

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF FEBRUARY 03, 2015 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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

11:00 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

1. 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) EMERGENCY SERVICES

Approve continuation of local emergency due to drought

B) CLERK OF THE BOARD

Approve Board minutes for January 2015

C) FACILITY SERVICES & AIRPORTS

Approve and authorize the Chair to sign Lease Agreement between County of Plumas and Plumas Corporation for "Airport Administration Building" at Gansner Field Airport. Approved as to form by County Counsel

D) ALCOHOL & OTHER DRUGS

Approve and authorize the Chair to sign first amendment to Agreement with Skyway House, Inc., a California Corporation that provides residential treatment for Substance Use Disorders. Approved as to form by County Counsel

2. DEPARTMENTAL MATTERS

- A) 11:00 A.M. – PUBLIC WORKS – Robert Perreault
- 1) **CONTINUED PUBLIC HEARING** from December 16, 2014: Consider matters identified by the utilities that are involved in the PG&E Undergrounding Project that is part of the State Route 89 and County Roads Improvement Project in Greenville; adopt **RESOLUTION** to Establish Greenville Overhead Utility District No. 6. **Roll call vote**
 - 2) Solid Waste: Appropriate \$21,666 from Solid Waste Contingencies to various Solid Waste expenditure accounts to cover costs for FY 2014/2015. **Four/fifths required roll call vote**
- B) SHERIFF – Greg Hagwood
Approve budget transfer of \$9,999 for “Every 15 Minutes” Program to be held at Quincy High School. Discussion and possible action
- C) ENVIRONMENTAL HEALTH – Jerry Sipe
Review the 2014 Annual Report on Environmental; Health programs and accomplishments
- D) PROBATION – Dan Prince
- 1) Authorize the Probation Department to recruit and fill 1.0 FTE Probation Assistant position. Discussion and possible action
 - 2) Approve and authorize the Chief Probation Officer to sign contract between County of Plumas and Alliance for Workforce Development to provide job readiness services to adult defendants in the Criminal Justice population. Approved as to form by County Counsel. Discussion and possible action
- E) PUBLIC HEALTH AGENCY – Mimi Hall
- 1) Adopt **RESOLUTION** Amending the 2014-2015 Plumas County Personnel Allocation in Senior Services Budget Units 20480 and 20830 increasing the Senior Services Division Director from .5 FTE to combined 1.0 FTE; and authorize Public Health to recruit and fill 1.0 FTE Senior Services Division Director position. **Roll call vote**
 - 2) Authorize the Director of Public Health to hire above the “B” Step for position of Public Health Program Division Chief. Discussion and possible action
- F) PLANNING – Randy Wilson
Approve and authorize the Planning Director to sign contract amendment with Uma Hinman Consulting to perform invoicing services related to the Prop. 50 Grant Agreement between the Department of Water Resources and County of Plumas. Approved as to form by County Counsel. Discussion and possible action

3. BOARD OF SUPERVISORS

- A. Approve and authorize the Chair to sign letter to the State Water Resources Control Board requesting a Public Meeting in the Almanor Basin to solicit public comments on the Draft Environmental Impact Report for the 401 Water Quality Certification for FERC 2015. Discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

PORTOLA CEMETERY DISTRICT

Appoint Peggy Addington to the Portola Cemetery District Board replacing George “Bare” Ellis

4. EASTERN PLUMAS CHAMBER – Audrey Ellis

Consider request for contribution of \$1,000 to attend the Travel & Adventure Show in Santa Clara on February 7th and 8th, 2015. Discussion and possible action

5. LEAGUE OF WOMEN VOTERS

Presentation by League of Women Voters of its annual countywide essay contest winners

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Director of Mental Health
- B. Personnel: Public employee performance evaluation – County Librarian
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – County of Plumas v. BCM Construction, et al., Plumas Superior Court Case No. CV14-00168
- 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

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, February 10, 2015, Board of Supervisors Room 308, Courthouse, Quincy, California.



Plumas County Office of Emergency Services

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

1A

Date: January 22, 2015
To: Honorable Board of Supervisors
From: Jerry Sipe
RE: Consent Agenda Item for February 3, 2015

Recommendation: Approve Continuation of Local Emergency Due to Drought

Background and Discussion: As the Board is aware, Section 8630 of the California Emergency Services Act states that the governing body must review the need for continuing the local emergency every month for the proclamation to remain in effect. For the drought declared on August 19, 2014, this was last done on January 6, 2015.

Until potential future impacts are less likely, it is recommended that the Board approve continuation of the local emergency due to drought.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Dony Sawchuk
Director

Board Date: February 3, 2015

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: Approve Lease Agreement between County of Plumas and Plumas Corp
for the "Airport Administration Building" at Gansner Field Airport

Background

Plumas Corporation desires to lease the "Airport Administration Building" (former restaurant building) at Gansner Field Airport. The building has been occupied by Plumas Corporation since 1997. The new lease includes the repurposing of the former Tourist Bureau space to the pilots lounge and the second floor office for airport administration. In order to comply with our contractual obligations under "Grant Assurances" with the FAA, the following changes have also been made to the lease agreement.

1. Fixed Annual rent will increase from \$1,100.00 to a fair market value of \$5,112.00
2. Plumas Corporation will maintain the public restrooms and pilot lounge and provide free wireless internet to the pilot's lounge and airport admin office.
3. The buildings primary purpose will be for airport activities with the tenant lending support to those activities while conducting general office functions related to their business.

The County will maintain a fire insurance policy on the structure and the tenant will maintain a content insurance policy.

Recommendation

Approve Lease Agreement between County of Plumas and Plumas Corporation for the "Airport Administration Building" at Gansner Field Airport.

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



ALCOHOL AND OTHER DRUG SERVICES

270 County Hospital Road, Suite 111, Quincy, CA 95971
Treatment (530) 283-7050 Prevention (530) 283-6118
<http://www.plumascounty.us/index.aspx?nid=2349>

Date: January 22, 2015
To: Honorable Board of Supervisors
From: Louise Steenkamp, AOD Director
Agenda: Items for BOS meeting on February 3, 2015

Recommendation:

It is requested that the Board of Supervisors approve and authorize the Board Chair to sign the following Agreements:

1. A First Amendment to Agreement # AOD1415SKYWAY-1, with Skyway House Inc., a California Corporation, that provides residential treatment for Substance Use Disorders not to exceed \$50,000.

Background Information:

1. The County and Skyway House entered into a written Agreement dated July 1, 2014 through June 30, 2015, in which Skyway House agreed to perform substance abuse treatment services. Skyway House was purchased by Acadia Behavioral Health, and is now doing business as Skyway House, Inc. The parties desire to amend the Agreement to reflect the corrected Subcontractor name of Skyway House, Inc.

Agreements are approved as to form by County Counsel. Copies of the agreements are on file with the Clerk of the Board for review.

PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 EAST MAIN STREET, QUINCY CA 95971 – PHONE (530) 283-6268 FACSIMILE (530) 283-6323
Robert A. Perreault Jr., Director Joe Blackwell, Deputy Director



AGENDA REQUEST

for the February 3, 2015 Meeting of the Plumas County Board of Supervisors

January 26, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, appearing to read "Robert A. Perreault", is written over the printed name.

Subject: Continue a PUBLIC HEARING from January 20, 2015 to Consider Matters Identified by the Utilities that are involved in the PG&E Undergrounding Project that is part of the State Route 89 and County Roads Improvement Projects in Greenville

Background:

In conjunction with the State Route 89 Project in Greenville and the adjoining Plumas County highway improvements project, there is a related undergrounding project that has been in progress. The utility companies involved in the project area are:

1. Pacific Gas & Electric
2. Frontier Communications
3. New Day Broadband
4. Indian Valley CSD

At the request of some of the utilities involved in the project, the boundaries of the proposed district have been established, modified, re-established and modified again. Attached are copies of maps that depict the latest proposal for a modified boundary map.

On August 5, 2014, the Board of Supervisors scheduled a Public Hearing, which was conducted during the Board of Supervisors meeting scheduled for September 9, 2014.

Since September 9, 2014, the matter has been continued and re-continued to certain meetings, the last being the meeting of the Board of Supervisors that is scheduled for February 3, 2015.

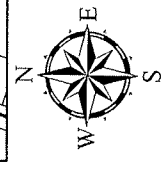
Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors, on February 3, 2015, receive reports from all agency staffs as well as comments from the public.

Thereafter, Public Works staff respectfully recommends that the Board of Supervisors:

Adopt the attached, revised map and the attached, proposed Resolution.

Attachments



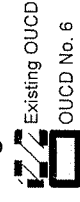
1 inch = 500 feet

Proposed Revision to Rule 20A Boundary Map

Greenville Overhead Utility

Conversion District No. 6

Legend



Prepared By:
Public Works
December 15, 2014

**Establishing Greenville)
Overhead Utility District No. 6)**

RESOLUTION NO. 15-_____

WHEREAS, the California Public Utilities Commission (hereinafter "CPUC") has authorized electric and telecommunication utilities to convert overhead utility lines and facilities to underground; and

WHEREAS, pursuant to certain criteria, CPUC rules allow participating counties to establish legislation authorizing the creation of underground utility districts within which existing overhead electric distribution and telecommunication distribution and service facilities will be converted to underground; and

WHEREAS, the County of Plumas (hereinafter "County"), has adopted a resolution setting the time and place for a public hearing to establish Greenville Underground Utility District No. 6 (Resolution No. 14-7989), to be known henceforth as Greenville Overhead Utility Conversion District No. 6, and another resolution authorizing the Board of Supervisors to designate areas within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities within said underground district (Resolution No. 08-7518); and

WHEREAS, the Director of Public Works for the County of Plumas has consulted with the affected public utilities and such utilities have agreed that the proposed underground conversion district, designated the Greenville Overhead Utility Conversion District No. 6 and more particularly described as being from approximately 200 feet to 700 feet northwest of Main Street along State Route 89, the entire length of Bidwell Street, excluding the utility pole at the northeast corner of Bidwell Street, from State Route 89 to 100 feet southwest along Franklin Alley, and from State Route 89 to 180 feet southwest along Willow Street to supplement and extend existing underground utility districts in Greenville, California, as shown on Exhibit 1 attached hereto and incorporated herein by reference, meets the criteria established by the rules of the CPUC, to wit,

That such undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities; and

That the streets or roads or right-of-ways in the proposed district are extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic; and

That the streets or roads or right-of-ways in the proposed district adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public,

WHEREAS, each year the County is notified by PG&E regarding the allocation of work credits for conversion of overhead electric distribution lines and facilities to underground, known as Rule 20A allocations; and

WHEREAS, the Director of Public Works for the County of Plumas has consulted with PG&E and determined that the County has accumulated Rule 20A work credits or PG&E has agreed that the County may borrow against future credits sufficient to complete the proposed overhead conversion project; and

WHEREAS, the County and the affected utilities have agreed by letter that each utility shall complete the engineering of their respective portion of the Greenville Overhead Utility Conversion District No. 6 Project; and

WHEREAS, the County and the affected utilities have agreed by letter that PG&E shall be responsible for preparation of the trench profile and composite drawings and that PG&E shall be designated as “trench lead” to manage trenching, installation of substructures, and pavement restoration and such other work; and

WHEREAS, the Director of Public Works of the County and the affected utilities have agreed on a work schedule which meets their respective capabilities and further agreed to waive any administrative fees, costs or special street restoration requirements for purposes of this project; and

WHEREAS, to the extent required, the County has agreed to provide easements or rights of way on private property as may be necessary for installation of utility facilities in a form satisfactory to the affected utilities; and

WHEREAS, the Plumas County Board of Supervisors has now received the report from the Director of Public Works recommending that the area identified in Exhibit 1 should be designated as a overhead utility conversion area within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities; and

WHEREAS, upon the recommendation of the Director of Public Works, the Plumas County Board of Supervisors has determined that the proposed Greenville Overhead Utility Conversion District No.6 is categorically exempt from environmental review pursuant to the California Environmental Quality Act; and

WHEREAS, the County has notified all affected property owners within the proposed Greenville Overhead Utility Conversion District No.6 and inviting same to attend a public hearing to discuss formation of the proposed district; and

WHEREAS, the Plumas County Board of Supervisors held public hearings at which time the Board did receive and consider the recommendation of the County Engineer and did hear any and all objections or protests that were raised by the owners of property within the above described district pertaining to designating this area an overhead utility conversion district,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas that

Section 1. The public interest requires the removal of all existing utility poles [excepting those poles supporting streetlights, traffic signals or trolley lines, or as specifically designated as providing overhead service to parcel(s) outside of the boundary of Greenville Overhead Utility Conversion District No.6], overhead wires and associated overhead structures and installation of underground wires and facilities for supplying electric power, communication, or similar associated services within the areas as shown in Exhibit 1, attached hereto, with such area being designated as the Greenville Overhead Utility Conversion District No. 6; and

Section 2, That the utility companies, cable television services and other affected services shall commence work on installation of underground facility installation in Greenville District No. 6 and that as each phase of the project is complete and ready for conversion from overhead to underground utility facilities, all fronting property owners shall be notified by first class letter, postage pre-paid, of the schedule for conversion of all utility service lines; and

Section 3, The electric utility shall use the underground conversion allocation computed pursuant to decisions of the California Public Utilities Commission for the purpose of providing to each premises requiring it in Greenville Overhead Utility Conversion District No. 6 a maximum of one hundred feet of individual electric service trenching and conductor (as well as backfill, paving and conduit, if required) and each other serving utility shall provide service trenching and conductor in accordance with its rules and tariffs on file with the California Public Utilities Commission or as required by its Franchise Agreement with the County; and

Section 4. The electric utility shall use said underground conversion allowance allocation, up to a maximum amount of \$1500 per service entrance excluding permit fees, for the conversion of electric service panels to accept underground service in the Greenville Overhead Utility Conversion District No. 6, and each property owner shall be financially responsible for any and all costs not covered by the electric utility for the installation and maintenance of the conduit and termination box located on, under or within any structure on the premises served; and

Section 5. That upon notification as specified in Section 2, all property owners in Greenville Overhead Utility Conversion District No. 6 shall have underground electrical entrance facilities installed and inspected pursuant to the National Electrical Code within

sixty (60) days and that should any property owner fail to install satisfactory underground electrical entrance facilities by the date specified in the notice, the electric utility shall notify the Director of Public Works who shall, within thirty (30) days direct the electric utility in writing to discontinue electrical service to the property, without recourse, pursuant to Rule 11 until electrical entrance facilities are ready to accept underground electrical conductors and have passed the necessary inspection requirements; and

Section 6. That once all services have been converted from overhead to underground, the utility companies, cable television services and other affected services shall remove all poles (except as specified above) and associated overhead facilities in Greenville Overhead Utilities Conversion District No. 6, by December 31, 2015.

Section 7. That Resolution No. 08-7518, which previously established Greenville Underground District No. 6, is hereby rescinded upon passage of this resolution..

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 3rd day of February, 2015, by the following vote:

AYES: Supervisors

NOES: Supervisors:

ABSTAIN: Supervisors:

ATTEST:

Chair, Board of Supervisors

Clerk of the Board of Supervisors

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



AGENDA REQUEST

for the February 3, 2015 Plumas County Board of Supervisors meeting

January 22, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Public Works Director

A handwritten signature in black ink, appearing to read 'Robert A. Perreault', is written over the 'From:' line.

Subject: Request to move \$21,666 from Solid Waste Contingencies to various
Solid Waste Expenditure Accounts.

Background:

Professional Services – 521900:

The State has required specific support work at the Gopher Hill Landfill be advanced to begin in FY 14/15 instead of FY 15/16 as initially planned. A Five Year Review, an Updated Closure Plan and a Non-Water Corrective Action Plan for the Gopher Hill Landfill is being currently worked on by VESTRA Resources as covered in their multi-year contract. The department needs to make funds available to cover the additional 14/15 FY expenditure of \$10,000.

TRF. GRN WST INTR DPT CST – 580717:

The operational cost of the Green Waste Disposal Program is exceeding the estimated budget costs. The department needs to move \$11,666 from Solid Waste Contingencies to cover operational costs through January 31, 2015.

The attached Budget Transfer has been reviewed and approved by the County Auditor.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors approved the attached Budget Transfer.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Solid Waste Dept. No: 20579 Date 1/22/2014

The reason for this request is (check one):

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

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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0109	20579	528400	Contingencies	21,666.00
Total (must equal transfer to total)				21,666.00

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0109	20579	521900	Prof. Services	10,000.00
0109	20579	580717	TRF. GRN WST DPT CST	11,666.00
Total (must equal transfer to total)				21,666.00

Supplemental budget requests require Auditor/Controller's signature

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



GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff


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

2B

Memorandum

DATE: January 13, 2015

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of February 3, 2015

It is recommended that the Board:

Approve supplemental budget request in the amount of \$9,999.00 for the Every 15 Minutes program to be held at Quincy High School.

Background and Discussion:

A \$9,999.00 supplemental budget is requested for each of the grant awards received by the Sheriff's Office to implement the Every 15 Minutes program. Expenditures for this program will be offset by revenue from the California Highway Patrol.

The Every 15 Minutes program is a two day event involving high school juniors and seniors that challenges them to think about drinking, personal safety, and the responsibility of making mature decisions concerning drinking and driving. This cooperative program involving schools, law enforcement, and the community is designed to prevent teenage drunk driving injuries and fatalities.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: EVERY 15 MINUTES Dept. No: 70340 Date 1/13/2015

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
B. ☒ Supplemental Budgets (including budget reductions)
C. ☐ Transfers to/from or new Fixed Asset, out of a 51XXX
D. ☐ Transfer within Department, except fixed assets, out of a 51XXX
E. ☐ Establish any new account except fixed assets

Approval Required

Board
Board
Board
Auditor
Auditor

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

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70340	44290	STATE - OTHER	9,999.00
Total (must equal transfer to total)				9,999.00

TRANSFER TO OR **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70340	524400	SPECIAL DEPT EXPENSE	9,999.00
Total (must equal transfer to total)				9,999.00

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Supplemental budget request for funding for Every 15 Minutes program _____

B) N/A _____

C) Funding is for this fiscal year _____

D) Received approved grant award for program _____

Approved by Department Signing Authority: _____

Roni Towery

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.

SHORT FORM CONTRACT

(For agreements up to \$9,999.99)

STD. 210 (Revised 6/2003)

CONTRACT NUMBER

14C061159

AM. NO.

FEDERAL TAXPAYER ID. NUMBER

94-6000528

REGISTRATION NUMBER

Invoice must show contract number, itemized expenses, service dates, vendor name, address and phone number.
SUBMIT INVOICE IN TRIPLICATE TO:

California Highway Patrol
Research and Planning Section
P. O. Box 942898
Sacramento, CA 94298-0001

FOR STATE USE ONLY

STD. 204 ☒ N/A ☐ ON FILE ☐ ATTACHED ☐ CERTIFIED SMALL BUSINESS
CCCs ☒ N/A ☐ ON FILE ☐ ATTACHED ☐ CERTIFICATE NUMBER
☐ DVBE % ☒ N/A ☐ GFE
☐ Late reason _____
☐ Public Works Contractor's License _____
☒ Exempt from bidding SCM 5.80 B.3.b

1. The parties to this agreement are:

STATE AGENCY'S NAME, hereafter called the State.

California Highway Patrol

CONTRACTOR'S NAME, hereafter called the Contractor.

Plumas County Sheriff

2. The agreement term is from 2/1/2015 or upon approval, whichever is later, to 6/30/2015

3. The maximum amount payable is \$ 9,999.99 pursuant to the following charges:

Wages/Labor \$ _____ Parts/Supplies \$ _____ Taxes \$ _____ Other \$ _____ (Attach list if applicable.)

4. Payment Terms (Note: All payments are in arrears.) ☒ ONE TIME PAYMENT (Lump sum) ☐ MONTHLY ☐ QUARTERLY
☒ ITEMIZED INVOICE ☒ OTHER Contractor will invoice using the Agency Contract Claim for Reimbursement, Exhibit B

5. The Contractor agrees to furnish all labor, equipment and materials necessary to perform the services described herein and agrees to comply with the terms and conditions identified below which are made a part hereof by this reference. (Outline in exact detail what is to be done, where it is to be done and include work specifications, if applicable.)

☒ ADDITIONAL PAGES ATTACHED

a. Contractor agrees to implement the Every 15 Minutes (E15M) program as outlined in Exhibit A, Program Specifications. The E15M is a two-day program focusing on teenagers, challenging them to think about drinking, driving, personal safety, the responsibility of making mature decisions and the impact their decisions have on family, friends, and many others. This is a cooperative program involving schools, law enforcement, and the community.

b. The proposed dates of the program at Quincy High School are May 20-21, 2015.

c. CHP reserves the right to cancel this agreement with thirty (30) days prior written notice.

EXHIBITS (Items checked in this box are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.)

☒ GTC*SF 610 ☐ GIA* _____ *If not attached, view at www.dgs.ca.gov/contracts☒ Other Exhibits (List) Exhibit A - Program Specifications, Exhibit B - Reimbursement Claim for Purchasing Agent

In Witness Whereof, this agreement has been executed by the parties identified below:

STATE OF CALIFORNIA

AGENCY NAME

California Highway Patrol

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

Jacquelyn Ngo, Procurement Manager

ADDRESS

P.O. Box 942898, Sacramento, CA 94298-0001

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Plumas County Sheriff

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

Gregory Hagwood, Sheriff

ADDRESS
1400 East Main Street
Quincy, CA 95971

FUND TITLE

MV Acct State Trans

ITEM

2720-001-0044

FISCAL YEAR

14/15

CHAPTER

25

STATUTE

2014

OBJECT CODE

3061-215-70579

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER

[Signature]

DATE SIGNED

12-30-14

pm 12/22/14



Plumas County Environmental Health

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

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

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

dc

Date: January 23, 2015
To: Honorable Board of Supervisors
From: Jerry Sipe
Agenda: Agenda Item for February 3, 2015

Item Description/Recommendation: Review the 2014 Annual Report on Environmental Health Programs and Accomplishments.

Background and Discussion: Environmental Health administers a variety of local and state mandated environmental health and safety programs throughout Plumas County. The 2014 Annual Report showcases the work of Environmental Health staff, summarizes major EH program objectives, and highlights some notable accomplishments of the past year.

At this time the Board is asked to receive Environmental Health's 2014 Annual Report and is invited to discuss program objectives and accomplishments.

A copy of the Annual Report is attached for your review. If you have any questions, please contact me at 283-6367.

Thank you.

Plumas County Environmental Health 2014 Annual Report



View northwest from Mt Hough Lookout

OVERVIEW

Environmental Health is pleased to provide this report of activities for the calendar year 2014. While titled an annual report, this is the first time since 2010 that staffing and workload allowed completing such a report.

Environmental health can best be described as those aspects of human health and disease that are influenced by conditions in the environment. Chemical, physical and biological conditions are all important variables in determining human health. Promoting an environment that enhances human health and well-being is the foundation of environmental health.

Plumas County Environmental Health's Mission Statement is to preserve the environment and enhance public health through outreach, education, planning and sensible application of environmental health principles, laws and statutes. Our primary role is to implement programs and enforce regulations that protect human health and the environment.

STAFFING

In July 2014, the Board of Supervisors approved a new Administrative Assistant position for Environmental Health, bringing clerical staffing back to full-strength and 2009 levels. Staffing now includes a half-time director (shared with the Office of Emergency Services), two clerical, and four field staff. Field staff are Hazardous Materials Specialists and Registered Environmental Health Specialists, who have background, education, training and state certification in their field of practice.

Environmental Health's main office is in the Health and Human Services Center in Quincy. This office is generally staffed Monday through Friday, 8am to 5pm but closed during lunch and holidays. We also maintain a field office in the Chester Civic

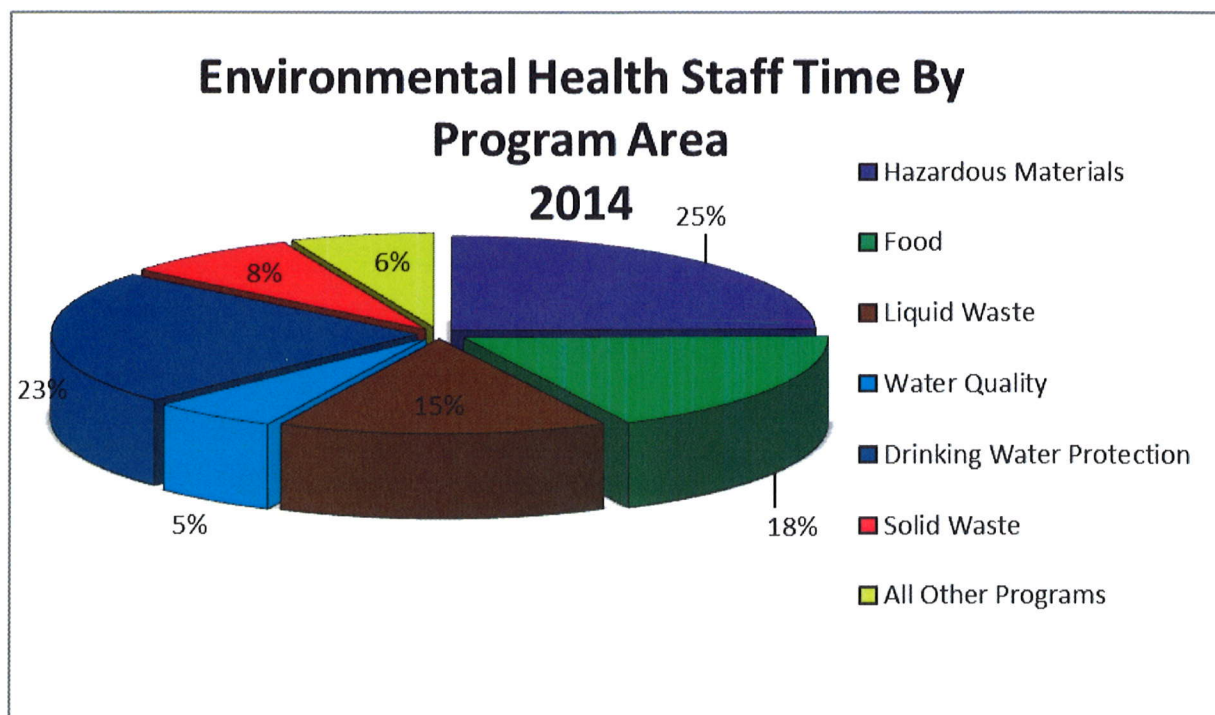
Center. This office is generally staffed and available to the public Monday, Wednesday and Friday mornings or by appointment. Field staff can also be seen after business hours, often inspecting weekend community events or responding to hazardous materials incidents.

PROGRAMS

In Plumas County, Environmental Health services are generally grouped into one of ten core program areas. The amount of time spent in each program area depends on a variety of risk factors, state mandates, and the service needs of the community. In Plumas County these ten environmental health programs include:

- Drinking Water Protection
- Hazardous Materials Management
- Food Safety
- Liquid Waste Management
- Solid Waste Management
- Water Quality Protection
- Land Use and Development
- Rabies and Vector Control
- Recreational Health
- Housing and Institution Safety

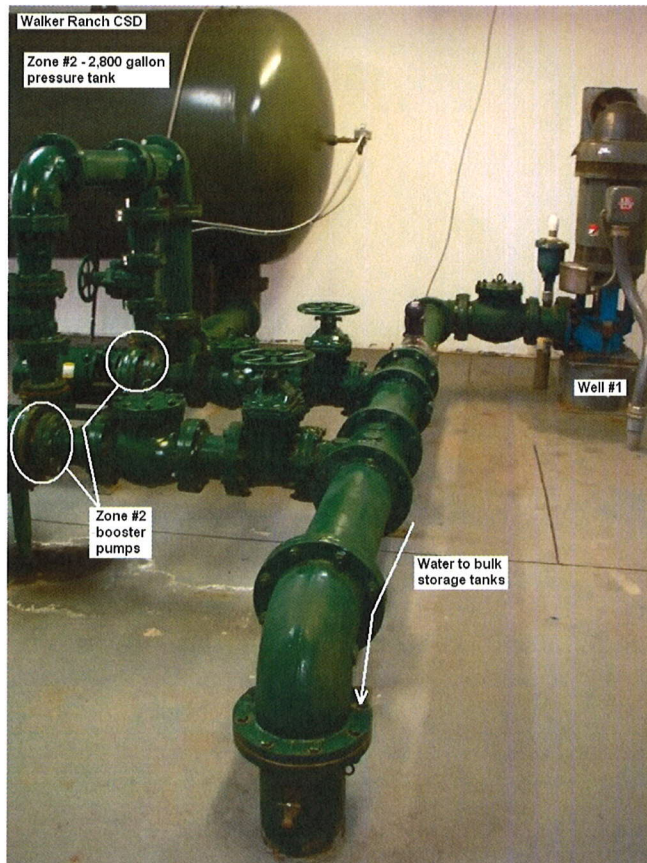
In 2014, staff time was allocated as shown in the following chart and some notable programs and activities are summarized below.



DRINKING WATER PROTECTION

Ensuring safe and potable drinking water supplies is a vital function of Environmental Health. During 2014, almost one quarter of all EH staff time was spent in this program. Environmental Health maintains state certification as the

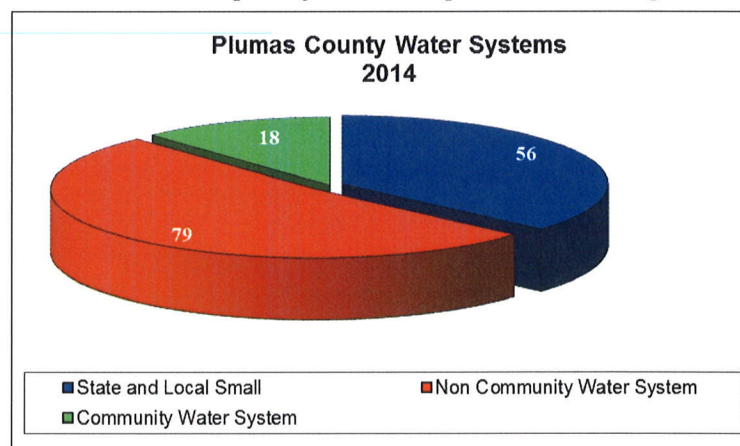
Local Primacy Agency (LPA). In July 2014, local oversight of the Drinking Water Program was transferred from the State Health Department to the State Water Resources Control Board (SWRCB).



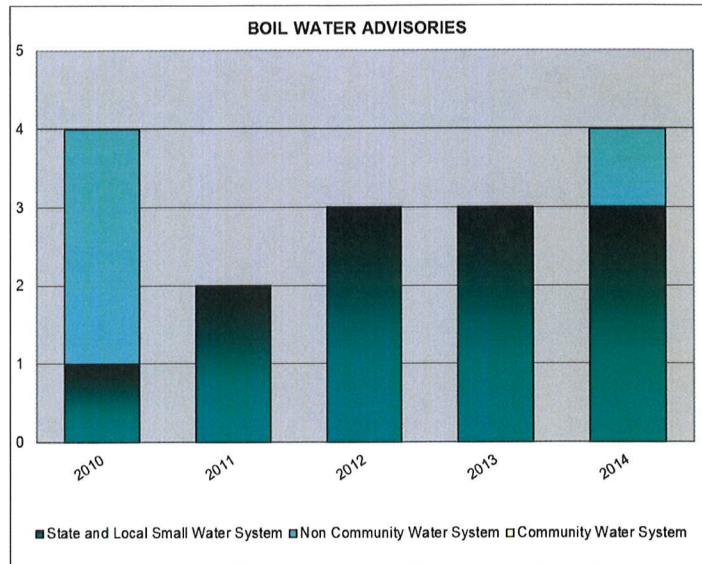
Drinking Water Plumbing for Walker Ranch CSD

Environmental Health is the regulatory authority for the operation and maintenance of non-community water systems such as resorts and campgrounds, small water systems serving less than 15 connections, and community systems with up to 200 connections. Combined, these systems serve drinking water to over twenty-two thousand residents and visitors to Plumas County each year. Regulation of the largest community systems is performed by SWRCB as required by law.

Environmental Health monitors the water quality of 153 public drinking water systems throughout the county. To ensure the water provided by these systems is safe to drink, we review and track nearly two thousand (2,000) bacteriological reports each year. In addition, we also track numerous chemical data for each system.



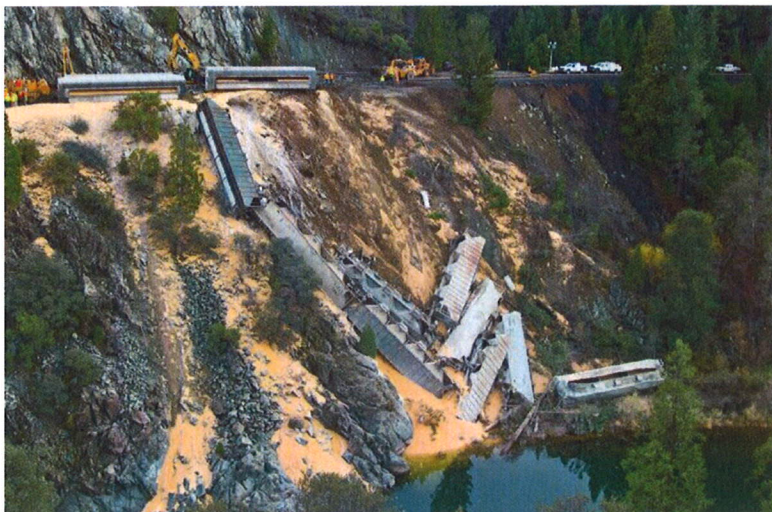
If there is an immediate risk to human health, the system operator is required to post a Boil Water Advisory. The number of Boil Water Advisories issued is a good indicator of overall drinking water quality, and is a key part of public health protection. Data on the number of Boil Water Advisory posted for each of the past five years is shown on the graph. In 2014, after reviewing almost 2000 bacteriologic data points, only four resulted in a Boil Water Advisory.



In 2014, the California Department of Public Health conducted a performance audit of our drinking water program. Environmental Health is pleased to report that our drinking water program continues to meet state and federal mandates for public health and safety. Equally important, Environmental Health staff conducted thirty on-site water system inspections in 2014 and continues to provide water system purveyors and operators a local contact and resource to ensure that our drinking water remains the highest quality possible.

HAZARDOUS MATERIALS MANAGEMENT

The purpose of the hazardous materials management program is to help ensure the safe and proper handling of hazardous materials. Environmental Health staff permit and inspect hazardous materials at fixed facilities and provide technical assistance, planning and support for hazardous materials releases. This program is also referred to as the CUPA program or the Unified Program. In 2014, approximately one quarter of Environmental Health staff time was dedicated to hazardous materials management.



Rich Bar train derailment spilling corn into the Feather River, November 25, 2014

The infamous ‘corn derailment’ in November 2014 was a reminder of the dangers of transporting hazardous materials by rail, and especially the increasing potential posed by light crude oil. Transportation of light crude, originating from the Bakken



Unit train of light crude oil, Keddie Wye Trestle
Photo by Jake Miille; jakemiillephotography.com

region near North Dakota, has increased dramatically through the Feather River Canyon in the past year. While the Office of Emergency Services is the primary agency to coordinate emergency planning, prevention and response to all countywide incidents, Environmental Health has important roles in hazardous materials data coordination, planning and response.

Environmental Health is the Certified Unified Program Agency (CUPA) for Plumas County and maintains state certification through the California Environmental Protection Agency (CalEPA). CalEPA evaluates Environmental Health’s program to ensure it complies with state program standards and performance. The five main elements of the program include the following:

Hazardous Materials Business Plan Program (HMBP)

- Tracking, permitting and inspecting sites having hazardous materials in reportable quantities (greater than 55 gallons, 500 pounds, 200 cubic feet gas).
- Collecting and reviewing hazardous materials business plans, inventories, and emergency response plans.
- Providing these plans to fire departments and other emergency response agencies.

Above Ground Storage Tank (AST) Program

- Tracking, permitting and inspecting AST facilities, operations and equipment.
- Reviewing and verifying Spill Prevention Control and Countermeasure Plans (SPCC) for specified facilities.



Above Ground Storage Tank at Gansner Airport

Underground Storage Tank (UST) Program

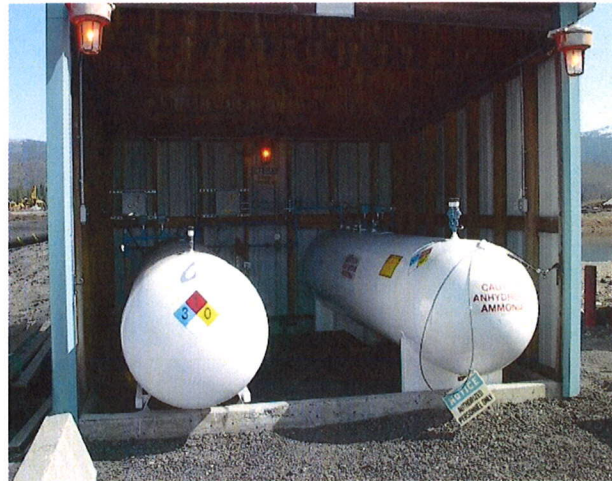
- Tracking, permitting, and inspecting UST facilities and equipment.
- Ensuring underground tanks are properly operated, monitored and maintained to avoid risks of spills, leaks, or releases.
- Inspecting the construction, repair, upgrade and removal of underground tanks.
- Verifying that closed and removed tanks have not leaked and do not pose a risk to the environment.



Underground Tank Installation at Graeagle Chevron

California Accidental Release Program (Cal ARP)

- Tracking, permitting and inspecting facilities that handle certain quantities of acutely hazards material (such as chlorine gas or anhydrous ammonia).
- Reviewing Risk Management Plans (RMP) that reduce the risk of accidental releases.



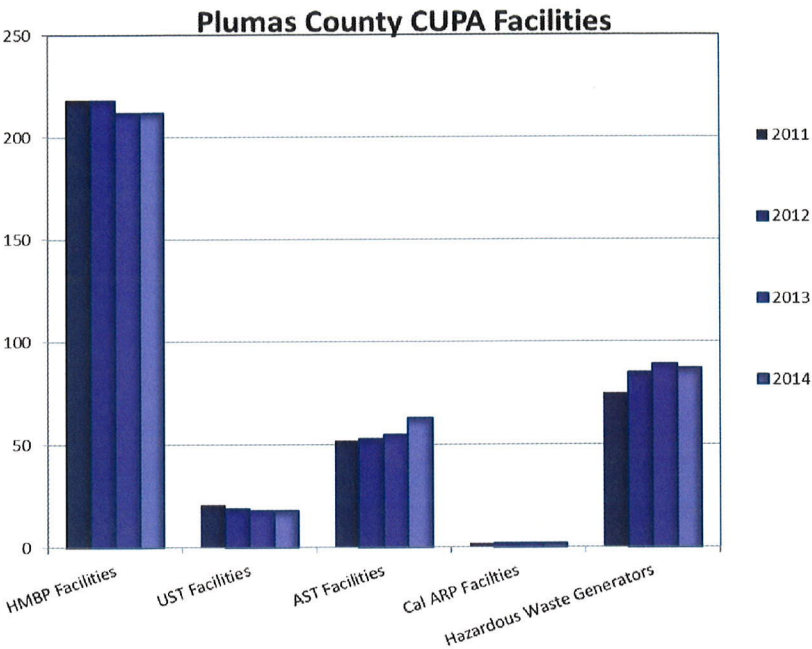
Anhydrous Ammonia Tanks at Sierra Pacific Industries

Hazardous Waste Generator Program

- Tracking, permitting, and inspecting facilities that generate hazardous wastes such as waste oil, solvents, and used chemicals.
- Ensuring the proper storage, management, handling and disposal of these wastes.

The chart below shows the number of businesses subject to each of the CUPA program elements. The number of regulated businesses shows only slight changes over the past few years.

Environmental Health carries out the state-mandated CUPA program through certification and oversight by the California Environmental Protection Agency (Cal EPA). Mandated services are inspection-related activities, but we also spend time offering consultation, education and compliance assistance to regulated facilities. Plumas County also provides the full range of CUPA services to Sierra County under contract.



LIQUID WASTE MANAGEMENT

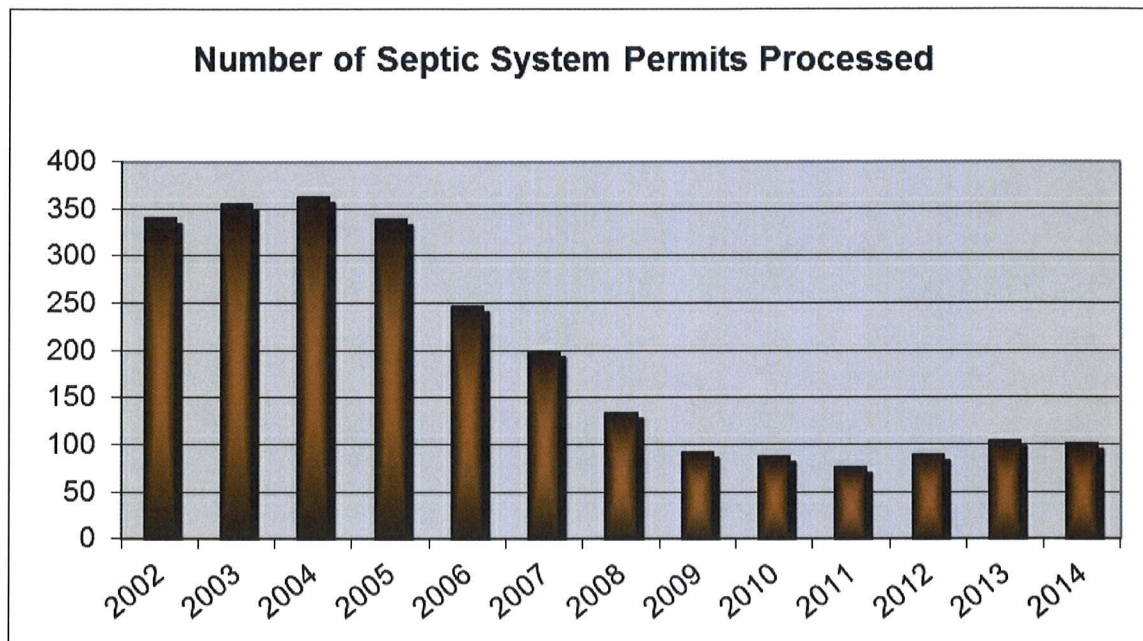
Our liquid waste program ensures that wastes are properly handled, treated and



Gravel-less leachfield installation at North Fork Campground near Caribou

disposed to protect public health and the environment. This includes preventing exposure to contaminated wastewater as well as preventing contamination of surface and groundwater. We review and approve the location, design, construction, installation and repair of all on-site sewage disposal systems through a permit and inspection program.

The following chart tracks the number of septic system permits Environmental Health has issued since 2002. The economic downturn is clearly reflected in these annual numbers, bottoming out in 2011 with only 75 permits processed. The numbers have rebounded somewhat with 103 and 100 permits issued in 2013 and 2014 respectively.



FOOD SAFETY

Our food safety program helps protect the public from food-borne illness. Food safety is achieved through education, outreach, and inspection of retail food facilities countywide. Facilities are evaluated for compliance with the California Retail Food Code. Registered Environmental Health Specialists are authorized to

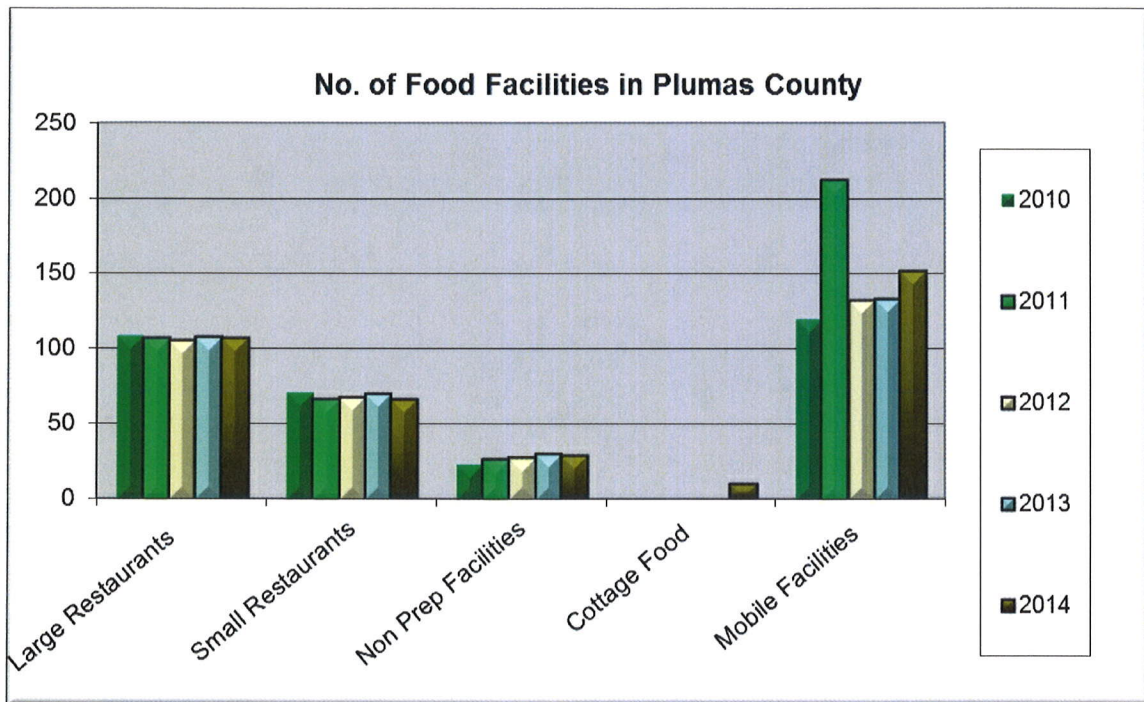
inspect, record and correct violations of safe food handling practices, and even close the facility if necessary to protect public health.



A big part of our food safety program includes public education and outreach. As part of that effort, all fixed food facility inspection reports are available to the public through Environmental Health's Food Facility Inspection page on the county's website at www.plumascounty.us. On-line access to these inspection reports continues

to be very popular.

In Plumas County, the inventory of retail food facilities includes large restaurants (with a seating capacity of more than 25 or food preparation area in excess of 500 square feet), small restaurants, non-prep facilities such as convenience markets, mobile or temporary facilities serving community events and the county fair, and cottage food facilities. The inventory of facilities operating in Plumas County since 2010 is as follows:



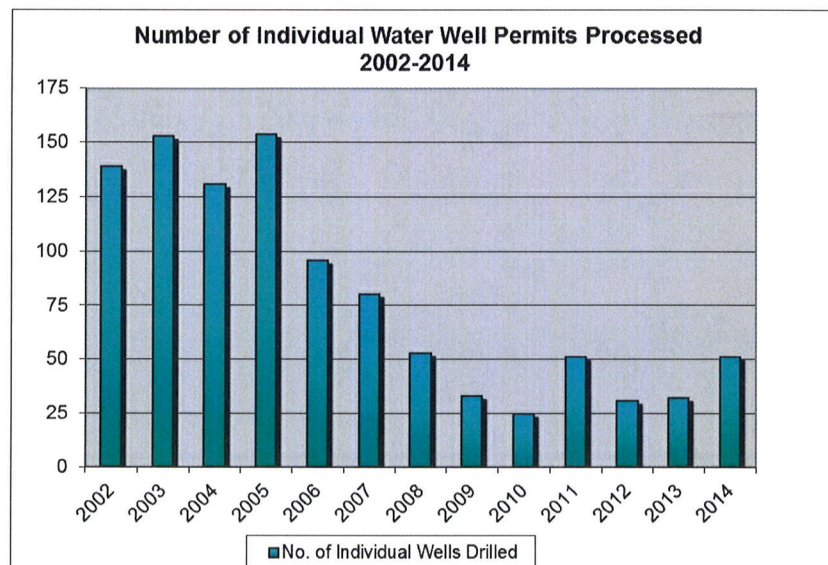
The numbers of large and small restaurants and non prep facilities are relatively stable over the past few years. The variation in mobile facilities may reflect the number and variety of community events held throughout the county. Cottage food facilities include operators preparing certain low-risk foods in a home kitchen. State law authorized these facilities starting in January 2014.

WATER QUALITY ASSURANCE

Protecting the quality of Plumas County's lakes, streams and groundwater supplies is a core function of Environmental Health. An important part of this program is the well permit process. Improperly located or constructed wells can compromise groundwater quality.

Through our permit and inspection process, we ensure all wells meet the appropriate state and local standards.

In 2014, Environmental Health began closely tracking the number of drought-impacted wells. A few older, shallow domestic



wells had water quality and water shortage problems, but these were typically widespread and not isolated to a specific area of the county. Owner's response to these conditions also varied widely, with some choosing to drill a new well while others reduced water consumption and hoped for a good winter recharge. Ag producers also were impacted by the drought, typically through reduced surface water allocations and the need to make up the difference with groundwater. Of the 51 new wells drilled in 2014, 11 were for agricultural uses such as field irrigation or stock watering. Applicants reported that 28% of the new wells drilled last year were drought-related.

SOLID WASTE

Designated as the Local Enforcement Agency or LEA by CalRecycle, Environmental Health is responsible for ensuring the proper, safe, and sanitary handling of the county's solid waste. We inspect and permit county landfills, transfer sites, and investigate old or abandoned sites for hazards. Environmental Health staff also investigates complaints about litter, debris, and illegal dumping.

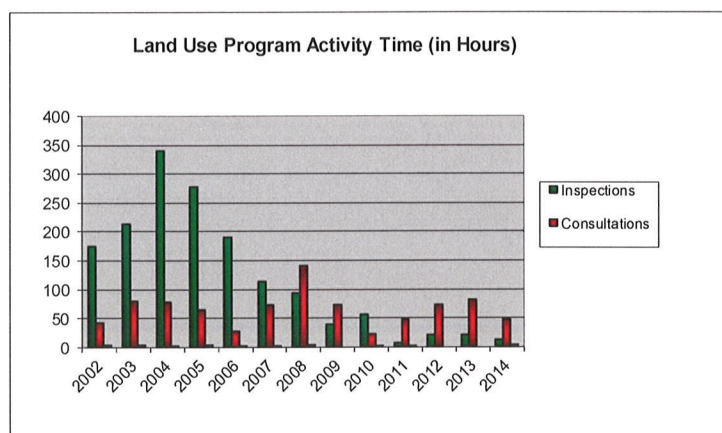


East Quincy Transfer Station

In 2014, Environmental Health staff completed 72 inspections of county transfer sites, 20 inspections of landfills, and 23 inspections of closed facilities. Results of these inspections are available on line at the facilities link on the CalRecycle website at <http://www.calrecycle.ca.gov/SWFacilities/Directory/>. In 2014 we also successfully completed CalRecycle's program audit which confirms the local inspection and enforcement program complies with state standards. We also completed LEA responsibilities associated with the closure of the Portola landfill.

LAND USE AND DEVELOPMENT

Working in concert with Planning and Building Services, Engineering, Public Works, and other state and local agencies, we evaluate proposed planning and development projects for compliance with environmental health standards, practices and regulations. Land use inspections



are typically associated with a development project or special use permit application while consultations include optional and prospective development projects. As noted on the chart, land use projects with Environmental Health involvement have not rebounded after the recent economic downturn of the mid 2000s.

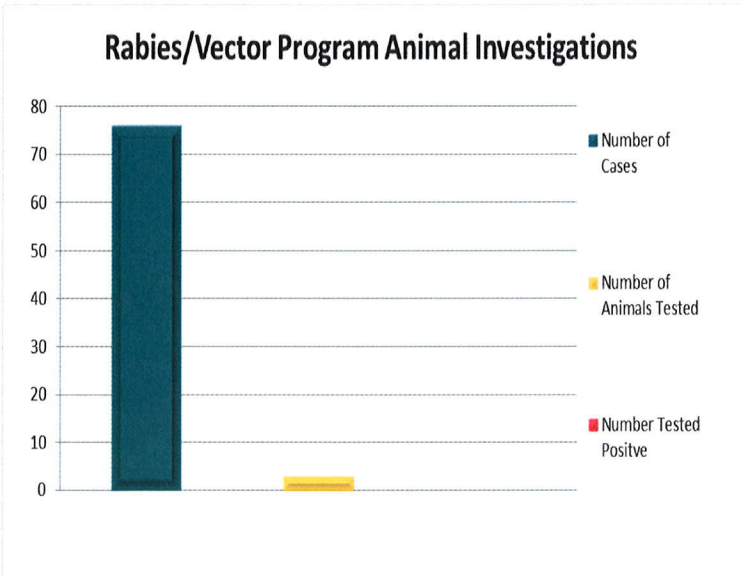
RABIES AND VECTOR CONTROL

Our rabies and vector control program protects the public from exposure to vector-borne diseases such as rabies, Hantavirus, plague and West Nile Virus. We closely coordinate with state, federal and local partners while performing exposure investigations, environmental surveillance, consultation and other activities.

The last plague investigation occurred in 2010 when a dead squirrel collected from the Plumas-Eureka State Park was found to be infected with plague. Plague can be transmitted to humans through the bite of an infected flea. If untreated, plague can cause serious illness or death.



Checking rodents for plague, Plumas Eureka State Park



disease in domestic animals to prevent human illness is an essential role for Environmental Health.

In 2014, Environmental Health tracked and investigated over 76 animal bite cases for potential rabies exposure. Preventing rabies through the timely investigation, testing and risk assessment is a critical function for Environmental Health. Although no animals tested positive for rabies in 2014, the rabies virus is considered active and present in wild animal populations such as bats, skunks and raccoons. Monitoring this

RECREATIONAL HEALTH

Our recreational health program helps protect bather safety and prevent disease by ensuring the safe and sanitary operation of public swimming places. Environmental Health provides routine permitting and inspections for the 29 existing pools countywide. We also spend time working with prospective pool owners to ensure the proposed construction and operation of proposed pools meets the minimum standards of the new and changing California pool code.



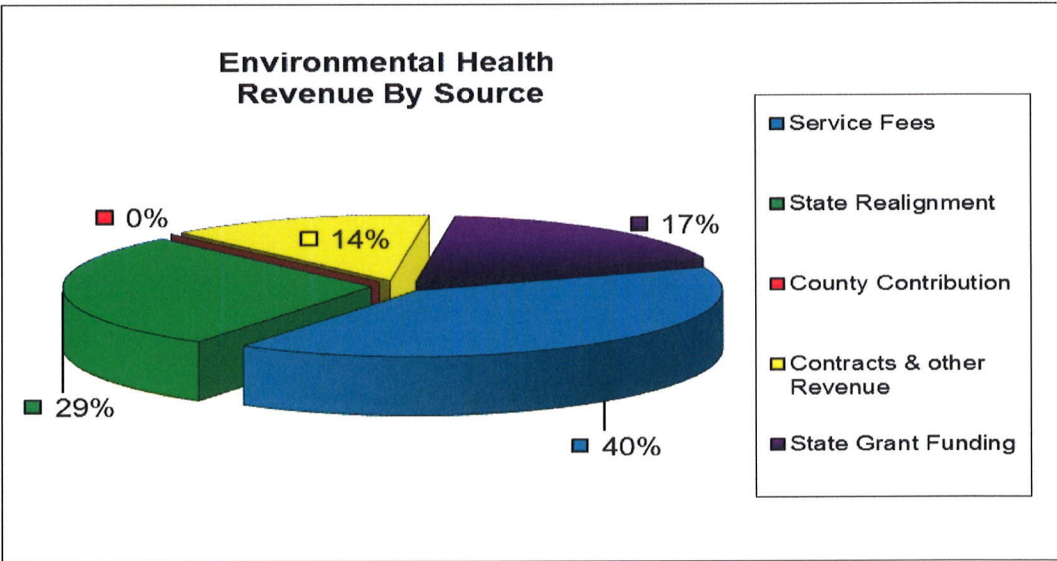
Greenhorn Ranch Swimming Pool

HOUSING AND INSTITUTIONS

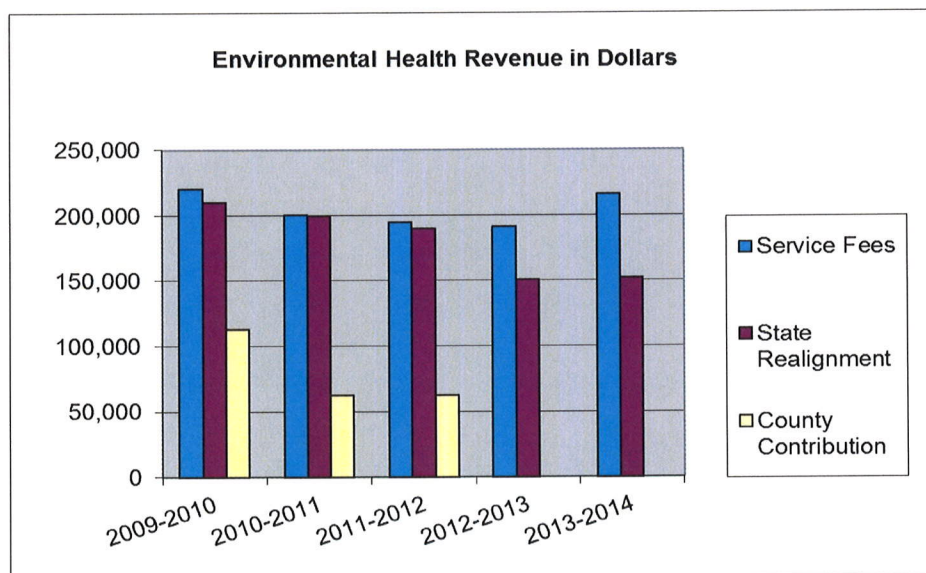
The housing and institutions program helps assure that day camps, organized camps, and institutions (such as the jail) are maintained and operated in a safe and sanitary manner. This is a small yet important Environmental Health program.

BUDGET AND REVENUE

Environmental Health revenue sources include Fees for Service, State Realignment, State Program Grants (CUPA, Solid Waste and Emergency Preparedness), and Contracts for Services (Sierra County CUPA and LEA services). The 2014 funding sources are summarized below.



Fees for service and Realignment funds have long been the primary revenue sources for Environmental Health. Since fiscal year 2012-13, Environmental Health has not received a county contribution to its operating budget.



LOOKING FORWARD

As Environmental Health becomes more fee-supported, activities and workloads must match the purpose of those fees. Where no fees are charged for a specific activity and no state or special funding is available, (as in complaint investigations, for instance) those activities are given a lesser priority. Providing quality service to those who pay fees for service remains a top priority, but this may mean some tasks and projects will not be completed as quickly as we would like.

In addition to continuing our routine work, Environmental Health is gearing up for two important projects in 2015.

The first project is upgrading our data management system. This system is used to track facility inventories, provide billing and accounting records, track staff time, and upload mandated reports to state agencies. Since 2005, Environmental Health has used a data system called Envision for Windows but this system is dependent on local servers, it limits staff and public access to data, and it is no longer supported by the software vendor. Upgrading to the similar but online version called Envision Connect has been postponed for over two years due to staffing shortages. Now at full clerical staffing, we are developing data policies, procedures and training for this

much-needed project. Hopefully we will be finished with this transition by the end of the calendar year.

The other important project is complying with the statewide onsite wastewater regulations. AB 885 is the law requiring State Water Resources to adopt statewide onsite wastewater regulations. After several failed attempts and considerable public outcry, State Water Resources recently adopted tiered regulations based on risk to public health and water quality. These regulations offer some local flexibility and, under certain conditions, continuing use of existing local wastewater codes and ordinances. By May 2016, Plumas County must review its existing wastewater policies and ordinances, devise a plan for monitoring groundwater for impacts due to septic systems, and develop a local agency management plan to implement the program. State Water Resources will review this plan and determine compliance with state law, with final adoption and implementation expected in 2018. Work on this important and challenging project is anticipated to begin this spring.

Fortunately, Environmental Health has a hardworking and capable workforce. Thanks to our dedicated staff, we look forward to moving ahead in 2015.



Jerry Sipe, Director
Plumas County Environmental Health

201



MEMO

PLUMAS COUNTY PROBATION DEPARTMENT

270 County Hospital Road, Suite 128

Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

DATE: February 3, 2015

TO: Honorable Board of Supervisors

FROM: Daniel Prince, Chief Probation Officer

SUBJECT: Request for Approval to Recruit and Fill Fully Funded Vacant 1.0 FTE Probation Assistant Position

Recommendation

Approve the filling of the vacant 1.0 FTE Probation Assistant position, which was allocated and funded in the 2014-2015 budget.

Background and Discussion

This position was previously filled by our current Probation Assistant on November 2, 2014; however, he has decided to retire and has turned in his resignation, effective January 31, 2015. This will leave a critically needed vacancy in the Probation Assistant allocation for the Department. This position has primary responsibility for administering drug tests to adult defendants, as well as providing transport to and from juvenile halls and other placement facilities for juvenile offenders.

The Department respectfully requests Board approval to fill the vacant Probation Assistant position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

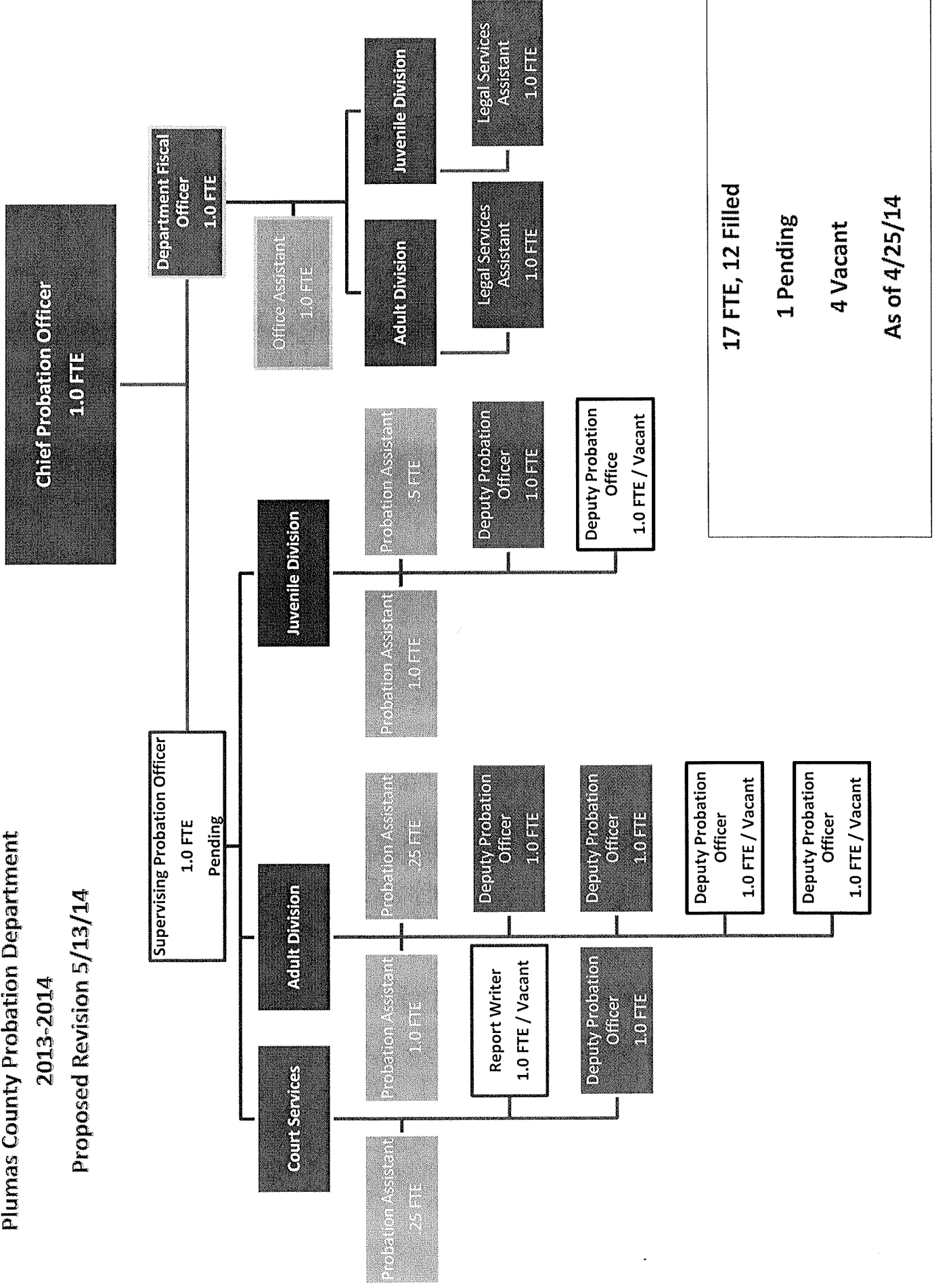
- **Is there a legitimate business, statutory or financial justification to fill the position?** Probation Assistants fill a critical para-professional niche primarily in regard to drug testing, transporting of juvenile and/or adult offenders and supervising community work service details. Gender specificity is often a requirement of these responsibilities so having a balanced group of Probation Assistants is important.
- **Why is it critical that this position be filled at this time?** We are losing one of our most experienced Probation Assistants specializing in both Drug Testing and Transporting.
- **How long has the position been vacant?** The position will become vacant January 31, 2015.
- **Can the department use other wages until the next budget cycle?** The position demands for reasons articulated above an experienced full time individual.
- **What are staffing levels at other counties for similar departments and/or positions?** Nearly all County Probation Departments rely on at least one Probation Assistant to support the case management activities of two or more Officers.
- **What core function will be impacted without filling the position prior to July 1?** Daily drug testing of adult probationers and Proposition 36 offenders; transporting of juvenile offenders to juvenile halls located out of the area.
- **What negative fiscal impact will the County suffer if the position is not filled prior to July 1?** The Probation Department will be unable to perform statutorily mandated and/or Court –ordered activities.
- **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?** NA
- **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? NA**
- **Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?** It is anticipated that a portion of the Probation Assistant costs will continue to be borne by the General Fund. There should be no additional impact in terms of the immediate filling of this position.
- **Does the department have a reserve? No. If yes, provide the activity of the department's reserve account for the last three years? NA.**

Plumas County Probation Department

2013-2014

Proposed Revision 5/13/14



17 FTE, 12 Filled

1 Pending

4 Vacant

As of 4/25/14

202



MEMO

PLUMAS COUNTY PROBATION DEPARTMENT

270 County Hospital Road, Suite 128

Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

DATE: February 3, 2015

TO: Honorable Board of Supervisors

FROM: Daniel Prince, Chief Probation Officer

SUBJECT: Request Approval of Contract between Plumas County Probation Department and Alliance for Workforce Development, Inc.

Recommendation:

Approve and authorize the Chief Probation Officer to sign the contract between Plumas County Probation Department and Alliance for Workforce Development, Inc.

Background:

The Alliance has received funding in the amount of \$15,000 from the Community Corrections Partnership to provide job readiness services to adult defendants in the Criminal Justice population. This contract provides a legal mechanism for the Alliance to invoice the Probation Department, which will act the fiscal agent for the Community Corrections Partnership.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

2E1

Mimi Khin-Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844 Fax
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Date: January 26, 2015

To: Honorable Board of Supervisors

From: Mimi Hall

Subject: Agenda Item for February 3, 2015

Recommendation: Approve a Resolution Amending the 2014-2015 Plumas County Personnel Allocation in Senior Services Budget Units 20480 and 20830 increasing the Senior Services Division Director from .5 FTE to combined 1.00 FTE; Approve recruitment to fill 1.0 Senior Services Division Director vacancy.

Background Information: As the Board is aware, the Plumas County Senior Services Director position has been vacant since July 2012. Since that time, the Public Health Agency recruited for the .5 FTE position for 18 months. The position had been a full time position in previous years, but reduced to a half time position after drastic cuts to funding. Although the Human Resources Department received several applications, none were from individuals meeting the minimum qualifications of the position. As a result, we closed the recruitment in December of 2013 and assigned a Health Education Coordinator to coordinate the Senior Services programs beginning in January of 2014. This position was funded by a revenue transfer from Senior Services to fund .5 FTE of the FTE, and public health has provided in-kind support to fund the remainder of the Health Education Coordinator resulting in providing a full time position working to coordinate the Senior programs, even though the senior budgets could only support a half time position.

At this time, the Health Education Coordinator assigned the Senior Services programs has accepted a lateral reassignment of duties due to an internal retirement effective March 1, 2015. Plumas County Public Health Agency (PCPHA) has submitted budget transfers as a part of the midyear budget process to reduce the transfer from Senior Services to Public Health in the amount of \$14,749.00 for Senior Services director wages and benefits and also transfer an additional \$2,356 to Senior Services. This will provide an additional \$17,105 to increase the Senior Services Division Director from .5 to 1.0 FTE, with PCPHA supporting the full cost of the position. I believe recruiting for a full time position may attract more qualified applicants than the previous .5 FTE recruitments.

The Resolution Amending the 2014-2015 County Personnel Allocation, the critical Staffing Request and the Budget Transfer are attached for your review.

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

136
RESOLUTION NO: _____

RESOLUTION TO AMEND THE PLUMAS COUNTY PERSONNEL ALLOCATION WITHIN THE PUBLIC HEALTH AGENCY, SENIOR SERVICES BUDGET UNITS 20480 AND 20830 FOR FISCAL YEAR 2014-2015.

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

WHEREAS, during the fiscal year the Board of Supervisors may amend the Personnel Allocations by resolution; and

WHEREAS, the Public Health Agency finds it necessary to make various changes to the Personnel Allocation; and

WHEREAS, with these changes of the Personnel Allocation the Public Health Agency will be able to expand the quality and scope of its service to Senior's in Plumas County.

NOW THEREFORE BE IT RESOLVED, by the Plumas County Board of Supervisors the County Personnel Allocation is amended to reflect the following:

<u>Budget Units 20480 & 20830</u>	<u>Current</u>	<u>Change</u>	<u>Final FTE</u>
Senior Services Division Director	.50	1.00	1.00

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 3rd day of February, 2015 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

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: January 26, 2015

DEPARTMENT TITLE: Senior Services

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: _____

POSITION TITLES: Director of Senior Services

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO _____

For Committee use only

Date of Committee Review: _____

Determination of Committee? _____ Recommended
_____ Not Recommended

Comments: _____

Date to Board of Supervisors: _____

Board Action: _____ Approved _____ Denied

Board Modifications _____

Date returned to Department: _____

Date submitted to HR Technician for recruitment: _____

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- | |
|---|
| <ul style="list-style-type: none">• Is there a legitimate business, statutory or financial justification to fill the position?• Why is it critical that this position be filled at this time?• How long has the position been vacant? |
|---|

The Senior Services Division of the Plumas County Public Health Agency has been budgeted as .50 FTE for FY 2014-2015. Since July, the duties and responsibilities have been met by a combination of extra help, increased duties for site managers, and coverage of duties by Public Health Education Coordinator

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

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

The following is a summary of the 2013-2014 services, by AAA reporting area, provided by Senior Services:

Nutrition:

*Chester: 9,168 congregate meals; 2,672 home delivered meals
2,348 trips provided; of which 1,874 were assisted*

*Portola: 6,266 congregate meals; 3,164 home delivered
(Mohawk: 463 congregate meals)
4,032 trips provided; of which 473 were assisted*

*Greenville: 2,527 congregate meals; 5,818 home delivered meals
518 trips provided; of which 140 were assisted*

*Quincy: 6,528 congregate meals; 4,905 home delivered
835 trips provided; of which 369 were assisted*

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

This position has not been permanently filled for over two years. This is neither appropriate nor sustainable.

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

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

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

The way we have been managing Senior Services has been a temporary solution.

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

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

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

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

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

No.

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

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

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

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

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

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

N/A



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

2E2

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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DATE: January 26, 2015

TO: Honorable Board of Supervisors

FROM: Mimi Hall

SUBJECT: Board of Supervisors Agenda Item for February 3, 2015

RECOMMENDATION: Authorize Public Health Director to hire above “B” step for Public Health Program Division Chief.

HISTORY AND DISCUSSION: As the Board may be aware, a department head may hire a new employee above a “B” step upon approval of the County Administrator Officer (CAO). Per Resolution No. 98-6208, upon denial of such a request, a department head may seek Board approval.

After a comprehensive and extensive recruitment for the Public Health Program Division Chief position, Plumas County Public Health Agency has made an offer of employment to an exceptionally well-qualified candidate with the ideal educational and experiential background to assist the county and the Public Health Agency in achieving our population health goals over the years to come.

This candidate holds a Master of Public Health degree, which is an advanced degree rarely seen in our rural public health workforce, particularly at the local health department level. Additionally, the candidate has extensive Public Health work experience spanning from the state Department of Public Health, project officer work with numerous California Counties, and as management level staff for a statewide association. The candidate has declined to accept the offer, pending the Board’s decision today. I have considered this outstanding candidate’s experience and background and believe this individual to be an outstandingly skilled and competent incumbent. The Public Health Agency and the community will certainly benefit from a professional of this caliber joining the county workforce.

This position is currently vacant due to an internal promotion. The former Program Chief is a long-time county employee, with a salary reflective of longevity. The Public Health Agency Budget fully funds salary and benefits for this position and will experience overall salary savings both this fiscal year and beyond with any outside hire. No county general funds are required since these positions are fully funded through programs within the Public Health Agency.

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

2F



PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street
Quincy, CA 95971-9366
(530) 283-7011

www.plumascounty.us

DATE: February 3, 2015

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director/Co-Manager of the Plumas County Flood Control and Water Conservation District

RE: Approval of a contract amendment with Uma Hinman Consulting to perform invoicing services related the Prop 50 Grant Agreement between the Department of Water Resources and Plumas County.

Background

The Plumas County Board of Supervisors on November 4, 2014 approved a contract with Uma Hinman Consulting to perform invoicing services related to the Prop 50 Grant. This contract is for quarterly invoicing.

One of the projects now in this grant is the Greenville Water and Sewer Repair Project, which is an Indian Valley CSD project. Staff has received a request from the Indian Valley CSD to do monthly invoicing rather than quarterly invoicing as this will make 1) the Request for Proposals to conduct the work more attractive adding certainty to making sure the work is done by the end of 2015 and 2) and make the payment of invoices for the work more timely. Staff would like to note that monthly rather than quarterly invoicing will benefit all projects contained within the Prop 50 Grant.

The cost of this amended contract is \$42,924. The original contract cost was \$37,320. The resulting increase in cost between the original contract and the amended contract are \$5,604. Staff working with Department of Water Resources has identified sufficient administrative funds to support the revised contract. County Counsel has approved the contract amendment as to form.

ACTIONS FOR CONSIDERATION

Staff recommends the Board of the Supervisors take the following action.

- I. Approve the attached amendment to the existing contract with Uma Hinman Consulting for invoicing services for the Prop 50 Grant Agreement between Plumas County and the Department of Water Resources and authorize the Plumas County Planning Director to sign the contract amendment.

Attachments:

First Amendment to Agreement By and Between Plumas County and Uma Hinman Consulting

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND UMA HINMAN CONSULTING

This First Amendment to Agreement ("Amendment") is made on February 3, 2015, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Uma Hinman Consulting ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. PLUMAS COUNTY and UMA HINMAN CONSULTING have entered into a written Agreement dated November 4, 2014, (the "Agreement"), in which UMA HINMAN CONSULTING agreed to provide quarterly Proposition 50 Invoicing and Reporting services to Plumas County.
 - b. Because of the need to provide monthly Invoicing and Reporting to address the needs of the Indian Valley CSD, which has a project funded by the Proposition 50 Grant and because additional administration funds have been identified the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 1 is amended to read as follows: **Scope of Work**. Contractor shall provide the County with services as set forth in revised Exhibit A, attached hereto.
 - b. Paragraph 2 is amended to read as follows: **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 the County to Contractor under this Agreement shall not exceed Forty Two Thousand, Nine Hundred and Twenty Four Dollars (\$42,924).
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated November 4, 2015, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this First Amendment of Agreement dated November 4, 2014 has been executed as of the date set forth below.

_____ COUNTY INITIALS

CONTRACTOR INITIALS _____

Contractor:

Uma Hinman Consulting, a sole proprietorship

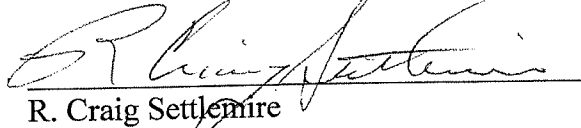
Name: Uma Hinman
Title: Owner/Environmental Planner
Date signed:

County:

Plumas County

Name: Randy Wilson
Title: Planning Director, County of Plumas
Date Signed

Approved as to form:



R. Craig Settlemyre
Plumas County Counsel

COUNTY INITIALS

CONTRACTOR INITIALS _____



December 11, 2014

VIA EMAIL

Plumas County Flood Control and Water Conservation District
Randy Wilson, Co-Manager
555 Main Street
Quincy, CA 95971

RE: Proposal for Proposition 50 Project Invoicing and Reporting - **Revised**

Dear Randy,

It is our understanding that the District/County has a need for invoicing assistance for nine (9) ongoing Proposition 50 Grant-funded Projects. We are submitting for your consideration this proposal to assist the District/County with preparing ~~quarterly~~ 12 monthly invoices and reports in support of those Projects.

SCOPE OF SERVICES

Task 1: ~~Quarterly~~ Monthly Invoicing & Reporting for Nine (9) Proposition 50 Grant Projects

This task includes developing ~~quarterly~~ monthly invoices and progress reports for the District/County Proposition 50 Grant Projects, including activities and maintenance of financial records.

- Prepare invoice spreadsheet forms provided for Projects with costs for the specific time period for the invoice.
- Prepare tracking by task/sub-task for subconsultants as well as in-kind services.
- Prepare back-up documentation (e.g., pay stubs to document labor/overhead rates, etc.) to support the invoices.
- Review back-up documentation for subcontractor invoices for consistency with the work task scope, schedule/time period.
- Work with DWR Grants Manager, the Plumas County Flood Control and Water Conservation District (PCFCWCD) Manager/Plumas County, and the Projects' subcontractors to prepare, submit, and track payment of ~~quarterly~~ monthly invoices by DWR and payment of subcontractor invoices and other plan-related expenses.
- Ensure consistency between ~~quarterly~~ monthly progress reports and invoices.
- Upload ~~quarterly~~ monthly progress reports and invoices with all supporting materials to DWR.

All invoices and reports will be submitted to the District for review and submittal to DWR. It is our understanding that no more than 12 monthly invoices are anticipated for this project.

Assumptions: Invoicing for the nine (9) projects are under one Proposition 50 Grant and will be required for up to 12 months ~~five (5) billing quarters~~

Deliverables: ~~Quarterly~~ Monthly invoices and progress reports for work accomplished during the invoice time period, per DWR forms and requirements.

Task 2: Track In-Kind Contributions

Track in-kind match contributions for UFR IRWM Plan update meetings, workshops and public hearings as provided by the administrative support contractor and include in-kind match contributions in invoices and financial records. Coordinate and review completeness of all documentation for in-kind services.

Task 3: Project Completion Report

Prepare a draft and final Project Completion Report including a section for each of the nine (9) Projects. Uma Hinman Consulting will coordinate with the District and subconsultants to prepare a draft Project Completion Report. Uma Hinman Consulting will incorporate any edits to the draft Report and prepare a final Project Completion Report. The last step of this task will be to upload the final Project Completion Report to DWR.

Assumptions: Project Completion Report will consist of one report with a section for each of the nine projects.

Deliverables: Draft and final Project Completion Reports.

Task 4: Coordination with Consultant Team

This task is intended to provide for general coordination with the District Manager, as-needed. Anticipated coordination efforts may include participation in team conference calls, meetings, administrative support activities, etc.

SCHEDULE

Work will commence upon your authorization to proceed. The project schedule will be a topic of discussion during a project initiation meeting or conference call, and the timeline can be refined to meet District and DWR scheduling needs. It is our understanding that the invoicing need will run from ~~September 14, 2014~~ January 1, 2015 through December 31, 2015.

BUDGET AND TERMS AND CONDITIONS

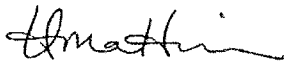
The cost for the above outlined scope of services will be \$42,924. This fee estimate includes all costs for labor and expenses associated with the tasks identified above. Work will be completed in accordance with UHC's Hourly Rate Method of Billing, attached. UHC will invoice the District ~~quarterly~~ monthly, in accordance with DWR's Proposition 50 Project guidelines.

Mr. Randy Wilson
December 13, 2011

Task		Per Month	Subtotal
1	Prop 50 Invoicing/Reporting (1 Grant/9 Projects/12 months)	\$2,484	\$28,224
2	Track In-Kind Contributions	264	3,168
3	Project Completion Report	—	8,820
4	Coordination with Consultant Team	226	2,712
Total			\$42,924

Thank you for considering this proposal to assist the District/County with its Proposition 50 invoicing and reporting. If you find the proposal acceptable, please provide authorization to proceed. If you have any questions or need further detail, please contact me at (916) 813-0818 or uhinman@comcast.net.

Sincerely,



Uma Hinman
Principal/Owner

EXHIBIT B

Rate Schedule

Uma Hinman Consulting Staff

Hourly rates for Uma Hinman Consulting Staff assigned to the Plumas County Proposition 50 Grant Invoicing Proposal include the following:

Principal Planner	\$80.00/hour
Administrative Support	\$35.00/hour

Subconsultants

Uma Hinman Consulting charges a 10 percent administrative fee on all subconsultant services.

Consultant will submit quarterly invoices to County for fees and cost incurred. Each invoice shall detail services and time spent, name of person providing services, date and time, as well as a brief description of services provided. All costs and expenses incurred shall be described in detail and supported by receipts.

County will pay Consultant within 15 days upon reimbursement by the State.



Ug

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



February 3, 2015

Felicia Marcus, Chair
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812

RE: Request for the Water Board to hold a Public Meeting to solicit public comments on the Draft Environmental Impact Report (DEIR) for the 401 Water Quality Certification for FERC 2105

Dear Felicia:

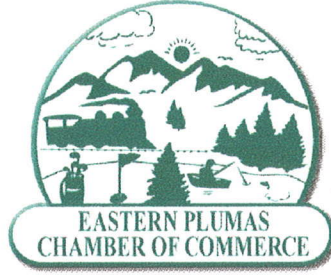
The Plumas County Board of Supervisors is aware the Water Resources Control Board has released the Draft Environmental Impact Report (DEIR) for the 401 Water Quality Certification for the Pacific Gas and Electric FERC 2105 License and that the comment period on the DEIR ends on March 26, 2015 at noon. The Plumas County Board of Supervisors requests that the Water Resources Control Board hold a Public Meeting in the Almanor Basin (Plumas County) to solicit public comments on the DEIR. We are scheduling a Town Hall meeting on the subject on 11 February 2015 at 6:00 pm; this would be an ideal opportunity for your participation.

The Plumas County Board of Supervisors appreciates the opportunity to participate in the Draft Environmental Impact Report process for the 401 Water Quality Certification for the FERC 2105 license and looks forward to the Water Resources Control Board granting this request.

Sincerely

Kevin Goss, Chair
Plumas County Board of Supervisors

Cc: Peter Barnes, Engineering Geologist



8989 Highway 89, Suite 3
P.O. Box 1043 Blairsden, CA 96103

Telephone: 530-836-6811
Email: epluchmb@yahoo.com

Fax: 530-836-6809
www.easternplumaschamber.com

Date January 26, 2015

Dear members of the Plumas County Board of Supervisors,

In preparation for the 2015 Bay Area Travel & Adventure Show in February of 2015, the Eastern Plumas Chamber requests financial support from the supervisors to attend and distribute Plumas County visitor information and Rec & Tech information on Fiber optics and Economic Development.

Having attended the Los Angeles Travel & Adventure show in 2014 the chamber sees the vast reach of our distributing visitor information in the bay area for many reasons. The first of which is the multitude of bay area families that are seriously looking to find new places to explore. The second being, the number of direct visitor inquiries associated with our attending this show last year, was well over 1600 new e-mail subscribers. Of note, the chamber also experienced a group of Japanese tourists who visited the chamber office in 2014 who specifically described their receiving information from the Travel & Adventure show.

The Eastern Plumas County Chamber requests support at the \$1000 level to attend the 2015 Bay Area travel & Adventure Show. Expenses for our attending this event will be shared by the chamber, its members, Rec & Tech the City of Portola and we trust Plumas County. It is the feeling of our chamber board that in Plumas County we are very well positioned for growth in 2015. It is our sincere hope that the County Supervisors will see value in supporting our effort to reach the Bay Area audience and spread the word about travel to Plumas County.

If additional information about this request is necessary please do not hesitate to contact Chamber Director Audrey Ellis at our office in Blairsden.

Thank you for considering this request.

Steve Waasdorp
Eastern Plumas Chamber Board President.

Attachments encl.....

Expenses to attend Travel & Adventure show Santa Clara February 2015		Cost
Booth (2 days) & 3 days Travel, Lodging and Gas expenses		\$4595.00
Chamber staff & volunteers 3 days		
Chamber & Business Members		\$1900.00 confirmed
Balance to secure		\$2695.00
Rec & Tech		\$895.00- Confirmed
City of Portola		\$800.00 - Confirmed
Balance		\$1000

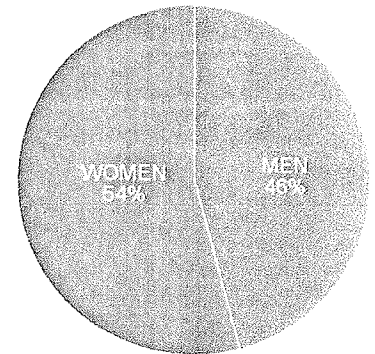
2014 Los Angeles Travel & Adventure Show

Event Summary	
Event Summary	Los Angeles Travel & Adventure Show
Date	February 8-9, 2014
Venue	Long Beach Convention Center
Location	300 East Ocean Boulevard Long Beach, CA 90802
Falls	B & C, 143,000 sq. ft.

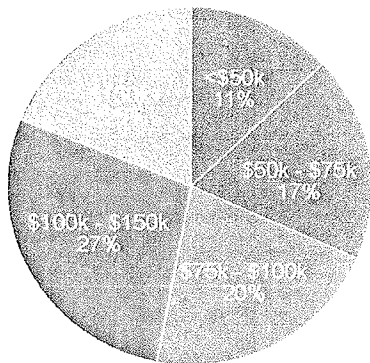
Attendance Summary	2014	2013
Total Attendance	32,181	28,422
Travel Trade	3,246	2,839
Travel Agents	918	872
Press	183	176

+13% Increase in Attendance from 2013

Attendee Gender

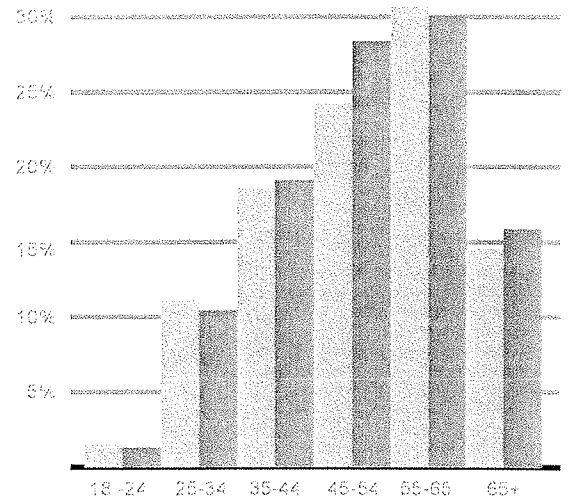


Household Income (HHI)



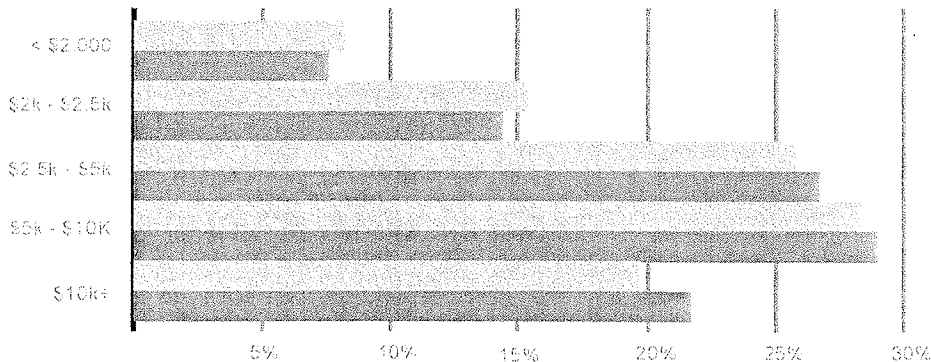
52% Earn Over \$100,000
(3% Increase Over 2013)

Attendee Age



77% in Peak Earning Years 35-65
(4% Increase Over 2013)

Travel Expenditure



48% in Spend Over \$5,000 on Travel
(6% Increase Over 2013)



California Travel Impacts by County, 1992-2012

2013 Preliminary State & Regional Estimates

May 2014



A Joint Marketing Venture of Visit California
and the Governor's Office of Business Development (GO-Biz)

PREPARED BY

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for

Visit California
555 Capitol Avenue, Suite 1100
Sacramento, CA 95814
916.444.4429
www.visitcalifornia.com

STATE OF CALIFORNIA
Edmund G. Brown, Jr., Governor

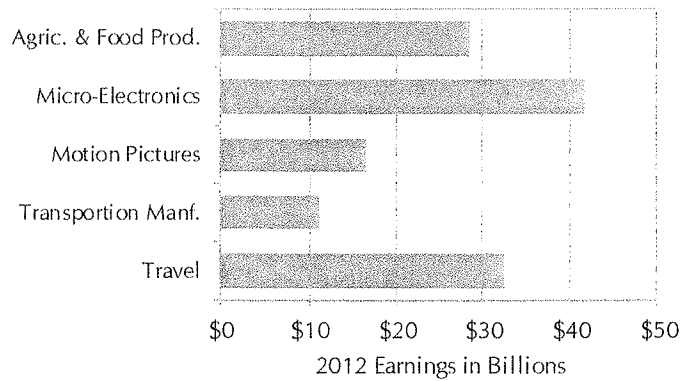
GOVERNOR'S OFFICE OF BUSINESS DEVELOPMENT (GO-BIZ)
Mike Rossi, Senior Advisor for Jobs and Business Development, Office of the Governor

VISIT CALIFORNIA
Caroline Beteta, President & CEO
Lynn Carpenter, Vice President of Marketing
Dan Mishell, Research Director

THE CALIFORNIA TRAVEL INDUSTRY IS A LEADING EXPORT-ORIENTED INDUSTRY

Travel and tourism is one of the most important **“export-oriented”** industries in California. Spending by visitors generates sales in lodging, food services, recreation, transportation and retail businesses – the “travel industry.” These sales support jobs for California residents and contribute tax revenue to local and state governments. Travel is especially important in the non-metropolitan areas of the state, where manufacturing and traded services are less prevalent.

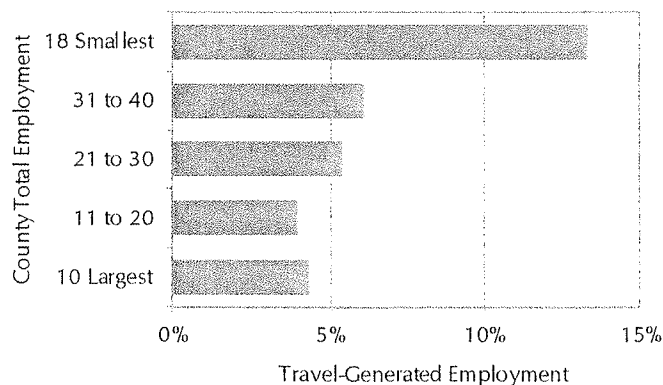
Earnings of Leading California Export-Oriented Industries



THE TRAVEL INDUSTRY BENEFITS ALL REGIONS OF CALIFORNIA

Although most travel spending and related economic impacts occur within California’s primary metropolitan areas, the travel industry is important throughout California. In general, the counties with less total employment have a bigger share of travel-generated employment.

Travel-Generated Employment as a Percent of Total Employment



EXECUTIVE SUMMARY

This report provides detailed statewide and regional travel impact estimates for California from 1991 to 2013. The estimates for 2013 are preliminary. The report also provides detailed county estimates for 2012 and transient occupancy tax receipts for jurisdictions through the 2013 fiscal year.

2013 CALIFORNIA TRAVEL INDUSTRY SURPASSES PRE-RECESSION LEVEL

The California travel industry expanded for the fourth consecutive year following the 2007-2009 recession. In terms of both employment and real inflation-adjusted dollars, the California travel industry exceeded its pre-recession levels in 2013.

- **Spending.** Total direct travel spending in California was \$109.6 billion in 2013(preliminary). During the past year, travel spending increased by 3.2 percent in current dollars and 2.8 percent in real (inflation-adjusted) dollars. The analogous figures for the 2011 to 2012 period were 4.3 percent and 2.2 percent. The decrease in motor fuel prices in 2013 accounted for most of the difference in the changes in current and real spending.
- **Employment.** Total travel-generated employment increased by 4.4 percent during the past year. Employment growth has accelerated in each of the past four years. The level of travel-generated employment (965,800) now exceeds the pre-recession period.
- **Tax Revenues.** The growth in local tax revenues (6.4 percent) was driven by increased lodging tax receipts due both to room demand and room rates. Travel-generated state tax revenue increased by 4.9 percent. This increase reflects the increase in the state sales tax rate of 0.25 percent. The local and state tax revenues generated by visitor spending are equivalent to \$550 per resident household.
- **Travel Activity.** Room demand, as measured by Smith Travel Research, increased by 3.3 percent from 2012 to 2013, following a 3.6 percent increase the preceding year. This is the fourth consecutive year of increasing room demand. Visitor air arrivals on domestic flights were unchanged for the year, largely as a result of capacity limits.

**Plumas County
Travel Impacts, 1992-2012**

	1992	2007	2008	2009	2010	2011	2012
Total Direct Travel Spending (\$Million)							
Visitor Spending at Destination	68.0	103.3	106.4	98.4	98.5	101.4	105.6
Other Travel*	0.4	1.0	1.0	1.0	0.0	0.0	0.0
Total Direct Spending	68.4	104.3	107.4	99.4	98.5	101.4	105.6
Visitor Spending by Type of Traveler Accommodation (\$Million)							
Hotel, Motel	16.7	29.1	30.2	26.5	26.7	27.7	30.1
Private Campground	14.4	21.1	22.2	20.1	20.0	20.8	21.4
Public Campground	6.2	8.4	8.9	8.0	8.0	8.4	8.6
Private Home	6.4	9.5	9.6	9.5	9.5	9.7	9.8
Vacation Home	15.2	22.9	22.9	22.3	22.5	22.8	23.2
Day Travel	9.1	12.3	12.6	11.9	11.8	12.1	12.5
Spending at Destination	68.0	103.3	106.4	98.4	98.5	101.4	105.6
Visitor Spending by Commodity Purchased (\$Million)							
Accommodations	15.2	24.8	25.1	22.2	22.5	23.0	24.2
Food & Beverage Services	19.1	29.3	30.6	29.8	29.6	30.2	31.9
Food Stores	6.3	9.4	10.1	9.5	9.2	9.7	10.0
Ground Tran. & Motor Fuel	2.2	6.2	6.9	4.8	5.7	6.8	6.9
Arts, Entertainment & Recreation	11.5	16.3	16.5	15.6	15.1	15.2	15.7
Retail Sales	13.7	17.2	17.2	16.5	16.3	16.5	17.0
Air Transportation (visitor only)	0	0	0	0	0	0	0
Spending at Destination	68.0	103.3	106.4	98.4	98.5	101.4	105.6
Industry Earnings Generated by Travel Spending (\$Million)							
Accommodations & Food Service	15.4	26.8	27.8	26.3	25.9	22.8	24.4
Arts, Entertainment & Recreation	3.5	5.3	5.5	5.1	5.1	4.9	4.9
Retail**	2.9	4.3	4.3	3.9	3.8	3.8	3.9
Auto Rental & Ground Tran.	0	0	0	0	0	0	0
Air Transportation (visitor only)	0	0	0	0	0	0	0
Other Travel*	0.2	0.5	0.5	0.5	0.0	0.0	0.0
Total Direct Earnings	21.9	36.8	38.1	35.9	34.8	31.5	33.2
Industry Employment Generated by Travel Spending (Jobs)							
Accommodations & Food Service	1,090	1,100	1,120	1,030	980	890	910
Arts, Entertainment & Recreation	210	210	210	200	190	160	160
Retail**	180	190	180	170	160	160	160
Auto Rental & Ground Tran.	0	0	0	0	0	0	0
Air Transportation (visitor only)	0	0	0	0	0	0	0
Other Travel*	10	10	10	10	0	0	0
Total Direct Employment	1,490	1,510	1,520	1,400	1,330	1,210	1,230
Tax Receipts Generated by Travel Spending (\$Million)							
Local Tax Receipts	1.0	1.3	1.4	1.2	1.3	1.3	1.4
State Tax Receipts	2.4	3.7	3.8	3.9	4.0	3.9	3.9
Total Direct Tax Receipts	3.4	5.0	5.2	5.1	5.3	5.2	5.3

Details may not add to totals due to rounding.

*Other Travel includes resident air travel and travel agencies. **Retail includes gasoline.

California Transient Occupancy Tax by County

Fiscal Year
Amounts in \$'000

	*Rate	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
ORANGE	11.9%	116,155	134,996	144,677	165,456	180,263	185,810	166,405	154,507	173,029	187,461	206,142
PLACER	9.0%	8,745	9,383	10,187	10,209	10,025	12,079	10,660	11,806	12,715	12,944	14,201
PLUMAS	9.0%	1,098	1,089	1,082	1,118	1,152	1,247	1,151	1,106	1,145	1,168	1,414
RIVERSIDE	10.5%	44,801	45,898	50,193	54,897	56,474	56,315	49,338	45,968	50,983	58,497	65,028
SACRAMENTO	11.7%	25,191	25,441	27,226	29,288	31,466	31,826	28,148	24,589	25,486	27,494	28,836
SAN BENITO	8.4%	288	265	285	259	278	278	260	222	215	247	270
SAN BERNARDIN	9.9%	19,141	21,272	23,615	25,713	27,695	28,293	25,205	24,137	25,726	26,673	28,261
SAN DIEGO	10.2%	138,582	142,427	155,829	175,282	187,490	199,646	174,325	161,437	176,963	191,347	202,329
SAN FRANCISCO	14.0%	130,037	145,206	157,151	179,076	199,768	224,814	219,777	192,082	215,512	242,840	241,961
SAN JOAQUIN	8.2%	3,951	3,884	4,256	4,368	4,496	4,776	4,213	3,641	3,913	4,377	4,785
SAN LUIS OBISPO	9.7%	16,308	17,304	18,030	19,788	21,768	23,303	23,032	22,218	23,317	25,358	27,390
SAN MATEO	11.0%	24,873	26,412	29,401	34,217	37,707	42,408	37,681	36,938	46,467	53,152	64,029
SANTA BARBARA	10.9%	25,132	24,823	25,643	28,100	30,878	31,709	29,582	27,964	30,743	33,153	34,415
SANTA CLARA	10.1%	45,984	44,638	49,234	57,172	65,141	70,994	59,112	54,704	62,056	75,034	83,790
SANTA CRUZ	10.0%	7,374	7,948	8,532	8,911	9,944	10,453	9,298	9,241	10,043	11,623	12,439
SHASTA	10.0%	4,007	4,012	4,315	4,606	4,857	4,914	4,579	4,486	4,676	4,860	5,285
SIERRA	10.0%	239	263	247	251	290	308	300	285	290	324	343
SISKIYOU	9.4%	1,804	1,733	1,831	1,959	2,166	2,147	2,032	1,970	1,936	2,015	2,144
SOLANO	9.6%	3,941	4,110	4,065	4,217	4,729	4,802	4,003	3,773	4,093	4,361	4,758
SONOMA	9.8%	13,459	13,986	15,326	17,038	19,893	20,813	19,020	18,133	19,999	22,368	25,128
STANISLAUS	8.5%	3,068	3,255	3,293	3,520	3,789	3,676	3,401	2,986	3,244	3,622	3,829
SUTTER	10.0%	531	550	564	572	635	744	648	521	559	632	629
TEHAMA	9.9%	824	674	890	835	937	920	765	704	871	885	959
TRINITY	5.0%	183	199	204	207	190	193	193	165	191	121	221
TULARE	9.7%	3,096	3,362	3,591	3,939	4,239	4,593	4,435	4,192	4,358	4,723	5,302
TUOLUMNE	10.0%	1,313	1,327	1,349	1,514	1,591	1,787	1,889	1,669	2,164	2,588	2,775
VENTURA	9.8%	11,507	11,212	12,820	15,290	16,639	17,002	15,042	13,508	15,101	15,964	17,409
YOLO	10.6%	2,113	2,324	2,520	2,815	2,934	3,093	2,852	2,622	3,058	3,117	3,451
YUBA	10.0%	154	253	324	284	353	371	351	289	319	399	341
(California Values in \$Millions)												
California	11.4%	1,036.9	1,104.0	1,224.8	1,357.9	1,467.7	1,567.4	1,416.7	1,319.9	1,458.1	1,612.4	1,724.8

California Transient Occupancy Tax by Jurisdiction

Fiscal Year
Amounts in \$000

	*Rate	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
PLACER COUNTY												
Colfax	8.0%	11.0	11.0	12.8	18.5	18.4	14.7	16.3	24.6	16.6	19.1	20.6
Lincoln	10.0%	34.3	22.9	17.1	0.0	0.0	26.8	79.5	374.4	152.7	193.3	128.2
Loomis	8.0%	25.0	25.0	38.0	37.1	43.9	43.7	44.3	37.0	29.9	29.6	36.8
Rocklin	8.0%	244.3	545.5	542.2	604.6	565.6	476.6	363.9	344.8	383.6	395.7	403.2
Roseville	6.0%	1,197.6	1,327.6	1,512.2	1,512.2	1,906.0	1,877.3	1,677.4	1,590.4	1,452.7	1,897.4	2,078.8
PLUMAS COUNTY												
Unincorporated	9.0%	1,083.1	1,070.5	1,065.1	1,101.9	1,139.2	1,234.3	1,134.2	1,076.3	1,110.2	1,126.9	1,380.3
Portola	9.0%	15.4	18.1	16.8	16.3	12.6	12.3	16.9	29.2	35.1	40.8	33.2
RIVERSIDE COUNTY												
Unincorporated	10.0%	1,242.3	1,149.0	1,461.0	1,657.3	1,797.5	1,612.6	1,568.9	1,407.5	1,403.6	1,479.6	1,823.5
Banning	12.0%	139.4	175.2	192.6	188.0	195.2	229.8	221.0	336.1	506.7	582.3	612.0
Beaumont	10.0%	107.0	121.6	144.8	100.4	144.4	161.0	193.4	179.0	185.9	194.4	226.1
Blythe	10.0%	847.8	749.2	738.2	889.9	1,020.9	1,033.5	832.8	724.3	708.1	908.6	1,147.0
Calimesa	10.0%	12.3	14.9	22.2	18.2	18.1	35.6	32.4	28.5	26.5	29.4	35.7
Canyon Lake	10.0%	8.5	16.3	24.4	27.9	35.8	27.9	25.9	27.3	34.5	35.3	36.1
Cathedral City	12.0%	1,472.2	1,248.0	1,296.0	1,426.3	1,575.3	1,632.0	1,150.4	1,023.2	999.4	1,135.8	1,104.8
Corona	10.0%	855.5	914.7	1,088.5	1,366.0	1,387.3	1,508.6	1,175.1	1,096.9	1,184.2	1,294.5	1,335.2
Desert Hot Springs	12.0%	774.9	782.7	817.1	904.7	969.4	983.8	982.8	892.5	1,090.5	1,148.6	1,220.8
Hemet	10.0%	432.2	481.9	594.6	917.8	999.8	928.7	659.3	620.9	602.3	584.8	626.0
Indian Wells	11.3%	3,639.3	4,267.2	4,884.7	5,352.9	5,939.9	5,874.1	5,874.1	4,283.8	4,802.3	5,677.9	6,322.2
Indio	10.0%	1,040.9	1,097.4	1,220.0	1,322.0	1,824.4	2,024.3	1,898.5	1,845.3	1,923.2	2,546.7	2,820.4
La Quinta	11.0%	4,115.9	4,261.8	4,831.3	5,437.2	5,448.4	5,498.9	4,221.7	3,875.1	4,370.2	5,082.4	5,980.7
Lake Elsinore	10.0%	124.3	123.7	127.9	157.1	171.9	221.5	237.2	272.2	275.1	345.3	
Moreno Valley	8.0%	358.5	455.0	519.2	582.3	586.4	593.0	497.9	535.8	703.3	747.1	831.9
Norco	11.0%	47.3	70.1	68.6	87.3	82.1	84.8	145.0	173.3	190.2	223.7	257.3
Palm Desert	9.0%	7,435.9	7,609.2	7,718.3	8,132.7	8,619.9	8,602.9	7,186.2	6,848.1	7,421.9	8,072.5	9,156.8
Palm Springs	12.7%	12,420.3	12,317.4	13,360.0	14,682.7	14,521.4	13,923.7	12,751.5	13,371.0	15,662.3	17,861.3	19,384.7
Perris	10.0%	84.6	85.5	104.1	113.3	93.4	48.5	83.7	64.2	59.6	121.0	71.9
Rancho Mirage	10.0%	5,195.7	5,148.7	5,687.3	5,877.5	5,176.8	5,157.3	4,634.4	3,892.3	4,302.0	5,012.6	5,456.6
Riverside	12.0%	2,868.5	3,169.5	3,418.1	3,543.4	3,553.9	3,686.5	2,857.3	2,488.3	2,732.2	2,995.3	3,703.4
San Jacinto	8.0%	12.9	17.4	24.7	26.9	27.9	28.3	20.0	20.2	16.6	18.0	20.2
Temecula	8.0%	1,564.8	1,622.0	1,849.8	2,085.1	2,284.2	2,417.7	2,088.8	1,962.0	1,782.2	2,400.0	2,504.6