

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF APRIL 01, 2014 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

### 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.

### Convene as the Flood Control & Water Conservation District Governing Board

1. **FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Robert Perreault/Randy Wilson
  - A. Approve and authorize the Co-Manager to execute Amendment No. 2 to Professional Services Contract between the Plumas County Flood Control District and Leah Wills increasing the contract amount by \$15,530; authorize a request to the County of Plumas to borrow the sum of \$15,530 for cash flow purposes, for a term not to exceed one (1) year, to be repaid with interest at the Plumas County pooled funds rate; authorize the Co-Manager to request the loan, and sign any and all documents necessary on behalf of the District to evidence the loan and receive the loan proceeds; and appropriate the proceeds of the loan described above to Fund 0208. **Four/fifths required roll call vote**
  - B. Appoint a Governing Board member to the Regional Water Management Group (RWMG) for development of the Integrated Regional Water Plan Update. Discussion and possible action

### Adjourn as the Flood Control & Water Conservation District Governing Board and convene as the Walker Ranch Community Services District Governing Board

2. **WALKER RANCH COMMUNITY SERVICES DISTRICT** – Robert Perreault  
Approve and authorize the Chair and District Manager to sign Addendum No. 6 between Walker Ranch CSD and Fruit Growers Lab, Inc. not to exceed \$9,999 for monthly water testing. Approved as to form by County Counsel. Discussion and possible action

### Adjourn as the Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors

### 3. DEPARTMENTAL MATTERS

- A) **SHERIFF** – Greg Hagwood  
Authorize the Sheriff to recruit and fill 2.0 FTE, vacant, allocated and funded Correctional Officer positions. Discussion and possible action
- B) **SOCIAL SERVICES** – Elliott Smart  
Approve budget transfer of \$420 from Other Wages (51020) to Bilingual Allowance (51128). Discussion and possible action
- C) **FACILITY SERVICES/AIRPORTS** – Dony Sawchuk  
Approve budget transfer of \$10,000 from Regular Wages (51000) to Other Wages (51020) to cover costs of temporary help for Airport Manager at Chester Rogers Field until a contract is established with a new Airport Manager. Discussion and possible action
- D) **AGRICULTURE/WEIGHTS & MEASURES** – Tim Gibson  
1) Approve and authorize the Chair to execute agreement between Plumas County and USFS/CDFA of \$40,000 for noxious weed control. Approved as to form by County Counsel  
2) Approve supplemental budget transfer of \$10,942 from State Aid for Agriculture (44180) to cover costs for FY 2013-2014. Discussion and possible action
- E) **LIBRARY** – Lynn Sheehy  
Approve revision to the Plumas County Library Patron Behavior Policy as recommended. Approved by County Counsel
- F) **PUBLIC HEALTH AGENCY** – Mimi Hall  
Report and update on 20,000 Lives campaign as implementation of the 2013-2015 Community Health Improvement Plan
- G) **PUBLIC WORKS** – Robert Perreault  
**Solid Waste**: Discussion and possible action regarding Green Waste Disposal
- H) **AUDITOR/CONTROLLER** – Roberta Allen  
Approve budget change using fund balance of \$25,000 to establish a Contingency Fund for Solid Waste Fund 0109/Department 20579/Account 528400. Discussion and possible action
- I) **COUNTY COUNSEL** – Craig Settlemyre  
1) Adopt **ORDINANCE**, first introduced on March 18, 2014, adding Article 13 to Chapter 4 of Title 2 of the Plumas County Code Relating to the Office of Chief Probation Officer. **Roll call vote**  
2) Adopt **RESOLUTION** Amending the Job Description of Plumas County Chief Probation Officer. **Roll call vote**

#### **4. BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign letter of support for Assembly Bill 1637 – County Veterans Service Officers (“VETERAN” to be printed on the face of the driver’s license or identification). Discussion and possible action
- B. Approve and authorize the Chair to execute letter of support for Assembly Bill 2205 (Donnelly) Hunting Bears and Bobcats with Hounds. Discussion and possible action
- C. Appoint a member of the Board of Supervisors to the Regional Water Management Group (RWMG) for development of the Integrated Regional Water Plan Update. Discussion and possible action
- D. Appropriate \$15,530 from the General Fund Contingency to Fund 0208 in order to fund short-term loan to the Plumas County Flood Control District for cash flow purposes; and authorize the Chair of the Board of Supervisors to approve and execute on behalf of Plumas County, any and all documents necessary to make and evidence a loan for cash flow purposes to the Plumas County Flood Control District for up to \$15,530 for a term not to exceed one (1) year, to be repaid with interest at the Plumas County pooled funds rate. **Four/fifths required roll call vote**
- E. Discussion and possible action regarding Local Agency Formation Commission (LAFCo) fees paid by the County of Plumas and the City of Portola. Supervisor Swofford
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

#### **5. 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) CLERK OF THE BOARD**

Approve Board minutes for March 2014

#### **B) PLUMAS CRISIS INTERVENTION AND RESOURCE CENTER**

Adopt **PROCLAMATION** proclaiming the Month of April 2014 as Sexual Assault Awareness Month in Plumas County

#### **C) SHERIFF**

- 1) Adopt **RESOLUTION** authorizing the Sheriff to sign the 2014-2015 Boating Safety and Enforcement Financial Aid Program Contract administered by the State of California, Department of Parks and Recreation, Division of Boating and Waterways
- 2) Approve and authorize the Sheriff to sign Agreement with the U.S. Department of Justice, Drug Enforcement Agency of \$50,000 and approve supplemental budget accordingly. Approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign contract between Plumas County and RSH, Inc. dba Horton Tire Center of \$15,000 for vehicle maintenance and service. Approved as to form by County Counsel
- 4) Approve “Request for Proposal” and authorize the Sheriff to publicly advertise and solicit bids for nursing services at the Correctional Facility. Approved as to form by County Counsel

#### **D) COMMUNITY DEVELOPMENT COMMISSION**

Authorize use of Plumas County Community Development Grant (CDBG) Revolving Loan Fund as a temporary source of funds to pay current CDBG obligations

#### **E) BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to execute letter to the State Department of Transportation for Encroachment Permit (Quincy Jr/Sr High School Prom – April 26, 2014)
- 2) Approve request of Boy Scouts of America (Lassen District) to waive use fees for annual campout at Taylorsville Campground on April 25 – 27, 2014



## **6. CLOSED SESSION**

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

- A. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – High Sierra Rural Alliance v. County of Plumas, Plumas Superior Court Case No. CV14-00009
- B. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 – One Case
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

### **ADJOURNMENT**

Adjourn meeting to Tuesday, April 08, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.



/A

## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

### AGENDA REQUEST

for the April 1, 2014 meeting of the FC&WC District Governing Board

March 24, 2014

To: Honorable Governing Board

From: Robert Perreault, Co-Manager – FC&WCD – Operations

A handwritten signature in black ink, reading "Robert Perreault".

Subject: 1) Approve and authorize the Co-Manager to execute Amendment No. 2 to Professional Services Contract between the Plumas County Flood Control and Water Conservation District ("District") and Leah Wills increasing the contract amount by \$15,530;

2) Authorize a request to the County of Plumas to borrow the sum of \$15,530 for cash flow purposes, for a term not to exceed one (1) year, to be repaid with interest at the Plumas County pooled funds rate; to authorize the Co-Manager to request the loan, and sign any and all documents necessary on behalf of the District to evidence the loan and receive the loan proceeds; and

3) Appropriate the proceeds of the loan described above to Fund 0208 as provided in the attached request for Budget Transfer. Four/fifths required roll call vote.

### BACKGROUND

On April 2, 2013, the Governing Board of the Flood Control District authorized a contract with Leah Wills to provide professional services for staff support in regard to the project known as "State Water Project, Contract Negotiations."

On October 21, 2013, the Governing Board authorized Amendment No. 1, which increased the contract amount from \$5,000 to \$8,500. The current account balance is \$691.00.

The state project has taken a much longer time than originally anticipated. Accordingly, there is a need to increase the existing contract amount as follows:

Invoices submitted for the time period: October 2014 to February 2014:	\$	9,021.00
Invoices anticipated for the time period March 2014 to June 30, 2014:	\$	7,200.00
	Less Balance:	<691.00>
	Total:	\$ 15,530.00

The \$15,530 amount will enable the district budget to cover costs until the end of this FY 2013-14.

### **RECOMMENDATION**

District staff respectfully recommends that the Governing Board vote to:

1. Increase the existing contract amount by \$15,530, from \$8,500 to \$24,030;
2. To ratify work requested and approved by the Co-Manager that precedes the date of the execution of Amendment No. 2.
3. Authorize a request to the County of Plumas to borrow the sum of \$15,530 for cash flow purposes, for a term not to exceed one (1) year, to be repaid with interest at the Plumas County pooled funds rate; to authorize the Co-Manager to request the loan, and sign any and all documents necessary on behalf of the District to evidence the loan and receive the loan proceeds; and
4. Approve the attached Budget Transfer;

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Flood Control Operations Dept. No: 26100 Date 3/24/2014

The reason for this request is (check one):

- |    |                                     |   | <u>Approval Required</u> |
|----|-------------------------------------|---|--------------------------|
| A. | <input checked="" type="checkbox"/> | Transfer to/from Contingencies OR between Departments | Board                    |
| B. | <input type="checkbox"/>            | Supplemental Budgets (including budget reductions)    | Board                    |
| C. | <input type="checkbox"/>            | Transfers to/from or new Fixed Asset, within a 51XXX  | Board                    |
| D. | <input type="checkbox"/>            | Transfer within Department, except fixed assets       | Auditor                  |
| E. | <input type="checkbox"/>            | Establish any new account except fixed assets         | Auditor                  |

☒ **TRANSFER FROM OR** ☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>0001</u>	<u>20980</u>	<u>528400</u>	<u>GF Contingencie</u>	<u>15,530.00</u>
Total (must equal transfer to total)				<u>15,530.00</u>

**TRANSFER TO OR** **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
<u>0208</u>	<u>26100</u>	<u>521900</u>	<u>Professional Services</u>	<u>15,530.00</u>
Total (must equal transfer to total)				<u>15,530.00</u>

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Please see attached agenda item.

B)

C)

D)

Approved by Department Signing Authority:

*J.P. Jallie*

3/24/14

\_\_\_\_ Approved/ Recommended

\_\_\_\_ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



1B

## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

**Date:** April 1, 2014

**To:** Honorable Chair and Board Members of the Plumas County Flood Control and Water Conservation District

**From:** Randy Wilson, Planning Director and Co-Manager Plumas County Flood Control and Water Conservation District *RW*

**Subject:** Appointment of a Board Member of the Plumas County Flood Control and Water Conservation District to the Regional Water Management Group (RWMG) for Purposes of Updating the Upper Feather River Integrated Regional Water Management Plan.

### Background:

On February 11, 2014 the Board of the Plumas County Flood Control and Water Conservation District approved a Grant Agreement with the State of California Department of Water Resources for grant funds to update the Upper Feather River Integrated Regional Water Management Plan (IRWM). The decision-making structure of the process, termed Proposed Changes to the Scope of Work for the update of the Upper Feather River Integrated Water Management Plan, to update the IRWM is attached to this memo and Board Members are encouraged to review this decision-making structure.

The purpose of this request is for the Board of the Plumas County Flood Control and Water Conservation District to appoint one of its members to the Regional Water Management Group (RWMG). Staff anticipates having a kick-off meeting of the RWMG on April 11, 2014. The actual update process, in accordance with the Grant Agreement, is anticipated to begin in June 2014. At this time staff has produced a Request for Qualifications (RFQ) for professional services to assist in the update of the IRWM. The RFQ can be found at <http://www.countyofplumas.com/bids.aspx>. The RFQ contains a timeline for review of the RFQs received and an anticipated date for contract(s) for these professional services to be June 17, 2014 after which the process, in accordance with the Grant Agreement, of updating the IRWM should commence.

### ACTIONS FOR CONSIDERATION:

Staff recommends the Board of the Plumas County Flood Control and Water Conservation District take the following action:

- I. Appoint a Board member of the Flood Control and Water Conservation District to the Regional Water Management Group (RWMG). The purpose of the RWMG is this group is the entity tasked with developing the Integrated Regional Water Plan Update.

Attachments:

Proposed Changes to the Scope of Work for the update of the Upper Feather River Integrated Water Management Plan

# Proposed Changes to the Scope of Work

---

## Introduction

Since the conclusion of the Regional Action Plan (RAP) and Memorandum of Understanding (MOU) outreach processes in 2009, segments of the public have been vocal and proactive about wanting to revisit the Upper Feather River (UFR) Integrated Regional Water Management (IRWM) governance structure early in the plan update process.

For example, the Sierra Valley Resource Conservation District (SVRCD) has advanced an UFR IRWM "Implementation Committee" governance proposal for consideration by the Plumas and Sierra County Boards of Supervisors. The SVRCD's implementation committee proposal, although similar in some respects to the "Steering Committee" described in the existing governance model, is also different in that the "Implementation Committee" would function more like the Regional Water Management Group (RWMG). This governance option has generated broader discussions among County and National Forest leadership and among agricultural and other water interests within the region. The paramount importance of transparency, continuity, and accountability, throughout the IRWM's 2-year planning process and throughout the 20-year implementation period has emerged as a heightened governance priority. This evolution of governance towards an integrated process from two years of planning to 20 years of implementation with a RWMG structure that ensures transparency, accountability, and consistency, is a further refinement of the broader involvement of more diverse water interests as articulated in the MOU and RAP.

To help the RWMG integrate the MOU, the RAP, and the implementation Committee governance proposals, Department of Conservation (DOC)-funded watershed coordinators in the region have interviewed members of the adjoining IRWM programs. The goal of these interviews is to provide further guidance on governance options for the UFR IRWM that benefits from the real experiences and "lessons learned" from neighboring Sierra-Tahoe, Cosumnes-American-Bear-Yuba (CABY), Upper Pit, and Upper Sacramento Valley IRWM regions. Most interviewees reinforced the importance of continuity between IRWM plan development and IRWM plan implementation. It is also important to note that within the first six months of the UFR IRWM Plan update process, Disadvantaged Communities (DAC) service providers and Tribes will also be surveyed regarding their water issues and needs.

The UFR region is a large and sparsely populated (4-8 persons/sq. mile) landscape in which approximately 40 percent of the population relies on individual water and septic systems. Additionally, 50 percent of the region is managed by the Federal Government, which translates to half of the region being uninhabited and outside the local tax base. In this predominately economically disadvantaged rural region, residents are increasingly challenged with maintaining



basic services as local and federal governmental budgets shrink. Rising gas prices further constrain the ability of low-income residents to access basic services. The region continues to lose working families to employment opportunities in the Central Valley, Bay Area, and the Reno-Carson area. Traditionally, working families have been the volunteer backbone for the adequate provision of community services, including filling leadership roles on boards for small community water and wastewater service providers.

In summary, this is a region in which the capacity for adequate water governance has been stretched far thinner since the completion of the original UFR IRWM Plan, which was adopted in 2005.

The UFR region is also in the midst of three, land management planning processes which cover almost the entire land base of the region. The Plumas County General Plan update has been underway for several years and is currently in the final stages of the EIR process. The Sierra County General Plan zoning update is also underway, and Forest Plan revisions for the three National Forests (Plumas, Tahoe, and Lassen) covering the region are scheduled. Land and water management and integrated water and watershed planning continues to be very important to people in the region.

### **Governance Work Scope Revisions**

Following is a description of the proposed changes to Governance that will streamline the process and reduce the budget for preparation of the UFR IRWMP. Also included is an organization chart.

### **RWMG/Steering Committee/MOU Signatories**

In light of the issues discussed above, IRWM governance will be revisited and revised during the first two or three RWMG meetings. All members (signatories to the MOU) will sign the revised MOU agreeing to support the IRWM planning process and to utilize the IRWM conflict resolution process, if needed.

The MOU signatories will meet and discuss the SVRCD's "Implementation Committee" governance proposal and the current workgroup structure proposed in the original grant application. The Steering Committee structure will be re-evaluated in light of the "advisory committee", "planning committee", and "technical or issue committee" structures used in neighboring IRWM planning processes. The results of initial conversations with DAC and Tribal representatives will be presented by the third RWMG meeting.

To limit redundancy and facilitate more direct communication, it is proposed that the "Steering Committee" and RWMG be combined into one role known as the RWMG. The RWMG will then be the entity tasked with developing and implementing the IRWM Plan, reviewing projects submitted for consideration in the Plan, working directly with Workgroups, and choosing which

projects to put forward for funding. The members proposed for inclusion in the RWMG for the UFR IRWM consist of signatories to the MOU, and include the following:

- County of Plumas
- County of Sierra
- Sierra Valley Groundwater Management District (SVGWMD)
- Feather River Resource Conservation District
- Sierra Valley Resource Conservation District
- Lassen National Forest, Almanor Ranger District (Advisory)
- Plumas National Forest (Advisory)
- Tahoe National Forest, Sierraville Ranger District Lassen National Forest (Advisory)
- ~~Almanor Basin Watershed Advisory Committee (ABWAC)~~ removed
- Plumas County Community Development Commission
- Native American Representative  
"entity to be identified"
- Plumas County Flood Control and Water Conservation District

The first order of business for the RWMG at the first meetings for the IRWM Plan update, the RWMG governance structure, its operating and decision-making procedures, and establishment and assignment of Workgroups will be formally adopted by the RWMG.

It is anticipated that meetings of the RWMG will occur bimonthly and will be publicly noticed. Additionally, to make meetings more widely accessible for this rural area, video conferencing will be provided for non-local planning consultants and other "outside" experts, thereby reducing travel expenses and hours for RWMG meetings. Video Conferencing is intended to support the workgroups and the RWMG. Public information will be provided through the new UFR IRWM website under the Data Management task and subcontract. Minutes of all RWMG and Work Group meetings will be posted on the UFR IRWM planning portal, a publicly accessible and interactive website that is already hosted and shared by the adjoining CABY, Pit, and Upper Sacramento Valley IRWMs. Thanks to the efforts of the neighboring IRWM programs, the original budget for Data Management can be reduced without compromising overall planning effectiveness.

## Workgroups

Those signatories to the MOU not serving as RWMG members are encouraged to participate in Workgroups. Signatories to the MOU and other stakeholders will have the opportunity to voluntarily participate in the Workgroups. Additionally, all Work Group meetings will be noticed on the IRWM website and by email and will be open to the public. All Work Group members agree to abide by the structure and meeting rules adopted by the RWMG.

Members of the Workgroups will consist of signatories to the MOU. Decision-making by members on proposed projects, draft chapters review, etc. will be structured to seek consensus or super majority agreement by members before being forwarded to the RWMG. The members

of each Work Group will elect a member and an alternate to represent the workgroups at RWMG meetings.

The Workgroups will, at a minimum, provide input on project selection and prioritization criteria, receive and present comments on draft chapter reviews, and invite and schedule presentations by technical experts, scientists, and others for workgroup and RWMG meetings.

The MOU members to serve in Workgroups consist of the remaining signatories to the MOU, as follows:

- Feather River Coordinated Resource Management
- Feather River Land Trust
- Gold Mountain Community Services District
- Greenhorn Creek Community Services District
- Greenville Rancheria
- Grizzly Lake Resort Improvement District
- Grizzly Ranch Community Services District
- Indian Valley Community Services District
- Maidu Summit Consortium
- Mountain Meadows Conservancy
- Plumas Corporation
- Plumas County Fire Safe Council
- Plumas Eureka Community Services District
- Sierra County Fire Safe and Watershed Council
- Sierra Institute for Community and Environment
- Sierra Valley Mutual Water Company
- Trout Unlimited – Feather River Chapter
- University of California Cooperative Extension
- Upper Feather River Watershed Group
- USDA Natural Resources Conservation Services
- Walker Ranch Community Services District
- Quincy Community Services District
- City of Portola
- Other entities as may be added during the IRWM plan update process

Four Workgroups will be established to focus discussions and to make recommendations for four areas of long-term interest within the UFR IRWM region:

1. Agricultural Land Stewardship
2. Uplands and Forest Management
3. Floodplain and Meadow and Waterbodies Management
4. Municipal Services

Project Prioritization, Community Education and Outreach, and Science and Monitoring were workgroups identified in the previous MOU and which will now be addressed within each of the four proposed Workgroups listed above. IRWM staff and consultants and the DOC-funded watershed coordinators will be actively involved in helping the Workgroups to solicit and develop projects and to review and comment on draft plan chapters, and to incorporate the “best available science” into their work.

## Meetings

### *RWMG Meetings: 12 bimonthly meetings*

Total number of meetings Remains the same as the existing Steering Committee meetings. It is anticipated that the RWMG meetings will typically be held in Quincy; however, they may be located elsewhere in the region as appropriate or as needed.

### *Work Group Meetings: 32 meetings*

Instead of 28–56 meetings in the original proposal, the four Workgroups would each meet quarterly, for a total of 32 meetings over 2 years. IRWM staff and consultants will support workgroups.

### *Public Information–Site Meetings: 9 meetings*

The original workplan proposed 7-10 meetings, which is consistent with this proposal.

#### *RWMG hosted information meetings: 4 meetings*

The RWMG will host four public meetings that will be held at sites in the southern and northern parts of the region. These meetings will include two “Project Solicitation” workshops in Year One and two “Draft Plan” hearings in Year Two.

#### *Watershed Coordinator hosted meetings: 8 meetings*

During the Plan update process, the DOC’s watershed coordinators will host public information meetings, including “plan kick-off meetings,” in each of the four sub-regions within the UFR region: Chester/Westwood, Quincy, Greenville, and Portola/Loyalton. IRWM staff, working with watershed coordinators and consultants, will develop education and outreach materials for the “plan kick-off meeting.” These meetings will be provided using other state funding not a part of the IRWM grant.

### *Tribal Outreach: proposed increase to work scope and budget*

The California Indian Environmental Alliance (CIEA) Tribal Outreach has been expanded to include a local tribal member as the outreach coordinator. The local tribal member is the designated representative for the Maidu Summit Consortium, a UFR IRWM MOU signatory entity. The expanded Tribal Outreach budget and staffing will allow the tribes in the UFR IRWM area to more effectively access the various layers of the governance structure such as the workgroups and committees, as well as ensuring active tribal participation in the bi-monthly RWMG meetings throughout the two-year planning process.

***Uplands and Forest Management: proposed increase to work scope and budget***

Forest management is the California Water Plan's newest Resource Management Strategy (RMS) that will be incorporated into the IRWM plan update for the UFR basin. A Forest–Water Balance study will be prepared to facilitate our interpretation of data from existing trend-monitoring to support hydrologic modeling studies in the basin and to identify candidate areas for forest enhancement projects where water balance protocols for forested uplands can be developed and tested.

An “applied research approach” is proposed whereby the Uplands and Forest Workgroup would incorporate general guidance provided by the California Water Plan and the IRWM Plan guidelines and “apply” that guidance to the suite of RMS that the Uplands and Forest Workgroup is tasked with addressing.

The study will generate the following research products:

- Improved understanding of upland forest hydrology in the UFR region based on a literature search of water balance interactions in forested landscapes that include analyses of groundwater and surface water components.
- Development of a conceptual hydrologic model for upland forests which includes ground water and surface water relationships as a scientific basis for integrated water and forest management for forested uplands in the UFR Basin
- Development of water balance data collection protocols for forested uplands in the UFR basin.
- Identification of candidate sites in the UFR basin for protocol testing where proposed forest management and enhancement projects may generate significant changes in water balances at the forest stand level.

**Table 1: Summary of Meetings**

Meeting type	Number of Meetings
RWMG	12
Workgroups	32
Workshops/sessions:	
Integration/Coordination	2–3
Climate Change/Project Prioritization	2
Conflict Resolution	1–3
Public Information:	
Watershed Coordinator hosted	8
RWMG hosted	4
Public Hearings	2
<b>Total Meetings</b>	<b>63–66</b>



**Figure 1.**

**Organizational Chart**



*IRW*

- County of Plumas
- County of Sierra
- Feather River Resource Conservation District
- Sierra Valley Resource Conservation District
- Sierra Groundwater Management District
- Plumas National Forest (Advisory)
- Tahoe National Forest (Advisory)
- Lassen National Forest (Advisory)
- ~~Almanza Basin Watershed Advisory Committee (ABWAC)~~ *removed*
- Native American Representative
- Plumas County Community Development Commission
- Plumas County Flood Control and Water Conservation District
- ~~Another Entity to be Identified~~
- Feather River Coordinated Resource Management
- Feather River Land Trust
- Gold Mountain Community Services District
- Greenhorn Creek Community Services District
- Grizzly Lake Resort Improvement District
- Grizzly Ranch Community Services District
- Indian Valley Community Services District
- Greenville Rancheria
- Maidu Summit Consortium
- Mountain Meadows Conservancy
- Plumas Corporation
- Plumas County Fire Safe Council
- Plumas Eureka Community Services District
- Sierra County Fire Safe and Watershed Council
- Sierra Institute for Community and Environment
- Sierra Valley Mutual Water Company
- Trout Unlimited – Feather River Chapter
- University of California Cooperative Extension
- Upper Feather River Watershed Group
- USDA Natural Resources Conservation Services
- Walker Ranch Community Services District
- Quincy Community Services District
- City of Portola

## Regional Management Strategies (RMS) and Workgroups

The 4 workgroups described below will each meet quarterly during the 2-year planning period for a total of 32 meetings.

1. **Agricultural Lands Stewardship**

This Work Group would include irrigated lands, water quality issues, agricultural water supply reliability, and agricultural water use efficiency. (There may be some overlap on groundwater quality and recharge).

2. **Uplands and Forest Management**

This Work Group would include pollution prevention (wildfires & roads), watershed management (forest-water interactions), forest ecosystem restoration, upland recharge areas protection, flood risk reduction (through wildfire risk reduction), precipitation enhancement (better groundwater infiltration and less evapotranspiration through forest stand density reduction) etc.

3. **Floodplain, Meadow, and Waterbodies Management**

This Work Group would include recharge area protection, flood risk management, pollution prevention, ecosystem restoration, and maybe conjunctive management and groundwater.

4. **Municipal Services**

This Work Group would include recycled municipal water, urban water use efficiency, groundwater and surface water pollution prevention, water system reoperation, drinking water treatment and distribution, and perhaps groundwater and aquifer remediation, urban runoff management and matching water quality to use.

## Additional Resource Management Strategies

Workgroups will address all of the Resource Management Strategies (RMS) initially assigned to them by the RWMG. The RWMG will also assign other Resource Management Strategies (RMS) to the Workgroups, such as discussion and recommendations regarding cloud seeding, water transfers, conjunctive use, desalinization, surface water storage, water conveyance, and water system reoperation to the Workgroups or address these RMS directly.

The RWMG, Watershed Coordinators, and Work Group members will facilitate community education and outreach by being provided with education and outreach materials for providing IRWM plan updates at other entities' meeting. The RWMG, Watershed Coordinators, and Work Group members will be able to bring input generated at other meetings back to their workgroups for consideration.

The RWMG is charged with directly overseeing the development of the “unassigned planning topics” such as finance, plan performance and monitoring, baseline technical studies, relationship of IRWM planning to land use planning and to statewide water planning. The RWMG will review information developed by IRWM staff and consultants on these topics, and direct further actions as appropriate. The RWMG will also retain direct oversight of stakeholder/DAC involvement, and overall plan development and management.

The following table provides a general breakdown of meeting topics and designation of initial review responsibilities. It is the RWMG’s role to approve all final Plan chapters and final project selection and ranking. The RWMG will direct staff and consultants to develop additional input on draft chapters through Workgroups, workshops, and work sessions.

**Table 2. Summary of Meeting Topics and Chapter Review Responsibilities**

Meeting Topics/Chapters	Responsibility			
	RWMG	Workgroups	Workshops	Public Hearing
Governance	X			
Finance	X			
Regional Description		X		
Objectives		X		
Stakeholder Involvement/DACs	X			
Coordination			X	
Relation to Land Use Planning	X			
Relation to Local Water Planning	X			
Data Management		X		
Baseline Technical Study	X			
Climate Technical Study			X	
Resource Management Strategies		X		
Project Selection Criteria Process		X		
Integration			X	
Project Identification Presentations			X	
Project Selection/Ranking	X			X
Impacts and Benefits		X		
Plan Performance and Monitoring	X			
Review of Draft Plan		X		
Review/Approval of Final Plan				X



## Workshops and Work Sessions

A number of additional workshops will be held to discuss and address overarching Plan issues. The following identifies 5–8 additional workshops and sessions to be held over the course of the 2-year planning process, and includes up to 3 work sessions for conflict resolution should the need arise (see Table 1).

- Integration and Coordination (2–3 workshops): At a minimum, all the workgroups would convene together for two facilitated integration and coordination workshops during the planning period.
- Climate Change and Project Identifications and Presentations (2 workshops): At these workshops, expert panels and the workgroups will meet to (1) advance region-wide planning and projects, (2) to brainstorm integrated approaches to “cross-cutting” issues such as changing hydrology or inadequate resources, or science needs, etc., and (3) to focus on clarifying or resolving planning ambiguities, inconsistencies, redirected impacts, or conflicts.
- Conflict resolution work sessions (1–3 work sessions): These workshops may be organized to focus on areas of disagreement and other topics where better agreement and understanding is desired. It is anticipated that one or more work sessions will occur during the planning period.

## DAC Projects Development

Given the confusion on DAC project definitions and the eligibility of DAC project development planning activities, the eight DAC benefit projects set as goals in the original application will be reduced to four DAC benefit projects. Likely candidate projects include: Westwood oxidation ponds, Greenville sewer upgrade, Chilcoat nitrates reduction, and one additional project that will likely surface during the call-for-projects process. Please note that DAC benefits have been narrowly defined as drinking and sanitation needs, and that projects completed prior to 2012 are not eligible.

## Plan Chapter Changes: Schedule of Work Change

There have been discussions about how to incorporate the project solicitation, selection and prioritization process into the plan chapter development process so as to be timely enough to allow the region to participate in the last round of implementation grants. The following table presents scheduling challenges identified to meet that grant participation goal.

The scope of work for the development of the Plan chapters will not change. However the priorities of plan chapter completion are as follows:

**Table 3. Prioritization of Plan Chapter Preparation**

Chapter	Year 1	Year 2
Governance	X	
Finance		X
Regional Description		X
Objectives	X	X
Stakeholder Involvement/DACs	X	X
Coordination		X
Relation to Land Use Planning	X	X
Relation to Local Water Planning	X	X
Data Management	X	X
Baseline Technical Study	X	
Climate Technical Study		X
Resource Management Strategies	X	
Project Selection Criteria Process	X	
Integration		X
Project Identification Presentations	X	
Project Selection/Ranking	X	
Impacts and Benefits		X
Plan Performance and Monitoring		X
Review of Draft Plan		X
Review/Approval of Final Plan		X

2

for the April 1, 2014 meeting of the Plumas County Board of Supervisors

Robert A. Percault

**Recommendation:** Staff respectfully recommends that the Governing Board authorize the County Engineer, as Manager of Walker Ranch CSD, to sign the Addendum to the contract between Walker Ranch CSD and Fruit Growers Lab for water testing.

ADDENDUM NO. SIX TO THE SERVICES AGREEMENT WITH  
FRUIT GROWERS LABORATORY, INC. (FGL)

This addendum is hereby made part of the agreement between Fruit Growers Laboratory, Inc., a California Corporation, (hereinafter "Laboratory"), and the Walker Ranch Community Services District, ("WRCSD"), executed by parties on November 25, 2008, and attached hereto as Exhibit "C" of the Agreement. Current Contract Term expires on June 30, 2015.

The parties agree to the following terms and conditions which shall be incorporated by reference into the agreement:

1. Amend the 2.0 Compensation and Billing Scope to read as follows:

2.1 Compensation Laboratory shall be paid in accordance with the fee schedule set forth in "Exhibit B" attached hereto and made a part of this Agreement. Laboratory's compensation shall in no case exceed Two Thousand Five Hundred Dollars (\$2,500.00) per fiscal year. The fee schedule may be amended upon approval of the CSD Manager. Total compensation under this Addendum is not to exceed Five Thousand Dollars (\$5000.00).

2. All other terms and conditions of the Agreement remain unchanged.

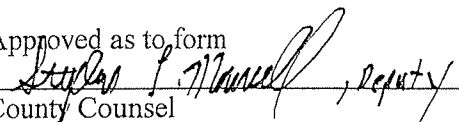
WALKER RANCH COMMUNITY SERVICES DISTRICT,  
A political subdivision of the State of California

BY: \_\_\_\_\_  
Manager, Walker Ranch CSD

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

Approved as to form

County Counsel

 Deputy  
County Counsel

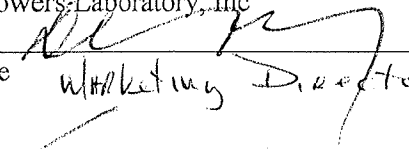
Date: 1/13/2014

\_\_\_\_\_  
Chair, Plumas County Board of Supervisors


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

LABORATORY

Fruit Growers Laboratory, Inc.

BY:   
Signature Marketing Director

Date: 2/26/2014

BY:   
Signature President

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



GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

3A

## Memorandum

**DATE:** March 19, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood *GH*  
**RE:** Agenda Items for the meeting of April 1, 2014

**It is recommended that the Board:**

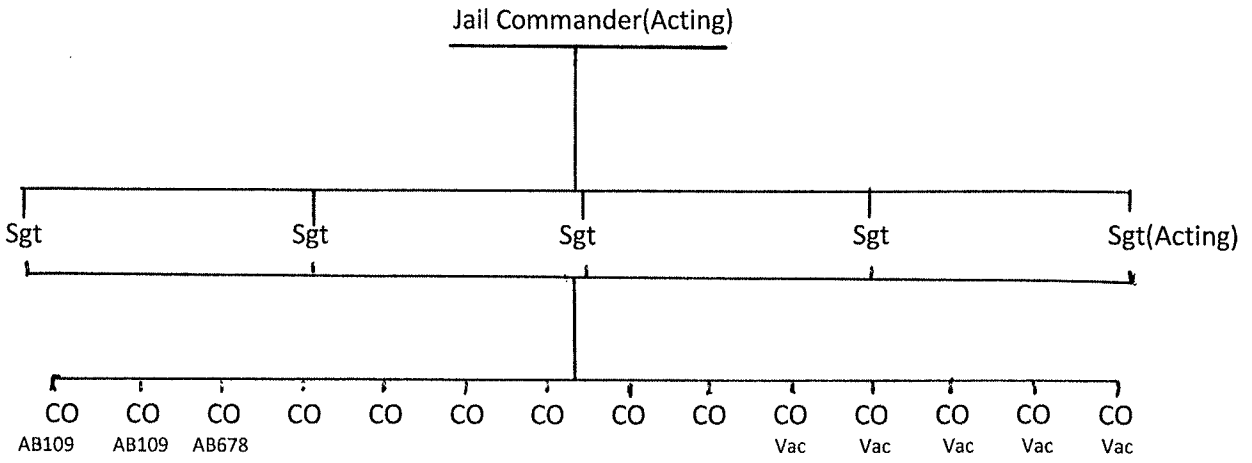
Authorize the Sheriff to hire two Correctional Officers to back-fill two vacancies.

**Background and Discussion:**

For the past several months the Sheriff's Office has conducted recruitment tests to establish hiring lists for the position of Correctional Officer. These positions have remained vacant due to recruitment issues.

With two recruitment candidates' backgrounds nearing completion and with the lifting of the Federal Consent Decree it is imperative to return the correctional staff to full strength.

These positions are allocated and funded in the 2013-2014 budget.







ELLIOTT SMART  
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

(530) 283-6350  
Fax: (530) 283-6368

DATE: MARCH 21, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR APRIL 1, 2014

RE: BUDGET APPROPRIATION TRANSFER IN THE DEPARTMENT OF  
SOCIAL SERVICES

**It is Recommended that the Board of Supervisors**

Approve a budget transfer request in the Department of Social Services in the amount of \$420 from account 0013-70590-51020, Other Wages, to account 0013-70590-51128, Bi-lingual Allowance.

**Background and Discussion**

The Department of Social Services approved County Budget for FY 2013-2014 includes funding to pay for one stipend for a bi-lingual employee. Since then, the Department has actively sought out an additional employee who has bi-lingual (Spanish speaking) ability. Should our efforts be successful, in order to pay the stipend, a budget transfer is necessary. There are sufficient funds available in Other Wages because the Department has not hired an intern as had been planned during the budget process.

Copy: DSS Management

Enclosure:

TRANSFER NUMBER  
(Auditor's Use Only)

Date 3/7/2014

Board  
Board  
Board  
Auditor  
Auditor

Auditors / Risk



In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Budget for one staff to receive the bilingual stipend. After budget approval process, department acquired a second staff for this extra duty.

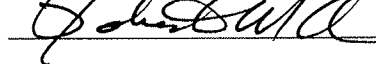
B) Department has not employed a social work intern that was budgeted; thus, there are savings.

C) The Bilingual Allowance Account is underfunded, and currently negative.

D) N/A

Approved by Department Signing Authority: 

☒ Approved/ Recommended ☐ Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

### **INSTRUCTIONS:**

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

SPI - FINANCEPLUS  
DATE: 03/07/14  
TIME: 16:30:40

PLUMAS COUNTY  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTAIL

SELECTION CRITERIA: orgn.fund='0013' and expledgr.key\_orgn='70590' and expledgr.account='51128'  
ACCOUNTING PERIOD: 9/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND-0013 DEPT. SOCIAL SERVICES  
DEPT/FUND-70590 SOCIAL SRVC  
1ST SUBTOTAL-51 SALARIES & BENEFITS

ACCOUNT	- - - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51128	BILINGUAL ALLOWANCE	420.00	262.50	.00	455.00	-35.00	108.33
	TOTAL SALARIES & BENEFITS	420.00	262.50	.00	455.00	-35.00	108.33
	TOTAL SOCIAL SRVC	420.00	262.50	.00	455.00	-35.00	108.33
	TOTAL DEPT. SOCIAL SERVICES	420.00	262.50	.00	455.00	-35.00	108.33
	TOTAL REPORT	420.00	262.50	.00	455.00	-35.00	108.33



Donald Sawchuk  
Director

## DEPARTMENT OF FACILITY SERVICES

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



Date: April 1, 2014

To: Honorable Board of Supervisors

From: Donald Sawchuk, Director

Subject: **Approve budget transfer of \$10,000.00 from Regular Wages to Other Wages.**

---

### Background

Rogers Field Airport FBO/Manager is retiring March 31, 2014. Temporary help of an experienced airport manager is required to cover airport operations from March 24, 2014 thru June 1, 2014 until a contract is established with a new FBO/Manager.

### Recommendation

Approve budget transfer of \$10,000.00 from Regular Wages to Other Wages.



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

## Plumas-Sierra Counties Department of Agriculture

**Agriculture Commissioner  
Sealer of Weights and Measures**



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

Date: March 21, 2014

To: Honorable Board of Supervisors

From: Tim Gibson, Agricultural Commissioner/  
Sealer of Weights & Measures

I am recommending that contract #13-0349-SF in the amount of \$40,000, which covers the period of September 13, 2013-June 30, 2015 be approved and authorize the Chair to sign. This is a contract between Plumas County Dept. of Agriculture and USFS/CDFA to stop the spread of noxious weeds from infested county roadsides and private lands into the adjacent private and public lands through control and eradication of non-native invasive weeds designated as noxious by the State of California through a rating system of A, B, C, or Q. This contract has been approved as to form by County Counsel.



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**



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

Date: March 21, 2014

To: Honorable Board of Supervisors

From: Tim Gibson, Agricultural Commissioner/  
Sealer of Weights & Measures

I am requesting the approval of a Supplemental Budget in the amount of \$10,942. 51020 Other Wages in the amount of \$9042, for 2 temporary/extra help employees at 29 hours per week each for the 2014 field season. 524400 Special Department Expense in the amount of \$1300, for the purchase an ATV trailer and 520902 Vehicle Maintenance \$600, for maintaining vehicles. These funds are needed to fulfill the terms of USFS/CDFA contract #13-0349-SF. The total amount of the contract is \$40,000. This contract is a consent agenda item on today's agenda for approval. The amount of the supplemental budget request is included in the contract budget and will be 100% reimbursable. The Supplemental Budget has been signed by the Auditor/Controller pending approval of the contract.



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary



August 21, 2013

Received

SEP 09 2013

TO: Andrea Oilar  
208 Fairgrounds Road  
Quincy, California 95971

Plumas/Sierra Dept of Ag

Dear Ms Oilar:

The California Department of Food and Agriculture is pleased to inform you that we are able to fund the weed control cooperative agreement proposal to Plumas/Sierra Counties from the State and Private Forestry program of the United States Forest Service.

\$40,000 has been awarded for reduction or eradication of several non-native invasive plant populations located on non-federal lands within Plumas/Sierra Counties.

Continued funding of this project is contingent on adherence to the requirements of the program including detailed recordkeeping, timely reporting, civil rights compliance, and achieving stated goals. We extend our best wishes for the continued success of your program.

Very truly yours,

Dean G. Kelch  
Primary Botanist  
California Department of Food and Agriculture  
Sacramento, CA 95814  
Tel. (916) 403-6650; Fax (916) 403-6787  
dean.kelch@cdfa.ca.gov

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and California Department of Food and Agriculture are equal opportunity providers and employers.



**2013-2015 U.S. Forest Service State and Private Forestry Weed Control  
Proposal for Plumas and Sierra Counties**

**Contract Lead Person:**

Tim Gibson 530-283-6365 [timgibson@countyofplumas.com](mailto:timgibson@countyofplumas.com)  
208 Fairgrounds Road  
Quincy, CA 95971

**Project Contact Lead:**

Andrea Oilar 530-283-6365 [andreaoilar@countyofplumas.com](mailto:andreaoilar@countyofplumas.com)  
208 Fairgrounds Road  
Quincy, CA 95971

**Overall Project Goal:**

To stop the spread of noxious weeds from infested county roadsides and private lands into the adjacent private and public lands through control and eradication of non-native invasive weeds designated as noxious by State of California through a rating system of A, B, C, or Q. Areas that need control and eradication efforts are found on both road right-of-ways and private lands in Plumas and Sierra Counties.

**What is the Benefit to US Forest Service Forested Areas and Rangelands?**

Plumas and Sierra Counties lie within an area that is composed of approximately 70-80% USFS lands. In many areas within the two counties, the establishment of noxious weeds starts on roadsides. By controlling these infestations we can prevent the spread of these weeds into adjacent USFS forests, rangelands, and agricultural lands. Also since noxious weeds are often spread by vehicles, controlling this weed on roadsides prevents the spread of this species into areas where it has yet to become established. If funded, this grant will greatly benefit not one, but two counties (Plumas and Sierra) as well as three National Forests (Plumas NF, Tahoe NF, and Toiyabe NF).

**Past Performance:**

Since 1998 the Plumas/Sierra Weeds Management Group (WMA) has been working on mapping, controlling, and eradicating several noxious weed species within the two counties. This group is composed of both active and supporting members. The active members that work directly on weed infestations includes:

Plumas-Sierra Counties Department of Agriculture	California Department of Transportation District 3	Plumas-Sierra Farm Bureau
Plumas-Sierra Counties U.C. Cooperative Extension	Bureau of Land Management Eagle Lake Field Office	W. M. Beaty and Associates, Inc.
California Department of Food and Agriculture	Bureau of Land Management Carson City Field Office	Collins Pine Company
Plumas National Forest	Natural Resources Conservation Service	Sierra Pacific Industries
Lassen National Forest	California Department of Fish and Game	Soper-Wheeler Company
Tahoe National Forest	Plumas County Public Works Department	U.S.D.A. Wildlife Services
Humboldt-Toiyabe National Forest	Sierra County Public Works Department	Sierra Valley Resource Conservation District
California Department of Transportation District 2	Plumas-Sierra Cattlemen's Association	Feather River Conservation District

To date the activities of the group regarding the control of YST has been multi-pronged with four major focal points:

1. **Eradication:** Eradicate any outlying A and B rated species of limited distribution such as Spotted Knapweed, Dalmation Toadflax, and Scotch Thistle. Many of the known locations have been reduced or eradicated. Also, we focus on continuing efforts in collaboration with the Sierra Valley RCD on larger A rated infestations in both counties such as Musk Thistle.
2. **Control:** Continue control efforts of B and C rated noxious weeds along roadways throughout the two counties including Perennial Pepperweed (Tall Whitetop), Russian Knapweed, Dyer's Woad, Yellow Starthistle, Scotch Broom, and French Broom. Substantial reductions in populations have been achieved on both state and county highways.
3. **Mapping:** Continue to maintain a comprehensive mapping program of several noxious weed species within the two counties. These maps are continually being updated with the latest data so that we are able to track our progress in the control of YST.
4. **Public Education:** Continue educational outreach activities which provide the public with

**BUDGET**  
**Plumas/Sierra County**  
**2013-2015 Cycle USFS/CDFA Grant**

**July 1, 2013 – June 30, 2015**

	FY 2013/15	In-kind '13/15	FY 2013/15	In-kind '13/15
<b>Personnel Services</b>				
Permanent Ag Commissioner (80hrs @ 53.08/hr.)		\$2,123		\$2,123
Permanent Ag Inspector (192hrs @ 30.95/hr.)		\$2,971		\$2,971
Seasonal Spray Technicians (480hrs @15.07/hr.)	\$3,617		\$3,617	
(720hrs @ 15.07/hr.)	\$5,425		\$5,425	
CalTrans HWY 70 Easement Funding (on the ground work)		\$6,500		\$6,500
CalTrans Traffic Control Support (60 hrs @ \$40/hr)		\$1,200		\$1,200
WMA Partner Support (24 hrs @ \$40/hr.)		\$480		\$480
WMA Weed Control Work (100hrs @ \$25/hr.)		\$1,250		\$1,250
<b>Subtotal Personnel Services</b>	<b>\$9,042</b>	<b>\$14,524</b>	<b>\$9,042</b>	<b>\$14,524</b>
<b>Operating Expenses</b>				
<u>Equipment:</u>				
Utility Trailer (to haul field equipment to trt sites)	\$1,300		\$0	
<u>In-Kind Equipment:</u> Equipment storage, 20 gal sprayer, 50 gal sprayer, 500 gal sprayer, backpack sprayers		\$11,200		\$11,200
Cal Trans Traffic Control (3 Trucks x \$40/truck x 16 hrs)		\$960		\$960
<u>Supplies:</u> Milestone, Telar, ProSpearer, Polaris, CanHance, RoundUp Pro, Rodeo, Velpar, Garlon, R-11, anti-foam, and blue dye	\$9,810		\$0	
map printer cartridges, GPS batteries, safety gear	\$726		\$700	
<u>Vehicles and Equipment:</u>				
Vehicle/Equipment Maintenance/Repair	\$600		\$600	
Device equipment data plan for mapping in the field	\$480		\$480	
Vehicle Mileage ( 6,400 miles @ \$0.56/mi)	\$1,792		\$1,792	
<b>Subtotal Operating Expenses</b>	<b>\$14,708</b>	<b>\$12,160</b>	<b>\$3,572</b>	<b>\$12,160</b>
<b>Subtotal Personnel Services</b>	<b>\$9,042</b>	<b>\$14,524</b>	<b>\$9,042</b>	<b>\$14,524</b>
<b>GRAND Subtotal</b>	<b>\$23,750</b>	<b>\$26,684</b>	<b>\$12,614</b>	<b>\$26,684</b>
Overhead (@ 10%)	\$2,375		\$1,261	
<b>Totals</b>	<b>\$26,125</b>	<b>\$26,684</b>	<b>\$13,875</b>	<b>\$26,684</b>

total USFS/CDFA **\$40,000**

total in-kind **\$53,368**



## PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242  
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



*Lynn Sheehy*  
County Librarian

DATE: March 21, 2014

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR April 1, 2014

It is recommended that the Board:

Approve the revision of the Plumas County Library Patron Behavior Policy.

Background:

The Patron Behavior Policy has been revised to address expectations for reasonable and safe library behavior. The policy has been approved by County Counsel so as to avoid any legal problems in regards to possibly asking a patron to leave the library for violating the policy. Behavior policies from other libraries were consulted before drafting this policy for your approval.

## **Rules for Library Behavior**

Library rules are for the comfort and protection of all who work in and use the library. Patrons are expected to be cooperative with library staff, and help maintain an environment conducive to enjoyable use of the library by all.

No patron shall interfere with the reasonable use of library facilities by other patrons.

Parents are responsible for the behavior and supervision of their children.

Mobile phone calls should be taken outside the library.

### **The following are prohibited:**

Food or beverage

Smoking

Sleeping

Solicitation of any kind

Blocking library entrances with bicycles, strollers, animals, or any activity which interferes with any person's comfort or safety.

Skateboarding, roller-skating & rollerblading on library property.

Improper use of library computers as defined by library's computer usage policy.

Disturbing or annoying anyone with loud or unreasonable noise.

Harassment: "harass" includes any verbal or non-verbal conduct which is reasonably likely to embarrass, frighten, anger, or annoy a person to the extent that the person's use of the library is unreasonably curtailed by the conduct.

Offensive, pervasive odor that interferes with others' use and quiet enjoyment of the library.

**The library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the library rules.**

3F



# 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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** March 24, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Re:** Presentation Item for April 1, 2014

**Item Description:** Update on the 20,000 Lives campaign as implementation of the 2013-2015 Community Health Improvement Plan.

**History/Background:**

PCPHA partnered with health system and community partners to develop a Community Health Improvement Plan (CHIP). This project allows local hospitals to fully engage in the requirements of the Affordable Healthcare Act and will help PCPHA fulfill requirements for national public health accreditation.

The implementation of the current plan is named the 20,000 Lives campaign, for the number of residents in Plumas County. The current plan provides a common vision and shared direction, utilizing a systematic approach for local partners to carry out our work. More importantly, it is a foundation to stimulate strategic new partnerships towards a broad agenda to collectively influence a healthier Plumas County.

The project is ongoing and takes place in three year cycles during which a community health needs assessment and related implementation plans. This project also allows local hospitals to fully engage in the requirements of the Affordable Healthcare Act and will help PCPHA fulfill requirements for national public health accreditation.

20,000 Lives campaign, and the Community Health Improvement Plan which serves as its foundation, provides a comprehensive set of policy and program recommendations, priorities, goal areas, and strategic actions for our community based on the most current information we have regarding the health status of our communities.

Today's presentation will update the Board and the community on the recent activities of the 20,000 Lives initiative and ways in which elected officials and other partners can make a difference.

# 20,000 LIVES

## IMPROVING THE QUALITY OF LIFE IN PLUMAS COUNTY

Working together to support  
powerful and lasting change

**20,000  
LIVES**  
Living Well

Improving the quality  
of life in Plumas County

# The History

- ◎ Vision 20/20
- ◎ Community Health Assessment (CHA) and Community Health Improvement Planning (CHIP)
  - Access to Health
  - Health Behaviors
  - Optimizing current resources
- ◎ New era - Public Health and local government, alone do not have the ability to solve our communities' towering issues.



# 20,000 Lives

- ◎ A collective approach to addressing community health improvement
- ◎ Everyone works together
  - Government
  - Business
  - Foundations
  - Nonprofits
  - Schools
  - Clubs
  - You
- ◎ To tackle most pressing challenges
- ◎ To take advantage of opportunities

# 20,000 Lives – PH Role

- Backbone organization with centralized infrastructure, dedicated staff, structured process
- Serve as an **effective catalyst** for achieving community-level progress
- **Contribute** to improved social outcomes through programs, funding, staff and expertise
- Help measure and communicate **success**
- **Address common challenges and best practices** to be shared across all partners

# 20,000 Lives – Everyone's Role

- Participate in an open approach to improving Plumas County communities
- Embrace the rationale that improving the whole community means coordinating improvements at ALL levels of the community, not just the ones on individual agendas.



# 20,000 Lives: Collective Impact

- ◉ Mutual vision and shared goals
- ◉ Measured success by shared tracking, data, and program modifications
- ◉ Align programs, activities and strategies to mutually reinforce each other
- ◉ Create an environment of continuous communication

# 20,000 Lives is NOT

- ◉ Creating new programs
- ◉ Finding ways to increase funding
- ◉ Adding to what we already do
- ◉ Isolated intervention from individual organizations

# Collective Impact IS

- ◎ Focusing the entire community on shared goals
- ◎ Aligning multiple efforts and existing resources to increase effectiveness and impact
- ◎ Large scale, lasting change from cross sector coordination

# Developing the 20,000 Lives Campaign

- ⦿ Bring together community focus to address shared problems
- ⦿ Create alliances between unlikely partners and community members
- ⦿ Empower the community as a whole to take control of our future
- ⦿ Support more effective delivery of services
- ⦿ Pool resources
- ⦿ Increase communication and eliminate stereotypes
- ⦿ Revitalize groups or individuals trying to do too much alone
- ⦿ Plan and launch community wide initiatives on a number of issues
- ⦿ Create long-term, permanent change

# Activities to date

- ◎ List-serv and newsletters
- ◎ Workgroups
  - PUSD School Wellness Policy
  - Community Resources
  - Prevention Summit
- ◎ Mini-grant program
- ◎ Targeted grants for CHIP objectives

# Next Steps

- ◎ Community website
  - Community health indicators, Model practices, Links, Library, Personal Health Record, Build you own site, Community calendar
- ◎ Continue quarterly all member meetings and individual workgroups
- ◎ Monthly mini-grant awards

Thank you

Mimi Hall

[mimihall@countyofplumas.com](mailto:mimihall@countyofplumas.com)

530-283-6342



36

**PLUMAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
SOLID WASTE DIVISION**

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

*Robert A. Perreault, Jr., P.E.*

*Director of Public Works*

**AGENDA REQUEST**

For the April 1, 2014 Meeting of the Board of Supervisors

Date: March 24, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works



Subject: Discussion of Green Waste Disposal – Plumas County Solid Waste Program; Discussion, possible action and/or direction to staff.

**BACKGROUND:**

This Agenda Request is submitted as an interim report following the Board's last consideration of the topic of Green Waste Disposal during the Board's meeting of February 4, 2014.

A Request for Nonbinding Green Waste Proposals has been published by Public Works.

The Green Waste Review Committee conducted its first meeting on March 21, 2014. Attached is a copy of the meeting notes.

Public Works staff and committee members will submit reports to the Board of Supervisors on various matters pertaining to green waste.

Green Waste Review Committee Meeting  
10:00 am  
March 21, 2014

Public Works Conference Room

Attendance: Bob Perreault; Jerry Blinn; Jim Graham; Joe Blackwell; Lori Simpson; Jerry Sipe

Bob Perreault opens the meeting with a statement that the Request for Nonbinding Proposals has been posted on the County Website and will be posted in the newspaper next week. Bob distributes copies of the RFP.

Jerry Blinn distributes paperwork on the 2 possible cost options to dispose of residential green waste.

Option 1: Chipping or Grinding

Jerry has prepared a calculation of cost estimates for the Green Waste Disposal by chipping/grinding. The location would possibly be on Cemetery Hill. The operation would be open Fridays and Saturdays for 8 hours each day. The green waste would be accepted on those days with the chipping/grinding taking place another day. The cost for the rental of a Grambo chipper/grinder is \$2950.00 per hour. There is discussion on whether there are options other than an hourly rate that would be more cost effective. There is also the question whether Sierra Pacific would take the chips for their Co-gen plant.

The total estimated cost per cycle is \$13,429.56.

Option 2: Air Curtain Burners

Jerry has prepared a calculation of cost estimates for Green Waste Disposal using an air curtain burner. There are 2 possible locations for this operation: Cemetery Hill and the old Gopher Hill Landfill. John Kolb points out the Gopher Hill location needs permission from the Forest Service since the closure of the landfill has been finalized. The air curtain burner would cost approximately \$36,000.00. The total estimated cost for the use of the air curtain burner is \$2922.75 per cycle. There are portable units available. Jerry will get prices for them. The air curtain burner is a very efficient method of disposal of green waste by incinerating the waste.

There is discussion on possible funding of the projects. Jerry Sipe states that there may be funds available through the Air Quality District. Lori Simpson will be contacting that office to inquire what the options are.

The Committee discussed recent correspondence from Cal Fire. Jim Graham will be submitting an application to Cal-Fire for possible funding.

Supv Lori Simpson states that maybe the contract solid waste franchises might be interested in a Green Waste program for their customers. Bob states that he spoke with Ricky Ross of

Intermountain Disposal. IMD intends to submit a proposal. Bob stated that Public Works will request FRD to submit a proposal.

Bob Perreault mentioned that Supv Jon Kennedy suggested use of Title III funding. Jerry Sipe states that he believes this cycle of that funding has been allocated.

There is general discussion on the option of open burning.

Bob Perreault will be submitting a agenda request for the BOS meeting on April 1<sup>st</sup> to keep the Supervisors updated.

The next meeting of the Review Committee will be decided at a later date.

Meeting adjourned at 11:15 am

Recorder: Cinda Leonard

# 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



54

## Memorandum

**Date:** 3/24/14

**To:** Honorable Board of Supervisors

**From:** Roberta M. Allen, Auditor / Controller

**Subject:** Budget change: Establish Contingency Fund for Solid Waste Fund 0109 /20579

Approve Budget change using fund balance to establish a Contingency  
Fund for Solid Waste Fund 0109 / 20579 / Account #528400

---

### Recommended Action:

Approve Budget change and establish a contingency line item within the Solid Waste Fund  
(Fund 0109 / Department 20579 S.W. Plan/Oper)

Budget change establishes account #528400 within Solid Waste and uses \$25,000 of  
available Solid Waste fund balance

### Background and Discussion:

The Solid Waste Fund 0109 is an Enterprise Fund, which is a Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. The Solid Waste Fund is used to account for activity related to providing customers with solid waste service. Enterprise Funds are designed to be self-sufficient and cover the cost of providing services through the fees that are charged to its customers.

The Solid Waste Fund has sufficient cash available within the current cash balance to establish the contingency fund. After consultation with the Plumas County's outside auditor, Smith and Newell, it has been determined that, due to the nature of this type of fund, a contingency fund should be established for the Solid Waste Fund. As expenditures arise and upon approval of the Board, transfers will be made from the Contingency line item in the Solid Waste Fund to the appropriate expenditure line items.

The attached letter to the Auditor/Controller from the Director of Public Works lists the expenditures that have accumulated to date that will be paid from the contingency line item, if approved. Total expenditures that required payment equal \$10,993 to date.

TRANSFER NUMBER  
(Auditor's Use Only)

Date 3/26/2014

### Approval Required

- |         |
|---------|
| Board   |
| Board   |
| Board   |
| Auditor |
| Auditor |

**SUPPLEMENTAL REVENUE ACCOUNTS**

Fund #	Dept #	Acct #	Account Name	\$ Amount
--------	--------	--------	--------------	-----------

0109	20579		SOLID WASTE	25,000.00
			Total (must equal transfer to total)	25,000.00

## SUPPLEMENTAL EXPENDITURE ACCOUNTS

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0109	20579	528400	SOLID WASTE CONTINGENCY	25,000.00
Total (must equal transfer to total)				25,000.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Contingency needed for Solid Waste Fund 0109 to pay existing and upcoming expenditures.

B) Sufficient cash exists in Solid Waste Fund Balance

C) Fund needed for current year expenditures

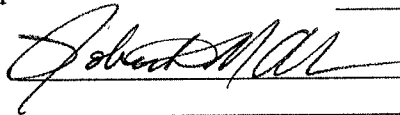
D) \_\_\_\_\_

Approved by Department Signing Authority: \_\_\_\_\_

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_



Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

### **INSTRUCTIONS:**

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



3I1

ORDINANCE NO. 14-\_\_\_\_\_

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, ADDING ARTICLE 13, TO CHAPTER 4 OF TITLE 2 OF THE PLUMAS COUNTY CODE RELATING TO THE OFFICE OF CHIEF PROBATION OFFICER.**

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** The Board of Supervisors finds as follows:

a. Section 270 of the Welfare and Institutions Code establishes the office of probation officer in each county of the State of California (the “juvenile probation officer”). Section 1203.5 of the Penal Code creates the office of adult probation officer and provides that the probation officer appointed in accordance with Chapter 2 (commencing with Section 200) of Division 2 of Part 1 of the Welfare and Institutions Code shall be the ex officio adult probation officer.

b. Prior to the adoption of this Ordinance, the juvenile probation officer of the County of Plumas has been appointed by the judge of the juvenile court for the County of Plumas.

c. The County of Plumas has established a merit system governing the methods of appointment and tenure of office of probation officers, assistant probation officers, and other employees of the Plumas County Probation Department as is evidenced by Section 2-5.101 of the Plumas County Code and the Classification Plan, Salary Plan, and Personnel Rules of Plumas County enacted in accordance with that section. As a result of the establishment of such a merit system, the appointment and tenure of Plumas County probation officers is now the duty and responsibility of the Board of Supervisors rather than the judge of the juvenile court.

**SECTION 2.** Article 13 is added to Chapter 4 of Title 2 of the Plumas County Code to read as follows:

Article 13. Chief Probation Officer

**Section 2-4.1301 Chief Probation Officer.**

Pursuant to the provisions of Welfare and Institutions Code section 271, the position of Chief Probation Officer is deemed a County officer who shall be appointed by the Board. Pursuant to Penal Code section 1203.5, the Chief Probation Officer shall be the ex officio adult probation officer.



3I2

**RESOLUTION NO. 14-**

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF  
PLUMAS COUNTY CHIEF PROBATION OFFICER**

**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**, Section 270 of the Welfare and Institutions Code establishes the office of probation officer in each county of the State of California (the "juvenile probation officer"). Section 1203.5 of the Penal Code creates the office of adult probation officer and provides that the probation officer appointed in accordance with Chapter 2 (commencing with Section 200) of Division 2 of Part 1 of the Welfare and Institutions Code shall be the ex officio adult probation officer; and

**WHEREAS**, heretofore the juvenile probation officer of the County of Plumas has been appointed by the judge of the juvenile court for the County of Plumas; and

**WHEREAS**, the County of Plumas has established a merit system governing the methods of appointment and tenure of office of probation officers, assistant probation officers, and other employees of the Plumas County Probation Department as is evidenced by Section 2-5.101 of the Plumas County Code and the Classification Plan, Salary Plan, and Personnel Rules of Plumas County enacted in accordance with that section. As a result of the establishment of such a merit system, the appointment and tenure of Plumas County probation officers is now the duty and responsibility of the Board of Supervisors rather than the judge of the juvenile court; and

**WHEREAS**, Plumas County Ordinance No. 14- \_\_\_\_ has been adopted this date finding the foregoing statements to be true and correct and adding section 2-4.1301 to the Plumas County Code providing that the position of Plumas County Chief Probation Officer is deemed a County officer who shall be appointed by the Board and further providing that pursuant to Penal Code section 1203.5, the Chief Probation Officer shall be the ex officio adult probation officer; and

**WHEREAS**, the Human Resources Director has reviewed the job description of the Plumas County Chief Probation Officer in view of the effects of Ordinance No. 14- \_\_\_\_; and

**WHEREAS**, it has been determined that amendments to the job description are necessary to provide a more accurate description of this position, the appointing authority, and the knowledge and qualifications that are necessary to be successful in this position; and

**WHEREAS**, there is a vacancy in the position of Plumas County Chief Probation Officer with the recent retirement of Chief Sharon Reinert effective March 23, 2014, thereby providing an opportunity to update the job classification and description; and

**WHEREAS**, the vacancy in the position of Chief Probation Officer and the demands imposed on the Probation Department as a result of "Public Safety Realignment" legislation present a need to recruit a highly qualified person to fill this critically important position.

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

1. The County's classification plan is hereby amended to reflect the job classification title of Plumas County Chief Probation Officer; and reflect the amendments made within the job description as attached hereto as Exhibit "A" effective on the effective date of Plumas County Ordinance No. 14-\_\_\_\_.
2. Effective immediately, recruitment to fill the vacancy in the position of Chief Probation Officer shall proceed as follows:
  - a. The Human Resources Director shall give broad notice announcing the vacancy and recruitment for a Chief Probation Officer by print media, Internet media, posting on the County's website, posting on the California Chief Probation Officers Association, notice to other California probation departments, and any other means the Human Resources Director deems likely to give notice of the employment opportunity to potentially qualified applicants.
  - b. The Human Resources Director shall screen all applications and prepare a list of applicants meeting the minimum qualifications for the position.
  - c. Qualified applicants from the list prepared by the Human Resources Director shall be initially interviewed by a panel including a representative of the Plumas Superior Court, a current or recently retired chief probation officer in California, and a person designated by the Board of Supervisors who is not a member of the Board of Supervisors. The initial interview panel shall select the most highly qualified candidates to recommend for interview by the Board of Supervisors. Alternatively, the initial interview panel may recommend to the Human Resources Director and the Board of Supervisors that recruitment efforts continue.
  - d. The Board of Supervisors will interview the most highly qualified candidates and make an appointment from those three, or give other direction relating to recruitment to fill the vacancy.

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 1st day of April 2014 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

[\\hmxl0121045s\1 coco shared (HMXL012041S)\Resolutions and Ordinances\RESOLUTION Chief Probation Officer Job description 20140401 final.doc]

FLSA - EXEMPT

## CHIEF PROBATION OFFICER

### **DEFINITION**

Under administrative direction, to plan, organize, manage, direct, and supervise the functions, activities, and programs of the Plumas County Probation Department, including fiscal management, personnel management, program planning and evaluation, and public and political relations; to present Department activities, programs, and functions within the Court system, community organizations, and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Chief Probation Officer is *a department head classification with the top management position responsibility for the administration of the County's Adult and Juvenile probation programs. The Chief Probation Officer is appointed by the Board of supervisors in accordance with Welfare and Institutions Code section 271 and Penal Code Section 1203.5 and serves at the will and pleasure of the Board of Supervisors.*

### **REPORTS TO**

The Chief Probation Officer works under the direction of the Board of Supervisors —~~Judges of the Superior Court~~ and is subject to administrative policies and procedures adopted by the office of the County Administrative Officer and the County Board of Supervisors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Deputy Probation Officer I, II, & III; Supervising Probation Officer, Department Fiscal Officer, Detention Coordinator, *Probation Program Coordinator*/Administrative Assistant, Community Service Work Coordinator, Legal Services Assistant I or II, Probation Assistant.

## CHIEF PROBATION OFFICER - 2

### EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the programs, activities, and functions of the Plumas County Probation Department.
- Develops *directs and implements the* and ~~recommends~~ Department goals, objectives, policies, *procedures and work standards for the Probation Department.*
- *Interprets and advises staff on law regulations, policy and procedures.*
- *Participates in adult and juvenile criminal justice planning activities with other departments and agencies.*
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Oversees the activities and operations of Adult and Juvenile functions, as well as field supervision activities.
- Directs and manages the Special Purpose Juvenile Hall.
- Oversees office and administrative support functions.
- Counsels Department staff as warranted by problems and circumstances.
- Directs the gathering of statistical information and the preparation of Department reports.
- Administers and oversees juvenile counseling, probation, and transportation programs.
- Organizes and administers Federal and State funded special juvenile and adult programs.
- Represents the Probation Department with the Superior Court, Board of Supervisors, special committees, community organizations, and other government agencies.
- Serves as the Department advocate
- Deals with the most sensitive public complaints and issues.
- Provides expertise on probation problems for other County management staff and elected officials.
- Reviews and evaluates Court decisions and legislation to assure compliance with appropriate laws, regulations, and standards.
- Supervises Community Corrections programs such as work furlough, electronic monitoring, etc.
- Has responsibility for insuring that Department staff receives mandated annual training.
- Serves as Work Furlough Administrator.
- Develops and administers grants.
- Performs a broad range of administrative and management duties.
- Conducts court investigations for emancipation requests and custody evaluations for relative guardianships.

## **CHIEF PROBATION OFFICER – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; 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 and in the field; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Principles of adult and juvenile probation work including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Professional, and Health and Safety Codes applicable to probation work.
- Modern probation casework objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Training requirements and programs for professional probation work.
- Operating policies and general functions of the State Board of Corrections.
- Budget development and expenditure control.
- Principles and techniques of effective business, public, and personnel administration.
- Principles of employee management, supervision, training, and development.
- Must be able to perform all line staff duties.

#### **ABILITY TO**

- Plan, organize, manage, direct, and coordinate the functions, programs, and activities of the Plumas County Probation Department.
- Provide direction, training, and supervision for Department staff.
- Develop the Department budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of probation statistics, records, and reports.
- Perform the most difficult and complex professional probation work.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.

## **CHIEF PROBATION OFFICER - 4**

### **ABILITY TO - Continued**

- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Professional, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Make effective public presentations on topics such as delinquency prevention and probation work.
- Coordinate Department functions with the court system.
- Operate a computer and appropriate software in the performance of probation and management work.
- Effectively represent the Plumas County Probation Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Five (5) years of broad and extensive professional work experience in adult and juvenile probation work, including at least three (3) years of experience in a management, supervisory, or lead position.

Graduation from college with a BA/BS in criminology, sociology, psychology, social work or closely related field.

### **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.

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Completion of the Basic Probation Course and Supervisor Core Training as certified by the Board of Corrections and evidence of continued compliance with annual training requirements.

Ability to obtain a CPR /First Aid Certificate within one (1) year of employment.

Ability to pass a full background investigation to meet provisions of Government Code 1029 and 1029.1. In addition, in accordance with Government Code Section 1031, Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.



# BOARD OF SUPERVISORS

---

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



April 01, 2014

The Honorable Richard Bloom  
California State Assembly  
State Capitol Building, Room 2179  
Sacramento, CA 95814

RE: Letter of Support for Assembly Bill 1637 – County Veterans Service Officers

Dear Assemblyman Bloom:

On behalf of the County of Plumas, I am writing to support Assembly Bill 1637 which would allow an applicant to request the word "VETERAN" be printed on the face of the driver's license or identification.

Presently there are approximately 2,700 veterans, active duty military and their families living in Plumas County. Passage of AB 1637 would make it possible to expand services to thousands of underserved veterans and their dependents.

Verification that the person has received a Certificate of Release or Discharge from Active Duty (DD Form 214) from our county veteran's service office will facilitate this through the local DMV office here in Quincy California. Passing this bill would bring additional dollars to our county Veterans Service Office to assist Veterans in connecting with their benefits that they so much deserve.

For these reasons, the County of Plumas strongly supports AB 1637.

Sincerely,

Jon Kennedy, Chair  
Plumas County Board of Supervisors

# BOARD OF SUPERVISORS

---

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



April 1, 2014

The Honorable Anthony Rendon, Chair  
Assembly Water, Parks and Wildlife Committee  
Legislative Office Building  
1020 N Street, Room 160  
Sacramento, CA 95814

## **RE: AB 2205 (Donnelly) – SUPPORT**

Dear Assembly Member Anthony Rendon:

The Plumas County Board of Supervisors urge you to support AB 2205 (Donnelly), legislation which would provide counties with local control over whether or not to allow the use of hounds to hunt bears and bobcats within their jurisdiction. Counties deserve local authority over decisions which directly impact their economy, public safety and traditional lifestyles. AB 2205 would help to restore that control.

When SB 1221 narrowly passed in 2012, it placed a statewide ban on the use of hounds to hunt bears and bobcats. Lobbied and passed strictly on uneducated emotions, the bill failed to consider science which documents the need to manage these predators to control their impact on livestock, wildlife and public safety in rural and semi-rural areas. Further, those who supported the measure ignored the substantial impact the bill would have on rural counties whose local economies depend upon the revenues generated by bear guides and hunters who stay in their motels, purchase gas, eat in their restaurants and shop in local stores each fall.

Although AB 2205 would provide counties with the authority to allow the use of hounds within their boundaries, it would not take the science out of hunting regulations established for bears and bobcats. Decisions regarding annual season lengths and tag quotas for bears and bobcats would remain with the Fish and Game Commission, be based on the best available science, and be made in public forum with a full input from stakeholders and interested public.

Further, AB 2205 does not expect counties to weigh the decision of whether to allow the use of hounds in their jurisdiction without the proper information. The measure requires the Department of Fish and Wildlife (DFW) to provide the Commission and affected counties with a triennial report which includes the status of bear populations, public safety impacts, and the economic impact of bear damage. The report must also include recommendations on whether annual bear harvest quotas should be adjusted to increase or reduce take in order to address bear management or population health concerns.

AB 2205 would allow counties to make an educated decision on what is best for their economy and their public, while appropriately allowing DFW and the Commission to make science-based decisions on bear and bobcat management. Please support this measure when it is brought to a vote in Assembly Water, Parks and Wildlife Committee in the near future.

Sincerely,

Jon Kennedy, Chair

Cc: California Assemblyman Brian Dahle

California State Senator Ted Gaines





4c

## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

**Date:** April 1, 2014

**To:** Honorable Chair and Board Members of the Plumas County Board of Supervisors

**From:** Randy Wilson, Planning Director and Co-Manager Plumas County Flood Control and Water Conservation District *RW*

**Subject:** Appointment of a Board Member of the Plumas County Board of Supervisors to the Regional Water Management Group (RWMG) for Purposes of Updating the Upper Feather River Integrated Regional Water Management Plan.

### Background:

On February 11, 2014 the Board of the Plumas County Flood Control and Water Conservation District approved a Grant Agreement with the State of California Department of Water Resources for grant funds to update the Upper Feather River Integrated Regional Water Management Plan (IRWM). The decision-making structure of the process, termed Proposed Changes to the Scope of Work for the update of the Upper Feather River Integrated Water Management Plan, to update the IRWM is attached to this memo and Board Members are encouraged to review this decision-making structure.

The purpose of this request is for the Board of Supervisors to appoint one of its members to the Regional Water Management Group (RWMG). Staff anticipates having a kick-off meeting of the RWMG on April 11, 2014. The actual update process, in accordance with the Grant Agreement, is anticipated to begin in June 2014. At this time staff has produced a Request for Qualifications (RFQ) for professional services to assist in the update of the IRWM. The RFQ can be found at <http://www.countyofplumas.com/bids.aspx>. The RFQ contains a timeline for review of the RFQs received and an anticipated date for contract(s) for these professional services to be June 17, 2014 after which the process, in accordance with the Grant Agreement, of updating the IRWM should commence.

### ACTIONS FOR CONSIDERATION:

Staff recommends the Board of Supervisors take the following action:

- I. Appoint a member of the Board of Supervisors to the Regional Water Management Group (RWMG). The purpose of the RWMG is this group is the entity tasked with developing the Integrated Regional Water Plan Update.

**Attachments:**

**Proposed Changes to the Scope of Work for the update of the Upper Feather River Integrated Water Management Plan**

# Proposed Changes to the Scope of Work

---

## Introduction

Since the conclusion of the Regional Action Plan (RAP) and Memorandum of Understanding (MOU) outreach processes in 2009, segments of the public have been vocal and proactive about wanting to revisit the Upper Feather River (UFR) Integrated Regional Water Management (IRWM) governance structure early in the plan update process.

For example, the Sierra Valley Resource Conservation District (SVRCD) has advanced an UFR IRWM “Implementation Committee” governance proposal for consideration by the Plumas and Sierra County Boards of Supervisors. The SVRCD’s implementation committee proposal, although similar in some respects to the “Steering Committee” described in the existing governance model, is also different in that the “Implementation Committee” would function more like the Regional Water Management Group (RWMG). This governance option has generated broader discussions among County and National Forest leadership and among agricultural and other water interests within the region. The paramount importance of transparency, continuity, and accountability, throughout the IRWM’s 2-year planning process and throughout the 20-year implementation period has emerged as a heightened governance priority. This evolution of governance towards an integrated process from two years of planning to 20 years of implementation with a RWMG structure that ensures transparency, accountability, and consistency, is a further refinement of the broader involvement of more diverse water interests as articulated in the MOU and RAP.

To help the RWMG integrate the MOU, the RAP, and the implementation Committee governance proposals, Department of Conservation (DOC)-funded watershed coordinators in the region have interviewed members of the adjoining IRWM programs. The goal of these interviews is to provide further guidance on governance options for the UFR IRWM that benefits from the real experiences and “lessons learned” from neighboring Sierra-Tahoe, Cosumnes-American-Bear-Yuba (CABY), Upper Pit, and Upper Sacramento Valley IRWM regions. Most interviewees reinforced the importance of continuity between IRWM plan development and IRWM plan implementation. It is also important to note that within the first six months of the UFR IRWM Plan update process, Disadvantaged Communities (DAC) service providers and Tribes will also be surveyed regarding their water issues and needs.

The UFR region is a large and sparsely populated (4-8 persons/sq. mile) landscape in which approximately 40 percent of the population relies on individual water and septic systems. Additionally, 50 percent of the region is managed by the Federal Government, which translates to half of the region being uninhabited and outside the local tax base. In this predominately economically disadvantaged rural region, residents are increasingly challenged with maintaining

basic services as local and federal governmental budgets shrink. Rising gas prices further constrain the ability of low-income residents to access basic services. The region continues to lose working families to employment opportunities in the Central Valley, Bay Area, and the Reno-Carson area. Traditionally, working families have been the volunteer backbone for the adequate provision of community services, including filling leadership roles on boards for small community water and wastewater service providers.

In summary, this is a region in which the capacity for adequate water governance has been stretched far thinner since the completion of the original UFR IRWM Plan, which was adopted in 2005.

The UFR region is also in the midst of three, land management planning processes which cover almost the entire land base of the region. The Plumas County General Plan update has been underway for several years and is currently in the final stages of the EIR process. The Sierra County General Plan zoning update is also underway, and Forest Plan revisions for the three National Forests (Plumas, Tahoe, and Lassen) covering the region are scheduled. Land and water management and integrated water and watershed planning continues to be very important to people in the region.

### Governance Work Scope Revisions

Following is a description of the proposed changes to Governance that will streamline the process and reduce the budget for preparation of the UFR IRWMP. Also included is an organization chart.

### RWMG/Steering Committee/MOU Signatories

In light of the issues discussed above, IRWM governance will be revisited and revised during the first two or three RWMG meetings. All members (signatories to the MOU) will sign the revised MOU agreeing to support the IRWM planning process and to utilize the IRWM conflict resolution process, if needed.

The MOU signatories will meet and discuss the SVRCD's "Implementation Committee" governance proposal and the current workgroup structure proposed in the original grant application. The Steering Committee structure will be re-evaluated in light of the "advisory committee", "planning committee", and "technical or issue committee" structures used in neighboring IRWM planning processes. The results of initial conversations with DAC and Tribal representatives will be presented by the third RWMG meeting.

To limit redundancy and facilitate more direct communication, it is proposed that the "Steering Committee" and RWMG be combined into one role known as the RWMG. The RWMG will then be the entity tasked with developing and implementing the IRWM Plan, reviewing projects submitted for consideration in the Plan, working directly with Workgroups, and choosing which



projects to put forward for funding. The members proposed for inclusion in the RWMG for the UFR IRWM consist of signatories to the MOU, and include the following:

- County of Plumas
- County of Sierra
- Sierra Valley Groundwater Management District (SVGWMD)
- Feather River Resource Conservation District
- Sierra Valley Resource Conservation District
- Lassen National Forest, Almanor Ranger District (Advisory)
- Plumas National Forest (Advisory)
- Tahoe National Forest, Sierraville Ranger District Lassen National Forest (Advisory)
- ~~Almanor Basin Watershed Advisory Committee (ABWAC)~~ removed
- Plumas County Community Development Commission
- Native American Representative  
"entity to be identified"
- Plumas County Flood Control and Water Conservation District

The first order of business for the RWMG at the first meetings for the IRWM Plan update, the RWMG governance structure, its operating and decision-making procedures, and establishment and assignment of Workgroups will be formally adopted by the RWMG.

It is anticipated that meetings of the RWMG will occur bimonthly and will be publicly noticed. Additionally, to make meetings more widely accessible for this rural area, video conferencing will be provided for non-local planning consultants and other "outside" experts, thereby reducing travel expenses and hours for RWMG meetings. Video Conferencing is intended to support the workgroups and the RWMG. Public information will be provided through the new UFR IRWM website under the Data Management task and subcontract. Minutes of all RWMG and Work Group meetings will be posted on the UFR IRWM planning portal, a publicly accessible and interactive website that is already hosted and shared by the adjoining CABY, Pit, and Upper Sacramento Valley IRWMs. Thanks to the efforts of the neighboring IRWM programs, the original budget for Data Management can be reduced without compromising overall planning effectiveness.

### **Workgroups**

Those signatories to the MOU not serving as RWMG members are encouraged to participate in Workgroups. Signatories to the MOU and other stakeholders will have the opportunity to voluntarily participate in the Workgroups. Additionally, all Work Group meetings will be noticed on the IRWM website and by email and will be open to the public. All Work Group members agree to abide by the structure and meeting rules adopted by the RWMG.

Members of the Workgroups will consist of signatories to the MOU. Decision-making by members on proposed projects, draft chapters review, etc. will be structured to seek consensus or super majority agreement by members before being forwarded to the RWMG. The members

of each Work Group will elect a member and an alternate to represent the workgroups at RWMG meetings.

The Workgroups will, at a minimum, provide input on project selection and prioritization criteria, receive and present comments on draft chapter reviews, and invite and schedule presentations by technical experts, scientists, and others for workgroup and RWMG meetings.

The MOU members to serve in Workgroups consist of the remaining signatories to the MOU, as follows:

- Feather River Coordinated Resource Management
- Feather River Land Trust
- Gold Mountain Community Services District
- Greenhorn Creek Community Services District
- Greenville Rancheria
- Grizzly Lake Resort Improvement District
- Grizzly Ranch Community Services District
- Indian Valley Community Services District
- Maidu Summit Consortium
- Mountain Meadows Conservancy
- Plumas Corporation
- Plumas County Fire Safe Council
- Plumas Eureka Community Services District
- Sierra County Fire Safe and Watershed Council
- Sierra Institute for Community and Environment
- Sierra Valley Mutual Water Company
- Trout Unlimited – Feather River Chapter
- University of California Cooperative Extension
- Upper Feather River Watershed Group
- USDA Natural Resources Conservation Services
- Walker Ranch Community Services District
- Quincy Community Services District
- City of Portola
- Other entities as may be added during the IRWM plan update process

Four Workgroups will be established to focus discussions and to make recommendations for four areas of long-term interest within the UFR IRWM region:

1. Agricultural Land Stewardship
2. Uplands and Forest Management
3. Floodplain and Meadow and Waterbodies Management
4. Municipal Services

Project Prioritization, Community Education and Outreach, and Science and Monitoring were workgroups identified in the previous MOU and which will now be addressed within each of the four proposed Workgroups listed above. IRWM staff and consultants and the DOC-funded watershed coordinators will be actively involved in helping the Workgroups to solicit and develop projects and to review and comment on draft plan chapters, and to incorporate the “best available science” into their work.

## Meetings

### *RWMG Meetings: 12 bimonthly meetings*

Total number of meetings Remains the same as the existing Steering Committee meetings. It is anticipated that the RWMG meetings will typically be held in Quincy; however, they may be located elsewhere in the region as appropriate or as needed.

### *Work Group Meetings: 32 meetings*

Instead of 28–56 meetings in the original proposal, the four Workgroups would each meet quarterly, for a total of 32 meetings over 2 years. IRWM staff and consultants will support workgroups.

### *Public Information–Site Meetings: 9 meetings*

The original workplan proposed 7-10 meetings, which is consistent with this proposal.

#### *RWMG hosted information meetings: 4 meetings*

The RWMG will host four public meetings that will be held at sites in the southern and northern parts of the region. These meetings will include two “Project Solicitation” workshops in Year One and two “Draft Plan” hearings in Year Two.

#### *Watershed Coordinator hosted meetings: 8 meetings*

During the Plan update process, the DOC’s watershed coordinators will host public information meetings, including “plan kick-off meetings,” in each of the four sub-regions within the UFR region: Chester/Westwood, Quincy, Greenville, and Portola/Loyalton. IRWM staff, working with watershed coordinators and consultants, will develop education and outreach materials for the “plan kick-off meeting.” These meetings will be provided using other state funding not a part of the IRWM grant.

### *Tribal Outreach: proposed increase to work scope and budget*

The California Indian Environmental Alliance (CIEA) Tribal Outreach has been expanded to include a local tribal member as the outreach coordinator. The local tribal member is the designated representative for the Maidu Summit Consortium, a UFR IRWM MOU signatory entity. The expanded Tribal Outreach budget and staffing will allow the tribes in the UFR IRWM area to more effectively access the various layers of the governance structure such as the workgroups and committees, as well as ensuring active tribal participation in the bi-monthly RWMG meetings throughout the two-year planning process.

***Uplands and Forest Management: proposed increase to work scope and budget***

Forest management is the California Water Plan's newest Resource Management Strategy (RMS) that will be incorporated into the IRWM plan update for the UFR basin. A Forest–Water Balance study will be prepared to facilitate our interpretation of data from existing trend-monitoring to support hydrologic modeling studies in the basin and to identify candidate areas for forest enhancement projects where water balance protocols for forested uplands can be developed and tested.

An “applied research approach” is proposed whereby the Uplands and Forest Workgroup would incorporate general guidance provided by the California Water Plan and the IRWM Plan guidelines and “apply” that guidance to the suite of RMS that the Uplands and Forest Workgroup is tasked with addressing.

The study will generate the following research products:

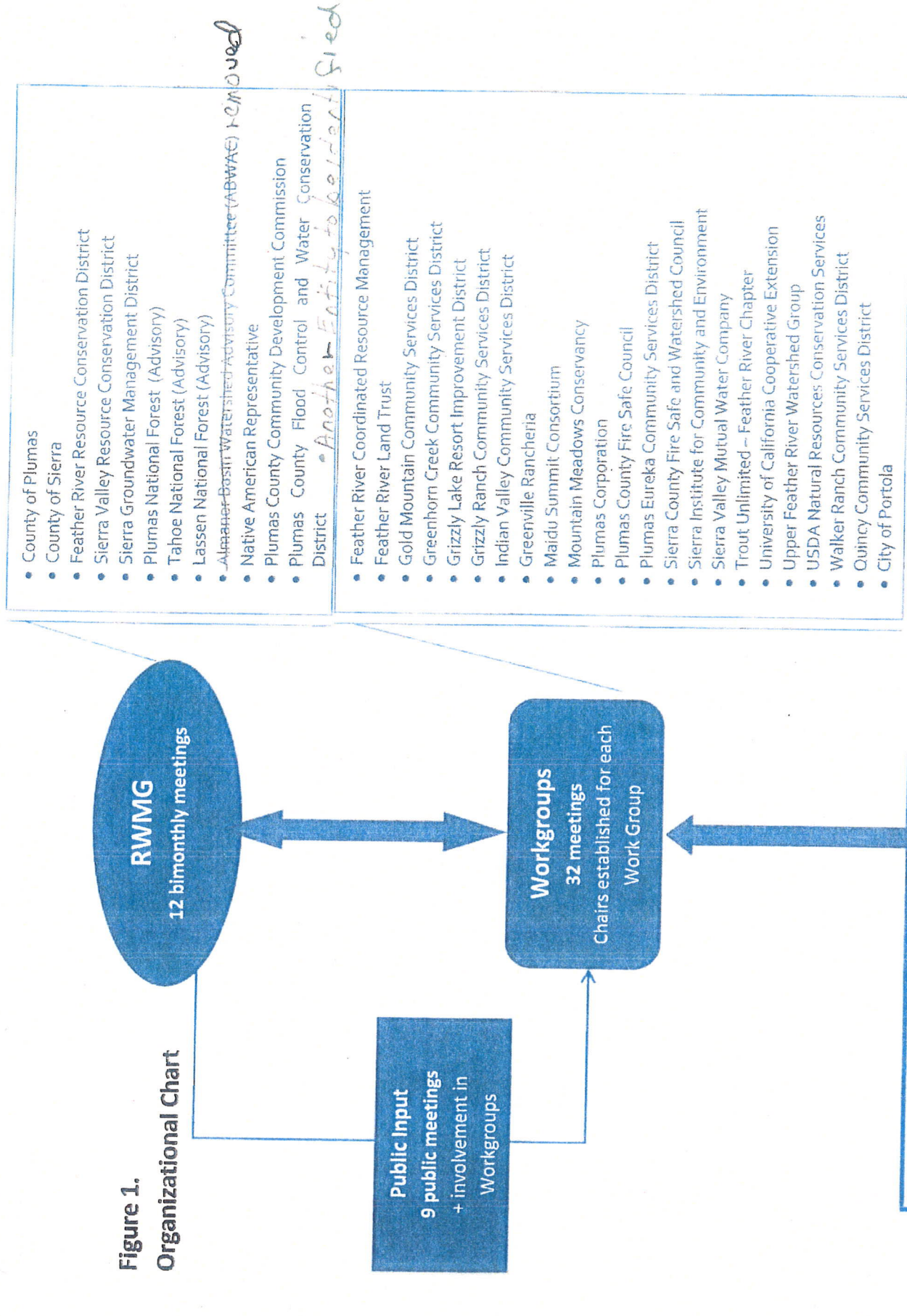
- Improved understanding of upland forest hydrology in the UFR region based on a literature search of water balance interactions in forested landscapes that include analyses of groundwater and surface water components.
- Development of a conceptual hydrologic model for upland forests which includes ground water and surface water relationships as a scientific basis for integrated water and forest management for forested uplands in the UFR Basin
- Development of water balance data collection protocols for forested uplands in the UFR basin.
- Identification of candidate sites in the UFR basin for protocol testing where proposed forest management and enhancement projects may generate significant changes in water balances at the forest stand level.

**Table 1: Summary of Meetings**

Meeting type	Number of Meetings
RWMG	12
Workgroups	32
Workshops/sessions:	
Integration/Coordination	2–3
Climate Change/Project Prioritization	2
Conflict Resolution	1–3
Public Information:	
Watershed Coordinator hosted	8
RWMG hosted	4
Public Hearings	2
<b>Total Meetings</b>	<b>63–66</b>



**Figure 1.**  
**Organizational Chart**



## Regional Management Strategies (RMS) and Workgroups

The 4 workgroups described below will each meet quarterly during the 2-year planning period for a total of 32 meetings.

1. **Agricultural Lands Stewardship**

This Work Group would include irrigated lands, water quality issues, agricultural water supply reliability, and agricultural water use efficiency. (There may be some overlap on groundwater quality and recharge).

2. **Uplands and Forest Management**

This Work Group would include pollution prevention (wildfires & roads), watershed management (forest-water interactions), forest ecosystem restoration, upland recharge areas protection, flood risk reduction (through wildfire risk reduction), precipitation enhancement (better groundwater infiltration and less evapotranspiration through forest stand density reduction) etc.

3. **Floodplain, Meadow, and Waterbodies Management**

This Work Group would include recharge area protection, flood risk management, pollution prevention, ecosystem restoration, and maybe conjunctive management and groundwater.

4. **Municipal Services**

This Work Group would include recycled municipal water, urban water use efficiency, groundwater and surface water pollution prevention, water system reoperation, drinking water treatment and distribution, and perhaps groundwater and aquifer remediation, urban runoff management and matching water quality to use.

## Additional Resource Management Strategies

Workgroups will address all of the Resource Management Strategies (RMS) initially assigned to them by the RWMG. The RWMG will also assign other Resource Management Strategies (RMS) to the Workgroups, such as discussion and recommendations regarding cloud seeding, water transfers, conjunctive use, desalinization, surface water storage, water conveyance, and water system reoperation to the Workgroups or address these RMS directly.

The RWMG, Watershed Coordinators, and Work Group members will facilitate community education and outreach by being provided with education and outreach materials for providing IRWM plan updates at other entities' meeting. The RWMG, Watershed Coordinators, and Work Group members will be able to bring input generated at other meetings back to their workgroups for consideration.

The RWMG is charged with directly overseeing the development of the “unassigned planning topics” such as finance, plan performance and monitoring, baseline technical studies, relationship of IRWM planning to land use planning and to statewide water planning. The RWMG will review information developed by IRWM staff and consultants on these topics, and direct further actions as appropriate. The RWMG will also retain direct oversight of stakeholder/DAC involvement, and overall plan development and management.

The following table provides a general breakdown of meeting topics and designation of initial review responsibilities. It is the RWMG’s role to approve all final Plan chapters and final project selection and ranking. The RWMG will direct staff and consultants to develop additional input on draft chapters through Workgroups, workshops, and work sessions.

**Table 2. Summary of Meeting Topics and Chapter Review Responsibilities**

Meeting Topics/Chapters	Responsibility			
	RWMG	Workgroups	Workshops	Public Hearing
Governance	X			
Finance	X			
Regional Description		X		
Objectives		X		
Stakeholder Involvement/DACs	X			
Coordination			X	
Relation to Land Use Planning	X			
Relation to Local Water Planning	X			
Data Management		X		
Baseline Technical Study	X			
Climate Technical Study			X	
Resource Management Strategies		X		
Project Selection Criteria Process		X		
Integration			X	
Project Identification Presentations			X	
Project Selection/Ranking	X			X
Impacts and Benefits		X		
Plan Performance and Monitoring	X			
Review of Draft Plan		X		
Review/Approval of Final Plan				X



## Workshops and Work Sessions

A number of additional workshops will be held to discuss and address overarching Plan issues. The following identifies 5–8 additional workshops and sessions to be held over the course of the 2-year planning process, and includes up to 3 work sessions for conflict resolution should the need arise (see Table 1).

- Integration and Coordination (2–3 workshops): At a minimum, all the workgroups would convene together for two facilitated integration and coordination workshops during the planning period.
- Climate Change and Project Identifications and Presentations (2 workshops): At these workshops, expert panels and the workgroups will meet to (1) advance region-wide planning and projects, (2) to brainstorm integrated approaches to “cross-cutting” issues such as changing hydrology or inadequate resources, or science needs, etc., and (3) to focus on clarifying or resolving planning ambiguities, inconsistencies, redirected impacts, or conflicts.
- Conflict resolution work sessions (1–3 work sessions): These workshops may be organized to focus on areas of disagreement and other topics where better agreement and understanding is desired. It is anticipated that one or more work sessions will occur during the planning period.

## DAC Projects Development

Given the confusion on DAC project definitions and the eligibility of DAC project development planning activities, the eight DAC benefit projects set as goals in the original application will be reduced to four DAC benefit projects. Likely candidate projects include: Westwood oxidation ponds, Greenville sewer upgrade, Chilcoot nitrates reduction, and one additional project that will likely surface during the call-for-projects process. Please note that DAC benefits have been narrowly defined as drinking and sanitation needs, and that projects completed prior to 2012 are not eligible.

## Plan Chapter Changes: Schedule of Work Change

There have been discussions about how to incorporate the project solicitation, selection and prioritization process into the plan chapter development process so as to be timely enough to allow the region to participate in the last round of implementation grants. The following table presents scheduling challenges identified to meet that grant participation goal.

The scope of work for the development of the Plan chapters will not change. However the priorities of plan chapter completion are as follows:

**Table 3. Prioritization of Plan Chapter Preparation**

Chapter	Year 1	Year 2
Governance	X	
Finance		X
Regional Description		X
Objectives	X	X
Stakeholder Involvement/DACs	X	X
Coordination		X
Relation to Land Use Planning	X	X
Relation to Local Water Planning	X	X
Data Management	X	X
Baseline Technical Study	X	
Climate Technical Study		X
Resource Management Strategies	X	
Project Selection Criteria Process	X	
Integration		X
Project Identification Presentations	X	
Project Selection/Ranking	X	
Impacts and Benefits		X
Plan Performance and Monitoring		X
Review of Draft Plan		X
Review/Approval of Final Plan		X



4D

## PLUMAS COUNTY BOARD OF SUPERVISORS

### AGENDA REQUEST

for the April 1, 2014 meeting of the Board of Supervisors

March 24, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, reading "Robert A. Perreault".

Subject: 1) Appropriate \$15,530 from the General Fund Contingency to Fund 0208 in order to fund short-term loan to the Plumas County Flood Control and Water Conservation District ("District") for cash flow purposes. Four/fifths required roll call vote.

and

2) Authorize the Chair of the Board of Supervisors to approve and execute on behalf of Plumas County, any and all documents necessary to make and evidence a loan for cash flow purposes to the Plumas County Flood Control and Water Conservation District in an amount not to exceed \$15,530, for a term not to exceed one year, to be repaid with interest at the Plumas County pooled funds rate.

### BACKGROUND

Staff of the Plumas County Flood Control & Water Conservation District has submitted a corresponding Agenda Request to the District's governing board for authorization to request a short-term loan from County of Plumas to be repaid with interest at the pool fund rate within one (1) year.

### RECOMMENDATION

Public Works staff respectfully recommends that the Board of Supervisors:

1. Approve the request received from the Plumas County Flood Control & Water Conservation District in the amount of \$15,530, to be repaid within one year with interest at the pool fund rate;
2. To authorize the Chair of the Board of Supervisors to sign all documents necessary to make and evidence the loan as described above.



5B

**PROCLAMATION**

**PROCLAIMING THAT THE MONTH OF APRIL 2014 IS SEXUAL ASSAULT  
AWARENESS MONTH IN PLUMAS COUNTY**

- Whereas, Sexual violence, including rape, date rape, sexual harassment and child sexual abuse continues to be a problem in Plumas County.
- Whereas, Prevention of sexual violence means promoting awareness of healthy sexuality in the county. This includes ongoing presentations/discussions and information about healthy sexuality within the different communities, to families and individuals. This will include examination of the influence of the social media, the prevalence of bullying and harassment, and examining negative social norms that do not benefit the whole. Creating changes will strengthen positive sexual beliefs attitudes and behaviors within families, strengthen family connections and encourage family members to set healthy boundaries to prevent sexual violence.
- Whereas, to continue to present information on health, safety, prevention, and the law through the ongoing S.H.I.F.T. program through out the Plumas County schools.
- Whereas, to continue giving information to parents/guardians/care givers on child sexual abuse prevention and to work with the young children in the schools on setting boundaries to keep themselves safe.
- Whereas, to continue to build on the established co-operation between county agencies/organizations/non-profits to prevent sexual violence in the communities of Plumas County.
- Whereas, to continue the work on all levels to decrease and ultimately to prevent sexual violence in the County of Plumas.
- Whereas, April is recognized by the U.S. Congress as sexual assault awareness month.

Now therefore, let it be proclaimed by the Plumas County Board of Supervisors that April 2014 is Sexual Assault Awareness Month in Plumas County.

The Board of Supervisors is committed to supporting individuals, organizations, and community efforts to prevent sexual violence in all of its forms in Plumas County.

---

Chairman

---

Date



It's time ...to talk about it! Talk early, talk often. Prevent sexual violence.

## Resource for parents & caregivers

**P**arents and caregivers have a tremendous impact on the way their children experience the world around them. Accurate and age-appropriate information can support parents as they guide children through the world and help them shape their values. Modeling respectful behaviors and boundaries, as well as sharing age-appropriate information, can counter unhealthy social norms around sexuality and relationships.

### What can parents do to promote healthy and appropriate behaviors in childhood?

When it comes to child sexual abuse, knowledge of childhood development and age-appropriate behaviors can assist parents in discussions with their children about unhealthy behaviors or abusive touch. Understanding behaviors that are developmentally expected and healthy in children gives parents a foundation of knowledge to encourage children's development in all areas without shame or confusion. There are many ways parents and adults who care about the welfare of children can assist in promoting healthy childhood development (National Sexual Violence Resource Center [NSVRC], 2011):

- Develop safe, positive, and open communication patterns, particularly around sexuality and development. When adults answer questions with age-appropriate and candid responses, they build confidence and trust with their children as they grow and engage in friendships and relationships. This can become especially important when talking to them about unwanted touching and harmful or unsafe secrets.

- It is not only important to answer questions as they come up, but to also start the conversation with your child about relationships, sex, and sexuality, opening the door to future conversations or questions. For example, a parent could tell their child, *"When I was your age, I had a lot of questions about my body and other people's bodies. Do you have any questions you want to talk about?"* Other teachable moments may occur spontaneously, as children express natural curiosity about their bodies and others' bodies. Parents can create a safe environment for ongoing communication by being open and positive toward their children when these questions are raised or when opportunities occur to talk about healthy sexual development.

- Be a role model for respectful boundaries when it comes to touch and affection. If a child does not feel comfortable hugging someone, even if it is someone the parent cares about, the parent should honor that boundary.

Parents can take a few easy steps toward having healthy, open conversations with children. The following resources and exercises are intended to build skills depending on comfort and knowledge level.



It's time ... to talk about it! Talk early, talk often. Prevent sexual violence.

## Step One: Assessing comfort level

Many topics and behaviors are part of healthy childhood sexual development. Before talking with your child about healthy and age-appropriate behaviors, it is helpful for parents to understand their own comfort level. To feel best prepared, identify topics you are comfortable discussing and finding some topics to explore further. This resource offers strategies for parents in starting this assessment process by looking at specific topics, identifying comfort level and personal values, and how to discuss this information.

Thinking about what children may need to know or how to approach a topic before it comes up can make it easier for parents to start the discussion. As a parent, it is helpful to understand knowledge and comfort level. This can help parents to open the lines of communication with their children around topics of sexuality and build on teachable moments. The *Resource for Parents: Talking to your child* gives parents an opportunity to list what areas are most familiar to them and what they are comfortable discussing. Once parents understand where there is the most potential to grow, it is important to seek resources and support to help fill these gaps.

Along the same lines of assessing comfort and knowledge, it is important to reflect on the values and norms children need to become healthy and engaged adults. Consider the following questions and discuss them with family members or other parents as a way to identify values and feel more comfortable sharing this information with your child (Pennsylvania Coalition Against Rape [adapted from PCAR], 2012).

## Tips for talking with your child:

- Be honest and recognize how uncomfortable or difficult the conversation may be for you, *"Sometimes, I feel like I don't have all the answers, but it's really important for us to talk about..."*
- Criticizing all media may create a distance or disconnect with a child who sees it as incredibly important. Remain conversational and open, while still staying true and authentic to your values. Look for opportunities to highlight media that represents positive behaviors, and use this as a tool or example in discussion.
- Frame your conversation in a positive, open way to help reduce a child's discomfort with the topic or feeling of being in trouble or embarrassed.
- Stay calm. If the conversation gets off track, try to steer it back and into a conversation that is age-appropriate and to the point (Ferrell, 2008, pp. 26). Parents should remember that simple information and direct answers are often what children are looking for when it comes to talking about sexuality and development.
- Seek resources for additional support in starting the conversation, such as *It's time... to talk to your child about healthy sexuality* (NSVRC, 2012). Additional information can help you feel prepared and equipped to talk with your child.



It's time ... to talk about it! Talk early, talk often. Prevent sexual violence.

- *What do I want my child/children to know about sex education, sexual development, sexual abuse prevention, and healthy sexuality? How are/would they get that information?*
- *What specific lessons or values do I want my children to experience? Who do I want them to learn them from (in addition to me)?*
- *What sources am I comfortable with my children getting information from (e.g., the internet, teachers, doctors, family members, friends, or neighbors)?*
- *What steps can I take when my child receives information and messages from other sources that conflict with the values and lessons I have shared?*

## Step Two: Resources to support talking to your child

Having access to accurate and easy-to-understand information can increase comfort and willingness to talk about sexuality. The resources listed below offer parents guidance on how to approach the subject of sexuality with your children, providing helpful language and information on specific topics, such as masturbation.

- **Children Now:**  
*Talking with kids about tough issues: Sex & relationships*  
[http://www.childrennow.org/index.php/learn/twk\\_sex](http://www.childrennow.org/index.php/learn/twk_sex)
- **HealthyChildren.org:**  
*Information about Masturbation*  
<http://www.healthychildren.org/English/ages-stages/gradeschool/puberty/Pages/Masturbation.aspx>
- **Oprah.com:**  
*Talking to your kids about sex: Turning "the talk" into a conversation for life by Dr. Laura Berman*  
<http://www.oprah.com/relationships/Download-Dr-Laura-Bermans-Talking-to-Kids-About-Sex-Handbook>

- **ParentingMagazine.com:**  
*Talking to kids about sex*  
<http://www.parenting.com/article/talking-to-kids-about-sex-21335549>
- **Planned Parenthood Federation of America:**  
*Talking with kids about sex and sexuality*  
<http://www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm>
- **Sexuality Information and Education Council of the United States:**  
*Families are Talking*  
<http://www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1>

In addition to these resources, parents can refer to *An overview of healthy childhood sexual development* (NSVRC, 2013) for a more detailed look at stages of childhood sexual development and general information on understanding human sexuality.

## Step Three: Give it a try

Starting the conversation can be the hardest part. Children are often confronted with unhealthy representations of sexuality through TV shows, commercials, advertisements, and other forms of media. Although these words and images influence how children view sexuality, parents play a key role in sharing values and supporting healthy choices. Below are some conversation starters to open dialogue with your young child (Ferrell, 2008; PCAR, 2012):

- *Remember when we talked about some of the differences and different things boys and girls may like. I wanted to talk about a few more things. You asked why boys and girls sometimes like different colors or toys, and I said everybody has different likes and differences. It is also true that boys' and girls' bodies are different.*





**It's time ...to talk about it! Talk early, talk often. Prevent sexual violence.**

- *Gabby, sometimes someone wants to give me a hug, and I don't feel like it or that person makes me uncomfortable. Have you ever felt that way? It's OK to say no or talk about it when we feel this way. Tell me how you feel, so I can make do my best to help.*
- *Michael, I noticed Uncle Joe giving you lots of hugs at the birthday party on Saturday. How did that feel to you? Was that okay? Did you like all of those hugs?*

### Talking to other adults

In addition to talking with your child, parents need to be comfortable discussing healthy childhood sexual development with other adults. It is important that adults talk with other adults about healthy sexual development so that the larger environments in which children gather, learn, and play are sending consistently positive, supportive messages about sexuality and safety.

Respectful conversations can support adults as allies to the children in their lives, as well as create a community that supports healthy childhood development. These conversations also give adults the confidence to address any inappropriate or unhealthy actions or attitudes in other adults. For example:

- *Dad, I know you really want Sarah to hug and kiss you "hello" and "goodbye," and when she refuses, you may feel hurt or disappointed. As her grandfather, please don't take it personally. We are just trying to teach her that her body belongs to her and that we should always ask permission before we hug or kiss other people. She is practicing those skills and asserting herself and her boundaries.*
- *Alice, it is great that you are willing to babysit Daniel and Susana this evening. I wanted to let you know about some of our*

*family rules. One rule in our family is to knock on the bathroom door before entering the restroom. We respect one another's privacy and ask that you follow these guidelines with the children.*

To learn more about adults involved in preventing child sexual abuse, refer to *Resource for Community Members*. For additional information:

- **Stop it Now!:**

*Let's talk: Speaking up to prevent child sexual abuse*  
[http://www.stopitnow.org/files/Lets\\_Talk.pdf](http://www.stopitnow.org/files/Lets_Talk.pdf)

### References

Ferrell, K. (2008, Winter). Adolescent sexuality: Talk the talk before they walk the walk. *Healthy Children*, 24-26. Available from the American Academy of Pediatrics: <http://www.healthychildren.org/English/our-mission/Pages/Healthy-Children-Winter-2008.aspx>

National Sexual Violence Resource Center. (2011). *Child sexual abuse prevention: Programs for adults*. Retrieved from <http://www.nsvrc.org/publications/child-sexual-abuse-prevention-programs-adults>

National Sexual Violence Resource Center. (2012). *It's time... to talk to your child about healthy sexuality*. Retrieved from [http://www.nsvrc.org/sites/default/files/SAAM\\_2012\\_Child-development.pdf](http://www.nsvrc.org/sites/default/files/SAAM_2012_Child-development.pdf)

National Sexual Violence Resource Center. (2013). *An overview of healthy childhood sexual development*. Retrieved from [insert URL for pdf] or Available from <http://www.nsvrc.org/saam/current-campaign> (if you are replacing 2012 resources with 2013 resources)

Pennsylvania Coalition Against Rape. (2012). *Where we live: A manual for engaging parents in child sexual abuse prevention*. Retrieved from [http://www.pcar.org/sites/default/files/Where%20We%20Live\\_web.pdf](http://www.pcar.org/sites/default/files/Where%20We%20Live_web.pdf)

it's time ... to talk about it! Your voice. Our future. Prevent sexual violence.

## An overview of adolescent sexual development

**A**dolescence is a time of growth and discovery. It is a time when young people learn how to have relationships and build the relationship patterns that often carry into adulthood. During this time, many young people also experience sexual violence. Many adults lack accurate information about what to expect as adolescents develop sexually. This can make it difficult to distinguish healthy from unhealthy behaviors. When adults understand the difference between the two, they are better able to support healthy attitudes and behaviors and create positive opportunities to learn from challenges. They also are equipped to intervene when there are concerns related to unhealthy behavior or sexual violence.

### Healthy adolescent sexual development and sexual violence prevention

Sexuality is much more than sex – it's our values, attitudes, feelings, interactions, and behaviors. Sexuality is emotional, social, cultural, and physical. Sexual development is one part of sexuality, and it begins much earlier in life than adolescence. By the time we reach adolescence, we already have received many messages about sexuality (Strasburger, 2005). While some adolescents might receive accurate and comprehensive information from school, their parents, and elsewhere, others might receive little information. In the absence of healthy, realistic messages about sexuality, many adolescents turn to other sources of information such as their peers, the internet, and the media (Gruber & Grube, 2000). This might leave youth without an understanding of healthy relationships, consent, boundaries, and how to engage safely in sexual behaviors.

An understanding of healthy sexuality can help

prevent sexual violence by addressing gender norms and inequality, promoting healthy relationships, encouraging an understanding of boundaries and consent, and helping young people feel empowered to ask questions and seek support when they need it.

### The goals of promoting the knowledge and skills key to healthy sexuality are to help young people:

- Make decisions that are informed and turn to trusted adults for support and guidance when needed.
- Understand consent and how to respectfully interact with partners, friends, and peers.
- Help influence their peers in a positive manner by promoting positive social norms and engaging in bystander intervention.
- Recognize sexual violence and seek help and support when sexual violence occurs.
- Provide support and information to peers and others who have experienced sexual violence.



123 N. Enola Drive, Enola, PA 17025 • (877) 739-3895  
www.nsvrc.org/saam • email: resources@nsvrc.org





**It's time ... to talk about it! Your voice. Our future. Prevent sexual violence.**

### **SEXUAL VIOLENCE AT A GLANCE**

- One in six boys and one in four girls will experience a sexual assault before the age 18 (Dube et al., 2005).
- Of women surveyed in a national study, 12.3% experienced the first completed rape when they were age 10 or younger (Black et al., 2011). More than 25% of male victims in a national sample reported their first rape was when they were 10 years of age or younger (Black et al., 2011).
- In a national prevalence study, more than one-third of women who were raped under the age of 18 were also raped as adults (Black, et.al, 2011).
- In one study, 71% of children who experienced sexual assault, were assaulted by someone they were acquainted with or knew by sight (Finkelhor, Hammer, & Sedalk, 2008).

### **Develop policies & support safe spaces**

Organizational policies can provide very concrete strategies for employees and volunteers at youth-serving organizations. Work with administration and leaders at these agencies and groups to make sure they have policies and procedures regarding:

- Screening and background checks for employees and volunteers.
- Guidance on visitors and clearance for individuals interacting with children and teens that are not employees or volunteers.
- Examples and guidance for appropriate behaviors and interactions between adults and children and teens.

- Training requirements and standards regarding reporting suspected child abuse.
- Training and education on sexual violence prevention (Saul & Audage, 2007).

Sexual violence prevention is a valued priority when organizations invest in creating policies that protect children and teens and create spaces where respect and trust are paramount.

One safe, supportive adult can make all the difference in the life of a child; empower adults in youth-serving organizations to be that person.

---

**One safe, supportive adult can  
make all the difference in the life  
of a child.**

---

### **Engage participants as active bystanders**

Community-based rape crisis centers can educate leaders of youth serving groups, children, and teens on bystander intervention. "An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence" (National Sexual Violence Resource Center, 2013 p.2). There are many bystander education programs that target difference audiences.

- **Mentors in Violence Prevention targets high school and college athletes:** [www.mvpstrategies.net/](http://www.mvpstrategies.net/)
- **Green Dot targets communities, schools and other audiences:** [www.livethegreendot.com](http://www.livethegreendot.com)

**It's time ... to talk about it! Your voice. Our future. Prevent sexual violence.**

Parents/caregivers/adults can support the development of healthy sexuality during **early adolescence** by:

- Providing age-appropriate sexuality information on such topics as puberty, reproduction, healthy relationships, sexual orientation & gender identity, boundaries and body image.
- Helping build critical-thinking skills to separate fact from fiction in media, such as TV, music, video games, pornography, and other depictions of sexuality.
- Starting an open and honest dialogue. Ask questions and, most importantly, listen.

### **MIDDLE ADOLESCENCE (AGES 15-17)**

Middle adolescence is a time of continued physical, social, and emotional change. During middle adolescence, youth are often exploring independence and dating relationships. Parents and caregivers may feel pushed aside, but remember that youth in this stage are completing the important developmental task of establishing themselves as individuals outside of the context of their families.

<b>WHAT'S GOING ON?</b>	<b>COMMON BEHAVIORS/RESPONSES</b>
<b>Continued physical growth and body changes.</b>	<ul style="list-style-type: none"> <li>• Physical changes continue.</li> <li>• Increased interest in being seen as physically and sexually attractive.</li> </ul>
<b>Adjusting to a sexually maturing body and feelings.</b>	<ul style="list-style-type: none"> <li>• Emerging sex drive.</li> <li>• Interest in dating and relationships.</li> <li>• Having feelings of love or desire. This can be exciting, and sometimes stressful, for youth of all orientations.</li> </ul>
<b>Continued development of personal identity and independence.</b>	<ul style="list-style-type: none"> <li>• Wanting parents to be less involved.</li> <li>• Trying out different clothes, friends, and interests in an attempt to find their identity.</li> <li>• Peer groups remain very important.</li> </ul>

**It's time ...to talk about it! Your voice. Our future. Prevent sexual violence.**

Parents/caregivers/adults can support the development of healthy sexuality during **middle adolescence** by:

- Providing age-appropriate sexuality information on topics such as consent, sexual orientation and gender identity, body image, relationships, pregnancy prevention, and sexually transmitted infections. Being able to refer youth to resources for sexual health care when needed.
- Supporting adolescents in understanding they have both rights and responsibilities in their relationships. Encouraging and modeling characteristics of healthy relationships. Intervening and providing guidance when characteristics of unhealthy relationships and/or sexual violence occur.
- Addressing ways to deal with peer pressure. Encouraging independence while setting clear boundaries.

#### **LATE ADOLESCENCE (AGES 18-21)**

Late adolescence is a time when physical and reproductive changes are slowing down. Youth are becoming young adults, often with romantic and sexual relationships. In this final stage of adolescence, youth begin to balance their independence with connections to family and friends. They develop a more firm sense of identity, personal values, and vision of their future.

<b>WHAT'S GOING ON?</b>	<b>COMMON BEHAVIORS/RESPONSES</b>
<b>Physical growth and body changes are ending.</b>	<ul style="list-style-type: none"><li>• Greater acceptance of physical self &amp; improved body image.</li></ul>
<b>Formation of a clear sexual identity.</b>	<ul style="list-style-type: none"><li>• Romantic relationships are typically of high importance.</li><li>• Establishing a sense of who they are in a relationship and what they want.</li><li>• Sexual activity is common.</li></ul>
<b>Identity continues to develop.</b>	<ul style="list-style-type: none"><li>• More firm sense of identity, although exploration does continue.</li><li>• Thinks more about the future.</li><li>• Decisions and values are based on their own beliefs and less on those of peers.</li></ul>

**\*time ... to talk about it! Your voice. Our future. Prevent sexual violence.**

Parents/caregivers/adults can support the development of healthy sexuality during **late adolescence** by:

- Continuing to provide age-appropriate sexuality information on topics such as consent, sexual orientation, and gender identity, body image, relationships, pregnancy prevention, and sexually transmitted infections. Being able to refer youth to resources for sexual health care when needed.
- Continuing messages about rights and responsibilities in relationships. Intervening and providing guidance when characteristics of unhealthy relationships and/or sexual violence occur.
- Encouraging adolescents to be a positive influence on their peers and their community.

---

### **Additional Resources**

Looking for more information on supporting adolescents on their path to becoming healthy adults? Check out these resources:

#### **Resources for parents & caregivers**

##### **Advocates for Youth: Parents' Sex Ed Center**

<http://www.advocatesforyouth.org/parents-sex-ed-center-home?task=view>

##### **Answer: Resources for Parents**

<http://answer.rutgers.edu/page/parentresources>

##### **Office of Adolescent Health: For Parents**

<http://www.hhs.gov/ash/oah/resources-and-publications/info/parents/index.html>

##### **Parents, Families and Friends of Lesbians and Gays**

[www.pflag.org](http://www.pflag.org)

##### **Planned Parenthood: Tools for Parents**

<http://www.plannedparenthood.org/parents/>

##### **Teaching Sexual Health.Ca: Parent Portal**

<http://parents.teachingsexualhealth.ca/>

##### **Trans Youth Family Allies: For Parents**

<http://www.imatyfa.org/resources/parents/>

### **Resources for youth-serving professionals**

#### **Advocates for Youth: For Professionals**

<http://www.advocatesforyouth.org/for-professionals>

#### **Answer: Resources for Professionals**

<http://answer.rutgers.edu/page/resources>

#### **Center for Adolescent Health at Johns Hopkins Bloomberg School of Public Health**

<http://www.jhsph.edu/research/centers-and-institutes/center-for-adolescent-health/>

#### **Healthy Sexuality for Sexual Violence**

##### **Prevention: A report on promising curriculum-based approaches**

[http://www.communitysolutionsva.org/files/Healthy\\_Sexuality\\_ReportFINAL\\_DRAFT.pdf](http://www.communitysolutionsva.org/files/Healthy_Sexuality_ReportFINAL_DRAFT.pdf)

#### **Office of Adolescent Health**

<http://www.hhs.gov/ash/oah/>

#### **Planned Parenthood: Tools for Educators**

<http://www.plannedparenthood.org/resources/>

#### **Teaching Sexual Health.Ca: Teacher's Portal**

<http://teachers.teachingsexualhealth.ca/>

#### **Trans Youth Family Allies: For Educators**

<http://www.imatyfa.org/resources/educators/>

It's time...to talk about it! Your voice. Our future. Prevent sexual violence.

## References

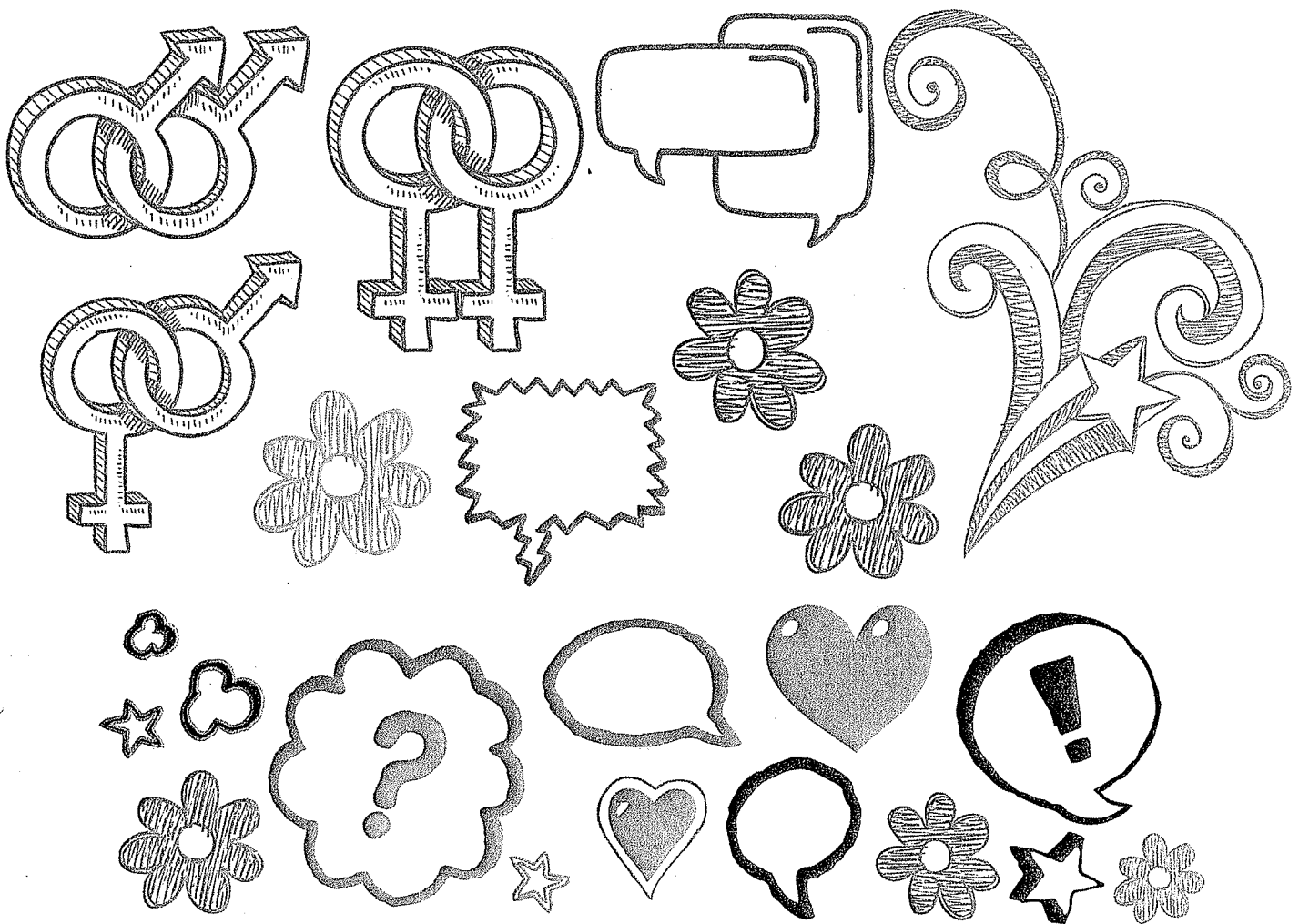
Gruber, E., & Grube, J. W. (2000). Adolescent sexuality and the media: A review of current knowledge and implications. *Western Journal of Medicine*, 172, 210-214. doi:10.1136/ewjm.172.3.210 Retrieved from the U.S. National Library of Medicine, National Center for Biotechnology Information: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1070813/pdf/wjm17200210.pdf>

McNeely, C., & Blanchard, J. (2009). *The teen years explained: A guide to healthy adolescent development*. Retrieved from the Johns Hopkins Bloomberg School

of Public Health: <http://www.jhsph.edu/sebin/s/e/interactive%20guide.pdf> Strasburger, V. C. (2005).

Adolescents, sex and the media: Ooooo, baby, baby – a q&a. *Adolescent Medicine Clinics*, 16, 269-288. doi:10.1016/j.admecli.2005.02.009. Retrieved from the New South Wales Centre for the Advancement of Adolescent Health: [http://www.caah.chw.edu.au/conference/papers/paper\\_02.pdf](http://www.caah.chw.edu.au/conference/papers/paper_02.pdf)

Teipel, K. (n.d.). *Understanding adolescence: Seeing youth through a developmental lens*. Minneapolis, MN: University of Minnesota, Konopka Institute, State Adolescent Health Resource Center.








GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

5c1

## Memorandum

**DATE:** March 10, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of April 1, 2014

### It is recommended that the Board:

Approve and sign the Resolution and authorize the Sheriff to sign the 2014-2015 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating & Waterways Financial Aid Program.

### Background and Discussion:

The Boating Safety and Enforcement Financial Aid Program provides funding for the Plumas County Sheriff's Boating Safety and Enforcement Unit to provide education and information on boating safety issues, supervise organized water events, provide assistance to water users, and enforce state and local laws on the waterways in Plumas County.

The funding awarded in the annual contract for BS&E program costs for fiscal year 14/15 is a baseline allocation of \$132,511.00. The program requires a county contribution of the estimated county boat tax revenue in the amount of \$17,924.44. The total BS&E program budget for FY 14/15 is \$150,435.44.

This agreement shall be for the term beginning July 1, 2014 and ending June 30, 2015.

Resolution and contract have been reviewed by County Counsel.



## Boating Safety and Enforcement Financial Aid Program Agreement

This agreement entered into this *1<sup>ST</sup> day of July, 2014*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called "Department," and the *COUNTY OF PLUMAS*, hereinafter called "Agency";

### WITNESSETH

**WHEREAS**, Contingent on approval of the Fiscal Year 2014-2015 budget, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

**WHEREAS**, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this agreement and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

**WHEREAS**, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual agreement with each participating agency;

**NOW, THEREFORE**, it is mutually agreed as follows:

#### **I. Applicable Law**

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Agreement shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

#### **II. Description of Services**

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

#### **III. Payments**

- A. Maximum Amount. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed \$132,511.00 for the agreement term in full consideration of Agency's performance of the services described in this agreement.
- B. Rate of Payment. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a \_\_\_monthly **OR** **X**\_\_\_quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency's allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

**IV. Records**

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

**V. Notice**

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

***TO DEPARTMENT***

*Ms. Corrina Dugger*  
*Department of Parks and Recreation*  
*Division of Boating and Waterways*  
*One Capitol Mall, Suite 500*  
*Sacramento, CA 95814*

***TO AGENCY***

*Plumas County Sheriff*  
*1400 E. Main Street*  
*Quincy, CA 95971*

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

**VI. Term**

This agreement shall be for the term beginning **July 1, 2014**, and ending **June 30, 2015**.

**VII. Prior Agreements**

All prior agreements regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this agreement.

**VIII. Amendment**

No amendment or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

**IX. Termination**

Agency may terminate this agreement without cause in writing at any time. Department may terminate this agreement without cause upon a sixty (60) days written notice served upon the Agency.

**X. Special Provisions**

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.

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

CALIFORNIA DEPARTMENT OF PARKS AND  
RECREATION, DIVISION OF BOATING AND  
WATERWAYS

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

Sylvia Ortega Hunter, Deputy Director  
*California Department of Parks and Recreation,  
Division of Boating and Waterways*

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

“Department”

COUNTY OF PLUMAS

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

Title: Sheriff

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

“Agency”

Approved as to form:

Stephen J. Mamed, Deputy 2/26/14  
COUNTY COUNSEL

**PLUMAS COUNTY BOARD OF SUPERVISORS**  
**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** THE SHERIFF OF PLUMAS COUNTY DESIRES TO UNDERTAKE A CERTAIN PROJECT DESIGNATED "THE PLUMAS COUNTY SHERIFF'S BOATING SAFETY AND ENFORCEMENT PROGRAM" FOR FY 2014-2015, TO BE ADMINISTERED BY THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS.

**NOW, THEREFORE,** BE IT RESOLVED THAT THE SHERIFF OF THE COUNTY OF PLUMAS IS AUTHORIZED TO SIGN AND SUBMIT THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM CONTRACT ON BEHALF OF THE BOARD OF SUPERVISORS. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN THE QUARTERLY ACTIVITY REPORT (803) AND ANNUAL ACTIVITY REPORT. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN ALL QUARTERLY CLAIMS FOR REIMBURSEMENT. THE GRANT PROPOSALS AND ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO, WILL BE APPROVED BY THE BOARD OF SUPERVISORS.

**IT IS AGREED,** THAT THE COUNTY OF PLUMAS SHALL COMPLY WITH THE FISCAL AND OPERATIONAL REQUIREMENTS OF THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM GUIDELINES.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF SUPERVISORS OF PLUMAS COUNTY IN A MEETING THEREOF HELD ON \_\_\_\_\_, 2014 BY THE FOLLOWING VOTE;

**AYES;**

**NOES;**

**ABSENT;**

**CHAIR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPED NAME AND TITLE:** \_\_\_\_\_ Jon Kennedy \_\_\_\_\_

**ATTEST; SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPED NAME AND TITLE:** \_\_\_\_\_ Nancy DaForno, Clerk \_\_\_\_\_




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

5C2

## Memorandum

**DATE:** March 20, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of April 1, 2014

### Recommended Action:

Approve and authorize Sheriff to sign Agreement Number 2014-37 with the U.S. Department of Justice, Drug Enforcement Agency in the amount of \$50,000.00.

Approve supplemental budget request for funding.

### Background and Discussion:

The Sheriff's Office received a grant award from the U.S. Department of Justice (USDOJ), Drug Enforcement Administration (DEA) for the Domestic Cannabis Eradication & Suppression Program (DCESP) for 2014 in the amount of \$50,000.

This funding is used specifically for payment of overtime costs and expenses associated with cannabis eradication.

County Counsel has reviewed and approved this agreement.

A supplemental budget request is required for funding to be received this fiscal year for DCESP.



TRANSFER NUMBER  
(Auditor's Use Only)

Date 3/20/2014

Board  
Board  
Board  
Auditor  
Auditor

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

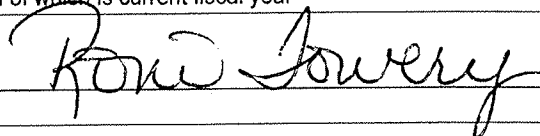
A) Supplemental budget request for funding to be received from DEA for Domestic Cannabis Suppression/Eradication

B) N/A

C) Funding to be received this fiscal year and expenses incurred during grant award period

D) Funding awarded for period of 01/01/14-12/31/14 - half of which is current fiscal year

Approved by Department Signing Authority:



☐ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

### **INSTRUCTIONS:**

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



U. S. Department of Justice  
Drug Enforcement Administration

---

Agreement Number 2014-37

This Letter of Agreement (LOA) is entered into between the **PLUMAS COUNTY SHERIFF'S DEPARTMENT**, hereinafter referred to as (**THE AGENCY**), and the DRUG ENFORCEMENT ADMINISTRATION (DEA) OF THE UNITED STATES DEPARTMENT OF JUSTICE (DOJ), hereinafter referred to as DEA, in reference to the following:

There is evidence that trafficking in marijuana (cannabis) has a substantial and detrimental effect on the health and general welfare of the people of the *State of California*. The parties hereto agree that it is to their mutual benefit to cooperate in locating and eradicating cannabis plants and to investigate and prosecute those cases before the courts of the United States (U.S.) and the courts of the *State of California*. DEA, pursuant to the authority of 21 U.S.C. § 873, proposes to provide certain necessary funds and **THE AGENCY** is desirous of securing funds.

NOW, therefore, in consideration of the mutual covenants hereinafter contained, the parties hereto have agreed as follows:

1. **THE AGENCY** will, with its own law enforcement personnel and employees, as hereinafter specified, perform the activities and duties described below:
  - a. Gather and report intelligence data relating to the cultivation, possession, and distribution of cannabis.
  - b. Investigate and report instances involving the trafficking in controlled substances.
  - c. Provide law enforcement personnel for the eradication of cannabis located within the *State of California*.
  - d. Make arrests and refer to the appropriate prosecutorial authority cases for prosecution under controlled substances laws and other criminal laws.
  - e. Send required samples of eradicated cannabis to the National Institute on Drug Abuse (NIDA) Potency Monitoring Project.
  - f. **MANDATORY requirement for THE AGENCY to utilize the Web-based DEA internet Capability Endeavor(DICE) or if applicable the Firebird based DEA Analysis/Response Tracking System (DARTS) to report all statistics and seizures per incident, to include the submission of significant items for de-confliction and information sharing purposes.**
  - g. Submit to DEA quarterly expenditure reports.
2. It is understood and agreed by the parties to this Agreement that the activities described in Sub-paragraphs a, b, c, d, e, f, and g of paragraph one shall be accomplished with existing personnel, and that the scope of **THE AGENCY's** program with respect to those activities by such personnel shall be solely at **THE AGENCY's** discretion, subject to appropriate limitations contained in the budget adopted by **THE AGENCY**, except that **THE AGENCY** understands and agrees that DEA funds and

the result of expended funds (e.g. equipment, supplies and other resources) must be directly related to and must only be used for marijuana eradication program activities in a manner consistent with the Controlled Substances Act (CSA), 21 U.S.C. § 801 et seq.

3. DEA will pay to *THE AGENCY* Federal funds in the amount of **FIFTY THOUSAND DOLLARS (\$50,000.00)** for the period of JANUARY 1, 2014, to DECEMBER 31, 2014, to defray costs relating to the eradication and suppression of cannabis. These Federal funds shall only be used for the eradication of cannabis as provided in this agreement. *THE AGENCY* understands and agrees that Federal funds provided to *THE AGENCY* under this Agreement will not be used to defray costs relating to herbicidal eradication of cannabis without the advance written consent of DEA. *THE AGENCY* understands and agrees that Federal funds will not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA. The result of expended funds (e.g. equipment, supplies and other resources) must be directly related to and must only be used for marijuana eradication activities. While using the Federal funds provided to *THE AGENCY* under this Agreement for activities on Federal land, *THE AGENCY* agrees to notify the appropriate local office of the U.S. Department of Agriculture, (Forest Service) and the U.S. Department of the Interior (Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, and/or Bureau of Reclamation) of *THE AGENCY*'s presence on Federal land.

4. The Federal funds provided to *THE AGENCY* are primarily intended for payment of deputies'/officers' overtime while those deputies and officers are directly engaged in the cannabis eradication process, **(per DOJ policy, the annual maximum overtime reimbursement rate is based on the current year General Pay Scale / rest of the United States and cannot exceed 25% of a GS-12, Step 1; the funds shall only be used to pay the normal overtime rate, i.e. time and a half. The overtime reimbursement rate "shall not include any cost for benefits, such as retirement, FICA, or other expenses", which is specifically prohibited by DOJ)** and for per diem and other direct costs related to the actual conduct of cannabis eradication. Examples of such costs includes rental of aircraft, fuel for aircraft, and minor repairs and maintenance necessitated by use to support cannabis eradication. These Federal funds are not intended as a primary source of funding for the purchase of equipment, supplies, or other resources. When Domestic Cannabis Eradication Suppression Program (DCE/SP) funds are used to purchase supplies, equipment, or other resources, those items must be directly related to and must only be used for marijuana eradication activities and may not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring

compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA. *[Agency Initial \_\_\_\_\_]*

All purchases of equipment, supplies and other resources must have approval from DEA. Procurement of these items is subject to the following approval authority: LOA expenditures up to \$2,500 will be approved at DEA Division level. When expenditures exceed \$2,500, prior to the purchase being made, the LOA must request authorization in writing, *through* the respective DEA Division, *to OMS*. Requests must include manufacturer specifications and pricing of the item (including tax, if applicable) to be purchased. OMS will notify the state/local agency whether or not the purchase has been approved. Unless specifically approved in advance, expenditures for equipment should not exceed 10% of the total Federal funds awarded. Although equipment, supplies, and other resources may be specifically itemized in the Operation Plan, **they are not automatically approved for purchase**. All requests for purchases must be received in HQ/OMS by October 15th. Exemptions to any of these requirements must have prior HQ/OMS approval.

Per the DOJ, none of the funds allocated to you may be used to purchase promotional items, gifts, mementos, tokens of appreciation, or other similar items. Prohibited purchases include items justified as training aids if they are embossed, engraved or printed with **THE AGENCY** or program logos. Additionally, the use of DCE/SP funds for Demand Reduction expenses is no longer authorized.

5. In compliance with Section 623 of Public Law 102-141, **THE AGENCY** agrees that no amount of these funds shall be used to finance the acquisition of goods or services unless **THE AGENCY**:

- (a) Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved the amount of Federal funds that will be used to finance the acquisition; and
- (b) Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to procurements for goods or services that have an aggregate value of \$500,000 or more. Any goods or services acquired under this provision of the agreement must be directly related to and must only be used for marijuana eradication activities and may not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

6. If DEA approves the purchase of supplies (all tangible personal property other than "equipment" as defined by 28 C.F.R. § 66.32/66.33), and there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of this Agreement, and if the supplies are not needed for any other federally sponsored programs or

projects, **THE AGENCY** shall compensate DEA for DEA's share and in any case the supplies will not be used directly or indirectly to support any state, county or local entity that authorizes cultivating marijuana or has direct oversight or regulatory responsibilities for a state authorized marijuana program. **THE AGENCY** agrees that any unused supplies not exceeding \$5,000 in total aggregate fair market value upon termination or completion of this Agreement will either be used for the marijuana eradication activities, returned to DEA, or destroyed, but in any case will not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

7. If DEA approves the purchase of equipment (tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit) for the use of **THE AGENCY**'s personnel engaged in cannabis eradication under this Agreement, **THE AGENCY** will use, manage, and dispose of the equipment in accordance with 28 C.F.R. § 66.32/66.33, except that in no case, regardless of useful life and acquisition cost, will the equipment be used directly or indirectly to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

8. Payment by DEA to **THE AGENCY** will be in accordance with a schedule determined by DEA and said payment will be made pursuant to the execution by **THE AGENCY** of a Request for Advance or Reimbursement (SF-270) and receipt of same by DEA. However, no funds will be paid by DEA to **THE AGENCY** under this Agreement until DEA has received to its satisfaction an accounting of the expenditures of all funds paid to **THE AGENCY** during the previous year Agreement. The final/closeout expenditure report will be documented on a Financial Status Report (SF-425) and an October thru December (FINAL) Accounting Form.

9. It is understood and agreed by **THE AGENCY** that, in return for DEA's payment to **THE AGENCY** of Federal funds, **THE AGENCY** will comply with all applicable Federal statutes, regulations, guidance, and orders, including OMB Circular A-102 (administrative requirements), OMB Circular A-87 (cost principles, codified at 2 C.F.R. Part 225), OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations", 28 C.F.R. Part 66 (grants management common rule), 2 C.F.R. § 2867 (non-procurement suspension & debarment), 28 C.F.R. Part 83 (Drug-Free Workplace Act common rule), 28 C.F.R. Part 69 (Byrd Anti-Lobbying Amendment common rule), and DOJ Order 2900.8A (June 20, 1990). The Financial Guide



published by the office of the Comptroller, Office of Justice Programs, U.S. Department of Justice contains helpful information regarding compliance requirements. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. In conjunction with the beginning date of the award, the audit report period of *THE AGENCY* under the single audit requirement is 01/01/2014 through 12/31/2014.

10. *THE AGENCY* acknowledges that arrangements have been made for any required financial and compliance audits and audits will be made within the prescribed audit reporting cycle. *THE AGENCY* understands that failure to furnish an acceptable audit as determined by the cognizant Federal agency may be a basis for denial of future Federal funds and/or refunding of Federal funds and may be a basis for limiting *THE AGENCY* to payment by reimbursement on a cash basis. *THE AGENCY* further understands that its use of DEA funds or the result of expended DEA funds (e.g. equipment, supplies and other resources) for any use other than the marijuana eradication program activities, including but not limited to its use directly or indirectly to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA, will be a basis for denial of future Federal funds and/or refunding of Federal funds and may be a basis for limiting *THE AGENCY* to payment by reimbursement on a cash basis.

11. *THE AGENCY* shall maintain complete and accurate reports, records, and accounts of all obligations and expenditures of DEA funds under this Agreement in accordance with generally accepted government accounting principles and in accordance with state laws and procedures for expending and accounting for its own funds. *THE AGENCY* shall further maintain its records of all obligations and expenditures of DEA funds under this Agreement in accordance with all instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.

12. *THE AGENCY* shall permit and have available for examination and auditing by DEA, the U.S. Department of Justice Office of Inspector General, the Government Accountability Office, and any of their duly authorized agents and representatives, any and all investigative reports, records, documents, accounts, invoices, receipts, and expenditures relating to this Agreement. In addition, *THE AGENCY* will maintain all such foregoing reports and records for three years after termination of this Agreement or until after all audits and examinations are completed and resolved, whichever is longer.

13. *THE AGENCY* agrees that an authorized officer or employee will execute and return to the DEA Regional Contractor, the LOA; Request for Advance or Reimbursement (SF-270); Electronic Funds Transfer Memorandum; Certifications Regarding Lobbying; Debarment, Suspension, & Other Responsibility Matters; Drug Free Workplace Requirements (OJP Form 406 1/6); and the Assurances (OJP Form 4000/3). *THE AGENCY* acknowledges that this Agreement will not take effect and that no Federal funds will be awarded by DEA until DEA receives the completed LOA package.

14. Employees of **THE AGENCY** shall at no time be considered employees of the U.S. Government or DEA for any purpose, nor will this Agreement establish an agency relationship between **THE AGENCY** and DEA.

15. **THE AGENCY** shall be responsible for the acts or omissions of **THE AGENCY's** personnel. **THE AGENCY** and **THE AGENCY's** employees shall not be considered as the agent of any other participating entity. Nothing herein is intended to waive or limit sovereign immunity under other federal or state statutory or constitutional authority. This Agreement creates no liability on the part of the DEA, its agents or employees, or the U.S. Government for any claims, demands, suits, liabilities, or causes of action of whatever kind and designation, and wherever located in the **State of California** resulting from the DCE/SP funded by DEA.

16. **THE AGENCY** shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the U.S. Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H, and I.

17. Within thirty (30) days after termination of the Agreement, **THE AGENCY** will prepare an October thru December (FINAL) Accounting Form and a Financial Status Report SF-425, itemizing the breakdown of final expenditures. The October thru December (FINAL) Accounting Form and the SF-425, along with a refund check, payable to DEA funds not obligated or expended funds which were advanced by DEA pursuant to this Agreement, will be returned to the DEA Regional Contractor by January 31st.

18. Upon submission of the October – December (FINAL) Accounting Form and Financial Status Report SF- 425 to your regional contractor for the preceding year, a copy of the general ledger and the underlying supporting documentation reflecting the expenditures for equipment in excess of \$2,500, that was previously approved by OMS, and the expenses associated with the rental or leasing of vehicles or aircraft must be attached.

19. The duration of this Agreement shall be as specified in Paragraph 3, except that this Agreement may be terminated by either party after 30 day written notice to the other party. All obligations that are outstanding on the above prescribed termination date or on the date of any thirty (30) day notice of termination shall be liquidated by **THE AGENCY** within sixty (60) days thereof, in which event DEA will only be liable for obligations incurred by **THE AGENCY** during the terms of this Agreement. In no event shall **THE AGENCY** incur any new obligations during the period of notice of termination. **THE AGENCY** shall return to DEA all unexpended funds forthwith after the sixty (60) day liquidation period. In the event that the agreement is terminated, any DEA funds that have been obligated or expended and the result of expended funds (e.g. equipment, supplies and other resources) will be used and disposed of in accordance with the provisions of this agreement.

20. **THE AGENCY** must be registered in the System for Award Management (SAM) to receive payment of Federal funds. There are two steps to registering in SAM. **First, THE AGENCY** must have a Data Universal Numbering System (DUNS) number. [A “+4 extension” to a DUNS number (DUNS+4) is required when there is a need for more than one bank/electronic funds transfer account for a location.] A DUNS number may be obtained via the internet (<http://fedgov.dnb.com/webform>)

or by phone (U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867). **Second, *THE AGENCY*** must then register with SAM via the internet SAM [www.sam.gov](http://www.sam.gov). Questions regarding the internet registration process may be directed to 1-866-606-8220 (follow the prompts for SAM). Both the DUNS number and registration in SAM are free of charge.

**Note: It is *THE AGENCY*'s responsibility to update their SAM registration annually or whenever a change occurs.**

***THE AGENCY*'s** current DUNS No. is 137165549.

***THE AGENCY*'s** opportunity to enter into this Agreement with DEA and to receive the Federal funds expires sixty days from date of issuance. Agreement issued on 03/17/2014.

Approved as to form:

**PLUMAS COUNTY SHERIFF'S DEPARTMENT**

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

Title: Sheriff

*Stephen S. Mamed, Deputy* 3/19/14  
COUNTY COUNSEL

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

*Agency, please submit original signed LOA & associated paperwork to your DEA Regional Contractor.*

**DRUG ENFORCEMENT ADMINISTRATION**

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

Special Agent in Charge  
San Francisco Field Division

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

*SAC, please submit original signed LOA & associated paperwork to your Fiscal Office.*

**DEA DIVISIONAL FISCAL CLERK MUST INPUT INTO UFMS & COMPLETE THE BOTTOM OF THIS SECTION**

**ACCOUNTING CLASSIFICATION/OBLIGATION NUMBER:**

2014/S1R/OM/8210000/DOM-G2/01IB/DCE/OPS: \_\_\_\_\_

UFMS Input Date: \_\_\_\_\_ CT No. \_\_\_\_\_

IO No. \_\_\_\_\_ DP No. \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Fiscal, please submit original signed LOA & associated paperwork to your DEA Regional Contractor.*

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>  <i>(See instructions on back)</i>		OMB APPROVAL NO.  <b>0348-004</b>		PAGE 1 OF 2 PAGES	
		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  <b>Drug Enforcement Administration</b>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY  <b>2014-37</b>		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	
6. EMPLOYER IDENTIFICATION NUMBER  <b>94-6000528</b>	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) <b>January 1, 2014</b> TO (month, day, year) <b>December 31, 2014</b>			
9. RECIPIENT ORGANIZATION  Name: <b>Plumas County Sheriff's Department</b>  Number and Street: <b>1400 E Main St</b>  City, State and ZIP Code: <b>Quincy CA 95971</b>		10. PAYEE (Where check is to be sent if different than Item 9)  Name:  Number and Street:  City, State and ZIP Code:			
<b>11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED</b>					
PROGRAMS/FUNCTIONS/ACTIVITIES ➤		(a) Original Letter of Agreement	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)		\$50,000.00			\$50,000.00
b. Less: Cumulative program income					
c. Net program outlays (Line a minus line b)		\$50,000.00			\$50,000.00
d. Estimated net cash outlays for advance period					
e. Total (Sum of lines c & d)		\$50,000.00			\$50,000.00
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e		\$50,000.00			\$50,000.00
h. Federal payments previously requested					
i. Federal share now requested (Line g minus line h)		\$50,000.00			\$50,000.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				
<b>12. ALTERNATE COMPUTATION FOR ADVANCES ONLY</b>					
a. Estimated Federal cash outlays that will be made during period covered by the advance					
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					
c. Amount requested (Line a minus line b)					<b>\$0.00</b>

# **CERTIFICATION**

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER AND EXTENSION)
	Greg Hagwood, Sheriff	(530) 283-6375

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

## **INSTRUCTIONS**

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.	11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.	11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.	11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.	13	Complete the certification before submitting this request.
Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.			
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or		



U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

tion with a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,



(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Plumas County Sheriff's Office  
1400 E. Main Street  
Quincy, CA 95971-9403

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Agreement Number: 2014-37

EIN: 94-6000528

4. Typed Name and Title of Authorized Representative

Greg Hagwood, Sheriff

5. Signature

6. Date



## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally - assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date




# Office of the Sheriff

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

503

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** March 20, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of April 1, 2014

**It is recommended that the Board:**

Approve and sign contract #PCSO00025 between the Plumas County Sheriff's Office (PCSO) and RSH, Inc. dba Horton Tire Center in the amount of \$15,000.

**Background and Discussion:**

The term of this contract is 05/01/14 – 04/30/15. The purpose of this contract is for vehicle maintenance & service.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and RSH, INC. a corporation, doing business as Horton Tire Center (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Fifteen Thousand and No/100 Dollars (\$15,000.00).
3. Term. The term of this agreement shall be from May 1, 2014 through April 30, 2015, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.



11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Sheriff's Department  
County of Plumas  
1400 E. Main Street  
Quincy, CA 95971  
Attention: Roni Towery

Contractor:

Horton Tire Center  
116 E. Main Street  
Quincy, CA 95971  
Attention: Ron Horton

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

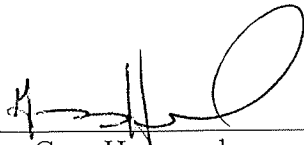
**CONTRACTOR:**

RSH, Inc.  
dba Horton Tire Center

**COUNTY:**

County of Plumas, a political subdivision of  
the State of California

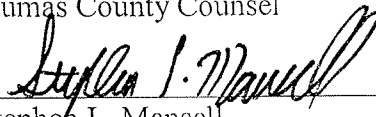
By: \_\_\_\_\_  
Name: Ron Horton  
Title: President  
Date signed:

By:  \_\_\_\_\_  
Name: Greg Hagwood  
Title: Sheriff-Coroner  
Date signed: 3/20/14

By: \_\_\_\_\_  
Name: Stephanie Horton  
Title: Vice President  
Date Signed:

By: \_\_\_\_\_  
Name: Jon Kennedy  
Title: Chair, Board of Supervisors  
Date signed:

**APPROVED AS TO FORM:**

Plumas County Counsel  
 \_\_\_\_\_  
Stephen L. Mansell  
Deputy County Counsel  
Date signed: 3/18/14

## **EXHIBIT A**

### **Scope of Work**

1. Provide general automotive repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
  - a. Lube, oil and filter changes (LOF).
  - b. Sale and installation of new tires.
  - c. Tire rotation.
  - d. Mounting and balancing of tires.
  - e. Vehicle alignment.
  - f. Brakes and shocks repair and replacement.
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

## **EXHIBIT B**

### **Fee Schedule**

1. Labor shall be charged at a maximum of \$90 per hour.
2. Prices for tires quoted prior to installation.
3. LOF changes with inspection shall be charged at \$32.50 (all inclusive) for up to five (5) quarts of oil, with no charge rotation with Les Schwab tires.
4. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
5. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

504

## Memorandum

**DATE:** March 26, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of April 8, 2014

**It is recommended that the Board:**

Approve and authorize the Sheriff to publicly advertise and solicit bids for nursing services at the Plumas County Correctional Facility.

**Background and Discussion:**

The Plumas County Sheriff's Office is responsible for the Plumas County Correctional Facility, and the inmates which are held in that facility. Among the responsibilities of the Plumas County Sheriff's Office is to provide quality, respectful medical services to the inmates of the facility.

This Request for Proposal was written to solicit all qualified contractors to submit a proposal for review.



# Request for Proposal: Correctional Nursing Services

---

The Plumas County Sheriff's Office is responsible for the Plumas County Correctional Facility, and the inmates which are held in that facility. Among the responsibilities of the Plumas County Sheriff's Office is to provide quality, respectful medical services to the inmates of the facility.

The purpose for this Request for Proposal is to seek and enter into a contract with a professional nursing services contractor.

## Scope of Work

Services to be provided by the contractor to the Plumas County Correctional Facility, and the amounts of the services, shall be as follows:

- a. One (1) nurse shall be present on-site at the correctional facility Monday through Friday (excluding holidays) for a minimum of eight (8) hours. This nurse shall provide daily "sick call" to inmates and handle administrative tasks related to the provision of services.
- b. At least one (1) nurse shall be on-call at all other times, including holidays, to provide call-back nursing services as requested by the correctional facility.
- c. All nurses shall be supervised by doctors associated with the North Fork Family Medicine Practice Group, unless an alternative physician-supervision arrangement is included in the proposal and accepted by the County in its sole discretion. **Contractor shall enter into an appropriate agreement with North Fork Family Medicine to provide for such supervision in the absence of an alternative physician supervision arrangement approved by the County.** Nurses shall perform triage on medical requests from inmate patients and shall consult with physicians regarding care and treatment of inmate patients as is necessary and appropriate. Nurses shall dispense medications to inmate patients in accordance with physicians' orders.

## Other Minimum Qualifications

All nursing and other medical professionals shall have all necessary licenses from the appropriate licensing agencies, and such licenses shall be current and in good standing. The contractor shall provide copies of those licenses to the Plumas County Sheriff's Office upon request.

The contractor and all professionals providing services under this contract must be covered by general commercial liability and professional malpractice liability insurance policies with minimum coverage

limits no less than \$1,000,000. Responding parties shall submit Certificates of Insurance evidencing such coverage as part of their proposals. Failure to include these Certificates of Insurance in a proposal may result in the rejection of that proposal.

### Contract Term

The Plumas County Correctional Facility is currently under contract with a nursing services provider. The term of the contract is one (1) year and ends on June 30, 2014. This Request for Proposals is for the one-year period beginning July 1, 2014 and ending June 30, 2015. Up to two (2) County-held one-year renewal options may be negotiated.

### Submission of Proposals

Each proposal must contain an original signature of a party authorized to act as an agent of the responding contractor. All proposals shall be submitted, in triplicate, in a sealed envelope to:

Assistant Sheriff Dean Canalia  
1400 East Main Street  
Quincy, Ca 95971  
(530) 283-6390

Proposals must be received by the Sheriff's Office staff no later than 1 p.m. on May 1, 2014. Upon receipt, proposals shall be marked with the date and time of the receipt and shall be stored in a secure place until the date and time set for the opening of proposals. Telephonic, telegraphic, emailed, or faxed proposals will not be accepted. Proposals received after 1 p.m. on May 1, 2014 will be considered non-responsive and will be rejected.

Questions regarding this Request for Proposals shall be directed to Assistant Sheriff Dean Canalia, at the address and phone number listed above.

The Plumas County Sheriff's Office reserves the right to issue one or more addenda to this RFP if the PCSO deems it necessary to revise or clarify this original RFP.

The Plumas County Sheriff's Office reserves the right to reject any and all submittals and to waive any informality, technical defect or clerical error in any submittal. This RFP is not an offer to contract. The accepted proposal may become part of the contract agreement for furnishing the services.

The cost of developing the proposal and its attachments or enclosures, is the sole responsibility of the responding contractor. The Plumas County Sheriff's Office is not liable for any costs incurred by those responding to this RFP by submitting a proposal.

## Evaluation and Award

Proposals will be initially reviewed by a panel appointed by the Plumas County Sheriff's Office administration to verify that each proposal meets all of the minimum, mandatory, and administrative requirements. Those proposals not meeting the minimum, mandatory, and administrative requirements may be deemed non-responsive and given no further consideration. Those remaining after the initial review will then be reviewed by the panel for in-depth evaluation as set forth in the Request for Proposal. Evaluations of the proposals will be made by the panel, which will note any exceptions and record each proposal's scores based on the established criteria. Scores shall be summarized and recorded when the evaluations have been completed.

The evaluation criteria will not be based solely on lowest cost, although cost will be a significant consideration. The review panel will also consider the following additional factors:

1. Experience consistent with the standard of care, diligence and skill ordinarily exercised by professionals in this field.
2. Familiarity with Title 15 of the California Code of Regulations(i.e., correctional health regulations) and all laws that may affect the contractor's performance.
3. Demonstrated ability to work with inmates.
4. Demonstrated ability to work in an unfriendly environment.
5. Demonstrated ability to work within the confines of a correctional facility.
6. Reputation, financial resources, and past performance history.

Discussions and/or interviews may be conducted with responding contractors who have submitted proposals determined to be reasonably susceptible of being selected for award. The evaluation panel may re-evaluate the proposals and revise proposal scores after these discussions and/or interviews. The evaluation panel shall then make a written award recommendation to the Plumas County Sheriff based on its final proposal scores. The Plumas County Sheriff shall then make the final selection, subject to the approval of the Plumas County Board of Supervisors. The Plumas County Sheriff's Office shall notify in writing all parties that submitted proposals of the award recommendation and the proposed award date.

The winning contractor will be required to execute a contract on the Plumas County standard form contract. A copy of the contract is available on request from the Plumas County Sheriff's Office.

## Protests and Appeals

Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed proposal procedure may protest the procurement action taken. Such protests must be filed in writing with:

County of Plumas  
Purchasing Agent  
520 Main Street, Room 309  
Quincy, CA 95971

Protests must be filed in writing within five (5) working days from the time of the occurrence generating the protest. Protests received after this time will not be considered. Any protest shall include the following information:

1. The date and action taken resulting in a protest, and
2. Identify the material issue, including a detailed explanation of the basis for the protest, and the remedy sought.

Upon receipt of protest, the Purchasing Agent will convene, at the earliest possible convenience, discussions between the protesting party and appropriate County staff to seek informal resolution and/or to clarify the issues. If the protest is not resolved by mutual agreement, the Purchasing Agent shall provide a written response to the protesting party within fifteen (15) working days following the informal meeting. The response shall state the Purchasing Agent's decision, the facts supporting the decision, and shall inform the protesting party of its right to appeal the decision to the Board of Supervisors.

# PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION


---

5D

Memo

Date: March 24, 2014

To: Honorable Board of Supervisors

 From: David Keller, Executive Director, Plumas County Community Development Commission

RE: Authorization to use the Plumas County Community Development Block Grant (CDBG) Revolving Loan Fund as a temporary source of funds to pay current CDBG obligations.

## **Background**

As we have discussed at the Community Development Commission, the State Department of Housing and Community Development (HCD) is not able to process cash reimbursement requests for CDBG funds in a timely manner. Payments to (in many cases local) vendors, consultants, engineers, architects, and contractors providing supplies and services to Block Grant projects are being severely delayed.

While we will be having discussions with HCD regarding timely payments, we still are in an unacceptable position of not being able to pay CDBG obligations in a timely manner.

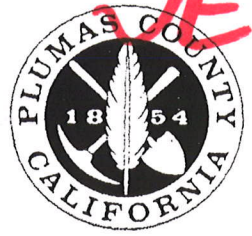
CDC Staff has recommended (and the Community Development Commission Board has concurred) to use the County Revolving Loan Fund (RLF) - capitalized with funds from previous CDBG activities - as "cash flow" to make payments to cover current CDBG obligations.

The RLF fund would be replenished when the cash reimbursements are received from HCD. An Accounts Receivable entry will be made for all outstanding disbursements from the RLF fund.

# BOARD OF SUPERVISORS

---

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



April 01, 2014

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

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
• **Quincy Junior Senior High School**  
**2014 Senior Prom - April 26, 2014**

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,

Jon Kennedy, Chair

Cc: Plumas County Director of Public Works