

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF SEPTEMBER 03, 2013 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

**[www.countyofplumas.com](http://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**

**PLEDGE OF ALLEGIANCE**

**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 Flood Control & Water Conservation District 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. FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Robert Perreault

Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff

#### **Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors**

##### **2. BOARD OF SUPERVISORS**

- A. Pending a review and assessment of Plumas County Health Insurance Portability and Accountability Act (HIPAA) policies and procedures, designate the Chair of the Plumas County Board of Supervisors as the HIPAA Privacy Officer and Security Officer in the absence of a County Administrative Officer. Discussion and possible action
- B. Discussion and possible action regarding the Almanor Basin Watershed Advisory Committee (ABWAC)
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- E. Appointments

##### **FISH & GAME ADVISORY COMMISSION**

Appoint Eric Rudgers to the Plumas County Fish & Game Advisory Commission representing District 3

##### **LAST CHANCE CREEK WATER DISTRICT**

Pursuant to bylaws of the Last Chance Creek Water District, confirm appointment of Mark Dotta and Darrin DaMonte to the Last Chance Creek Water District Board of Directors for a 4-year term through 2017

### **3. DEPARTMENTAL MATTERS**

#### **A. HUMAN RESOURCES – Gayla Trumbo**

- 1) Adopt **RESOLUTION** to amend the job description of Assistant Auditor/Controller. **Roll call vote**
- 2) Report and possible action regarding the reclassification request of Public Works Department Fiscal Officer II:
  - (1) Adopt **RESOLUTION** to add the Classification of Public Works Fiscal Officer/Administrative Services Manager, Salary Range 2428, to the Classification and Salary Plan. **Roll call vote**
  - (2) Adopt **RESOLUTION** to amend the Position Allocation of the Public Works Department 20521 to delete 1.0 FTE Department Fiscal Officer I/II; and add 1.0 FTE Public Works Fiscal Officer/Administrative Services Manager. **Roll call vote**

#### **B. PUBLIC WORKS – Robert Perreault**

- 1) Authorize the Department of Public Works to fill the vacant and funded 1.0 FTE Road Maintenance Leadperson and 1.0 FTE Road Maintenance Worker I/II in La Porte. Discussion and possible action
- 2) Authorize the Department of Public Works to fill vacant and funded 1.0 FTE Road Maintenance Worker I/II in Chester. Discussion and possible action

#### **C. PUBLIC HEALTH AGENCY – Mimi Hall**

Authorize the Department of Public Health to recruit and hire 1.0 FTE Division Director Veterans Services Officer and a .5 FTE Senior Services Director. Discussion and possible action

#### **D. AUDITOR/CONTROLLER – Roberta Allen**

- 1) Authorize the Auditor/Controller to make necessary budget adjustments within departments to eliminate immaterial negative balances in expenditure line items for FY 2012-2013
- 2) Adopt **RESOLUTION** establishing FY 2013-2014 Appropriation Limits under Article XIII B of the California Constitution, and establishing Period for Contesting Such Limits for Plumas County and Board of Supervisors Governed Special Districts. **Roll call vote**
- 3) Adopt **RESOLUTION** adopting the Basic Tax Rate for Plumas County and the Rates for the Plumas Unified School District and the Plumas District Hospital Bonds for FY 2013-2014. **Roll call vote**

### **4. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

#### **A. BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Chester Old Towne Strolls – October 12, 2013)
- 2) Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Sierra Buttes Trail Stewardship – Lost Sierra Event, September 28, 2013)

#### **B. CLERK OF THE BOARD**

Approve Board minutes for August 2013

#### **C. VICTIM WITNESS**

Adopt **RESOLUTION** for the Plumas County Victim Witness Assistance Program authorizing the Sheriff to submit the grant application to CalOES and to sign the Grant Award Agreement; and authorize the Chair to sign the Grant Award Certification. Approved as to form by County Counsel

**D. AGRICULTURE/WEIGHTS & MEASURES**

Approve and authorize the Chair to sign grant between USDA Forest Services of \$6,901 for managing noxious weeds. Approved as to form by County Counsel

**E. FACILITY SERVICES & AIRPORTS**

Approve and authorize the Chair to execute Service Agreement with California Generator Service for eleven Plumas County owned generators. Approved as to form by County Counsel

**F. TREASURER/TAX COLLECTOR**

Approve Property Tax Chapter 8 Agreement Sale between the County of Plumas and Beckwourth Fire Protection District (Parcel No. 145-070-011-000 in Dixie Valley)

**NOON RECESS**

**5. 1:30 P.M. BOARD OF SUPERVISORS**

- A. Report and update by Budget Consultant on the FY 2013-2014 Budget. Discussion and possible action
- B. Set date(s) for FY 2013-2014 Budget Hearing and direct the Clerk to publish the required notice. Discussion and possible action
- C. Proposed FY 2013-2014 Budget: Meeting with various county department heads. Discussion and possible action

**6. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Conference with Legal Counsel: Existing litigation - WCAB #RDG0125372
- B. Conference with Legal Counsel: Existing litigation - WCAB #RDG0117425
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, September 10, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

*2013 "The Year of the Child"*

**MINASIAN, MEITH,  
SOARES, SEXTON &  
COOPER, LLP**

ATTORNEYS AT LAW

A Partnership Including Professional Corporations

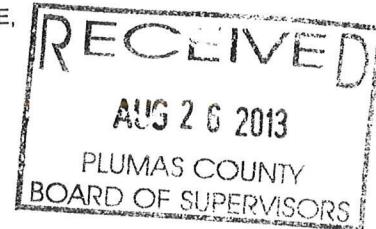
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Writer's e-mail: [pminasian@minasianlaw.com](mailto:pminasian@minasianlaw.com)

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(530) 533-0197



August 23, 2013

Plumas County Board of Supervisors  
520 Main Street, Room 201  
Quincy, California 95971

Re: Last Chance Creek Water District

Ladies & Gentlemen of the Board of Supervisors:

The Last Chance Creek Water District received before the close of the nomination period the nomination papers for the position of Director from the following incumbents:

Mark Dotta  
P O Box 21, Vinton, California 96135

Darrin DaMonte  
P O Box 18346, Reno, Nevada 89511

There will be one vacancy on the Board.

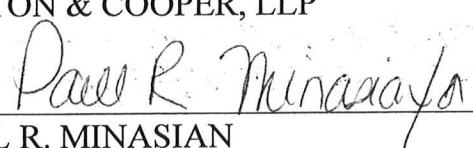
Because the nomination papers do not exceed the number of positions held, no election is required, and you are requested to confirm the appointment of the above individuals for the full 4-year term through 2017.

Very truly yours,

MINASIAN, MEITH, SOARES  
SEXTON & COOPER, LLP

- dictated but not read; signed in  
writers' absence to avoid delay -

By:

  
PAUL R. MINASIAN

PRM:dd

cc: Plumas County Department of Elections  
Last Chance Creek Water District

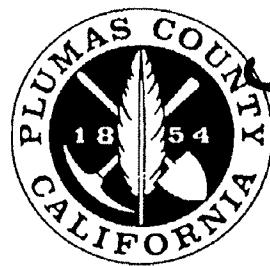
S:\Denise\ELECTION\Last Chance - Board of Supervisors re Appointment 2013.wpd

# DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [gaylatrumbo@countyofplumas.com](mailto:gaylatrumbo@countyofplumas.com)



3A1

**DATE:** August 26, 2013

**TO:** The Honorable Board of Supervisors

**FROM:** Gayla Trumbo, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF SEPTEMBER 3, 2013.

**RE: APPROVE RESOLUTION AMENDING THE JOB DESCRIPTION OF ASSISTANT AUDITOR/CONTROLLER.**

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**Gayla S. Trumbo**

*Human Resources  
Director*

## **IT IS RECOMMENDED THAT THE BOARD:**

Approve resolution to amend the job description of Assistant Auditor/Controller.

## **BACKGROUND AND DISCUSSIONS:**

On August 13, 2013, the Board of Supervisors approved the allocation and filling the position of Assistant Auditor/Controller. Before beginning this recruitment I met with the County Auditor/Controller, Ms. Roberta Allen, to review the job description of the Assistant Auditor/Controller. The current job description was last revised in November of 1995. As expected with any eighteen year old job description, revisions are necessary to accurately define this position for prospective applicants and future incumbents.

The main amendments to this job description is additional language that identifies the responsibility of this position to administer and maintain our County's property tax roll; interpreting and applying Revenue and Taxation codes; and monitoring all changes that may affect property taxes. This is a very important function of the Auditor/Controller's department that has been inserted under the Distinguishing Characteristics section and under the Example of Duties.

As with all new and revised job descriptions, language was added to the Special Requirement section to identify that all County Employees are designated as Disaster Service Workers through state law.

This job description has been provided to the representatives of the Confidential Unit with an offer to meet and confer on the changes. The representatives have responded that they have no issues with the proposed changes to this job description.

For your convenience, I have attached a copy of the 1995 Assistant Auditor/Controller's job description, which identifies all proposed amendments before you today. At this time I respectfully request that the resolution to adopt the amendments to the job description of the Assistant Auditor/Controller be approved.

Thank you for your consideration of this agenda item.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF  
ASSISTANT AUDITOR/CONTROLLER**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and  
**WHEREAS**, the Human Resources Director and the Auditor/Controller, have reviewed the 1995 job description of the Assistant Auditor/Controller; and  
**WHEREAS**, it has been determined that amendments to the job description are necessary to provide a more accurate description of the type of duties and responsibilities assigned to the Assistant Auditor/Controller; and  
**WHEREAS**, it is a perfect time to amend the job description before beginning the recruitment to fill a 1.0 FTE Assistant Auditor/Controller; and  
**WHEREAS**, the representatives of the Confidential Unit, were provided the opportunity to meet and confer on these amendments. Notification was received by the Human Resources Director that the Confidential Unit agrees with the amendments to this job description.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the amendments to the job description of the Assistant Auditor/Controller.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of September, 2013, by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board

## ASSISTANT AUDITOR/CONTROLLER

### DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of the County Auditor/Controller's Office; to provide staff supervision, evaluation, and training; to perform a variety of the most complex fiscal and budget administration responsibilities; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which oversees the daily operations of the County Auditor/Controller's office and provides administrative support for the County Auditor/Controller. Incumbents are responsible for administering and maintaining the County's property tax roll, interpreting and applying Revenue and Taxation code and keeping abreast of all changes that may affect property taxes.

### REPORTS TO

County Auditor/Controller.

### CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant, Accountant, Auditor/Liability Risk Analyst, Accountant/Workers Compensation Analyst, Payroll Specialist I or II, Fiscal Support Coordinator, Lead Fiscal Technical Service Assistant, Auditor Accounting Technician, Auditor Accounting Clerk I or II.

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## ASSISTANT AUDITOR/CONTROLLER - 2

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### EXAMPLES OF DUTIES

- Assists the County Auditor/Controller with planning and directing the functions and operations of the Auditor Controller Office.
- Oversees auditing activities.
- Assists in developing financial recordkeeping methods and procedures.
- Formulates policies and procedures in consultation with the Auditor-Controller.
- Plans and coordinates work assignments.
- Supervises, trains, and evaluates the work of professional fiscal and fiscal support staff.
- Directs financial work related to the collection, disbursement, and proper allocation of County funds.
- Participates in budget preparation and administration for the Auditor's Office.
- Compiles the preliminary County budget, using past years' expenditures, estimated revenue by classification and fund, fund balances, and estimated amounts to be raised by tax levy.
- Explains and provides advice on budget development procedures.
- Assists in preparing final budget and compiling annual financial report for the Board of Supervisors.
- Assists in reviewing budget adjustments and transfers throughout the year.
- Prepares special State reports, such as Trial Court Funding, Taxes & ERAF Reporting for schools and colleges ; analyzes and uses appropriation ledgers, general ledgers, and bond and interest records in the development of budgets and financial reports.
- Compile and calculate periodic State reporting and remitting of funds to include but not limited to: Sales & Use tax, court TC31 collections, Court facility & MOU payments.
- Assists with compilation and compiles financial information for external auditors and consultants.
- Assists in conducting audits of County departments, including the review of existing accounting procedures and internal control methods.
- Prepares and answers correspondence in consultation and approval of the Auditor/Controller.
- Acts for the Auditor/Controller when necessary.
- Serves as a liaison with other persons, committees, boards, groups, and associations as assigned by Auditor/Controller.
- Processing additions, changes, and deletions to the County tax rolls.
- Prepares all tax reports and apportions taxes to entities.
- Maintains proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- Analyzing the impact of the tax roll changes on County revenue.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Complete the monthly cash counts and quarterly investment audit reviews.
- Assists with maintaining proper controls on trust accounts.

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## ASSISTANT AUDITOR/CONTROLLER - 3

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Procedures, policies, and legal requirements of County budget preparation.
- Legal provisions related to the audit, verification, and distribution of tax funds and taxes collected.
- Operations, rules, policies, and procedures of the Plumas County Auditor/Controller's Office.
- County fund disbursements, auditing, and record keeping principles and practices.
- Organization and functions of the departments and political subdivisions of the County.
- Office management methods and procedures.
- Principles of supervision, training, and staff evaluation.

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ASSISTANT AUDITOR/CONTROLLER - 3¶  
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#### Ability to:

- Assist with the planning, direction, and management of the functions and operations of the County Auditor-Controller Office.
- Supervise, train, and evaluate the work of assigned staff.
- Perform a wide variety of complex and specialized financial analysis and administrative support assignments for the Plumas County Auditor/Controller.
- Interpret, explain, and apply a variety of County Auditor/Controller policies, rules, procedures, and regulations.
- Analyze, develop, and modify auditing, accounting, and financial recordkeeping procedures.
- Maintain or supervise the maintenance of tax records and develop statistical and accounting reports on tax matters.
- Gather, organize, analyze, and present a variety of data and information.
- Oversee the development and preparation and prepare accurate financial statements, records, and reports.
- Effectively represent the County Auditor-Controller in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.

- Establish and maintain cooperative working relationships.

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## ASSISTANT AUDITOR/CONTROLLER - 4

### Training and Experience:

At least five (5) years of responsible experience in accounting, auditing, and related financial recordkeeping work, preferably including a minimum of one (1) year in a supervisory position.

AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

**Deleted:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case bases.

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All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**Deleted:** Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.||

## **ASSISTANT AUDITOR/CONTROLLER**

### **DEFINITION**

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of the County Auditor/Controller's Office; to provide staff supervision, evaluation, and training; to perform a variety of the most complex fiscal and budget administration responsibilities; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized single position classification which oversees the daily operations of the County Auditor/Controller's office and provides administrative support for the County Auditor/Controller. Incumbents are responsible for administering and maintaining the County's property tax roll, interpreting and applying Revenue and Taxation code and keeping abreast of all changes that may affect property taxes.

### **REPORTS TO**

County Auditor/Controller.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Accountant, Accountant Auditor/Liability Risk Analyst, Accountant/Workers Compensation Analyst, Payroll Specialist I or II, Fiscal Support Coordinator, Lead Fiscal Technical Service Assistant, Auditor Accounting Technician, Auditor Accounting Clerk I or II. .

## ASSISTANT AUDITOR/CONTROLLER - 2

### **EXAMPLES OF DUTIES**

- Assists the County Auditor/Controller with planning and directing the functions and operations of the Auditor Controller Office.
- Oversees auditing activities.
- Assists in developing financial recordkeeping methods and procedures.
- Formulates policies and procedures in consultation with the Auditor-Controller.
- Plans and coordinates work assignments.
- Supervises, trains, and evaluates the work of professional fiscal and fiscal support staff.
- Directs financial work related to the collection, disbursement, and proper allocation of County funds.
- Participates in budget preparation and administration for the Auditor's Office.
- Compiles the preliminary County budget, using past years' expenditures, estimated revenue by classification and fund, fund balances, and estimated amounts to be raised by tax levy.
- Explains and provides advice on budget development procedures.
- Assists in preparing final budget and compiling annual financial report for the Board of Supervisors.
- Assists in reviewing budget adjustments and transfers throughout the year.
- Prepares special State reports, such as Trial Court Funding, Taxes & ERAF Reporting for schools and colleges ; analyzes and uses appropriation ledgers, general ledgers, and bond and interest records in the development of budgets and financial reports.
- Compile and calculate periodic State reporting and remitting of funds to include but not limited to: Sales & Use tax, court TC31 collections, Court facility & MOU payments.
- Assists with compilation and compiles financial information for external auditors and consultants.
- Assists in conducting audits of County departments, including the review of existing accounting procedures and internal control methods.
- Prepares and answers correspondence in consultation and approval of the Auditor/Controller.
- Acts for the Auditor/Controller when necessary.
- Serves as a liaison with other persons, committees, boards, groups, and associations as assigned by Auditor/Controller.
- Processing additions, changes, and deletions to the County tax rolls.
- Prepares all tax reports and apportions taxes to entities.
- Maintains proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- Analyzing the impact of the tax roll changes on County revenue.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Complete the monthly cash counts and quarterly investment audit reviews.
- Assists with maintaining proper controls on trust accounts.

## **ASSISTANT AUDITOR/CONTROLLER - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Procedures, policies, and legal requirements of County budget preparation.
- Legal provisions related to the audit, verification, and distribution of tax funds and taxes collected.
- Operations, rules, policies, and procedures of the Plumas County Auditor/Controller's Office.
- County fund disbursements, auditing, and record keeping principles and practices.
- Organization and functions of the departments and political subdivisions of the County.
- Office management methods and procedures.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Assist with the planning, direction, and management of the functions and operations of the County Auditor-Controller Office.
- Supervise, train, and evaluate the work of assigned staff.
- Perform a wide variety of complex and specialized financial analysis and administrative support assignments for the Plumas County Auditor/Controller.
- Interpret, explain, and apply a variety of County Auditor/Controller policies, rules, procedures, and regulations.
- Analyze, develop, and modify auditing, accounting, and financial recordkeeping procedures.
- Maintain or supervise the maintenance of tax records and develop statistical and accounting reports on tax matters.
- Gather, organize, analyze, and present a variety of data and information.
- Oversee the development and preparation and prepare accurate financial statements, records, and reports.
- Effectively represent the County Auditor-Controller in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

## **ASSISTANT AUDITOR/CONTROLLER - 4**

### **Training and Experience:**

At least five (5) years of responsible experience in accounting, auditing, and related financial recordkeeping work, preferably including a minimum of one (1) year in a supervisory position.

AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case bases.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [gaylatrumbo@countyofplumas.com](mailto:gaylatrumbo@countyofplumas.com)



3A2  
(2)

**Gayla S. Trumbo**  
*Human Resources  
Director*

**DATE:** August 26, 2013

**TO:** The Honorable Board of Supervisors

**FROM:** Gayla Trumbo, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF SEPTEMBER 3, 2013.

**RE: REPORT AND POSSIBLE ACTION REGARDING THE RECLASSIFICATION REQUEST OF THE PUBLIC WORKS DEPARTMENT FISCAL OFFICER II**

**A) APPROVE RESOLUTION TO ADD THE CLASSIFICATION OF PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICES MANAGER, AT SALARY RANGE 2428, TO THE CLASSIFICATION AND SALARY PLAN.**

**B) APPROVE RESOLUTION TO AMEND THE POSITION ALLOCATION OF THE PUBLIC WORKS DEPARTMENT 20521 TO DELETE 1.0 FTE DEPARTMENT FISCAL OFFICER I OR II; AND ADD 1.0 FTE PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICES MANAGER.**

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#### **IT IS RECOMMENDED THAT THE BOARD:**

A. Approve Resolution to add the classification of Public Works Fiscal Officer/Administrative Services Manager, at salary range 2428 to the Classification and Salary Plan.

B. Approve Resolution to amend the Position Allocation for 2013-2014 for the Public Works Department 20521, to delete 1.0 FTE Department Fiscal Officer I or II; and to add 1.0 FTE Public Works Department Fiscal Officer/Administrative Services Manager.

#### **BACKGROUND AND DISCUSSIONS:**

In January of 2012, the Human Resources Department received a completed questionnaire and request for reclassification by the Public Works Department Fiscal Officer II. Interviews were conducted with the Public Works Department Fiscal Officer II and the Director of Public Works, Mr. Robert Perreault. As a result of the interview process further information was provided to the Human Resources Director to assist in the justification for this reclassification.

The information received indicated that in 2003 additional duties of a higher level started to be assigned to this position. Additional duties assigned included administering the Public Works Confidential Random Drug and Alcohol Testing Program pursuant to the Department of Transportation requirements. Maintain records and represent the department during audits. Before these duties were assigned to the Department Fiscal Officer, the Public Works Director was in charge of this program. Additional responsibility to assist with providing direction to road crews, mechanic shop and engineering staff was also given.

During the time period of 2006 through 2013 the following duties were also assigned to this position:

- Develop and administer the Road Departments Indirect Cost Rate Plan (ICRP) with the State of California. The establishment and maintenance of this program will enhance the department's future revenue on all State and Federal related Road Department projects.
- Oversee the operations of the office, whether they be staff or maintenance related.
- Prepares contracts and bid specs, follow through to job completion for items such as: LPG Furnace replacement for the Public Works Administration Building and two boilers for two of the District Maintenance Yards.
- Prepare service agreements for Janitorial Services, Drug Testing, Yard Maintenance, Fuel Purchases, etc.
- Develop and administer the OHV Snow Removal Grant
- Develop, administer and work the following grants: Recycle Beverage/Litter, Recycle Oil/Filter, Recycle Tire Amnesty Events.
- Assist with developing and implementing administrative policies, rules, regulations and procedures to ensure proper functioning of the various areas of the Department.
- Monitor various operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Participate in employment interviews for all department job classifications.
- Assist in training, supervision, evaluations and disciplinary actions of staff. This includes office support, road maintenance, mechanics and engineering staff.
- Assume responsibility in the absence of the Director to make sound accurate decisions. This responsibility is between this position and the Deputy Director of Public Works.
- Provide direction and training to Local Transportation staff during the transition of new employees taking over the duties. This also includes assistance with account training and auditor reviews.
- Provide training to Department Fiscal Officer within the Planning Department to enable them to work with the recycle programs to generate more income to the Planning Department.

In reviewing the information received on any reclassification request there are several factors to be considered. These factors include but are not limited to the complexity of the additional duties, the determination of the classification level of these duties; and how much time is the employee performing these duties.

In reviewing this reclassification request it is very unusual in many ways. As an example, normally a Department Fiscal Officer would direct and supervise strictly office support staff. In this case the Department Fiscal Officer is providing direction, training and assisting with evaluations of various classifications through out the department. This ranges from Office Staff, Associate and Assistant Engineers, Senior Planner, Equipment Maintenance Supervisor, etc. The person holding this position must have a much broader knowledge of the various functions of the department than what would be expected from a Department Fiscal Officer II to provide them the ability to direct, supervise and train the various divisions of this department. Generally, a Department Fiscal Officer is responsible to supervise office support staff. This does not include classification levels such as Engineers, Planners, or division supervisors.

In interviewing Mr. Perreault, he has indicated that the incumbent is working on an average of 50% or more performing duties of the higher level. As stated above, one of the deciding factors in determining a reclassification is the timeframe of which the employee is performing at a higher level than their current classification. Generally, if an employee is working 50% or more of their workday at a higher level than their classification, they are considered working out of their classification.

Another aspect that is being considered is the fact that this classification is directly involved in evaluating performances and disciplinary actions to classifications from the various divisions of the Department. Some of these classifications are currently equal to or above the classification of Department Fiscal Officer II. As an example, this position is providing direction and supervision to the Associate Engineers and the Senior Planner, which are currently above the Department Fiscal Officer II classification. In addition, the Assistant Engineer and the Equipment Maintenance Supervisor are at an equal classification level to that of the Department Fiscal Officer II.

Mr. Petreault has requested that the salary range be set at 2428. This range would be at 4.4% above the Associate Engineers and the Senior Planner salary classifications of which this position is assigned to provide direction and supervision. This was discussed and confirmed with Mr. Perreault that this is the organizational structure of his department. In this regard, the salary proposed is at a reasonable range.

Mr. Perreault was also asked if the incumbent were to leave or retire would he want to have the allocation flexibly staffed to enable him to hire at the Department Fiscal Officer I, II or Public Works Fiscal Officer/Administrative Service Manager. He responded that he would seek filling the position at the level of Public Works Fiscal Officer/Administrative Service Manager. This was also noted in prior correspondence received from Mr. Perreault. Therefore, you will notice that the proposed resolution to amend the current Position Allocation for the Public Works Department will be deleting the Department Fiscal Officer I or II.

I have a great deal of respect and appreciation for the skill set and work of the incumbent in this position. I am sure that with their years of experience in Public Works, and with the discussions I have had with Mr. Perreault, they are capable in handling these duties. However, I do have concerns that one employee who has fiscal responsibilities of one of our larger departments can accomplish all fiscal responsibilities and have the ability to absorb the extra duties that is to occupy 50% of their time. This subject was approached at a meeting recently with Mr. Perreault, who indicated that the incumbent is able to cover these duties based on their expertise that has been learned over the years while completing the fiscal tasks of the department.

Operating Engineers Union Representative Gregory Ramirez was provided a copy of the proposed job description and salary classification with the offer to meet and confer. Mr. Ramirez responded to my request indicating that the Union has no issue with moving forward for Board for approval.

At this time, based on the information provided by the Public Works Director, it is request that the Board of Supervisors approve the resolutions to add the Public Works Fiscal Officer/Administrative Service Manager to our position and salary classification plan and to approve the resolution amending the Position Allocation of the Public Works Department.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO ADOPT THE JOB DESCRIPTION AND SALARY  
CLASSIFICATION OF PUBLIC WORKS FISCAL  
OFFICER/ADMINISTRATIVE SERVICES MANAGER**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, a reclassification request was provided to the Human Resources Department in January of 2012; and

**WHEREAS**, after reviewing the information provided by the Public Works Director, the questionnaire that was completed by the employee, and the interviews that were conducted to determine if the Department Fiscal Officer II is working outside of their current classification; and

**WHEREAS**, the organization structure has changed which has provided a greater responsibility in providing direction, supervision and training beyond the classification within the office support classifications. In the organization structure of the Public Works Department, this position is just under the Deputy Director of Public Works; and

**WHEREAS**, the salary range for the Public Works Fiscal Officer/Administrative Services Manager will be set at range 2428; and

**WHEREAS**, Operating Engineers Representative, Mr. Gregory Ramirez was provided a copy of this job description and offered to meet and confer. Mr. Ramirez has responded to the Human Resources Director that the Union has no issue with the job description or the salary classification.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of the Public Works Fiscal Officer/Administrative Services Manager, at the salary range of 2428, as presented to the Board.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3<sup>rd</sup> day of September, 2013 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS FOR BUDGET  
YEAR 2013-2014, FOR DEPARTMENT 20521 PUBLIC WORKS.**

**WHEREAS**, the Board of Supervisors, through adoption of the budget, allocates positions for the various county departments each fiscal year; and

**WHEREAS**, the Board of Supervisors has not completed the final budget for 2013-2014, at which time adoption of the position allocation for 2013-2014 is made; and

**WHEREAS**, the 2012-2013 position allocation continues into the new fiscal year of 2013-2014, until the final adoption of the budget; or at such time that the Board of Supervisors amends the position allocation by resolution; and

**WHEREAS**, the Public Works Department submitted a reclassification of the Department Fiscal Officer II; and

**WHEREAS**, the reclassification to a Public Works Fiscal Officer/Administrative Services Manager has been approved on this date; and

**WHEREAS**, the Director of Public Works has indicated that the Public Works Allocation for 1.0 FTE Department Fiscal Officer I or II should be deleted and the 1.0 FTE of Public Works Fiscal Officer/Administrative Services Manager is to be added.

**WHEREAS, NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Position Allocation for budget year 2013-14 to reflect the following:

<b><u>PUBLIC WORKS</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Department Fiscal Officer I or II	1.00	0.00
Public Works Fiscal Officer -		
Administrative Services Manager	.00	1.00

he foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3<sup>rd</sup> day of September, 2013, by the following vote:

AYES:      Supervisors  
NOES:      Supervisors  
ABSENT:      Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Executive Clerk/Board of Supervisors

**PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICE MANAGER**

**DEFINITION**

Under general direction, plans, develops and manages multiple administrative and fiscal responsibilities within the Public Works Department. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions for specified departments. This position works closely with the Director of Public Works in policy and procedure development and implementation; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and program management support to the Department of Public Works. Duties may vary, however the range of responsibilities are centered upon planning, management and evaluation of multiple programs, projects and/or activities. Specific programs, projects and activities include but are not limited to the Confidential Random Drug & Alcohol Testing Program; Indirect Cost Rate Plan (ICRP) with the State of California; OHV Snow Removal Grant; Grants for Recycle Beverage/Litter, Recycle Oil/Filter, Recycle Tire Amnesty Events.

**REPORTS TO**

Director of Public Works

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal and Department Support Staff.  
In addition this position may supervise subordinate supervisory and support personnel in other divisions of the department as directed by the Director of Public Works.

## **PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICE MANAGER -2**

### **EXAMPLES OF DUTIES**

- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of programs, projects and/or activities related to the Department of Public Works.
- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assist with developing and administering the Department of Public Works budgets and program/project budgets.
- Represents the Department of Public Works at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department of Public Works.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the department.
- Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program/project recordkeeping.
- Develop, analyze and maintain the Department of Public Works, Road Department Cost Accounting Program.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
- Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Assists with establishing clinical treatment procedures and processes.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.

## **PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICE MANAGER - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

### **PUBLIC WORKS FISCAL ADMINISTRATIVE SERVICE MANAGER -3**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of various office equipment.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment. Occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules and regulations.
- Department of Public Works functions, activities, operations, rules, policies and procedures.
- Pertinent State and Federal regulations and procedures of Accounting Standards and Procedures for County Public Works Departments.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Department of Public Works computer applications, particularly as related to statistical analysis and recordkeeping.
- Applicable laws and regulations related to specified Public Works programs and activities.
- Geography of the County and the location of County roads.

#### **Ability to:**

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to the Department of Public Works.
- Developing, implementing and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.

## **PUBLIC WORKS FISCAL OFFICER/ADMINISTRATIVE SERVICE MANAGER - 4**

### **Ability to continued:**

- Assign, schedule, supervise, and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.
- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure, develop and administer grant funding programs. Prepare and maintain grant funding records and reports.

### **Training and Experience:**

Five (5) years of experience as the Public Works Department Fiscal Officer II.

OR

Equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university; a minimum of two (2) years experience in a position equivalent to Plumas County Department Fiscal Officer II; and one (1) year in a supervisory position.

### **Special Requirements:**

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case bases.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323  
Robert A. Perreault, Jr., P.E., Director      Joe Blackwell, Deputy Director



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## AGENDA REQUEST

For the September 3, 2013 meeting of the Plumas County Board of Supervisors

August 26, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorization for the Department of Public Works to fill the Vacancy of Road Maintenance Leadperson in La Porte and one (1) FTE Road Maintenance Worker I or II in La Porte

A handwritten signature in black ink that reads "Robert A. Perreault".

### Background:

The position of La Porte Road Maintenance Supervisor is now filled, resulting in the vacancy of the La Porte Road Maintenance Leadperson position. The Department is requesting to fill the Road Maintenance Leadperson position for La Porte as county promotional, and then to advertise to fill the subsequent vacancy of one (1) FTE Road Maintenance Worker position I or II. These positions are funded and allocated in the proposed FY 13/14 Public Works budget.

These positions are critical in maintaining safe travel ways for Plumas County roads during all seasons.

### Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors authorizes the vacancies listed above to be filled by advertising the position pursuant to the Plumas County Personnel Rule.

COPY

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Maintenance Worker I/II Position – La Porte**

- Is there a legitimate business, statutory or financial justification to fill the position?

**Maintenance Workers are needed for performing typical maintenance duties of field crews.**

- Why is it critical that this position be filled at this time?

**Employees in this position are subject to 24 hour “call out” for road related emergencies and snow removal. A minimum staff of 4 is necessary to maintain safe conditions during work on the county roads and bridges.**

- How long has the position been vacant?

**Will be open upon the promotion of a Lead Worker on the La Porte crew.**

- Can the department use other wages until the next budget cycle?

**The department's wage and benefits portion of the 13/14 budget includes funds for this position.**

- What are staffing levels at other counties for similar departments and/or positions?

- o **No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**

- What core function will be impacted without filling the position prior to July 1?

**Road Maintenance and the safety of the workers.**

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**

- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Maintenance Lead Worker Position – La Porte**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Lead Workers are needed for logical management of field crews.**
- Why is it critical that this position be filled at this time?  
**This position provides lead direction and work coordination for Maintenance Workers and serves as an assistant to the Public Works Maintenance Supervisor. They assume responsibility for an entire crew in the absence of a Public Works Maintenance Supervisor. Employees in this position are subject to 24 hour "call out" for road related emergencies and snow removal.**
- This position would be filled as County Promotional.
- How long has the position been vacant?  
**2 weeks**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 13/14 budget includes funds for ~~these~~ <sup>This</sup> positions.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?  
**Supervision, guidance, and the fact that someone is having to do this work and is not being properly compensated for the work they are doing. Also, the PW Maintenance Supervisor will also have the added burden of doing both duties. During absence of a Maintenance Supervisor there is no one to cover for them.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?
  - 10/11 (\$250,000)
  - 11/12 0
  - 12/13 (\$439,699)

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



**COPY**

## AGENDA REQUEST

For the September 3, 2013 meeting of the Plumas County Board of Supervisors

August 26, 2013

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Authorization for the Department of Public Works to fill the Vacancy of  
Road Maintenance Worker I or II in Chester

### Background:

A Road Maintenance Worker from the Chester Road Crew has resigned resulting in a (1) FTE vacancy. This position is funded and allocated in the proposed FY 13/14 Public Works budget.

The Department is requesting to advertise to fill one (1) FTE Road Maintenance Worker I/II position in District 3, Chester as a County Promotional.

This position is critical in maintaining safe travel ways for Plumas County roads during all seasons.

### Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors authorizes the vacancy listed above to be filled by advertising the position pursuant to the Plumas County Personnel Rule.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Maintenance Worker I/II Position – Chester**

— Is there a legitimate business, statutory or financial justification to fill the position?

**Maintenance Workers are needed for performing typical maintenance duties of field crews.**

— Why is it critical that this position be filled at this time?

**Employees in this position are subject to 24 hour “call out” for road related emergencies and snow removal. A minimum staff to maintain safe conditions during work on the county roads and bridges is necessary.**

— How long has the position been vacant?

**1 week**

— Can the department use other wages until the next budget cycle?

**The department's wage and benefits portion of the 13/14 budget includes funds for this position.**

— What are staffing levels at other counties for similar departments and/or positions?

o **No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**

— What core function will be impacted without filling the position prior to July 1?

**Road Maintenance and the safety of the workers.**

— What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**

— A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**

— Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**

— Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

**None**

— Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?

10/11 (\$250,000)

11/12 0

12/13 (\$439,699)

Pmt 8/26/13



3c

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin-Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844 Fax
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**Date:** August 26, 2013

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Subject:** Agenda Item for September 3, 2013

**Description/Recommendation:** Approve a request to recruit and hire 1.0 FTE Division Director Veterans Services Officer and a .5 FTE Senior Services Director.

**Background Information:** As the Board is aware, Plumas County provides a County Veterans Service Organization (CVSO) that works in partnership with the Veterans Administrations (VA) to assist veterans, their dependents and their survivors in obtaining VA benefits to which they are entitled. Each CVSO must be staffed by an accredited Veterans Service Officer (VSO) with a recognized accreditation by the VA to represent the interests of claimants in the processing of VA benefits claims. In Plumas County, the Division Director Veterans Service Officer serves as the County's VSO. This position promotes the welfare and rights of veterans through services such as claims assistance, case management, homeless assistance, indigent burials, information and referral, jail and hospital outreach, job referrals, transportation assistance, and veterans' advocacy. Funding for this position is provided by a county general fund contribution and state grant funding.

Plumas County Public Health Agency receives funding from the Area Agency on Aging to provide low cost services to the elderly of Plumas County. These services include; providing nutritious meals at the congregate sites in Plumas County, delivery of meals to seniors who are homebound, transportation services to and from the meal sites, and transportation to medical and other appointments both in and out of Plumas County

Please contact me should you have any questions, or need additional information. Thank you.

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: \_\_\_\_\_ August 14, 2013

DEPARTMENT TITLE: Veteran's Services Office

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 20640, 1.0 FTE

POSITION TITLES: 1.0 FTE Division Director Veterans Services Officer

ARE POSITIONS CURRENTLY ALLOCATED? YES  NO \_\_\_\_\_

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications: \_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

*The department currently has a vacancy due to a voluntary resignation at the beginning of this fiscal year. Since July, the Veterans Services Officer position has been filled by an Extra Help Employee who completed VSO training and passed the examination for VSO Certification in mid-July.*

*The VSO position is a specialized single-position classification, which oversees and administers the functions and activities of the Veterans Service Department, a division of the County Health Department. Responsibilities include the development and implementation of a comprehensive program to provide awareness to the county's 2,500 veterans and their dependents of all entitlements, law changes and significant events that may impact their eligibility for benefits. A key responsibility includes assisting veterans and their dependents with initiating, developing, and processing claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.*

- Can the department use other wages until the next budget cycle?

*Other wages, due to savings in regular wages from the VSO permanent vacancy, are currently being used to cover the extra help positions currently serving as interim VSO. The VSO position must be a veteran and requires training and Certification by the Veterans Administration, which the current Extra Help employee had to complete and pass. It is a disservice to our veterans to not fill this position permanently, ensuring continuity and stability.*

- What are staffing levels at other counties for similar departments and/or positions?

*Plumas has a staff/department of 1 as compared to other counties of similar size, including Lassen County, which has a staff of 2 or more.*

- What core function will be impacted without filling the position prior to July 1?

*If this position is not filled, all the core functions of administration and supervision of the Veterans Services Division will be negatively impacted and services for the 2,500 Veterans in Plumas County will be in jeopardy. These functions include planning, organizing, coordinating and providing programs and benefits as provided by Federal, State and local agency monies and regulations; counseling and advising veterans and dependents on their benefits; and performing special assignments as directed.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

*More than ever, it is critical that Veterans are enrolled in and receive benefits from appropriate funding resources. Having Veterans draw benefits from Veterans-designated programs and services reduced the need for veterans and their dependents to apply for and receive local, state, and federal resources for other eligible applicants and enrollees, such as from Social Service programs. If this position is not filled, there is a risk that we decrease the resources available because residents eligible for Veterans Services are drawing on other pots of funds. In turn, it may cost the County more to provide services for its residents.*

*Funding for the County VSO is tied to service units. The more veterans served, the better able the county VSO to draw down subvention grant and other dollars.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions could impact Social Services, as described above. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted services.*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

*It is anticipated that the VSO program would ask the Board to continue its historic contribution to these services, which has generally decreased over the last several years.*

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

N/A

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: August 14, 2013

DEPARTMENT TITLE: Senior Services

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 20830, .25 FTE; 20480, .25 FTE

POSITION TITLES: Director of Senior Services

ARE POSITIONS CURRENTLY ALLOCATED? YES  NO

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee?  Recommended  
 Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action:  Approved  Denied

Board Modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

*The Senior Services Division of the Plumas County Public Health Agency has had a vacancy due to retirement since July, 2012. Since July, the duties and responsibilities have been met by a combination of extra help, increased duties for site managers, and coverage of duties by Public Health Assistant Director Management Analyst, or Department Fiscal Officer.*

*This position is critical to maintain adequate oversight, compliance and reporting for Area Agency on Aging grants and to meet standards of federal transportation funding, which may position Senior Services for future federal funding.*

*Follow up actions in the Triennial Performance Audit this last year included the importance of having a dedicated individual coordinate and oversee senior transportation management, staff management, training, and reporting.*

*The following is a summary of the 2012-2013 services, by AAA reporting area, provided by Senior Services:*

### *Nutrition:*

*Chester: 9,561 congregate meals; 2,869 home delivered meals  
3,938 trips provided; of which 1,091 were assisted*

*Portola: 6,546 congregate meals; 3,169 home delivered  
(Mohawk: 675 congregate meals; 54 home delivered)  
5,563 trips provided; of which 1,563 were assisted*

*Greenville: 2,641 congregate meals; 6,049 home delivered meals  
911 trips provided; of which 261 were assisted*

*Quincy: 6,719 congregate meals; 6,359 home delivered  
878 trips provided; of which 292 were assisted*

- Can the department use other wages until the next budget cycle?

*We have been using both other wages (extra help) and Public Health employee wages to cover this for the entirety of 2012-2013 and so far this fiscal year. This is neither appropriate nor sustainable.*

- What are staffing levels at other counties for similar departments and/or positions?

*Senior services operations, funding, and organization are unique to each county. It is clear to the department and staff that a Director is needed.*

- What core function will be impacted without filling the position prior to July 1?

*The way we have been managing Senior Services has been a temporary solution. Without continuity in management and a single point of contact, rather than 2 or 3 separate Public Health staff, we have observed declining service delivery efficiencies.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

*Proper reporting, including numbers served by location and type of service for both the Nutrition and Transportation programs, is essential to maintain AAA funding and contracts, which are based on utilization.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*Any reductions to Senior Services impact older members of our communities far more than they would other county departments. Our current and potential budget reductions will not impact other county departments at this time.*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

*No. This is an essential position, as indicated by a recent performance audit. Any future reductions would impact scope or depth of services, rather than this key position.*

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

*General fund support for this position had been provided in both Nutrition and Transportation until FY 12-13, during which there was no general fund support for the Transportation program as a result of an increase in transportation commission funding.*

*Numerous community needs assessments, feedback from the seniors who rely on these services, and Board members' comments in numerous meetings indicate there is support and agreed upon need for these programs.*

*Now that the county general fund is able to backfill some of the prior reductions taken in the last few years in other areas of county departments and programs, we hope that senior citizens rank among those priorities with an ongoing contribution of \$10-15K general fund dollars as a demonstration of the senior community's value and importance to the Board.*

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

N/A

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: 8/26/13

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller

Subject: Year-end budget adjustments

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## Recommendation:

Authorize the Auditor/Controller to make necessary budget adjustments within departments to eliminate immaterial negative balances in expenditure line items.

## Background:

The majority of the year-end budget changes were presented at the July 23<sup>rd</sup> Board meeting. There are a few departments that did not submit their changes in time to be brought before the Board on that date. Many of these adjustments will be between various wage-related line items such as wages, payroll tax, and retirement. The purpose of making these adjustments is to eliminate minor negative balances in expenditure line items and making such adjustments will not impact the overall budget for the department.

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET ♦ ROOM 205 ♦ QUINCY, CA 95971-4111 ♦ (530) 283-6246 ♦ FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA ♦ AUDITOR / CONTROLLER



Date: September 3, 2013

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / Controller *RAA*

Subject: Adoption of Proposition 4 Appropriation Limits for Fiscal Year 2013/2014

## **RECOMMENDATION:**

Adopt a Resolution adopting Proposition 4 Appropriation Limits (GANNS limit) for Plumas County, Quincy Lighting District, CSA #11 (Ambulance), and Beckwourth CSA for Fiscal Year 2013/2014.

## **BACKGROUND:**

Article XIII B of the California Constitution provides that each local government shall be subject to an annual appropriation limit and that the Governing Body shall select the change in cost of living methodology and either the change in Per Capita Income percentage or change in the Local Assessment roll due to the addition of non-resident new construction.

The percentage change in California Per Capita Income was used to compute the Fiscal Year 2013/2014 appropriation limits and the applicable statements showing the calculations have been prepared and are attached for review.

I respectfully request that the resolution to establish, the Special Districts governed by the Board and the County, spending limits be adopted as written.

RESOLUTION NO. 13-

**A RESOLUTION ESTABLISHING FISCAL YEAR 2013/2014 APPROPRIATION LIMITS UNDER ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION, AND ESTABLISHING PERIOD FOR CONTESTING SUCH LIMITS FOR PLUMAS COUNTY AND BOARD OF SUPERVISORS GOVERNED SPECIAL DISTRICTS**

**WHEREAS**, Article XIII B of the California Constitution provides that the state and each local government shall be subject to an annual appropriation limit as defined in that Article and Article XIII B Section 8 (e) (2) requires the Governing Body to select the Change in Cost of Living methodology each year by recorded vote; and

**WHEREAS**, using the percentage change in California Per Capita Income, rather than using the change in the Local Assessment roll from the preceding year due to the addition of non-residential new construction, provides the higher appropriation limit; and

**WHEREAS**, the Auditor/Controller of Plumas County has computed the appropriations limit for the fiscal year 2013/2014; and has prepared the applicable statements showing the calculation, and such statements are available for public review:

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors, County of Plumas, State of California, selects the percentage change in California Per Capita Income and the percentage change in the population of the contiguous counties methodology for use in calculating its appropriation limit for the fiscal year 2013/2014; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the appropriations limits for Plumas County and Board-governed Special Districts are hereby established as follows and that the limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII B of the California Constitution:

Plumas County	\$ 30,595,563
Quincy Lighting	\$ 114,685
CSA #11 (Ambulance)	\$ 61,908
Beckwourth CSA	\$ 17,829

**BE IT FURTHER RESOLVED**, that any judicial action of proceeding to attach, review, set aside, void or annul the appropriations limits established by this resolution shall be commenced within 45 days from the date of this resolution in accordance with Division 9 of the Government Code.

**RESOLUTION NO. 13-**

The foregoing, Resolution No. 13-\_\_\_\_\_ was duly passed and adopted by the Board of Supervisors of Plumas County, State of California, at a regular meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**Chair, Board of Supervisors**

**ATTEST:**

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**Clerk of the Board of Supervisors**

**Plumas County**

**Prop 4 Calculations**

**January 1, 2012 to January 1, 2013**

California Department of Finance Per Capita	$\frac{5.12 + 100}{100} = 1.0512$	<i>1</i>
Percentage change over prior year		
Plumas County	$\frac{(0.28) + 100}{100} = 0.9972$	<i>2</i>
Population Percentage Change		
<b>Calculation of Factor for FY 2013/14</b>	<b>1.0483</b>	<i>1 x 2</i>

**Plumas County**

**Prop 4 Spending Limit  
FY 2013/14**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0512
<b>X</b>	
Population Growth from	
<u>01/01/12 - 01/01/13</u>	<u>0.9972</u>
Growth Factor FY 2013/14	1.0483

FY 2012/13 Prop 4 Spending Limit \$ 29,185,885

**FY 2013/14 Prop 4 Spending Limit \$ 30,595,563**

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**Roberta M. Allen, CPA  
Auditor / Controller**

## Quincy Lighting

### Prop 4 Spending Limit FY 2013/14

#### *Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0512
<b>X</b>	
Population Growth from	
01/01/12 - 01/01/13	0.9972
<hr/>	
Growth Factor FY 2013/14	1.0483

FY 2012/13 Prop 4 Spending Limit \$ 109,401

**FY 2013/14 Prop 4 Spending Limit \$ 114,685**

---

Roberta M. Allen, CPA  
Auditor / Controller

**CSA #11**

**Prop 4 Spending Limit  
FY 2013/14**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0512
X	
Population Growth from	
01/01/12 - 01/01/13	0.9972
Growth Factor FY 2013/14	1.0483

FY 2012/13 Prop 4 Spending Limit \$ 59,056

**FY 2013/14 Prop 4 Spending Limit \$ 61,908**

---

**Roberta M. Allen, CPA  
Auditor / Controller**

**Beckwourth CSA**

**Prop 4 Spending Limit  
FY 2013/14**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0512
X	
Population Growth from	
<u>01/01/12 - 01/01/13</u>	<u>0.9972</u>
Growth Factor FY 2013/14	1.0483

FY 2012/13 Prop 4 Spending Limit \$ 17,008

**FY 2013/14 Prop 4 Spending Limit \$ 17,829**

---

**Roberta M. Allen, CPA  
Auditor / Controller**

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: September 3, 2013

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / *RAA* Controller

Subject: Adoption of Basic and Bond Tax Rates for Fiscal Year 2013/14, Tax Year 2013

## **RECOMMENDATION:**

Adopt a Resolution adopting the Basic Tax Rate for Plumas County and the rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2013/14, Tax Year 2013.

## **BACKGROUND:**

Government Code §29100 requires that the board shall adopt by resolution the rates of taxes on the secured roll on or before October 3 of each year.

---

## Debt Service - Plumas Hospital District

### Unitary portion of debt service

	2013/14 bond debt service	2013-14
	187,692.50	0.00
1	<b>Total Debt</b>	187,692.50
2	<b>Total left in fund from last FY</b>	(42,507.38)
3	<b>Unitary Portion</b>	0.00
4	<b>Unsecured Portion</b>	(9,157.66)
5	<b>Total Debt for Secured</b>	136,027.46
6	<b>Total Unsecured Value</b>	32,822,094.00
7	<b>Minus 13% delq rate</b>	(4,266,872.22)
8	<b>Unsec rate (prior yr sec rate)</b>	0.0003207
9	<b>Unsecured's portion</b>	9,157.66
10	<b>Total Secured/utility Value</b>	523,763,746.00
11	<b>Plus HOE</b>	10,491,905.00
12	<b>Minus 8% delq rate</b>	(41,901,099.68)
13	<b>Total Value to collect on</b>	<b>492,354,551.32</b>
14	<b>Secured Debt Svc</b>	136,027.46
15	<b>Secured Bond Rate</b>	<b>0.02763%</b>

---

**PLUMAS HOSPITAL DISTRICT**

**RESOLUTION No. 2013-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLUMAS HOSPITAL DISTRICT  
GENERAL OBLIGATION BONDS SERIES A  
PROPERTY TAX RATE 2013-2014**

NOW, THEREFORE BE IT RESOLVED that the President and Secretary of the Board of the Plumas Hospital District Board of Directors are hereby authorized and empowered to take all actions necessary or appropriate:

1. To authorize the Plumas County Tax Assessor's office to set the 2012-2013 Property Tax Rate for the Plumas District Hospital General Obligation Bond Series A at \$0.0002763.

\*\*\*\*\*

PASSED AND ADOPTED this 8<sup>th</sup> day of August, 2013, by the following vote:

AYES:           John Kimmel, Board Member  
                  Kathy Price, Board Secretary  
                  Mark Satterfield, M.D., Board Member  
                  Bill Wickman, Board Member  
                  Valerie Flanigan, Board Member

NAYES:          None

ABSENT:

*Bill Wickman*  
\_\_\_\_\_  
President, Board of Directors  
Plumas Hospital District

ATTEST:

*Kathy Price*  
\_\_\_\_\_  
Secretary, Board of Directors  
Plumas Hospital District

4A1

# BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JON KENNEDY, DISTRICT 5



September 03, 2013

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention: Permits Engineer

**Subject: Chester Old Towne Strolls  
Oktoberfest - October 12, 2013  
Closure of Main Street from Feather River Drive  
to Olsen Street from 4:00 p.m. to 8:00 p.m.**

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Terry Swofford, Chair

Cc: Plumas County Director of Public Works

# BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JON KENNEDY, DISTRICT 5



September 03, 2013

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention: Permits Engineer

**Subject: Encroachment Permit Request  
Sierra Buttes Trail Stewardship  
Lost Sierra Event  
September 28, 2013**

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Terry Swofford, Chair

Cc: Plumas County Director of Public Works



# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4c

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** August 21, 2013

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of September 3, 2013

**It is recommended that the Board:**

Adopt a resolution for the Plumas County Victim Witness Assistance Program authorizing the Sheriff to submit the grant application to CalOES and to sign the Grant Award Agreement. Approve and sign the grant award certification.

**Background and Discussion:**

The California Office of Emergency Services (CalOES) administers the Victim Witness Assistance Program and oversees the project.

The FY 13/14 grant award is \$106,316.

CalOES requires the Board to adopt a resolution authorizing the Sheriff (Victim Witness Project Director) to sign and approve the Grant Award Agreement including any extensions or amendments on behalf of the Plumas County Board of Supervisors, that grant funding will not be used for supplanting expenditures controlled by the Board and that the award is not subject to local budget or hiring freezes.

A Certification of Assurance of Compliance is required to be signed by the Sheriff and the Board as part of the grant application package.

A copy of the complete application is on file with the Clerk of the Board.



Tim W. Gibson  
Agricultural Commissioner  
Sealer of Weights & Measures  
timgibson@countyofplumas.com

## Plumas-Sierra Counties Department of Agriculture

### Agriculture Commissioner Sealer of Weights and Measures



4D

208 Fairgrounds Road  
Quincy, CA 95971  
Phone: (530) 283-6365  
Fax: (530) 283-4210

Date: August 22, 2013  
To: The Honorable Board of Supervisors  
From: Tim Gibson, Agricultural Commissioner/  
Sealer of Weights & Measures  
Subject: USDA, Forest Service #13-DG-11051100-023

I am requesting that the Grant in the amount of \$6,901.00 between USDA, Forest Service and Plumas County be approved and authorize the Chair to sign. The Grant was due to start January 1, 2013, but due to the Federal Sequester was delayed and will go through January 31, 2014.

This Grant is for the hiring of two seasonal technicians to assist in managing noxious weeds, with the goal of preventing spread and decreasing populations of B and C rated weeds to a more controllable level and possibly eradicating select A rated species. It also covers on-the-ground field work to control and eradicate non-native invasive weeds designated as noxious by State of California through a rating system that are found on both public and private lands in the Feather River Watershed, as well as along roadsides in portions of the county.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103



Donald Sawchuk  
Director

Date: September 3, 2013

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Authorize and execute Service Agreement with California Generator Service  
for eleven Plumas County owned generators**

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### Recommendation

Approve Service Agreement with California Generator Service

### Background

California Generator Service maintains all of Plumas County's eleven generators. The amount of \$9,825.00 is for annual maintenance for all generators. The amount of \$5,000.00 is for any additional or necessary repairs as needed during the routine inspection and maintenance. The total for this contract is not to exceed \$14,825.00 annually.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



Julie A. White  
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

4F

P.O. Box 176 • Quincy, CA 95971-0176 •  
E-mail: [pctc@countyofplumas.com](mailto:pctc@countyofplumas.com)  
(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector  
(530) 283-6259

**DATE:** August 5, 2013

**TO:** The Honorable Board of Supervisors

**FROM:** Julie A. White, Plumas County Treasurer-Tax Collector/Collections  
Administrator

**SUBJECT:** Tax Agreement Sale to Public Agency, Chapter 8, Part 6, Division 1, Revenue  
and Taxation Code

**Recommendation:** Approval of the Chapter 8 Agreement Sale between the County and the  
Beckwourth Fire District

**Background and Discussion:** On March 19, 2013 it was approved by Resolution 2013-7854  
that the Tax Collector conduct a public auction of tax defaulted properties under Chapter 7, Part  
6, Division 1 of the Revenue and Taxation Code. Part of the legal requirement is that notice be  
given to all public agencies and non-profit organizations of the properties being sold. This  
allows the agencies/non-profits to object to the Chapter 7 sale to preserve a lien, purchase for  
low-income use or public use. The objection causes the parcel(s) to be removed from the  
Chapter 7 sale and be sold at a Chapter 8 Agreement Sale.

Beckwourth Fire District objected to parcel #145-070-011-000 in Dixie Valley to purchase for  
public use. The District wants the property for a proposed fire station in Dixie Valley. The  
purchase price will be \$1,905.00, which is the minimum bid set by the Board on March 19, 2013.  
The agreement sale must be approved by the Board of Supervisors and the State Controller's  
office.

Thank you.

BOARD OF SUPERVISORS, COUNTY OF PLUMAS, STATE OF CALIFORNIA

RESOLUTION OF APPROVAL TO SELL TAX-DEFAUTLED PROPERTY SUBJECT  
TO THE TAX COLLECTOR'S POWER TO SELL

RESOLUTION NO. 2013- 7854

Notice is hereby given of my intention to sell at public auction via internet, for the stated minimum price, the tax-defaulted properties listed on Exhibit "A". These properties have been tax-defaulted for at least five years and are subject to the Tax Collector's power to sell. They will be sold in accordance with Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code. Also, in the event that any parcel does not sell within the time allotted for the sale, I request your approval to re-offer that parcel at a reduced minimum price within 90 days of the original sale date.

Your approval and direction by resolution to sell is respectfully requested.



Julie A. White, Tax Collector

RESOLUTION OF APPROVAL BY BOARD OF SUPERVISORS

Pursuant to the Notice and Request for Approval to sell Tax-Defaulted Property Subject to the Power of Sale, be it resolved that approval for the sale is hereby granted. The Tax Collector is authorized to sell the property described in Exhibit "A" as provided for by law pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.

PASSED AND ADOPTED by the Plumas County Board of Supervisors on March 19, 2013 by the following vote:

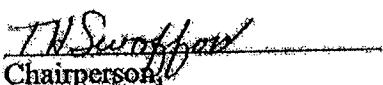
AYES: SUPERVISORS THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD

NOES: NONE

ABSENT: NONE

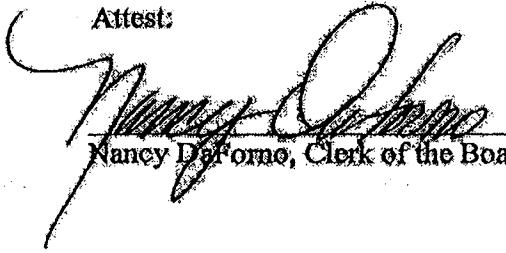
ABSTAIN: NONE

COUNTY OF PLUMAS



T. M. Swofford  
Chairperson  
Board of Supervisors

Attest:



Nancy DeRome, Clerk of the Board

ASSESSMENT NO.	ASSESSED OWNER	SITUS ADDRESS	MINIMUM BID
1 002-100-010-000	JULIE M. GATES	5440 Seneca Road SENECA, CA	\$ 3,450.00
2 003-057-004-000	LISA MESSICK	2060 WARREN HILL ROAD LA PORTE, CA	\$ 6,365.00
3 007-120-011-000	GIANT QUICKSILVER CORP.	37418 28N01 LAST CHANCE, CA	\$ 2,130.00
4 007-120-012-000	GIANT QUICKSILVER CORP.	57 THOMPSON CREEK DRIVE LAST CHANCE, CA	\$ 2,130.00
5 009-363-004-000	ANDREW GOULET	2480 FERN RIDGE GREENHORN RANCH, CA	\$ 2,925.00
6 009-363-005-000	ANDREW GOULET	2470 FERN RIDGE GREENHORN, CA	\$ 2,460.00
7 009-372-005-000	ANDREW GOULET	2280 SHOOTING STAR LANE GREENHORN, CA	\$ 2,735.00
8 009-372-006-000	ANDREW GOULET	2260 SHOOTING STAR LANE GREENHORN RANCH, CA	\$ 2,970.00
9 009-391-001-000	ANDREW GOULET	2053 BUCKHORN CIRCLE GREENHORN RANCH, CA	\$ 2,385.00
10 010-130-033-000	TERI D. PALMER	94 FRENCHMAN LAKE ROAD CHILCOOT, CA	\$ 7,490.00
11 010-260-018-000	GIANT QUICKSILVER CORP.	95031 LONE PINE ROAD CHILCOOT, CA	\$ 3,530.00
12 010-270-020-000	JACKSON-MC CRAW LLC	768 MEADOW VIEW LANE CHILCOOT, CA	\$ 3,180.00
13 028-040-035-000	JOSEPH R. KRAUS	126 SORREL LANE GRIZZLY ROAD, CA	\$ 63,150.00
14 028-040-040-000	JOSEPH R. KRAUS	20 SORREL LANE GRIZZLY ROAD, CA	\$ 55,305.00

16	100-032-018-000	GARY M. & GRETA JENKINS	119 PEPPERMINT LANE GRIZZLY ROAD, CA	\$ 68,375.00
17	100-351-008-000	JENNIFER CANNEDY	216 FEATHER RIVER DRIVE CHESTER, CA	\$ 9,010.00
18	102-183-010-000	WILLIAM R. & PATRICIA A. NEVILLE	162 JENSEN ROAD CHESTER, CA	\$ 11,340.00
19	102-501-011-000	WILLIAM R. CROCKER	904 DYER VIEW ROAD LAKE ALMANOR, CA	\$ 22,515.00
20	103-320-012-000	MIKE CORNELL	805 LASSEN VIEW DRIVE LAKE ALMANOR, CA	\$ 48,680.00
21	104-292-004-000	WALTER R. & MARY J. RICE	191 PONDEROSA PINE LANE LAKE ALMANOR PENINSULA, CA	\$ 14,160.00
22	110-011-002-000	LUCILLE M. MASTERS, (ESTATE)	3356 HILL CREST DRIVE HAMILTON BRANCH, CA	\$ 17,805.00
23	110-190-021-000	JOHN A. & BARBARA A. MORRIS	102 HIGBIE AVENUE GREENVILLE, CA	\$ 2,620.00
24	123-221-028-000	TARA A. THORNTON	643 HIDEAWAY ROAD GREENVILLE, CA	\$ 1,875.00
25	125-203-011-000	LA JOLLA LOANS, INC.	368 SMITH CREEK ROAD MOHAWK, CA	\$ 37,175.00
26	125-203-012-000	CITY OF PORTOLA	80 EAST MAGNOLIA PORTOLA, CA	\$ 1,125.00
27	125-203-013-000	CITY OF PORTOLA	LA JOLLA LOANS, INC.	\$ 1,125.00
28	125-203-014-000	CITY OF PORTOLA	LA JOLLA LOANS, INC.	\$ 1,125.00
29	125-203-015-000	CITY OF PORTOLA	81 EAST SPRUCE PORTOLA, CA	\$ 1,125.00
			65 EAST SPRUCE PORTOLA, CA	\$ 1,125.00

30	125-223-002-000	BRIAN M DEVINE		\$	5,130.00
31	125-234-003-000	CITY OF PORTOLA	LA JOLLA LOANS, INC	\$	2,535.00
32	125-413-014-000	RICK L SQUIRES	259 BELLA VISTA DRIVE DELLEKER, CA	\$	1,510.00
33	126-093-004-000	JOSHUA P HOLLAND		\$	1,635.00
34	126-093-012-000	RICHARD SUKRAU	408 TAYLOR AVENUE PORTOLA, CA	\$	1,575.00
35	126-146-001-000	DONALD ANDERSON		\$	1,435.00
36	126-161-008-000	LAURA L SHIRLEY		\$	1,705.00
37	126-284-001-000	DEAN E SMITH	601 RIDGEWOOD DRIVE PORTOLA, CA	\$	1,645.00
38	131-230-028-000	SUSAN J BEHNEMAN, TRUSTEE, ET AL	976 MOON SHADOW PORTOLA, CA	\$	8,470.00
39	131-290-003-000	JOSEPH C CARDONA	1094 RED SKY PORTOLA, CA	\$	8,550.00
40	145-070-011-000	THOMAS W JIMENEZ, ESTATE OF	9388 DIXIE VALLEY ROAD DIXIE VALLEY, CA	\$	1,905.00
41	531-261-020-522	MARC ROSENBERG	TIMESHARE WEEK	\$	1,790.00
42	531-261-020-523	MARC ROSENBERG	TIMESHARE WEEK	\$	1,790.00
43	531-261-020-524	MARC ROSENBERG	TIMESHARE WEEK	\$	1,790.00
44	531-261-020-525	MARC ROSENBERG	TIMESHARE WEEK	\$	1,671.00
45	531-262-020-517	JEFFERY L & TARAL VANDERMATE	TIMESHARE WEEK	\$	1,580.00
46	531-262-020-518	JEFFERY L & TARAL VANDERMATE	TIMESHARE WEEK	\$	1,580.00
47	531-262-020-519	JEFFERY L & TARAL VANDERMATE	TIMESHARE WEEK	\$	1,085.00
48	531-272-028-504	SALLY SHELTON REILLEY	TIMESHARE WEEK	\$	2,030.00

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סדרו סבבונו אבורה

\$ 2,030.00	\$ 1,975.00	\$ 1,975.00
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**TIMESHARE WEEK**

MARK E MUNIZ

50 531-272-028-507  
51 531-272-028-508

## Application to Purchase Tax-Defaulted Property from County

This application must be completed by an eligible purchasing entity to commence purchase of tax-defaulted property by agreement sale from the county under applicable provisions of the California Revenue and Taxation Code. Complete the following sections and supply supporting documentation. Completion of this application does not guarantee purchase approval.

### A. Purchaser Information

1. Name of Organization: Beckwourth Fire District
2. Corporate Structure – check the appropriate box below and provide the corresponding information:  
 Nonprofit Organization – provide Articles of Incorporation  
 Public Agency – provide Mission Statement (if redevelopment agency or special district, provide jurisdiction map)

### B. Purchasing Information

Determine which category the parcel falls under and then check the appropriate box as it relates to the purchasing entity's corporate structure and the intended use of the parcel; (Note: From the six choices below, check only one)

Category A: Parcel is currently scheduled for a Chapter 7 tax sale

- Purchase by tax agency/revenue district to preserve its lien
- Purchase by State, county, revenue district, special district, or redevelopment agency for public purpose
- Purchase by nonprofit for low-income housing or to preserve open space

Category B: Parcel is not currently scheduled for a Chapter 7 tax sale

- Purchase by taxing agency for public purpose
- Purchase by State, county, revenue district, special district, or redevelopment agency for public purpose
- Purchase by nonprofit for low-income housing or to preserve open space

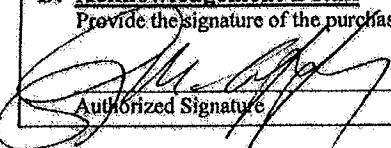
### C. Property Detail

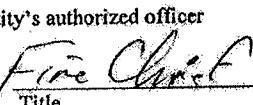
Provide the following information. (If more space is needed exhibits may be attached.)

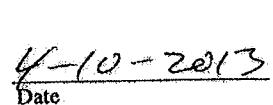
1. County where the parcel(s) is located: Plumas
2. List each parcel by Assessor's Parcel Number: 145-070-011-000
3. State the purpose and intended use for each parcel: Public Safety, Proposed Site for a fire station in Dixie Valley

### D. Acknowledgement Detail

Provide the signature of the purchasing entity's authorized officer

 Authorized Signature

 Title

 Date

AGF-2 (SCO 8-16)



# Beckwourth Fire District

180 Main Street

Beckwourth, CA 96129

Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com) Website: [www.beckwourthfire.com](http://www.beckwourthfire.com)

Phone (530) 832-1008

(Station 1 - Beckwourth)

Fax (530) 832-5828

Phone (530) 832-0121

(Station 2 - Grizzly)

Fax (530) 832-5721

## Board Members

George Bundy,  
Chairman  
Ralph Taylor,  
Vice Chairman  
Denisce Downs  
Dean Maddalena  
Joseph Gottas

April 2, 2013

**Julie White**

**Plumas County Treasurer/Tax Collector Administrator**

**P.O. Box 176**

**Quincy, CA 95971**

## Fire Chief

Greg McCaffrey

**Admin.  
Assistant  
Fran Zeits**

**Dear Ms. White:**

The Beckwourth Fire District is in receipt of your letter dated March 14, 2013, together with attachments, which outlines the appropriate procedures for filing an objection to the sale at public auction of tax-defaulted properties. The letter also identifies the agencies that may qualify for an objection and the various types of objections that may be filed. Following our meeting with you this morning we understand that the Beckwourth Fire District may qualify for an "Objection to Purchase a Parcel for Public Use Pursuant to §3695.4." However, the statement in the code which states, ".....for any property that is or may be needed for public use...." may be a barrier to our filing of an objection to the sale.

If the district prevails and is permitted to file an objection to the sale for parcel 145-070-011-000 located in Dixie Valley, it would be used to construct a fire station in the future. As you are aware, Dixie Valley is currently in the Beckwourth Fire District's Sphere of Influence and response area. We anticipate that most future growth in Plumas County will occur to the eastern and northern portions of the county, which would include the planned subdivision in Dixie Valley. The first question would be since the fire district is a "public agency" providing a "public service", does that fill the public use criteria? If not, to qualify for the public use portion of the code the district would be prepared to dedicate a portion of the 3.6 plus or minus acre parcel for use as a public park, which is similar to the situation at Station 1 located in Beckwourth. There may be other options that would qualify to satisfy the public use portion of the code.

**Please refer this matter to County Counsel at the earliest possible date for a legal determination with regard to our filing an objection. The Beckwourth Fire District Board of Directors will then convene a special meeting to discuss our options and file the necessary documentation prior to your filing deadline of April 17, 2013.**

**In closing, I take this opportunity to thank you for your assistance in resolving this matter.**

**Sincerely,**

**George Bundy, Chairman**



## Beckwourth Fire District

180 Main Street

Beckwourth, CA 96129

Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Phone (530) 832-1008

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### RESOLUTION NUMBER 2013-004

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BECKWOURTH FIRE DISTRICT OBJECTING TO THE SALE OF AND MAKING APPLICATION TO PURCHASE TAX- DEFAULTED PROPERTIES.

##### RECITALS

WHEREAS, the Beckwourth Fire District (BFD) is a duly organized special district governed by the Fire Protection Law of 1987 (Health & Safety Code 13800, et seq.), and operates and exists under the laws of the State of California; and

WHEREAS, BFD is a functioning combination fire protection district which maintains and operates a fire suppression organization and provides fire and emergency services within its jurisdictional boundaries; and,

WHEREAS, certain tax-defaulted properties within the County are scheduled to be sold at public auction; and,

WHEREAS, California Revenue and Taxation Code §3695.4 et. Seq. authorizes Beckwourth Fire District, as a revenue district, to file an objection to the sale of said property which objection of sale has been forwarded to the Plumas County Tax Collector; and,

WHEREAS, Beckwourth Fire District has determined that pursuant to California Revenue and Taxation Code, the property assessment number 145-070-011-000 is or may be needed for public use by the Beckwourth Fire District; and,

WHEREAS, the public use of the property will be used for building a future fire station to provide Fire/EMS protection to Dixie Valley, which is located in Beckwourth Fire District's sphere of influence.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beckwourth Fire District as follows:

1. The Board of Directors adopts the above recitals as its findings.

2. Objection is hereby made to the sale of the property APN#145-070-011-000 subject to final review by Beckwourth Fire District clear title search, review of any possible "Estate Trust" for inheritable claims, if applicable and/or property restrictions.

3. The Beckwourth Fire District hereby makes application to purchase fee title to said property which

may be required to be utilized for public purposes by the Beckwourth Fire District as described above, and the Chairman of the Board or District Fire Chief is authorized to sign the purchase agreement.

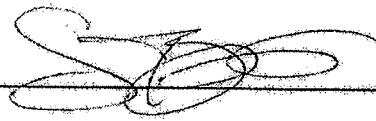
4. The Beckwourth Fire District agrees to tender purchase monies within 60 days of the effective date of the purchase agreement. The effective date of the purchase agreement shall be June 15, 2013, or when approved by the Plumas County Tax Collector, whichever is later.

5. The Tax Collector is authorized to withdraw the subject property from the tax sale, and transmit the purchase agreement to the Beckwourth Fire District for approval.

6. The Board of Directors directs and authorizes Beckwourth Fire District staff to do and take all action necessary to complete the purchase of said property.

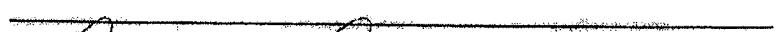
The foregoing resolution was duly passed and adopted by the Board of Directors of the Beckwourth Fire District, at a special scheduled board meeting held on April 10, 2013 by the following vote:

George Bundy  Y/N

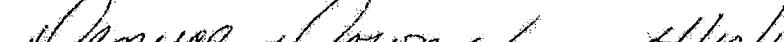


4/10/13

Ralph Taylor  Y/N



Denisce Downs  Y/N



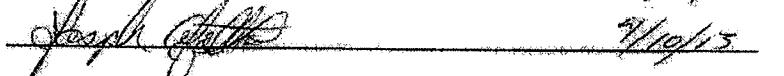
4/10/13

Dean Maddalena  Y/N



4/10/13

Joseph Gottas  Y/N

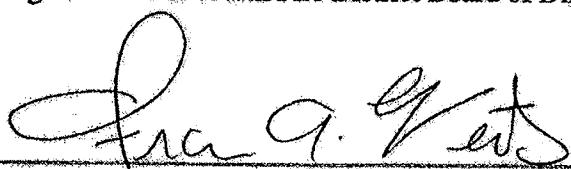


4/10/13

George Bundy  
Chairman, Board of Directors - BFD

I, Fran Zeits, Administrative Secretary to the Board of Directors of the Beckwourth Fire District, DO HEREBY CERTIFY, that the forgoing Resolution was adopted during a noticed public hearing at a special scheduled meeting of the Beckwourth Fire District Board of Directors held on April 10, 2013.

ATTEST:



Administrative Secretary to the Board of BFD, Fran Zeits