify nor be held responsible for the accuracy of any data provided. This report concerns water availability and physical aquifer conditions, consequently pump performance, well life, corrosion, groundwater and soil contamination, and water treatment requirements are beyond the scope of this evaluation.

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#### **Air Photos**

Sonoma County Assessor office files:

May 1961, CSH-3BB; flt. 29: -091, -092; black and white; scale = 1:62,500

May 1980, BW-SON-22, -14, -15; black and white

1990, flt 17; 13, 15, 16

#### **LIST OF PLATES**

Plate 1	Project Location and Geology Map
Plate 2	Cross-Sections A-A' and B- B'
Plate 3	Map Showing Source Areas and Selected Wells
Plate 4	Plot of Initial Well Yields vs. Depth

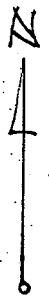
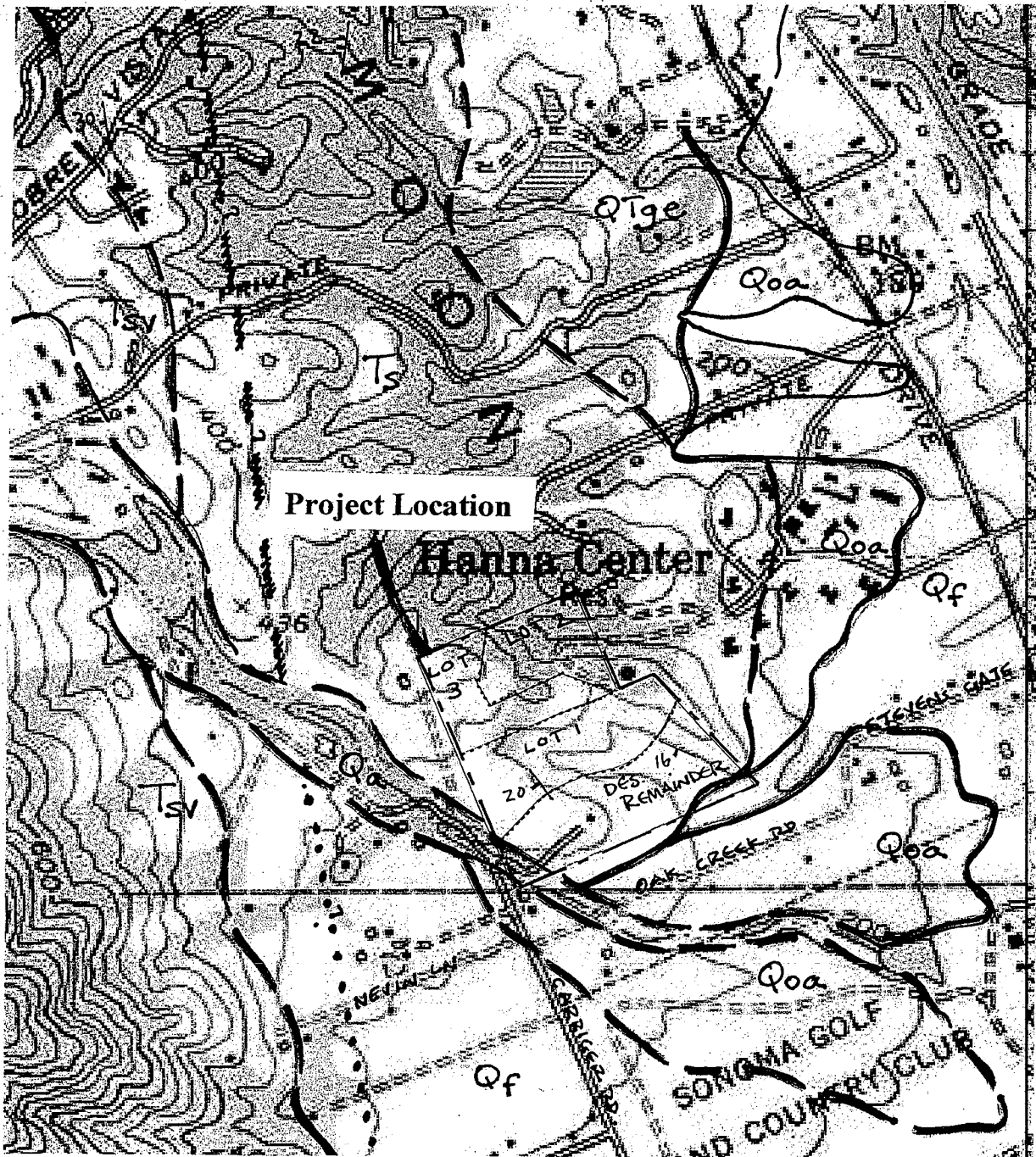
**DISTRIBUTION**

Copies Submitted: 1

Mr. Scott Singer  
Hanna Boys Center  
17000 Arnold Drive  
Sonoma, California 95476

3

Mr. Paul Brown—Adobe Assoc.



SCALE:  
1" = 1000'

**EXPLANATION**

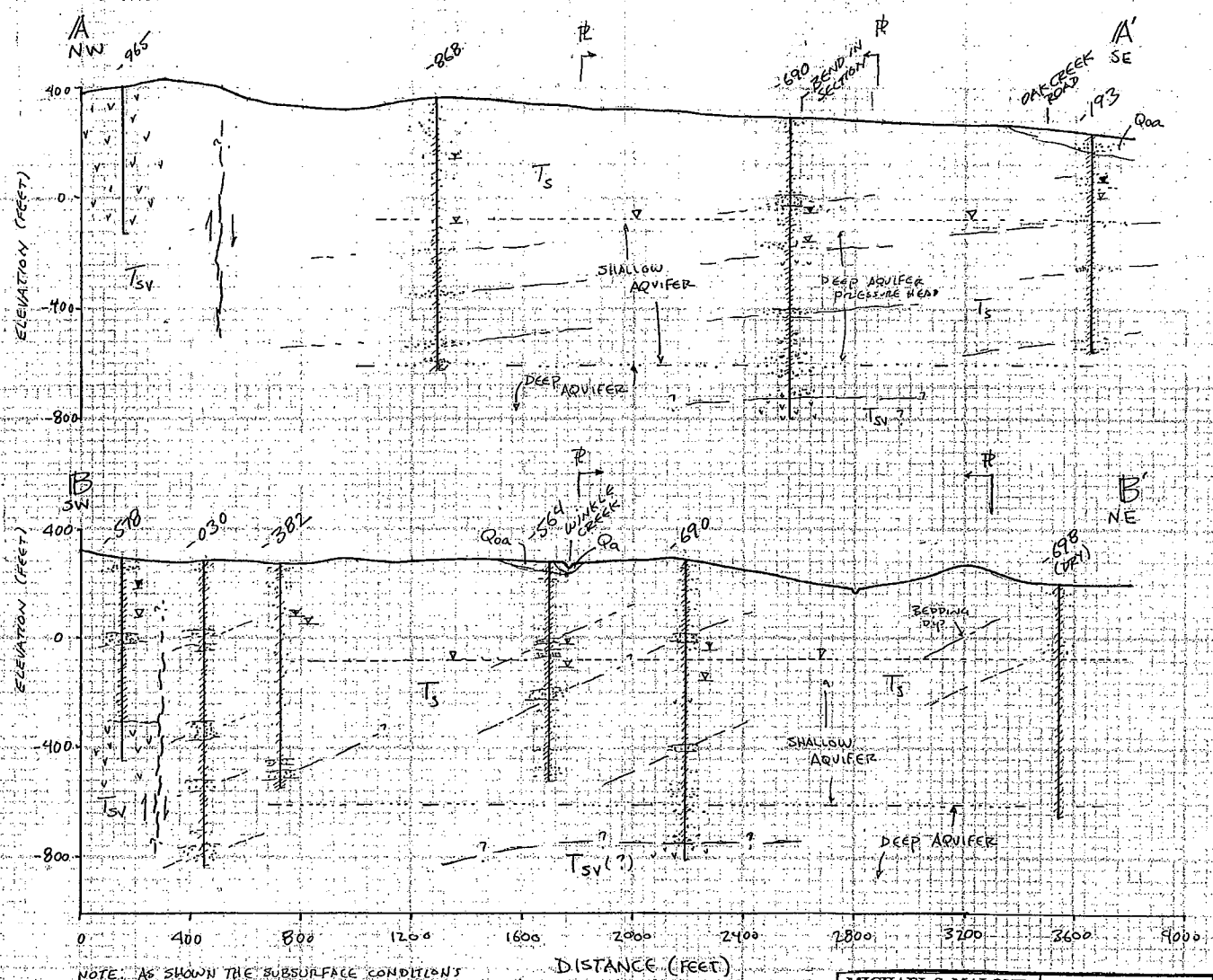
**Geologic Units**

- Qa - alluvium
- Qf - Pleistocene-age alluvial fan deposits
- Qoa - Pleistocene-age alluvium
- QTge - Glen Ellen Formation
- Ts - Unnamed sedimentary deposits
- Tsv - undifferentiated rocks of the Sonoma Volcanics

**Symbols**

- strike and dip of bed
- geologic contact, approx. located
- fault, dotted where covered

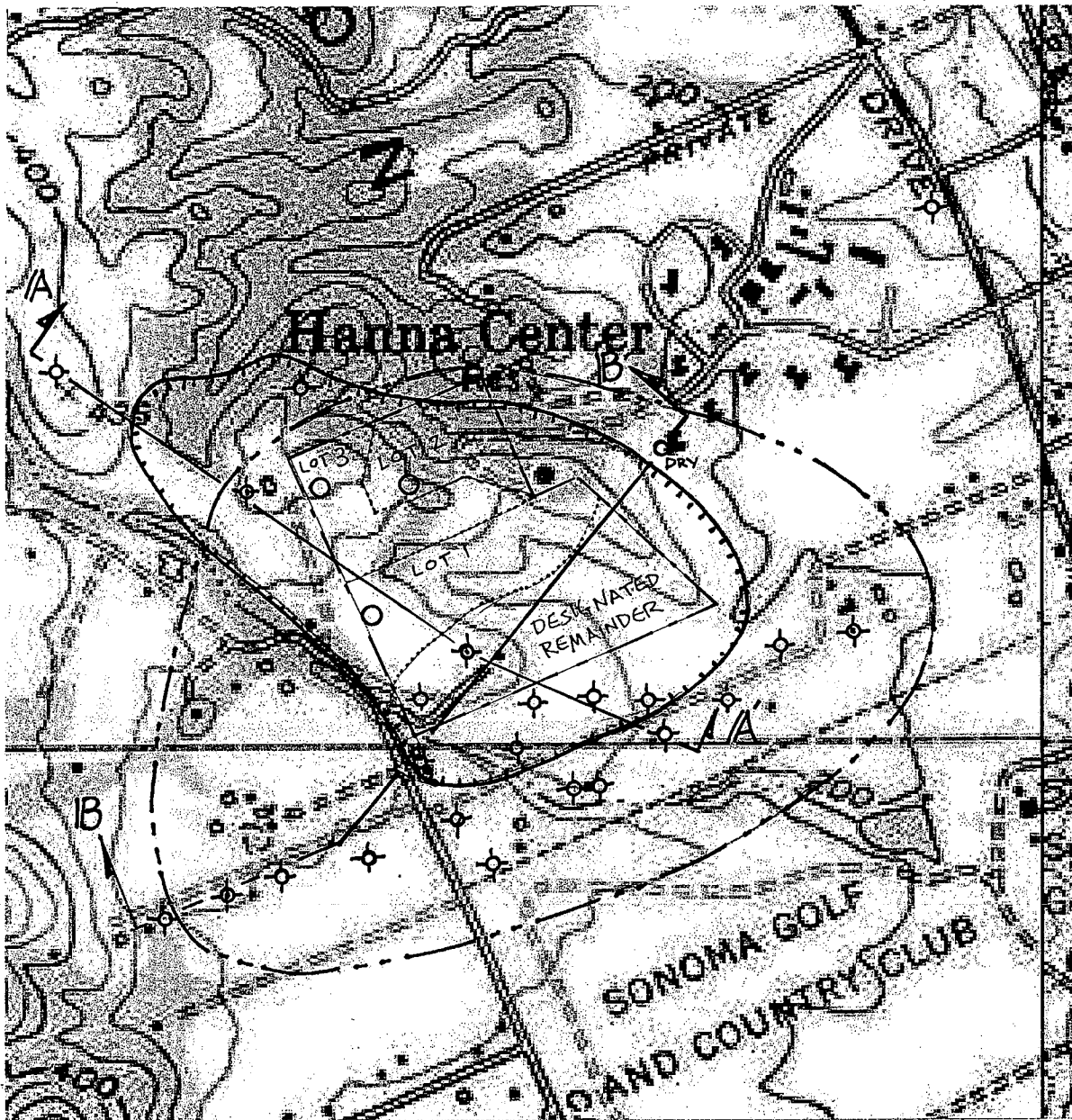
<p><b>MICHAEL S. MALONE</b> Consulting Geologist 1247 Jean Dr. Sebastopol, CA (707) 829-5511</p>	<p>Job No: <u>SON 12-182</u> Date: <u>6/29/12</u> Appr: <u><i>M. Malone</i></u></p>	<p>PROJECT LOCATION GEOLOGY MAP PROPOSED SUBDIVISION HANNA BOYS CENTER SONOMA, CALIFORNIA</p>	<p>PLATE <b>1</b></p>
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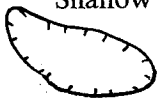
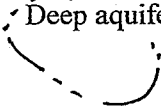



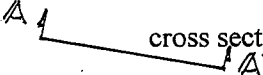
**EXPLANATION**  
 (Refer to Plate I for explanation of the  
 Geologic Units and Symbols)

NOTE: AS SHOWN THE SUBSURFACE CONDITIONS  
 ARE CONCEPTUAL IN NATURE AND INTENDED FOR  
 PURPOSES OF PRELIMINARY PLANNING ONLY.  
 NOTE FOR COST ESTIMATION OR DESIGN.

<b>MICHAEL S. MALONE</b> Consulting Geologist 1247 Jean Dr. Sebastopol, CA (707) 829-5511	Job No: <u>SON 12-182</u> Date: <u>6/29/12</u> Appr: <u>MS/Ma/</u>	<b>INTERPRETIVE GEOLOGIC          CROSS-SECTIONS (A-A' &amp; B-B')</b> <b>PROPOSED SUBDIVISION          HANNA BOYS CENTER          SONOMA, CALIFORNIA</b>	<b>PLATE</b> <u>2</u>
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**EXPLANATION**

-  Shallow aquifer Groundwater Source Area
-  Deep aquifer Groundwater Source Area
-  shallow zone well
-  deep zone well
-  proposed new lot wells
-  cross section location

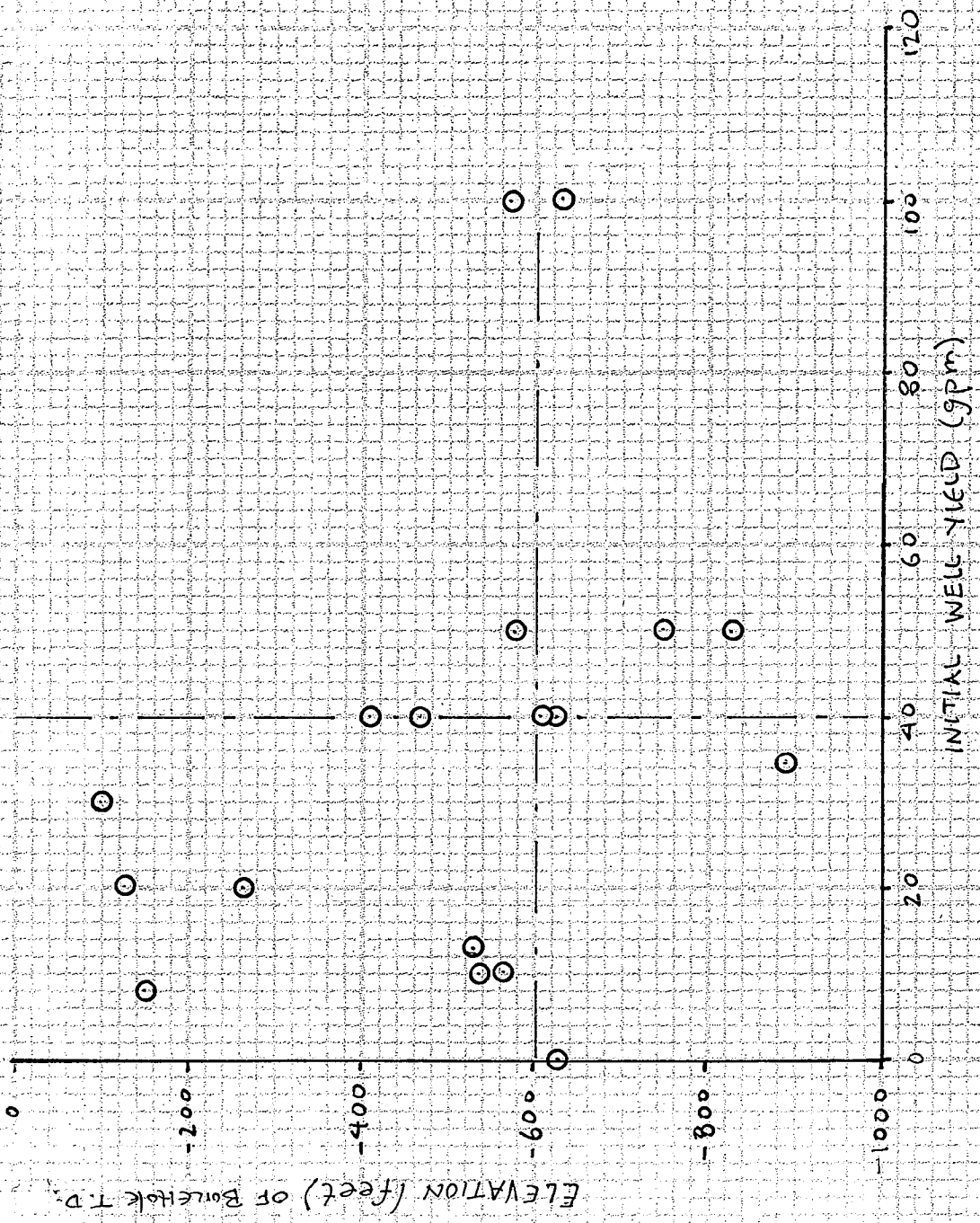
**MICHAEL S. MALONE**  
 Consulting Geologist  
 1247 Jean Dr.  
 Sebastopol, CA  
 (707) 829-5511

Job No: SON12-182  
 Date: 6/29/12  
 Appr: MS/lat

MAP SHOWING SOURCE AREAS &  
 SELECTED WELL LOCATIONS  
 PROPOSED SUBDIVISION  
 HANNA BOYS CENTER  
 SONOMA, CALIFORNIA

PLATE  
 3





NOTE: DATA FROM TABLE II

**MICHAEL S. MALONE**  
 Consulting Geologist  
 1247 Jean Dr.  
 Sebastopol, CA  
 (707) 829-5511

Job No: SON 12-182  
 Date: 6/29/12  
 Appr: MSM

LOT OF INITIAL WELL YIELDS  
 VS. ELEVATION  
 PROPOSED SUBDIVISION  
 HANNA BOYS CENTER  
 SONOMA, CALIFORNIA

PLATE  
 4

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JUL 03 2012

June 29, 2012

Mr. Scott Singer  
Hanna Boys Center  
P.O. Box 100  
Sonoma, CA 95476

PERMIT AND RESOURCE  
MANAGEMENT DEPARTMENT



**Updated Trip Generation Analysis for the Carriger Lane Subdivision**

Whitlock & Weinberger  
Transportation, Inc.

490 Mendocino Avenue  
Suite 201  
Santa Rosa, CA 95401

voice 707.542.9500  
fax 707.542.9590  
web www.w-trans.com

Dear Mr. Singer;

As requested, Whitlock & Weinberger Transportation, Inc. (W-Trans) has evaluated the likely trip generation potential of the proposed Carriger Lane Subdivision to be located at the existing terminus of Carriger Lane in the County of Sonoma, approximately two miles northwest of the City of Sonoma. The project's revised tentative parcel map prepared in June of 2012 creates three (3) new single family residential lots. A portion of the single family homes to be built on these lots are expected to be permanently occupied, with the remainder used as vacation homes that are occupied only part of the time.

A review of the County's *Guidelines for Traffic Studies* indicates that the need for traffic impact analysis is based primarily on the number of peak hour trips that would likely be generated as well as the general level of traffic operation in the area. Because operation along Arnold Drive is acceptable according to information provided in Figure CT-3 from the *Sonoma County General Plan 2020*, only the trip generation potential of the proposed development needs to be assessed.

For the three new single family dwellings that could be built as a result of the proposed subdivision, the expected trip generation was developed using standard rates published by the Institute of Transportation Engineers in *Trip Generation*, 8<sup>th</sup> Edition, 2008. The rates for both the morning and evening peak hour were reviewed, and the p.m. peak hour rates result in the highest potential trip generation. As shown in Table I, the subdivision would be expected to generate three trips during the critical p.m. peak hour at build-out. If some of the homes are used only part of the time, as expected, any unoccupied homes would generate no trips, so the number of trips generated would be less.

**Table I  
Trip Generation Summary**

Land Use	Units	Daily		AM Peak Hour				PM Peak Hour			
		Rate	Trips	Rate	Trips	In	Out	Rate	Trips	In	Out
Single Family Dwellings	3 du	9.57	29	0.75	2	1	1	1.01	3	2	1

Note: du = dwelling unit

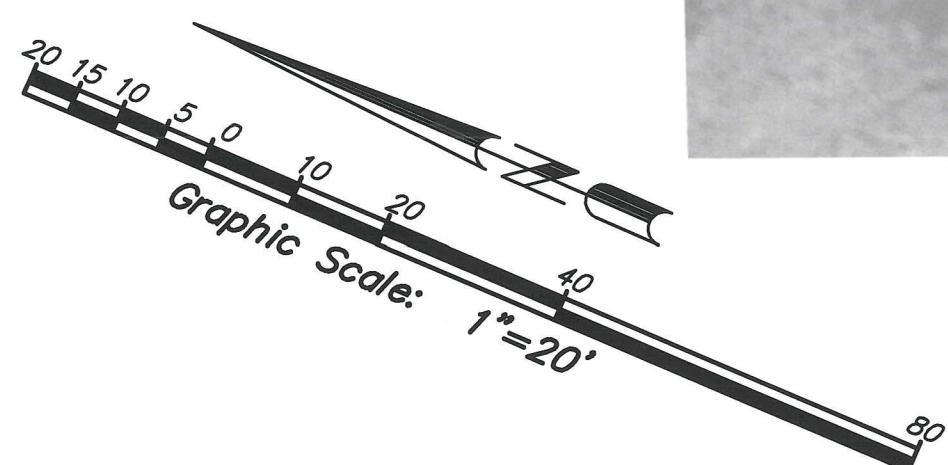
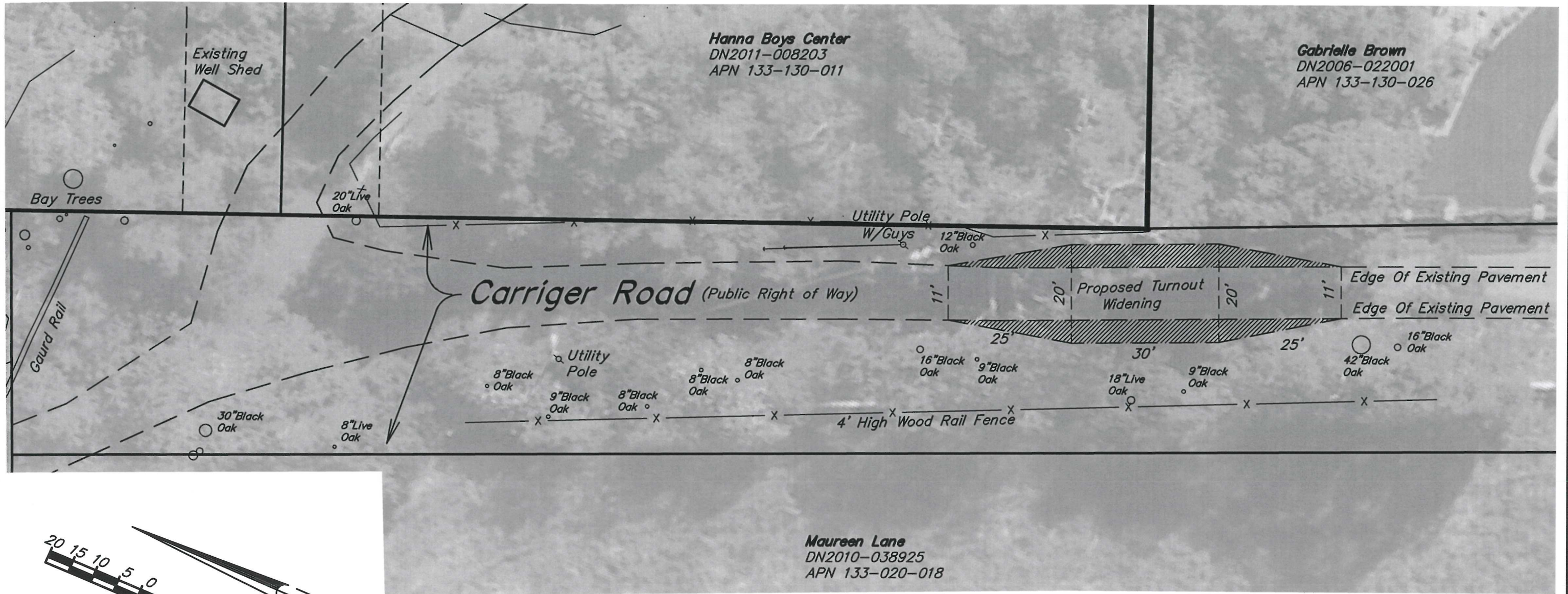
Under the guidelines established by the County of Sonoma, the above trip generation information satisfies this project's traffic analysis requirements.

Sincerely,

Zachary Matley, AICP  
Associate



# Exhibit Prepared for PLP11-0040



The pavement widening depicted hereon conforms with the "Sonoma County Fire & Emergency Services Department", "Fire Safe Standards" Sec. 13-17(b) & Sec. 13-35(c) Turnout", drawing No. F-7

This proposed configuration provides the potential for having NO impact on existing trees along the existing right of way of Carriger Road, a public right of way

## Preliminary Proposed Pavement Turnout Widening



*Paul M. Brown* 8-14-14  
Paul M. Brown, PLS 5087  
my license expires 6/30/15

**adobe associates, inc.**  
civil engineering | land surveying | wastewater  
1220 N. Dutton, Ave., Santa Rosa, Ca. 95401  
P (707) 541-2300; F (707) 541-2301



# TENTATIVE PARCEL MAP

## Lot Line Adjustment, Rezone & General Plan Amendment

Lands Of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 Assessors Parcel Number 133-111-020  
 & 133-112-002, 133-130-011, 041

**OWNER/SUBDIVIDER:**  
 Hanna Boys Center  
 17000 Arnold Drive  
 Glen Ellen, CA Zip

**attention:**  
 Scott Singer  
 P.O. Box 100  
 Sonoma, CA 95478  
 Phone 707-933-2525  
 email: [ssinger@hannacenter.org](mailto:ssinger@hannacenter.org)

**SURVEYOR/ENGINEER:**

ADOBE ASSOCIATES, INC.  
 1220 North Dutton Ave.  
 Santa Rosa, CA. 95401  
 (707) 543-2300 phone  
 (707) 543-2301 fax  
[pbrown@adobeinc.com](mailto:pbrown@adobeinc.com)

**ARCHAEOLOGIST:**

Thomas M. Origer, MS, Consulting Archaeologist  
 Tom Origer and Associates  
 3764 Saznta Rosa Avenue  
 Santa Rosa, CA.  
 707-584-8200  
[origer@origer.com](mailto:origer@origer.com)  
 Report Dated: August 12, 1991

**GEOTECHNICAL CONSULTANT:**

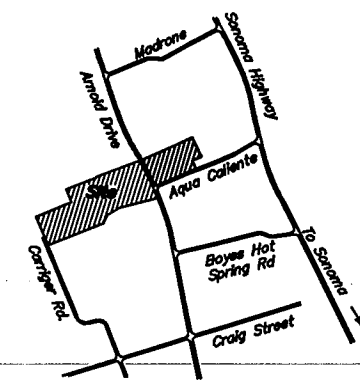
Young Engineering Services  
 132 Boas Drive  
 Santa Rosa, CA. 95409  
 707-538-7503  
[qyoung@sonic.net](mailto:qyoung@sonic.net)  
 Report Dated: October 28, 1991 (corrected  
 January 1, 1992); dated November 20, 1993

**BIOLOGICAL RESOURCES CONSULTANT**

WRA Environmental Consultants  
 2169-G East Francisco Boulevard  
 San Rafael, CA. 94901  
 415-454-8868  
[splicher@wra-ca.com](mailto:splicher@wra-ca.com)  
 Report dated: June 29, 2011

**WATER/WELL CONSULTANT**

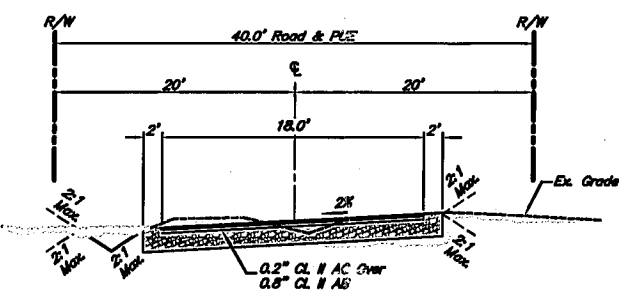
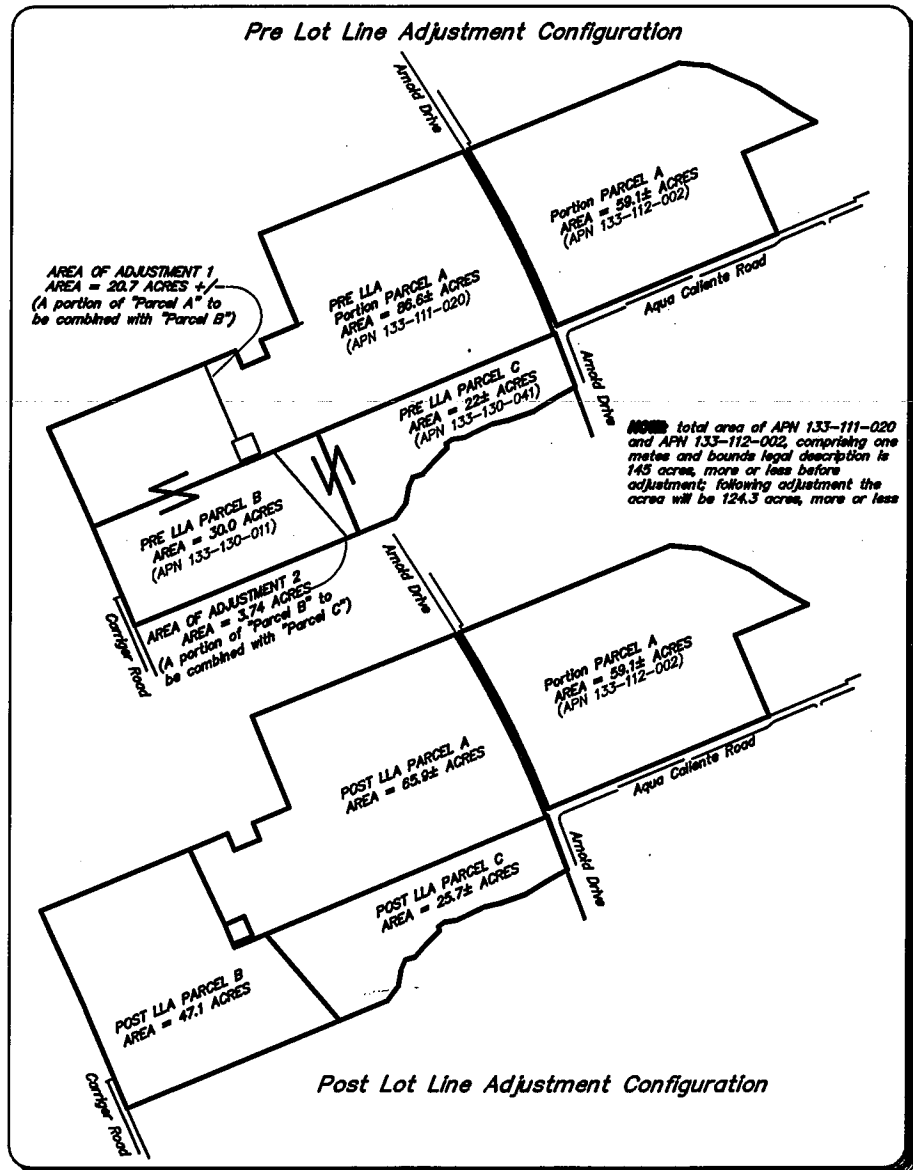
Michael Malone  
 Certified Hydrogeologist  
 707-829-5511  
[mmalonenageologist@gmail.com](mailto:mmalonenageologist@gmail.com)



Location Map  
 not to scale

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 OCT 15 2012

PERMIT AND RESOURCE  
 MANAGEMENT DEPARTMENT



Carriger Lane Typical Section  
 not to scale

**General Notes**  
 Property lines shown hereon are compiled from record information, maps and deeds, and are not the result of a complete boundary survey of the properties depicted.  
 Features shown hereon are existing as of the date of the aerial mapping provided by Hanna Boys Center (source unidentified).  
 For the location of existing under ground utilities, a subsurface utility locating company should be contacted.

Tentative Parcel Map Proposed	No. of Lots	3 & Designated Remainder
LLA Portion of APN 133-111-020 & 133-112-002 to be combined with 133-111-011 for subdivision	20.7 Acres	47.1 Acres
LLA Portion of APN 133-130-011 to be combined with 133-130-041	3.74 Acres	
Parcel 1 Acreage:	12.9 Acres	Building Envelope: 70,510 SF (1.62 Acres)
Parcel 2 Acreage:	9.4 Acres	Building Envelope: 35,505 SF (0.8 Acres)
Parcel 3 Acreage:	11.8 Acres	Building Envelope: 56,670 SF (1.3 Acres)
Designated Remainder Acreage:	13.0 Acres	Existing Residence

Existing Zoning:	Proposed Zoning:
APN 133-111-020 PF SR	Portion of APN 133-111-020 & APN 133-112-002 not included in this proposed subdivision PF (no change)
APN 133-112-002 PF BR F2 SR VOH	Portion of APN 133-111-020 & 133-112-002 included in this proposed subdivision RR B6 3 (proposed)
APN 133-130-011 & 041 RR B6 3	Portion of APN 133-130-011 included in this proposed subdivision RR B6 3 (no change)
	APN 133-130-041 & Portion of APN 133-130-011 adjusted PF SR (conforms with 133-111-020)

**Sewage Disposal:** Private On-Site Sewage Disposal Systems  
**Water Supply:** Valley of the Moon Water District/Private Wells  
**Fire Protection:** Valley of the Moon Fire Protection District

No.	Date	Description	Approved
1	12/28/11	Add sheet 3, assessments and detail building envelope	
2	08/21/12	Modify to 4 Lot Parcel Map	
3	09/03/12	Modify Street 4	
4	10/26/12	Add Assessments, Adjust Building Envelope Lot 1	

1220 N. Dutton Ave.  
 Santa Rosa, CA 95401  
 707-541-2300  
 Fax: 707-541-2301

Professional Seal of Paul M. Brown, PLS 5087  
 my license expires 06/30/13

**TENTATIVE PARCEL MAP**  
 LLA, Rezone & General Plan Amendment  
 The Lands of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 APN 133-111-020, 133-130-011, 041

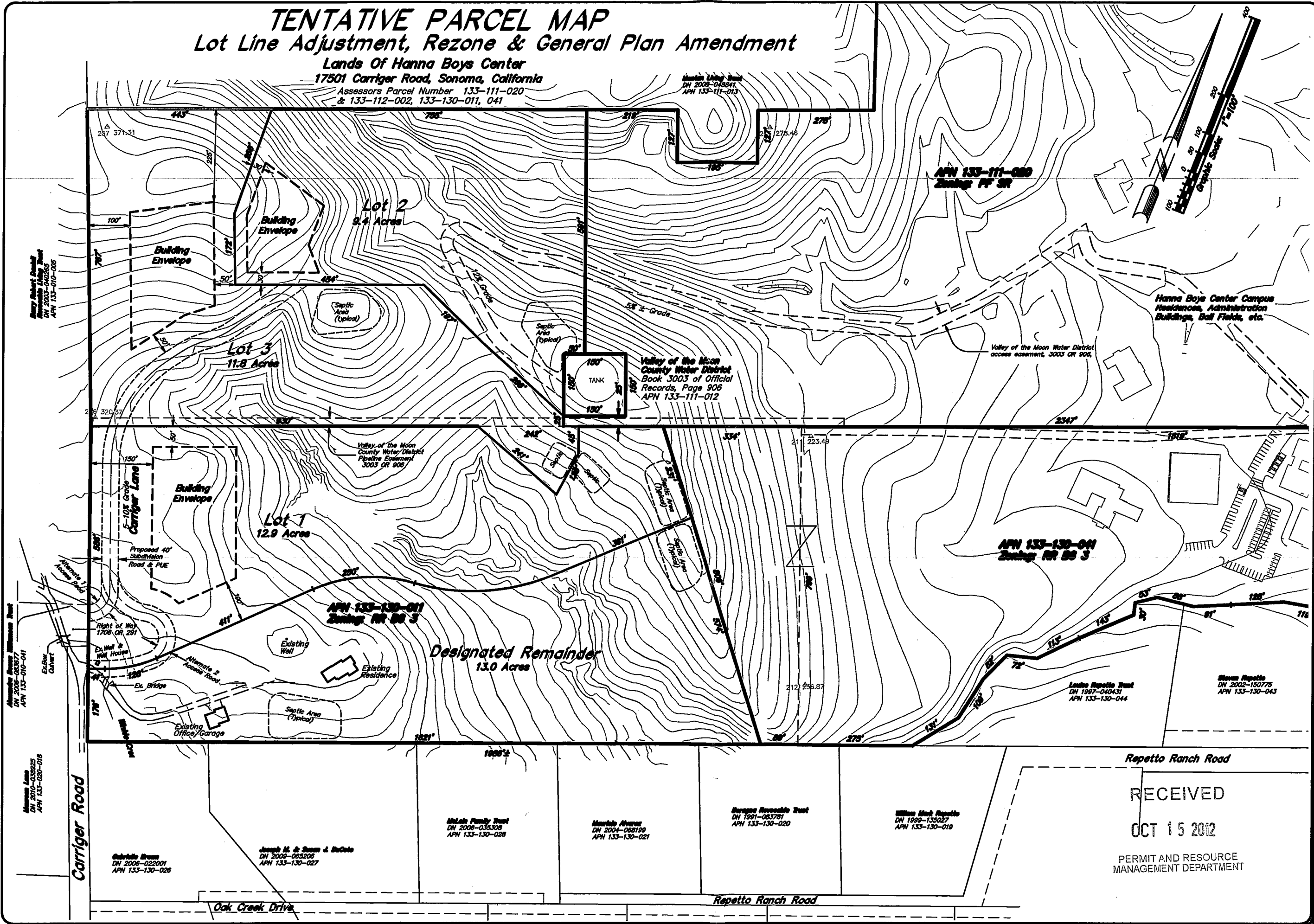
Date: September 2012  
 Design by: LHG  
 Drawn by: LHG  
 Checked by: PHB

Sheet  
 1  
 of 4 sheets  
 Job No. 10179

# TENTATIVE PARCEL MAP

## Lot Line Adjustment, Rezone & General Plan Amendment

Lands Of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 Assessor's Parcel Number 133-111-020  
 & 133-112-002, 133-130-011, 041



No.	Date	Description	Approved
1	12/28/11	Add sheet 3, amendments and detail building envelope	
2	08/27/12	Modify to 4 Lot Parcel Map	
3	09/03/12	Add Sheet 4	
4	10/09/12	Add Alternative Access	
		Adjust Building Envelope Lot 1	

1220 N. Dutton Ave.  
 Santa Rosa, CA 95401  
 707.541.2300  
 Fax: 707.541.2301

Adobe Associates, Inc.  
 Civil Engineering  
 Land Surveying & Land Development  
 Sonoma, CA



**TENTATIVE PARCEL MAP**  
 LLA, Rezone & General Plan Amendment  
 The Lands of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 APN 133-111-020, 133-130-011, 041

Scale: 1" = 100'  
 Date: September 2012  
 Design by: LHG  
 Drawn by: LHG  
 Checked by: PMB

Sheet  
**2**  
 of 4 sheets  
 Job No. 10179

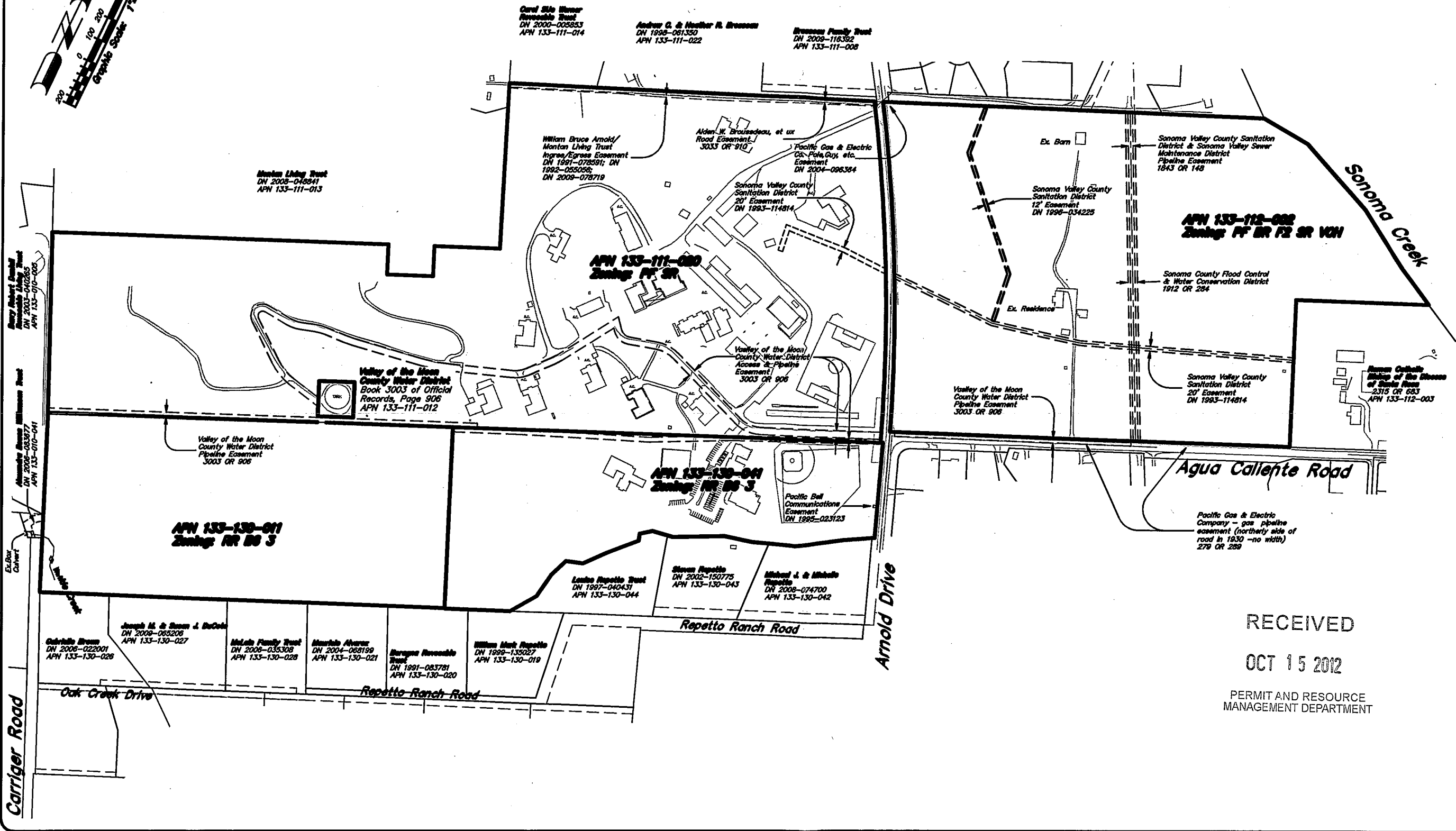
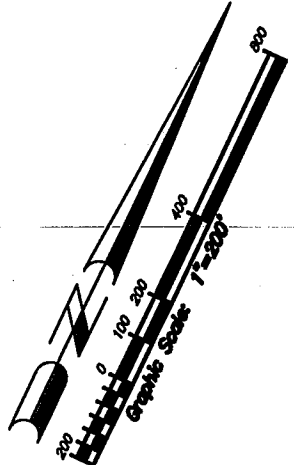
RECEIVED  
 OCT 15 2012  
 PERMIT AND RESOURCE  
 MANAGEMENT DEPARTMENT

my license expires 08/30/13

# TENTATIVE PARCEL MAP

## Lot Line Adjustment, Rezone & General Plan Amendment

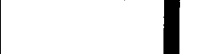
**Lands Of Hanna Boys Center**  
 17501 Carriger Road, Sonoma, California  
 Assessor's Parcel Number 133-111-020  
 & 133-112-002, 133-130-011, 041



No.	Date	Description	Approved
1	12/06/11	Add sheet 3, correct and detail drawings and modify to 4 Lot Parcel Map	
2	05/07/12	Modify to 4 Lot Parcel Map	
3	08/03/12	Add Sheet 4	

1220  
 N. Dutton Ave  
 Santa Rosa,  
 CA 95401  
 707.541.2300  
 Fax: 707.541.2301

Assocates, Inc.  
 Civil Engineering,  
 Land Surveying &  
 Land Development  
 Services



**TENTATIVE PARCEL MAP**  
 LLA, Rezone & General Plan Amendment  
 The Lands of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 APN 133-111-020, 133-130-011, 041

RECEIVED  
 OCT 15 2012  
 PERMIT AND RESOURCE  
 MANAGEMENT DEPARTMENT

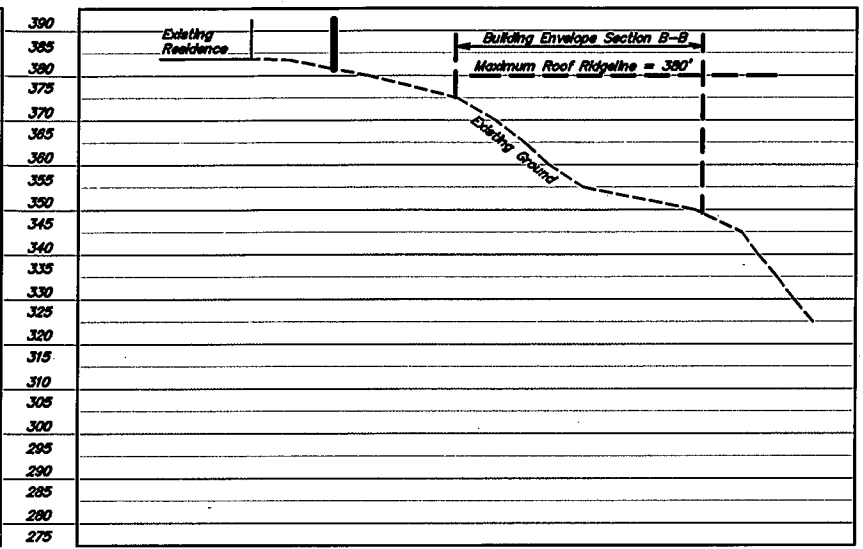
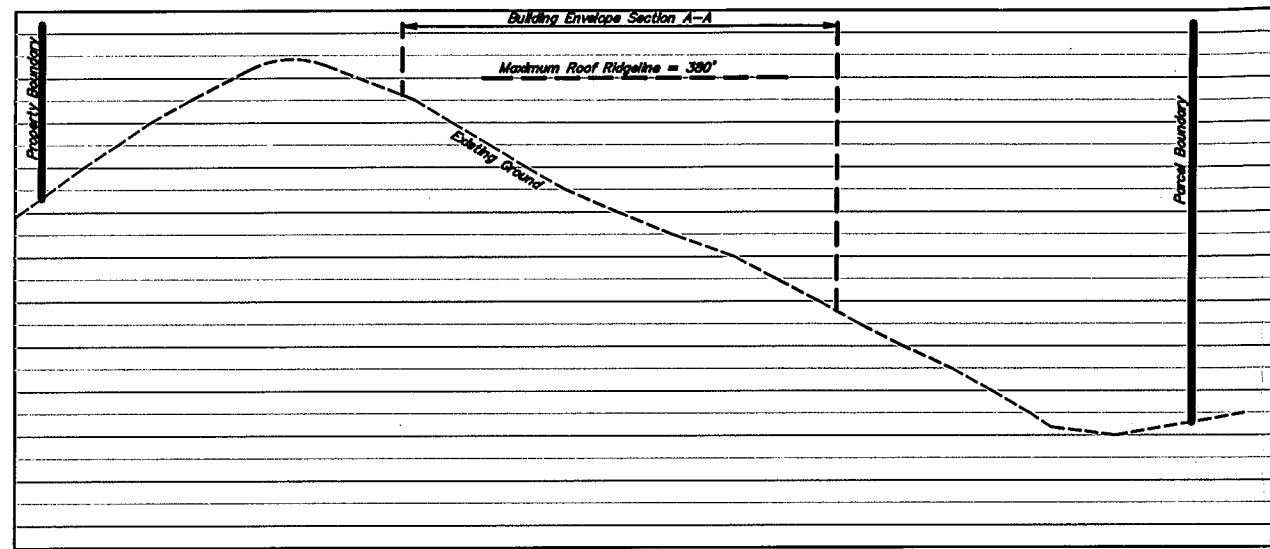
Scale: 1" = 200'  
 Date: September 2012  
 Design by: \_\_\_\_\_  
 Drawn by: LHG  
 Checked by: PMB

Sheet  
**3**  
 of 4 sheets  
 Job No. 10179

# TENTATIVE PARCEL MAP

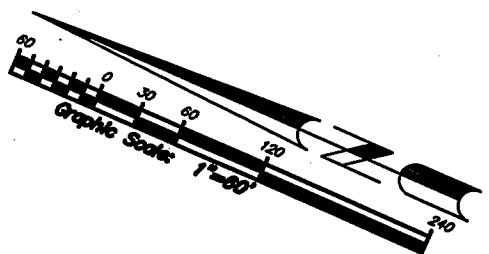
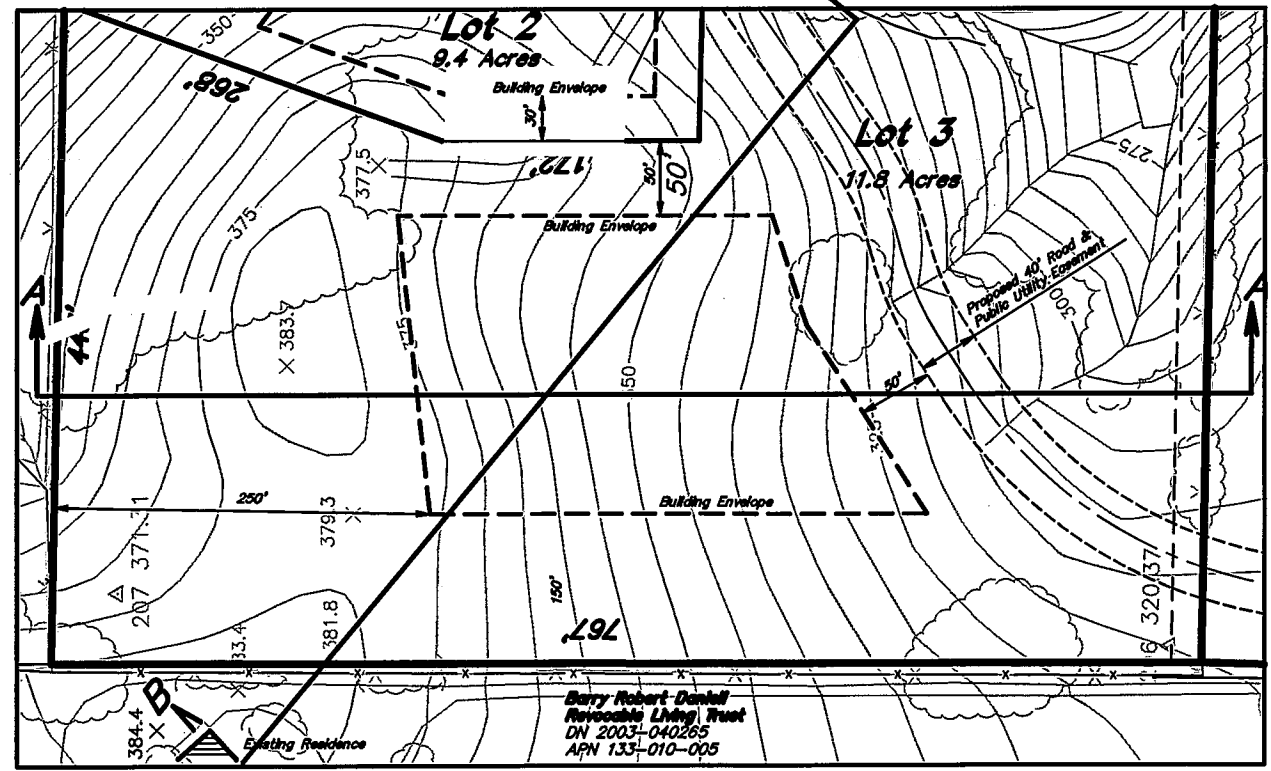
## Lot Line Adjustment, Rezone & General Plan Amendment

Lands Of Hanna Boys Center  
 17501 Carriger Road, Sonoma, California  
 Assessor's Parcel Number 133-111-020  
 & 133-112-002, 133-130-011, 041



Section A-A

Section B-B



Barry Robert Dandell  
 Revocable Living Trust  
 DN 2003-040265  
 APN 133-010-005

No.	Date	Description	Approved
1	12/28/11	Add sheet 3, rezone and alter building envelopes	
2	08/27/12	Modify to 4 Lot Parcel Map	
3	08/23/12	Add Sheet 4	

1220 N. Dutton Ave.  
 Santa Rosa, CA 95401  
 707 541 2300  
 Fax: 707 541 2301

Adelle Associates, Inc.  
 Civil Engineering,  
 Land Surveying &  
 Land Development  
 Services

PAUL M. BROWN  
 PROFESSIONAL LAND SURVEYOR - VICTORIA, BRITISH COLUMBIA  
 PALS #13308

Paul M. Brown, PLS 5087  
 My license expires 06/30/13

TENTATIVE PARCEL MAP  
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 PERMIT AND RESOURCE  
 MANAGEMENT DEPARTMENT

Scale: 1" = 200'  
 Date: September 2012  
 Design by: LHC  
 Drawn by: LHC  
 Checked by: PNB

Sheet  
**4**  
 of 4 sheets  
 Job No. 10179



# ***Mitigated Negative Declaration***

**Sonoma County Permit and Resource Management Department**

2550 Ventura Avenue, Santa Rosa, CA 95403

(707) 565-1900 FAX (707) 565-1103

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Pursuant to Section 15071 of the State CEQA Guidelines, this summary of findings and the attached Initial Study and mitigations constitute the Mitigated Negative Declaration as proposed for or adopted by the County of Sonoma for the project described below:

**Project Title:** General Plan Amendments, Specific Plan Amendments, Zone Changes, Lot Line Adjustment and Minor Subdivision

**File Number:** PLP11-0040

**Project Location Address:** 17000 Arnold Drive, Sonoma

**Lead Agency:** Permit and Resource Management Department (PRMD)

**Decision Making Body:** Board of Supervisors

**Project Applicant:** Hanna Boys Center- Scott Singer

**Project Description:** Request for three General Plan Amendments, two Specific Plan Amendments, three Zone Changes, two Lot Line Adjustments and a Minor Subdivision:

1) A General Plan Amendment from the Public/Quasi-Public (PQP) to Rural Residential (RR) 10 acre density land use designation on a 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 & 133-112-020 one legal parcel); and

2) A General Plan Amendment from the Rural Residential (RR) 3-acre density designation to the Rural Residential (RR) 10 acre density land use designation on a 26.26+/- acre portion of Parcel B (A.P.N. 133-130-011); and

3) A General Plan Amendment from the Rural Residential (RR) 3 acre density designation to the Public/Quasi-Public (PQP) on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

4) An Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on the same 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 & 133-112-020 one legal parcel); and

5) An Amendment to the South Sonoma One Specific Plan from Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

6) A Zone Change from the Public Facilities (PF), Scenic Resources (SR), Biotic Resources (BR), Flood Plain (F2), Valley Oak Habitat (VOH) to the Rural Residential (RR) B6 10 acre density designation on the same 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 & 133-112-020 one legal parcel); and



7) A Zone Change from the Rural Residential (RR) B6 3 acre density to the Rural Residential (RR) B6 10 acre density on 25.9+/- acres on Parcel B (A.P.N. 133-130-011); and

8) A Zone Change from the Rural Residential (RR) B6 3 acre density, Scenic Resources (SR) to the Public Facilities (PF), Scenic Resources (SR) designation on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

9) A Lot Line Adjustment of 20.7+/- acres between two parcels 145.7+/- acres on Parcel A (A.P.N.'s 133-111-023 & 133-112-020 one legal parcel) and 30+/- acres on Parcel B (A.P.N. A.P.N. 133-130-011) resulting in two parcels 125+/- acres on Parcel A (A.P.N.'s 133-111-023 & 133-112-020 one legal parcel) and 50.7+/- acres on Parcel B (A.P.N. A.P.N. 133-130-011); and

10) A Lot Line Adjustment of 3.74+/- acres between two parcels 50.7+/- acres on Parcel B (A.P.N. 133-130-011) and 22+/- acres on Parcel C (A.P.N. 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (A.P.N. 133-130-011) and 25.7+/- acres on Parcel C ((A.P.N. 133-130-047); and

11) A Minor Subdivision of the resulting 47.1+/- acres on Parcel B (A.P.N. 133-130-011) into three residential lots and a Designated Remainder ranging in size from 9.4+/- to 13+/- acres.

#### **Environmental Finding:**

Mitigated Negative Declaration. Based on the attached Initial Study, the project described above will not have a substantial adverse impact on the environment, provided that the mitigation measures identified in the Initial Study are included in the project.

**Initial Study:** See attached. For more information call Karin Theriault, Project Planner, at 565-1908.

**Mitigation Measures:** Included in attached Initial Study. The project applicant has agreed to implement all mitigation measures.

#### **Introduction:**

The Sonoma County Permit and Resource Management ('PRMD') is the lead agency for this project.

The applicant, Scott Singer for Hanna Boys Center, proposes a request for a General Plan Amendment, Specific Plan Amendment, Zone Change, Lot Line Adjustment and Minor Subdivision located at 17000 Arnold Drive, Sonoma. A referral letter was sent to the appropriate local, state and federal agencies and interest groups who may wish to comment on the project.

This report is the Initial Study required by the California Environmental Quality Act (CEQA). The report was prepared by Karin Theriault, Project Review Planner with the Sonoma County Permit and Resource Management Department, Project Review Division. Information on the project was provided by Hanna Boys Center. Additional information was provided by various consultants as identified in this Initial Study. Technical studies referred to in this document are available for review at the Permit and Resource Management Department.

Please contact Karin Theriault, Project Planner at (707) 565-1908 for more information.

#### **PROJECT DESCRIPTION**

The proposed project includes a request for the following:

1) A General Plan Amendment from the Public/Quasi-Public (PQP) to Rural Residential (RR) 10 acre density land use designation on a 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 &

133-112-020 one legal parcel); and

2) A General Plan Amendment from the Rural Residential (RR) 3-acre density designation to the Rural Residential (RR) 10 acre density land use designation on a 26.26+/- acre portion of Parcel B (A.P.N. 133-130-011); and

3) A General Plan Amendment from the Rural Residential (RR) 3 acre density designation to the Public/Quasi-Public (PQP) on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

4) An Amendment to the North Sonoma Valley Specific Plan from the Institutional to the Open Land and Residential 5-10 acre density land use designation on the same 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 & 133-112-020 one legal parcel); and

5) An Amendment to the South Sonoma One Specific Plan from Rural Residential 3-15 acre minimum to the Public Use "S" (School) designation on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

6) A Zone Change from the Public Facilities (PF), Scenic Resources (SR), Biotic Resources (BR), Flood Plain (F2), Valley Oak Habitat (VOH) to the Rural Residential (RR) B6 10 acre density designation on the same 20.7+/- acre portion of Parcel A (A.P.N. 133-111-023 & 133-112-020 one legal parcel); and

7) A Zone Change from the Rural Residential (RR) B6 3 acre density to the Rural Residential (RR) B6 10 acre density on 25.9+/- acres on Parcel B (A.P.N. 133-130-011); and

8) A Zone Change from the Rural Residential (RR) B6 3 acre density, Scenic Resources (SR) to the Public Facilities (PF), Scenic Resources (SR) designation on 25.7+/- acres of Parcel C (A.P.N. 133-130-047); and

9) A Lot Line Adjustment of 20.7+/- acres between two parcels 145.7+/- acres on Parcel A (A.P.N.'s 133-111-023 & 133-112-020 one legal parcel) and 30+/- acres on Parcel B (A.P.N. A.P.N. 133-130-011) resulting in two parcels 125+/- acres on Parcel A (A.P.N.'s 133-111-023 & 133-112-020 one legal parcel) and 50.7+/- acres on Parcel B (A.P.N. A.P.N. 133-130-011); and

10) A Lot Line Adjustment of 3.74+/- acres between two parcels 50.7+/- acres on Parcel B (A.P.N. 133-130-011) and 22+/- acres on Parcel C (A.P.N. 133-130-047) resulting in two parcels of 47.1+/- acres on Parcel B (A.P.N. 133-130-011) and 25.7+/- acres on Parcel C ((A.P.N. 133-130-047); and

11) A Minor Subdivision of the resulting 47.1+/- acres on Parcel B (A.P.N. 133-130-011) into three residential lots and a Designated Remainder ranging in size from 9.4+/- to 13+/- acres.

Access to the proposed lots will be gained via Carriger Road (a public road) across an existing bridge over Winkle Creek. The bridge over Winkle Creek will be replaced to accommodate the residential subdivision and meet current Public Works and Fire standards for width and access. Carriger Road will also be widened to 16 feet for approximately 500+/- feet from the northern edge of Oak Creek Drive to the subdivision access road in order to meet current standards.

The project will result in three new vacant lots and a developed Designated Remainder. Future development of the new residential lots will consist of 3 new single family dwellings and associated accessory structures located within the designated building envelopes on each lot ranging in size from .8+/- acres to 1.62+/- acres. The new parcel sizes will be: 12.9+/- acres on Lot 1, 9.4 acres on Lot 2, 11.8+/- acres on Lot 3 and a 13+/- acre Designated Remainder. All new structures, except for ground-mounted solar panels, are required to be located within the designated building envelopes. Each new lot will be served by a private septic system and Valley of the Moon public water. The Designated Remainder developed with a single family dwelling, a

guest house, attached garage and a pool with no plans for additional development.

### **SURROUNDING LAND USES AND SETTING:**

The project site currently consists of three separate legal parcels. Parcel A (A.P.N.'s 133-111-023 & 133-112-020) consists of two parcel numbers and is one legal parcel, is 145.7+/- acres and zoned Public Facilities. The 86.6+/- acre portion of Parcel A (A.P.N. 133-111-023) is located directly west and adjacent to Arnold Drive and is developed with the main Hanna Boys Center campus. The western, 20.7+/- acre portion of Parcel A (the "panhandle") is undeveloped, with grassy, rolling terrain and a variety of mature native vegetation and trees. The remaining portion of Parcel A (A.P.N. 133-112-020 directly across Arnold Drive to the east) is 59.1+/- acres and is developed with two dwellings and various accessory structures; there are no plans for development on this portion of Parcel A.

The remaining two parcels consist of Parcel B (A.P.N. 133-130-011) a 30+/- acre parcel located adjacent to and directly south of the 20.7+/- acre panhandle portion of Parcel A. This parcel is developed with a single family dwelling, a guest house, attached garage and a pool and is served by a well and septic system. Parcel C (A.P.N. 133-130-047) is 22+/- acres and located directly south and adjacent to the Hanna Boys Center main campus area. This parcel was recently developed with new Hanna Boys Center structures, including: a tennis court, the Saint Anne's Group Home, a new baseball field, a new administration/history building, a new auditorium and associated parking lot. The parcel is accessed via an existing paved driveway directly off of Arnold Drive through the main Hanna campus entrance of A.P.N. 133-111-023 (a portion of Parcel A). All of the parcels associated with this project are owned by the Hanna Boys Center. The parcels developed with the main campus buildings and facilities are located on A.P.N. 133-111-023 (a portion of Parcel A) and Parcel C (A.P.N.133-130-047), are served by Valley of the Moon Water public water and public sewer with an Outside Sewer Service Area Agreement (OSAA).

### **Surrounding Land Uses and Zoning:**

North: DA (Diverse Agriculture) 10 acre density, SD (Scenic Design), SR (Scenic Resources- Scenic Corridor- Arnold Drive), VOH (Valley Oak Habitat) and, RR (Rural Residential) B6 acre density, F2 (Floodplain), SD (Scenic Design), VOH (Valley Oak Habitat)

South: RR (Rural Residential) 3 acre density, SR (Scenic Resources- Scenic Corridor- Arnold Drive)

East: LIA (Land Intensive Agriculture) 20 acre density, Z (Second Unit Exclusion), BR (Biotic Resource), SR (Scenic Resources- Scenic Corridor- Arnold Drive), F2 (Floodplain), VOH (Valley Oak Habitat) and, RR (Rural Residential) 5 acre density, SR (Scenic Resources- Scenic Corridor- Arnold Drive)

West: RR (Rural Residential) 3 acre density and DA (Diverse Agriculture) 20 acre density, SD (Scenic Design)

### **ISSUES RAISED BY THE PUBLIC**

A referral packet was drafted and circulated to inform and solicit comments from selected relevant local, state and federal agencies; and to special interest groups, including the Sonoma Valley Citizen's Advisory Committee ('SVCAC') that were anticipated to take interest in the project. In addition, two early notifications of the project request were sent to neighbors located within the surrounding project area. The first notification was sent on January 3, 2012 to neighbors located within 300 feet of the project site. A second notification was sent to an expanded list of neighbors on February 6, 2012. Several neighbors located along Carriger Road and in the surrounding area

have written letters indicating they have several concerns about the project including: 1) widening of Carriger Road and associated tree removal. Potential safety issues associated with pedestrians, cyclists and animals walking in the road (there are no sidewalks) with an increased number of cars utilizing the road. Carriger Road currently is in need of repairs. The subdivision should be accessed from Arnold Drive instead of Carriger Road. There are currently too many speeding cars on Carriger Road, 2) ground water availability for the new parcels. Some of the adjacent neighbors indicated they have had problems with water production from their wells, 3) wildlife migrations patterns may be compromised, 4) there will be construction noise and traffic associated with future development of the lots, 5) there will be environmental impacts to Winkle creek if the existing wooden bridge has to be replaced to access the new lots, 6) there is not public benefit resulting from the requested General Plan Amendment from the PF (Public Facilities) land use designation to the RR (Rural Residential) land use designation. Allowing for a General Plan Amendment when it cannot be sufficiently justified sets a 'dangerous' precedent for future projects that request General Plan Amendments.

The SVCAC held two public meetings to review the project. The first meeting was held on July 25, 2012 and the second meeting was held on October 24, 2012. The purpose of the meetings was to hear concerns and comments from the neighbors and to make a recommendation to the County about the project. The neighbors reiterated the same concerns as indicated above to the SVCAC. The majority of the SVCAC voted to recommend approval of the project indicating that; 1) the project consists only of the creation of 3 new parcels and a Designated Remainder, 2) there is a public benefit in allowing for a General Plan Amendment in that the Public Facilities (PF) designation will be relocated from the rear 20.7+/- acre, western "panhandle" portion of Parcel A (A.P.N. 133-111-023 and 133-112-020, one legal parcel) to the 20.7+/- acre Parcel C (A.P.N. 133-130-047) located directly south and adjacent to the main Hanna Boys Center campus. This parcel is currently utilized as part of the Hanna campus and is developed with the new baseball field, a tennis court, the Saint Anne's Group Home, a new administration/history building, a new auditorium and a new parking area. This parcel will be rezoned from Rural Residential (RR) 3 acre density designation to the Public Facility (PF) zoning designation, adding approximately 7+/- acres to the Public Facility designated land in Sonoma County, 3) the 20.7+/- acre panhandle portion of Parcel A (A.P.N. 133-111-023 and 133-112-020, one legal parcel) will not be developed with additional school facilities which could result in a more intense development of the property than single family residential development thus, creating a larger negative impact to neighboring residential sites and, 4) changing the Rural Residential density 3 acres per single family dwelling to 10 acres per single family dwelling reduces the overall development potential of the property.

This checklist is taken from Appendix G of the State CEQA Guidelines. For each item, one of four responses is given:

**No Impact:** The project may have a beneficial effect, but there is no potential for the project to create or add increment to the impact described.

**Less Than Significant Impact:** The project would have the impact described, but the impact would not be significant. Mitigation is not required, although the project applicant may choose to modify the project to avoid the impacts.

**Potentially Significant Unless Mitigated:** The project would have the impact described, and the impact could be significant. One or more mitigation measures have been identified that will reduce the impact to a less than significant level.

**Potentially Significant Impact:** The project would have the impact described, and the impact could be significant. The impact cannot be reduced to less than significant by incorporating mitigation measures. An environmental impact report must be prepared for this project.

Each question on the checklist was answered by evaluating the project as proposed, that is, without considering the effect of any added mitigation measures. The checklist includes a discussion of the impacts and mitigation measures that have been identified.

The applicant, Scott Singer for Hanna Boys Center, has agreed to accept all mitigation measures listed in this checklist as conditions of approval of the proposed project and to obtain all necessary permits.

**ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:**

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a “Potentially Significant Impact” or “Less than Significant with Mitigation” as indicated by the checklist on the following pages.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Aesthetics              | <input type="checkbox"/> Agricultural & Forest Resources | <input type="checkbox"/> Air Quality                        |
| <input checked="" type="checkbox"/> Biological Resources    | <input type="checkbox"/> Cultural Resources              | <input type="checkbox"/> Geology/Soils                      |
| <input type="checkbox"/> Greenhouse Gas Emission            | <input type="checkbox"/> Hazards & Hazardous Materials   | <input checked="" type="checkbox"/> Hydrology/Water Quality |
| <input checked="" type="checkbox"/> Land Use and Planning   | <input type="checkbox"/> Mineral Resources               | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Population/Housing                 | <input type="checkbox"/> Public Services                 | <input type="checkbox"/> Recreation                         |
| <input checked="" type="checkbox"/> Transportation/Traffic  | <input type="checkbox"/> Utilities/Service Systems       |   |
| <input type="checkbox"/> Mandatory Findings of Significance |  |   |

**Incorporated Source Documents**

In preparation of the Initial Study checklist, the following documents were referenced/developed, and are hereby incorporated as part of the Initial Study. All documents are available in the project file or for reference at the Permit and Resource Management Department.

- Project Application and Description
- Initial Data Sheet
- County Planning Department’s Sources and Criteria Manual
- Sonoma County General Plan and Associated EIR
- Sonoma Valley Specific Plan (for Lot A 133-111-023 & 133-111-020) & South Sonoma One Specific Plan (for Lot B 133-130-011 & Lot C 133-130-047)
- Sonoma County Zoning Ordinance
- Sonoma County Rare Plant Site Identification Study
- Project Referrals from Responsible Agencies
- State and Local Environmental Quality Acts (CEQA)
- Full record of previous hearings on project in File
- Correspondence received on project.
- Other technical reports: 1) a Biological Resource Assessment by WRA dated 6-29-11, 2) a revised Biological Resource Assessment by WRA dated 6-28-12, 3) a Supplemental Biological Resources Assessment by WRA dated 11-27-12, 4) a Site Consultation Letter by Young Engineering Services (“YES!”) dated 1-4-11, 5) a Soil Investigation Update by YES! dated 12-6-11, 6) a Revised Soil Investigation Update by YES! dated 6-30-12, 7) a Ground Water Availability report by Michael Malone dated 6-29-12, 8) a Trip Generation Analysis by W-trans dated 6-29-12.

**1. AESTHETICS *Would the project:***

a) Have a substantial adverse effect on a scenic vista?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

**Comment:**

The area that will be subdivided into 3 lots includes the rear 20.7+/- acre portion of Lot A (A.P.N. 113-111-020) and 30+/- acres of Lot B (A.P.N. 133-130-011). The parcels will be located approximately 2,750+/- feet west of Arnold Drive and is not located in a designated Scenic Resources ('SR') area. Building envelopes have been designated for each parcel and all new structures (other than ground mounted solar panels) are required to be located within the designated building envelopes. The envelope locations were evaluated at a site review by staff. A determination was made at the site review that the building envelope locations are substantially screened to public views by existing topographic conditions and existing mature vegetation. A height limit was established for Lot 3 and conditions of approval require that prior to issuance of permits for any of the new parcels, an Administrative Design Review application must be submitted and approved to ensure new site development will be substantially screened to public views.

**Mitigation 1.a.1: Note on map:** "All new construction is subject to Administrative Design Review approval. New construction shall be located and designed in a manner that allows it to blend in with the natural surroundings of the site and be substantially screened to both public and private views. Visual impacts associated with grading, tree and vegetation removal shall be considered. New construction shall not exceed the existing tree canopy."

**Monitoring:** No building, grading and/or septic permits shall be issued until an Administrative Design Review application has been submitted and approved by staff.

**Mitigation 1.a.2: Note on map:** "All new structures shall be located within the designated building envelopes except for ground-mounted solar panels, septic systems, driveways and undergrounding of new utilities. If new structures (other than ground-mounted solar panels, septic systems, driveways and/or undergrounding of new utilities) are proposed outside of the designated building envelope, a Certificate of Modification will be required. Ground mounted solar panels should be located within the designated building envelopes if possible."

**Monitoring:** The project planner shall ensure that prior to map recordation that all approved building envelopes shall be shown on the Final Map.

**Mitigation 1.a.3: Note on map:** "Tree removal within the designated building envelopes is permitted only to site residences, accessory structures, driveways and septic systems. Individual development plans must show all existing trees in the vicinity of site development. If tree removal includes protected species that are 6 inches or greater in diameter at breast height, the applicant shall submit a tree replacement plan (as per the Sonoma County Tree Protection and Replacement Ordinance) for review and approval prior to issuance of building, grading and/or septic permits. Tree removal outside of the designated building envelopes is permitted to remove dead or diseased trees or to thin trees in accordance with generally accepted forestry and fire management practices. Timber conversions are prohibited."

**Monitoring:** All development plans shall identify the species and height in diameter at breast height of all trees intended for removal.

<p><b>Mitigation 1.a.4: Note on map:</b> “Undergrounding of utilities from main lines into building sites is required. New overhead main lines are subject to review and approval by PRMD.”</p> <p><b>Monitoring:</b> Prior to issuance of permits, all building and grading plans shall identify the locations in which utilities will be undergrounded.</p>				
<p><b>Mitigation 1.a.5: Note on map:</b> “All new structures on Lot 3 shall not exceed a height elevation of 380 feet above sea level as identified on the Parcel Map.”</p> <p><b>Monitoring:</b> Prior to issuance of permits for new site development, Project Review staff will ensure that new construction will meet the required height limits indicated on the Parcel Map.</p>				
<p><b>Mitigation 1.a.6.: Note on map:</b> “The applicant shall provide an exterior lighting plan that includes lighting cut sheets to staff for review and approval prior to building permit issuance. The lighting plan shall indicate where night lighting will be located in order to avoid nighttime light pollution; lighting shall not wash out structures or any portions of the site. All exterior lighting shall be “Dark Sky Compliant” and fully shielded in order to avoid nighttime light pollution. Reference can be made to the International Dark Sky Association website for guidance on exterior lighting: <a href="http://www.darksky.org">www.darksky.org</a>. All exterior lighting shall be downward facing, and located at the lowest possible point to the ground to prevent spill over onto adjacent properties, glare, and unnecessary glow in the rural night sky. Security lighting shall be put on motion sensors. Flood lights and uplights are not permitted. Luminaires shall have a maximum output of 1000 lumens per fixture. Total illuminance beyond the property line created by simultaneous operation of all exterior lighting shall not exceed 1.0 lux.”</p> <p><b>Monitoring:</b> The Permit and Resource Management Department shall not issue Building Permits until an Administrative Design Review (‘ADR’) application has been applied for and approved. As part of the ADR application, an exterior night lighting plan, consistent with County standards must be approved. The Permit and Resource Management Department shall not sign off final occupancy on the Building Permit until a site inspection of the property has been conducted that indicates all lighting improvements have been installed according to the approved plans and conditions. If light and glare complaints are received, the Permit and Resource Management Department shall conduct a site inspection and require the property be brought into compliance or initiate procedures to revoke the permit.</p>				
<p>b) Substantially damage scenic resources, including, but not limited to trees, rock outcroppings, and historic buildings within a state scenic highway?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<p><b>Comment:</b>  The project site is not located on a designated state scenic highway nor would future site development be visible to a designated state scenic highway.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>c) Substantially degrade the existing visual character or quality of the site and its surroundings?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact

			X	
<p><b>Comment:</b>  See response to 1.a and mitigation measures and monitoring 1.a.1, 1.a.2, 1.a.3 ,1.a.4. and 1.a.5.</p>				
<p><b>Mitigation:</b> See above.</p>				
<p><b>Monitoring:</b> See above.</p>				
<p>d) Create a new source of substantial light or glare which would adversely affect day or nighttime view in the area?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See response to 1.a and Mitigation Measure and Monitoring 1.a.1. Conditions of approval require that all exterior lighting to be dark-sky compliant and not create a glare in the night sky and not create a nuisance to neighboring sites.</p>				
<p><b>Mitigation 1.d.: Note on map:</b> “The applicant shall provide an exterior lighting plan that includes lighting cut sheets to staff for review and approval prior to building permit issuance. The lighting plan shall indicate where night lighting will be located in order to avoid nighttime light pollution; lighting shall not wash out structures or any portions of the site. All exterior lighting shall be “Dark Sky Compliant” and fully shielded in order to avoid nighttime light pollution. Reference can be made to the International Dark Sky Association website for guidance on exterior lighting: <a href="http://www.darksky.org">www.darksky.org</a>. All exterior lighting shall be downward facing, and located at the lowest possible point to the ground to prevent spill over onto adjacent properties, glare, and unnecessary glow in the rural night sky. Security lighting shall be put on motion sensors. Flood lights and uplights are not permitted. Luminaries shall have a maximum output of 1000 lumens per fixture. Total luminance beyond the property line created by simultaneous operation of all exterior lighting shall not exceed 1.0 lux.”</p>				
<p><b>Monitoring:</b> The Permit and Resource Management Department shall not issue Building Permits until an Administrative Design Review (‘ADR’) application has been applied for and approved. As part of the ADR application, an exterior night lighting plan, consistent with County standards must be approved. The Permit and Resource Management Department shall not sign off final occupancy on the Building Permit until a site inspection of the property has been conducted that indicates all lighting improvements have been installed according to the approved plans and conditions. If light and glare complaints are received, the Permit and Resource Management Department shall conduct a site inspection and require the property be brought into compliance.</p>				

## 2. AGRICULTURE AND FOREST RESOURCES

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the



Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board.

*Would the project:*

a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  As indicated above, the project includes three legal parcels (four parcel numbers). Future development will occur only on the western portions of two parcels: A.P.N 133-111-023 and 133-130-011.</p> <p>The western panhandle portion of A.P.N. 133-111-023 contains 5.6+/- acres of Farmland of Local Importance, and 25.8+/- acres of Grazing Land. The building envelope for Lot 2 is 0.8+/- acres and for Lot 3 is 1.3+/- acres and are partially located within the land areas designated as Farmland of Local Importance.</p> <p>A.P.N. 133-130-011 (located directly south and adjacent to the panhandle) has 5.7+/- acres of Farmland of Local Importance, 18.5+/- acres of Grazing Land and 5+/- acres of Otherland. The parcel is currently developed with a single family dwelling and a guest house, attached garage and a pool. The building envelope for Lot 1 is 1.62 acres and is partially located in the land area of Farmland of Local Importance. The existing development on the Designated Remainder is located in the area designated as 'Otherland'.</p> <p>It is estimated that a total of approximately 3.72+/- acres, out of the 11.3+/- acres of Farmland of Local Importance, could be utilized to develop the parcels. Site development on each lot will include a single family dwelling and associated accessory structures. This amount of acreage, spread out over three lots, is not considered a significant loss of land devoted to agricultural production. The project would not convert a significant amount of important farmland to non-agricultural use and therefore impacts resulting from site development are considered less than significant.</p>				
<p><b>Mitigation:</b> None Required</p>				
b) Conflict with existing zoning for agricultural use, or Williamson Act Contract?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See response to 2.b. The project site is not included in a Williamson Act contract.</p>				
<p><b>Mitigation:</b> None Required.</p>				
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 4526) or timberland	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact

zoned Timberland Production (as defined by Government Code Section 51104(g))?				X
<b>Comment:</b> The proposed project does not conflict with zoning or cause the rezoning of forest land or timberland.				
<b>Mitigation:</b> None Required.				
d) Result in the loss of forest land or conversion of forest land to non-forest use?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> See responses 1.a. to 2.d and Mitigation Measure and Monitoring 1.a.3. The project will not result in the loss of forest land or conversion of forest land to non-forest use.				
<b>Mitigation:</b> None Required.				
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of farmland, to non-agricultural use or conversion of forest land to non-forest use?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project does not involve other changes in the environment that could result in conversion of farmland to non-agricultural use or forest land to non-forest use.				
<b>Mitigation:</b> None Required.				

### 3. AIR QUALITY

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

*Would the project:*

a) Conflict with or obstruct implementation of the applicable air quality plan?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b>				

The proposed project consists of the creation of three residential lots and a Designated Remainder. No emissions shall occur other than that from normal residential traffic generated from three new residential lots. Traffic generated from this project will be far below the thresholds for significant emissions under the Bay Area Air Quality Management District (BAAQMD) .

The project is located within the jurisdiction of the Bay Area Air Quality Management District. The District does not meet the Federal or State standards for ozone, and has adopted an ozone Attainment Plan and a Clean Air Plan in compliance with Federal and State Clean Air Acts. These plans include measures to achieve compliance with both ozone standards. The plans deal primarily with emissions of ozone precursors (nitrogen oxides and volatile organic compounds). The project will not conflict with the District’s air quality plan because the proposed use will not emit significant quantities of ozone precursors or involve construction of transportation facilities that are not addressed in the adopted transportation plan.

**Mitigation:** None Required.

b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

**Comment:**

See response to 3.a. State and Federal standards have been established for the “criteria pollutants”: ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide and particulates (PM10 and PM2.5).

No existing or projected air quality violations have been identified in the area. Because it will not cause significant long-term emissions of criteria pollutants, the project will not violate any air quality standard

**Mitigation:** None Required.

c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable Federal or State ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

**Comment:**

See response to 3.a. The Bay Area is a non-attainment area for ozone and PM10 (fine particulate matter). The project will not have a cumulative effect on ozone because it will not generate traffic which would result in new emissions of ozone precursors (hydrocarbons and Nox). The project will have no long-term effect on PM10, because all surfaces will be paved or landscaped, and dust generation will be insignificant. However, there could be a significant short-term emission of dust (which would include PM10) during construction. These emissions could be significant at the project level, and would also contribute to a cumulative impact.

**Mitigation:** None Required.

d) Expose sensitive receptors to substantial	Potentially Significant	Less than Significant	Less than Significant	No impact
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pollutant concentrations?	Impact	with Mitigation Incorporation	Impact	
			X	
<p><b>Comment:</b>  See responses to 3.a, 3.b and 3.c. The project will not expose sensitive receptors to substantial pollutant concentrations.</p>				
<p><b>Mitigation:</b> None Required.</p>				
e) Create objectionable odors affecting a substantial number of people?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See responses to 3.a, 3.b and 3.c. The project will not create objectionable odors affecting a substantial number of people.</p>				
<p><b>Mitigation:</b> None Required.</p>				

**4. BIOLOGICAL RESOURCES *Would the project:***

a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
		X		
<p><b>Comment:</b>  A biological analysis by WRA Environmental was prepared for the project on June 28, 2012. The report concluded that, "WRA observed eight biological communities, no special-status plant species, and one special-status wildlife species. Four sensitive upland plant community types and three sensitive aquatic community types were present. Eleven special-status plant species and eight additional special-status wildlife species have a moderate or high potential to occur within the Study Area. Project planning and review by local government may proceed based on the results of this assessment, however a routine level jurisdictional wetlands and waters delineation, rare plant surveys, and pre-construction bird and bat surveys are recommended to be conducted at appropriate milestones for final project approval.</p>				
<p><b>Mitigation: 4.a.1:</b> Prior to recording the final map, all wetland and biologically sensitive areas indicated in the botanical review dated June 28, 2012 by WRA shall be shown on the map.</p> <p><b>Monitoring:</b> The Project Planner will ensure all biologically sensitive areas are shown on the final map prior to recordation.</p>				

**Mitigation 4.a.2: Note on map:** “Prior to construction, a qualified biologist shall meet with the owner or the general contractor overseeing all construction activities to discuss the presence of sensitive biological resources within the property boundaries and the potential of special-status species. This shall include a discussion of special -status species’ habitats and protection measures to ensure species are not impacted by project activities and project boundaries. The biologist shall also consult with the general contractor regarding the layout of the temporary wildlife fencing.”

**Monitoring:** Prior to issuance of building, grading and/or septic permits, the applicant shall retain a biologist to evaluate the areas of disturbance for all site development activities. All necessary avoidance techniques and/or barriers shall be installed as directed by the biologist. The biologist shall provide written confirmation that a site evaluation has been conducted for all areas on the project site that will be disturbed and confirm that all necessary avoidance techniques have been implemented and/or necessary barriers have been installed prior to commencement of any ground disturbing or building activities.

**Mitigation: 4.a.3: Note on map:** “To avoid potential losses to breeding birds, construction activities shall occur outside of the critical breeding period of March 15th through August 15th. If activities must occur during the normal breeding season, precautionary measures shall be in place. If construction commences including vegetation removal, grading, etc., prior to the start of the current breeding seasons, preconstruction surveys will not be necessary. To prevent birds from establishing nests within the work area prior to construction, vegetation slated for removal as part of construction shall be removed during the nonbreeding season of August 15th through March 15th.

If construction commences after March 15th, the work area shall be surveyed by a qualified biologist to determine if active nests are present. If the construction site is left unattended for more than two weeks during the breeding season, another survey shall be completed to determine if breeding birds have moved back into the area and are occupying active nests. If active nests or behavior indicative of nesting are encountered, those areas plus a 50-foot buffer area for small songbirds and 200 feet for larger species such as raptors, owls, etc. as designated by the biologist shall be avoided until the nests have been vacated.

On-going vegetation maintenance associated with the development shall be mindful of the potential presence of breeding birds. When feasible, mowing, vegetation trimming and removal, and brush clearance should be limited to the non-breeding season.”

**Monitoring:** If any site development occurs within the bird breeding season of March 15th through August 15th, a qualified biologist shall evaluate the project site to determine presence of nests. The biologist shall provide written confirmation to PRMD of whether or not nests are present on the site prior to issuance of building, grading and/or septic permits. If nests are present, then all necessary barriers, as recommended by a qualified biologist, shall be installed as directed by the biologist, prior to the commencement of any ground disturbing activities. The biologist shall provide written confirmation to PRMD that all necessary barriers have been installed in the appropriate location(s). All barriers shall remain in place for the duration of all ground disturbing activities.

If site work ceases for two weeks or more, the applicant shall retain a biologist to ensure no nesting activities have taken place during the interim. If active nests are found within the project area, all necessary barriers shall be installed or other avoidance techniques shall be implemented as directed by the biologist. The biologist shall provide a report to PRMD indicating what necessary measures have been implemented in order to avoid disturbance of nesting birds.

**Mitigation 4.a.4: Note on map:** “All project construction activities must be limited to the project footprint as shown on the project site plan. Best Management Practices including silt and erosion control measures must be implemented to prevent off-site movement of sediment and dust during and post construction.”

<p><b>Monitoring:</b> Prior to issuance of building, septic and/or grading permits the applicant shall retain a qualified biologist to determine the appropriate location(s) to install a vegetated buffer filter. The vegetated buffer will ensure that run-off from the site will not have a negative impact to sensitive downstream aquatic habitats. The project construction manager shall ensure the vegetative buffer remains in place and undisturbed during all site development activities. If any violation to this condition occurs, construction will be halted until the vegetative buffer has been restored. No permits for site development shall be issued until Project Review has received written verification from a qualified biologist that the vegetative buffer has been appropriately installed.</p>				
<p><b>Mitigation: 4.a.5: Note on map:</b> “Construction shall be limited to daylight hours to avoid interference with the foraging abilities of special-status and common bat species. If any trees are removed or old buildings/structures demolished, a qualified bat biologist shall survey for roosting bats prior to removal. If occupied roosts are identified, removal of the roost trees or buildings/structures shall not occur until the roost is unoccupied.”</p> <p><b>Monitoring:</b> Prior to issuance of building, grading and/or septic permits that will involve the removal of trees and/or the disturbance of existing structures on the site, a qualified bat biologist shall evaluate the area(s) of disturbance for roosting bats. The bat biologist shall provide written confirmation to PRMD of whether or not roosts are present on the site. If roosts are present, construction activities shall be delayed until roosting areas have vacated or, as otherwise directed by the bat biologist. The bat biologist shall provide written verification to PRMD when roosts have been vacated and has indicated that site development activities can proceed.</p>				
<p><b>Mitigation 4.a.6: Note on map:</b> “Mature trees (larger than 18 inches in diameter at breast height) and snags on the project shall be removed from August 31 to October 15 or from February 28 to April 15 of any year to prevent any impacts to roosting bats. Trees of this size potentially support cracks and crevices that could support bats.”</p> <p><b>Monitoring:</b> Prior to issuance of building, grading and/or septic permits that will involve the removal of trees and/or the disturbance of existing structures on the site within the bat roosting season of October 16 through February 27 or, from April 16 to August 30, a qualified bat biologist shall evaluate the area(s) of disturbance for roosting bats. The bat biologist shall provide written confirmation to PRMD of whether or not roosts are present on the site. If roosts are present, construction activities shall be delayed until roosting areas have vacated or, as otherwise directed by the bat biologist. The bat biologist shall provide written verification to PRMD when roosts have been vacated and has indicated that site development activities can proceed.</p>				
<p><b>Mitigation 4.a.7: Prior to recording the map and note on map:</b> “All development on the subject site, as well as the necessary safety turnout area on Carriger Road, is subject to the Sonoma County Tree Protection Ordinance. Protected trees, their protected perimeters, and whether they are to be retained or removed must be clearly shown on the improvement, grading, septic and building permit plans. Trees that are proposed to be removed or are damaged during construction activities must be replaced in accordance with the Tree Protection ordinance. An arborist report is required for any grading or construction proposed within the protected perimeters of any protected tree. The project construction manager shall maintain all tree protection barriers in good condition at all times during all site disturbing activities. If any violation to this condition occurs, construction will be halted until the tree protection barriers have been reinstalled at the approved location(s).”</p> <p><b>Monitoring:</b> Prior to issuance of grading, septic and/or building permits the applicant must provide proof to Project Review via photographs that all necessary tree protection barriers have been installed at the driplines of all trees intended for retention.</p>				
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural	Potentially Significant Impact	Less than Significant with	Less than Significant Impact	No impact

community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?		Mitigation Incorporation		
		X		

**Comment:**

A supplemental biological report by WRA dated November 27, 2012 was prepared to evaluate the biological impacts of the access point and potential alternate access point into the subdivision. Current access onto the site is gained via an existing driveway, directly off of Carriger Road, to an existing single family dwelling and associated accessory structures on the proposed Designated Remainder parcel. The access makes an approximately 120 degree right turn, crossing Winkle Creek and across an existing approximate 12-foot long wood bridge. The current access is considered to be the potential primary access into the subdivision. In order to utilize this access, the bridge and adjacent roadway and driveway are required to be improved to current standards including an approximately 12-foot wide roadway (plus 2-foot shoulders, approximately 20-foot wide footprint, plus turnouts) on the east bank of the creek and replacement of the bridge.

Two California bay trees (15 inches and 3 inches DBH), 2 California buckeye (*Aesculus californica*) trees (both 18 inches DBH, one *Prunus* species (6 inches DBH), and several small saplings less than 3 inches DBH, and non-native Himalayan blackberry (*Rubus armeniacus*) would need to be removed for construction of the roadway as it ascends on the east side of the creek, requiring excavation into the hillside. A benefit of replacing the existing bridge is that the new arched bridge would span the creek and may be higher above the creek bed which would allow wildlife to move more freely in the creek corridor. The old bridge deck would be removed and possibly the old abutments as well.

Regulatory permits that may be required for this would include a 1602 streambed alteration agreement with CDFW for construction of the clearspan bridge and removal of the existing bridge abutments (if they are removed). Mitigation for bridge construction is likely to be needed, especially replanting of removed trees. It may be possible to mitigate by removing the existing bridge abutments, restoring that section of creek, and replanting trees, however this would be at the discretion of CDFW. If there is no work at or below the ordinary high water mark for installation of the new arch bridge, no section 404 permit would be needed. If the old bridge abutments are removed it is likely a section 404 Nationwide Permit 14 (Linear Transportation) or 18 (Minor Discharge) could be authorized by the Corps.

The alternative access into the subdivision is located approximately 100 feet north of the existing access point at the bridge. An access roadway would be constructed to make an approximately 90 degree turn to the right, up a short hill, and onto project property. The alternate driveway access would have an approximately 20-foot wide footprint with 12-foot wide roadway, 2-foot shoulders, and turnouts.

This access route would not cause impacts to Winkle Creek because the existing box culvert would remain and no other work would be required in the stream or on its banks. Therefore, potential impacts to CRLF would be low if construction work for the grading and paving needed to extend the roadway was conducted during the dry summer months when CRLF would not be expected to be out of the creek habitat. Pre-construction surveys, exclusion fencing, and crew training would be recommended as extra precaution against potential impacts. Concurrence of implementing these precautions from U.S. Fish and Wildlife Service is also recommended.

In addition to the impacts related to the creek crossing, Carriger Road will also require installation of a safety turnout, near the entrance to the subdivision. The installation of the turnout may require the removal of several trees. Trees that are 9 inches and larger will require mitigation replacement according to Sonoma County Tree Ordinance, and larger trees require higher replacement numbers.

**Mitigation Measure 4.b.1 Prior to recording the map and Note on map:** “Prior to issuance of permits for improvements to and widening of Carriger Road, the safety turnout on the road, replacement of the bridge over Winkle Creek, any creek or riparian-disturbing activities and/or, for access onto the project site, a qualified biologist shall conduct preconstruction surveys to determine presence of special status species. The qualified biologist shall determine the appropriate locations to install all necessary exclusion fencing. In addition, the biologist shall instruct the developer’s site development team on how to avoid impacts to special status species. The biologist shall provide written documentation to staff that all necessary barriers have been installed in the appropriate locations and that training for the site development team has taken place. The biologist shall remain on site during all Carriger Road widening and improvement activities as well as the Winkle Creek bridge replacement and all other creek-disturbing activities, until all such activities have been completed and signed off by all County, State and Federal agencies involved in the review and permitting of the requested activities.

In addition, the developer shall submit development plans to the California Department of Fish and Wildlife, the Army Corps of Engineers, the U.S. Fish and Wildlife Service and to the San Francisco Regional Water Quality Control Board. The Developer shall provide written proof to staff that that any required permits have been obtained from all state and federal agencies as required.”

**Monitoring:** Staff will not issue permits until the qualified biologist has provided a letter indicating that preconstruction surveys have been completed, that the development team has completed training and that the biologist will remain on site during, and until completion of, all Carriger Road and Winkle Creek disturbing activities. The developer shall also provide copies of all permits and/or correspondences received from the required state and federal agencies prior to issuance of permits for development of access onto the project site.

See **Mitigation and Monitoring 4.a.7.**

c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
		X		

**Comment:**  
See responses to 4.a and 4.b and **Mitigation Measures and Monitoring 4.a.4 and 4.b.1.**

Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
		X		

**Comment:**  
To ensure that wildlife do not enter areas of the site that are under construction, temporary wildlife exclusionary fencing shall be installed. In addition, to ensure wildlife movement is not impeded along established corridors, all permanent fencing is required to be wildlife friendly.

e) Conflict with any local policies or ordinances protecting biological resources, such as tree preservation policy or ordinance?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
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		X		
<b>Comment:</b> See <b>Mitigation and Monitoring 4.a.7.</b>				
<b>Mitigation 4.e.1: Note on Map:</b> "Requests for Certificate of Modification shall include a biologist, geologist and an arborist report to evaluate potential impacts to protected plant and animal species and waterways including wetlands."  <b>Monitoring:</b> The project planner shall ensure the note has been placed on the map prior to recordation.				
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state Habitat Conservation Plan?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> Habitat conservation plans and natural community conservation plans are site-specific plans to address effects on sensitive species of plants and animals. The project site is not located in an area subject to a habitat conservation plan or natural community conservation plan. There are very few HCPs in Sonoma County-they would only affect certain land in timber production areas in the northwest county (for spotted owl) and in the lower Petaluma River/Sonoma Creek watershed (for saltmarsh harvest mouse/black rail/clapper rail). There are no adopted Habitat Conservation Plans or Natural Community Conservation Plans applicable to the project site.				
<b>Mitigation:</b> None Required.				

**5. CULTURAL RESOURCES *Would the project:***

a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> A Cultural Resources Survey by Vicki Beard of Tom Origer and Associates was prepared for the project on June 20, 2012. No prehistoric resources were found within the study area. The potentially important Hanna Boys Center complex was recorded during the study. The proposed subdivision will not affect this resource; however, if future plans call for demolition or significant alterations, a formal evaluation should be completed.  Standard conditions of approval for discretionary projects contain the following language:  "If archaeological materials such as pottery, arrowheads or midden are found, all work shall cease and PRMD staff shall be notified so that the find can be evaluated by a qualified archaeologist (i.e., an archaeologist registered with the Society of Professional Archaeologists). Artifacts associated with prehistoric sites include humanly modified stone, shell, bone or other				

cultural materials such as charcoal, ash and burned rock indicative of food procurement or processing activities. Prehistoric domestic features include hearths, firepits, or house floor depressions whereas typical mortuary features are represented by human skeletal remains. Historic artifacts potentially include all by-products of human land use greater than 50 years of age including trash pits older than fifty years of age. The developer shall designate a Project Manager with authority to implement the mitigation prior to issuance of a building/grading permit. When contacted, a member of PRMD Project Review staff and the archaeologist shall visit the site to determine the extent of the resources and to develop proper procedures required for the discovery. No work shall commence until a protection plan is completed and implemented subject to the review and approval of the archaeologist and Project Review staff. Mitigation may include avoidance, removal, preservation and/or recordation in accordance with accepted professional archaeological practice.

If human remains are encountered, all work must stop in the immediate vicinity of the discovered remains and PRMD staff, County Coroner and a qualified archaeologist must be notified immediately so that an evaluation can be performed. If the remains are deemed to be Native American and prehistoric, the Native American Heritage Commission must be contacted by the Coroner so that a "Most Likely Descendant" can be designated."

**Mitigation:** None Required.

b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X

**Comment:**  
See response to 5.a.

**Mitigation:** None Required.

c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X

**Comment:**  
See response to 5.a.

**Mitigation:** None Required.

d) Disturb any human remains, including those interred outside of formal cemeteries?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X

**Comment:**  
See response to 5.a. No burial sites are known in the vicinity of the project. In the event that human remains are unearthed during construction, state law requires that the County Coroner be notified to investigate the nature and circumstances of the discovery. At the time of discovery,

work in the immediate vicinity would cease until the Coroner permitted work to proceed.
Mitigation: None Required.

**6. GEOLOGY AND SOILS: *Would the project:***

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
i. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.			X	

**Comment:**

See response to 6.a. A preliminary consultation geologic report was prepared by George Young of YES! Engineering on January 4, 2011. The report indicates that,

*“There are no known active faults within the immediate site vicinity and the site is not within an Alquist-Priolo Special Studies Zone relating to fault hazard potential. The closest active faults are the Healdsburg-Rodgers Creek Fault, located approximately 4¾ miles to the west, and the San Andreas Fault, located approximately 28 miles to the west; the potentially active West Napa Fault is located 9½ miles to the east.”*

Furthermore, the report indicates that the site is suitable for the proposed development and that,

*“ prior to construction, a detailed soil investigation should be conducted and that final grading and building plans (and soil-related specifications) should be reviewed with conformance to the recommendations in the report. A geologist “ .. should be retained to provide periodic observations, together with field and laboratory testing, during site preparation, placement and compaction of fills, backfills, and foundation construction.”*

An updated Soil Investigation report dated December 6, 2011 was prepared for project by YES! Engineering. The report consists of a more thorough soils investigation of the site for the original proposed 7- lot subdivision. The report concluded that from a geotechnical engineering standpoint, that the site is suitable for a 7-Lot subdivision and that prior to construction of each lot, a detailed soil investigation should be conducted.

A final updated and revised Soil Investigation reflecting the revised project description of a 3-Lot (Minor) subdivision and Designated Remainder dated June 30, 2012 was prepared for the project by YES! Engineering. The report concludes the site continues to be suitable for the proposed development and that prior to construction, a detailed soil investigation be conducted.

**Mitigation:** None Required.

Mitigation Monitoring:

ii. Strong seismic ground shaking?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See response to 6.a.i. All of Sonoma County is subject to seismic shaking that would result from earthquakes along the San Andreas, Healdsburg-Rodgers Creek, and other faults. Predicting seismic events is not possible, nor is providing mitigation that can entirely reduce the potential for injury and damage that can occur during a seismic event. However, using accepted geotechnical evaluation techniques and appropriate engineering practices, potential injury and damage can be diminished, thereby exposing fewer people and less property to the effects of a major damaging earthquake. The design and construction of future dwellings on new parcels are subject to load and strength standards of the California Building Code (CBC), which take seismic shaking into account. Project conditions of approval require that building permits be obtained for all construction and that the project meet all standard seismic and soil test/compaction requirements. The project would therefore not expose people to substantial risk of injury from seismic shaking.</p>				
<p><b>Mitigation:</b> None Required.</p>				
iii. Seismic-related ground failure, including liquefaction?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See response to 6.a.i. The project site is not located within an area subject to liquefaction as shown on the Sonoma County Relative Hazard from Seismic Shaking map. All structures will be required to meet building permit requirements, including seismic safety standards and soil test/compaction requirements. Based on standard permitting requirements, the project will have no significant risk of loss, injury or death from seismic ground failure or liquefaction.</p>				
<p><b>Mitigation:</b> None Required.</p>				
iv. Landslides?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  The geologic report by YES! Engineering did not find any evidence of landslide activity on the project site.</p>				
<p><b>Mitigation:</b> None Required.</p>				
b) Result in substantial soil erosion or the	Potentially	Less than	Less than	No impact

loss of topsoil?	Significant Impact	Significant with Mitigation Incorporation	Significant Impact	
			X	
<p><b>Comment:</b></p> <p>See responses to 6.a.i, 6.a.ii, 6.a.iii and 6.a.iv. Unregulated grading, both during and post construction, has the potential to increase the volume of runoff from a site which could have adverse downstream flooding and further erosional impacts, and increase soil erosion on and off site which could adversely impact downstream water quality.</p> <p>However, in regard to potential water quantity impacts, County grading ordinance design and adopted best management practices require that storm water facilities be engineered to treat storm events and associated runoff to the 85 percentile storm event. Adopted flow control best management practices must be designed to treat storm events and associated runoff to the channel forming discharge storm event, which is commonly referred to at the two year storm event. Required inspection by County inspectors insures that all work is constructed according to the approved plans. These ordinance requirements and adopted best management practices are specifically designed to maintain potential project water quantity impacts at a less than significant level during and post construction.</p> <p>In regard to water quality impacts, County grading ordinance design requirements, adopted County grading standards and best management practices (such as silt fencing, straw wattles, construction entrances to control soil discharges, primary and secondary containment areas for petroleum products, paints, lime and other materials of concern, etc.), mandated limitations on work in wet weather, and standard grading inspection requirements, are specifically designed to maintain potential water quality impacts at a less than significant level during project construction.</p> <p>For post construction water quality impacts, adopted grading permit standards and best management practices require creation of areas that allow storm water to be detained, infiltrated, or retained for later use. Other adopted water quality best management practices include storm water treatment devices based on filtering, settling or removing pollutants. These construction standards are specifically designed to maintain potential water quality grading impacts at a less than significant level post construction.</p> <p>The County adopted grading ordinances and standards and related conditions of approval which enforce them are specific, and also require compliance with all standards and regulations adopted by the State and Regional Water Quality Control Board, such as the Standard Urban Stormwater Mitigation Plan (SUSMP) requirements, Low Impact Development (LID) and any other adopted best management practices. Therefore, no significant adverse soil erosion or related soil erosion water quality impacts are expected given the mandated conditions and standards that need to be met. See further discussion of related issues (such as maintenance of required post construction water quality facilities) under section 8 Hydrology and Water Quality.</p>				
<p><b>Mitigation:</b> None Required.</p>				
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b></p> <p>The project site is subject to seismic shaking as described in item 6.a.ii. above. No further</p>				

mitigation is required.				
<b>Mitigation:</b> None Required.				
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  Table 18-1-B of the Uniform Building Code is an index of the relative expansive characteristics of soil as determined through laboratory testing. According to the Geologic report by YES! Engineering, no substantial risks to life or property would be created from soil expansion at the proposed project, even if it were to be affected by expansive soils.</p>				
<b>Mitigation:</b> None Required.				
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  The project site is not in an area served by public sewer. Preliminary documentation provided by the applicant and reviewed by the PRMD Project Review Health Specialist indicates that the soils on site would support a septic system and the required expansion area.</p>				
<b>Mitigation:</b> None Required.				

**7. GREENHOUSE GAS EMISSIONS *Would the project:***

a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b> Greenhouse Gas Emissions (GHG) - Greenhouse gases trap heat in the atmosphere. Increases in greenhouse gases due to human activity are associated with Global Climate Change (aka "Global Warming"), that is, the change in the average weather on earth, as measured by wind patterns, storms, precipitation and temperature. The primary greenhouse gases are CO<sub>2</sub>, methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), sulfur hexafluoride (SF<sub>6</sub>), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), and water vapor (H<sub>2</sub>O). Considered the most important greenhouse</p>				

gas, CO<sub>2</sub> is the reference gas for climate change and emissions of greenhouse gases in general are often reported as CO<sub>2</sub> equivalents (CO<sub>2</sub>e).

The California Air Resources Board ("CARB") is required by the Global Warming Solutions Act of 2006 to design and implement emissions limits, regulations, and other statewide measures to reduce statewide greenhouse gas emissions to 1990 levels by 2020. The Act does not indicate what role local land use planning should play in the statewide strategy or how environmental review under CEQA is implicated. In October, 2007, CARB published the Expanded List of Early Action Measures to Reduce Greenhouse Gas Emissions in California Recommended for Board Consideration. None of the early action measures address how local agencies should address greenhouse gas emissions associated with land use applications.

By July 1, 2009 the State Office of Planning and Research is required to provide thresholds of significance for GHGs and transmit them to the Resources Agency for adoption no later than January 1, 2010. As indicated by the Governor's letter to the Senate on signing the Act, the development of CEQA significance thresholds should be guided by the appropriate responsible agencies to achieve a standardized approach consistent with the state law. This is critical given the complexity of global climate change and the State's role in directing Californians' response to this environmental issue. Therefore it is speculative at this time to generate a local threshold of significance before such levels are determined on a statewide basis.

Regarding local efforts on GHG reductions, the Sonoma County Board of Supervisors recently adopted the Sonoma County Climate Protection Campaign which sets a target to reduce GHG emissions to 25% below 1990 levels by the year 2015. The County has completed the first two of five steps in the campaign. The next step is to complete the Community Climate Action Plan (the blueprint to help Sonoma County achieve this emissions target) and then implement the actions in the Plan and develop an on-going monitoring process to ensure that the County meets its reduction target.

For purposes of the Mitigated Negative Declaration, the project would be considered to have a significant impact on greenhouse gases if it would conflict with the state goal of reducing greenhouse gas emissions in California to 1990 levels by 2020, as set forth by the California Global Warming Solutions Act of 2006. There is currently no indication that the project would conflict with the Act's timeline. In addition, the County's Climate Protection Campaign has yet to establish emissions targets to reduce GHG in Sonoma County. However, the Climate Protection Campaign has provided a list of projects that are effective and under local control that will reduce Greenhouse Gases if they are implemented. The Plan's solutions involve four major categories: 1. Improve efficiency in energy and water use; 2. Shift transportation from fossil fuel vehicles to transit, walking, bicycling, etc.; 3. Invest in local renewable energy sources; 4. Protect forests and farmlands, sequester carbon, and convert waste into energy. The inclusion of these types of activities in this project will ensure that there is not a cumulative contribution to Greenhouse Gas emissions as a result of this project.

On November 4, 2008 the Sonoma County Board of Supervisors adopted a resolution selecting the Build it Green (BIG) New Home Construction, Home Remodeling and Multifamily Green Building Guidelines for Residential Construction, and Leadership in Energy and Environmental Design (LEED®) Commercial Green Building System for Commercial Construction guidelines, along with their respective Green Points Checklists, set compliance thresholds, and directed staff to develop a green building ordinance based on these guidelines.

On November 2, 2010, the Board of Supervisors approved all state mandated model codes including the new California Green Building Standards Code (CalGreen). Sonoma County's existing green building ordinance and energy efficiency ordinance were modified to accommodate the new CalGreen code, and to replace the existing green point rated systems, Build-It-Green and LEED for both new residential and non-residential construction respectively. The ordinances became effective January 1, 2011. Compliance with this ordinance meets the aforementioned state regulations.

<b>Mitigation:</b> None Required.				
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> At the time of development for each of the lots, all site development is required to meet state and local states for GHG compliance.				
<b>Mitigation:</b> None Required.				

**8. HAZARDS AND HAZARDOUS MATERIALS *Would the project:***

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> Future site development of each lot is not expected to create a significant hazard from the routine use of hazardous materials, or from minor use of them during the construction process. However, it is possible that improper handling or storage could result in minor spills or drips of hazardous materials such as oil, fuel or paint during or after construction.  The applicant is required by ordinance to comply with applicable hazardous waste generator, storage tank, and AB2185 (hazardous materials handling) requirements and maintain all applicable permits for these programs from the Hazardous Materials Division of Sonoma County Department of Emergency Services. In addition, as discussed in Section 6.b, the applicant must obtain a grading permit and meet all requirements and adopted best management practices for control of potential runoff from the site. The applicant must also maintain all required water quality control measures in the long term. Given the above requirements, and that no significant hazard from the routine use of hazardous materials on site is expected, this impact is considered less than significant.				
<b>Mitigation:</b> None Required.				
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X



<b>Comment:</b> See response to 8.a. This project will not create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment.				
<b>Mitigation:</b> None Required.				
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project site is not located within one-quarter mile of an existing or proposed school.				
<b>Mitigation:</b> None Required.				
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project site was not identified on, or in the vicinity of, any parcels on lists compiled by the California Environmental Protection Agency, Regional Water Quality Control Board, California Department of Toxic Substances, and the California Integrated Waste management Board.				
<b>Mitigation:</b> None Required.				
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The site is not within an airport land use plan as designated by Sonoma County.				
<b>Mitigation:</b> None Required.				
f) For a project located within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X

<b>Comment:</b> There are no known private airstrips within the vicinity of the proposed project.				
<b>Mitigation:</b> None Required.				
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project would not impair implementation of, or physically interfere with the County's adopted emergency operations plan. There is no separate emergency evacuation plan for the County. In any case, the project would not change existing circulation patterns significantly, and would have no effect outside the area.				
<b>Mitigation:</b> None Required.				
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas of where residences are intermixed with wildlands?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The Sonoma County General Plan Public Safety element map dated September 23, 2008 indicates on Figure Ps-1i that the subject site is subject to, "Areas with very high or high potential for large wildland fires". However at the time of development of the site(s), the County Fire Marshal's fire safe requirements will ensure the project would reduce the exposure of people and property to fire hazards to a degree the risk of injury or damage is insignificant.				
<b>Mitigation:</b> None Required.				

**9. HYDROLOGY AND WATER QUALITY *Would the project:***

a) Violate any water quality standards or waste discharge requirements?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
		X		
<b>Comment:</b> See response to 4.a and Mitigation Measure 4.a.4. Potential water impacts can be created from grading activities on site. Water quality impacts can occur during project construction, post construction, and during the long term if installed methods to permanently control runoff and water quality are not maintained.  A grading permit is subject to specific ordinance, adopted standards, and other State and				

Regional Agency requirements are mandated to be obtained and will reduce potential impacts from grading and hazardous materials during and post construction to a less than significant level. In addition to those requirements, the proposed project is subject to water quality regulations adopted by the State and Regional Water Quality Control Board, including the Standard Urban Stormwater Mitigation Plan (SUSMP) requirements, Low Impact Development (LID), and adopted best management practices. The SUSMP program requires that facilities constructed to control water quantity and quality be maintained in such a manner as to prevent their long term degradation, and insure that future increased water quality or quantity impacts do not occur.

Given the above construction, post construction, and long term maintenance requirements and adopted standards, no significant adverse water quantity or quality impacts are expected given the mandated conditions and standards that need to be met. See further discussion in Section 9.c below.

Development of each lot will require all domestic waste water to be disposed of in private septic systems which must meet County standards for their construction and operation.

**Mitigation 9.a: Note on map:** “Prior to issuance of a grading or building permit, the property owner shall submit any and all required grading/site plans and drainage reports for proposed work to the Permit and Resource Management Department (PRMD) for review. Grading/site plans shall clearly indicate the nature and extent of the proposed work and include erosion prevention/sediment control measures, details, notes, and specifications to prevent damages and to minimize adverse impacts to the environment. Drainage improvements shall be designed in accordance with the Sonoma County Water Agency Flood Control Design Criteria, to maintain off-site natural drainage patterns, and to limit post-development storm water levels and pollutant discharges in compliance with PRMD’s best management practices guide. Grading and drainage improvements shall abide by all applicable standards and provisions of the Sonoma County Code and all other relevant laws and regulations.”

**Mitigation Monitoring:** The Permit and Resource Management Department shall not issue the Building Permit until the NOI and the WDID have been received.

b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

**Comment:**  
The Groundwater Availability maps by the State of California State Department of Water Resources indicate that majority of the subject site is located in a Zone 1 water availability area (major groundwater basin); the upper northwestern corner of the site is located in a Zone 3 water availability area (low to highly variable water yield).

Generally, when a project site is located in an area with primarily high ground water, a water availability analysis is not warranted. However, based on water availability concerns voiced by surrounding neighbors, a Hydrology Report by Michael Malone was prepared on June 29, 2012. The report indicates that a local well driller describes the area as the ‘clay zone’ with new wells in the area being drilled below 800 feet in order to get a sufficient amount of water. Based on this information, conditions of approval require each new dwelling to be connected to Valley of the

Moon Water. The Valley of the Moon Water District provided a 'Will-Serve' letter dated June 28, 2012.				
<b>Mitigations:</b> None Required.				
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  The project has been conditioned so that the final grading/improvement plans prevent and/or minimize the discharge of pollutants and waste after the project is constructed (post-construction). There are numerous post-construction storm water best management practices that can be utilized to accomplish this goal. These range from project designs and/or Low Impact Development (LID) best management practices that minimize new impervious surfaces, disperse development over larger areas, and/or that create areas that allow storm water to be detained, infiltrated, or retained for later use. Other post-construction storm water best management practices include storm water treatment devices based on filtering, settling or removing pollutants.</p> <p>LID is a site design strategy that seeks to mimic the pre-development site hydrology through infiltration, interception, reuse, and evapotranspiration. LID techniques include the use of small scale landscape-based best management practices such as vegetated natural filters and bioretention areas (e.g. vegetated swales and raingardens) to treat and infiltrate storm water runoff. LID also requires preservation and protection of environmentally sensitive site features such as riparian buffers, wetlands, steep slopes, valuable trees, flood plains, woodlands, native vegetation and permeable soils.</p> <p>The project shall address water quality through storm water treatment best management practices and shall also address water quantity through storm water flow control best management practices. Storm water treatment best management practices shall be designed to treat storm events and associated runoff to the 85 percentile storm event. Storm water flow control best management practices shall be designed to treat storm events and associated runoff to the channel forming discharge storm event which is commonly referred to at the two year 24 hour storm event. Storm water treatment best management practices and storm water flow control best management practices are subsets of post-construction storm water best management practices. However, there is overlap between the two subsets. Post-construction storm water best management practices should utilize LID techniques as the first priority.</p> <p>The type of the selected storm water best management practices shall be in accordance with the adopted Sonoma County Best Management Practice Guide. The listed storm water best management practices, pollutants and materials of concern are examples and do not represent a comprehensive listing of all available storm water best management practices.</p>				
<b>Mitigation:</b> None Required.				
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on-	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

or off-site?				
<b>Comment:</b> See response to 9.c.				
<b>Mitigation:</b> None Required.				
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b> The project will not substantially alter existing drainage patterns. The project does not include the alteration of a course of a stream or river. The impact of the project would be less than significant. There will be no significant changes in storm water run off due to the use of LID techniques, such as minimizing the use of impervious surfaces; and directing runoff to pervious and vegetated areas with landscaping that incorporates noninvasive native and naturalized species plant vegetation.</p>				
<b>Mitigation:</b> None Required.				
f) Otherwise substantially degrade water quality?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b>  See Mitigation Measure 4.a.4. The project does not involve other changes in the environment that could result in substantially degrading water quality.</p>				
<b>Mitigation:</b> None Required.				
g) Place housing within a 100-year hazard area as mapped on a federal Flood hazard Boundary of Flood Insurance Rate Map or other flood hazard delineation map?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<p><b>Comment:</b>  The project site is not located in a flood hazard area.</p>				
<b>Mitigation:</b> None Required.				
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact

				X
<b>Comment:</b> The project site is not located in a flood hazard area.				
<b>Mitigation:</b> None Required.				
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project site is not located in an area subject to flooding as a result of dam failure.				
<b>Mitigation:</b> None Required.				
j) Inundation by seiche, tsunami, or mudflow?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project site is not located in an area subject to seiche or tsunami.				
<b>Mitigation:</b> None Required.				

**10. LAND USE AND PLANNING** *Would the project*

a) Physically divide an established community?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project would not divide a community.				
<b>Mitigation:</b> None Required.				
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

avoiding or mitigating an environmental effect?				
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**Comment:**

The current General Plan land use designations for Parcel A (A.P.N.s 133-111-023 & 2133-112-020, one legal parcel) is Public/Quasi-Public and Rural Residential 3 acre density on Parcel B (A.P.N. 133-130-011) and Parcel C (A.P.N. 133-130-047).

**Rural Residential General Plan Land Use Designation**

The purpose of the Rural Residential land use designation is to:

*“.. provide for very low density residential development on lands that have few if any urban services but have access to County maintained roads. The primary use shall be detached single family homes.”*

Comment: The western 20.7+/- acre panhandle portion of Parcel A (A.P.N’s 133-111-023 & 133-112-020, one legal parcel) of the Hanna Boys Center campus is currently undeveloped with no urban services currently serving it. This portion of the property is accessed via Carriger Road- a County maintained road. The site currently has a land use designation of Public/Quasi-Public. The request for this portion of the parcel includes a General Plan Amendment to the Rural Residential 10 acre density land use designation.

Parcel B (A.P.N 133-130-011) is currently 30+/- acres and is developed with a single family dwelling, various detached accessory structures, is served by a well and septic system and is accessed directly off of Carriger Road. The site currently has a land use designation of Rural Residential 3 acre density. The request for this parcel includes a General Plan Amendment to the Rural Residential 10 acre density designation.

**Rural Residential Designation Criteria**

The General Plan indicates that certain criteria must be met in order to assign land use designations to a parcel. In this case, the criteria required to be met to designate property Rural Residential is as follows:

- (1) *The area does not have soils suitable for agricultural production,*

Comment: In determining whether a project might impact agricultural resources, lead agencies may refer to the Sonoma County Important Farmland Map dated 1996 by the Department of Conservation. The Farmland map identifies 5.6+/- acres of Farmland of Local Importance (land which is identified as hay land and also classified as having the capability for producing locally important crops such as grapes, corn, etc., but may not be planted at the present time) and 25.8+/- acres of Grazing Land (land on which the existing vegetation is suited to the grazing of livestock) on the 20.7+/- acre western panhandle portion of Parcel A (A.P.N’s 133-111-023 & 133-112-020, one legal parcel). Two new lots of 9.4+/- acres and 11.8+/- acres (Lots 1 & 2) with one building envelope each, are proposed for this area. All new site development, (excluding septic systems, driveways, ground-mounted solar panels and portions of new undergrounded utilities) are required to be located within the designated building envelopes. Development outside of the building envelopes is prohibited (see Conditions # 51 g & i). Proposed Lot 2 is 9.4+/- acres with a 0.8+/- acre building envelope and Lot 3 is 11.8+/- acres with a 1.3+/- acre building envelope. A portion of the Lot 2 building envelope and the entire building envelope on Lot 3 are located within the land areas designated as Farmland of Local Importance. Due to steep slopes on the site, locating the proposed building envelopes outside of the areas designated as Farmland of Local Importance is not possible.

Parcel B (A.P.N. 133-130-011) is located directly south and adjacent to the panhandle, has 5.7+/- acres of Farmland of Local Importance, 18.5+/- acres of Grazing Land and 5+/- acres of “Other

Land" (land which does not meet the criteria of any other category on the Sonoma County Important Farmland Map).  
This parcel will be subdivided into one new lot (Lot 1) and a Designated Remainder (DR). Proposed Lot 1 is 12.9+/- acres with a 1.62+/- acre building envelope and is partially located in the land area of Farmland of Local Importance. The DR is developed with a single family dwelling and various accessory buildings and is designated as Other Land on the Important Farmland Map.

There are 11.3+/- acres of Farmland of Local Importance in the project area to be subdivided. The total land area proposed for the new residential building envelopes is approximately 3.72+/- acres. The majority of site development (excluding septic systems, driveways, ground mounted solar panels and undergrounding of new utilities) on each new lot is required to be located within the designated building envelopes. Based on the above, the amount of acreage of Farmland of Local Importance potentially disturbed with new site development and spread out over the three new lots is not considered a significant loss of agricultural land.

*(2) The area does not include substantial agricultural uses,*

Comment: The land uses in the surrounding project area are primarily rural residential do not include substantial agricultural uses. However, there are a few larger parcels designated as Diverse Agriculture that are developed with vineyards and residences.

*(3) Lands have access to a County maintained road,*

Comment: Each of the proposed lots will have direct access to Carriger Road, a County maintained road. The Designated Remainder will continue to have direct access to Carriger Road.

*(4) Lands shall have enough groundwater for individual wells,*

Comment: The subject parcels are located within the Valley of the Moon Water District and public water will be provided to each new vacant lot as per the "Will Serve" letter provided by the District on June 28, 2012.

*(5) Lands shall have sufficient permeability for individual septic systems,*

Comment: Based on the soil type of the proposed lots, the Project Review Health Specialist determined the site is suitable for septic. Conditions of approval require that prior to recording the subdivision map, evidence for subsurface sewage disposal is provided to PRMD for review and approval.

*(6) Any applicable Land Use Policies for the Planning Area.*

Comment: See the discussion below for further applicable Land Use Policies for this area.

### **Rural Residential Permitted Density and Development Criteria**

The permitted residential density and development criteria for the Rural Residential land use designation:

*"Densities range from one to twenty acres per dwelling as shown on the Land Use Map. Maximum density may be applied based upon the following: similar density of existing lots in the surrounding area, suitable soils for septic disposal, available water, environmental suitability, access to arterial or collector roads, proximity of commercial services and public services and facilities, and no significant impacts on agriculture and resource production activities. Lot sizes smaller than one and one-half acres shall not be created if the residence is to be served by individual well and septic system. New lots may be as small as one acre if*



*the residence is to be served by a public water system. New development should preserve the existing rural character.”*

Comment: Parcels designated Rural Residential in the immediate surrounding areas range in size from .31+/- acres to 3.06+/- acres with densities ranging from 2 to 5 acres per parcel. The proposed subdivision parcel sizes are larger than those in the surrounding area however, the proposed designation to Rural Residential 10 acre density meets the General Plan criteria for densities ranging from 1 to 20 acres. The resulting larger parcel sizes will be similar to several parcels zoned Diverse Agriculture (DA) to the west and will limit the permitted land uses on each new lot to be compatible with surrounding parcels. Each new lot will be served by a septic system and connected to public water.

A biological report (see Issue # 8 for further discussion) and a preliminary geologic report were prepared for the project (see Issue #9 for further discussion). Conditions of approval restrict the majority of site development to occur within the designated building envelopes, ensuring the protection of wildlife in the area (see Exhibit A, Condition #51 i, k, & l).

The subdivision driveway is located approximately 1.7+/- miles west of Arnold Drive, a designated Minor Arterial Road in the General Plan and 3.2+/- miles from the City Limits of Sonoma where commercial and public services and facilities are located.

Portions of the proposed building envelopes contain areas designated as Farmland of Local Importance. The potential impact would be to approximately 3.72+/- acres of designated Farmland (out of 11.3+/- acres) therefore the impact is less than significant.

To ensure new site development is compatible with surrounding development patterns and blends well with the rural character of the area, conditions of approval require Administrative Design Review approval prior to issuance of permits (see Exhibit C, Condition of approval # 51 e, f, & g)

#### **Public/Quasi-Public General Plan Land Use Designation**

The purpose of the Public/Quasi-Public (PQP) land use designation is to:

*“.. provide sites that serve the community or public need and are owned or operated by government agencies, non-profit entities, or public utilities.”*

Comment: Parcel C (A.P.N. 133-130-047) is developed with the southern portion of the Hanna Boys Center campus and is served by an Outside Sewer Service Area Agreement (OSAA); further expansion of sewer services to the Campus is prohibited as per the OSAA. The current land use designation for this portion of the site is Rural Residential 3 acre density. The request includes a General Plan Amendment to the Public/Quasi-Public (PQP) land use designation to reflect the existing school use of the site.

#### **Public/Quasi-Public Designation and Permitted Development Criteria**

The General Plan land use designation of Public/Quasi Public is limited to the, “.. *actual area of the public/quasi-public use.*” Amendments to add this designation to property must meet the following criteria:

- (1) *Ownership or long term lease by a government agency, other non-profit entity or public utility,*

Comment: Proposed Parcel C (A.P.N. 133-130-047) includes the existing Hanna campus that will be designated Public/Quasi Public and will remain under the ownership of the Hanna Boys Center, a not-for-profit entity.

(2) Adequate road access,

Comment: The parcels developed and utilized for the Hanna Boys Center campus will continue to be accessed from a private driveway directly off of Arnold Drive, at the intersection of West Agua Caliente Road, both County maintained public roads.

(3) Lands are not suitable for and will not adversely affect resource production activities,

Comment: Parcel C (A.P.N. 133-130-047) is to receive the Public/Quasi Public land use designation, is developed with the Hanna campus structures and functions as the southern portion of the campus. The site is not suitable for resource production activities.

(4) Any applicable Land Use Policies for the Planning Area.

Comment: See the discussion below for further applicable Land Use Policies for this area.

**Goal LU-1.1** of the General Plan indicates that it is the intention of the County to accommodate future growth, “.. in a manner consistent with environmental constraints, maintenance of the high quality of life enjoyed by existing residences, and the capacities of public facilities and services.”

**“Objective LU-1.3:** Designate lands within the various land use categories to make available residential and employment opportunities and to achieve a balance between job opportunities and population growth countywide, subject to any constraints of environmental suitability, protection of agriculture and other resource protection, and availability of public services.”

**“Policy LU-1h:** Evaluate Land Use Plan amendments subject to:

- (1) constraints of environmental suitability,
- (2) protection of agriculture,
- (3) availability of public services,
- (4) the County projected population and employment levels,
- (5) the need for workforce housing, and
- (6) other plan goals, objectives, and policies.”

Comment: As indicated above, based on analysis of the project and the studies provided, the requested 3-Lot subdivision has been reviewed for environmental constraints, protection of agriculture, and availability of public services and is found to be in compliance with the projected population levels in the General Plan. The 3-Lot subdivision will contribute to the workforce housing needs for the County. See Issue #6 for further subdivision discussion.

**“Policy LU-9d:** Deny General Plan amendments that convert lands outside of designated Urban Service Areas with Class I, II, or III soils (USDA) to an urban or rural residential, commercial, industrial, or public/quasi public category unless all of the following criteria, in addition to the designation criteria for the applicable land use category, are met:

- (1) The land use proposed for conversion is not in an agricultural production area and will not adversely affect agricultural operations,

Comment: The land area proposed for the residential subdivision is developed with one single family dwelling and various accessory structures. The southern portion of the Hanna campus is developed with buildings and infrastructure. No agricultural production areas occur on any of the

Hanna properties. As indicated above, the project will not adversely affect agricultural operations.

*(2) The supply of vacant or underutilized potential land for the requested use is insufficient to meet projected demand,*

Comment: The project will provide three additional dwelling units, and possibly three Second Dwelling Units on each new lot to the overall housing supply in Sonoma County, further meeting the County's need for additional housing stock.

*(3) No areas with other soil classes are available for non resource uses in the planning area, and*

Comment: The 20.7+/- acre "panhandle" portion of A (A.P.N. 133-111-023 & 133-112-020, one legal parcel) and Parcel B (A.P.N. 133-130-011) contains some Class III soils, SkC- (Spreckles loam 2-9 percent) Class III-e. The USDA Soil Capability Class defines this as *".. soils that have severe limitations and reduce the choice of plants or require special conservation practices, or both."* Subclass "e" means that, *".. soils are susceptible to erosion or hazard which affects their use"*. The only land area available for subdivision that meets the criteria for geologic stability, setbacks and screening to public views, is where the building envelopes are located and contain some the Class III soils.

*(4) An overriding public benefit will result from the proposed use."*

Comment: The project will provide several public benefits. Government Code 65358 states that the legislative body may amend an adopted General Plan if it deems it to be in the public interest. Staff routinely asks applicants to demonstrate a public benefit in conjunction with requests to amend the General Plan to comply with the Government Code and in order for staff to make a recommendation of approval.

The western 20.7+/- acre panhandle portion of Parcel A (A.P.N.'s 133-111-023 & 133-112-020, one legal parcel) has steep slopes and is difficult to access from the main Hanna campus. The benefit of a residential subdivision on this portion of the site is that land disturbance will be limited to the designated building envelopes and access will be from Carriger Road leaving the majority of the land area undisturbed and in a natural state. In addition, changing the land use and density designation of this portion of the site as well as the adjacent 30+/- acre parcel to the south, Parcel B (A.P.N. 133-130-011), to Rural Residential 10 acre density reduces the future residential subdivision potential and permitted land uses will be compatible with the surrounding Rural Residential zoned parcels.

The land use designation for Parcel C (A.P.N. 133-130-047) is Rural Residential 3 acre density. Amending the land use designation of this parcel to Public/Quasi-Public provides a benefit in that the southern Hanna campus will be designated according to the existing school use and prevents future residential subdivision of the property as well as provide a net gain of 7+/- acres land areas designated Public/Quasi-Public in the County.

### **North Sonoma Valley Specific Plan**

The North Sonoma Valley Specific Plan was adopted on January 5, 1981. The General Plan indicates that the North Sonoma Valley Specific Plan *".. shall be repealed, that development guidelines contained therein shall be reviewed and updated and considered for adoption as "Local Development Guidelines"; provided they are consistent with the General Plan. Until such a time that these guidelines are adopted, any policies contained in these plans shall continue to apply provided they are consistent with the General Plan."*

In this case, the North Sonoma Valley Specific Plan has not yet been repealed; therefore, the project is subject to all applicable criteria of the current Specific Plan.

Comment: The Specific Plan designates Parcel A (A.P.N.'s 133-111-023 & 133-112-020, one legal parcel) as "Institutional". Institutional designated land uses include, "*.. large public or private education, health care or rehabilitation facilities and associated accessory structures ..*"

The request includes an amendment to the 20.7+/- acre "panhandle" portion of Lot A from the Institutional designation to the "Open Land and Residential 5-10 acre density" land use designation, "*.. where houses are built on land surrounded by undeveloped areas. Development is often limited by physical constraints, such as steep slopes, limitations to onsite sewage disposal, or poor water supplies. Residential density ranges from five to twenty acres per dwelling unit.*" The requested designation is appropriate because the property is located near the base of the eastern foothills of Sonoma Mountain with slopes ranging from 8 to 60 percent, there is limited vehicle access and water availability to the site, soil conditions are not suitable for agricultural purposes and limiting the highest density on the site to 10 acres per dwelling provides compatibility with surrounding Rural Residential parcels.

### **South Sonoma One Specific Plan**

The South Sonoma Specific Plan was adopted by the Board of Supervisors on December 9, 1975 and is also identified in the General Plan as one of the plans to be repealed in the future but is currently applicable to this project.

Comment: Parcel C (A.P.N. 133-130-047) is developed with the southern portion of the Hanna campus and is designated as Rural Residential 3-15 acre minimum in the Specific Plan. The request includes an amendment from the Rural Residential 3-15 acre land use designation to the Public Use "S" (school) land use designation. The request is appropriate to because it reflects the existing school use on the site.

### **Zoning Consistency**

The current Zoning designations of the subject parcels are Public Facilities for Parcel A (A.P.N.'s 133-111-023 & 133-112-020, one legal lot) and Rural Residential 3 acre density for Parcel B (A.P.N. 133-130-011) and Parcel C (A.P.N. 133-130-047).

### **Rural Residential Zoning Designation**

The purpose of the Rural Residential Zoning designation is to, "*.. to preserve the rural character and amenities of those lands best utilized for low density residential development ..*"

Comment: The current zoning designation on the western 20.7+/- acre panhandle portion of Parcel A (A.P.N.'s 133-111-023 & 133-112-020, one legal parcel) is Public Facilities. This portion of the site is undeveloped with no urban services and is accessed by Carriger Road. Two parcels, (Lots 2 & 3), are proposed to be located in this area.

Parcel B (A.P.N 133-130-011) is currently zoned Rural Residential 3 acre density and is developed with a single family dwelling, various associated accessory structures, is served by a well and septic system and is also accessed directly off of Carriger Road. One parcel, (Lot 1) and a Designated Remainder are proposed for this area.

The request is to combine 20.7+/- acres of Lot A, with 26.26+/- acres of Lot B, (for a total of 47+/- acres) to Rural Residential 10 acre density. The parcel will then be subdivided into 3 Lots and a Designated Remainder. The 10 acre density designation will prevent further subdivision of the land (see Issue #6 for further subdivision discussion).

The request is consistent with the Rural Residential 10 acre zoning designation because the site contains steep slopes, unstable soil classes, low water availability and has limited vehicle access warranting less site development.

**Public Facilities Zoning Designation**

The purpose of the Public Facilities (PF) zoning designation is, *“to provide sites which serve the community or public need and to protect these sites from encroachment of incompatible uses. The PF district shall be applied as a base zoning district to identify existing public facilities ..”*

Comment: Parcel C (A.P.N. 133-130-047) is developed with the newest Hanna campus structures, functions as the southern portion of the main campus, is accessed via a paved driveway directly off of Arnold Drive, and is served by public sewer and water. The parcel is currently zoned Rural Residential 3 acre density. No new development is proposed for this parcel. The request is to rezone this parcel to the Public Facilities land use designation to reflect the school use of the site.

The request is consistent with the Public Facilities zoning designation because the parcel functions as the southern portion of the Hanna campus, the designation protects the school use of the site and the rezoning will prevent future residential subdivision of the land.

**Existing Subdivision Potential of the Parcels**

Currently, Parcel B (A.P.N. 133-130-011) is 30+/- acres and is zoned Rural Residential 3 acre density meaning it has a current subdivision potential of ten, 3 acre lots. Rezoning this parcel to the Rural Residential 10 acre density designation will prevent future residential subdivision of the parcel.

Parcel C (A.P.N. 133-130-047) is 22+/- acres and is also zoned Rural Residential 3 acre density. There are approximately 10+/- acres of undeveloped land outside of the existing campus footprint and riparian areas; the 10 acres could result in the creation of three new residential lots. Rezoning this parcel to Public Facilities prevents future residential subdivision of the parcel.

**Mitigation:** None Required.

c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X

**Comment:**  
 Habitat conservation plans and natural community conservation plans are site-specific plans to address effects on sensitive species of plants and animals. The project site is not located in an area subject to a habitat conservation plan or natural community conservation plan.

**Mitigation:** None Required.

**11. MINERAL RESOURCES *Would the project:***

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
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				X
<b>Comment:</b> There is no known mineral resource on the project site.				
<b>Mitigation:</b> None Required.				
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The project site is not a mineral resource recovery site.				
<b>Mitigation:</b> None Required.				

**12. NOISE *Would the project:***

a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The project would not result in exposing persons to or generate noise levels in excess of standards as established in the local general plan Noise Element or applicable standards of other agencies.				
<b>Mitigation:</b> None Required.				
b) Exposure of persona to or generation of excessive ground borne vibration or ground borne noise levels?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The project includes construction activities that may generate ground borne vibration and noise. These levels would not be significant because they would be short-term and temporary, and would be limited to daytime hours. There are no other activities or uses associated with the project that would expose persons to or generate excessive ground borne vibration or ground borne noise levels. Conditions of approval restrict the days and hours of residential site development including improvements to Carriger Road, the Winkle Creek bridge and any associated work in Winkle Creek.				

<b>Mitigation:</b> None Required.				
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> See response to 12.a.				
<b>Mitigation:</b> None Required.				
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> See response to 12.b.				
<b>Mitigation:</b> None Required.				
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> The site is not within an airport land use plan as designated by Sonoma County.				
<b>Mitigation:</b> None Required.				
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> There are no known private airstrips within the project area.				
<b>Mitigation:</b> None Required.				

**13. POPULATION AND HOUSING** *Would the project:*

a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> See response to 10.b. The request would decrease the number of potential residential lots to be created. The project would not include construction of a substantial amount of homes, businesses or infrastructure and therefore would not induce substantial population growth.				
<b>Mitigation:</b> None Required.				
b) Displace substantial numbers of existing housing necessitating the construction of replacement housing elsewhere?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> No housing will be displaced by the project.				
<b>Mitigation:</b> None Required.				
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> No people will be displaced by the project.				
<b>Mitigation:</b> None Required.				

**14. PUBLIC SERVICES** *Would the project:*

a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service rations, response times or other performance objectives for any of the public services:	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X



<b>Comment:</b> Construction of the project would not involve substantial adverse physical impacts associated with provision of government facilities and the impact would be less than significant.				
<b>Mitigation:</b> None Required.				
i. Fire protection?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The County Fire Marshal reviewed the project description and requires that the expansion comply with Fire Safe Standards, including fire protection methods such as sprinklers in buildings, alarm systems, extinguishers, vegetation management, hazardous materials management and management of flammable or combustible liquids and gases.				
<b>Mitigation:</b> None Required.				
ii. Police?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The Sonoma County Sheriff will continue to serve this area. There will be no increased need for police protection resulting from the 3-lot subdivision.				
<b>Mitigation:</b> None Required.				
iii. Schools, parks, or other public facilities?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> Development fees to offset potential impacts to public services include school and park mitigation fees.				
<b>Mitigation:</b> None Required.				
iv. Parks?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	

<b>Comment:</b> Development fees to offset potential impacts to public services include school and park mitigation fees.				
<b>Mitigation:</b> None Required.				
v. Other public facilities?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> Development fees to offset potential impacts to public services include school and park mitigation fees.				
<b>Mitigation:</b> None Required.				

**15. RECREATION** *Would the project:*

a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> The proposed project would not involve activities that would cause or accelerate substantial physical deterioration of parks or recreational facilities.				
Mitigation:				
Mitigation Monitoring:				
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> See item 15.a. above.				

**16. TRANSPORTATION / TRAFFIC** *Would the project:*

a) Conflict with an applicable plan, ordinance	Potentially Significant	Less than Significant	Less than Significant	No impact
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or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	Impact	with Mitigation Incorporation	Impact	
			X	

**Comment:**

A traffic study was prepared for the project by W-Trans on June 29, 2012. The report indicates the project could generate 3 new peak hour traffic trips associated with the three new residential lots. This request is below the threshold for additional traffic mitigation measures to be implemented with a project. All traffic generated by the residential subdivision will use Carriger Road for access.

**Neighbor Concerns**

Comment: Neighbors within the project area are concerned the new, 3-Lot residential subdivision will cause excessive degradation to Carriger Road and create traffic hazards to pedestrians and horseback riders who frequent the road. Carriger Road is paved, approximately 15-foot in wide road with a 30-foot wide road easement and is maintained by the County; Carriger Road lacks shoulders and sidewalks. To ensure new residential development does not create hazardous conditions on Carriger Road, and that a proper vehicle turnout is constructed, conditions of approval require the following improvements:

*“30. The developer shall construct or install public road improvements described as follows:*

*a. Supplement the existing pavement to create an equivalent "Fire-Safe Standards" (latest revision) turnout on Carriger Road at the crest of the vertical curve on Carriger Road located approximately 350 feet north of Oak Creek Drive. The turnout shall include:*

- 1) A minimum paved width of 20 feet through the full widened section;*
- 2) Minimum twenty-five (25) foot long paved entrance and exit tapers;*
- 3) Construct drainage improvements as needed.*

*The improvements may vary depending upon the location and condition of the existing improvements. Depending on the existing conditions, the improvements may consist of widening, reconstruction, overlay, drainage, etc, all as necessary to create the required widths and structural section(s).”*

And,

*“50. All future site development done on any new lot requires the applicant and/or property owner of that lot to repair any damage and/or wear and tear that has occurred on Carriger Road resulting from the property owner's site specific development. The applicant and/or owner shall obtain all necessary Road Encroachment permits for the work to be done and the repairs shall be completed prior to final occupancy being granted for the new structure(s) and/or other site development.”*

**Potential Alternate Driveway Access**

The neighbors indicate they would prefer the subdivision to be accessed off of Arnold Drive versus Carriger Road. There are 4 private roads and one Valley of the Moon Water District road easement in the project area including:

- 1) El Rancho Feliz Road is a paved, private road accessed directly off of Arnold Drive, serving three parcels, two of which are developed with rural residences and accessory structures. The road is located at the northern border of the developed Hanna campus and is approximately 1,500+/- feet long and 10-feet wide. In order to utilize this private road for access to the Hanna residential subdivision, access easements would have to be obtained from the property owners and the road would have to be extended an additional 2,000+/- feet of 18-foot wide, paved road would have to be built.
- 2) Valley of the Moon Easement Road is located directly through the Hanna campus, directly off of Arnold Drive, and goes west up to a 22,500 s.f. parcel owned by the Valley of the Moon Water District, which is located next to the proposed residential subdivision. The parcel is developed with a 2 million gallon steel water tank for the water district. The easement road is approximately 1,700+/- feet long with a 227+/- foot long paved portion (providing access to the westernmost Hanna campus building) with 1,600+/- feet of unpaved road remaining. In order for the proposed residential subdivision to utilize the road for access, the road would have to be widened and paved to a minimum of 18 feet and extended another 1,130+/- feet to provide access to the new subdivision lots. Hanna staff indicates that improving and utilizing this road to access the proposed subdivision raises safety and security concerns for the campus and because of that, a subdivision road through the main campus cannot be considered.
- 3) Repetto Ranch Road is a paved, private road accessed directly off of Arnold Drive serving three parcels developed with rural residences and accessory structures. The road is located approximately 2,100+/- feet southeast of the proposed subdivision, is approximately 10 feet wide and 1,180+/- feet long. In order to utilize this road for the subdivision, access easements would have to be obtained from the property owners and the road would have to be extended an additional 3,900+/- feet of 18-foot wide, paved would have to be built.
- 4) Stevens Gate Road is a paved, private road that parallels a portion of Repetto Ranch Road to the south and is accessed directly off of Arnold Drive. The road serves 4 parcels developed with rural residences and accessory structures. The road is located approximately 2,110+/- feet southeast of the proposed subdivision, is approximately 10 feet wide and 2,300+/- feet long. In order to utilize this road for the proposed subdivision, access easements would have to be obtained from the property owners and an additional 4,000+/- feet of 18-foot wide, paved road would have to be built.
- 5) Oak Creek Drive is a paved, private road accessed directly off of Carriger Road and serving 10 parcels developed with rural residences. The road is located approximately 500+/- feet south of the existing driveway access to the proposed residential subdivision. The road is 10 feet wide and approximately 2,100 feet long. There appears to be no potential internal access from this road to the proposed subdivision.

Comment: The proposed subdivision access road and replacement bridge are located directly off of Carriger Road. The subdivision road will paved and widened and the replacement bridge will also be widened, meeting Public Works, Fire and the County Surveyor's conditions of approval that require the proposed subdivision road and replacement bridge to be built according to current standards (see conditions #'s 4 through 9 and 36 through 50). As proposed, the driveway will be approximately 1,960+/- feet in length. Building the subdivision road in this location will result in less overall disturbance to the property because the driveway will be shorter than any alternate driveway access and will help avoid significant grading on the property. Subdivision traffic will not have direct access to Arnold Drive but will instead be routed to the intersection of

<p>Craig and Arnold Drive, approximately 6,100+/- feet south of the intersection of Arnold Drive and West Agua Caliente Road. Because this intersection is heavily trafficked, a new traffic round-about was recently installed for traffic calming purposes. Routing subdivision traffic directly onto Carriger Road and not directly onto Arnold Drive will help to prevent an increase in traffic congestion at the round-about intersection. Adding the 3-Lot subdivision traffic to Carriger Road will have a minor impact to the area with the required improvements. At the time of Building Permit issuance for development of the lots, a traffic mitigation fee is collected for each new dwelling. Traffic mitigation fees help to fund county-wide road improvements.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b> See response to 16.a.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>c) Result in change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<p><b>Comment:</b> The project would have no effect on air traffic patterns.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<p><b>Comment:</b> The 3- lot subdivision is accessed off of Carriger Road. The future driveway design will be required to meet County standards prior to permit issuance.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>Mitigation Monitoring:</p>				
<p>e) Result in inadequate emergency access?</p>	Potentially Significant Impact	Less than Significant with	Less than Significant Impact	No impact

		Mitigation Incorporation		
			X	
<b>Comment:</b> See response to 15.d. At the time of development for each of the sites and prior to permit issuance, the owner/ applicant will have to comply with the Sonoma County Department of Emergency Services criteria for development.				
a) <b>Mitigation:</b> None Required.				
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> There are no adopted policies, plans or programs that support alternative transportation associated with this project site.				
<b>Mitigation:</b> None Required.				
g) Result in inadequate parking capacity?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
				X
<b>Comment:</b> Each new single family dwelling will be required to have one parking space or, to obtain a waiver for the parking requirement prior to issuance of building permits.				
<b>Mitigation:</b> None Required.				

**17. UTILITIES AND SERVICE SYSTEMS** *Would the project:*

a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> See responses to 6.b and 9.a, 9.e, and 9.f.				
<b>Mitigation:</b> None Required.				
b) Require or result in the construction of	Potentially	Less than	Less than	No impact

<p>new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?</p>	Significant Impact	Significant with Mitigation Incorporation	Significant Impact	
<p><b>Comment:</b> See responses to 6.e, 9.a, 9.e and 9.f.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
<p><b>Comment:</b> See responses to 6.b and 6.d.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
<p><b>Comment:</b> See response to 9.b.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
<p><b>Comment:</b> The project is served by septic systems therefore, there is no impact to a wastewater treatment provider.</p>				
<p><b>Mitigation:</b> None Required.</p>				
<p>f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?</p>	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact

<b>Comment:</b> Sonoma County has a solid waste management program in place that provides solid waste collection and disposal services for the entire County. The program can accommodate the permitted collection and disposal of the waste that will result from the proposed project.				
g) Comply with federal, state, and local statutes and regulations related to solid waste?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
<b>Comment:</b> Sonoma County has access to adequate permitted landfill capacity to serve the proposed project.				
<b>Mitigation:</b> None Required.				

## 18. MANDATORY FINDINGS OF SIGNIFICANCE

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact
			X	
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either	Potentially Significant Impact	Less than Significant with Mitigation Incorporation	Less than Significant Impact	No impact



directly or indirectly?			x	

## Sources

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21. Evaluation of Groundwater Resources, California Department of Water Resources; 1975.
22. Sonoma County Congestion Management Program, Sonoma County Transportation

Authority; December 18, 1995.

23. Sonoma County Aggregate Resources Management Plan and Program EIR, 1994.
24. Sonoma County Bikeways Plan, Sonoma County Permit and Resource Management Department, August 24, 2010.