



## **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 MAY 06, 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**

- A. Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff
- B. Discussion and possible action to consider "Statement of Qualifications" submitted for the update of the Upper Feather River Integrated Regional Water Management Plan

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

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

- A. Presentation of *Certificates of Appreciation* to Mark Bennett and Richard Hamilton of the Public Works Road Department thanking them for their service to Plumas County and wishing them a well-deserved retirement
- B. Approve and authorize the Chair to sign letter of support for Assembly Bill 2703 – County Veterans Service Officers. Discussion and possible action
- C. Approve and authorize the Chair to sign Service Agreement with Kemper Consulting Group, not to exceed \$25,000, pending approval by County Counsel for independent Plumas County Mental Health Department review; approve a waiver of the competitive bidding process pursuant to Plumas County Purchasing Policy Section 301(a); and authorize payment to be made by the Plumas County Mental Health Department accordingly. Discussion and possible action
- D. Consider request of Tulare County Supervisor Allen Ishida and San Joaquin County Supervisor Larry Ruhstaller to join in sending a message to the legislature encouraging the development of a balanced 2014 Water Bond. Discussion and possible action

- E. Correspondence
- F. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- G. Appointments

**TAYLORSVILLE CEMETERY DISTRICT**

Appoint Suzette Reed and Delbert Lehr to the Taylorsville Cemetery District to fill vacancies

**LOCAL SOLID WASTE ENFORCEMENT APPEALS BOARD**

Appoint John Sciborski to the Local Solid Waste Enforcement Appeals Board replacing Bill Turner

**3. DEPARTMENTAL MATTERS**

**A) SHERIFF – Greg Hagwood**

- 1) Approve budget transfer for Jail of \$10,000 from Group Insurance (51090) to Overtime (51060) to cover costs for the remainder of FY 2013-2014. Discussion and possible action
- 2) Approve budget transfer for Court Security of \$5,000 from Other Wages (51020) to Overtime (51060) to cover costs for the remainder of FY 2013-2014. Discussion and possible action
- 3) Approve budget transfer of \$23,000 for the OHV/OSV Grant program from Overtime (51060) to Patrol Equipment (545700); authorization to waive formal competitive bidding requirements; and authorize purchase of specialized equipment from private party not to exceed the budgeted amount of \$35,000. Discussion and possible action
- 4) Sheriff's Boating Safety & Enforcement Unit – Presentation on Operation Safe Boat

**B) SOCIAL SERVICES – Elliott Smart**

Authorize the Department of Social Services to fill vacant, funded and allocated 1.0 FTE Employment and Training Worker I/II position. Discussion and possible action

**C) ALCOHOL & OTHER DRUG SERVICES – Louise Steenkamp**

- 1) Adopt **RESOLUTION** to amend the 2013 -2014 Position Allocation for Alcohol and Other Drug Services, Budget Unit 70580 (adding 1.0 FTE Department Fiscal Officer I; and 1.0 FTE Alcohol and Drug Prevention Coordinator); and amend the Job Description of Alcohol and Drug Prevention Coordinator. **Roll call vote**
- 2) Authorize the Director of Alcohol & Other Drug Services to begin recruitment to fill the 1.0 FTE Department Fiscal Officer I; and 1.0 FTE Alcohol and Drug Prevention Coordinator positions

**D) PUBLIC HEALTH AGENCY – Mimi Hall**

- 1) Adopt **RESOLUTION** to amend the 2013-2014 County Personnel Allocation to add 1.0 FTE Public Health Nurse I/II or Registered Nurse I/II or Licensed Vocational Nurse I/II in Budget Unit 70560; and authorize a recruitment to fill vacant funded position for: 1.0 FTE Public Health Nurse I/II or Registered Nurse I/II or Licensed Vocational Nurse I/II. **Roll call vote**
- 2) Approve budget transfer of \$8,000, Department 20480 (Senior Transportation Program) to cover costs for the remainder of FY 2013-2014. Discussion and possible action

**E) TREASURER/TAX COLLECTOR – Julie White**

- 1) Adopt **RESOLUTION** Revising and Updating the County Debt Advisory Committee. **Roll call vote**
- 2) Discussion and direction to staff to proceed with proposed refunding of Certificates of Participation 2003 Series "A" (COP's); and adopt **RESOLUTION** Appointing Members of the Board of Supervisors to the Board of Directors of the Plumas County Public Facilities Corporation. **Roll call vote** Discussion, possible action and/or direction to staff

**F) MANAGEMENT COUNCIL – Dony Sawchuk**

Executive report for April 2014

**G) HUMAN RESOURCES – Gayla Trumbo**

Designate a representative to the initial interview panel for the position of Chief Probation Officer. Discussion and possible action

H) **PROBATION** – Dan Prince

Authorize the Acting Chief Probation Officer to enter into a lease/rental agreement with Quincy Real Estate and Property Management for two Quincy locations at a total monthly rental amount of \$1,400 to house the Plumas County Day Reporting Center

I) **PUBLIC WORKS** – Robert Perreault

- 1) Approve budget transfer of \$3,400 from Acquisition Equipment 542600 to Printer 521820 for purchase of replacement plotter. Discussion and possible action
- 2) Solid Waste: Approve and authorize the Chair and the Director of Public Works to execute Amendment No. 2 to the Professional Services Agreement with R3 Consulting Group increasing the contract amount to \$25,000. Discussion and possible action
- 3) Solid Waste: Approve budget transfer of \$74,252 from Capital Improvement Account 548210 to Transfer Account 580000 for completion of the Chester Transfer Station Recycle Center Capitol Improvement Project. Discussion and possible action

4. **SHASTA CASCADE WONDERLAND ASSOCIATION** – Jeff Titcomb

- A. Report and update by Jeff Titcomb, Plumas County representative on activities of the Shasta Cascade Wonderland Association
- B. Consider request of Shasta Cascade Wonderland Association that Plumas County contribute \$500 annually for membership to the Association; and contribute up to \$250 to sponsor a table at the upcoming Tourism Summit. Discussion and possible action
- C. Discussion and possible action regarding re-appointment of Jeff Titcomb to the Shasta Cascade Wonderland Association as representative to Plumas County

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) **BOARD OF SUPERVISORS**

Approve and authorize the Chair to execute letter to the State Department of Transportation for encroachment permit (Mohawk Valley Stewardship Council – Annual Fundraiser White Sulphur Springs Ranch June 29, 2014)

B) **CLERK OF THE BOARD**

Approve Board minutes for April 2014

C) **SHERIFF**

- 1) Approve and authorize the Chair to execute amendment to contract between Plumas County and RSH, Inc. dba Horton Tire Center increasing the amount to \$25,000. Approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign contract between Plumas County and Washoe County Medical Examiner and Coroner's Office

D) **ENVIRONMENTAL HEALTH**

Adopt **RESOLUTION** authorizing submittal of a grant application to Cal EPA to continue the Rural Underground Storage Tank Leak Prevention Program

E) **FACILITY SERVICES & AIRPORTS**

- 1) Approve Service Agreement with QT Technologies for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals and authorize the Airports Director to execute. Approved as to form by County Counsel
- 2) Accept donation of banners and banner brackets from Blue Star Mom's and authorize the Director of Facility Services to place the banners at his discretion at the Dame Shirley Plaza, Quincy

**F) PUBLIC WORKS**

Approve and authorize the Chair to sign amendment to the existing Services Agreement with Cashman Equipment increasing the maximum compensation from \$10,000 to \$20,000 through November 30, 2015. Approved as to form by County Counsel

**G) ALCOHOL & OTHER DRUG SERVICES**

Approve and authorize the Chair to sign Amendment No. 1 to Agreement with Skyway House for residential drug treatment services for the remainder of FY 2013-2014. Approved as to form by County Counsel

**H) PUBLIC HEALTH AGENCY**

- 1) Approve Service Agreements related to the Ryan White Part C Program for FY 2014-2015, and authorize the Chair to sign: ASUR Volunteer Services PARTC1415ASUR \$13,500, Great Northern Corporation PARTC1415GNC \$21,500, Karuk Tribe PARTC1415KARUK \$19,875, Lassen County Public Health PARTC1415LCPH \$22,302.00, Northeastern Rural Health PARTC1415NRHC \$16,250.00, Plumas District Hospital PARTC1415PDH \$18,000, Siskiyou County Public Health PARTC1415SCPH \$18,200, Siskiyou Medical Group PARTC1415SMG \$22,000. Approved as to form by County Counsel
- 2) Approve Service Agreements related to the SNAP-Ed Program, and authorize the Chair to sign: Lassen County Public Health SNAP1316LCPH \$79,705 and Modoc County Public Health SNAP1316MCPH \$48,672. Approved as to form by County Counsel
- 3) Approve Service Agreements related to the Ryan White Part B Program for Fiscal Year 2014-2015, and authorize the Chair to sign: Great Northern Corporation PARTB1415GNC \$61,874 and Lassen County Public Health PARTB1415LCPH \$16,812. Approved as to form by County Counsel

**NOON RECESS**

**6. 1:30 P.M. CALIFORNIA DEPARTMENT OF FISH & WILDLIFE**

Discussion and possible action regarding removal of trout in Gold Lake in the Bucks Lake Wilderness by the California Department of Fish & Wildlife

**7. 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: Existing litigation pursuant to Subdivision (d) (1) of Government Code Section 54956.9 (Workers Compensation Claim No. TIBP-550074)
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

**Convene as the Governing Board for the Plumas IHSS Public Authority**

F. Conference with staff regarding labor negotiations: In-Home Supportive Services providers represented by the California United Homecare Workers Union, Local 4034, AFSCME/SEIU"

**Adjourn as the Governing Board for the Plumas IHSS Public Authority and reconvene as the Board of Supervisors**

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, May 13, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.



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## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

**Date:** May 6, 2014

**To:** Honorable Chair and Governing 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:** Discussion and consideration of selection of Professional Services from Statement of Qualifications submitted for the Update of the Upper Feather River Integrated Regional Water Management Plan

### **Background:**

The Governing Board, on March 11, 2014, directed staff to prepare and circulate a Request of Qualifications for Professional Services to assist in the update of the Upper Feather River Integrated Regional Water Management Plan. On March 21, 2014 staff released the Request for Qualifications. Submittals were required to be received by 5:00 PM on April 11, 2014. Four Statements of Qualifications were received.

The Governing Board indicated, at the March 11, 2014 meeting, that the Governing Board would review received Statements of Qualifications and make the choice of a firm should the Board find a firm that meets the Board's satisfaction to perform the needed professional services to update the Upper Feather River Integrated Regional Water Management Plan.

### **ACTIONS FOR CONSIDERATION:**

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

Review the attached professional services Statements of Qualifications for work on the Integrated Water Management Plan update for the Upper Feather River Watershed and if a firm's Statement of Qualifications meets the Governing Board's satisfaction direct the Planning Director/Co-Manager of the Plumas County Flood Control and Water Conservation District to initiate contract discussions with the chosen firm and upon successfully agreement to a contract bring the contract to the Governing Board for approval.

Attachments:

Received Statement of Qualifications

# BOARD OF SUPERVISORS

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



May 06, 2014

The Honorable Ted Gaines  
State Capitol Building  
Sacramento, CA 95814

RE: Letter of Support for Assembly Bill 2703 – County Veterans Service Officers

Dear Senator Gaines:

On behalf of the County of Plumas, I am writing to support Assembly Bill 2703 which was authored by the Chair of the Assembly Committee on Veterans Affairs, Assemblywoman Sharon Quirk-Silva (D-Fullerton).

AB 2703 will make permanent the \$5.6 million that the state allocates to local assistance for the County Veterans Service Officers (CVSO). Last year, CVSO state funding was more than doubled from \$2.6 million to \$5.6 million. However, that funding was for only one year. This makes it difficult for counties to hire and train staff. AB 2703 will make the \$5.6 million an ongoing budget appropriation.

Presently there are 2,700 veterans, and their families living in Plumas County. Passage of AB 2703 would make it possible to expand services to thousands of underserved veterans and their dependents. For these reasons, the County of Plumas strongly supports AB 2703.

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



May 06, 2014

The Honorable Brian Dahle  
P.O. Box 942849  
Sacramento, CA 94249-0001

RE: Letter of Support for Assembly Bill 2703 – County Veterans Service Officers

Dear Assemblymember Brian Dahle:

On behalf of the County of Plumas, I am writing to support Assembly Bill 2703 which was authored by the Chair of the Assembly Committee on Veterans Affairs, Assemblywoman Sharon Quirk-Silva (D-Fullerton).

AB 2703 will make permanent the \$5.6 million that the state allocates to local assistance for the County Veterans Service Officers (CVSO). Last year, CVSO state funding was more than doubled from \$2.6 million to \$5.6 million. However, that funding was for only one year. This makes it difficult for counties to hire and train staff. AB 2703 will make the \$5.6 million an ongoing budget appropriation.

Presently there are 2,700 veterans, and their families living in Plumas County. Passage of AB 2703 would make it possible to expand services to thousands of underserved veterans and their dependents. For these reasons, the County of Plumas strongly supports AB 2703.

Sincerely,

Jon Kennedy, Chair  
Plumas County Board of Supervisors



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## PLUMAS COUNTY BOARD OF SUPERVISORS

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

### MEMORANDUM

Date: April 28, 2014  
To: Honorable Board of Supervisors  
From: Supervisor Lori Simpson  
Supervisor Jon Kennedy  
Agenda: **Agenda Item for May 6, 2014**

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Item Description/Recommendation: 1) Approve a Service Agreement with Kemper Consulting Group Not To Exceed \$25,000, pending County Counsel approval as to form, and authorize the Chair of the Board to sign as the Board's designee; 2) Approve a waiver of the competitive bidding process pursuant to Plumas County Purchasing Policy Section 3-1 (a); and 3) Direct and authorize payment of the contract to be made by the Plumas County Mental Health Department.

History/Background: As the Board is aware, Plumas County's Mental Health Department faces steep challenges in providing programs and services to the community in a dramatically changing health care and criminal justice landscape. In addition to these challenges, the department has experienced two years of transitions in leadership and a loss of key fiscal and administrative staff. Now more than ever, it is imperative that the county seek to achieve results targeted to serve our communities' greatest needs while making the best use of resources. At this critical juncture, we seek to serve the best interests of both the Mental Health Department and the clients and communities standing to benefit from the department's programs and services by conducting an organizational review performed by Kemper Consulting Group.

The Kemper Consulting Group (KCG) helps decision-makers tackle today's critical health and human services challenges by providing focused consulting that is grounded by practical experience. The group's consulting team addresses the policy, program and financing issues counties face in promoting a strong health and human services delivery system.

Lee D. Kemper, Founder and Principal, possesses professional experience that includes senior level positions with California state and county government and the nonprofit sector. His team includes a group of seasoned professionals with backgrounds in the California Health and Human Services Agency, California Department of Health Care Services, as well as county level Health and Human Services Directorship and CAO experience.

In order to expediently serve the interests of citizens we serve and to be as informed as possible going into planning for the county's 2014-2015 Fiscal year and three year Mental Health Services Act Plan, we recommend a sole source contract with KCG. Section 3-1 (a) of the Plumas County Purchasing allows exception to competitive bidding for expert and professional services which require extended analysis, and advanced expertise, knowledge or training and the exercise of discretion and independent judgment in their performance.



# Office of the Sheriff

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

3AI

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 10, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of May 6, 2014

### **RECOMMENDATION:**

Approve budget transfer for the Jail in the amount of \$10,000.00. The transfer is from Group Insurance (51090) to Overtime (51060).

### **BACKGROUND & DISCUSSION:**

The FY 13/14 Administrative and Budgetary Controls require transfers within wages and benefits to be approved by the Board of Supervisors.

This is a budget transfer request for the Jail in the amount of \$10,000.00 transferring funds from Group Insurance (51090) to Overtime (51060) to cover anticipated expenses for the remainder of the fiscal year.

There are currently four vacant full time positions in the Jail budget. The Jail has been using extra help and reserves to cover shifts. The benefit savings from the vacancies is being transferred to cover the Overtime expenses.

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

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: JAIL      Dept. No: 70380      Date 4/10/2014

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	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)

## TRANSFER TO OR

## SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

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) Transfer to cover shortage in account

**B) Expenses less than anticipated**

C) Expenses incurred this fiscal year

D) N/A

Approved by Department Signing Authority:

Ron Lowery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Digitized by srujanika@gmail.com

Board Approval Date:

## Agenda Item No.

Clerk of the Board Signature:

P. E. E. and H. A. J. H. G. (see 11)

## 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.



# Office of the Sheriff

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

3A2

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 10, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of May 6, 2014

**RECOMMENDATION:**

Approve budget transfer for Court Security in the amount of \$5000.00. The transfer is from Other Wages (51020) to Overtime (51060).

**BACKGROUND & DISCUSSION:**

The FY 13/14 Administrative and Budgetary Controls require transfers within wages and benefits to be approved by the Board of Supervisors.

This is a budget transfer request for Court Security in the amount of \$5,000.00 transferring funds from Other Wages (51020) to Overtime (51060) to cover expenses for the remainder of the fiscal year.

The Sheriff's MOU with the Courts requires that minimum staffing levels be maintained. This transfer is necessary to cover anticipated shortages in Overtime for the remainder of the fiscal year.

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

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: COURT SECURITY      Dept. No: 70387      Date 4/10/2014

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	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)

## TRANSFER TO OR

## **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

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.

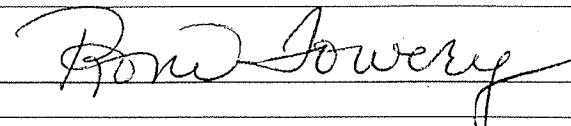
A) Transfer to cover shortage in account

B) Expenses less than anticipated

C) Expenses incurred this fiscal year

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.



# Office of the Sheriff

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

3A3

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 22, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of May 6, 2014

### **RECOMMENDATION:**

Approve \$23,000.00 budget transfer for the OHV/OSV Grant program budget from Overtime (51060) to Patrol Equipment (545700).

Request authorization from the Board of Supervisors to waive formal competitive bidding for the equipment described below as well as allowing Sheriff's Administrative Sergeant to negotiate the purchase of such equipment that meets the listed specifications with the condition that the purchase price does not exceed the budgeted amount for the equipment, up to \$35,000.00.

Request authorization from the Board of Supervisors to purchase the specific equipment from an individual rather than from a business vendor and waive purchasing requirements to advertise for bids.

### **BACKGROUND & DISCUSSION:**

The FY 13/14 Administrative and Budgetary Controls require transfers to/from fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the OHV/OSV Grant to allow for expenditures as per the grant award agreement. The grant has been modified and the item to be purchased is a fixed asset. The grant funds must be expended during the grant award period.

Currently the Sheriff's Office utilizes three low clearance utility vehicles (UTV) for the purposes of off-highway vehicle (OHV) patrols. Patrols are conducted countywide. Areas of increasing concern are the High Lakes, located in the southwest corner of the

county, and Lakes Basin located near Graeagle. These areas are extremely rugged in nature and in the case of the High Lakes, very remote. As such, the Sheriff's Office has determined that our existing UTVs are not well suited for patrols in these areas. This conclusion is based on existing damage to these vehicles and past expenditures for repairs. Additionally, current UTVs are not large enough to extract injured persons in these remote areas in situations where helicopter access is not available.

The Sheriff's Office respectfully requests authorization to purchase a year 2000 or newer, high ground clearance, purpose built, four wheel drive vehicle (e.g. a manual transmission, no less than six cylinders, locking differentials, roll cage and a front winch).

To purchase a vehicle like this new would cost well over \$60,000. As such, it is cost effective to purchase a used vehicle which meets these standards from a private party. Unfortunately, a vehicle meeting these specifications would carry no warranty even if purchased new. The Sheriff's Office has determined that an appropriate vehicle can be obtained used, at a substantial cost savings.

Given the transitory nature of used vehicle inventory, a formal sealed bid process would not serve the interest of obtaining a quality vehicle at the lowest possible price. The Sheriff's Office will check advertised listings from private sellers and will then negotiate with the seller of the vehicle that best meets the County's needs, to obtain the best possible price for the vehicle.

The Sheriff's Office hereby requests approval from the Board for the above process and waiver of formal competitive bidding.

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

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: OHV/OSV      Dept. No: 70384      Date 4/14/2014

The reason for this request is (check one):		<u>Approval Required</u>
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	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)

## TRANSFER TO OR

## **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

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) Transfer to cover shortage in account due to grant modification

B) Expenses less than anticipated

C) Expense to be incurred this fiscal year during grant award period

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:

**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.



# Office of the Sheriff 3A4

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 23, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Items for the meeting of May 6, 2014

*[Handwritten signature of Sheriff Greg Hagwood, dated April 23, 2014]*

**Presentation:**

Plumas County Sheriff Greg Hagwood, Assistant Sheriff Gerry Hendrick – Sheriff's Boating Safety & Enforcement Unit – presentation on Operation Safe Boat.

**Background and Discussion:**

This year (2014), the US Coast Guard Auxiliary Reno Flotilla and Plumas County Sheriff's Office will host the 2nd Annual Operation Safe Boat at Lake Almanor and the 1st Annual Operation Safe Boat at Frenchman Lake . The first Operation Safe Boat day was conducted on May 25, 2013 at Lake Almanor and it was a great success.

These events will be for the purpose of conducting vessel inspections for required safety equipment, trailer inspections for safety equipment and Invasive Species Mussel Inspections. This is a voluntary inspection day, with the primary focus being on Education and Safety information. The Lake Almanor day is also connected with the National Safe Boating Week.

Each year the Sheriff's Boat Patrol is involved in incidents that are directly connected to the focus of these inspection days. We respond to boating accidents with minor to major injuries, boating fires and conduct numerous on water inspections that result in the discovery of boats that are not properly equipped with required safety equipment. We have had the unfortunate experience of responding to several drowning incidents, some of which could have been prevented by the wearing of a life jacket. Our goal is to educate as many boaters as possible and strive to reduce our emergency responses even more than we already have.

There are other agencies participating in these events such as the California Division of Boating and Waterways (DBW), The California Department of Water Resources (Frenchman Lake), The California Highway Patrol (trailer inspections), the Department of Fish and Wildlife (Mussel Inspections), PG&E (Lake Almanor- informational booth on water resources and power conservation), US Forest Service (informational booth) and for Lake Almanor, the two local Fire Departments that have on water responsibilities (Peninsula Fire & West Almanor Fire) who will be promoting general water safety, fire safety and First Aid.

Our dates for the events are;

Lake Almanor on may 24th 9:00 am to 4:00 pm (Memorial Day weekend)

Frenchman Lake on June 14<sup>th</sup> 9:00 am to 4:00 pm (Fathers Day weekend).



ELLIOTT SMART  
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

3B

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

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

DATE: APRIL 22, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 6, 2014

RE: APPROVAL TO FILL A VACANT EMPLOYMENT AND TRAINING  
WORKER I/II POSITION IN THE DEPARTMENT OF SOCIAL SERVICES

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

Authorize the Department of Social Services to fill a vacant Employment and Training Worker I/II position as soon as administratively possible.

**Background and Discussion**

The Department of Social Services has experienced a vacancy in the Employment and Training Worker I/II (ETW I/II) classification. Staff working in ETW I/II positions are responsible for determining initial and continuing eligibility for CalWORKs cash assistance and for providing Welfare to Work case management services that are designed to move recipients from public assistance to self-support. As shown in the enclosed back up information and Table of Organization, this position is one of two in the Department that perform this type of work.

The reason for the current vacancy is due to the former incumbent accepting a position with the District Attorney's office.

**Financial Impact**

This position is budgeted in the current county budget. The position is not funded by the County General Fund.

Copies: DSS Managers

Enclosures (3)

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

### Position: Employment and Training Worker I/II

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

Answer: Yes. CalWORKs cash assistance and Welfare to Work services are state-mandated county administered cash assistance payments and job preparation services that assist recipients in moving from public support to self-support.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it.

- How long has the position been vacant?

Answer: The position became vacant effective May 2, 2014

- Can the department use other wages until the budget is adopted?

Answer: No.

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

Answer: Other counties are structured in similar ways although in some counties the cash assistance and eligibility components are separate – The state approves appropriate classification levels.

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

Answer: The Department would not have staff to perform eligibility work connected with CalWORKs nor would we be able to provide welfare to work services as mandated by State law.

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

Answer: We will not expend state funds that have been allocated to the administration of CalWORKs Cash Assistance. Realignment dollars will be disbursed to other programs costing the Department money.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

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

Answer: No.

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

Answer: No.

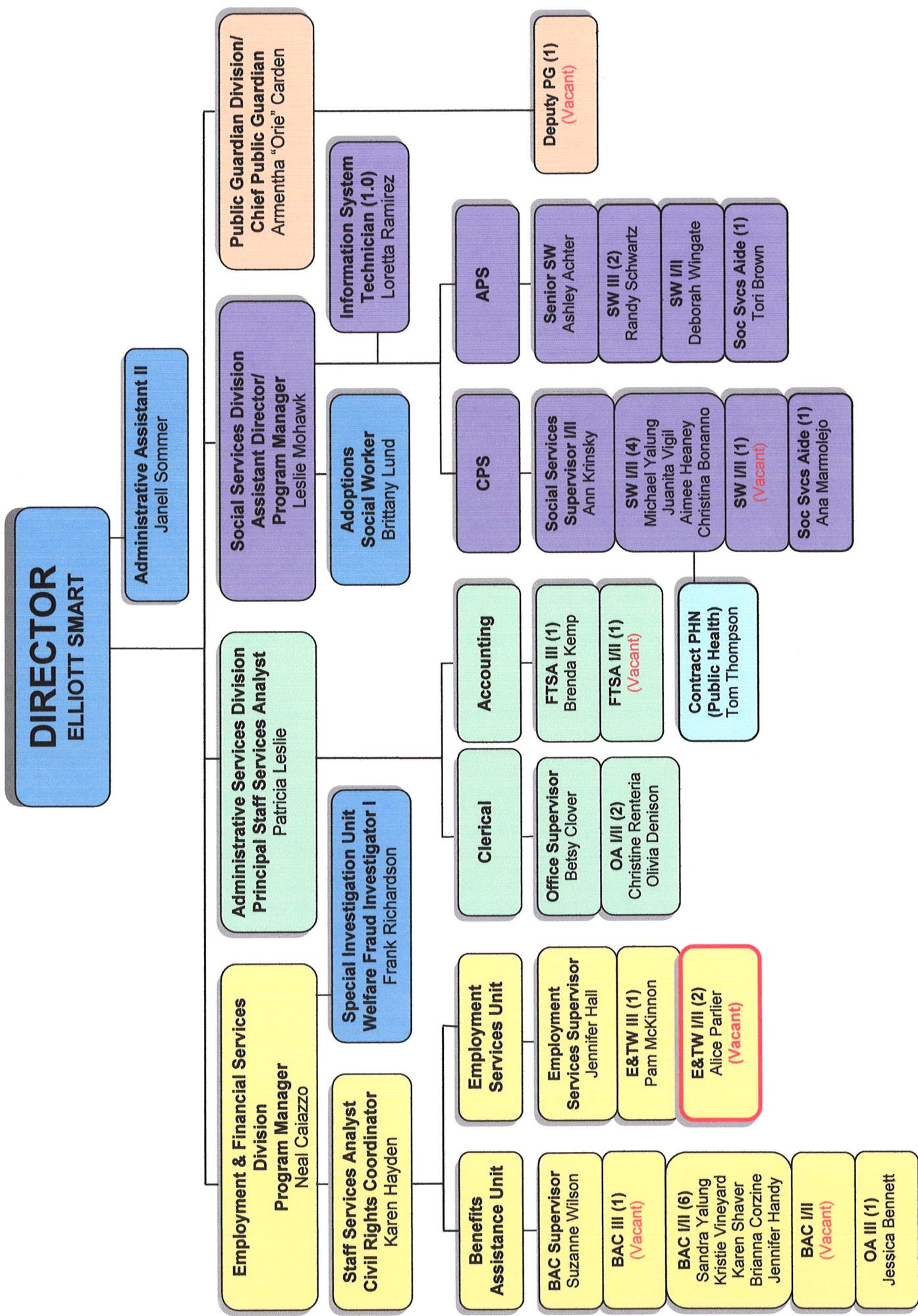
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

**PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN**



**Position Classification:** Employment and Training Worker (ETW) I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:** Employees filling this position are responsible for initial and continuing eligibility for families seeking the assistance of the CalWORKs program. The ETW interviews applicants and collects necessary information regarding financial assets and income to determine grant amounts. The ETW also creates and implements a Welfare-to-Work plan designed to move CalWORKs assistance recipients from public support to self-support. The ETW will meet with recipients to gauge progress in meeting plan goals.

**Funding Sources:** The funding to support this position comes from federal pass through dollars, the State General Fund and county Realignment dollars. There is no cost to the County General Fund associated with this position.



## ALCOHOL AND OTHER DRUG SERVICES (AOD)

270 County Hospital Road, Suite 111, Quincy, CA 95971  
(530) 283-7050      Fax (530) 283-6110

**Date:** April 16, 2014

**To:** Honorable Board of Supervisors

**From:** Louise Steenkamp, AOD Administrator

**Agenda Item:** AOD Staffing Request for May 6, 2014 Agenda

**Item Description:** Resolution to amend Position Allocation for Alcohol and Drug #70580 and approve request to fill positions

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### Recommendation:

- a. Approve Resolution to amend the 2013-2014 County Position Allocation for Alcohol and Other Drug Services, Budget Unit 70580 to include:
  - 1.0 FTE Department Fiscal Officer I and
  - 1.0 FTE Alcohol and Drug Prevention Coordinator
- b. Approve the attached amended job description of the Alcohol & Drug Prevention Coordinator
- c. Approve request to fill 1.0 FTE Department Fiscal Officer and 1.0 FTE Alcohol and Drug Prevention Coordinator

### Background:

As of October 2013, the Alcohol and Drug Department (AOD) #70580 includes three (3) permanent positions in its 2013-2014 Position Allocation Plan for the Director and two (2), Substance Use Disorders Specialists. Fiscal Services, the Prevention Coordinator function, and other Administration are provided by the Public Health Agency as agreed upon in a Memorandum of Understanding. The MOU was established to ensure continuity of AOD services and compliance with grant requirements. The Substance Abuse Prevention and Treatment Block Grant (SAPT-BG), the funding source for AOD staffing, requires 20% of the funds are used for Prevention activities.

The MOU budget amount that is transferred from AOD to Public Health for these services is \$96,294, for the 8-month period October 2013 through June 2014, and covers approximately:

- Fiscal Staff Time .75 FTE
- Prevention Staff Time .71 FTE
- Phone, office space, travel, indirect at 5% of personnel

In recognition of additional revenue-generating programs that the Public Health Agency is taking on, including its role as the Local Government Agency (LGA) Host County for the Statewide Administrative Hub for MAA/TCM Consortium (Medi-Cal Administrative Activities), the Public Health Agency will no longer have the flexibility to provide these services for AOD.

AOD is requesting approval to add the two positions to its Position Allocation and to start the recruitment process and hiring as soon as possible. Each of the positions is requested to be full time, 1.0 FTE as follows:

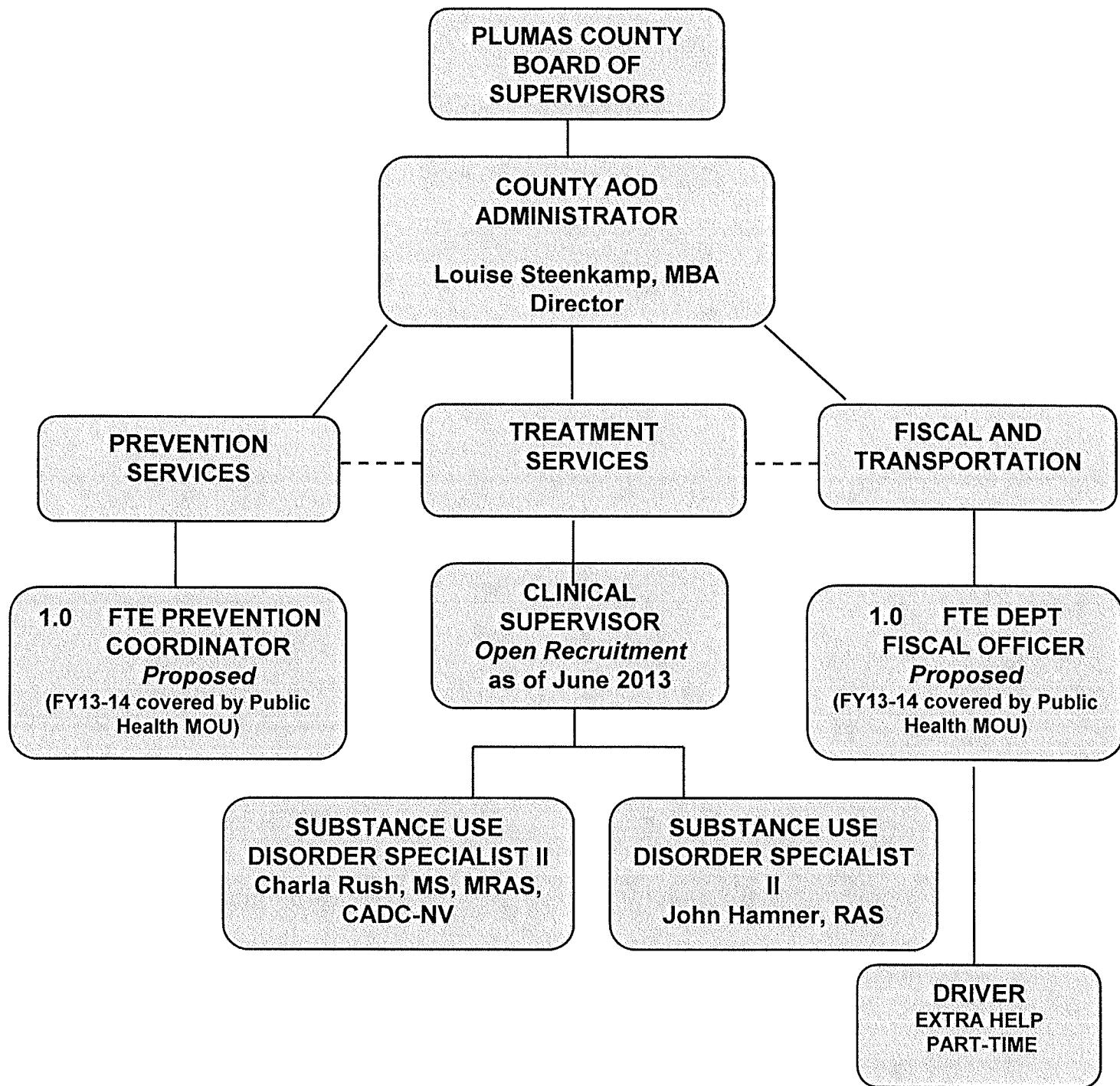
1.0 FTE Department Fiscal Officer I, range 1913  
1.0 FTE Alcohol and Drug Prevention Coordinator, range 1652

The combined annual salaries and benefits for these two positions are project at \$114,925.06.

It is requested that recruitment begin as soon as possible. The authority to hire prior to the end of the current fiscal year if possible is also requested to allow the opportunity for the successful candidate to train with Public Health staff currently in these roles.

The Public Health Department Fiscal Officer and the AOD Director have developed the budget and Projected Salaries for FY 2014-15, including the above request. The Grand Total Salaries and Benefits for the Proposed Organization Chart on the following page is \$494,656.03, and are within the SAPT-BG projection for Plumas County for FY 2014-15.

Proposed Organization Chart - ALCOHOL AND OTHER DRUG SERVICES



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

**RESOLUTION TO AMEND THE 2013-2014 POSITION ALLOCATION FOR ALCOHOL AND OTHER DRUG SERVICES BUDGET UNIT 70580; AND AMEND THE JOB DESCRIPTION OF ALCOHOL AND DRUG PREVENTION COORDINATOR.**

**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**, Ms. Louise Steenkamp Director of Alcohol and Drug has determined that the following positions are necessary in the operational needs of the Alcohol and Drug Program: 1.0 FTE Department Fiscal Officer I and 1.0 FTE Alcohol & Drug Prevention Coordinator; and

**WHEREAS**, it has been determined that it is necessary at this time to allocate 1.0 FTE Alcohol & Drug Prevention Coordinator to operate the prevention program for the department; and

**WHEREAS**, the Alcohol and Drug Prevention Coordinator job description was last revised in 2001 and to provide a more accurate description of this position amendments are necessary; and

**WHEREAS**, the County has completed the meet and confer process with Operating Engineers Representative, Gregory Ramirez on the amendments to the job description of Alcohol and Drug Prevention Coordinator; and the Union has no issue with moving forward.

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

1. The job description of the Alcohol & Drug Prevention Coordinator is hereby amended as presented to the Board of Supervisors.
2. The County's Position Allocation for 2013/2014 fiscal year is hereby amended as follows:

<u>Alcohol &amp; Drug – 70580</u>	<u>From</u>	<u>To</u>
Department Fiscal Officer I	.00	1.0
Alcohol & Drug Prevention Coordinator	.00	1.0

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 6<sup>th</sup> day of May 2014, by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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Chairperson, Board of Supervisors

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Clerk of the Board

## ALCOHOL AND DRUG PREVENTION COORDINATOR

### **DEFINITION**

Under supervision, to perform a variety of Alcohol and Other Drug casework activities such as assessment, referral, intervention, and treatment; to coordinate the programs with schools, community organizations, and local activities; to conduct individual and group counseling and formulate treatment/recovery plans; to develop prevention strategies and services on a countywide basis; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a working level Alcohol and Other Drug Prevention Specialist class. Incumbents provide a variety of alcohol and other drug program and prevention services on a countywide basis. This class differs from the Substance Use Disorder Specialist class series in that incumbents are not required to be licensed and services are more focused on prevention than treatment.

### **REPORTS TO**

Director of Alcohol and Other Drug Programs or designee.

### **CLASSIFICATION DIRECTLY SUPERVISED**

Provides some work direction and coordination for community volunteers, special events, and youth outreach and engagement.

## **ALCOHOL AND DRUG PREVENTION COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Performs assessments, referral, intervention and may provide treatment to clients.
- Participates in and carries out alcohol and other drug prevention and treatment program.
- Participates in the development of countywide prevention and intervention programs. Works with clients to develop individual treatment plans and evaluates client progress.
- Prepares and maintains client files.
- Refers clients to other resources as needed.
- Prepares written progress reports.
- Provides training, technical assistance, and outreach to other agencies, organizations and community groups.
- Coordinates a variety of community relations and special events.
- Develops and implements prevention programs.
- May prepare and deliver presentations to schools, community groups and agencies.
- May develop and implement media campaigns.
- May work with a variety of adult and youth volunteers.
- Use proprietary computer software application to enter client data and ongoing progress reports.
- Participate in ongoing trainings as recommended in the Plumas County Alcohol and Other Drug Policies and Procedures and by the State Department of Health Care Services Office of Grant Compliance and Monitoring.

### **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 100 pounds with assistance as necessary; 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 usually performed in an office environmental; may spend considerable time in the field; continuous contact with staff and public.

## **ALCOHOL AND DRUG PREVENTION COORDINATOR – 3**

### **KNOWLEDGE OF:**

- Primary, secondary and tertiary prevention programs.
- Community prevention strategies.
- Principles, procedures, techniques and trends in alcohol and drug counseling.
- Community organizations.
- Interviewing, counseling and evaluation techniques.
- Principles of individual and group best practices.
- Diverse populations receiving treatment including adult and juvenile probation, court-mandated clients, child protective services, and mental health clients.

### **ABILITY TO:**

- Apply, and explain Federal and State laws, rules, and regulations governing alcohol and drug programs and services.
- Make public speaking presentations before groups and organizations.
- Effectively educate clients and families.
- Communicate effectively in writing.
- Maintain composure in emergency and stressful situations.
- Deal tactfully and courteously with the public, other County staff, and collaborative partners.
- Effectively represent the department at the National, State and County level in conferences, organizations and related alcohol and other drug programs and services.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE:**

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

Two (2) years of alcohol and drug counseling experience in a public or private clinical setting or completion of a four (4) year college degree in the human service field.

Completion of major course work in psychology, social work, counseling or closely related field may substitute for two (2) years of required experience.

### **SPECIAL REQUIREMENT:**

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.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3D1

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
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**Date:** April 28, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**CC:** Gayla Trumbo, Human Resources

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:**

1. Approve a Resolution to Amend the 2013-2014 County Personnel Allocation to include:
  - a) 1.00 FTE Public Health Nurse II/I or Registered Nurse II/I or Licensed Vocational Nurse II/I in Budget Unit 70560; and
2. Authorize a recruitment to fill vacant funded position for:
  - a) 1.00 FTE Public Health Nurse II/I or Registered Nurse II/I or Licensed Vocational Nurse II/I

**History/Background:** As the Board is aware Plumas County Public Health Agency manages multiple grants in various Budget Units. Plumas County Public Health Agency staffs are often funded by a variety of state categorical funds. This fiscal year, the department has not only realized an increase in grant funding, but also increases in state Health Realignment funds, derived from vehicle license fees and sales tax, and also non-grant earned discretionary revenue.

Prior to the economic downturn, the Public Health Agency had a staff of 7.1 nursing FTE's, not including the Director of Nursing. Those positions were slowly decreased to only 4.8 nursing FTE's, with a full nursing FTE currently assigned to Social Services, leaving only 3.6 nurses to deliver public health clinical services for the county. The department still provides the full scope of nursing and clinical services, with the exception of jail nursing, which previously was assigned a total of .75 FTE. The department has had an extra help recruitment for this position for several months, with no success. We feel that offering a permanent, benefitted position will increase the likelihood of securing applicants and a successful candidate.

At this time Plumas County Public Health Agency requests the above changes to the Plumas County Personnel Allocation, effective May 6, 2014. No county general funds are required for this position, which is fully funded and budgeted as of the midyear budget adjustment approved by the board.

It is critical that this position be filled in order to meet state mandates, related contractual agreements, fiscal stability, and other necessary services.

Copies of the Agency's organizational charts, critical Staffing questionnaire and the Resolution Amending the 2013-2014 County Personnel Allocation for Public Health in Budget Unit 70560 is attached for your review.

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

**RESOLUTION NO: \_\_\_\_\_**

**RESOLUTION AMENDING THE 2013-2014 COUNTY PERSONNEL ALLOCATION  
FOR PUBLIC HEALTH BUDGET UNITS 70560.**

**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**, these positions are necessary in the daily operational needs of the Public Health Agency; and

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

The County's Personnel Allocation is amended to reflect the following:

<b>Budget Unit 70560</b>	<b>Current</b>	<b>Proposed</b>	<b>Final</b>
Public Health Nurse II/I OR	4.7	1.00	5.70
Registered Nurse II/I OR			
Licensed Vocational Nurse II/I			

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th<sup>th</sup> day of May, 2014 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

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Clerk, Board of Supervisors

# CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: April 7, 2014

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION:  
70560, 1.00 FTE

POSITION TITLES: 1.0 FTE PHN II/I OR RN II/I OR LVN II/I

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO

**For Committee use only**

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

Determination of Committee?  Recommended  
 Not Recommended

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

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

Board Action: Approved Denied

## Board Modifications

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

Date submitted to HR Technician for recruitment:

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

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

- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

*This position will provide clinic support for family planning, immunization, and student health services clients, and also acts as Nurse of the Day for call-in and walk-in clients. It is funded by health fees and other earned revenue.*

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

*All positions are budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages*

*There are many technical aspects to public health clinic vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments has resulted in an atmosphere of tension and anxiety in the past, particularly when staff know grant funding exists and will be lost if positions are not filled.*

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

*Compared to regional counties and counties of similar size, we have a very small clinic/ nursing staff.*

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

*Patient services lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of this position.*

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

*Not filling the position will cost the department funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local

funding? What impact will this reduction plan have to other County departments?

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

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

No.

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

No.

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

*N/A. All positions requested are fully funded by contract for the 11-12 fiscal year. Filling these positions helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.*

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

Yes. The cash reserves for the last three years are as follows:

FY 11/12 Total Cash Reserves \$559,308

FY 12/13 Total Cash Reserves \$561,253

FY 13/14 Total Cash Reserves \$561,618



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

302

Mimi Khin-Hall, MPH, CHES, Director

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<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
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**Date:** April 21, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:** Approve a Budget Transfer in Department 20480 (Senior Transportation Program) in the amount of \$8,000.00 to cover costs for the remainder of the fiscal year.

**Background:** As the Board is aware, Plumas County Senior Transportation Program provides transportation to seniors who require assistance going from one location to another, with primary focus on transportation to and from the nutrition sites in Portola, Quincy and Chester; medical appointments, and shopping.

For nearly two years the Senior Programs have operated without a direct Coordinator. At this time, PCPHA has a Health Educator to oversee the senior programs and this budget transfer will cover wages through FY 13-14.

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



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

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(530) 283-6260

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

**DATE:** April 28, 2014

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** Debt Advisory Committee, Resolution 92-5392, Revised

**Recommendation:** Approve Resolution Revising and Updating Debt Advisory Committee

**Background and Discussion:** On March 11, 2014 the Board of Supervisors directed the Treasurer-Tax Collector to revise and update the Debt Advisory Committee Resolution. This has been revised and reviewed by County Counsel and submitted for approval.

Thank you for your time.

A RESOLUTION REVISING AND UPDATING COUNTY DEBT ADVISORY COMMITTEE

**COPY**

**WHEREAS**, on November 10, 1992, the Board of Supervisors of the County of Plumas adopted Resolution No. 92-5392 (the "Original Resolution") establishing a Debt Advisory Committee; and

**WHEREAS**, it is necessary and appropriate to revise and update the Original Resolution with regard to the composition of the Debt Advisory Committee and to clarify its purpose as further provided in this resolution; and

**WHEREAS**, there is an increasing need to utilize debt financings in the county; and

**WHEREAS**, there is a limited ability to issue debt; and

**WHEREAS**, there is an increase in Federal Regulations and controls; and

**WHEREAS**, a clear process is needed in order to plan, analyze, and issue debt; and

**WHEREAS**, many California counties have established a Debt Advisory Committee to administer this process; and

**WHEREAS**, the goal of the Debt Advisory Committee will be to serve as a clearing house for all proposed debt issuance, enabling Plumas County to establish, plan, coordinate, evaluate, and work toward both short term and long term goals that involve the issuance of debt along with obtaining the best credit rating and the lowest interest rate possible; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT** the Board of Supervisors of the County of Plumas, State of California, that:

1. The County Debt Advisory Committee shall be comprised of the County Auditor, County Treasurer, County Administrative Officer (or in the absence of the County Administrative Officer, the Chair of the Board of Supervisors), County Counsel in an advisory capacity, or their department designees.
2. The Debt Advisory Committee is advisory to the Plumas County Treasurer.
3. This resolution replaces and supersedes the Original Resolution in its entirety.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the May 6, 2014, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of Board of Supervisors

**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

**MEETING MINUTES**

**REGULAR MEETING OF THE BOARD OF SUPERVISORS  
COUNTY OF PLUMAS, STATE OF CALIFORNIA  
HELD IN QUINCY ON MARCH 11, 2014**

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B. Play >> TREASURER/TAX COLLECTOR – Julie White

- 1) Discussion and possible action regarding the Debt Advisory Committee established by adoption of Resolution 92-5392

Following brief discussion, the Board directs the Treasurer/Tax Collector to return to the Board with a Resolution updating members of the Committee. The Chair of the Board shall replace the County Administrative Officer on the Debt Advisory Committee.

- 2) Authorize the Treasurer/Tax Collector to fill 1.0 FTE Treasury/Tax Specialist I/II (1295/1429 Range) allocated, unfunded position; and appropriate \$14,170 from the General Fund Contingency to cover costs for the remainder of FY 2013-2014. **Four/fifths required roll call vote**

**Motion:** Authorize the Treasurer/Tax Collector to fill 1.0 FTE Treasury/Tax Specialist I/II (1295/1429 Range) allocated, unfunded position; and appropriate \$14,170 from the General Fund Contingency to cover costs for the remainder of FY 2013-2014, **Action:** Approve, **Moved by** Supervisor Swofford, **Seconded by** Supervisor Goss.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).

**Yes:** Supervisor Goss, Supervisor Kennedy, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.



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

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

**DATE:** April 23, 2014

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** Refinancing of Certificates of Participation 2003 Series A (COP's)

**Recommendation:** (1) Adopt resolution appointing members of Board of Supervisors to Board of Directors of the Plumas County Public Facilities Corporation; (2) direct staff to proceed with proposed refunding of COPs; (3) authorize Debt Advisory Committee to select the team of third-party financial professionals to assist with the refinancing; and (4) discussion of adding additional refinancing proceeds for new jail project.

**Background and Discussion:**

In April of 2002, the County created the Plumas County Public Facilities Corporation (PCPFC) as a non-profit public benefit corporation. The PCPFC is a separate legal entity designed to provide the County with a tool for financing the acquisition, construction, improvement and remodeling of public facilities while still adhering to the debt restrictions contained within the California Constitution. The Board of Directors for the corporation was the then-current five member Board of Supervisors (BJ Pearson, Robert Meacher, William Dennison, Kenneth Nelson, and Ole Olsen).

In 2003, the PCPFC issued Certificates of Participation (a secured debt instrument similar to a bond) in the amount of \$18,400,000.00. The PCPFC used these proceeds to construct the Health & Human Services Center (Annex) and the Animal Shelter, as well as to remodel the Permit Center and a portion of the Courthouse. The PCPFC became the title owner to Health & Human Services Center, the Jail, and the Courthouse, and in turn leased these facilities back to the County. The lease payments from the County to the PCPFC serve as the primary revenue stream for paying off the Certificates of Participation (COPs). The lease payments are submitted to the trustee, Union Bank, annually by July 10<sup>th</sup>, and are currently scheduled to continue until 2032. An additional \$200,000 annually is pledged from the Tobacco Settlement Funds and sent directly to the Trustee to fulfill the remainder of the yearly payment for the COPs. The required Reserve Fund payment held in trust of \$1,223,125.00 will make the final payment in 2033.

Appointments: As mentioned above, the Board of Directors for the PCPFC was the five-member Board of Supervisors at the time of the PCPFC's creation. Unfortunately, the by-laws of the PCPFC did not contain a provision for the automatic removal of a Director upon the expiration of that Director's term as a member of the Board of Supervisors, or for the automatic appointment of such Director's replacement on the Board of Supervisors. This oversight meant that, until recently, the Board of Directors of the PCPFC was still BJ Pearson, Robert Meacher, William Dennison, Kenneth Nelson, and Ole Olsen. In the past couple months, I have obtained the formal resignations of each of these individuals from the Board of Directors of the PCPFC. All five Director positions are now vacant. The by-laws of the PCPFC state that the Board of Supervisors shall make appointments to vacant Director positions for the PCPFC. I am enclosing a proposed resolution to appoint the current Board of Supervisors to serve as the Board of Directors of the PCPFC. At a later date, the Board of Supervisors can convene as the PCPFC Board to consider amending the PCPFC by-laws to address the appointment problem.

Refinancing of COPs: Recently, I have been approached by financial institutions specializing in public financing, who have said that they could refinance the COPs at a savings to the County. The Debt Advisory Committee has met and received presentations from two companies. The approximate outstanding balance to refinance is \$14,000,000 PAR and the maturity date would not be extended. The refinancing would create an estimated savings of \$80,000 annually to the County. The cost of issuance would be included in the refinancing proceeds. I am enclosing the schedule of payments for each proposal. The full proposals are on file for your reference. I recommend directing the Treasurer's Office and Debt Advisory Committee to pursue refinancing the COPs, including negotiations with financial institutions. When the preliminary figures and draft official statement have been formed, the information will be brought before the BOS for final approval.

Financial Professionals: If the Board wishes to move forward with refinancing the COPs, it will need to hire or appoint a management team of third-party professionals with expertise in this type of refinancing. Such a team typically consists of a financial advisor, trustee, special bond and/or disclosure counsel, rating agency, and title insurer. These team members would not be compensated until the close of the deal, and would be paid out of the proceeds. If you choose to move forward, authorization from the Board of Supervisors for the Debt Advisory Committee to negotiate with and select the financial professionals that would comprise the refinancing team would be appreciated.

Financing of New Jail: The scenarios provided are for the existing debt and same maturity. If the Board wishes to move forward with refinancing the COPs, it should also consider whether it would like to seek additional funds for the purpose of partially funding the construction of a new jail. Assistant Sheriff Dean Canalia has learned that the State of California is considering another round of funding for county jail construction. "Microcounties" such as Plumas may receive a reduced or zero matching fund requirement. Even if that is the case, there may be costs of construction that are not reimbursable by the State. If the County wishes to raise funds to put towards a new jail outside of the general fund, the easiest and quickest way to do that will likely be as part of the COP refinancing. I am seeking direction from the Board as to whether I should include this as part of the refunding proposals, and if so, how much the Board would like to receive for this purpose.

Thank you for your time.

**COPY**

Resolution No 14-

**A RESOLUTION APPOINTING MEMBERS OF PLUMAS COUNTY BOARD OF SUPERVISORS TO  
SERVE AS MEMBERS OF BOARD OF DIRECTORS OF PLUMAS COUNTY PUBLIC FACILITIES  
CORPORATION**

**WHEREAS**, on April 18, 2002, the Plumas County Public Facilities Corporation (PCPFC) became incorporated under the laws of the State of California; and

**WHEREAS**, the PCPFC was formed as a separate legal entity from the County of Plumas and was designed to provide the County with a tool for financing the acquisition, construction, improvement and remodeling of public facilities while still adhering to the debt restrictions contained within the California Constitution; and

**WHEREAS**, the initial members of the Board of Directors for the PCPFC were BJ Pearson, Robert Meacher, William Dennison, Kenneth Nelson, and Ole Olsen, who were the members of the Plumas County Board of Supervisors at the time of its incorporation; and

**WHEREAS**, the By-Laws of the PCPFC do not, and did not, contain a provision for the automatic removal of a Director upon the expiration of that Director's term as a member of the Plumas County Board of Supervisors, or for the automatic appointment of such Director's replacement on the Plumas County Board of Supervisors, and therefore BJ Pearson, Robert Meacher, William Dennison, Kenneth Nelson, and Ole Olsen remained the PCPFC Board of Directors until recently; and

**WHEREAS**, at the request of Plumas County Treasurer, and ex officio Secretary-Treasurer of the PCPFC, Julie White, each of these former Plumas County Supervisors has resigned from the PCPFC Board of Directors; and

**WHEREAS**, all five positions on the PCPFC Board of Directors are now vacant; and

**WHEREAS**, Article VI of the Articles of Incorporation of the PCPFC states, "Any replacement for a director upon that director's resignation or removal shall be made by resolution of the Board of Supervisors of the County of Plumas"; and

**WHEREAS**, the Plumas County Board of Supervisors wishes to appoint itself as the Board of Directors of the PCPFC, as originally intended at the time of the PCPFC's incorporation;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY** the Board of Supervisors of the County of Plumas, State of California, that:

1. Kevin Goss, Jon Kennedy, Lori Simpson, Terrell Swofford, and Sharon Thrall, the current members of the Plumas County Board of Supervisors, are hereby appointed to fill the five vacant positions on the Plumas County Public Facilities Corporation's Board of Directors, in accordance with Article VI of the Articles of Incorporation of the Plumas County Public Facilities Corporation.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on May 6, 2014, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of Board of Supervisors

All documents subsequently filed by the Company pursuant to the requirements of the Exchange Act after the date of this Official Statement will be available for inspection in the same manner as described above in "Available Information."

*2003 Series A*  
SCHEDULE OF LEASE PAYMENTS

The following is a schedule of the annual Lease Payments owed by the County. The annual Lease Payments are payable in advance of the scheduled dates of principal and interest payments with respect to the Certificates.

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
03/01/05		\$432,181.25	\$432,181.25
07/10/05	\$355,000	864,362.50	1,219,362.50
07/10/06	370,000	851,937.50	1,221,937.50
07/10/07	380,000	838,987.50	1,218,987.50
07/10/08	395,000	826,637.50	1,221,637.50
07/10/09	405,000	814,787.50	1,219,787.50
07/10/10	420,000	801,625.00	1,221,625.00
07/10/11	435,000	786,925.00	1,221,925.00
07/10/12	450,000	769,525.00	1,219,525.00
07/10/13	470,000	751,525.00	1,221,525.00
07/10/14	490,000	732,725.00	1,222,725.00
07/10/15	510,000	713,125.00	1,223,125.00
07/10/16	530,000	691,450.00	1,221,450.00
07/10/17	550,000	668,925.00	1,218,925.00
07/10/18	580,000	640,050.00	1,220,050.00
07/10/19	610,000	609,600.00	1,219,600.00
07/10/20	645,000	577,575.00	1,222,575.00
07/10/21	675,000	543,712.50	1,218,712.50
07/10/22	710,000	508,275.00	1,218,275.00
07/10/23	750,000	471,000.00	1,221,000.00
07/10/24	785,000	433,500.00	1,218,500.00
07/10/25	825,000	394,250.00	1,219,250.00
07/10/26	870,000	353,000.00	1,223,000.00
07/10/27	910,000	309,500.00	1,219,500.00
07/10/28	955,000	264,000.00	1,219,000.00
07/10/29	1,005,000	216,250.00	1,221,250.00
07/10/30	1,055,000	166,000.00	1,221,000.00
07/10/31	1,105,000	113,250.00	1,218,250.00
07/10/32	1,160,000	58,000.00	1,218,000.00

**RISK FACTORS FOR THE CERTIFICATES**

The following factors, along with all other information in this Official Statement, should be considered by potential investors in evaluating the Certificates.

**No Tax Pledge**

The obligation of the County to pay the Lease Payments does not constitute an obligation of the County which the County is obligated to levy or pledge any form of taxation or for which the

### SOURCES AND USES OF FUNDS

Plumas County, CA  
 Series 2014 Current Refunding Bonds

Dated Date 06/03/2014  
 Delivery Date 06/03/2014

**Sources:**

**Bond Proceeds:**

Par Amount	14,170,000.00
Premium	776,216.75
	<hr/>
	14,946,216.75

**Other Sources of Funds:**

2003 COP Reserve Fund Release	1,223,125.00
	<hr/>
	16,169,341.75
	<hr/>

**Uses:**

**Refunding Escrow Deposits:**

Cash Deposit	0.55
SLGS Purchases	14,784,766.00
	<hr/>
	14,784,766.55

**Other Fund Deposits:**

Reserve Fund	1,156,444.44
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**Delivery Date Expenses:**

Cost of Issuance	150,000.00
Underwriter's Discount	77,935.00
	<hr/>
	227,935.00

**Other Uses of Funds:**

Additional Proceeds	195.76
	<hr/>
	16,169,341.75
	<hr/>

**Note:** Yields are AAA MMD as of 2/26/14 + spread (55-144 bps)

**BOND DEBT SERVICE**

**Plumas County, CA**  
**Series 2014 Current Refunding Bonds**

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2015	520,000	2.000%	636,444.44	1,156,444.44
06/01/2016	525,000	3.000%	629,600.00	1,154,600.00
06/01/2017	540,000	4.000%	613,850.00	1,153,850.00
06/01/2018	555,000	4.000%	592,250.00	1,147,250.00
06/01/2019	580,000	4.000%	570,050.00	1,150,050.00
06/01/2020	605,000	4.000%	546,850.00	1,151,850.00
06/01/2021	630,000	4.000%	522,650.00	1,152,650.00
06/01/2022	650,000	4.000%	497,450.00	1,147,450.00
06/01/2023	680,000	4.000%	471,450.00	1,151,450.00
06/01/2024	710,000	5.000%	444,250.00	1,154,250.00
06/01/2025	740,000	5.000%	408,750.00	1,148,750.00
06/01/2026	780,000	5.000%	371,750.00	1,151,750.00
06/01/2027	820,000	5.000%	332,750.00	1,152,750.00
06/01/2028	860,000	5.000%	291,750.00	1,151,750.00
06/01/2029	900,000	5.000%	248,750.00	1,148,750.00
06/01/2030	950,000	5.000%	203,750.00	1,153,750.00
06/01/2031	995,000	5.000%	156,250.00	1,151,250.00
06/01/2032	1,040,000	5.000%	106,500.00	1,146,500.00
06/01/2033	1,090,000	5.000%	54,500.00	1,144,500.00
	<b>14,170,000</b>		<b>7,699,594.44</b>	<b>21,869,594.44</b>

# Refunding Analysis – Public Sale

- Assumed public sale of refunding COPs.
  - Obtain bond rating.
  - Prepare disclosure document (POS and OS)
- Existing COPs called at 100%, assuming a closing after June 1<sup>st</sup>.
- Level dollar savings of approximately \$80,000 in each fiscal year through maturity.

Par Amount:	\$13,980,000
Premium:	1,078,800
2003 Reserve Fund:	1,223,125
Total Sources:	<u>\$16,281,925</u>
Deposit to Refunding Escrow: <sup>1</sup>	
Reserve Fund Deposit: <sup>2</sup>	\$14,842,121
Estimated Cost of Issuance: <sup>3</sup>	1,141,600
Underwriter's Discount: <sup>4</sup>	200,000
Additional Proceeds:	97,860
Total Uses:	<u>344</u>
Par Amount of Refunded Bonds:	
T.I.C. of Refunding Bonds: <sup>5</sup>	\$14,720,000
Call Price: <sup>6</sup>	4.02%
Average Annual Cash Flow Savings:	100.00%
Gross (Non-PV) Savings:	<u>\$82,547</u>
Present Value Savings: <sup>7</sup>	\$1,486,978
PV Savings as % of Refunded Bonds: <sup>8</sup>	7.35%

Final Maturity 6/1/2033

<sup>1</sup> Based on cash funding of refunding escrow.

<sup>2</sup> Reserve Fund of refunding and refunded bonds assumes earnings rate of 1.64%.

<sup>3</sup> the 5-Year Treasury rate as of April 16, 2014.

<sup>3</sup> Includes estimated cost of financial advisor, bond/disclosure counsel, rating agency, trustee, printing, title insurance, verification agent and other miscellaneous fees for public sale.

<sup>4</sup> Assumed at \$7.00 per \$1,000 of par amount for public sale.

<sup>5</sup> Public sale based on "A"-rated COP MMD interest rate scale data as of April 16, 2014.

<sup>6</sup> Callable at 100 beginning June 1, 2014.

<sup>7</sup> Present value calculated at respective arbitrage yield of the refunding bonds.

<sup>8</sup> Reflects arbitrage yield of existing transaction.



## BOND DEBT SERVICE

County of Plumas - Public Sale Scenario  
Refunding of 2003 Series A COPs

Dated Date	07/01/2014
Delivery Date	07/01/2014

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
07/01/2014					
12/01/2014					
06/01/2015	545,000	3.000%	267,899.80	267,899.80	
06/30/2015			321,475.00	866,475.00	1,134,374.80
12/01/2015			313,300.00	313,300.00	
06/01/2016	515,000	3.000%	313,300.00	828,300.00	
06/30/2016					1,141,600.00
12/01/2016			305,575.00	305,575.00	
06/01/2017	525,000	4.000%	305,575.00	830,575.00	
06/30/2017					1,136,150.00
12/01/2017			295,075.00	295,075.00	
06/01/2018	545,000	4.000%	295,075.00	840,075.00	
06/30/2018					1,135,150.00
12/01/2018			284,175.00	284,175.00	
06/01/2019	570,000	4.000%	284,175.00	854,175.00	
06/30/2019					1,138,350.00
12/01/2019			272,775.00	272,775.00	
06/01/2020	590,000	4.000%	272,775.00	862,775.00	
06/30/2020					1,135,550.00
12/01/2020			260,975.00	260,975.00	
06/01/2021	615,000	4.000%	260,975.00	875,975.00	
06/30/2021					1,136,950.00
12/01/2021			248,675.00	248,675.00	
06/01/2022	640,000	4.000%	248,675.00	888,675.00	
06/30/2022					1,137,350.00
12/01/2022			235,875.00	235,875.00	
06/01/2023	665,000	5.000%	235,875.00	900,875.00	
06/30/2023					1,136,750.00
12/01/2023			219,250.00	219,250.00	
06/01/2024	700,000	5.000%	219,250.00	919,250.00	
06/30/2024					1,138,500.00
12/01/2024			201,750.00	201,750.00	
06/01/2025	730,000	5.000%	201,750.00	931,750.00	
06/30/2025					1,133,500.00
12/01/2025			183,500.00	183,500.00	
06/01/2026	770,000	5.000%	183,500.00	953,500.00	
06/30/2026					1,137,000.00
12/01/2026			164,250.00	164,250.00	
06/01/2027	810,000	5.000%	164,250.00	974,250.00	
06/30/2027					1,138,500.00
12/01/2027			144,000.00	144,000.00	
06/01/2028	845,000	5.000%	144,000.00	989,000.00	
06/30/2028					1,133,000.00
12/01/2028			122,875.00	122,875.00	
06/01/2029	890,000	5.000%	122,875.00	1,012,875.00	
06/30/2029					1,135,750.00
12/01/2029			100,625.00	100,625.00	
06/01/2030	935,000	5.000%	100,625.00	1,035,625.00	
06/30/2030					1,136,250.00
12/01/2030			77,250.00	77,250.00	
06/01/2031	980,000	5.000%	77,250.00	1,057,250.00	

**Plumas County Public Facilities Corporation**  
Refunding Certificates of Participation  
Series 2014

## Sources & Uses

Dated 06/02/2014 | Delivered 06/02/2014

### Sources Of Funds

Par Amount of Bonds	\$14,690,000.00
Reoffering Premium	202,967.60
Transfers from Prior Issue DSR Funds	1,223,125.00
<b>Total Sources</b>	<b>\$16,116,092.60</b>

### Uses Of Funds

Total Underwriter's Discount (0.700%)	102,830.00
Costs of Issuance	150,000.00
Deposit to Debt Service Reserve Fund (DSRF)	1,138,581.26
Deposit to Current Refunding Fund	14,722,035.35
Rounding Amount	2,645.99
<b>Total Uses</b>	<b>\$16,116,092.60</b>

**Plumas County Public Facilities Corporation**  
**Refunding Certificates of Participation**  
**Series 2014**

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/01/2015	545,000.00	2.000%	589,115.27	1,134,115.27
06/01/2016	555,000.00	4.000%	579,856.26	1,134,856.26
06/01/2017	575,000.00	4.000%	557,656.26	1,132,656.26
06/01/2018	600,000.00	4.000%	534,656.26	1,134,656.26
06/01/2019	625,000.00	4.000%	510,656.26	1,135,656.26
06/01/2020	645,000.00	4.000%	485,656.26	1,130,656.26
06/01/2021	675,000.00	4.000%	459,856.26	1,134,856.26
06/01/2022	700,000.00	3.125%	432,856.26	1,132,856.26
06/01/2023	720,000.00	4.000%	410,981.26	1,130,981.26
06/01/2024	750,000.00	4.000%	382,181.26	1,132,181.26
06/01/2025	780,000.00	4.000%	352,181.26	1,132,181.26
06/01/2026	810,000.00	4.000%	320,981.26	1,130,981.26
06/01/2027	850,000.00	4.000%	288,581.26	1,138,581.26
06/01/2028	880,000.00	4.125%	254,581.26	1,134,581.26
06/01/2029	915,000.00	4.125%	218,281.26	1,133,281.26
06/01/2030	955,000.00	4.250%	180,537.50	1,135,537.50
06/01/2031	995,000.00	4.500%	139,950.00	1,134,950.00
06/01/2032	1,035,000.00	4.500%	95,175.00	1,130,175.00
06/01/2033	1,080,000.00	4.500%	48,600.00	1,128,600.00
<b>Total</b>	<b>\$14,690,000.00</b>		<b>\$6,842,340.41</b>	<b>\$21,532,340.41</b>

### Yield Statistics

Bond Year Dollars	\$163,779.19
Average Life	11.149 Years
Average Coupon	4.1777837%
Net Interest Cost (NIC)	4.1166418%
True Interest Cost (TIC)	4.0777715%
Bond Yield for Arbitrage Purposes	3.9966300%
All Inclusive Cost (AIC)	4.1976101%

### IRS Form 8038

Net Interest Cost	4.0647957%
Weighted Average Maturity	10.967 Years



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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



**Donald Sawchuk**  
Director

**Date:** May 20, 2014

**To:** Honorable Board of Supervisors

**From:** Dony Sawchuk, Director

**Subject:** Executive Report, May 2014 - Plumas County Management Council

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### Background

PCMC wishes to present to the Board of Supervisors a monthly report regarding the activities of the PCMC. Material to report may include items such as departmental matters, policy development and recommendations thereof, objective analysis of county related issues and efforts of successful coordination between county departments.

# DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

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



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Gayla S. Trumbo

*Human Resources*

DATE: April 28, 2014

TO: Honorable Board of Supervisors

FROM: Gayla Trumbo

SUBJECT: AGENDA ITEM FOR THE BOARD OF SUPERVISORS MEETING OF MAY 6, 2014.

RE: DESIGNATE A REPRESENTATIVE TO THE INITIAL INTERVIEW PANEL FOR THE CHIEF PROBATION OFFICER.

---

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

Designate a representative to the initial interview panel for the position of Chief Probation Officer.

### **BACKGROUND AND DISCUSSIONS**

The Board of Supervisors approved on April 1, 2014, Resolution 14-7954 which adopted amendments to the job description of the Plumas County Chief Probation Officer; and established the recruitment procedures for the vacant position of Chief Probation Officer.

On April 2, 2014, the Human Resources Department began the recruitment for the Chief Probation Officer by posting on our County's website, California Chief Probation Officers Association website, placed advertisements in Jobs Available, Jobs Journal, Feather River Bulletin, California Jobs, and recruitment announcements distributed to California Probation and Human Resource Departments. The closing date for this recruitment is Friday, May 2, 2014.

Resolution 14-7954 2 (c) states the following:

*"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."*

At this time I request that the Board designate the individual to be assigned to the initial interview panel for the Chief Probation Officer.

3H



OFFICE of the DISTRICT ATTORNEY  
and PUBLIC ADMINISTRATOR  
**David Hollister, District Attorney**  
520 Main Street, Room 404  
Quincy California 95971  
(530) 283-6303 • Fax (530) 283-6340

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**TO:** THE HONORABLE BOARD OF SUPERVISORS  
**FROM:** DAN PRINCE, INTERIM CHIEF PROBATION OFFICER  
DAVID HOLLISTER, DISTRICT ATTORNEY  
**RE:** Relocation of Day Reporting Center  
**DATE:** 8 April 2014

---

**Recommendation:**

Authorize Interim Chief Probation Officer Dan Prince to enter into a lease/rental agreement with Quincy Real Estate and Property Management for two Quincy locations at a total monthly rental amount of \$1,400.00 to house the Plumas County Day Reporting Center.

---

**Background and Discussion:**

**INTRODUCTION**

The Probation Department and District Attorney seek your approval in authorizing Interim Chief Probation Officer Dan Prince to enter into a lease/rental agreement with Quincy Real Estate and Property Management for

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two Quincy locations at a total monthly rental amount of \$1,400.00 to house the Plumas County Day Reporting Center.

### URGENCY

The Day Reporting Center has previously been housed in the Resource Center with a monthly rental agreement of \$1,000 being paid by the Community Corrections Partnership (CCP) to the Resource Center. The agreement with the Resource Center terminates April 30, 2014. Efforts to reach an agreement to allow for further, and temporary, use of the Resource Center have failed due to no fault of either party. In preparation of the termination of the lease with the Resource Center, a CCP subcommittee began looking at alternative locations. These meeting resulted in the recommendation of the former Probation Building in east Quincy. On April 15, 2014, an item was placed on the Board of Supervisors agenda requesting the Board approve the process of relocating the Day Reporting Center to the former Probation Building. Unfortunately, and on the same day, the Board approved an urgency item agreeing to a lease with the Plumas County Unified School District for the former Probation Building. With great fortune, a suitable replacement site was located and in the subject of this Board item. Failure to enter into this agreement at this time will result in a stoppage of the Day Reporting Center and disruption in the delivery of court ordered services.

### DAY REPORTING CENTER

The Alternative Sentencing Program (ASP) developed the Day Reporting Center (DRC) as a location where all ancillary and county programs could provide services to criminal justice defendants in need of programming services in one place. This increases participation by participants, collaboration with partners and service providers and offers a space for agencies to implement evidence based programs and services.

The DRC, with significant help from this Board and the public safety partners, has proven to be one of the true success stories in Plumas County's response to the dramatic changes in the criminal justice system created by public safety realignment (AB 109). Recently, other counties have contacted the ASP to gather further information about our DRC. Anecdotally, we are seeing positive changes in lowering recidivist rates prompted by the use of the DRC and associated delivery of services. We anticipate this reduction will be realized statistically

when we are able to report annual recidivist statistics based upon intervention with evidence based practices.

Since the inception of the Day Reporting Center, it has been located at the Plumas Resource Center with Probation paying the rent of \$1,000 per month to the Resource Center. The ASP programs are now struggling to meet the needs of the clients in a space not designed for the current, and continually increasing, level of activity. To adequately meet this growing demand more conference rooms and one-on-one meeting rooms are needed by a variety of programs. Additionally, and as described below, there is a functional need for fixed space designated for our community corrections partners.

Some of the partners providing necessary resources and, thus, requiring suitable space include the Resource Center, the Plumas Business and Career Network, child support services, literacy and the Second Chance for Families program – who are ancillary service providers at the DRC. County agencies, such as Probation, Alcohol & Drug, Mental Health, Social Services, Child Protective Services and Alternative Sentencing, provide direct services through the DRC. Released Jail inmates on electronic monitoring also receive services at the DRC. Additionally, it is envisioned a task force comprised of numerous public safety partners focusing on the AB109 population will be housed at the DRC.

*The Alternative Sentencing Programs vision of the Day Reporting Center is to reduce offender rearrests, assist offenders in successful reentry by providing needed services, and increase public safety by holding offenders accountable. These goals will be achieved by providing skill-based learning opportunities, educational and vocational training and intensive community supervision. Participants in the Day Reporting Center will:*

- *Enhance their coping skills through group and peer counseling*
- *Reconnect with their families*
- *Apply for social service benefits*
- *Locate and maintain stable housing*
- *Improve educational and vocational skills*
- *Find and retain meaningful work*
- *Structure their activities within the community*
- *Receive intensive community supervision*

*Courses provided at the Day Reporting Center may include, but will not be limited to:*

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- *Self-Awareness* • *Life Skills*
- *Family Dynamics* • *Substance Abuse*
- *Domestic Violence* • *Victimization*
- *Volunteerism* • *GED preparation*
- *Financial Management* • *Introductory Computer Skills*
- *Cooking/Healthy eating* • *Vocational training assistance*
- *Gardening*

*In order for the above to happen, services are required at one location. This is a model which has drawn universal support and has consistently demonstrated positive results. This will be accomplished by giving each of the following entities dedicated permanent office space, to conduct individual interviews, assessments, and sessions. Those partners will be:*

- *PCSO*
- *Probation*
- *AOD*
- *Mental Health*
- *Literacy/Second Chance*
- *Social Services/Child Protective Services*
- *Business and Career Network (AFWD)*
- *Alternative Sentencing*

*The number of participants is estimated to be up to 45-60 at any given time.*

Relocation to the proposed private sites near the courthouse is desirable. This is walking distance from the courthouse and is on the bus routes to all other county areas and services. No new funding is requested for this activity.

In requesting this action by the Board, it is recognized there is a sense of urgency as the current rental agreement for the DRC expired on April 30, 2014.

## **Summary**

At this time we request the Board:

Authorize Interim Chief Probation Officer Dan Prince to enter into a lease/rental agreement with Quincy Real Estate and Property

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Management for two Quincy locations at a total monthly rental amount of \$1,400.00 to house the Plumas County Day Reporting Center.

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## PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

### CONSENT AGENDA REQUEST

For the May 6, 2014 meeting of the Plumas County Board of Supervisors

April 22, 2014

To:                    Honorable Board of Supervisors  
From:                Robert Perreault, Director of Public Works                    *Robert A. Perreault*  
Subject:              Budget Transfer from Acquisition Item 542600 to Printer line item 521820.

#### Background:

The Road Department has an Acquisition Item Equipment which includes a Plotter under account 542600 within their 13/14 Expenditure Budget. The department has reviewed available options and purchased a replacement plotter for \$3,400 which is below the County Purchasing Policy minimum acquisition amount of \$5,000.

The attached budget transfer has been reviewed and approved by the County Auditor.

#### Recommendation:

The Public Works Department respectfully recommends that the Board of Supervisors approve the attached budget transfer to move \$3,400 from Acquisition 542600 to Printer 521820.

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

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: PW Road      Dept. No: 20521      Date 4/22/2014

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 54XXX	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

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

## TRANSFER TO OR

## SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

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.

**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*

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## AGENDA REQUEST

for the May 6, 2014 Meeting of the Plumas County Board of Supervisors

April 28, 2014

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Authorize the Professional Services Agreement for Solid Waste – Professional Services Support with R3 Consulting Group to be increased \$7,500

## Background:

On April 2, 2012, a contract was fully executed with R3 Consulting Group to provide professional services support to the Department of Public Works solid waste division regarding:

Task 1 ... Assistance with Replacement Franchise Contracts, and  
Task 2 ... Create Refuse Rate Process.

The base contract amount is \$17,500.

On May 1, 2013, Amendment No. 1 was issued to the contract that extended the contract expiration date from December 31, 2012 to December 31, 2014. Amendment No. 1 did not revise the original contract amount.

This Amendment No. 2 proposes to increase the total contract amount by \$7,500 from \$17,500 to \$25,000. The requested \$7,500 is included in the existing budget adopted for FY 2013-14.

The reason for the increase is that Public Works staff is recommending that R3 Consulting be involved, on an as-needed basis, as requested by Public Works staff, during the following tasks that have yet to be performed, in regard to the preparation and review of the new franchise contracts:

It is expected that input and advice of the R3 Consulting Group will likely be necessary as revisions to the draft franchise contracts continue to be proposed by ...

Public Works staff;  
County Counsel;  
Feather River Disposal staff;  
Counsel for Feather River Disposal;  
InterMountain Disposal staff;  
Counsel for InterMountain Disposal;  
Plumas County Integrated Solid Waste Management Task Force; and  
Plumas County Board of Supervisors.

**Recommendation:**

Department of Public Works staff respectfully recommends that the Board of Supervisors vote to authorize the Director of Public Works and the Chair of the Board of Supervisors to execute proposed Amendment No. 2.

Attachment: Proposed Amendment No. 2

**AMENDMENT NO. 2  
TO THE  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
SOLID WASTE - PROFESSIONAL SERVICES SUPPORT**

THIS AMENDMENT NO. 2 is made and entered into this \_\_\_\_\_ day of May, 2014 by and between PLUMAS COUNTY, a political subdivision of the State of California, ("County") and R3 CONSULTING GROUP, INC., a California corporation ("Consultant").

**W I T N E S S E T H:**

- A. **WHEREAS**, County and Consultant executed a "Professional Services Agreement for Solid Waste – Professional Services Support," dated April 2, 2012, said contract being numbered as PWSW12-001; and
- B. **WHEREAS**, Amendment No. 1 to the contract extended the term of the contract to expire on December 31, 2014; and
- C. **WHEREAS**, both parties now desire to increase the amount of the original contract.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

Paragraph 2.1 in the original contract is replaced in its entirety with the following text:

**2.1 Compensation.** Consultant shall be paid in accordance with the cost estimate set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Consultant's total compensation shall in no case exceed Twenty Five Thousand Dollars and No Cents (\$25,000.00).

The text in Table 1 in Exhibit B is revised to read as follows:

Task 1 ... Assistance with Replacement Franchise Contracts ...	\$17,500
Task 2 ... Create Refuse Rate Process ...	\$\$7,500

Total Estimated Cost ... \$25,000

All other provisions of the original contract remain unchanged.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

\_\_\_\_\_  
County Initials

\_\_\_\_\_  
Consultant Initials \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

**FOR R3 CONSULTING GROUP, INC.**

---

Richard Tagore-Erwin  
President

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

---

William Schoen  
Secretary

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

Taxpayer ID Number: 33-1030017

**FOR PLUMAS COUNTY**

**APPROVED AS TO SCOPE OF WORK:**

---

Robert A. Perreault, Jr., P.E.  
Director of Public Works

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

**APPROVED AS TO FORM:**

---

Craig Settemire  
County Counsel

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

**CONCURRENCE:**

---

Jon Kennedy, Chair  
Board of Supervisors

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

\_\_\_\_\_ County Initials

\_\_\_\_\_ Consultant Initials

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## PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



### CONSENT AGENDA REQUEST

For the May 6, 2014 meeting of the Plumas County Board of Supervisors

April 22, 2014

To:                    Honorable Board of Supervisors  
From:                Robert Perreault, Director of Public Works                    *Robert A. Perreault*  
Subject:              Solid Waste Budget Transfer from Acquisition Item 548210 to Transfer line  
                          item 580000.

#### Background:

The Public Works Solid Waste Division has completed the Chester Transfer Station Recycle Center Capitol Improvement Project. The 13/14 expenditure line item for this was budgeted as Capitol Improvement 548210. The construction was performed by Public Works Road Department staff and equipment. In order to reimburse the Road Department for labor and equipment costs, funding needs to be transferred from the 548210 line item to 580000.

The attached budget transfer has been reviewed and approved by the County Auditor.

#### Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve the attached budget transfer to move \$74,252.00 from the Capitol Improvement Account 548210 to the Transfer Account 580000.

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

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: PW Solid Waste      Dept. No: 20579      Date 4/22/2014

The reason for this request is (check one):		Approval Required
A.	<input type="checkbox"/>	Board
B.	<input type="checkbox"/>	Board
C.	<input checked="" type="checkbox"/>	Board
D.	<input type="checkbox"/>	Auditor
E.	<input type="checkbox"/>	Auditor

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

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

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.

Dear Board,

I am writing this summary as requested by Supervisor Simpson in order to share with you a little background as your representative of the Shasta Cascade Wonderland Association, and as the sitting Secretary/Treasurer of the SCWA Board of Directors. I was appointed by the past CAO of the county and through a letter from Lori Simpson to support my being chosen as the representative for Plumas County. My responsibilities to the SCWA and the SCEF are many and I fulfill them happily as we move forward in promoting our county and our region to the world through a visitors guide, and through the translation of these guides in several foreign languages.

It's been asked that each of the 8 counties contribute \$500.00 each year as a membership to the group. It hasn't been required in years past but usually Plumas County did send some financial support when the P.C. Visitors Bureau existed and a yearly advertisement was placed with the SCWA. As it is now the funding for the SCWA comes from various sources throughout the region with the most coming from the City of Redding CVB.

I am adding a request that Plumas County sponsor a table at the Tourism Summit held each year to distribute our information at the summit and try to get as many people from our area to come and learn about what the SCWA does and its counterpart the SCEF. The education foundation is equally important and supports the Anderson Welcome Center on the I-5, where our information is shared with the public. I think the SCWA and the SCEF are asking for little and we as a county are getting great returns on any investment we make with the group.

Thanks So Much,

Jeff Luke Titcomb

## BOARD AGENDA REQUEST FORM

Department: \_\_\_\_\_ ?

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

Board Meeting Date: \_\_\_\_\_

Request for \_\_\_\_\_ minutes for presentation

(If a specific time is needed, please contact the Clerk of the Board directly.)

Consent Agenda:  Yes  No ?

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. SCWA Report from P.C. representative  
Mr. Jeff Titcomb

B. SCWA Membership of \$500.00 annually + request  
for any amount available to support the  
Tourism Summit. Basic table sponsor \$250.00

C. Re-appoint Mr. Titcomb as the P.C. representative  
or open it up for discussion if new applicants are  
sought for this position.

Review by Necessary Departments: ?

I have had this item reviewed and approved by the following departments:

If another department or the CAO is opposed to an agenda item, please indicate the objection: ?

No CAO that I am aware of.

### Attached Documents:

Contracts/Agreements:

Three copies? (Y  N )

Budget Transfers Sheets:

Signed? (Y  N )

Signed? (Y  N )

Other: \_\_\_\_\_

### Publication:

Clerk to publish on \_\_\_\_\_  Notice attached and e-mailed to Clerk.

Notice to be published \_\_\_\_\_ days prior to the hearing. \_\_\_\_\_ (if a specific newspaper is required, enter name here.)

Dept. published on \_\_\_\_\_ (Per Code § \_\_\_\_\_.)  Copy of Affidavit Attached.

### County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes:  No:  Not Applicable:

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

# BOARD OF SUPERVISORS

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



May 06, 2014

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

Attention: Permits Engineer

**Subject:** Encroachment Permit Request  
Mohawk Valley Stewardship Council  
Annual Summerfest Fundraiser  
White Sulphur Springs Ranch  
June 29, 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



# Office of the Sheriff 5c1

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 21, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Items for the meeting of May 6, 2014

**It is recommended that the Board:**

Approve and sign amendment to contract #PCSO00025 between the Plumas County Sheriff's Office (PCSO) and RSH, Inc. dba Horton Tire Center increasing the amount to \$25,000.

**Background and Discussion:**

The term of this contract is 05/01/13 – 04/30/14. The purpose of this contract is for vehicle maintenance & service. Expenses have been more than anticipated.

Agreement has been approved as to form by County Counsel.

**SECOND AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND RSH, INC.**

*Second*  
This ~~First~~ Amendment to Agreement ("Amendment") is made on April 8, 2014, between the COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and RSH, Inc., California corporation, doing business as Horton Tires ("CONTRACTOR"), who agree as follows:

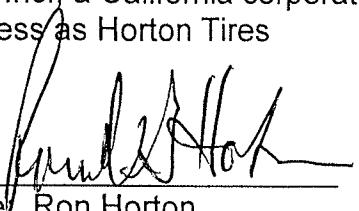
1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Services Agreement dated May 1, 2013 – April 30, 2014, (the "Agreement"), in which CONTRACTOR agreed to provide auto repair services to COUNTY.
  - b. Because the COUNTY requires a greater amount of services from CONTRACTOR than originally anticipated, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Section 2 is amended in its entirety to read as follows:
    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 Twenty-Five Thousand Dollars and 00/100 (\$25,000.00).

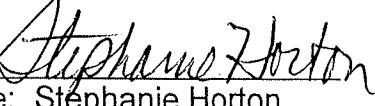
[Continued on following page]

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated May 1, 2013 – April 30, 2014, shall remain unchanged and in full force and effect.

**CONTRACTOR:**

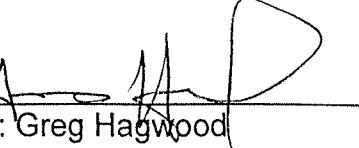
RSH, Inc., a California corporation, doing business as Horton Tires

By:   
Name: Ron Horton  
Title:

By:   
Name: Stephanie Horton  
Title:

**COUNTY:**

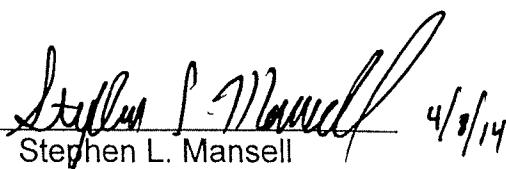
County of Plumas, a political subdivision of the State of California

By:   
Name: Greg Hagwood  
Title: Sheriff

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

Approved as to form:

Plumas County Counsel

By:   
Stephen L. Mansell  
Deputy County Counsel



# Office of the Sheriff

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

5c2

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** April 23, 2014

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Items for the meeting of May 6, 2014

**It is recommended that the Board:**

Approve and sign contract #PCSO00083 between the Plumas County Sheriff's Office (PCSO) and Washoe County Medical Examiner and Coroner's Office (WCMECO).

**Background and Discussion:**

The term of this contract is 07/01/14 – 06/30/19. This purpose of this agreement with WCMECO is to provide forensic autopsies, medical examinations and medicolegal consultations when deemed necessary by PCSO.

Fees are set by Resolution and are subject to change during the term of the agreement if a new Resolution is adopted.

County Counsel cannot approve the agreement as to form because the contract is governed by Nevada law.

PCSO00083

**INTERLOCAL AGREEMENT  
FOR FORENSIC SERVICES**

THIS AGREEMENT is made the 6<sup>th</sup> day of May, 2014, by and between Plumas County Sheriff/Coroner, and Washoe County, a political subdivision of the State of Nevada on behalf of the Washoe County Medical Examiner and Coroner's Office (hereinafter "WCMECO").

WHEREAS the Interlocal Cooperation Act authorizes public agencies to enter into cooperative agreements allowing the joint exercise of any power, privilege or authority capable of exercise by one of them, see, NRS 277.080, et.seq.; and

WHEREAS Plumas County Sheriff/Coroner and WCMECO are public agencies with the meaning of the Interlocal Cooperation Act, and

WHEREAS Plumas County Sheriff/Coroner desires that WCMECO provide forensic autopsies, medical examinations and medicolegal consultations to Plumas County Sheriff/Coroner as needed; and

WHEREAS WCMECO is willing and able to provide such services for Plumas County Sheriff/Coroner;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Services:

A medical examiner or forensic pathologist with WCMECO will perform forensic autopsies, medical examinations and medicolegal consultations deemed necessary by Plumas County Sheriff/Coroner in consultation with WCMECO.

Traumatic or suspicious death cases occurring in Plumas County Sheriff/Coroner which Plumas County Sheriff/Coroner determines require a forensic autopsy or medical examination may be referred to WCMECO. Plumas County Sheriff/Coroner shall notify WCMECO and provide necessary records as soon as possible after Plumas County Sheriff/Coroner determines that the referral is necessary and in any event before the body is transported to the WCMECO facility.

Autopsies and medical examinations shall be conducted by WCMECO in accordance with WCMECO policies.

WCMECO will complete a written report on all autopsy and medical examination cases conducted for Plumas County Sheriff/Coroner and will provide that report to Plumas County Sheriff/Coroner in a timely manner.

2. Storage and Release of Bodies:

Bodies sent to WCMECO for examination shall be returned to Plumas County Sheriff/Coroner through the funeral home that brought them, or if otherwise requested pursuant to the desire of next-of-kin or responsible entity, may be released to a local funeral home.

3. Compensation:

Plumas County Sheriff/Coroner shall pay WCMECO for services rendered pursuant to this Agreement at rates to be set periodically by formal resolution approved and authorized by the Washoe County Board of County Commissioners. WCMECO shall issue an invoice for services rendered. The established rates shall include x-ray examinations deemed necessary by WCMECO in consultation with Plumas County Sheriff/Coroner, but do not include microscopic slide preparation, anthropologic examinations, dental examinations, toxicology studies, other laboratory tests (metabolic studies, fluid chemistry studies, bacterial and viral cultures), subspecialty pathology examinations, or transportation of decedents.

4. Term:

This Agreement will commence on the 1<sup>st</sup> day of July, 2014, and become effective once approved by appropriate official action of the governing body of each party. This Agreement shall remain in force for a period of up to five years from its effective date, unless terminated sooner pursuant to Section 6 (below) under the discretion of the parties. The Agreement may be renewed by addendum at the discretion of the parties and upon approval of the Washoe County Board of County Commissioners.

5. Amendment and Assignment:

This Agreement may be amended at any time there is a need, provided both parties agree to the amendment(s) in writing. Any amendment is subject to approval by the governing bodies of the parties as a condition precedent to its entry into force. Pursuant to NRS 332.095, neither party may assign this Agreement without the express written consent of the other party.

6. Termination:

This Agreement may be terminated at any time by either party upon 30 (thirty) days written notice, without cause or penalty. In addition, in the event that the governing body appropriating funds for WCMECO fails to obligate the funds necessary to fund the office beyond the then-current fiscal period, this Agreement shall be terminated without penalty, charge or sanction.

**7. Records and Confidentiality:**

- a. Records Distribution – When completed, examination documents generated by WCMECO (face sheet, death narrative, postmortem examination report, and laboratory and toxicology studies) shall be delivered to Plumas County Sheriff/Coroner along with the invoices for services and testing. Any requests for copies of such documents that may be made to WCMECO will be referred to Plumas County Sheriff/Coroner as the custodian of those records.
- b. Confidentiality – Except as set forth in this Agreement and pursuant to Nevada law, WCMECO will not release any information on cases done for Plumas County Sheriff/Coroner.

**8. Reciprocal Indemnification:**

Plumas County Sheriff/Coroner agrees to indemnify, defend and hold harmless Washoe County and WCMECO, its officers, employees, and agents, from and against, any and all claims demands, or actions, by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of Plumas County Sheriff/Coroner in connection with the services provided to Plumas County Sheriff/Coroner by WCMECO pursuant to this Agreement.

Washoe County and WCMECO agree to indemnify, defend and hold harmless Plumas County Sheriff/Coroner, its officers, employees, and agents, from, and against, any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of Washoe County in connection with the services provided by WCMECO to Plumas County Sheriff/Coroner pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

**9. Interpretation:**

The laws of the State of Nevada shall apply in interpreting this Agreement, and venue for any dispute arising from the interpretation of the Agreement shall be the Second Judicial District Court of the State of Nevada in and for the County of Washoe.

**10. Incorporation:**

This Agreement and the Attachments hereto constitute the complete and final Agreement of the parties with regard to the subject matter herein, and supersedes all prior agreements, both written and oral, and all other written and oral communications between the parties.

11. Liaison:

The parties designate the following persons to serve as contacts for purposes of this Agreement:

Ellen G.I. Clark, M.D.  
Office of Washoe County  
Medical Examiner and Coroner  
P.O. Box 11130  
Reno, NV 89520

Steve Peay  
Investigations Sergeant  
Plumas County Sheriff's Office  
1400 E. Main St.  
Quincy, CA 95971

IN WITNESS HEREOF, the representatives of the parties have set their hand:

Plumas County Sheriff/Coroner  
COUNTY OF PLUMAS

By: \_\_\_\_\_  
JON KENNEDY, CHAIR  
Plumas County Sheriff/Coroner  
PLUMAS COUNTY BOARD OF SUPERVISORS

DATED: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
County Clerk

COUNTY OF WASHOE

By: \_\_\_\_\_  
David Humke, Chairman  
Washoe County Commission

DATED: March 11, 2014

ATTEST:

By: Dancy L. Parent  
County Clerk  
Washoe County

# EXHIBIT A

## RESOLUTION TO SET FEES JULY 1, 2014

WHEREAS, the Board of County Commissioners of Washoe County, pursuant to NRS 259.025 and Washoe County Code Chapter 35.290 has the authority to create fees and charges for the Medical Examiner/Coroner's Office; and

WHEREAS, the Medical Examiner/Coroner's Office provides autopsies, medical examinations, and other related services to extra-jurisdictional governmental agencies; and

WHEREAS, the Medical Examiner/Coroner's Office seeks to recover the costs associated with the provision of such services to those extra-jurisdictional governmental agencies; now, therefore, be it

RESOLVED by the Board of Commissioners of Washoe County that it is the intention of the Board to set and approve fees that the Medical Examiner/Coroner's Office may charge and collect from extra-jurisdictional government agencies for services rendered as follows:

### Postmortem Examinations:

Autopsy – Medical Examiner Fee	\$ 1,500.00
Homicide Autopsy – Medical Examiner Fee	\$ 1,900.00
Infant Autopsy – Medical Examiner Fee	\$ 1,900.00
Severely Decomposed Autopsy – Medical Examiner Fee	\$ 1,600.00
Obese (300+ lbs) Autopsy – Medical Examiner Fee	\$ 1,600.00
Skeletal Remains Requiring Anthropological Exam	\$ 1,600.00
Head Post – Medical Examiner Fee	\$ 500.00
External (Medical) Exam – Medical Examiner Fee	\$ 350.00
Autopsy – Facility Use Fee	\$ 550.00
External (Medical) Exam – Facility Use Fee	\$ 275.00
Phone consultation for case sign-out – Medical Examiner Fee	\$ 200.00
Toxicology Review / Interpretation Fee	\$ 50.00
Autopsy Report Fee (on site storage) (One copy free to Family upon request) (Law enforcement and primary care physician - free of charge)	\$ 25.00
Autopsy Report Fee (off-site storage)	\$ 50.00
Autopsy Photographs (CD/Electronic, Private Attorneys)	\$ 30.00
X-Rays (CD/Electronic)	\$ 30.00

Legal Consultation and Testimony by Medical Examiner (per District Attorney or other Attorney/Court):

Case preparation	\$ 300.00/hour
Records review	
Phone consultation/conference	
Research for case	
Report preparation and other than items provided	
Travel time	\$ 300.00/hour
Wait time	\$ 300.00/hour
Travel Expense - Actual Cost (per approval or arrangement by referring agency)	
May include:	
Airfare	
Vehicle rental	
Mileage allowance per IRS rules	
Overnight lodging	
Testimony (Court, Grand Jury, Deposition)	\$ 400.00/hour

All fees for services rendered pursuant to contracts with extra-jurisdictional agencies and this Resolution shall become effective July 1, 2014 and be deposited in the County's General Fund.

Adopted this 11<sup>th</sup> day of March, 2014.

BOARD OF COUNTY COMMISSIONERS  
OF WASHOE COUNTY

By   
David Humke, Chairman  
Washoe County Commission

ATTEST:

Mary L. Parent  
County Clerk



EXHIBIT D

# WASHOE COUNTY

"Dedicated to Excellence in Public Service"



OFFICE OF THE MEDICAL EXAMINER AND CORONER

10 KIRMAN AVENUE  
POST OFFICE BOX 11130  
RENO, NEVADA 89520  
PHONE (775) 785-6114  
FAX (775) 785-6163

April 3, 2014

Sheriff Greg Hagwood  
Plumas Co. Sheriff/Coroner  
1400 East Main St.  
Quincy, CA 95971

Dear Sheriff Hagwood,

Enclosed please find four original "Interlocal Agreements for Forensic Services" between the Washoe County Medical Examiner/Coroner's Office (WCMECO) and your agency. Two originals should be signed and returned to this office and two are for your files. The new Agreement is effective immediately and is good for a period of up to five years ending June 30, 2019.

I've also enclosed a revised rate schedule effective July 1, 2014. This office has not requested a rate increase since 2011. During the same time, costs for personnel, benefits, services and supplies have risen 12%.

On March 11, 2014, the Washoe County Board of Commissioners authorized a small general services rate increase and a first-time "tiered" autopsy rate schedule whereby the WCMECO may charge a higher rate for complex death examinations including:

- ✓ Homicide
- ✓ Infant
- ✓ Severely Decomposed
- ✓ Obese
- ✓ Skeletal Remains Requiring Anthropological Examination

The above listed cases are extremely time consuming and require additional supplies and manpower to complete.

Many of our "outside agencies" have taken advantage of our "training program." This entails sending one or two of your investigators to this office for a one week (40 hour) training session in Death Scene Investigation and Morgue Operations. This program has been quite successful. If you are interested, I urge you to contact Supervisor(s) Rudy Bein or Sarah Turner at 775-785-6114.

We value the working relationship that we have with your agency and look forward to continuing to provide you with the highest level of professionalism in forensic pathology and death investigation services.

Please sign and return two of the original agreements to:

Washoe County Medical Examiner/Coroner's Office  
Attn: Lynn Sack, Administrative Assistant  
10 Kirman Ave.  
Reno, NV 89520

Please feel free to contact me at 775-785-6114 if you have any questions or concerns.

Sincerely,



Ellen G.I. Clark, M.D.,  
Chief Medical Examiner



# Plumas County Environmental Health

270 County Hospital Rd., Ste 127, Quincy CA 95971

5D

Environmental Health Quincy  
Phone 530-283-6355  
FAX 530-283-6241

Environmental Health Chester  
Phone 530-258-2538  
FAX 530-258-2844

**Date:** April 25, 2014

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe

**Agenda:** Consent Agenda Item for May 6, 2012

**Recommendation:** Approve a Resolution authorizing submittal of a grant application to Cal EPA to continue the rural underground storage tank leak prevention program and authorize the Environmental Health Director to sign various assurances as the Board's designee.

**Background and Discussion:** As the Board may recall, Environmental Health has received rural underground storage tank leak prevent funding for the past three years. Administered by Cal EPA, the program is designed to help increase the number of trained and certified staff and help offset the cost of this program in rural areas. Originally planned for three years, Cal EPA has extended this funding for 2 additional fiscal years.

Plumas County is eligible for reimbursement of up to \$85,712 over the next 2 years. A 25% local match is required, but current program activities including annual permit and inspection fees, will more than cover the match so no additional funding from the county is required. Eligible activities include employee training, certification and inspection in underground tank installation, construction, testing, leak detection, spill containment, and overfill prevention.

At this time, the Board is asked to approve a Resolution authorizing Environmental Health to submit an application to Cal EPA for continued funding to implement the rural underground storage tank leak prevention program and authorize the Environmental Health Director to sign various assurances as the Board's designee. A copy of the resolution, approved to form by County Counsel, is attached for your review and consideration.

If you have any questions, please contact me at 283-6367. Thank you.

Plumas County Resolution Number \_\_\_\_\_

**A RESOLUTION AUTHORIZING PROGRAM GRANT APPLICATION,  
AGREEMENT AND AMENDMENT WITH THE STATE OF CALIFORNIA  
FOR IMPLEMENTATION OF  
RURAL UNDERGROUND STORAGE TANK LEAK PREVENTION**

**WHEREAS**, Plumas County has previously designated the Director of Environmental Health to implement the Unified Hazardous Materials Management program; and

**WHEREAS**, Plumas County Environmental Health is the Certified Unified Program Agency (CUPA) for the County; and

**WHEREAS**, funds totaling approximately \$85,712 dollars are available from the California Environmental Protection Agency for local CUPA implementation of the Rural Underground Storage Tank Leak Prevention Program;

**WHEREAS**, funding will be used to reimburse the county for expenses incurred in implementing and carrying out this program; and,

**WHEREAS**, funds comprising the required 25% match share will be contributed by fees for services currently performed by the CUPA, and that no additional cost to the county is anticipated or required,

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors authorizes the Plumas County CUPA to submit an application to the California Environmental Protection Agency for a grant to implement the Rural Underground Storage Tank Leak Prevention Program. The Director of Environmental Health is hereby authorized and empowered to execute all necessary applications, contracts, agreements and amendments as the Board designee for the purposes of securing grant funds and to implement and carry out this program provided, however, that any contract, agreement, or amendment requisitioning goods or services shall remain subject to the Plumas County Purchasing Policy.

The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of the Board of Supervisors on May 6, 2014 by the following vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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Chair, Board of Supervisors

**Attest:**

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Clerk of the Board of Supervisors



## DEPARTMENT OF FACILITY SERVICES

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

5E1



Donald Sawchuk  
Director

Date: May 6, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Service Agreement with QT Technologies for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals. Authorize the Airports Director to Execute.**

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### Background

Plumas County Airports has used QT Technologies for the past 8 years to provide Warranty Service and Technical Support of the self service fuel terminals at Chester, Quincy and Beckwourth Airports. The service agreement is vital to the Airports ability to provide ongoing fuel sales. Please see attached agreement.

Last year, County Counsel was unable to "approve as to form" this same service agreement due to it being governed by Colorado State Law. County Counsel was unable render an opinion as to the enforceability of the contract under Colorado State Law. QT Technologies has previously rejected our request to amend the agreement to include California State Law. This agreement is used for all States and Canada and QT Technologies will not augment it for any client.

No other suitable airport fuel service provider has been found that can also provide a contract "approved as to form" by County Counsel. It is recommended that the Board authorize the continuance of this service agreement for one more year.

### Recommendation

Approve Service Agreement with QT Technologies for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals. Authorize the Airports Director to Execute.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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



**Donald Sawchuk**  
Director

Date: May 6, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Accept Donation of Banners and Banner Brackets from Blue Star Mom's and  
Authorize the Director of Facility Services to Place the Banners at His  
Discretion in Dame Shirley Plaza**

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### Background

Feather River Blue Star Moms will be donating up to 16 banners and brackets to Plumas County, for the Home Town Hero Banner Project in Plumas County. These banners will be mounted on 8 county owned light poles in Dame Shirley Plaza.

Placement of the banners and brackets will be per Facility Services schedule and discretion. When an active duty member becomes discharged, the banner will be donated and presented back to the family.

Feather River Blue Star Moms will donate storage and be responsible for care and replacement of banners.

Feather River Blue Star Moms will be responsible for continued funding of the Home Town Hero project.

The banner design has been approved by the Quincy Design Review Committee

### Recommendation

Accept donation of the Home Town Hero banners and brackets and authorize the Director of Facility Services to determine placement of the banners.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



5F

## CONSENT AGENDA REQUEST

For the May 6, 2014 meeting of the Plumas County Board of Supervisors

April 25, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Amendment to Existing Services Agreement – Cashman Equipment

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

### Background:

On December 1, 2012 Public Works entered into a services agreement with Cashman Equipment Company with a \$10,000 limit over the term of the agreement through November 30, 2013.

This Amendment changes the Termination date shown in section 3 of said agreement and subsequent amendments from November 30, 2013 to November 30, 2015 and the maximum compensation shown in section 2 of said agreement shall be increased from \$10,000 to \$20,000. All other terms and conditions will remain unchanged.

### Recommendation:

It is respectfully recommended that the Board of Supervisors approve the Amendment and authorize the Chair to sign.

**AMENDMENT TO EXISTING SERVICES AGREEMENT**  
 Cashman Equipment Company (PWRD13-005)

**THIS AGREEMENT** is made and entered into this 27<sup>th</sup> day of January, 2014 by and between the County of Plumas, a political subdivision of the State of California ("County"), and Cashman Equipment Company, a Nevada corporation. Execution of this document by both parties constitutes an agreement to amend certain terms and conditions of that certain agreement between County and Contractor, which had an effective date of December 1, 2012. (1) This amendment changes the Termination date shown in Section 3 of said agreement and subsequent amendments from November 30, 2013 to November 30, 2015 and (2) the maximum Compensation shown in Section 2 of said agreement shall be increased from \$10,000.00 to \$20,000.00 (Twenty Thousand Dollars and no cents). All other terms and conditions, including insurance requirements, as set forth in the aforementioned Agreement shall remain unchanged and shall bind both parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to the aforementioned Agreement to be executed by and through their respective officers, as of the date first above written.

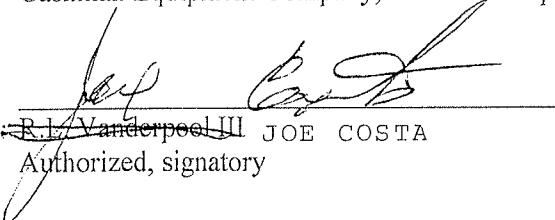
**COUNTY OF PLUMAS,**  
 A political subdivision of the State of California

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

Robert Perreault,  
 Director of Public Works

Chair of the Board  
 Approved:

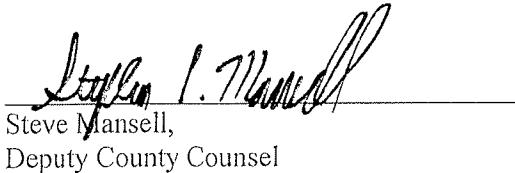
**CONTRACTOR**  
 Cashman Equipment Company, a Nevada corporation

  
 R.L. Vanderpool III JOE COSTA  
 Authorized, signatory

Date: 3/21/14

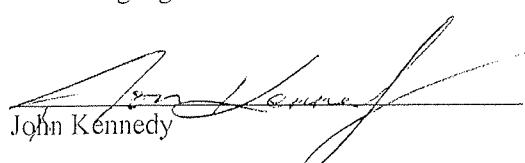
Jon Kennedy  
 Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

  
 Steve Mansell,  
 Deputy County Counsel

Date: 2/6/14

**APPROVED:**  
 Purchasing Agent:

  
 John Kennedy

Date: 2/10/14



## ALCOHOL AND OTHER DRUG SERVICES (AOD)

270 County Hospital Road, Suite 111, Quincy, CA 95971  
(530) 283-7050      Fax (530) 283-6110

**Date:** April 24, 2014

**To:** Honorable Board of Supervisors

**From:** Louise Steenkamp

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:** Approve and direct the chair to sign Amendment-1 to Agreement A&D1314SKYWAY with Skyway House for residential drug treatment services for the remainder of Fiscal Year 2013-2014.

**History/Background:** As the Board is aware Plumas County Alcohol and Drug Services has the fiscal and administrative responsibilities for alcohol and drug prevention, treatment, recovery and aftercare services.

This Agreement allows Skyway House to provide substance abuse treatment services to clients in Plumas County. The number of clients referred for treatment is more than anticipated for this fiscal year. This Amendment is needed to provide substance abuse services to the increased number of clients referred to treatment.

This Amendment was reviewed and approved by the Office of the County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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

5H1



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin-Hall, MPH, CHES, Director

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<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
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**Date:** April 22, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:** Approve the following Service Agreements related to the Ryan White Part C Program for FY 14-15, and direct the Chair to sign:

ASUR Volunteer Services	PARTC1415ASUR	\$13,500.00
Great Northern Corporation	PARTC1415GNC	\$21,500.00
Karuk Tribe	PARTC1415KARUK	\$19,875.00
Lassen County Public Health	PARTC1415LCPH	\$22,302.00
Northeastern Rural Health	PARTC1415NRHC	\$16,250.00
Plumas District Hospital	PARTC1415PDH	\$18,000.00
Siskiyou County Public Health	PARTC1415SCPH	\$18,200.00
Siskiyou Medical Group	PARTC1415SMG	\$22,000.00

**History/Background:** As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the Ryan White Part C Program.

Ryan White Part C funds provide for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services. The program maintains four HIV clinic sites within the five county regions to provide these services. Services available to clients include primary medical care, HIV specialty care, laboratory services, medications, dental care, nutrition counseling, psychosocial counseling, health education and risk reduction counseling, medication adherence counseling and nutritional supplements.

The service agreements have been reviewed and approved by the Office of County Counsel, a copy of which is on file with the clerk of the Board for your review.

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



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

5H2

Mimi Khin-Hall, MPH, CHES, Director

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<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
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**Date:** April 18, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:** Approve the following service agreements related to the SNAP-Ed Program, and direct the Chair to sign:

Lassen County Public Health SNAP1316LCPH \$79,705.00  
Modoc County Public Health SNAP1316MCPH \$48,672.00

**Background Information:** The goal of the SNAP-Ed Program is to provide Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed) participants and those eligible up to 185 percent Federal Poverty Level (FPL) are educated and receive support to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity. These are the behavioral outcomes that the U.S. Department of Agriculture (USDA) expects and have the potential to reduce the prevalence of obesity and the onset of related chronic diseases in the SNAP-Ed population.

PCPHA will act as lead agency for the regional SNAP-Ed programs and through these service agreements will work with Lassen and Modoc Counties to provide the SNAP-Ed services in their communities.

The service agreements have been reviewed and approved by the Office of the County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

5H3

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
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**Date:** April 22, 2014

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for May 6, 2014

**Item Description/Recommendation:** Approve the following service agreements related to the Ryan White Part B Program for Fiscal Year 2014-2015, and direct the Chair to sign:

Great Northern Corporation	PARTB1415GNC	\$61,874.00
Lassen County Public Health	PARTB1415LCPH	\$16,812.00

**History/Background:** As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the HIV/AIDS Title II Ryan White (RW) Part B Program.

Ryan White Part B finds provide for the planning, development and delivery of comprehensive outpatient and support services for people with HIV/AIDS and their families within the five (5) county region of Modoc, Lassen Plumas Siskiyou, and Sierra counties. The program is designed to provide direct medical and psychosocial care, support services such as food, housing and utilities, and case management services. The goal of the program is to prolong the health and productivity of those living with AIDS and reduce or avoid future HIV/AIDS health care costs.

The service agreements have been reviewed and approved by the Office of County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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