

BOARD OF SUPERVISORS

Terrell Swofford, Chair 1st District
Kevin Goss, 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jon Kennedy, Vice Chair 5th District

**AGENDA FOR SPECIAL MEETING OF JANUARY 29, 2013 TO BE HELD AT 10:00 A.M. IN THE
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

10:00 A.M. **CALL TO ORDER/ROLL CALL**

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

Convene as the County Service Area #12 Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12

1. 10:10 **COUNTY SERVICE AREA #12** – Robert Perreault
Direct Public Works to commence and implement a Request for Proposals in regard to providing Operations Services for Plumas Transit, effective July 01, 2013. Discussion and possible action

Adjourn as the County Service Area #12 Governing Board and reconvene as the Board of Supervisors

2. 10:15 **DEPARTMENTAL MATTERS**
PROBATION

Consider request from the Probation Department to remain at their current location pending development of other alternatives; and if request is denied, authorize the Probation Department to relocate to the Health & Human Services Center the week of March 25, 2013; and further authorize office modifications for added security. Discussion, possible action and/or direction to staff

3. 10:30 **BOARD OF SUPERVISORS**

FY 2012-2013 Mid-Year Budget Review: Discussion, possible action and/or direction to staff

4. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit, Sheriff's Department Employees Association, Operating Engineers Local #3

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, February 05, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

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**COUNTY SERVICE AREA # 12
PLUMAS COUNTY**

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6323

AGENDA REQUEST

for the January 29, 2013 Meeting of the Governing Board of CSA #12

Date: January 22, 2013

To: Honorable Governing Board

From: Robert Perreault, Director of Public Works and Interim Executive
Director of the Plumas County Transportation Commission



Subject: Existing Contract with Plumas Rural Services; Consideration to
advertise for new proposal to provide operations services for
Plumas Transit; Discussion and direction to Staff

Background:

During the early part of December, 2012, Caltrans (District 2) began requesting documents associated with the existing contract between CSA #12 and Plumas Rural Services (PRS) for the operation of Plumas Transit, said contract having been previously approved by Caltrans in 2010. Apparently, the current requests for documents were part of a regional request by Caltrans that focused on all transit agencies in the region.

Notwithstanding the previous issuance of approval by Caltrans, on or about January 10, 2013, Caltrans (District 2) informed Public Works staff that the federal transit agency was not satisfied that the bid documents issued 3 years ago had not contained suitable language for annual budget revisions and payments for transit operations.

Accordingly, Public Works staff has been advised by Caltrans that – notwithstanding existing contract provisions pertaining to contract extension(s) – the contract to be in effect on July 1, 2013 must be the result of issuance of a new request for proposals and a new, replacement contract, all of which is subject to approval by Caltrans.

Attached is a copy of an e-mail and a draft letter, received from Caltrans on January 17, 2013. Public Works staff immediately discussed the attached document with County Counsel. Subsequently, PRS was notified via e-mail of the contents of the attached letter. Upon receipt of a signed letter from Caltrans, it will be immediately distributed by Public Works staff to all parties.

This matter is scheduled for consideration by the Plumas County Transportation Commission at their meeting scheduled for Monday, January 28, 2013.

Recommendation:

Public Works staff recommends that the Governing Board of CSA #12 direct Public Works staff to commence and implement a Request for Proposals in regard to providing Operations Services for Plumas Transit, effective July 1, 2013.

Attachments

Perreault, Bob

From: Michelle Millette [michelle.millette@dot.ca.gov]
Sent: Thursday, January 17, 2013 11:59 AM
To: Perreault, Bob; Mannle, John
Cc: Aaron Casas; Toni Clayborne
Subject: Third Party Agreement for Transit Services
Attachments: Plumas_transit.docx

Dear Bob,
Per our telephone conversation, attached is the letter - in DRAFT - regarding your third party agreement for transit services. *(See attached file: Plumas_transit.docx)*
The final may be a little different - James is out of the office this week. I expect he will final and send first part of next week.

Michelle Millette
Senior Transportation Planner
District 2, Office of Community & Regional Planning
California Department of Transportation
(530) 229-0517
FAX (530) 225-3578



DEPARTMENT OF TRANSPORTATION
DIVISION OF MASS TRANSPORTATION MS 39
1120 N STREET
P. O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 651-6116
FAX (916) 654-9366
TTY 711

*Flex your power!
Be energy efficient!*

January 18, 2012

Mr. Bob Perreault, Executive Director
Plumas County Transportation Commission
1834 E. Main Street
Quincy, CA 95971

Dear Mr. Perreault:

This letter is in reference to the existing third party agreement between County Service Area Number 12 (Plumas) and the Plumas Rural Services (PRS) dated June 15, 2010. The California Department of Transportation, Division of Mass Transportation (DMT) has reviewed the contract and found that Section 8. COMPENSATION (beginning on page 5 of 21) regarding payment to the contractor does not comply with federal statutes and regulations in regard to full and open competitive bidding. All third party agreements must comply with:

- 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreement to State and Local Governments
- FTA Circular 4220.1E-Third Party Contracting Requirements
- FTA Best Practice Procurement and Construction Management Manual

As the recipient of the Federal Transit Administration (FTA) Section 5311 funding, DMT is responsible for ensuring that all procurement requests comply with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DMT that all procurement and third party contracting activities you engage in conform with all federal statutes and regulation. Please be reminded that any contract options or changes exercised by Plumas and funded with 5311 funds must first be approved by DMT **prior** to exercising the options. In regard to funding, Plumas should ensure that options applied (contract extensions or amendments) are within the Cost Price Index (CPI) for the year and the price option exercised is not above the ongoing price range for operating contracts in the region.

There is currently a call for projects for FTA 5311 funding. Caltrans District Transit Representative (Michelle Millette in District 2) will accept Plumas' program of projects and application, but will not enter into a contract with Plumas unless and until Plumas has a new, competitively bid, third party agreement that is approved by Caltrans. We strongly advise Plumas County to immediately begin the process to advertise and hire for a qualified third party contractor to operate the Plumas transit system that will be in place on June 30, 2013.

Should you have any questions, please contact Michelle Millette at (530) 229-0517.

Sincerely,

JAMES OGBONNA
Branch Chief
Rural Transit and Intercity Bus



2

Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

DATE: January 22, 2013
TO: Honorable Board of Supervisors
FROM: Sharon L. Reinert, Chief Probation Officer
SUBJECT: Probation Department Relocation

Recommendation

1. Authorize the Probation Department to remain at their current location until they relocate to the Trilogy building with the Sheriff's Office. However, if the Board's direction continues to be that the Probation Department relocate to the annex, that the move be delayed until the week of March 25, 2013.
2. Should the Board continue to direct the Probation Department to relocate to the annex, authorize the requested modifications to the annex for added security and a conducive work environment for Probation Department staff.

Background and Discussion

At the Board meeting held on January 8, 2013, the Probation Department was directed to relocate its office to the courthouse annex on February 1, 2013. I met with Mark Rother on January 15, 2013, to discuss the move. Based on my prior discussions with then Facilities Director Joe Wilson regarding the move, various changes in the design of the office space and security issues were discussed. I was told by Mr. Wilson that the changes were doable with the exception of his investigation into the relocation of the bullet proof glass currently located in our existing building. In case that was not an option, he was going to investigate the cost to replace the existing lobby window at the annex with bullet proof glass.

In speaking with Mr. Roberts, there are various expenses that will be incurred to make the requested changes and regarding the move itself that Mr. Wilson did not take into consideration at the time of our discussions (Refer to cost approximations listed below). We did discuss the issue of inclement weather and the availability of his staff to move our office furniture and supplies, which is why we decided to wait until the end of March to make the move, once the threat of snow, ice and injury was significantly reduced. This continues to be an issue in that, if there is inclement weather during the week of February 4, which is our discussed move date, Facilities staff will be unavailable to move us as they will be dealing with other responsibilities related to the weather.

Another issue was that Fish and Game was occupying five office spaces and had their furniture in other areas of our work space. Fish and Game's lease is set to expire on January 31, 2013, and the new lease for their relocation to the space Environmental Health previously occupied has yet to be approved by County Counsel and the Board. Thus, their exit date from the area they are currently occupying is unknown.

Other issues that arise in reference to the above paragraph is the fact we need to have AT&T move our phone lines to the Annex, and they will require an appropriate amount of time to do so. IT needs time to move our computer lines. Our copy machine will also need to be relocated and pursuant to our contract, it can only be moved by Ray Morgan, unless they agree otherwise. If we confirm a move date with them and weather prohibits the move, the Department will be left without those amenities and we will lose additional productivity time by staff. As it is, to pack and unpack it is an average estimated loss of three days of productivity time for each employee, in addition to the lost days of productivity caused by the move itself: this is estimated to take two-to-three days. Furthermore, I investigated the cost of professional movers to relocate the Department to secure a firm move date. Their estimates are attached to this document.

Facilities have provided me with an estimate to make the modifications to the annex office space I have requested, and which was, at a minimum, agreed upon by Mr. Wilson. I have also a list of other costs associated with the move. Mr. Wilson approximated a saving of \$26,000 a year if we were to relocate; however, with the items from which Mr. Wilson expressed the savings would occur (utilities and janitorial service) only equal approximately \$20,000. The expense to modify our area at the annex to meet our needs, including phone lines, computers and other items, that savings will only be approximately \$9,000 during the 2013/2014 budget year. It is hoped that during that time period the Sheriff's Office will have acquired the Trilogy building and we will be moving there.



FILING CABINETS

FOLDERS

LABELS

Filing Systems that Work. Guaranteed!

Plumas County
Monica Richardson
1446 E. Main St.
Quincy, CA 95971

January 17, 2013

Dear Ms. Richardson:

We will disassemble, relocate, reassemble, and re-level, 3 rotating units from one bldg to another. The cost is \$1960.00.

Installation is quoted on normal working hours, non-union straight time.

We will reassemble in the same configuration as no pieces and parts are included on the quote.

Costs for Davis Bacon act and prevailing wages are excluded. Costs are not included for any permits, fees, seismic or structural evaluations or modifications. Costs for any building, environmental or hazardous material work are also excluded.

Please note there will be noise associated with the repair. No Pieces and parts are included. Units will not be floor anchored.

A2Z Filing Systems is a California certified small business.

We will need a clear work space. Units must be empty.

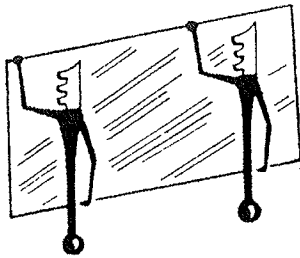
We also offer a full line of **Folders, indexes, and Color Coded file systems**, and would like the opportunity to provide you with a quote.

Please review and call if you have any questions.

Sincerely,

Angie Ghiraldini

Angie Ghiraldini
AG;dr



Plumas County Glass

Contractors Lic. #514781

121 Main Street
PO Box 3754
Quincy, CA 95971

Date: January 18, 2013

Name: Plumas Co. Probation Department

Address: 1446 E. Main


Quincy, CA 95971

Phone: 530-283-6200

Contact: 530-394-7349 Dustin

Email:

ESTIMATE

Qty	Description	Unit Price	Amount
1	36W x 36H ~ Narrow Inset Window	\$ 2,679.25	\$ 2,679.25
	12" Satin Anodized Frame (Level 2)		
	1 3/8" Bullet Resistant Glass (Level 2)		
	N666 Bullet Resistant Speak Thru		
	4" Deep Aluminum Inset Frame		
	12" Stainless Steel Shelf with Deal Tray		
1	36W x 48H ~ Narrow Inset Window	\$ 3,050.44	\$ 3,050.44
	12" Satin Anodized Frame (Level 2)		
	1 3/8" Bullet Resistant Glass (Level 2)		
	N666 Bullet Resistant Speak Thru		
	4" Deep Aluminum Inset Frame		
	12" Stainless Steel Shelf with Deal Tray		
	 Ply Gem White Vinyl Clear		
	Builder Series ~ Dual Pane		
	Nail-on-fin Screen		
1	72 x 36 ~ XO Sliding Window with Tempered Glass	\$ 305.84	\$ 305.84
	List Price (for window ONLY): \$569.00		
	<i>** Estimated materials cost to County</i>	<i>**</i>	<i>\$1,000</i>
	<i>4 weeks out</i>		

NOTE: Prices are good for acceptance and delivery for 30 days only, unless such time is extended in writing.

Please verify order for accuracy.

All cancellations must be made within 24 hours.

Signature **X**

MATERIALS	\$ 6,035.53
TAX 7.5%	\$ 452.66
LUMBER FEE 1%	N/A
BOXING & SHIPPING	\$ 675.00
LABOR	Not Included
TOTAL	\$ 7,163.20
<i>**</i>	<i>\$ 1,000.00</i>
	<i>\$ 8,163.20</i>
	Fax: 530-283-9729

Phone: 530-283-3555

plumascountyglass@hotmail.com

PROBATION
2013 RELOCATION TO 270 COUNTY HOSPITAL RD STE 128

	2013 TO DATE	2012	2011	NOTES
MOVERS	4045			BRADY'S MOVING-LOWER BID
AT&T	1400			\$70/line, 20 lines
COPIER	375			Lease stipulates no relocation without permission
FILING CABINETS	1960			Requires special dollies/handling
BULLET-PROOF GLASS	8163			Estimate attached
MOVING COST ESTIMATE	15943			

UTILITIES: electricity, propane, water	8942	12084	13927	Utilities estimate thru FY 6/30/13
JANITORIAL ESTIMATE	3500	8400	8400	Janitorial estimate thru FY 6/30/13
ESTIMATED SAVINGS	12442	20484	22327	

ESTIMATED SAVINGS

LESS MOVING

EXPENSES **-3501**

PROBATION DEPARTMENT
ACTUAL EXPENDITURES
RETRIEVED FROM PENTAMATION

YEAR	DEPT	DEPT	DEPT	ACCT	NAME	BUDGET	EXPENSE	BALANCE
12	20400	20400	PROBATIC	527802	ELECTRIC CHARGES	6300	4502.77	1797.23
12	20400	20400	PROBATIC	527803	PROPANE/OTHR HEATI	10500	6750.75	3749.25
12	20400	20400	PROBATIC	527807	WATER/SEWER CHARC	1232	830.48	401.52
12 Total							12084	
11	20400	20400	PROBATIC	527802	ELECTRIC CHARGES	6300	5132.23	1167.77
11	20400	20400	PROBATIC	527803	PROPANE/OTHR HEATI	9900	7527.43	2372.57
11	20400	20400	PROBATIC	527807	WATER/SEWER CHARC	1290	1267.65	22.35
11 Total							13927.31	
10	20400	20400	PROBATIC	527802	ELECTRIC CHARGES	6300	4962.61	1337.39
10	20400	20400	PROBATIC	527803	PROPANE/OTHR HEATI	10000	7481.11	2518.89
10	20400	20400	PROBATIC	527807	WATER/SEWER CHARC	1190	1110.4	79.6
10 Total							13554.12	



Brady's Moving and Storage, Inc.

251 Boeing Avenue / Chico Industrial Airport / Chico, CA 95973
530-342-1869 / 530-345-4000 Fax

January 21, 2013

21-13

Plumas County Probation Department

Attn: Charles Martinez

1446 E. Main Street

Quincy, CA 95971

193-0705

193-0705

193-0705

193-0705

193-0705

The following are probable charges for the movement of office furniture and equipment at the following locations:

FROM: 1446 E. Main Street, Quincy, CA

TO: County Hospital Road, Suite 270, Quincy, CA

LABOR

2 men & van @ \$105.00 per hour x 13 ½ hours =

\$ 1,417.50

2 men & van @ \$105.00 per hour x 13 ½ hours =

\$ 1,417.50

2 extra men @ \$35.00 each per hour per man x 27 Hours =

\$ 945.00

\$ 3,780.00

7% Fuel charge

\$ 264.60

\$ 4,044.60

TOTAL PROBABLE CHARGES:

\$ 4,044.60

Actual charges are based on actual time, materials and services provided. The above probable charges are based on a 2-day move. Overtime rates, at time and a half, apply on hours worked over 8 hours in a day, and may apply to any hours worked on Saturdays. Double time rates apply on hours worked on Sundays and holidays. All product moved is @ .60 per pound per article. If I can be of any further assistance, please give me a call at 342-1869.

Thank you,
Michael Ramos
General Manager

Atlas Van Lines Agent
World-Class Moving

SORENSEN MOVING & STORAGE
600 ORANGE STREET
CHICO, CA 95928-5021
530-343-4253
CAL T. PUC 159042
Agents for United Van Lines



Estimate Number
U00395-6356620

Estimate / Order For Service

Customer		Origin	Destination
Offices of Plumas Probation 1446 East Main Street QUINCY, CA 95971 (530) 283-6200		1446 East Main Street QUINCY, CA 95971 (530) 283-6200	276 County Hospital Drive Suite 128 QUINCY, CA 95971 (530) 283-6200
Prepared On	Total Weight	Pack Date	Delivery Dates
01/22/2013	7 lbs.	Load Dates	Early: Late: Preferred:
		Early: 02/04/2013 Late: 02/06/2013 Preferred: 02/04/2013	

Transportation Charges

Description	Charge
Transportation charge Local Move	\$5,600.00
Transportation: \$5,600.00	

Valuation

Released Value	\$0.60 per pound per article	Valuation: \$0.00
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Additional Services

Description	Purpose	Charge
Miscellaneous Charge (Origin)	Moving of 3 x's 2 file cabinets	\$300.00
Additional Services: \$300.00		

Estimate: \$5,900.00

Listed below are the valuation options that are offered and the total price of the move with each option

Release Valuation Protection @ \$0.60 Per Pound Per Article and an estimated Full Protection Amount : \$5,000.00

Valuation Options	Charge	Total Price	Selected (***)
Full Value Protection \$0.00 Deductible	\$107.00	\$6,007.00	
Full Value Protection \$250.00 Deductible	\$75.00	\$5,975.00	
Full Value Protection \$500.00 Deductible	\$59.00	\$5,959.00	
Full Value Protection \$750.00 Deductible	\$43.00	\$5,943.00	
Full Value Protection \$1,000.00 Deductible	\$27.00	\$5,927.00	
Release Valuation Protection \$0.60 Per Pound Per Article	\$0.00	\$5,900.00	***