

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF AUGUST 11, 2015 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **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) SHERIFF**

- 1) Authorize the Auditor to pay invoice of \$12.84 for FY 15-16 to Sav-Mor for expenses incurred during marijuana garden eradication
- 2) Approve and authorize the Chair to sign Federal Equitable Sharing Agreement and Certification for Sheriff's participation in the federal equitable sharing program for asset forfeitures for FY 14-15; approved as to form by County Counsel

#### **B) HUMAN RESOURCES**

Adopt **RESOLUTION** approving revised Healthy Workplaces, Healthy Families Act of 2014 AB1522 Paid Sick Leave Policy for Temporary Seasonal and Part Time Employees; approved as to form by County Counsel

## **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

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

### **Convene as the Quincy Lighting District Governing Board**

#### **2. QUINCY LIGHTING DISTRICT – Robert Perreault**

Authorize the Department of Public Works to issue an Encroachment Permit for placement of “Highway of Heroes” Banners on Quincy Lighting District owned light poles along Main Street, Quincy; discussion and possible action

### **Adjourn as the Quincy Lighting District Governing Board and reconvene as the Board of Supervisors**

#### **3. DEPARTMENTAL MATTERS**

##### **A) SOCIAL SERVICES – Elliott Smart**

Authorize the Department of Social Services to recruit and fill vacant 1.0 FTE Office Assistant I/II position; discussion and possible action

##### **B) HUMAN RESOURCES – Gayla Trumbo**

- 1) Adopt **RESOLUTION** to Add the Classification of Elections Services Assistant I/II to the Plumas County Classification Plan. **Roll call vote**
- 2) Adopt **RESOLUTION** to Amend the Plumas County Position Allocations for Budget Year 2015-2016 within 20100 Elections. **Roll call vote**
- 3) Approve request to recruit and fill 1.0 FTE Elections Services Assistant I/II; discussion and possible action

##### **C) PUBLIC WORKS – Robert Perreault**

- 1) Authorize the department of Public Works to recruit and fill vacant 1.0 FTE Road Maintenance Worker I/II position, La Porte District; discussion and possible action
- 2) Adopt **ORDINANCE**, first introduced on August 04, 2015, Amending Article 8, of Chapter 4 of Title 2 of the Plumas County Code Relating to the Offices of County Surveyor and County Road Commissioner and the Consolidation of the same into the Office of Director of Public Works. **Roll call vote**

##### **D) PLANNING – Randy Wilson**

- 1) Approve and authorize the Planning Director to sign modification to Amendment No. 8 of Agreement between County of Plumas and State Department of Water Resources (Prop 50 Grant); approved as to form by County Counsel; discussion and possible action
- 2) Approve and authorize the Planning Director to sign Amendment No. 2 to Funding Agreement between County of Plumas and the Feather River Land Trust regarding Prop 50 Grant; approved as to form by County Counsel; discussion and possible action

##### **E) SHERIFF – Greg Hagwood**

- 1) Approve “Request for Proposal” (RFP) for SB 863-Adult Local Criminal Justice Facilities Construction as submitted; and authorize the Sheriff to enter the complete process to obtain funding for a new correctional facility; discussion and possible action
- 2) Adopt **RESOLUTION** authorizing Submission of an Application for SB 863-Adult Local Criminal Justice Facilities Construction Financing Program. **Roll call vote**

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

- A. Accept letter of retirement from Gayla Trumbo, Director of Human Resources to extend her retirement date from September 01, 2015 to November 14, 2015; discussion and possible action
- B. Adopt policy to establish a process for annual performance evaluations of appointed county department heads; discussion and possible action
- C. Discussion and possible action to consider forming a Plumas County Economic Development Commission. Supervisor Simpson
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

#### **5. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment – Chief Probation Officer
- B. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – High Sierra Rural Alliance v. County of Plumas, Plumas Superior Court Case No. CV14-00009
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, August 18, 2015, Board of Supervisors Room 308, Courthouse, Quincy, California.






GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

IAI

## Memorandum

**DATE:** August 3, 2015  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of August 11, 2015

### Recommended Action:

Approve and authorize Auditor to pay Sav-Mor invoice in the amount of \$12.84 for expenses incurred by the Sheriff's Office for a marijuana garden eradication.

### Background and Discussion:

Supplies for SWAT team and support staff during a multiagency marijuana eradication in a remote area of the County. Given the location, weather and time required it was necessary to provide this support to maintain the officers' health and safety.

2015 00 7078  
CASH# Seneca Grow



Store 17 - 1947 E. Main St, Quincy  
Phone 530/283-2370

3 @ 3.98  
20LB CRUSHED ICE 11.94 B  
TAX 0.90  
\*\*\*\* BALANCE 12.84

\*\*\*\*\*  
PAYMENT TYPE: SAV MOR CHARGE  
AMOUNT: \$12.84  
ACCOUNT NUMBER: 170027  
INVOICE NUMBER: 164171207/28/15  
\*\*\*\*\*

VF SAV MOR CHARGE 12.84  
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 3  
07/28/15 04:02pm 17 12 164 11226

Like us on Facebook !  
[www.facebook.com/SAVMORFOODS](http://www.facebook.com/SAVMORFOODS)

Visit Our  
**facebook**  
Page



specials,  
Recipes,  
Ideas..

CUSTOMER SERVICE HOTLINE 877-728-6671

\*\*\*\* Our Receipts are BPA-Free \*\*\*\*

Your eligible dollars on this purchase  
**\$11.94**

You can receive a 25 cent per gallon  
reward by making a simple purchase of  
\$75 or more of eligible items.

One fuel reward per eligible  
transaction.

Reward is limited to 1 fuel purchase.  
Limit 30 gallons or \$75 on debit or  
credit card purchases at the pump.

Reward expires on 9/7/2015.

All promotions have restrictions and  
exclusions - Please see store for  
details.




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

1A2

## Memorandum

**DATE:** August 3, 2015  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of August 11, 2015

### It is recommended that the Board:

Approve and sign Federal Equitable Sharing Agreement and Certification for Sheriff's participation in the federal equitable sharing program for asset forfeitures for FY 14/15.

### Background and Discussion:

The Sheriff's Office currently participates in the federal equitable sharing program for asset forfeitures. A Federal Sharing Agreement and Certification must be submitted to the U.S. Department of Justice and the U.S. Department of the Treasury as a prerequisite to the approval of any equitable sharing request. Noncompliance may result in the denial of the agency's sharing request.

The Federal Annual Certification Report must be submitted each year, regardless of whether our agency received shared funds.

Submission of the Federal Equitable Sharing Agreement and Certification are prerequisites to the distribution of equitably shared cash, proceeds, and property. Submitting these documents in a timely manner will ensure that the Sheriff's Office does not lapse in compliance status and jeopardize any pending asset forfeitures that we are entitled to receive.

Approved as to form by County Counsel.



# Equitable Sharing Agreement and Certification



OMB Number 1123-0011  
Expires January 31, 2018

- ☐ Police Department 
 ☒ Sheriff's Office 
 ☐ Task Force (Complete Table A)
- ☐ Prosecutor's Office 
 ☐ National Guard Counterdrug Unit 
 ☐ Other

\* Please fill each required field. Hover mouse over any fillable field for pop-up instructions. \*

**Agency Name:** PLUMAS COUNTY SHERIFF'S OFFICE

**NCIC/ORI/Tracking Number:** C A 0 3 2 0 0 0 0

**Mailing Address:** 1400 E. Main Street

**City:** Quincy

**State:** CA

**Zip:** 95971

**Finance Contact:** First: Roni

Last: Towery

Phone: 530-283-6396

Email: ronitowery@countyofplumas.com

**Preparer:**

First: Roni

Last: Towery

☒ Same as  
Finance Contact

Phone: 530-283-6396

Email: ronitowery@countyofplumas.com

**Last FY End Date:** 06/30/2015

**Agency Current FY Budget:** \$7,239,400.00

EST.

- ☐ **New Participant:** Read Equitable Sharing Agreement and sign Affidavit
- ☒ **Existing Participant:** Complete Annual Certification Report, read Equitable Sharing Agreement, and electronically sign Affidavit
- ☐ **Amended Form:** Revise Annual Certification Report, read Equitable Sharing Agreement, and electronically sign Affidavit

## Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds <sup>1</sup>	Treasury Funds <sup>2</sup>
1	Beginning Equitable Sharing Funds Balance (Must match Ending Balance from prior FY)	\$29,964.97	
2	Equitable Sharing Funds Received	\$0.00	
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (Complete Table B)		
4	Other Income	\$0.00	
5	Interest Income <input type="radio"/> Non-Interest Bearing <input checked="" type="radio"/> Interest Bearing	\$91.49	
6	Total Equitable Sharing Funds (total of lines 1 - 5)	\$30,056.46	
7	Equitable Sharing Funds Spent (total of lines a - n below)	\$6,456.03	
8	Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	\$23,600.43	

<sup>1</sup> Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIA, USDA, DCIS, DSS, and FDA.

<sup>2</sup> Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP, AND USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law enforcement operations and investigations	\$4,117.46	
b	Training and education	\$744.68	
c	Law enforcement, public safety, and detention facilities		
d	Law enforcement equipment	\$1,593.89	
e	Joint law enforcement/public safety operations		
f	Contracting for services		
g	Law enforcement travel and per diem		
h	Law enforcement awards and memorials		
i	Drug, gang, and other education or awareness programs		
j	Matching grants (Complete Table C)		
k	Transfers to other participating law enforcement agencies (Complete Table D)		
l	Support of community-based programs (Complete Table E)		
m	Non-categorized expenditures (Complete Table F)		
n	Salaries (Complete Table G)		
Total:		\$6,456.03	

Please fill out the following tables, if applicable.

**Table A: Members of Task Force**

Agency Name	NCIC/ORI/Tracking Number

**Table B: Equitable Sharing Funds Received from other Agencies**

Transferring Agency Name, City, and State	Justice Funds	Treasury Funds
Agency Name: <input type="text"/>		
NCIC/ORI/Tracking Number: <input type="text"/>		

**Table C: Matching Grants**

Matching Grant Name	Justice Funds	Treasury Funds
<input type="text"/>		

**Table D: Transfers to Other Participating Law Enforcement Agencies**

Receiving Agency Name, City, and State		Justice Funds	Treasury Funds
Agency Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
NCIC/ORI/Tracking Number:	<input type="text"/>		

**Table E: Support of Community-based Programs**

Recipient	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Table F: Expenditures not Categorized in (a) - (n) Above**

Description	Justice Funds	Treasury Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Table G: Salaries**

Salary Type	Justice Funds	Treasury Funds
<input type="checkbox"/> Overtime <input type="checkbox"/> Match for Federal Salary Grant <input type="checkbox"/> DARE/SRO Officer <input type="checkbox"/> Federal Task Force Replacement Officer	<input type="text"/>	<input type="text"/>

**Table H: Civil Rights Cases**

Name of Case	Type of Discrimination Alleged			
<input type="text"/>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Gender
	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Other _____	

### Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section:  
 1400 New York Avenue, N.W., Washington, DC 20005.

# Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submission of this form, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the Department of Justice and Department of the Treasury Equitable Sharing Programs. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

- 1. Submission.** This Document must be submitted to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov) within 60 days of the end of the Agency's fiscal year. This Document must be submitted and signed electronically. This will constitute submission to the Department of Justice and the Department of the Treasury.
- 2. Signatories.** This agreement must be electronically signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor. The governing body head cannot be from the law enforcement agency and must be from a separate entity.
- 3. Uses.** Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the Department of Justice and the Department of the Treasury Equitable Sharing Programs as set forth in the current edition of the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies (Guide)*.
- 4. Transfers.** Before the Agency transfers funds to other state or local law enforcement agencies, it must first verify with the Department of Justice that the receiving agency is a current and compliant Equitable Sharing Program participant. Transfers of tangible property are not permitted.
- 5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures, joint law enforcement operations funds, and other sources must not be commingled with federal equitable sharing funds.  
  
The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction as supplemented by requirements set forth in the current edition of the *Guide*, including the requirement to maintain relevant documents and records for five years.  
  
The misuse or misapplication of shared resources or supplantation of existing resources with shared assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending shared funds. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Guide*.
- 6. Audit Report.** Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and the Department of the Treasury reserve the right to conduct periodic random audits or reviews.
- 7. Freedom of Information Act.** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury.

# Affidavit

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Guide* during the reporting period and that the recipient Agency is compliant with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is compliant with the applicable nondiscrimination requirements of the following laws and their implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**      ☐ Yes   ☒ No

**If you answered yes to the above question, complete Table H**

## Agency Head Electronic Signature

Name: Gregory Hagwood

Title: Sheriff

Email: ghagwood@pcso.net

To the best of my knowledge and belief, the information provided on this form is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, including ensuring permissibility of expenditures and following all required procurement policies and procedures. Entry of the Agency Head name above also indicates his/her acceptance of and agreement to abide by requirements set forth in this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing Programs. The Law Enforcement Head also certifies that no items on the Prohibited List, as detailed in "Recommendations Pursuant to Executive Order 13688", were purchased with equitable sharing funds after May 18, 2015.

## Governing Body Head Electronic Signature

Name: Kevin Goss

Title: Chair, Board of Supervisors

Email: pcbs@countyofplumas.com

To the best of my knowledge and belief, the agency's current fiscal year budget reported on this form is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing Programs.

☐ I certify that I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

### Final Instructions:

Step 1: Click to save for your records

Step 2: Click to save in XML format

Step 3: Email the XML file to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov)



Approved as to form:

Stephen J. Munnell, Deputy 7/31/15  
COUNTY COUNSEL

# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



Gayla S. Trumbo  
*Human Resources  
Director*

**DATE:** August 3, 2015  
**TO:** The Honorable Board of Supervisors  
**FROM:** Gayla Trumbo, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
AUGUST 11, 2015  
**RE:** A RESOLUTION TO ADOPT UPDATED HEALTHY  
WORKPLACES, HEALTHY FAMILIES ACT OF 2014 (AB 1522) PAID  
SICK LEAVE POLICY FOR TEMPORARY, SEASONAL, AND PART  
TIME EMPLOYEES.

**IT IS RECOMMENDED THAT THE BOARD:** Adopt the RESOLUTION for the updated Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) Paid Sick Leave Policy for Temporary, Seasonal, and Part Time Employees, attached hereto as Exhibit A.

## **HISTORY AND DISCUSSION:**

On May 12<sup>th</sup>, 2015 the Board of Supervisors adopted the Healthy Workplaces, Healthy Families Act of 2014 ("Paid Sick Leave Law") Policy. The new Policy has been implemented, and paid sick leave provisions for covered employees went into effect as of July 1, 2015.

Within the past month, California Legislation has passed new legislation to amend the definition of "employee" to exclude retired annuitants from paid sick leave under the Healthy Workplaces, Healthy Families Act of 2014. This clean-up legislation (AB 304) was signed into law on July 13, 2015. Therefore, the County's current Paid Sick Leave Policy requires revisions to accord with the new law.

The attached updated Paid Sick Leave Policy reflects the new law's exclusion of retired annuitants from the accrual of paid sick leave.

**ATTACHMENT:** Exhibit A

Healthy Workplaces, Healthy Families Act of 2014  
AB 1522  
Paid Sick Leave Policy  
For  
Temporary, Seasonal, and Part Time Employees

Updated August 11, 2015

**BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS**  
**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO ADOPT THE HEALTHLY WORKPLACES, HEALTHY FAMILIES ACT  
OF 2014 AB 1522 PAID SICK LEAVE POLICY FOR TEMPORARY, SEASONAL, AND PART  
TIME EMPLOYEES AS AMENDED BY AB 304 SICK LEAVE: ACCRUAL AND  
LIMITATIONS.**

**WHEREAS**, the new Healthy Workplaces, Healthy Families Act of 2014, AB 1522 requires employers to provide paid sick leave for temporary, seasonal, and part time employees who work more than thirty (30) days within a year will be entitled to paid sick leave; and

**WHEREAS**, probationary or permanent employees who are members of a bargaining group with regular work hours per week, already receive paid sick leave exceeding the new law's minimum standards; and

**WHEREAS**, a temporary, seasonal, or part time employee who, on or after July 1, 2015, works in California for 30 or more days is entitled to paid sick leave; and

**WHEREAS**, paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Use of paid sick leave is limited to 24 hours per year, from the anniversary date of employment and for acceptable uses as listed in this policy; and

**WHEREAS**, an employees accrued paid sick leave shall carry over to the following year(s) of employment with a maximum of 48 hours accrued. Accrual of additional paid sick leave will be capped at 48 hours until paid sick leave is used at which time accrual will resume until the 48 hour cap is again reached; and

**WHEREAS**, the employee has the right to request and use accrued paid sick leave, and may not be terminated, discriminated against, or retaliated against for using or requesting the use of acceptable uses of accrued paid sick leave with this policy guidelines; and

**WHEREAS**, employees who are receiving retirement benefits as a result of prior public employment in California remain ineligible for paid sick leave, and are unaffected by the new paid sick leave policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors, County of Plumas, State of California, that the County Of Plumas hereby adopts the Healthy Workplaces, Healthy Families Act of 2014 Policy, attached hereto as Exhibit A and incorporated herein by reference.

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 11th day of August, 2015, by the following vote:

**AYES:           Supervisors**

**NOES:           Supervisors**

**ABSENT:       Supervisors**

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

**Healthy Workplaces, Healthy Families Act of 2014**  
**AB 1522**  
**Paid Sick Leave Policy**  
**for**  
**Temporary, Seasonal, & Part Time Employees**

**A. Purpose**

Under the new Healthy Workplaces, Healthy Families Act of 2014, all of Plumas County's employees who work more than thirty (30) days within a year, including temporary, part time and seasonal employees, will be entitled to paid sick leave. Employees who are members of a bargaining group are entitled to paid time off (PTO) according to the specifics in the Memorandum of Understanding (MOU) for each bargaining group. These bargaining groups' PTO guidelines exceed the new Healthy Workplaces, Healthy Families Act of 2014 regulations, and thereby employees within those bargaining groups are not affected by the new law. In addition, employees who are probationary or permanent employees with regular work hours, already receive paid sick leave exceeding the new law's minimum standards. This policy establishes paid sick leave guidelines for those employees who are not members of a bargaining group, who do not already receive at least the minimum amount of legally mandated paid sick leave, and who are not retired annuitants receiving certain specified public employment retirement benefits.

**Policy**

1. All employees who, on or after **July 1, 2015**, work for Plumas County for 30 or more days within a year are entitled to paid sick leave.
2. Employees who are recipients of a retirement allowance and employed without reinstatement into his or her respective retirement system pursuant to either Article 8 (commencing with Section 212200) of Chapter 12 Part 3 of Division 5 of Title 2 of the Government Code, or Article 8 (commencing with Section 31680) of Chapter 3 of Part 3 of Division 4 of Title 3 of the Government Code, commonly known as "retired annuitants," are excluded from this policy and are not entitled to paid sick leave hereunder.
3. All employees who are members of a bargaining group shall receive paid sick leave in accordance with the terms of their bargaining group's MOU with Plumas County.
4. An employee that works for Plumas County for 30 or more days within a year and who is not a member of a bargaining group, but who has an individual contract of employment with Plumas County, shall receive paid sick leave in accordance with the terms of the contract, unless the paid sick leave provided under the contract is less generous than that required by the Healthy Workplaces, Healthy Families Act of 2014, in which case the employee shall receive paid sick leave in accordance with the guidelines set forth in paragraph B.5 of this policy.

5. Employees, who are probationary or permanent employees with regular work hours of less than full time per week, shall receive paid sick leave pursuant to the Plumas County Personnel Rules or as they have previously been interpreted and implemented.
6. Employees that (1) work for Plumas County for 30 or more days within a year, (2) are not members of a bargaining group, and (3) are not probationary or permanent employees with regular work hours, will earn sick leave under the following guidelines:
  - i. Paid sick leave shall accrue at a rate of one hour for every 30 hours worked.
  - ii. Paid sick leave may be used beginning on the 90<sup>th</sup> day of employment if the employee has accrued paid sick leave.
  - iii. Use of paid sick leave is limited to 24 hours per year, from the anniversary date of employment. Paid sick leave must be used for one of the acceptable uses listed below.
  - iv. Paid sick leave is compensated at the same wage as the employee's hourly rate of pay.
  - v. Accrued paid sick leave shall carry over to the following year(s) of employment with a maximum of 48 accrued hours. Accrual of additional paid sick leave will be capped at 48 hours until paid sick leave is used at which time accrual will resume until the 48 hour cap is again reached.
  - vi. Once employment is terminated, an employee will not be paid for any accrued and unused paid sick leave.
  - vii. If an employee is rehired within one year from the date of separation, previously accrued and unused sick leave shall be reinstated, and the accrued paid sick leave may be used beginning on the date of rehiring.
  - viii. Employees shall provide reasonable advance notice, either oral or written, if the need to use paid sick leave is foreseeable. Employees shall provide oral or written notice as soon as practicable if unforeseeable circumstances create a need to use paid sick leave.
  - ix. Reasons for the use of paid sick leave shall be treated as confidential and shall not be disclosed to any person except to the affected employee, or as required by law.
  - x. Records will be kept for a minimum of three years to show how many paid sick leave hours have been accrued and used by each employee covered by this paragraph B.5.

- xi. The employee has the right to request and use accrued paid sick leave, and may not be terminated, discriminated against, or retaliated against for using or requesting the use of accrued paid sick leave.

**B. Acceptable Uses of Accrued Sick Leave**

1. Accrued paid sick leave pursuant to paragraph B.5 of this policy may be used for the following purposes:
  - a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
  - b. For an employee who is a victim of domestic violence, sexual assault, or stalking.

**C. Definitions for a Family Member**

1. The Healthy Workplaces & Healthy Families Act of 2014 defines "family member" as any of the following:
  - a. A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
  - b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered partner, or a person who stood in loco parentis when the employee was a minor child.
  - c. A spouse.
  - d. A registered domestic partner.
  - e. A grandparent.
  - f. A sibling.

**D. Prohibited Retaliatory Conduct**

1. Retaliation or discrimination against an employee who request or used paid sick leave is prohibited. An employee may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee for exercising these rights or other rights protected under the Labor Code. Local Offices are listed on the website at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

1

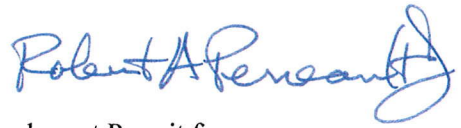
**QUINCY LIGHTING DISTRICT**  
**c/o PLUMAS COUNTY ENGINEERING DEPARTMENT**  
**555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135**  
*Robert A. Perreault, Jr., P.E. County Engineer and Manager, QLD*

**AGENDA REQUEST**

For the August 11, 2015 meeting of the Plumas County Board of Supervisors

August 03, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Manager, Quincy Lighting District QLD 

Subject: Authorize the Department of Public Works to issue an Encroachment Permit for Placement of "Highway of Heroes" Banners on Quincy Lighting District (QLD) Owned Light Poles along Main Street in Quincy

**Background and Discussion**

In 2013, applicant Cathy Beach applied for an Encroachment Permit to place "Highway of Heroes" banners on the 21 QLD owned poles located between Court Street and Fillmore Street as well as various other utility poles owned by PG&E located throughout Quincy and East Quincy. PG&E has issued a letter of support for placement of "Highway of Heroes" banners on PG&E owned utility poles.

Caltrans issues permits for the placement of banners to the local agency for beautification enhancement of local streets. Once an Encroachment Permit has been applied for and then issued by Caltrans, the local agency can then issued a permit to the business or individual to hang the banners.

The Public Works Department has applied for and received an Encroachment Permit from Caltrans for the placement of banners on utility poles located throughout Quincy and East Quincy. A number of the poles are located on either side of Main Street in Quincy and are owned and maintained by the Quincy Lighting District. Prior to allowing placement of the banners, the Public Works Department is requesting permission from the QLD for placement of the above mentioned banners.

The proposed banners were approved by the Quincy Design Review Committee during their March 12, 2015 meeting for placement of banners within CALTRANS right-of-way along SR 70 to be up between November 1<sup>st</sup> and November 30<sup>th</sup> of each year.

**Recommendation**

Public Works staff respectfully recommends that the QLD Governing Board authorize the Department of Public Works to issue an Encroachment Permit to allow the placement of "highway of Heroes" banners on 21 light poles owned by the QLD and located on either side of Main Street in Quincy within the Caltrans right-of-way for only November 1<sup>st</sup> to November 30<sup>th</sup> of each year.

Attachments: Caltrans Encroachment Permit, No. 0215-NBR-0269  
Minutes from the March 12, 2015 meeting of the Quincy Design Review Committee



**ENCROACHMENT PERMIT**

TR-0120 (REV. 6/2000)

Permit No.  
**0215-NBR-0269**

In compliance with (Check one):

☒ Your application of **May 14, 2015**☐ Utility Notice No. \_\_\_\_\_ of \_\_\_\_\_☐ Agreement No. \_\_\_\_\_ of \_\_\_\_\_☐ R/W Contract No. \_\_\_\_\_ of \_\_\_\_\_

Dist/Co/Rte/PM

**02-Plu-70-42.94/46.14**

Date

**May 27, 2015**

Fee Paid

**\$ Exempt**

Deposit

\$

Performance Bond Amount (1)

\$

Payment Bond Amount (2)

\$

Bond Company

Bond Number (1)

Bond Number (2)

Customer Reference No.

TO:

Plumas County Public Works  
1834 East Main Street  
Quincy, CA 95971Attention: Mark Crews  
Phone: 530-283-6033

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Install and maintain decorative banners as depicted in the attached plan mounted on light and utility poles (no State poles) along State Route 70 at various locations between Post Miles 42.94 and 46.14 in Quincy, Plumas County.

**PERMITTEE RESPONSIBILITY:** It is understood and agreed by the Permittee that utilizing this permit shall constitute an acceptance of the provisions of this Permit and all attachments.**GENERAL SPECIFICATIONS:****NOTIFY PERMIT INSPECTOR:** At least five working days before starting any work (**ten days if any lane closures or traffic control will be necessary**), notify Permit Inspector Fred Chaffin, telephone 530-604-0387, 1657 Riverside Drive, Redding, CA 96001, who will arrange for inspection and approval of the work covered by this permit.

(Continued)

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit (Check applicable):

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	General Provisions
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Utility Maintenance Provisions
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Special Provisions <u>Banner Detail and Location Map</u>
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	A Cal-OSHA permit, if required: Permit No. _____
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	As-Built Plans Submittal Route Slip for Locally Advertised Projects
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Storm Water Pollution Protection Plan

In addition to fee, the permittee will be billed actual costs for:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Review
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Inspection
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Field Work

(If any Caltrans effort expended)

☐ Yes ☒ No The information in the environmental documentation has been reviewed and is considered prior to approval of this permit.This permit is void unless the work is completed before **December 31, 2016**.

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

1 - Permittee  
1 - Chaffin  
1 - Quincy Maintenance Supervisor

APPROVED:

JOHN BULINSKI, District Director, District 2

BY:

*Stacey Barnes*

TW

STACEY BARNES, District Permit Engineer, District 2

1 - File



Name: Plumas County Public Works  
Permit No.: 0215-NBR-0269  
Date: May 27, 2015

**STANDARD SPECIFICATIONS AND STANDARD PLANS:** Reference to Standard Specifications shall pertain to the 2010 State of California Standard Specifications including all amendments. The 2010 Standard Specifications are located at the following internet web page address:

[http://www.dot.ca.gov/hq/esc/oe/specifications/std\\_specs/2010\\_StdSpecs/](http://www.dot.ca.gov/hq/esc/oe/specifications/std_specs/2010_StdSpecs/).

Any reference to "Contractor" and "Engineer" in the Standard Specifications is amended to read as "Permittee" and "State's Representative" respectively. Any reference to measurement and payment in the Standard Specifications shall not pertain to this permit. Reference to the Standard Plans shall pertain to the 2010 State of California Standard Plans.

**GENERAL PROVISIONS:** Permittee's attention is directed to the *General Provisions* attachment of this encroachment permit with special attention to items 13, 14, 15, and 26. In case of conflict between the *General Provisions* and the provisions set forth in this encroachment permit, the encroachment permit provisions shall take precedence over and shall be used in lieu of the *General Provisions*.

**LIABILITY FOR DAMAGES:** Permittee shall be liable for damage to the State highway caused by his operation. Permittee shall hold the State harmless for damage to Permittee's facilities caused by highway maintenance or construction.

**TERMS OF PERMIT:** Any failure on the part of Permittee or his contractor or agent to abide by the terms of this permit or the directions of State's Representative shall be just cause for immediate stoppage of the work and revocation of the permit.

**PUBLIC SAFETY:** Permittee shall provide for the safety of traffic and the public in conformance with Section 7-1.04, "Public Safety", of the Caltrans Standard Specifications and these provisions.

**WORK HOURS:** No work shall be performed during inclement weather, on weekends, on designated holidays, or after 3:00 P.M. on the day preceding designated holidays, unless specifically authorized or directed by State's Representative. See "TRAFFIC CONTROL" section in this permit for additional time restrictions for work requiring lane closures.

**EQUIPMENT ON ROADWAY:** All equipment used on the paved surface of the State highway shall be rubber tired or rubber tracked, unless authorized by State's Representative, and shall comply with the legal weight requirements for operation on a State highway.

**PROSECUTION OF WORK:** Once work authorized by this permit is begun, it shall be diligently prosecuted to completion. Should suspension of work be necessary for any reason, trenches and excavations shall be closed (backfilled and compacted), and the area graded, obstructions removed, and erosion control measures installed to the satisfaction of State's Representative.

**CONDITION OF WORK SITE:** When the permitted work is complete, the area within the State right of way shall be left in a neat and non-erodible condition to the satisfaction of State's Representative. All surplus material and debris shall be disposed of in a lawful manner outside the State right of way.

**COPY OF PERMIT ON SITE:** A copy of this encroachment permit shall be kept at the project site at all times.

#### **BANNERS:**

**CONTENT:** The banners shall not contain private advertising, whether in text or logo format, nor be of a political nature.

**SIGHT DISTANCE:** Banners shall not obscure traffic signals along State Route 70. Banners are not to be installed in a way that will block sight distance at the intersections. Bottom of banners shall be no less than 7 feet above adjacent sidewalks.

**STATE OWNED FACILITIES:** Suspension or installation of decorative banners on State owned traffic signal poles or other State owned facilities is prohibited.

Name: Plumas County Public Works  
Permit No.: 0215-NBR-0269  
Date: May 27, 2015

**DURATION OF BANNER PLACEMENT:** Banners may remain in place for up to three months (per Plumas County).

**BANNER CONDITION:** Banners shall be removed and replaced if they become worn or are torn.

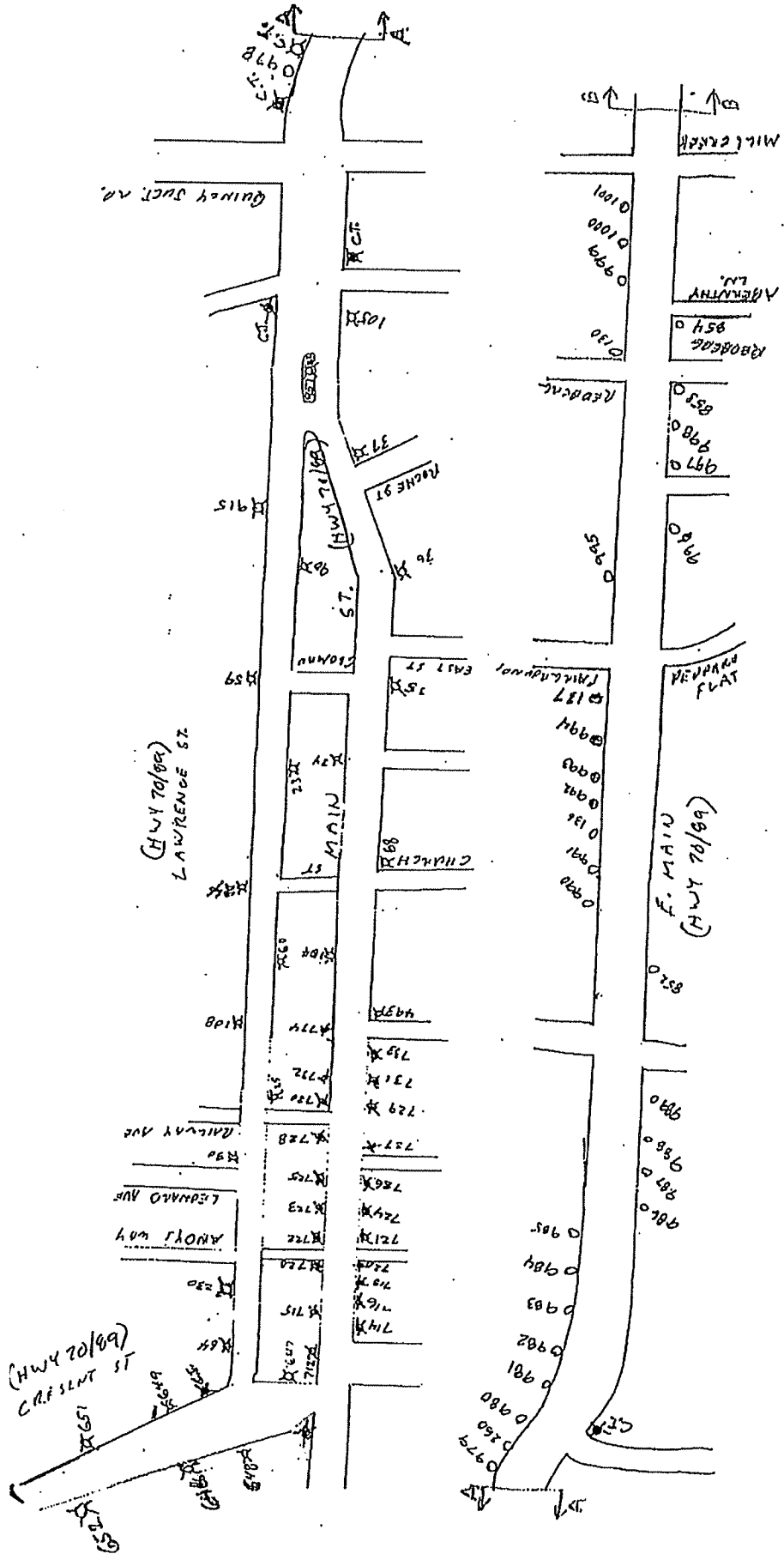
**TRAFFIC CONTROL:**

**PRIOR APPROVAL:** Before any work is begun which will interrupt the normal flow of public traffic, approval shall be obtained from State's representative.

**SHOULDER CLOSURE:** Whenever vehicles or equipment are parked on the shoulder within 6 feet of a traffic lane, the shoulder area shall be closed with fluorescent traffic cones or portable delineators placed on a taper in advance of the parked vehicles or equipment and along the edge of the pavement at 25-foot intervals to a point not less than 25 feet past the last vehicle or piece of equipment. A minimum of 9 cones or portable delineators shall be used for the taper. A C23 (Road Work Ahead) or C24 (Shoulder Work Ahead) sign shall be mounted on a telescoping flag tree with flags. The flag tree shall be placed where directed by the Engineer.

**ADVANCE NOTIFICATION FOR LANE OR SHOULDER CLOSURES:** By noon Monday, Permittee shall submit a schedule of planned lane and shoulder closures for the following week period, defined as Saturday through the following Friday. If Monday is a designated holiday, the schedule shall be delivered on Tuesday. Permittee shall submit a completed copy of the attached *Permit Closure Schedules* form by fax to the Caltrans District 2 Encroachment Permit office at fax number (530) 225-3097. If a fax is unavailable, the schedule may be called in by voice telephone at (530) 225-3400.

**NOTIFICATION FOR LANE OR SHOULDER CLOSURES:** Permittee shall notify the Caltrans District 2 Encroachment Permit office by telephone at (530) 225-3400 at the time a lane or shoulder closure is installed, and again when the closure has ended. Permittee shall provide the following information; Permittee's name, encroachment permit number, location (county, route and post mile limits), direction of closure (e.g., southbound, eastbound, full road), and the time when installing or ending the closure. For weekends and after hours, Permittee shall leave a message at the above telephone number, with the details as indicated. **Permittee shall also notify Encroachment Permits office if a scheduled closure is cancelled. Permittee MUST call to report status each day a closure has been requested.**



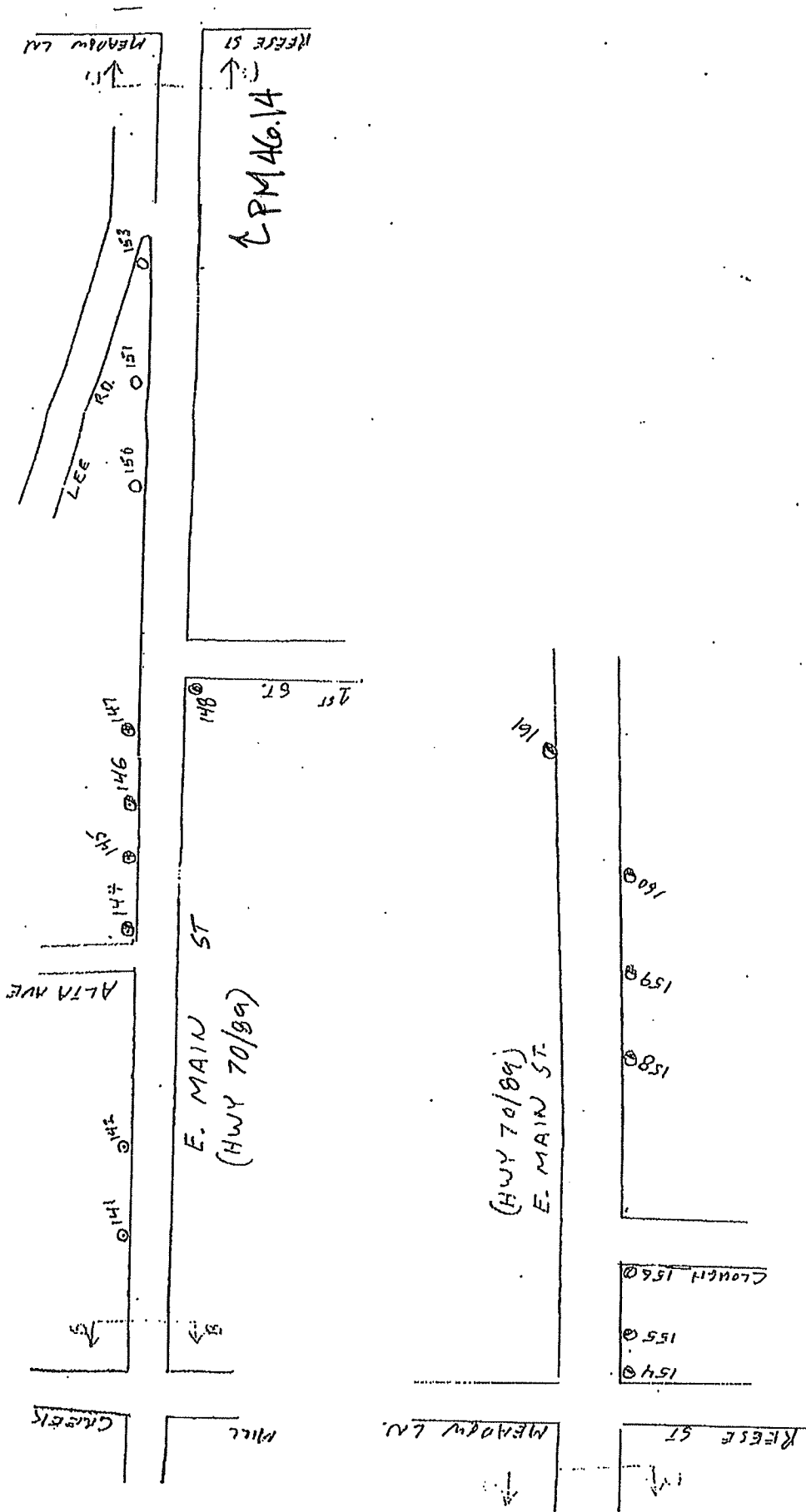
- ☒ POLE STREET LIGHT POLE (STEEL)
- ☐ POLE STREET LIGHT POLE (WOOD)
- ☐ JOINT POLE (Pole & Flat)
- ☒ STREET LIGHT POLE (COUNTY OWNED)

~~C.T. STREET LIGHT POLE (CALTRANS OWNED)~~

SCALE = NTS

PAGE 1 OF 2

Highway of Heroes  
Cathy Beach  
PO Box 1718  
Quincy CA 95971  
Cell: 530-394-7985



Highway of Heroes  
 Cathy Beach  
 PO Box 1718  
 Quincy CA 95971  
 Cell: 530-394-7985

Cathy Beach  
 PAGE 2 OF 2



364

# Welcome to QUINCY



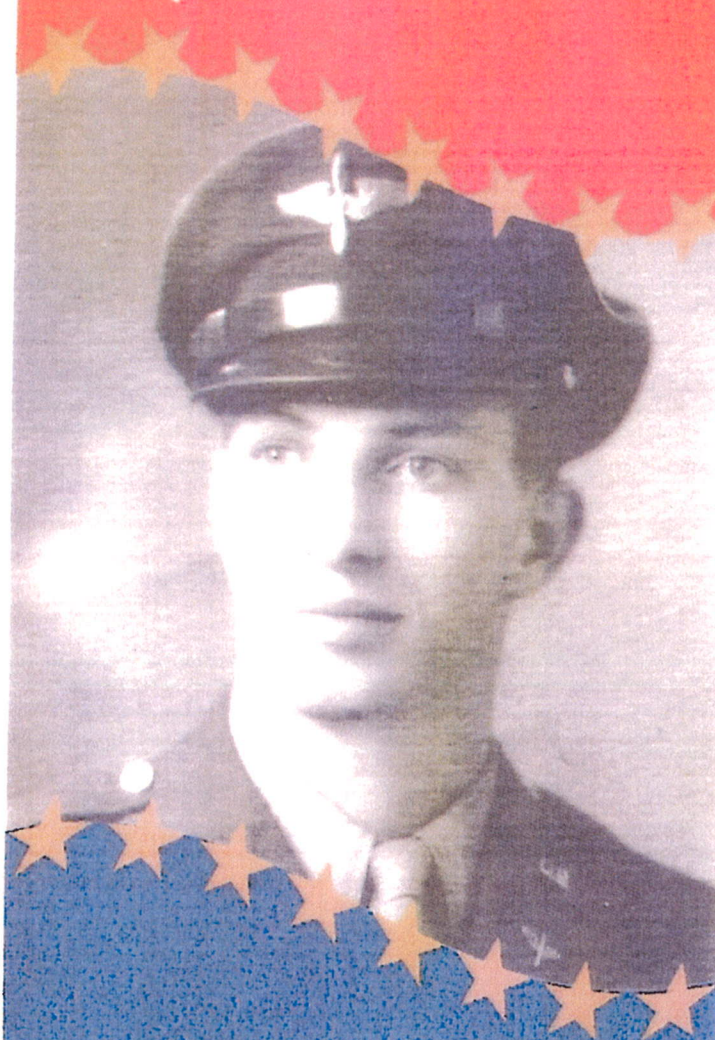
Home of Feather River College

184



36"  
or  
18"

**LAND** *of the* **FREE**  
**BECAUSE**  
*of the* **BRAVE**



Tracy Ned Hall  
Air Force

72"  
or  
36"

**COUNTY OF PLUMAS**  
**QUINCY DESIGN REVIEW COMMITTEE**  
**REGULAR MEETING**  
**MINUTES**

**DATE:** March 12, 2015

**TIME:** 5:15 p.m.

*Draft*

**LOCATION:** Plumas County Planning and  
Building Services Conference  
Room  
555 Main Street, Quincy

---

**Disability Accommodation Statement**



*The County of Plumas is required to ensure accessibility to all of its public meetings and programs. If you require accommodations (including auxiliary aids, documents in alternative formats, or other services) to participate in County public meetings or public events, please call the Plumas County Office for Accessibility at (530) 283-6194. Persons may also use the 711 Relay System to make a request. Requests made at least 72 hours in advance will help to ensure availability.*

---

**I. CALL TO ORDER**

- Vallerie Nellor, Brian Walmer, Ron Green, Pete Hentschel, John Mansell
- Rebecca Herrin, Senior Planner

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENT OPPORTUNITY**

*At this time the public has the opportunity to address the Quincy Design Review Committee concerning any item of interest not listed on this agenda. The Quincy Design Review Committee may not discuss or take any action on any item presented during the public comment period that is not on the agenda. The Quincy Design Review Committee may briefly respond to statements made or questions posed by members of the public. Upon recognition by the Chairman, please state your name, address, and subject matter. Discussion of any non-agenda items will be limited to three (3) minutes or such reasonable time as is granted by the majority of the Quincy Design Review Committee.*

**IV. ANNOUNCEMENTS**

**V. ITEMS OF DISCUSSION**

**A) Proposed commercial building (Tommy and Carol Miles-Cornerstone Learning)  
458 Main Street, Quincy; APN 115-062-002**

Tommy Miles, owner/applicant, gives a presentation on his plans to replace the building that was destroyed by fire. The building will occupy the same footprint, will be single story with a front façade, but will be slightly taller than the previous structure and with a more decorative front. The front façade will feature a stained-glass window with an abstract design. The exact design has not yet been determined.

The new codes do not allow the structure to be constructed of wood; it will have to be masonry because it will be essentially built on the property lines. This will make it more fire resistant. In addition, it will be built without roof access, which was a problem for downtown businesses in the past. People were able to access roofs and hazardous situations were created.

Quincy Community Services District has been working to install separate sewer lines to each building site; previously there was one shared sewer line. Initially, there was some concern that

the slope of the sewer drain would not be adequate, but that was resolved to the engineers' satisfaction.

The building will now have two handicapped-accessible restrooms. The front portion will contain a classroom and music room and the rear portion will be designed to be a rental unit sharing an interior ramp which is necessary due to an 18 inch difference in grade between the front and the rear of the building.

Mansell states that the building is not in conflict with the guidelines.

*M/S/C: Mansell/Walmer(Green)/5-0 to approve the design of the proposed commercial building.*

**B) Placement of banners within CALTRANS right-of-way along SR 70 to be up between November 1<sup>st</sup> and November 30<sup>th</sup> (Catherine Beach/"Highway of Heroes")**

Ms. Beach presents the proposal. Nellor questions the location; she was under the impression that the banners would only be placed along the highway on Cemetery Hill. Beach responds that she has always wanted to use all the available poles. She estimates that there will be more than 100 banners. These banners will represent not only current active military personnel, but also anyone who served in the military anytime in the past. Banners will be installed, starting at either end of Quincy and working towards the center, on a first-come first-served basis.

Green questions if her organization is affiliated with the Susanville organization, where banners have already been installed. Beach responds that that organization is the "Blue Star Moms". She was formerly affiliated with the Plumas County branch ("Feather River Blue Star Moms"), but then split off and formed her own organization when it became apparent that their goals were different.

Green asks if the banners will be new. Beach responds that they will be new and be purchased by the families. The banners on the hill would be the larger banners (72 inches tall) and the banners downtown would be consistent with the size of the banners proposed by the Quincy Chamber of Commerce and Feather River College (36 inches tall).

Walmer expresses his approval of the proposed banners. Hentschel has no problem with the design.

*M/S/C: Hentschel/Walmer(Green)/5-0 to approve the "Highway of Heroes" banners to be up between November 1<sup>st</sup> and November 30<sup>th</sup>.*

Ms. Beach is advised by Herrin that the encroachment permit must still be issued by the Department of Public Works before the banners are installed.

**C) Placement of "Welcome to Quincy" banners to green light poles in downtown Quincy along Main Street (Quincy Chamber of Commerce/Feather River College)**

Nic Boyd, of Feather River College, represents Kevin Trutna. Kent and Adrienne Barrett representing the Quincy Chamber of Commerce.

Adrienne Barrett discusses the conflict with the "Highway of Heroes" banners just approved. The College/Chamber banners are proposed to be placed on the sidewalk side of the poles, but the Heroes banners are proposed to be placed there as well. She explains that the downtown businesses have been polled about the seasonal banners, but she does not know if anyone has discussed the other banners with them.

Discussion ensues on whether or not "Home of Feather River College" wording is advertising, which is prohibited. Consensus is that it is not, but that is the responsibility of the Department of Public Works to determine, as that department will be issuing the encroachment permit.



Kent Barrett states that the butterfly image might become a fish; there may be some slight changes to the designs. Suggestions on designs are discussed with members of the committee. The older black metal signs in downtown on Main Street will most likely be moved elsewhere. Barrett would like to have them painted by local artists and reinstalled back on Lawrence Street. Nellor expresses concerns about sign clutter and having too many different types of signs. The Fairgrounds is mentioned as a potential home for the signs.

The Chamber's intent was for the banners ("Home of Feather River College") is to serve to bring the college into the community. Also, to incorporate everything (hanging flower pots/baskets, pumpkins, wreaths and banners) under one blanket encroachment permit that could be renewed annually.

Nellor discusses the Historic Quincy banners with directional arrows that CALTRANS did not approve. Eventually, the sign codes will be amended to allow signs for things such as "Additional Business District" with directional arrows.

Nic Boyd states that the College would like the banners to be installed by August of this year. Discussion ensues about responsibilities of CALTRANS and Department of Public Works. Barrett adds that he will contact other municipalities to see how they do it.

Green expresses concern about the advertising aspect of the banners; he does not want every business to start installing banners advertising their businesses.

Mansell feels that the banners are in compliance with the design guidelines. Nellor has a problem with the banners; she feels they are too generic, too boring. She feels that the designs could be done much better. She would like local artists to provide designs. Barrett responds that they did not want to focus on any one artist.

Chair Nellor calls for a motion. Mansell makes a motion to approve the banners in concept but that the final design should be brought back to the committee for a final review.

*M/S/C: Mansell/Green/5-0*

**D) Request to use courthouse front and plaza from July 1<sup>st</sup> through October 31<sup>st</sup> for art display by Plumas County artists and art students during the tourist season. Art posters would be placed on temporary chainlink fence for display.  
(Subject to Board of Supervisors approval-QDRC to provide recommendation to the BOS)**

Lara Eichenberger, manager, and John Sheehan, contributing artist, Main Street Artists gallery are present. Sheehan provides a history of the posters on the temporary construction fence surrounding the Pizza Factory fire site. There were good responses throughout the summer last year. Although there will be no construction this summer, there may be disturbance on the property for various reasons. The thought was to relocate to the courthouse because the front doors are not being used. Approximately 40 to 50 artists would display their works on 3' by 5' plastic posters, as was done on the fire site last year with no significant problems. Sheehan and Eichenberger realize that this would need Board of Supervisors approval.

Eichenberger adds that the project did attract tourists and they started looking for another venue for displaying the artworks that would be visible. The courthouse steps appeared to be unused and "there for the taking". She wants to show that the town has a vibrant artistic community, and not some sad little town with nothing happening.

Nellor states that chainlink fencing is not allowed under the guidelines, unless screened by vegetation or some other means of screening. Walmer says he appreciated the artwork when it

was on the fence on the corner across from the courthouse, but agrees that chainlink fencing should not be used. Hentschel also expresses agreement.

Green adds that construction fencing will hide the building and detract from the view of the courthouse as cars come around the corner onto Main Street. The building is the first thing seen when entering the downtown. He suggest that proper frames, not construction fencing, or a temporary kiosk of some sort could be used.

Eichenberger disagrees and states that she thinks it would not hide the building and that the chainlink would not be able to be seen, because the art would be mounted on the fencing.

Nellor suggests that perhaps Dame Shirley Plaza would be a better location. Walmer suggests that the corner location that was utilized last year is the best spot. Mansell agrees and feels that even if the site is being used, construction traffic would be coming in from the alley and the fence would still up around the rest of the site.

Sheehan asks for clarification on the actual issue. Is the issue material or content? Nellor responds that it is the material (chainlink). If the display were made from wood, it would be more acceptable. Eichenberger states that there is no money for that. The reason for using construction fencing is that it is cheap and easy.

Scott Lawson, member of the public, asks if the committee is taking public comment. The committee members encourage Lawson to comment. Lawson feels that the proposed chainlink fence display is shoddy. There are other events that use the courthouse steps and lawn. The display would have to be moved before those events. There is also an issue with ADA (handicap accessibility) of the steps. The public must be able to access the public display and public facility.

Hentschel is troubled by the concept, by the material, and by the timing. In particular, having the display at the courthouse up during the fair and the fair parade. Eichenberger wants the display up during the tourist season. She feels if the existing fenced site could be used, she would be willing to display the art on that fence. Discussion ensues on alternatives. The Plumas Arts Commission uses stands to display art in various venues.

Mansell feels that, rather than solving a problem, a problem would be created by using the chainlink fence.

George Scheuchenzuber, local business owner who owns a business directly across the street from the courthouse, thanks Sheehan and Eichenberger for the art work on the fence. He has become interested in art since coming to Quincy and appreciates the downtown art and attends the art openings. He does not like the proposed chainlink fencing on the courthouse steps. He agrees that the view of the building should not be impacted.

Scheuchenzuber's barber shop has been open every Saturday for years and he gets one or two tourists in the shop. He feels that art will not bring people into town. The cluttering of the courthouse steps, besides blocking the view of the courthouse, is not a great fit. He suggest that the Arts Commission displays be used. He has experience with these displays because he has helped put them up at the Farmer's Market.

Eichenberger disagrees and feels that people do stop and look at art. Scheuchenzuber asks if there is a better location, not the courthouse. Green and Walmer state that it should not be in front of the courthouse.

Consensus is that an alternative site or display be investigated. Herrin stresses that, if the construction site on the corner is to be used again this year, the owners' permission will have to be obtained before the posters can be put up. If the design of the display is the same, the issue does not have to come back to the committee.

**ADJOURN**

*M/S/C: Walmer/Mansell 5-0 to adjourn the meeting*

The meeting is adjourned at 6:30 p.m.



ELLIOTT SMART  
DIRECTOR

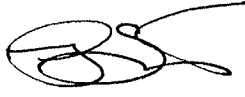
DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

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

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

DATE: JULY 28, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR AUGUST 11, 2015

RE: AUTHORIZATION TO FILL A VACANT OFFICE ASSISTANT I/II  
POSITION

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

Authorize the Department of Social Services to fill one vacant 1.00 FTE Office Assistant I/II position as soon as administratively possible.

**Background and Discussion**

The Department of Social Services has experienced a vacancy in the Office Assistant I/II class. The position is vacant due to the prior incumbent resigning her position effective July 17, 2015. This OA position performs application screening for applications for assistance, clerical reception, finger imaging and telephone reception for the Department. The work is critical to effectively serving the public and to meeting our requirement to screen applications for emergencies.

The Department requests the authority to fill the position as soon as administratively feasible.

**Financial Impact**

This is a budgeted and funded position. There is no impact to the General Fund as funding comes from federal, state and 1991 Realignment sources.

Copies: DSS Management Staff

Enclosures (3)

**Position Classification:** Office Assistant I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:** This position is responsible for clerical support and reception services that support all programs in the Department. The incumbent performs a variety of clerical/reception work including screening and logging into the ISAWS system including the initial eligibility application for public assistance benefits. This position is also responsible for logging new clients into the Fingerprint Imaging System. The incumbents sorts and delivers incoming Departmental mail and, may make deliveries to the Courthouse.

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

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

### Position: Office Assistant – Clerk/Receptionist

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

Answer: Yes. Public social services are state mandated.

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

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth. The position performs state mandated fingerprint imaging and screening of applicants.

- How long has the position been vacant?

Answer: The position has been vacant since July 17, 2015.

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

Answer: No.

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

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

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

Answer: Reception screening and finger imaging.

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

Answer: We will not expend state funds that have been allocated to this function .

- 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?

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

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

Answer: No.

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

Answer: No.

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

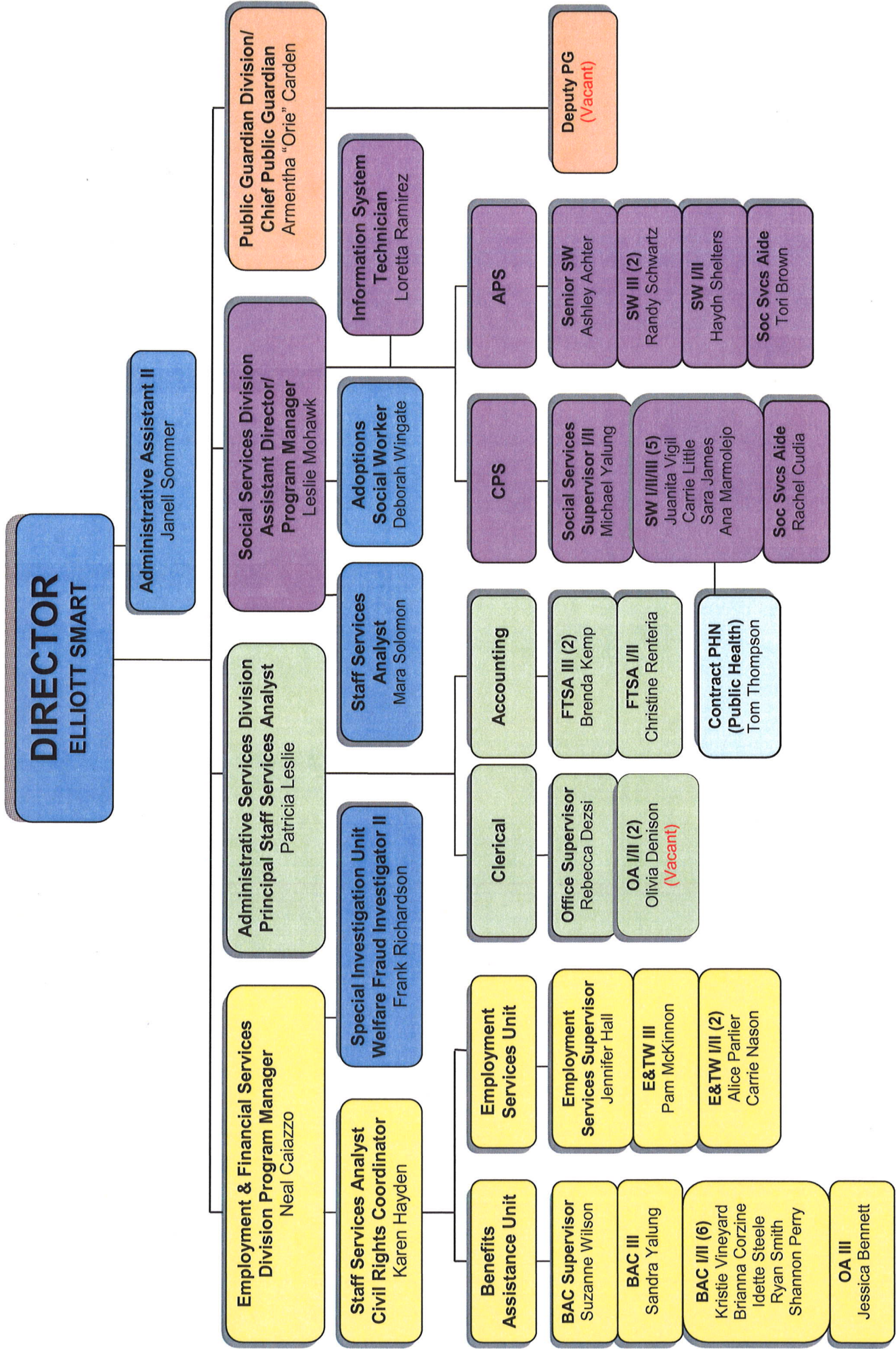
Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

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



# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



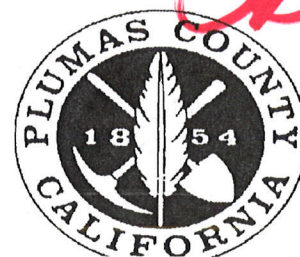


## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



Gayla S. Trumbo

Human Resources Director

DATE: July 31, 2015

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

A handwritten signature in cursive script that reads 'Gayla Trumbo'.

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF AUGUST 11, 2015.

1. ADOPT RESOLUTION TO ADD THE CLASSIFICATIONS OF ELECTIONS SERVICES ASSISTANT I AT SALARY RANGE 1197 AND ELECTIONS SERVICES ASSISTANT II AT SALARY RANGE 1320 TO THE CLASSIFICATION PLAN.
2. ADOPT RESOLUTION TO AMEND THE 2015-2016 POSITION ALLOCATION OF THE CLERK/RECORDERS DEPARTMENT TO REFLECT A DECREASE OF 1.0 FTE DEPUTY CLERK RECORDER I OR II; AND ADD 1.0 FTE ELECTIONS SERVICES ASSISTANT I OR II.
3. APPROVE REQUEST TO FILL 1.0 FTE ELECTIONS SERVICES ASSISTANT I OR II

---

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

1. Adopt Resolution to add the position classifications of Elections Services Assistant I range 1197 And Elections Services Assistant II at range 1320 to the Plumas County Classification Plan.
2. Adopt Resolution to amend the 2015-2016 Position Allocation of the Clerk Recorders Department to reflect a decrease of 1.0 FTE Deputy Clerk Recorder I or II; and add 1.0 FTE Elections Services Assistant I or II.
3. Approve request to fill 1.0 FTE Elections Services Assistant I or II.

### **BACKGROUND AND DISCUSSIONS:**

Our County Clerk Recorder Ms. Kathy Williams recently received a resignation of a full time allocated Deputy Clerk Recorder II position within her Elections Division. On June 16, 2015, this Board approved Ms. Williams request to refill this position. In the past the Deputy Clerk Recorder I & II classifications were utilized throughout the Clerk/Recorder Department as well

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

**RESOLUTION TO ADD THE CLASSIFICATIONS OF ELECTIONS SERVICES  
ASSISTANT I AND II TO THE PLUMAS COUNTY CLASSIFICATION PLAN**

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

**WHEREAS**, our County Clerk Recorder Ms. Kathy Williams brought forward to the Human Resources Director an issue regarding the job description of the Deputy Clerk Recorder I & II that has been utilized in the past for the Elections Division; and

**WHEREAS**, this job description does not adequately describe the functions of the position within the Elections division; and

**WHEREAS**, this has caused confusion to applicants for this position in the past; and

**WHEREAS**, the incumbent in this position has recently resigned and it was determined that the job description should be created to reflect the duties and functions of this position; and

**WHEREAS**, the salary levels of the new classifications of Elections Services Assistant I at 1197 and the Election Services Assistant II at 1320 is the same salary range as the Deputy Clerk Recorder I and II classifications.

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

The County's classification plan is hereby amended to include the Elections Services Assistant I at Range 1197; and Elections Services Assistant II at Range 1320.

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 11th day of August 2015 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors

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

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS FOR BUDGET  
YEAR 2015-2016 WITHIN 20100 ELECTIONS.**

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

**WHEREAS**, our County Clerk Recorder Ms. Kathy Williams brought forward to the Human Resources Director an issue regarding the job description of the Deputy Clerk Recorder I & II that has been used in the past for the Elections Division; and

**WHEREAS**, this job description does not describe the functions of the position within the Elections division; and

**WHEREAS**, the incumbent in this position has recently resigned and it was determined that the job description should be created to reflect the duties and functions of this position; and

**WHEREAS**, the job description of Elections Services Assistant I at Range 1197, and Elections Services Assistant II at 1320 has been created to adequately describe the duties of these classifications; and

**WHEREAS**, the salary range for the Elections Services Assistant I and II are at the same level as the Deputy Clerk Recorder I and II classifications.

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

Approve the amendments to the Position Allocation for budget year  
2015-2016 to reflect the following:

<u><b>ELECTIONS 20100</b></u>	<u><b>FROM</b></u>	<u><b>TO</b></u>
Elections Services Assistant I or II	0.0	1.0
Deputy Clerk Recorder I or II	1.0	0.0

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 11th day of August 2015 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors

## **ELECTIONS SERVICES ASSISTANT I**

### **DEFINITION**

Under supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including; performing a variety of technical and general assignments which include processing voter registrations, filing election and legal documents, keeping databases accurate and up to date, assisting with the candidate nomination and filing process and providing a variety of routine administrative support tasks.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Elections Services Assistant class. This class is distinguished from the Elections Services Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk/Recorder/Election Division.

### **REPORTS TO**

Reports to the Elections Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **ELECTIONS SERVICES ASSISTANT I - 2**

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Perform a variety of complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Register voters; maintain voter registration records; process Vote by Mail requests; participate in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; compile a variety of data for special reports, forms and periodic reviews.
- Provide updated information to social media site.
- Responsible for assisting in the operation of the Elections Division voter and election management system, including programing for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Refer questions regarding election policies and procedures to appropriate staff within scope of authority.
- Perform election activities including preparing, assembling and distributing publications, notices, sample and official ballots, process and track Vote by Mail requests.
- Assist in testing of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Provide proofreading for sample ballots and other printed election material. May provide voice audio materials for Voters with Specific Needs.
- Provide assistance to the Elections Coordinator.
- Build and maintain positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contribute to a positive work environment.
- May be occasionally assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ELECTIONS SERVICES ASSISTANT I - 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic understanding of voter registration and the election process.
- Current computer systems, applications such as Excel, Word and Power Point, spreadsheets and databases.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including accuracy in filing, letter and report writing.
- Comprehensive public contact techniques.

#### **Ability to:**

- Implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Researching, reading and understanding relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Accepting direction regarding prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.
- Efficiently utilizing time management skills.

## **ELECTIONS SERVICES ASSISTANT I - 4**

### **Training and Experience:**

High school diploma or equivalent GED certificate

Two (2) years of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Possession of 40 words per minute typing certificate.

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

## **ELECTIONS SERVICES ASSISTANT II**

### **DEFINITION**

Under general supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including registering voters, conducting elections, processing voter registrations, filing election and legal documents; performing a variety of technical and general assignments which include evaluating and maintaining voter registration and election databases, providing a variety of routine administrative support tasks.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level within the Elections Services Assistant class series. This class is distinguished from the Elections Services Assistant I by the performance of the full range of duties with general supervision. Incumbents perform a variety of assignments, requiring substantial experience and working background. At the journey level the incumbent is knowledgeable in the applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities; and the policies and procedures of the County Clerk/Recorder/Election Division.

### **REPORTS TO**

Reports to the Elections Coordinator and Assistant Clerk-Recorder.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## **ELECTIONS SERVICES ASSISTANT II - 2**

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Perform a variety of difficult, complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Register voters; maintain voter registration records; maintain Vote by Mail files and requests; participate in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; monitors the county data processing system, compiles a variety of administrative data for special reports, forms and periodic reviews.
- Assists in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Interprets, applies, and explains election laws, policies and procedures within scope of authority.
- Perform election activities including preparing, assembling and distributing publications, notices, sample and official ballots, processes and tracks Vote by Mail requests for official ballots.
- Assist in programming, testing and certification of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.
- Provide proofreading for sample ballots and other printed election material.
- Provide assistance to the Elections Coordinator.
- Build and maintain positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contribute to a positive work environment.
- May be assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ELECTIONS SERVICES ASSISTANT II - 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Elections voter registration and political reform act procedures and practices.
- Current computer systems, applications and databases.
- Applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities.
- County and Department policies and procedures.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including filing, letter and report writing.
- Comprehensive public contact techniques.

#### **Ability to:**

- Planning and implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Reading, understanding, interpreting and applying relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working within deadlines to complete projects and assignments.
- Assessing, analyzing, identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.

## **ELECTIONS SERVICES ASSISTANT II - 4**

### **Training and Experience:**

High school diploma or equivalent GED certificate

Two (2) years of governmental, computer or administrative experience in a clerk-recorder's office is preferred.

OR

Two (2) years of governmental, computer or administrative experience and one (1) year of experience equivalent to the Elections Services Assistant I.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Possession of 40 words per minute typing certificate.

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

# **PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**

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



## **AGENDA REQUEST**

For the August 11, 2015 meeting of the Plumas County Board of Supervisors

August 3, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: Authorization for the Public Works/Road Department to fill the vacancy of one (1) Road Maintenance Worker I/II in the LaPorte District

### **Background:**

One (1) FTE PW Maintenance Worker I/II has resigned from the LaPorte maintenance district effective August 7, 2015

The Department is requesting to fill this position.

This position is funded and allocated in the FY15/16 Public Works budget.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

### **Recommendation:**


The Public Works Department respectfully recommends that the Board of Supervisors authorize to fill the vacancy of one (1) FTE PW Maintenance Worker I/II in the LaPorte maintenance District.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Maintenance Worker I/II Worker Position LaPorte**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges.**
- Why is it critical that this position be filled at this time?  
**Maintenance Workers are subject to 24 hour "call out" for road related emergencies and snow removal.**
- How long has the position been vacant?  
**Less than one week.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 15/16 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**  
What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?  

12/13(\$439,699)	13/14	\$0	14/15	(\$3,070,755)
------------------	-------	-----	-------	---------------

  
Director of Public Works  
Revision Date: July 31, 2015

302

ORDINANCE NO. 15-\_\_\_\_

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING ARTICLE 8, OF CHAPTER 4 OF TITLE 2 OF THE PLUMAS COUNTY CODE RELATING TO THE OFFICES OF COUNTY SURVEYOR AND COUNTY ROAD COMMISSIONER AND THE CONSOLIDATION OF THE SAME INTO THE OFFICE OF DIRECTOR OF PUBLIC WORKS.**

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

**SECTION 1.** Article 8 of Chapter 4 of Title 2 of the Plumas County Code, including section 2-4.801, is amended to provide as follows:

**Article 8. Public Works Director**

**Section 2-4.801. Office of Road Commissioner created.**

There is hereby created the office of Road Commissioner.

**Section 2-4.802. Appointment of County Surveyor.**

Pursuant to the provisions of Section 27550 of the Government Code, the Plumas County Surveyor shall be appointed by the Board of Supervisors and shall serve at the will of the Board.

**Section 2-4.803. Public Works Director**

Pursuant to the provisions of subdivision (q) of Section 24300 of the Government Code, the office of Public Works Director is created by combining the duties of the office of Surveyor with the duties of the office of Road Commissioner.

**SECTION 2.** Effective and Operative Dates; Publication; Codification.

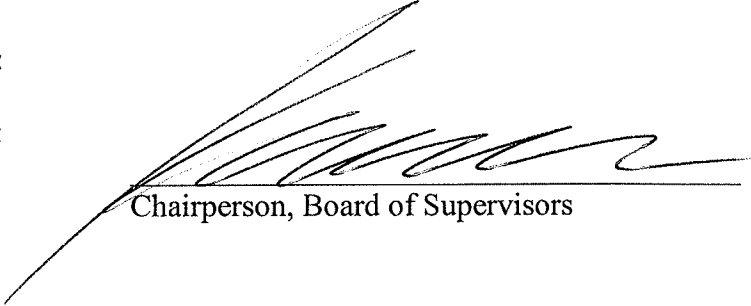
This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 4<sup>th</sup> day of August 2015, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 11<sup>th</sup> day of August 2015, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

  
Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the  
Board of Supervisors

[\\hmxl012041s11 coco shared\\Resolutions and Ordinances\\Ordinance re Road Commissioner Surveyor and Public Works.doc]





## **PLUMAS COUNTY PLANNING & BUILDING SERVICES**

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

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

**DATE:** August 11, 2015

**TO:** Honorable Chair and Members of the Board of Supervisors

**FROM:** Randy Wilson, Plumas County Planning Director *RW*

**RE:** Request for approval of modifications to Amendment No.8 of the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state and authorize the Planning Director to sign the Amendment.

### **Background**

On January 18, 2008 Plumas County entered into a grant agreement with the Department of Water Resources. The amount of the agreement was for grant funds of \$7,000,000. On March 3, 2015 the Board of Supervisors agreed to Amendment No.7 to the Proposition 50 Grant Agreement reprogramming, in part, \$400,000 towards funding the purchase of property known as the Chester River Parkway project (sometimes referred to as the Olsen Barn property) by the Feather River Land Trust.

The proposed modification to Amendment No.8 is a change to the Grant Agreement between Plumas County and the California Department of Water Resources to the Grant Agreement regarding the Chester Meadows project. The California Department of Water Resources is requiring an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state. The Feather River Land Trust has a person working with the California Department of Water Resources on the language needed and there should be no issues with accomplishing the easement or title restriction.



## **ACTIONS FOR CONSIDERATION**

Staff recommends the Board of Supervisors take the following action.

- I. Approve the modification to Amendment No.8 to the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to modify Amendment No.8 to the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state and authorize the Planning Director to sign the Amendment.

Attachments:

Modification to Amendment No. 8 of the Grant Agreement between Plumas County and the Department of Water Resources

Grant Agreement 4600007650, Amendment 8

State of California Natural Resources Agency  
Department of Water Resources

Agreement Between The State of California  
Department of Water Resources  
and County of Plumas

Under the Water Security, Drinking Water, Coastal and Beach  
Protection Act Of 2002  
(Water Code Section 79500et seq.)

The following modifications shall be made:

Exhibit A - Work Plan

The scope of work and deliverables for the Chester River Parkway project are changed in order to accommodate the creation of an interest-free escrow account to enable the purchase of the project property and require the land be placed in an acceptable easement to prevent development. The general project description section is also reduced to eliminate information unrelated to the scope of work. See Attachment 1 for the updated Work Plan which replaces the original Chester River Parkway Work Plan.

All other terms and conditions of the agreement will remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto:

STATE OF CALIFORNIA,  
DEPARTMENT OF WATER RESOURCES

COUNTY OF PLUMAS

\_\_\_\_\_  
Tracie Billington, P.E., Chief  
Financial Assistance Branch  
Division of Integrated  
Regional Water Management

\_\_\_\_\_  
Randy Wilson  
Plumas County Planning Director

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

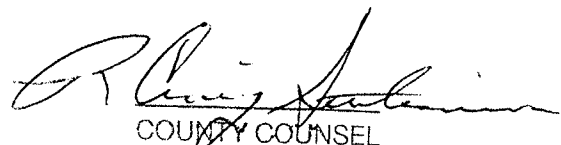
Date: \_\_\_\_\_

Approved as to legal form and sufficiency

\_\_\_\_\_  
Spencer Kenner, Assistant Chief Counsel  
Office of Chief Counsel

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

Approved as to form:

  
COUNTY COUNSEL



## Attachment 1 Exhibit A – Work Plan

**Project: Chester River Parkway (CRP)**

**Local Project Sponsor: Feather River Land Trust**

**General Project Descriptions – this section replaces the previous General Project Descriptions section**

This project consists of purchase of a 106.77 acre Chester River Parkway property, commonly known as the Olsen Barn property. The Feather River Land Trust (FRLT) will purchase the 107 acre Chester River Parkway property to protect its ecological, recreational, cultural, educational values. While current zoning prohibits major subdivision (the property is currently zoned for 2 houses), zoning changes could facilitate denser development or blocked public access.

The Olsen Barn property is 107 acres of meadow, riparian forest, and wetland adjacent to Lake Almanor at the eastern entrance to the town of Chester, California. The property has high ecological value (especially for birds) which includes meadow, riparian, and wetland habitat and is bordered by the North Fork of the Feather River. The property is part of an Audubon designated Important Bird Area. The area is also of high importance to the local community for nature-based recreation.

**Task CRP-A Direct Project Administration**

The Feather River Land Trust will act as the local project sponsor.

1. Local Project Sponsor shall submit quarterly reports to the Grantee in both electronic and hardcopy forms. Reports shall be presented in the formats described in Exhibit E, Report Format.
2. An invoice should accompany the progress report, and reflect charges for the work completed during the reporting period covered by the quarterly report. The submittal and approval of reports is a requirement for initial and continued disbursement of State funds.
3. The Local Project Sponsor shall attend quarterly meetings with the Grantee.
4. The Local Project Sponsor shall maintain audit and accounting procedures that are in accordance with generally accepted accounting principles and practices, consistently applied; and shall keep complete and accurate records of all receipts, disbursements, and interest earned on expenditures of such funds, and shall require its contractors or subcontractors to do the same.

5. Local Project Sponsor shall submit a Project Completion Report to the Grantee with the final project invoice, which shall include, if applicable, certification of final project by a California Registered Civil Engineer, consistent with Condition D-14 of the Grant Agreement.
6. Local Project Sponsor shall assist the Grantee in completing a Grant Completion Report upon completion of all projects included in Exhibit A, Work Plan.

#### **Task CRP-B Land Purchases/Easements**

Purchase a 106.77 acre property, commonly known as the Olsen Barn property. The property consists of Plumas County APNs 100-340-017, 100-340-018, 100-460-004, 100-460-005. The property is being purchased to preserve the existing natural conditions and cultural resources.

**EASEMENTS.** Where the Funding Recipient acquires property in fee title or funds improvements to real property already owned in fee by the Funding Recipient using grant funds provided through this Agreement, an appropriate easement or other title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity, approved by the State, shall be conveyed to a regulatory or trustee agency or conservation group acceptable to the State. The easement or other title restriction must be in first position ahead of any recorded mortgage or lien on the property unless this requirement is waived by the State.

Where the Funding Recipient acquires an easement under this Agreement, the Funding Recipient agrees to monitor and enforce the terms of the easement, unless the easement is subsequently transferred to another land management or conservation organization or entity with State permission, at which time monitoring and enforcement responsibilities will transfer to the new easement owner.

Failure to provide an easement acceptable to the State can result in termination of this Agreement.

**Notice of Unrecorded Grant Agreement.** FRLT shall submit to Escrow Agent (described below) a Notice of Unrecorded Grant Agreement, in a form acceptable to the State, which Notice of Unrecorded Grant Agreement shall provide that FRLT's ownership of the Property is subject to:

- i. a remainder interest vested in the State of California, which, in the event that FRLT ceases to exist as a nonprofit corporation, shall provide that all of the FRLT's right, title and interest in and to the Property shall immediately vest in the State, or in such other public or private entity which the State, in its discretion, has identified as appropriate to accept the Property in lieu of the State; and



- ii. a power of termination pursuant to Civil Code section 885.010 which may be exercised by the State, in the event of a violation of the purposes of the Grant through breach of a material term or condition of this Agreement by FRLT or its successor-in-interest. Upon the recordation of a notice of the State's exercise of the power of termination, full title to the interest in real property identified in the notice shall immediately vest in the State, or in another public agency or a nonprofit organization designated by the State, to which the State conveys or has conveyed it interest.

Deliverables required prior to submitting invoice for purchase funds to be placed in an interest-free escrow account:

- Current property appraisal report
- Self-Certification from grantee that if the purchase of the property is not completed the grant funds placed in the escrow account will be returned to the State.

Deliverables to complete project:

- Escrow account receipt and balance statement
- Proof of close of sale or termination of sale complete with above Notice of Unrecorded Grant Agreement.
- Proof that an easement or other title restriction acceptable to the Department has been placed on the property.

#### **Task CRP-C Planning/Design/Engineering/Environmental Documentation**

The project is categorically except from CEQA as a transfer of ownership to preserve existing natural conditions, Section 15325.

#### **Task CRP-D Construction Implementation**

No construction is associated with this project.

#### **Task CRP-E Environmental Compliance/Mitigation/Enhancement**

No environmental compliance, mitigation, or enhancement measures are anticipated for this project.

#### **Task CRP-F Construction Administration**

No construction administration is necessary for this project.

#### **Task CRP-G Other**

Pre-acquisition administration costs including: appraisal, preliminary title report, phase 1 environmental site assessment, boundary survey, mapping, baseline documentation report, escrow and recording fees, legal counsel, and staff time.



## **PLUMAS COUNTY PLANNING & BUILDING SERVICES**

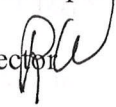
**555 Main Street, Quincy, CA 95971  
(530) 283-7011**

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

302

**DATE:** August 11, 2015

**TO:** Honorable Chair and Members of the Board of Supervisors

**FROM:** Randy Wilson, Plumas County Planning Director 

**RE:** Request for approval of Amendment No. 2 to the Funding Agreement between Plumas County and the Feather River Land Trust in regard to (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state and authorize the Planning Director to sign the Amendment.

### **Background**

On January 18, 2008 Plumas County entered into a grant agreement with the Department of Water Resources. The amount of the agreement was for grant funds of \$7,000,000. On March 3, 2015 the Board of Supervisors agreed to Amendment No.7 to the Proposition 50 Grant Agreement reprogramming, in part, \$400,000 towards funding the purchase of property known as the Chester River Parkway project (sometimes referred to as the Olsen Barn property) by the Feather River Land Trust. On July 14, 2015 the Board of Supervisors considered Amendment No. 8 and approved this amendment to the Proposition 50 Grant Agreement.

On July 21, 2015 the Board of Supervisors approved amendment #1 to the funding agreement between Plumas County and the Feather River Land Trust bringing the Funding Agreement in line with the changes made with the Proposition 50 Grant Agreement # 8, which was approved by your Board on July 14, 2015. The changes will allow invoicing of these funds, \$400,000 to be placed in an interest-free escrow account facilitating the purchase of the property. The Feather River Land Trust is actively fundraising the remaining \$350,000 needed for the purchase.

2015

The proposed amendment # 2 is a change to the Funding Agreement between Plumas County and the Feather River Land Trust to bring the Funding Agreement into line with another change the California Department of Water Resources is requiring with the Grant Agreement regarding the Chester Meadows project. The California Department of Water Resources is requiring an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state. The proposed amendment # 2 now includes the language the California Department of Water Resources is requiring. The Feather River Land Trust has a person working with the California Department of Water Resources on the language needed and there should be no issues with accomplishing the easement or title restriction.

### **ACTIONS FOR CONSIDERATION**

Staff recommends the Board of Supervisors take the following action.

- I. Approve Amendment No.2 to the Funding Agreement between Plumas County and the Feather River Land Trust in regard to (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an easement be recorded or title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity to be conveyed to a regulatory or trustee agency or conservation group acceptable to the state and authorize the Planning Director to sign the Amendment.

Attachments:

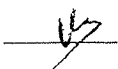
Amendment No. 2 of the Funding Agreement between Plumas County and the Feather River Land Trust

**SECOND AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND THE FEATHER RIVER LAND TRUST**

This Second Amendment to Agreement ("Amendment") is made on July 21, 2015, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Feather River Land Trust, a California Corporation ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and the Feather River Land Trust have entered into a written Funding Agreement with an effective date of May 12, 2015, (the "Agreement") whereas Plumas County will disperse grant funds totaling up to \$400,000.00, to Contractor to assist in funding the Chester Parkway Project, as that project is set forth in the Grant Agreement, as such Agreement has been amended on March 13, 2015.
  - b. Because of the need to provide grant funds to the escrow account for the purchase of lands contained within the Chester Parkway Project and a subsequent amendment to the Grant Agreement between Plumas County, as "Grantee" and the California Department of Water Resources that was approved by the Board of Supervisors on July 14, 2015, an amendment of the Funding Agreement between Plumas County and the Feather River Land Trust was approved on July 21, 2015 so that this Funding Agreement is in line with the Grant Agreement between Plumas County and the Department of Water Resources.
  - c. Because of the need by the California Department of Water Resources to insure that the Chester Parkway Project has an appropriate easement or other title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity shall be conveyed to a regulatory or trustee agency or conservation group acceptable to the State and a subsequent amendment to the Grant Agreement between Plumas County, as "Grantee" and the California Department of Water Resources that was approved by the Board of Supervisors on August 11, 2015, an amendment of the Funding Agreement between Plumas County and the Feather River Land Trust was approved on August 11, 2015 so that this Funding Agreement is in line with the Grant Agreement between Plumas County and the Department of Water Resources.

2. **Amendments:** The parties agree to amend the Agreement as follows:

 COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

a. Paragraph B. is amended according to Exhibit A, which is attached.

3. **Effectiveness of Agreement:** Except as set forth in this Second Amendment of Agreement, all provisions of the Agreement dated May 12, 2015 shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this First Amendment of Agreement dated August 11, 2015 has been executed as of the date set forth below.

The PARTIES HERETO have executed this instrument.

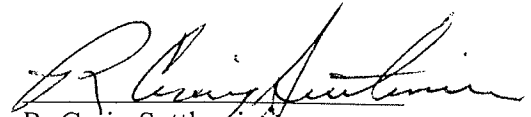
FEATHER RIVER LAND TRUST

PLUMAS COUNTY

\_\_\_\_\_  
PAUL HARDY                      DATE  
Executive Director

\_\_\_\_\_  
RANDY WILSON              DATE  
Planning Director

Approved as to form:

  
\_\_\_\_\_  
R. Craig Settlemyre  
County Counsel

 COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_



## Exhibit A

**Project: Chester River Parkway (CRP)**

**Local Project Sponsor: Feather River Land Trust**

**General Project Descriptions – this section replaces the previous General Project Descriptions section**

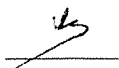
This project consists of purchase of a 106.77 acre Chester River Parkway property, commonly known as the Olsen Barn property. The Feather River Land Trust (FRLT) will purchase the 107 acre Chester River Parkway property to protect its ecological, recreational, cultural, educational values. While current zoning prohibits major subdivision (the property is currently zoned for 2 houses), zoning changes could facilitate denser development or blocked public access.

The Olsen Barn property is 107 acres of meadow, riparian forest, and wetland adjacent to Lake Almanor at the eastern entrance to the town of Chester, California. The property has high ecological value (especially for birds) which includes meadow, riparian, and wetland habitat and is bordered by the North Fork of the Feather River. The property is part of an Audubon designated Important Bird Area. The area is also of high importance to the local community for nature-based recreation.

**Task CRP-A Direct Project Administration**

The Feather River Land Trust will act as the local project sponsor.

1. Local Project Sponsor shall submit quarterly reports to the Grantee in both electronic and hardcopy forms. Reports shall be presented in the formats described in Exhibit E, Report Format.
2. An invoice should accompany the progress report, and reflect charges for the work completed during the reporting period covered by the quarterly report. The submittal and approval of reports is a requirement for initial and continued disbursement of State funds.
3. The Local Project Sponsor shall attend quarterly meetings with the Grantee.
4. The Local Project Sponsor shall maintain audit and accounting procedures that are in accordance with generally accepted accounting principles and practices, consistently applied; and shall keep complete and accurate records of all receipts, disbursements, and interest earned on expenditures of such funds, and shall require its contractors or subcontractors to do the same.



COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

5. Local Project Sponsor shall submit a Project Completion Report to the Grantee with the final project invoice, which shall include, if applicable, certification of final project by a California Registered Civil Engineer, consistent with Condition D-14 of the Grant Agreement.
6. Local Project Sponsor shall assist the Grantee in completing a Grant Completion Report upon completion of all projects included in Exhibit A, Work Plan.

#### **Task CRP-B Land Purchases/Easements**

Purchase a 106.77 acre property, commonly known as the Olsen Barn property. The property consists of Plumas County APNs 100-340-017, 100-340-018, 100-460-004, 100-460-005. The property is being purchased to preserve the existing natural conditions and cultural resources.

**EASEMENTS.** Where the Funding Recipient acquires property in fee title or funds improvements to real property already owned in fee by the Funding Recipient using grant funds provided through this Agreement, an appropriate easement or other title restriction providing for floodplain preservation and agricultural and/or wildlife habitat conservation for the subject property in perpetuity, approved by the State, shall be conveyed to a regulatory or trustee agency or conservation group acceptable to the State. The easement or other title restriction must be in first position ahead of any recorded mortgage or lien on the property unless this requirement is waived by the State.

Where the Funding Recipient acquires an easement under this Agreement, the Funding Recipient agrees to monitor and enforce the terms of the easement, unless the easement is subsequently transferred to another land management or conservation organization or entity with State permission, at which time monitoring and enforcement responsibilities will transfer to the new easement owner.

Failure to provide an easement acceptable to the State can result in termination of this Agreement.

**Notice of Unrecorded Grant Agreement.** FRLT shall submit to Escrow Agent (described below) a Notice of Unrecorded Grant Agreement, in a form acceptable to the State, which Notice of Unrecorded Grant Agreement shall provide that FRLT's ownership of the Property is subject to:

- i. a remainder interest vested in the State of California, which, in the event that FRLT ceases to exist as a nonprofit corporation, shall provide that all of the FRLT's right, title and interest in and to the Property shall immediately vest in the State, or in such other public or private

     COUNTY INITIALS

CONTRACTOR INITIALS

entity which the State, in its discretion, has identified as appropriate to accept the Property in lieu of the State; and

- ii. a power of termination pursuant to Civil Code section 885.010 which may be exercised by the State, in the event of a violation of the purposes of the Grant through breach of a material term or condition of this Agreement by FRLT or its successor-in-interest. Upon the recordation of a notice of the State's exercise of the power of termination, full title to the interest in real property identified in the notice shall immediately vest in the State, or in another public agency or a nonprofit organization designated by the State, to which the State conveys or has conveyed its interest.

Deliverables required prior to submitting invoice for purchase funds to be placed in an interest-free escrow account:

- Current property appraisal report
- Self-Certification from grantee that if the purchase of the property is not completed the grant funds placed in the escrow account will be returned to the State.

Deliverables to complete project:

- Escrow account receipt and balance statement
- Proof of close of sale or termination of sale complete with above Notice of Unrecorded Grant Agreement.
- Proof that an easement or other title restriction acceptable to the Department has been placed on the property.

#### **Task CRP-C Planning/Design/Engineering/Environmental Documentation**

The project is categorically except from CEQA as a transfer of ownership to preserve existing natural conditions, Section 15325.

#### **Task CRP-D Construction Implementation**

No construction is associated with this project.

#### **Task CRP-E Environmental Compliance/Mitigation/Enhancement**

No environmental compliance, mitigation, or enhancement measures are anticipated for this project.

Ug COUNTY INITIALS

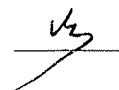
CONTRACTOR INITIALS \_\_\_\_\_

**Task CRP-F Construction Administration**

No construction administration is necessary for this project.

**Task CRP-G Other**

Pre-acquisition administration costs including: appraisal, preliminary title report, phase 1 environmental site assessment, boundary survey, mapping, baseline documentation report, escrow and recording fees, legal counsel, and staff time.

 COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_



GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

3E2

## Memorandum

**Date:** 8/3/2015

**To:** Honorable Board Of Supervisors

**From:** Sheriff Greg Hagwood

**Re:** Agenda Item for the meeting of August 11, 2015

### It is recommended that the Board:

Review and approve subsequent Request for Proposal (RFP) for Senate Bill 863, Adult Local Criminal Justice Facilities Construction.

Review and approve Resolution applying for Senate Bill 863, Adult Local Criminal Justice Facilities Construction funding.

### Background and Discussion:

On June 20, 2014, Senate Bill 863 became law, authorizing state lease-revenue bond financing for the acquisition, design and construction of Adult Local Criminal Justice Facilities.

Up to \$500,000,000.00 in financing is conditionally available at this time for all California counties. The attached RFP, complete with Resolution, is intended to allow Plumas County to enter the complete process to obtain funding for a new correctional facility.

Due to the length of the RFP and supporting documents one copy has been filed with the Clerk of the Board.

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS TO  
AUTHORIZE SUBMISSION OF AN APPLICATION FOR SB 863 ADULT LOCAL  
CRIMINAL JUSTICE FACILITIES CONSTRUCTION FINANCING PROGRAM

WHEREAS, the State of California has made a lease revenue bond financing program available to construct and renovate adult local criminal justice facilities through the SB 863 Adult Local Criminal Justice Facilities Construction Financing Program (the "SB 863 Financing Program"); and

WHEREAS, eligible projects may include (1) improved housing with an emphasis on expanding program and treatment space as necessary to manage the adult offender population or (2) custodial housing, reentry, program, mental health, or treatment space necessary to manage the adult offender population under the jurisdiction of the sheriff or county department of corrections; and

WHEREAS, the County of Plumas (the "County") has selected the parcels located at 50 Abernathy Lane and 125 South Redberg Avenue, in Quincy, California, as an appropriate site for a correctional facility;

NOW THEREFORE, the Board of Supervisors of the County of Plumas resolves and orders that:

A. Authorization of Application. The Plumas County Sheriff is authorized to submit an application for state bond financing under the SB 863 Financing Program.

BE IT FURTHER RESOLVED AND ORDERED that:

B. Authorization of County Cash Contribution Funds. The county cash contribution funds, as described in the documentation accompanying the County's SB 863 Financing Program Proposal Form, are hereby authorized to be used to satisfy the County's contribution as identified on the financing program proposal form submitted to the Board of State and Community Corrections. The County hereby assures that the identified matching funds are compatible with the state's lease revenue bond financing, and that the cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities.

C. Lawfully Available Funds. The county cash contribution funds, as described in the documentation accompanying the County's SB 863 Financing Program Proposal Form, have been derived exclusively from lawfully available funds of the County.

D. County Cash Contribution Funds Are Legal and Authorized. The payment of the county cash contribution funds for the proposed adult local criminal justice facility project (the "Project") (i) is within the power, legal right, and authority of the County; (ii) is legal and will not conflict with or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or

by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds; and (iii) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County.

E. No Prior Pledge. The county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by the County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by the County; the county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of the County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest in favor of the County or its creditors. The County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of any lease-revenue bonds sold by the State Public Works Board for the Project (the "Bonds") or the trustees for the Bonds.

F. Authorization to Proceed with the Project. The Project proposed in the County's SB 863 Financing Program proposal is authorized to proceed in its entirety when and if state financing is awarded for the Project within the SB 863 Financing Program.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Supervisors of the County of Plumas does hereby represent, warrant and covenant as follows:

G. Names, Titles, and Positions. For the purposes of the SB 863 financing application and any resulting design and construction, or other project phase, the following County staff will serve as key personnel for this project: Robert Perreault, Public Works Director, shall be designated the County Construction Administrator; Roberta Allen, Auditor-Controller, shall be designated the County's Project Financial Officer; and Dean Canalia, Assistant Sheriff, shall be designated as the Project Contact Person.

H. Authorization of Project Documents. The County is seeking funding preference associated with review of and authorization to execute the project documents required within the SB 863 Financing Program. As such, the Board of Supervisors of the County of Plumas does hereby approve the form of the Project Delivery and Construction Agreement (PDCA), the Board of State and Community Corrections (BSCC) Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease, which are attached hereto. The Chairman of the Board of Supervisors, the County Administrative Officer (if such position is filled), and the Public Works Director, or their designees (collectively, the "Authorized Officers"), acting alone, are hereby authorized on behalf of the County to execute, and the Clerk of the Board of Supervisors is authorized to attest, the Project Delivery and Construction Agreement, the BSCC Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease, in substantially the form hereby approved, with such additions thereto and changes therein as are required by the BSCC or the State Public Works Board to effectuate the SB 863 Financing Program and as condition to the issuance of the Bonds. Approval of such changes shall be conclusively evidenced by the execution and delivery thereof by any one of the Authorized Officers each of whom, acting alone, is authorized to approve such changes. Each of the Authorized Officers is authorized to execute these respective agreements at such time and in such manner as is necessary within the SB 863 Financing



Program. Each of the Authorized Officers is further authorized to execute, acknowledge and deliver any and all documents required to consummate the transactions contemplated by the Project Delivery and Construction Agreement, the BSCC Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease. The SB 863 application procedures established by the BSCC require that the Resolution by the Board of Supervisors contain the Project Documents authorized above, and, therefore, these documents are attached as exhibits and incorporated herein, as:

- Project Delivery and Construction Agreement (PDCA)
- BSCC Jail Construction Agreement
- BSCC Ground Lease
- BSCC Right of Entry for Construction and Operation
- BSCC Facility Sublease

I. Authorization To Sign. Greg Hagwood, Plumas County Sheriff, is authorized to sign the SB 863 Adult Local Criminal Justice Facilities Construction Financing Program “Applicant’s Agreement,” and to submit the proposal for funding.

J. Adherence To State Requirements. The County hereby assures that it will adhere to state requirements and terms of the agreements between the County, the Board of State and Community Corrections and the State Public Works Board in the expenditure of any state financing allocation and County contribution funds.

K. Funding Assurance. The County hereby assures that (1) it has authorized an adequate amount of available matching funds to satisfy the County’s contribution as identified on the financing program proposal form submitted to the Board of State and Community Corrections; (2) the identified matching funds are compatible with the state’s lease revenue bond financing; and (3) the cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities.

L. Staffing Assurance. The County certifies that it will safely staff and operate the facility being constructed (consistent with Title 15, Chapter 1, Subchapter 6, section 1756(j)(5) of the California Code of Regulations) within ninety (90) days after project completion. The County further agrees to operate, maintain and repair the facility until the State bonds are fully repaid.

M. Site Assurance. The County certifies that the following site assurance for the County facility will be provided at the time of proposal or no later than 90 days following the Board of State and Community Corrections’ Notice of Intent to Award: (1) The County has project site control through either fee simple ownership of the site or comparable long-term possession of the site and right of access to the project sufficient to assure undisturbed use; and (2) will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of the facility subject to construction, or lease the facility for operation to other entities, without permission and instructions from the Board of State and Community Corrections for so long as the SPWB lease-revenue bonds secured by the financed project remain outstanding.

N. Appraised Value. The County attests that the current fair market land value of the County-owned property for the proposed correctional facility is One Hundred Ninety Thousand Five Hundred Dollars and No/100 (\$190,500.00).

BE IT FURTHER RESOLVED AND ORDERED that the County is seeking funding preference for its proposed project within the SB 863 Financing Program, and, therefore, makes the certifications and assurances that the funding preference criteria are satisfied as follows:

O. Funding Preference. The state will give preference to those counties that are most prepared to proceed successfully with this financing in a timely manner. The two preferences that have been met by the County are as follows: (A.) The County has provided a board resolution (1) authorizing an adequate amount of available matching funds to satisfy the county's contribution, and the matching funds mentioned in the resolution shall be compatible with the state's lease revenue bond financing (2) approving the forms of the project documents deemed necessary, as identified by the board (SPBW) to the BSCC, to effectuate the financing authorized by the legislation, and (3) authorizing the appropriate signatory or signatories to execute those documents at the appropriate times; and (B.) the County has provided documentation evidencing that CEQA compliance has been completed.

P. CEQA Compliance. The County is seeking funding preference for submittal of documentation evidencing that compliance with CEQA has been fully completed for the proposed project, and further is certifying that all related statutes of limitation have expired without challenge.

PASSED AND ADOPTED by the Board of Supervisors of the County of Plumas, State of California, this 11<sup>th</sup> day of August, 2015, by the following vote:

AYES:

NOES:

ABSENT:

---

Kevin Goss, Chair  
Board of Supervisors

ATTEST:

---

Nancy DaForno,  
Clerk of the Board

## DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

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



Gayla S. Trumbo

Human Resources

Director

**DATE:** August 3, 2015

**TO:** The Honorable Board of Supervisors

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

*Gayla Trumbo*

**SUBJECT:** Extend my retirement date from September 1, 2015 to November 14, 2015.

On May 12, 2015, this Board received and accepted my retirement letter for September 1, 2015. On this same agenda direction was given for the Human Resources Department to begin the recruitment for the Human Resources Director's position. We recruited for this position for six weeks with little interest. I returned to the Board on July 7, 2015, with a recommendation to adjust the salary range from \$6,048 per month, to a salary range of \$6,048 to \$7,754, which the Board approved. We have continued the recruitment for this position with the new salary range with little response as of this date.

It is not my desire to leave this County or my staff in a bind. However, that is exactly what I feel I would be doing should I retire as of September 1, 2015. Therefore, I am willing to extend my retirement date from September 1, 2015 to November 14, 2015, should this Board agree to this extension.

Thank you for your consideration.

4B

PLUMAS COUNTY POLICY  
ANNUAL PERFORMANCE EVALUATIONS OF  
APPOINTED COUNTY DEPARTMENT HEADS

The Board of Supervisors shall conduct a performance evaluation of all appointed department heads on an annual basis.

The evaluation shall be conducted in and around the anniversary hiring date of each department head.

The Board will meet in a private session to discuss and fill out the *Department Head Evaluation Form*. Following the private session, the department head will meet with the full Board to discuss the evaluation.

Following completion of the evaluation, the Chair of the Board shall sign the form for submittal to the Human Resources Department.

The Clerk of the Board shall track evaluations to make sure that the department head does not fall behind.

Policy adopted on August 11, 2015

4c

**August 4, 2015**

**Memo from Lori Simpson – Plumas County Supervisor – District 4**

Dear Fellow Board Members,

I would like to take time to discuss the possibility and the benefits of creating a Plumas County Economic Development Commission that would be reportable to the Plumas County Board of Supervisors.

I have been doing some research on similar governmental board appointed ED Commissions, and I think it would be beneficial for our Plumas Board of Supervisors to form such an advisory entity to work on economic development issues in Plumas County.

As the economy slowly begins to rebound, we could create a framework in which this commission could be valuable to our county and could work on specific economic issues as well as long term economic issues.

Some of ideas I have gathered from other counties and cities on what an Economic Development Commission could work on are:

- Commissioners could work with local realtors in each supervisorial district to have a running list of current available commercial properties for business attraction.
- Familiarize themselves with the Plumas County General Plan, and what parcels of land are available for development or redevelopment.
- Create a new relocation guide to those moving or seeking to move to Plumas County.
- Update the Board of Supervisors on a regular basis on commercial building projects in Plumas County.
- Update the Board of Supervisors on new businesses that have started in Plumas County including home businesses.

- Commissioners to be a “contact and business ambassador for each supervisorial district” for welcoming new businesses in Plumas County.
- Commissioners to help advise BOS on making Plumas County more business friendly.
- Commissioners could create a strategic plan for business attraction, business retention and business improvement in the county.
- Commissioners could be liaisons with Feather River College, local Chambers of Commerce, Plumas National Forest, Plumas Eureka State Park, PG&E in gathering current information concerning business opportunities and recreation.
- Develop a new informational economic development page to be linked on County of Plumas Website with current county demographics and business related information.
- Work with county tourism groups and tourism related projects as needed.
- Investigate the need of a county business license.
- Work with County Supervisors on specific projects.
- Make recommendations for funding for economic development projects to the BOS.

As you can see the list is wide and endless on what we could do with this ED Commission. The benefit would be on the consolidation of economic development information for Plumas County. Supervisors would be able to have a better handle on all business related activities in the county. Supervisors would have an avenue to assign specific tasks for economic development. Businesses would have an avenue to present ideas and projects and be steered in the right direction for help and assistance.

We have so many talented people living in our county who have expertise in economic development and would be great to have serving on this commission. People with a strong business or entrepreneur background would be preferable.

The BOS could structure the ED Commission as it see fit with an appointed member from each supervisorial district. Other possible appointed members could

be a Community Development Staff member, Allied Workforce Development staff member, and City of Portola staff member. A couple of the BOS members could sit on the ED Commission as well if desired by the BOS. The BOS would have appointing authority to insure accountability, transparency, and measureable outcomes of the ED Commission and this commission would be subject to Brown Act with public agendas and minutes.

Some counties that have ED Commissions or Committees are Madera County and Sierra County.

<http://www.maderacountyedc.com/>

<http://www.sierracounty.ca.gov/agendacenter>