

## **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 NOVEMBER 03, 2015 TO BE HELD AT 11:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

**[www.countyofplumas.com](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

11:00 A.M. **CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

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

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

## ACTION AGENDA

### **1. CONSENT AGENDA**

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

#### **A) CLERK OF THE BOARD**

Approve Board minutes for October 2015

#### **B) SHERIFF**

Adopt **RESOLUTION** of the Plumas County Victim Witness Assistance Program authorizing the Sheriff to submit the Grant Application for CalOES and to sign the Grant Award Agreement

#### **C) EMERGENCY SERVICES**

Approve continuation of Local Emergency Due to Drought

#### **D) MENTAL HEALTH**

Approve and authorize the Chair to sign FY 2015-2016 Agreements between County of Plumas and Aurora Santa Rosa Hospital, Inc.; Sutter Yuba Mental Health Services; Crestwood Behavioral Health, Inc.; and Frontier Communications; approved as to form by County Counsel

#### **E) PUBLIC HEALTH AGENCY**

- 1) Approve and authorize the Chair to sign Agreement between County of Plumas and Sheri Sawchuk of \$10,000 to review and modify Plumas County EBOLA Plans; approved as to form by County Counsel
- 2) Approve and authorize the Director of Public Health to sign Agreement between County of Plumas and The Chico Research Foundation to provide nutrition and transportation services to senior citizens; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign amendment to Agreements between County of Plumas and Fairbanks, LLC for MAA Program of \$62,434; and Alcohol and Other Drugs for administrative space and equipment use of \$19,717; approved as to form by County Counsel
- 4) Approve and authorize the Chair to sign Agreement of \$62,400 between County of Plumas and Dr. Mark Satterfield as County Health Officer/Medical Director from July 01, 2015 through June 30, 2016; approved as to form by County Counsel

**F) FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize the Chair to sign Addendum No. 2 to Agreement between County of Plumas and Tim Ringo dba Bob's Janitorial Services for Quincy Courthouse Custodial Service; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Addendum No. 1 to Agreement between County of Plumas and Tim Ringo dba Bob's Janitorial Services for Quincy Library and Museum Custodial Service; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Addendum No. 1 to Agreement between County of Plumas and Tim Ringo dba Bob's Janitorial Services for the One Stop Permit Center Custodial Service; approved as to form by County Counsel

**G) PUBLIC WORKS/ENGINEERING**

- 1) Approve and authorize the Chair to sign Memorandum of Understanding between County of Plumas and Plumas Rural Services for installation of cameras to monitor PRS employee activity as it pertains to pre and post vehicle operation inspection for transit fleet, including prevention of theft and vandalism; approved as to form by County Counsel
- 2) Award "On-Call" Contract to Bender Rosenthal, Inc. of \$450,000 for an initial term of three years to provide Right-Of-Way Engineering Services and Right-Of-Way Acquisitions Services for Public Works projects, and authorize the Chair and the Director of Public Works to sign; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Amendment No. 1 to Subdivision Agreement for Trailhead Unit 1; 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 County Service Area #12 Governing Board**

**2. COUNTY SERVICE AREA #12 – Robert Perreault**

Approve and authorize the Chair to sign Amendment No. 2 to Contract between Plumas Rural Services and County Service Area #12 for transit services; approved as to form by County Counsel

**Adjourn as the County Service Area #12 Governing Board and reconvene as the Board of Supervisors**

**3. DEPARTMENTAL MATTERS**

**A) COUNTY COUNSEL – Craig Settlemire**

Consider revisions to the Meal Reimbursement Policy as presented; discussion and possible action

**B) SHERIFF – Greg Hagwood**

Accept donation of \$2,000 from Grizzly Ranch Association for community service and community beautification projects through the Inmate Welfare Fund; discussion and possible action

**C) ASSESSOR – Chuck Leonhardt**

Authorize the Assessor to recruit and fill 1.0 FTE Assistant Assessor; 1.0 FTE Chief Appraiser; and 1.0 FTE Appraisal Assistant or Appraiser I/II/III; discussion and possible action

**D) PUBLIC WORKS – Robert Perreault**

Authorize the Department of Public Works to recruit and fill 1.0 FTE Public Works Lead Maintenance Worker position, Beckwourth District; discussion and possible action

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

- A. Adopt **RESOLUTION** Waiving the 180 Day Sit-Out Period for a Retired Annuitant to Perform the Duties of Human Resources Director. **Roll call vote**
- B. Discussion and possible action regarding role of the Plumas County Coordinating Council
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

#### **PLANNING COMMISSION**

Appoint Dr. Robert Abbott to the Planning Commission representing District 1

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

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

- A. Personnel: Public employee appointment or employment – Human Resources Director
- B. Personnel: Public employee appointment or employment – Behavioral Health Director
- C. Personnel: Public employee appointment or employment – Chief Probation Officer
- D. Personnel: Public employee performance evaluation – Agricultural Commissioner/Sealer of Weights & Measures
- E. Personnel: Public employee performance evaluation – Public Works Director
- F. 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
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (two items)
- H. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Human Resources Director

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

#### **ADJOURNMENT**

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



# Office of the Sheriff

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

1B

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** October 26, 2015

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of November 3, 2015

**It is recommended that the Board:**

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

**Background and Discussion:**

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

The FY 15/16 grant award is \$125,921.

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

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

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

# **PLUMAS COUNTY BOARD OF SUPERVISORS**

## **RESOLUTION #** \_\_\_\_\_

**WHEREAS** the County of Plumas, Office of the Sheriff, desires to undertake a certain project designated Plumas County Victim Witness Program to be funded in part from funds made available through the California Office of Emergency Services (hereafter referred to as Cal OES).

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff of the County of Plumas is authorized, on its behalf to submit an application to CalOES for FY 15/16 Victim Witness Program funding and is authorized to sign and approve on behalf of the Plumas County Board of Supervisors the Grant Award Agreement, contingent upon the Grant Award Agreement's approval as to form by County Counsel

**BE IT FURTHER RESOLVED** that the Chair of the Board of Supervisors is authorized to sign the Certificate of Assurance of Compliance, attached to the grant application, on behalf of the Board of Supervisors.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Supervisors of Plumas County in a meeting thereof held on November 17, 2015 by the following:

Vote:

Ayes:

Noes:

Absent:

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

Typed Name and Title: Kevin Goss, Chair

**ATTEST:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Nancy L. DaForno, Clerk of the Board

Cal OES#		FIPS#		VS #		Subaward #
----------	--	-------	--	------	--	------------

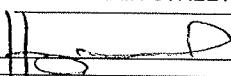
**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient:	COUNTY OF PLUMAS	1a. DUNS#:	
2. Implementing Agency:	PLUMAS COUNTY SHERIFF'S OFFICE	2a. DUNS#:	137165549
3. Implementing Agency Address:	1400 E MAIN STREET Street	QUINCY City	95971-9402 Zip+4
4. Location of Project:	QUINCY City	PLUMAS County	95971-9402 Zip+4
5. Disaster/Program Title:	PLUMAS COUNTY VICTIM WITNESS ASST PRGRAM	6. Performance Period:	7/1/15 to 6/30/16
7. Indirect Cost Rate:	<input type="checkbox"/> N/A; <input type="checkbox"/> 10% de minimis; <input type="checkbox"/> Federally Approved ICR _____ %		

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2015	8. VWA0	\$ 62,118					\$ 0	\$ 62,118
2015	9. VOCA		\$ 63,803				\$ 0	\$ 63,803
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
	12. TOTALS	\$ 62,118	\$ 63,803	\$ 125,921	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 125,921

13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient:	15. Federal Employer ID Number:	946000528
Name: GREGORY HAGWOOD	Title: SHERIFF/CORONER	
Telephone: 5302836389 (area code)	FAX: 5302836344 (area code)	Email: ghagwood@pcso.net
Payment Mailing Address: 1400 E MAIN STREET	City: QUINCY	Zip+4: 95971-9402
Signature: 	Date: 10/7/15	

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
------------------------	------	--------------------------------	------

## PROJECT CONTACT INFORMATION

Subrecipient: COUNTY OF PLUMAS SHERIFF'S OFFICE

Subaward #: VW15230320

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The Project Director for the project:

Name: KORI LANGREHR Title: PROGRAM DIRECTOR

Telephone #: (530)283-6071 Fax#: (530)2836226 Email Address: klangrehr@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

2. The Financial Officer for the project:

Name: RONI TOWERY Title: PLUMAS COUNTY SHERIFF FISCAL OFFICER

Telephone #: (530)283-6396 Fax#: (530)283-6433 Email Address: roni@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

3. The person having Routine Programmatic responsibility for the project:

Name: KORI LANGREHR Title: PROGRAM DIRECTOR

Telephone #: (530)283-6071 Fax#: (530)283-6226 Email Address: klangrehr@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

4. The person having Routine Fiscal Responsibility for the project:

Name: KORI LANGREHR Title: PROGRAM DIRECTOR

Telephone #: (530)283-6071 Fax#: (530)283-6226 Email Address: klangrehr@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

5. The Executive Director of a Community Based Organization or the Chief Executive Officer (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: GREGORY HAGWOOD Title: SHERIFF/CORONER

Telephone #: (530)283-6389 Fax#: (530)283-6344 Email Address: ghagwood@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

6. The Official Designated by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: GREGORY HAGWOOD Title: SHERIFF/CORONER

Telephone #: (530)283-6389 Fax#: (530)283-6344 Email Address: ghagwood@pcso.net

Address/City/Zip: 1400 E MAIN STREET, QUINCY, CA 95971-9402

7. The chair of the Governing Body of the subrecipient:

Name: KEVIN GOSS Title: CHAIR, PLUMAS COUNTY BOARD OF SUPERVISORS

Telephone #: (530)283-6170 Fax#: (530)283-6288 Email Address: pcbs@countyofplumas.com

Address/City/Zip: 520 MAIN STREET, RM. 309, QUINCY, CA 95971-9116

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE**

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, GREGORY HAGWOOD

hereby certify that

(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: COUNTY OF PLUMAS

IMPLEMENTING AGENCY: PLUMAS COUNTY SHERIFF'S OFFICE

PROJECT TITLE: VICTIM WITNESSES ASSISTANCE PROGRAM

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

### I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

The above named Subrecipient receives \$750,000 or more in federal grant funds annually.

The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

### II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: GAYLA TRUMBO

Title: PLUMAS COUNTY HUMAN RESOURCES DIRECTOR

Address: 520 MAIN STREET ROOM 115, QUINCY, CA 95971-9116

Phone: 530-283-6444

Email: gaylatrumbo@countyofplumas.com

**III. Drug-Free Workplace Act of 1990 – (*Subrecipient Handbook, Section 2152*)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (*Subrecipient Handbook, Section 2153*)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliant with CEQA requirements.

**V. Lobbying – (*Subrecipient Handbook Section 2154*)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (*Subrecipient Handbook Section 2155*)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. *Proof of Authority from City Council/Governing Board***

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

**VIII. Civil Rights Compliance**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: GREGORY HAGWOOD

Authorized Official's Title: PLUMAS COUNTY SHERIFF/CORONER

Date Executed: 10-7-15

Federal Employer ID #: 94-600 0528 Federal DUNS #: 137165549

Current Central Contractor Registration Expiration Date: \_\_\_\_\_

Executed in the City/County of: COUNTY OF PLUMAS

### AUTHORIZED BY: (not applicable to State agencies)

City Financial Officer  
 City Manager  
 Governing Board Chair

County Financial Officer  
 County Manager

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

Typed Name: KEVIN GOSS

Title: PLUMAS COUNTY BOARD OF SUPERVISORS, CHAIR



# Plumas County Office of Emergency Services

lc

270 County Hospital Road #127  
Quincy, California 95971

Phone: (530) 283-6367  
Fax: (530) 283-6241

**Date:** October 23, 2015

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe

**RE:** Consent Agenda Item for November 3, 2015

**Recommendation:** Approve Continuation of Local Emergency Due to Drought

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

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

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

Thank you.

# PLUMAS COUNTY MENTAL HEALTH

Mimi Hall, Interim Director  
270 County Hospital Road, Suite 109, Quincy, CA 95971  
PH: (530) 283-6307 FAX: (530) 283-6045



## MEMO

DATE: **October 26, 2015**

TO: HONORABLE BOARD OF SUPERVISORS  
FROM: LOUISE STEENKAMP, INTERIM DIRECTOR *JS*

SUBJECT: CONSENT AGENDA ITEM FOR NOVEMBER 3, 2015

RE: APPROVE AND AUTHORIZE NEW CONTRACTS BETWEEN MENTAL  
HEALTH AND AURORA SANTA ROSA HOSPITAL, INC., SUTTER YUBA  
MENTAL HEALTH SERVICES AND CRESTWOOD BEHAVIORAL HEALTH,  
INC., AND FRONTIER COMMUNICATIONS.

**IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS:** Approve and execute the FY2015-2016 contracts for the following: Aurora Santa Rosa Hospital, Sutter Yuba Mental Health Services and Crestwood Behavioral Health, Inc. and Frontier Communications, all of which have been approved as to form by County Counsel.

**BACKGROUND AND DISCUSSION:** All contracts involved have had a long-standing association with Plumas County Mental Health. Crestwood Behavioral Health, Inc, Sutter Yuba Mental Health Services and Aurora Santa Rosa Hospital provide psychiatric hospitalizations and services. The contract with Frontier Communications includes financing and service contract for HIPAA compliant telephone systems.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this contract are covered by a combination of Federal and State mental health funds.



# Plumas County Public Health Agency

1/1

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** October 22, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for November 10, 2015

**Item Recommendation:** Approve and direct the Chair to sign agreement #EBOLA1516SAWCHUK with Sheri Sawchuk in the amount of \$10,000.00 to review and modify Plumas County EBOLA plans.

**History/Background:** As the Board may recall, Plumas County Public Health Agency received funding from the California Department of Health Services, Emergency Preparedness Office to build local health capacity and capability for response to infectious diseases, with a focus on EVD, addressing the capabilities; including community preparedness; public health surveillance and Epidemiological investigation; laboratory testing, non-pharmaceutical interventions; responder safety and health; emergency public information and warning information sharing and medical surge.

The agreement has been reviewed and signed by County Counsel; a copy is on file with the Clerk of the Board for your review.

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



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

ED

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** October 22, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for November 3, 2015

**Recommendation:** Approve Agreements between Plumas County Public Health Agency (PCPHA) and The Chico Research Foundation to provide Nutrition and Transportation services to the senior citizens of Plumas County for FY 2015-2016, and authorize the Director of Public Health to sign as the Board's designee.

**Background Information:** As the Board is aware, Plumas County Public Health Agency has received funding from The Chico Research Foundation on behalf of its program the Area Agency Aging for the purpose of providing nutritious meals and transportation to seniors.

Plumas County's Senior Transportation Program consist of providing transportation for seniors who require help in going from one location to another, with primary focus on transportation to and from nutrition sites, for medical appointments and shopping..

Plumas County's Senior Nutrition Program consist of congregate meals at four nutrition sites throughout Plumas County and nutrition education programs that promote increased awareness and understandings of the role of nutrition in overall health.

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



# Plumas County Public Health Agency

1E3

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

**Date:** October 22, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for November 3, 2015

**Item Description/Recommendation:** Approve and direct the Chair to sign the following Agreement Amendments with the Public Health Agency: MAA1415CODING-A1 with Fairbanks, LLC for the MAA Program in the amount of \$62,434.12, A&D1516PCPHA-A1 with Alcohol And Drug for Administrative, Office Space and Equipment use in the amount of \$19,717.97.

**Background Information:** As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for a number of different programs with diverse funding sources from the State Department of Health Services, private foundations, local sources, realignment and other county departments. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

Copies of the agreements are on file with the Clerk of the Board for your review.



1E4

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
---	---	---	---

Date: October 26, 2015

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for November 11, 2015

**Item Recommendation:** Approve and direct the Chair to sign Agreement #PCPHA1516MS with Dr. Mark Satterfield to act as the County Health Officer/Medical Director from July 1, 2015 through June 30, 2016, approved as to form by County Counsel.

**Background Information:** As the Board is aware, State Health and Welfare Code mandates that each county provided the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, and public health nursing protocols. In recent years the Health Officer's role has expanded to include Public health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System.

The term of this Agreement is July 1, 2015 through June 30, 2016 and in the total amount not to exceed \$62,400.00.

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



IF

## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

**Dony Sawchuk**  
Director

**Board Date:** November 3, 2015

**To:** The Honorable Board of Supervisors

**From:** Dony Sawchuk, Director

**Subject:** **Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Quincy Courthouse Custodial Service Contract.**

---

### Background

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Courthouse

### Recommendation

Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Quincy Courthouse Custodial Service Contract.

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



## **DEPARTMENT OF FACILITY SERVICES & AIRPORTS**

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

**Dony Sawchuk**  
Director

**Board Date:** November 3, 2015

**To:** The Honorable Board of Supervisors

**From:** Dony Sawchuk, Director

**Subject:** **Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the Quincy Library and Museum Custodial Service Contract.**

---

### **Background**

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Library
2. Quincy Museum

### **Recommendation**

Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the Quincy Library and Museum Custodial Service Contract.

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



## **DEPARTMENT OF FACILITY SERVICES & AIRPORTS**

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

**Dony Sawchuk**  
Director

Board Date: November 3, 2015

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject:** **Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the One Stop Permit Center Custodial Service Contract.**

---

### **Background**

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. One Stop Permit Center

### **Recommendation**

Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the One Stop Permit Center Custodial Service Contract.

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

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



## **CONSENT AGENDA REQUEST**

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

Date: October 26, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Approval of a Memorandum of Understanding (MOU) between the Department of Public Works (Plumas County) and Plumas Rural Services (PRS) for the installation of cameras to monitor PRS employee activity as it pertains to pre and post vehicle operation inspections for the transit fleet, including the prevention of theft and vandalism.

## Background:

Plumas Rural Services and Plumas County have a desire to ensure that the County owned transit fleet receive the benefit of pre and post operation inspections, and are monitored to prevent theft and vandalism.

To further this end, the Department of Public Works (Plumas County) and Plumas Rural Services have agreed to terms, as set forth in the attached MOU, to install video surveillance equipment within the Plumas County Public Works Maintenance Yard located at 1834 E. Main Street

The Public Works Department (Plumas County) reserves the right to amend or terminate this agreement as set forth in the terms of the MOU.

This MOU has been approved as to form by Plumas County Counsel.

## **Recommendation by Public Works:**

It is respectfully recommended that the Board of Supervisors execute the attached MOU.

## Attachment

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PLUMAS RURAL SERVICES  
AND  
PLUMAS COUNTY**

This Memorandum of Understanding (MOU) is between Plumas Rural Services and Plumas County.

This Memorandum of Understanding is made with reference to the following facts and circumstances:

**WHEREAS, Plumas Rural Services** (as the operator of Plumas Transit Systems hereinafter referred to as “**PRS**” whose mailing address is 586 Jackson Street, Quincy, CA 95971) operates the primary transit service system throughout Plumas County by means of a contract with County Service Area #12, and

**WHEREAS, Plumas County**, specifically the Plumas County Department of Public Works (hereinafter referred to as “**COUNTY**”, whose mailing address is 1834 E. Main Street, Quincy, CA 95971) has a desire to ensure that the transit fleet is appropriately inspected and maintained, and

**WHEREAS, PRS** parks their the fleet on Plumas County Public Works property located at 1834 East Main Street, Quincy, and

**WHEREAS, PRS** has a need to monitor **PRS** employee activity as it pertains to pre and post vehicle operation inspections for the transit fleet, including the prevention of theft and vandalism.

**NOW THEREFORE**, the parties mutually agree as follows:

**A. COMMITMENTS:**

1. **PRS** shall be responsible for the purchase, installation and maintenance of the video surveillance cameras and other equipment that it desires to locate on **COUNTY** property, including all associated costs, and
2. **PRS** shall ensure that cameras surveil the bus parking area only and shall not include surveillance of other areas, including non-**COUNTY** owned properties, and
3. **PRS** shall be responsible for the posting of appropriate signage in the vicinity of the cameras. The signage shall advise individuals in the area that the area is under video surveillance. The text and size of such signage shall be subject to review and approval of the Director of Public Works, and
4. **PRS** shall be responsible for the purchase, installation and maintenance of the video surveillance signage, including all associated costs, and

5. **PRS** shall indemnify, defend, and hold harmless the **COUNTY** and its officers, agents, employees, and volunteers against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs, arising from the installation, maintenance, or presence of the video surveillance equipment and signage described by this MOU, and
6. **PRS** shall install cameras and signage in a location and manner approved by the Plumas County Director of Public Works, and
7. **COUNTY** hereby grants **PRS** a revocable license to install and maintain the video surveillance equipment and signage as described in this MOU, including access to the County property where such equipment and signage is located for the purposes of installation and maintenance. Such access shall be subject to reasonable prior notice from **PRS** to **COUNTY** of **PRS**'s need to enter the property, as well as **COUNTY**'s reasonable discretion as to when to schedule such access, and.
8. **COUNTY** shall advise its employees of the Public Works Department by written memo of the installation and presence of the video surveillance equipment. A copy of this memo shall be sent to the employees' union representative via the Director of Human Resources.

**B. TERM:** The term of this MOU shall be November 1, 2015 through such a time as either party provides thirty (30) days written notice of termination of MOU.

**C. AMENDMENTS:** Amendments to this MOU must be in writing and mutually agreed to by both Parties.

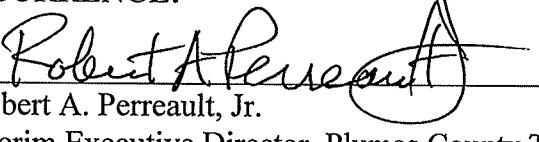
#### **PLUMAS RURAL SERVICES**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Michele Piller  
Director Plumas Rural Services

#### **PLUMAS COUNTY**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Goss  
Chair, Plumas County Board of Supervisors

#### **CONCURRENCE:**

By:   
Robert A. Perreault, Jr.  
Interim Executive Director, Plumas County Transportation Commission

Date: OCTOBER 26, 2015

162

**PLUMAS COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**

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

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

*Director of Public Works*

**CONSENT AGENDA REQUEST**

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

October 26, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Award an On-Call Professional Services Contract to Bender Rosenthal, Inc., to provide Right-of-Way Engineering Services and Right-of-Way Acquisition Services for Public Works Projects and Authorize the Chair and the Director of Public Works to Execute a Contract in the Base Amount of \$450,000.



**Background:**

The Department of Public Works had publicly solicited Requests For Qualifications (RFQs) to perform Professional Right-of-Way Engineering Services and Right-of-Way Acquisition Services on an On-Call Basis for Public Works projects and tasks.

On September 2, 2015, Public Works staff received three (3) submittals in response to its RFQ.

A Consultant Selection Committee was appointed by the Director of Public Works. The committee consisted of: Associate Engineer John Mannle, Senior Environmental Planner Jim Graham and Engineering Technician Rob Thorman.

The Committee completed its work with a recommendation that Bender Rosenthal, Inc. be ranked as the most highly qualified firm for Professional Services Contract pertaining to Right-of-Way Engineering Services and Right-of-Way Acquisition Services.

The contract is an On-Call Contract. The initial contract term is for a three (3) year period, with a not-to-exceed amount of \$450,000. The provisions of the Contract are in accordance with Plumas County Purchasing Policy as well as other applicable policies of Caltrans and the Federal Highway Administration (FHWA). The draft contract is in a form acceptable to County Counsel and its terms and conditions are acceptable to the Consultant.

A complete copy of the proposed contract, including exhibits, has been filed with the Clerk for the Board of Supervisors, and is available for public review upon request during normal office hours.

**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors award a Professional Services Contract to the firm of Bender Rosenthal, Inc., for Right-of-Way Engineering Services and Right-of-Way Acquisition Services, on an On-Call basis, in the not-to-exceed amount of \$450,000.00 for an initial term of three (3) years and further, to authorize the Chair of the Board of Supervisors and the Director of Public Works to execute the contract.

**ENGINEERING DEPARTMENT**

555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135

*Robert A. Perreault, Jr., P.E.**County Engineer***CONSENT AGENDA REQUEST**

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

Date: October 27, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer



Subject: Trailhead Subdivision – Consider and Approve the First Amendment to the Development Agreement and Authorize Signature by the Chair

**Background and Information:**

Several years ago (circa 2007), the Trailhead Subdivision has been approved by the County and was bonded in the amount of \$1,286,610. Infrastructure improvements were constructed and the bonded was subsequently approved by the County Engineer to be reduced to \$305,000. At some date thereafter, the subdivision project entered Foreclosure and then became under the ownership responsibility of the Plumas Bank.

The Plumas Bank has been attempting to sell the Subdivision, but one of the difficulties has been the fact that the existing Bond runs with the land and the existing owner remains liable until the bond is released.

In an attempt to overcome such a bonding difficulty, the existing owner is requesting that the attached "First Amendment" be adopted as a revision to the Subdivision Agreement.

The existing owner has coordinated with the County Engineer and the Deputy County Counsel. The County Engineer is supportive of the proposed First Amendment and the Deputy Counsel has approved same as form.

Attached are copies of the "Subdivision Agreement for the Trailhead Unit 1," dated November 6, 2007, and the proposed "First Amendment to Subdivision Agreement for Trailhead Unit 1."

**Recommendation:**

The County Engineer respectfully recommends that the Plumas County Board of Supervisors adopt the following motion in regard to the Trailhead Subdivision:

That the Board of Supervisors approve the "First Amendment to Subdivision Agreement for Trailhead Unit 1" and authorize the First Amendment to be executed by the Chair of the Board of Supervisors.

Attachments (2)

**SUBDIVISION AGREEMENT FOR THE TRAILHEAD UNIT 1**

THIS AGREEMENT entered into this 6<sup>th</sup> day of November, 2007 by and between the BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, hereinafter referred to as "COUNTY," and Trailhead Developers LLC, a California Limited Liability Company, hereinafter referred to as "PRINCIPAL".

**WITNESSETH:**

WHEREAS, Section 9-3 701 of the Plumas County Codes provides that if streets, roads, utilities, and other facilities are not improved in a manner satisfactory to "COUNTY" prior to the approval of a final subdivision map, the owners of the subdivision may enter into an AGREEMENT with the Board of Supervisors to complete such improvements in consideration of the approval of said final subdivision map by said Board.

WHEREAS, Section 9-3 702 of the Plumas County Code requires that said AGREEMENT be secured by a surety bond or other security: and WHEREAS, the parties hereto desire to enter into such AGREEMENT.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

- 1) The "COUNTY" agrees to approve the final map of the subdivision presented to it by the "PRINCIPAL" and designated **The Trailhead, Unit No. 1**, and to accept on behalf of the public, all lands, rights of way and easements therein offered in dedication, in accordance with the conditions hereinafter set forth.
- 2) In consideration thereof the "PRINCIPAL" agrees to commence work on such improvements of streets and roads, utilities, and other facilities, not later than ninety (90) days after the date the final subdivision map is recorded, and to complete work on or before one year after the date of said commencement unless such time of commencement is extended for good and sufficient reason by the Board of Supervisors. The improvements referred to herein are as follows:
  1. Those civil improvements shown on the approved subdivision improvement drawings labeled **Subdivision Improvement Plans for The Trailhead, Unit No. 1**.
  2. Wastewater disposal improvements associated with **The Trailhead, Unit No. 1** subdivision.
  3. Wastewater treatment improvements associated with **The Trailhead, Unit No. 1** subdivision.
- 3) Upon completion of all improvements in accordance with Plumas County Code, responsibility for maintenance shall be assumed by a special district or by the property owners themselves, as may be arranged by PRINCIPAL and property owners. Plumas County shall assume no responsibility for maintenance of the improvements.
- 4) "PRINCIPAL" shall notify the County Engineer of the commencement of the work of improvements.

5) "PRINCIPAL" agrees to remedy any defects in the improvements arising from faulty or defective construction to any improvements occurring within (12) months after acceptance thereof.

6) "PRINCIPAL" shall indemnify and hold harmless the "COUNTY" from any and all loss, damage, or liability resulting from "PRINCIPAL'S" performance or non-performance of his duties under this AGREEMENT, including acts of his agents, servants and employees.

7) If the construction of the improvements should be delayed without fault of the "PRINCIPAL," the time for the completion thereof may be extended by the "COUNTY" for such period of time as the "COUNTY" may deem reasonable.

8) Security furnished by "PRINCIPAL" shall be in the total aggregate amount of \$ 1,286,610.00 which shall secure performance by the Principal of the following.

A) Satisfactory completion by "PRINCIPAL" of the improvements required by the AGREEMENT, identified as the items described below in items 8E and 8F for **The Trailhead, Unit No. 1**.

B) Payment in full to the contractor, any subcontractors, as well as all persons furnishing labor, materials or equipment used in connection with the improvements remaining to be completed and referred to in Section 8A above.

C) Principal further agrees that of the total security of \$ 1,241,610.00 the sum of \$ 62,080.00 (5%) shall be held as security to guarantee the improvements against defects in construction and materials for a period of one-year following completion of the improvements required by the AGREEMENT.

D) Security for wastewater treatment (a future wastewater treatment facility), in the amount of \$ 45,000 to be released when the Principal deposits the amount of \$ 45,000 with the Walker Ranch Community Service District.

E) Security for wastewater disposal improvements identified on the construction estimate approved the California Regional Water Quality Control Board for **The Trailhead, Unit No. 1** in the amount of \$ 23,400.00.

F) Security in the amount of \$ 1,218,210.00 for those civil improvements shown on the approved subdivision improvement drawings labeled **Subdivision Improvement Plans for The Trailhead, Unit No. 1**.

9) "PRINCIPAL" shall deposit with "COUNTY" security in the amount required by paragraph 8 in one or more of the following forms at the option of and subject to the approval of "COUNTY".

A) Bond or bonds by one or more duly authorized corporate sureties in the form required by Sections 66499.1 and 66499.2 of the Government Code.

B) A deposit, either with the local agency or responsible escrow agent or trust company, at the option of the local agency, of money or negotiable bonds of the kind approved for securing deposits of public monies.

C) An instrument of credit from one or more financial institutions subject to regulation by the state or federal government and pledging that the funds necessary to carry out the ACT or AGREEMENT are on deposit and guaranteed for payment.

“COUNTY” shall promptly release this security to “PRINCIPAL” after “PRINCIPAL” furnishes satisfactory evidence to “COUNTY” that the conditions of the security have been satisfied in accordance with Section 66499 7 of the Government Code Security given for faithful performance may be released upon the partial performance and acceptance of the work as it progresses, upon the request of the PRINCIPAL, and in increments of approximately 25%.

10) Where title to the subdivided property is held by the record owner thereof under a holding agreement, this agreement and any bond given pursuant thereto, may be executed by the real party or parties in interest.

11) Any extension of time hereunder shall not operate to release the surety on the bond filed pursuant to this AGREEMENT. In this connection, the surety waives the provisions of Section 2819 of the Civil Code of the State of California.

COUNTY OF PLUMAS, a political subdivision  
Of the State of California

By \_\_\_\_\_  
Chairman of the Board of Supervisors

ATTEST:

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

Approved as to form:

By \_\_\_\_\_  
County Counsel — County of Plumas

NAME OF SUBDIVISION-CORP.

By \_\_\_\_\_

NAME OF Manager *Wayne Lindelce*

NOTARY:

By \_\_\_\_\_

*Delphine E. Eisler*

SEAL:



## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California  
County of Plumas } ss.

On 9-6-07 before me, Delphine E. Eisler  
Date 9-6-07 Name and Title of Officer (e.g., "Jane Doe, Notary Public")  
personally appeared Cary Lincoln  
Name(s) of Signer(s)

personally known to me  
 proved to me on the basis of satisfactory  
evidence

to be the person(s) whose name(s) is/are  
subscribed to the within instrument and  
acknowledged to me that he/she/they executed  
the same in his/her/their authorized  
capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or  
the entity upon behalf of which the person(s)  
acted, executed the instrument.

WITNESS my hand and official seal.

Delphine E. Eisler  
Signature of Notary Public

### OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent  
fraudulent removal and reattachment of this form to another document.

#### Description of Attached Document

Title or Type of Document: Subdivision Agreement  
Document Date: 9-6-07 Number of Pages: 3 including notary  
Signer(s) Other Than Named Above: \_\_\_\_\_

#### Capacity(ies) Claimed by Signer

Signer's Name: \_\_\_\_\_

Individual

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Attorney-in-Fact

Trustee

Guardian or Conservator

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

Signer Is Representing: \_\_\_\_\_

RIGHT THUMBPRINT  
TOP OF SIGNER  
Top of thumb here

**FIRST AMENDMENT TO SUBDIVISION AGREEMENT**  
**FOR TRAILHEAD UNIT 1**

THIS FIRST AMENDMENT TO SUBDIVISION AGREEMENT FOR TRAILHEAD UNIT 1 (the “First Amendment”) is entered into this 3<sup>rd</sup> day of November, 2015, by and between the BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, hereinafter referred to as “COUNTY,” and Plumas Bank, hereinafter referred to as “OWNER.”

**WITNESSETH:**

WHEREAS, OWNER acquired ownership of that certain development known as “The Trailhead, Unit 1” subdivision located in the County of Plumas, California (the “Subdivision”) after its foreclosure against the original owner and developer, Trailhead Developers, LLC (the “Original Developer”);

WHEREAS, as a condition to the COUNTY’s approval of the final map for the Subdivision, the COUNTY required the Original Developer to enter into that certain Subdivision Agreement for Trailhead Unit 1, dated November 6, 2007 (the “Agreement”), and to post a bond in the amount of \$1,286,610.00 to guarantee completion of the infrastructure improvements and payment for all labor and materials related to the same;

WHEREAS, the Original Developer posted a bond issued by Developers Surety and Indemnity Company, Bond No. 879779S (the “Bond”), in the amount of \$1,286,610 on October 5, 2007;

WHEREAS, the Original Developer completed some of the Subdivision’s infrastructure improvements prior to the foreclosure, and OWNER and the COUNTY agreed to reduce the Bond to \$305,000 after OWNER’s foreclosure to reflect the County’s estimate of the cost of the remaining infrastructure improvements under the Agreement, all as set forth in the COUNTY’s October 21, 2009, letter to the bonding company;

WHEREAS, OWNER has been attempting to sell the Subdivision but has run into difficulties because the Bond runs with the land and the OWNER remains liable on the Bond until it is released; and

WHEREAS, OWNER is not in the business of developing land, and OWNER and COUNTY desire to facilitate the transfer of the Subdivision to a new developer/owner to put the land to productive use by allowing the posting of substitute security for the Bond and a release of the Bond, all as set forth in greater detail below.

## AGREEMENT

1. Posting of Substitute Security and Release of Bond. COUNTY agrees that OWNER or OWNER's successor-in-interest in ownership of the Subdivision may, but shall not be required to, post substitute security for the Bond in the amount of \$305,000, which shall supersede the security required under Section 8 of the Agreement. In accordance with Section 9 of the Agreement, the substitute security may be a bond, a cash deposit (money or negotiable bonds), or a letter of credit from one or more financial institutions subject to regulation by the state or federal government and pledging the necessary funds to carry out the Agreement. Such substitute security shall be subject to the prior written approval of the COUNTY, such approval not to be unreasonably or untimely withheld. The COUNTY's Engineer is authorized to approve substitute security under this Section 1 in his or her discretion. Provided that substitute security is posted in accordance with this Section 1, the COUNTY agrees to cause the release of the Bond as soon as reasonably possible. The Bond shall remain in full force and effect unless and until OWNER or OWNER's successor-in-interest posts substitute security in accordance with this Section 1.

2. Updated Engineer's Estimate. If substitute security is posted under Section 1 above, the then-owner of the Subdivision must submit an updated engineer's estimate to the COUNTY for its review and approval prior to commencing any additional infrastructure work under the Agreement. The updated engineer's estimate shall reflect the estimated costs to complete all infrastructure work under the Agreement under current conditions. The amount of security posted under Section 1 shall be adjusted according to the COUNTY-approved new engineer's estimate, and shall be reduced if the engineer's estimate is lower or increased if the engineer's estimate is higher. If the engineer's estimate is higher, then no infrastructure work under the Agreement may be commenced until the amount of the increased security is posted with the COUNTY.

3. Extension of Time. The COUNTY hereby asserts that, as of the date of this First Amendment, it is unaware of any event or circumstance that would constitute a default under the Agreement. Any timelines for the completion of infrastructure shall hereby be extended under Section 2 of the Agreement for so long as security is posted with the COUNTY in the amounts required by the Agreement as amended by this First Amendment.

4. Miscellaneous. To the extent this First Amendment is in conflict with the provisions of the Agreement, this First Amendment shall control. In all other respects, the Agreement shall remain in full force and effect and is incorporated herein by reference as if fully set forth herein. The Agreement and this First Amendment shall be binding on the successors, assigns, and transferees of the OWNER in ownership of the Subdivision.

COUNTY OF PLUMAS, a political subdivision  
of the State of California

By: \_\_\_\_\_  
Chairman of the Board of Supervisor

Attest:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors

Approved as to form:

By: \_\_\_\_\_  
County Counsel – County of Plumas

PLUMAS BANK

By: \_\_\_\_\_  
Name/Title: \_\_\_\_\_

# COUNTY SERVICE AREA No. 12

2

1834 EAST MAIN STREET, QUINCY, CA 95971  
(530) 283-6268 FAX (530) 283-6323

## AGENDA REQUEST

For the November 3, 2015 meeting of the Governing Board

October 26, 2015

To: Honorable Governing Board of CSA No. 12

From: Robert Perreault, Director of Public Works; Interim Executive Director, Plumas County Transportation Commission

Subject: Authorize Chair to sign Amendment No. 2 to the Contract between Plumas Rural Services and CSA No. 12 for Transit Services



## Background

Plumas County Office of Emergency Services (OES) has identified a need to have safe, reliable and efficient transportation services available during a formally declared local, state or federal emergency.

In order to address this need, it is necessary to amend the existing contract scope of work, as set forth in the attached Amendment No. 2, to obligate Plumas Rural Services to:

1. Provide qualified drivers for passenger buses owned by County Service Area #12 in the event of a formally declared local, state or federal emergency, and
2. To also obligate Plumas Rural Services to participate in required OES Training Exercises.

Attached is a draft copy of proposed Amendment No. 2.

Recommendation: Plumas County Transportation Staff respectfully recommends that the Governing Board for CSA No. 12 approve Amendment No. 2 and authorize the Chair to execute Amendment No. 2.

*Attachment*

**AMENDMENT NO. 2**  
to the  
**CONTRACT FOR OPERATION**  
**OF PLUMAS TRANSIT SYSTEM**

**County Service Area #12**  
**Plumas Transit System**  
**Operations Contract**



The June 20, 2013 OPERATIONS CONTRACT, by and between the PLUMAS COUNTY SERVICE AREA #12 (“CSA #12”) and PLUMAS RURAL SERVICES (“Contractor”), is hereby amended on October 1, 2015 as follows:

The “County” has identified the need to ensure that transportation services, including but not limited to passenger buses and qualified drivers, are available for evacuation and transportation needs during a formally declared local, state or federal emergency.

Background

Plumas County Office of Emergency Services has identified a need to have safe, reliable and efficient transportation services available during a formally declared local, state or federal emergency.

In order to facilitate this need it is necessary to amend the scope of work to obligate Plumas Rural Services, as set forth below, to provide qualified drivers for passenger buses owned by County Service Area #12.

This amendment would also obligate Plumas Rural Services to participate in required OES Training Exercises.

Scope of Work Amendment

Page 1 of the contract, under **1. Scope of Work**:

Insert the following after (d):

(e) Contractor shall provide available qualified drivers for transit buses owned by CSA #12 during a local emergency proclaimed in accordance with Section 4-1.05 of Plumas County Code. Emergency activation and response protocol shall be established between the Plumas County Office of Emergency Services, Contractor, and CSA #12 staff with Ninety (90) days of approval of this amendment.

(f) Contractor shall participate in emergency evacuation training exercises.

Page 5 of the contract, under **8. Compensation:**

Insert the following under: A. Additional Payments and Reimbursements:

(3) Reimbursements for services rendered during a declared local emergency or for participation in emergency evacuation training exercises. Reimbursement for emergency services rendered or for training shall be billed at the Contractors established hourly rate. Contractor shall maintain mileage and time logs for any buses and drivers utilized in response to the declared local emergency to ensure eligibility for reimbursement funding for services rendered.

Other Contract Provisions.

All other contract provisions set forth in the June 20, 2013 OPERATIONS CONTRACT first referenced above remain unchanged.

**EXECUTION**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be executed by and through their respective authorized officers, as of the date first above written.

PLUMAS COUNTY SERVICE AREA #12

CONTRACTOR: Plumas Rural Services

\_\_\_\_\_  
Chair, CSA #12

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

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

\_\_\_\_\_  
Title of CONTRACTOR's Representative  
authorized to sign contracts.

APPROVED AS TO FORM:

Stephen J. Maxwell, Deputy  
County Counsel

Date: 10/20/15

3A

Meal Reimbursement Policy  
Adopted by BOS on 8/15/06

Meal expenditures in connection with meetings of County personnel are generally not reimbursable. The use of County funds to pay employee food costs (meals, office snacks and beverages) during an employee's regular business-work hours is not an acceptable practice unless the reimbursement falls within one of the following special exception circumstances below:

- (1) When employees are required to participate in a non-recurring event such as a retreat, training, workshop or seminar when breaking for a meal would disrupt the event or not be feasible; Formatted: Justified, Right: 0"
- (2) When employees are required to participate in a business meeting outside of the regular work hours when such work would interfere with a meal; Formatted: Justified, Indent: Left: 0.5"
- (3) When employees without advance notice are assigned to work in remote locations where food is not available, and it is unreasonable to have expected the employee to bring food from home; (When regularly assigned or when advance notice is given, no meals will be reimbursed.)
- (4) When employees are assigned to respond to an emergency situation, including but not limited to fire, flood, earthquake, civil unrest, search and rescue, or other similar occurrence.

For the above exceptions:

- (a) The reimbursement request must include a statement of the business rationale of the event;
- (b) The reimbursement must be approved by the Board of Supervisors or the County Administrative Officer ("CAO") or, in the absence of a CAO, by the Auditor, the Board. Because reimbursement will not be made without such approval, department heads are encouraged to gain approval prior to incurring the expense. [Items-Exception Nos. (1) and (2) must always have preapproval.] Unapproved expenditures shall be considered an unauthorized use of County funds, and shall be a personal expense of the individual incurring the charge.
- (c) The expenditures must be budgeted in advance by each department, except as to exception Exception no No. (4) above.
- (d) Purchases must be paid for at the time of purchase. This will prevent community vendors from waiting for payment or not being paid in the case of an unapproved expenditure.

The foregoing limitations on the expenditure of Plumas County funds for employee meals or beverages shall not apply when the County has a duty to provide meals or beverages

Formatted: Justified, Indent: Left: 0.1"

AK

as a result of State or Federal laws or regulations such as 8 California Code of Regulations Section 3395(c), which states the following for outdoor places of employment:

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (h)(1)(C), shall be encouraged.

Formatted: Justified, Indent: Left: 0.1", Right: 0.1"

Formatted: Font: (Default) Arial, 11.5 pt, Font color: Black

This amendment Policy does not change the standing County policy regarding in--County hosting.

Formatted: Justified, Right: 0"

[Adopted by the Plumas County Board of Supervisors on August 15, 2006; revised November , 2015.]

Formatted: Justified

## Meal Reimbursement Policy

Meal expenditures in connection with meetings of County personnel are generally not reimbursable. The use of County funds to pay employee food costs (meals, office snacks and beverages) during an employee's regular work hours is not an acceptable practice unless the reimbursement falls within one of the following special exceptions:

- (1) When employees are required to participate in a non-recurring event such as a retreat, training, workshop or seminar when breaking for a meal would disrupt the event or not be feasible.
- (2) When employees are required to participate in a business meeting outside of the regular work hours when such work would interfere with a meal.
- (3) When employees without advance notice are assigned to work in remote locations where food is not available, and it is unreasonable to have expected the employee to bring food from home (When regularly assigned or when advance notice is given, no meals will be reimbursed.)
- (4) When employees are assigned to respond to an emergency situation, including but not limited to fire, flood, earthquake, civil unrest, search and rescue, or other similar occurrence.

For the above exceptions:

- (a) The reimbursement request must include a statement of the business rationale of the event;
- (b) The reimbursement must be approved by the Board of Supervisors or the County Administrative Officer ("CAO") or, in the absence of a CAO, by the Auditor. Because reimbursement will not be made without such approval, department heads are encouraged to gain approval prior to incurring the expense. [Exception Nos. (1) and (2) must always have preapproval.] Unapproved expenditures shall be considered an unauthorized use of County funds, and shall be a personal expense of the individual incurring the charge.
- (c) The expenditures must be budgeted in advance by each department, except as to Exception No. (4) above.
- (d) Purchases must be paid for at the time of purchase. This will prevent community vendors from waiting for payment or not being paid in the case of an unapproved expenditure.

The foregoing limitations on the expenditure of Plumas County funds for employee meals or beverages shall not apply when the County has a duty to provide meals or beverages as a result of State or Federal laws or regulations such as 8 California Code of

Regulations Section 3395(c), which states the following for outdoor places of employment:

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (h)(1)(C), shall be encouraged.

This Policy does not change the standing County policy regarding in-County hosting.

[Adopted by the Plumas County Board of Supervisors on August 15, 2006; revised November \_\_\_, 2015.]

---



# Office of the Sheriff

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

3B

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** **October 20, 2015**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Greg Hagwood**

**RE:** **Agenda Item for the meeting of November 3, 2015**

**RECOMMENDATION:**

Accept donation from Grizzly Ranch Association For Community Enhancement in the amount of \$2,000 for community service and community beautification projects through the Inmate Welfare Fund (dept 22911).

**BACKGROUND & DISCUSSION:**

Members of the Grizzly Ranch Home owners Association recognized the "PCCF Inmate Christmas Cookie program" for senior citizens in Plumas County as a great community service project. They also acknowledged the The Plumas County Correctional Facility inmates and staff for their prep work on local baseball fields, community parks and the potential to continue and enhance community oriented projects with the use of inmates willing to participate with the goal of giving back to the communities in Plumas County.

# PLUMAS COUNTY ASSESSOR

1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195



CHARLES W. LEONHARDT  
ASSESSOR

Date: October 20, 2015  
To: The Honorable Board of Supervisors  
From: Charles W. Leonhardt, Assessor  
Subject: Authorization to Fill or Refill:

**1.0 FTE Assistant Assessor  
1.0 FTE Chief Appraiser  
1.0 FTE Flexibly Staffed Appraisal Assistant or Appraiser I, II or III Position.**

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

Authorize the Assessor to fill or refill 1.0 FTE Assistant Assessor, 1 FTE Chief Appraiser and 1.0 FTE Appraisal Assistant or Appraiser I, II or III position based upon the outcome the office reorganization approved by the Board in the budget process. The resulting staffing will not exceed a total of 8 FTEs, as approved in the budget process.

### **BACKGROUND AND DISCUSSIONS:**

As the Board may recall, at the budget hearing I shared with the Board that a long term employee and Chief Appraiser retired in August of this year. The loss of this resource prompted me to re-evaluate the office structure and take stock of the need for succession planning. A review of the office organizational chart attached reminded me that the office contains two mid-management positions, but no true assistant department head to coordinate the entire office in the event of the Assessor's absence.

The purpose of creating the Assistant Assessor position is to bring the management structure more in line with other county departments such as the Auditor Controller, Treasurer Tax Collector and County Clerk. The re-organization is intended to answer the question of who is in charge of the entire office when the Assessor is unavailable.

In reviewing the current organizational chart you will note the Chief Appraiser supervises the Appraisal Department. The Office Manager supervises the change of ownership section, exemptions, business property and assessment roll production. The Cadastral Mapper reports directly to the Assessor.

The goal in creating the position of Assistant Assessor is to improve the chain of authority and provide options for succession planning. The results of the reorganization are to be FTE neutral. The Assessor's Office is currently staffed with 8 FTEs. At the conclusion of the reorganization the office will still have 8 FTEs. The office currently has two mid- level supervisors. At the conclusion of the re-organization, there will be two mid- level supervisors, however the organization chart will change in order to tier the supervisory authorities of those supervisors.

The assessor is requesting approval to potentially fill three positions at this time. Until the applicants have been vetted, it is unknown what promotions and vacancies may result in the reorganization process.

## Assistant Assessor

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

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes! The Assessor's Office has historically had two mid management positions. Both of these positions fall at the same tier of the office organizational chart. The recent retirement of the Chief Appraiser prompted the Assessor to review the office structure and consider leadership development for long term succession planning. The Assessor then worked with the Director of Human Resources to develop a job description for Assistant Assessor which resolves the void in the organizational chart. This reorganization was approved in the budget process and will not result in an increase in total FTEs for the office.*
- Why is it critical that this position be filled at this time?  
*The retirement of a long term member of the mid-management team prompted a review of the organizations structure and needed long term planning. This position brings the departments structure in line with the Auditor, Treasurer Tax Collector and Clerk Recorder's Offices which all have assistant positions.*
- How long has the position been vacant?  
*The position is a new classification that will not result in an increase of total FTEs for the office.*
- Can the department use other wages until the next budget cycle?  
*No.*
- What are staffing levels at other counties for similar departments and/or positions? *See the attached chart. Plumas County appraisal staffing is at the higher end of the range in terms of similar counties, however overall staffing is at the lower end of the range. Plumas County is in the higher end of the range as far as work load, which justifies the larger appraiser allocation. Plumas County is among the lowest in overall staffing. This is in part due to the Property Tax Specialist positions that have been shed in recent years due to budget reductions.*
- What core function will be impacted without filling the position prior to July 1?  
*The position has already been approved in the 2015-2016 budget process.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *The position has already been approved in the 2015-2016 budget process.*
- 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? *N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No, other than pending assessment appeals.*
- Does the budget reduction plan anticipate the elimination of any of the requested positions? *N/A*
- 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? *The Assessor's Office is a General Fund Department*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? *The Assessor's Office does not have a reserve fund.*

### CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: \_\_\_\_\_ October 26, 2013 \_\_\_\_\_

DEPARTMENT TITLE: \_\_\_\_\_ Assessor 20060 \_\_\_\_\_

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: \_\_\_\_\_ Assessor 20060 \_\_\_\_\_

POSITION TITLE: Assistant Assessor \_\_\_\_\_

IS POSITION CURRENTLY ALLOCATED? YES XX NO \_\_\_\_\_

**For Committee use only**

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Comparable Assessor's Office Staffing and Work Load**  
**2014-2015 Year**

<u>County</u>	<u># Parcels</u>	<u># Prop 8s</u>	<u>Transfers</u>	<u>#Appraisers</u>	<u>Total Staff</u>	<u>Net Tax roll</u>
Amador	23,580	3,786	1,463	3	11*	\$4,459,658,612
Calaveras	43,127	15,499	1,983	4	13*	\$6,187,963,189
Colusa	15,733	1,175	419	5	11*	\$2,746,980,117
Del Norte	18,302	1,596	2,769	4	10	\$1,685,920,570
Lassen	29,291	4,148	872	3	9	\$2,014,966,768
Modoc	27,962**	15,300**	730	1	6**	\$ 934,413,076
Mono	17,214	4,435	824	4	9*	\$5,496,518,296
Plumas	25,447	8,013	2,135	4	8.5*	\$3,360,842,843
Sierra	5,350	809		2	4.25	\$ 514,943,723
Tuolumne	43,879	7,162	1,702	5	13	\$6,488,550,495

**The Plumas County Assessor's staffing was reduced to 8 employees in the 2012 Budget Year. The .5 FTE reported is extra help.**

\* Megabyte Counties  
 \*\* California Pines Land Project

Data source March 1, 2015 Report On Budgets, Workloads and Assessment Appeals and Salary Survey as published by the California State Board of Equalization. California Assessor's Association's 2015-2016 Roll Survey.

## Appraiser I, II or III

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

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes! The Assessor's Office has maintained staff of three appraisers and one chief appraiser through the economic down turn. Each appraiser is responsible for a portion of the countywide appraisal workload. The retirement of the chief appraiser, may result in an in house promotion. Should that be the case, replacing the appraiser position will be critical.*
- Why is it critical that this position be filled at this time?  
*High workloads and critical customer service. Plumas County has experienced a significant downturn in real estate values during the "Great Recession". The County has approximately 8,071 properties that are assessed at less than their Proposition 13 value. Having adequate staffing to make the required annual valuation reviews of these parcels is critical to complying with the law and restoring values as the real estate market continues to slowly recover.*
- How long has the position been vacant?  
*The position is not currently vacant, but may become vacant in the near future as other aspects of the office reorganization take shape.*
- Can the department use other wages until the next budget cycle?  
*No. The Department was forced to dramatically reduce other wages in previous budget cycles. There are insufficient funds available.*
- What are staffing levels at other counties for similar departments and/or positions? *See the attached chart. Plumas County appraisal staffing is at the higher end of the range in terms of similar counties, however overall staffing is at the lower end of the range. Plumas County is in the higher end of the range as far as work load, which justifies the larger appraiser allocation. Plumas County is among the lowest in overall staffing. This is in part due to the Property Tax Specialist positions that have been shed in recent years due to budget reductions.*
- What core function will be impacted without filling the position prior to July 1?  
*The office would be challenged to complete the annual review of the 8,071 parcels temporarily lowered due to the downturn in the local real estate market.*

*Likewise we would fall behind in processing appraisable changes of ownership and enrolling new construction.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *We will loose office productivity. That will delay supplemental assessments and their associated revenues. It will also place the overall workload farther behind.*
- 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? *N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No, other than pending assessment appeals.*
- Does the budget reduction plan anticipate the elimination of any of the requested positions? *N/A*
- 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? *The Assessor's Office is a General Fund Department*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? *The Assessor's Office does not have a reserve fund.*

#### CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: \_\_\_\_\_ October 26, 2013 \_\_\_\_\_

DEPARTMENT TITLE: \_\_\_\_\_ Assessor 20060 \_\_\_\_\_

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: Assessor 20060

POSITION TITLE: Appraiser I, II or III

IS POSITION CURRENTLY ALLOCATED? YES XX NO       

**For Committee use only**

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

Determination of Committee?        Recommended  
       Not Recommended

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

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

Board Action:        Approved        Denied

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

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

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

**Comparable Assessor's Office Staffing and Work Load**  
**2014-2015 Year**

<u>County</u>	<u># Parcels</u>	<u># Prop 8s</u>	<u>Transfers</u>	<u>#Appraisers</u>	<u>Total Staff</u>	<u>Net Tax roll</u>
Amador	23,580	3,786	1,463	3	11*	\$4,459,658,612
Calaveras	43,127	15,499	1,983	4	13*	\$6,187,963,189
Colusa	15,733	1,175	419	5	11*	\$2,746,980,117
Del Norte	18,302	1,596	2,769	4	10	\$1,685,920,570
Lassen	29,291	4,148	872	3	9	\$2,014,966,768
Modoc	27,962**	15,300**	730	1	6**	\$ 934,413,076
Mono	17,214	4,435	824	4	9*	\$5,496,518,296
Plumas	25,447	8,013	2,135	4	8.5*	\$3,360,842,843
Sierra	5,350	809		2	4.25	\$ 514,943,723
Tuolumne	43,879	7,162	1,702	5	13	\$6,488,550,495

**The Plumas County Assessor's staffing was reduced to 8 employees in the 2012 Budget Year. The .5 FTE reported is extra help.**

\* Megabyte Counties  
 \*\* California Pines Land Project

Data source March 1, 2015 Report On Budgets, Workloads and Assessment Appeals and Salary Survey as published by the California State Board of Equalization. California Assessor's Association's 2015-2016 Roll Survey.

## Chief Appraiser

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

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes! The Assessor's Office has maintained staff of three appraisers and one chief appraiser through the economic down turn. Each appraiser is responsible for a portion of the countywide appraisal workload. This includes the chief appraiser, who is responsible for the most complicated appraisal assignments in the commercial and industrial area.*
- Why is it critical that this position be filled at this time?  
*High workloads and critical customer service. Plumas County has experienced a significant downturn in real estate values during the "Great Recession". The County has approximately 8,071 properties that are assessed at less than their Proposition 13 value. Having adequate staffing to make the required annual valuation reviews of these parcels is critical to complying with the law and restoring values as the real estate market continues to slowly recover.*
- How long has the position been vacant?  
*The position has been vacant since September 1, 2015.*
- Can the department use other wages until the next budget cycle?  
*No. The Department was forced to dramatically reduce other wages in previous budget cycles. There are insufficient funds available.*
- What are staffing levels at other counties for similar departments and/or positions? *See the attached chart. Plumas County appraisal staffing is at the higher end of the range in terms of similar counties, however overall staffing is at the lower end of the range. Plumas County is in the higher end of the range as far as work load, which justifies the larger appraiser allocation. Plumas County is among the lowest in overall staffing. This is in part due to the Property Tax Specialist positions that have been shed in recent years due to budget reductions.*
- What core function will be impacted without filling the position prior to July 1?  
*The office would be challenged to complete the annual review of the 8,071 parcels temporarily lowered due to the downturn in the local real estate market. Likewise we would fall behind in processing appraisable changes of ownership*

*and enrolling new construction. This position provides vital leadership in the management of the appraisal department.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *We will lose office productivity. That will delay supplemental assessments and their associated revenues. It will also place the overall workload farther behind.*
- 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? *N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No, other than pending assessment appeals.*
- Does the budget reduction plan anticipate the elimination of any of the requested positions? *N/A*
- 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? *The Assessor's Office is a General Fund Department*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? *The Assessor's Office does not have a reserve fund.*

#### CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: \_\_\_\_\_ October 26, 2013 \_\_\_\_\_

DEPARTMENT TITLE: \_\_\_\_\_ Assessor 20060 \_\_\_\_\_

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED  
POSITION: Assessor 20060

POSITION TITLE: Chief Appraiser \_\_\_\_\_

IS POSITION CURRENTLY ALLOCATED? YES XX NO \_\_\_\_\_

**For Committee use only**

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

Determination of Committee?        Recommended  
       Not Recommended

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

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

Board Action:        Approved        Denied

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

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

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

**Comparable Assessor's Office Staffing and Work Load**  
**2014-2015 Year**

<u>County</u>	<u># Parcels</u>	<u># Prop 8s</u>	<u>Transfers</u>	<u>#Appraisers</u>	<u>Total Staff</u>	<u>Net Tax roll</u>
Amador	23,580	3,786	1,463	3	11*	\$4,459,658,612
Calaveras	43,127	15,499	1,983	4	13*	\$6,187,963,189
Colusa	15,733	1,175	419	5	11*	\$2,746,980,117
Del Norte	18,302	1,596	2,769	4	10	\$1,685,920,570
Lassen	29,291	4,148	872	3	9	\$2,014,966,768
Modoc	27,962**	15,300**	730	1	6**	\$ 934,413,076
Mono	17,214	4,435	824	4	9*	\$5,496,518,296
Plumas	25,447	8,013	2,135	4	8.5*	\$3,360,842,843
Sierra	5,350	809		2	4.25	\$ 514,943,723
Tuolumne	43,879	7,162	1,702	5	13	\$6,488,550,495

**The Plumas County Assessor's staffing was reduced to 8 employees in the 2012 Budget Year. The .5 FTE reported is extra help.**

\* Megabyte Counties

\*\* California Pines Land Project

Data source March 1, 2015 Report On Budgets, Workloads and Assessment Appeals and Salary Survey as published by the California State Board of Equalization. California Assessor's Association's 2015-2016 Roll Survey.

# 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 November 3, 2015 meeting of the Plumas County Board of Supervisors

October 26, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorization for the Public Works/Road Department to fill the vacancy of one (1) FTE PW Lead Maintenance Worker position in the Beckwourth District

### Background:

One (1) FTE PW Lead Maintenance Worker has retired from the Beckwourth maintenance district effective October 13, 2015.

The Department is requesting to fill this position.

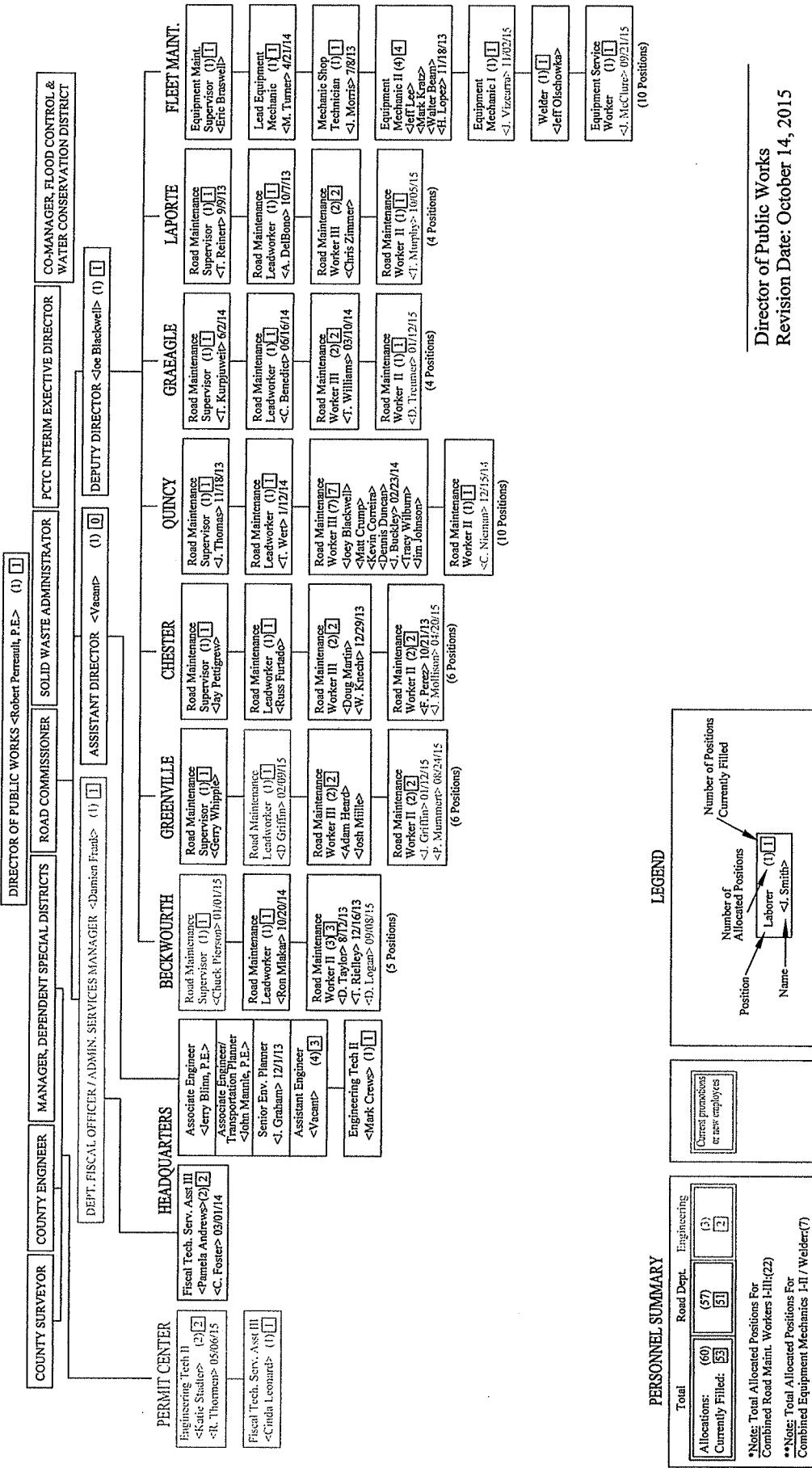
This position is funded and allocated in the FY15/16 Public Works budget.

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 Lead Maintenance Worker in the Beckwourth maintenance district.

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



Director of Public Works  
Revision Date: October 14, 2015

**RESOLUTION NO. 15-****RESOLUTION TO WAIVING THE 180 DAY SIT-OUT PERIOD FOR A  
RETIRED ANNUITANT TO PERFORM THE DUTIES OF  
HUMAN RESOURCES DIRECTOR**

**WHEREAS**, the State Legislature has adopted AB 340 in order to implement comprehensive pension reform through the enactment of the California Public Employees' Pension Reform Act of 2013 (PEPRA) as well as other statutory changes; and

**WHEREAS**, PEPRA applies to all public employers that participate in the California Public Employees' Retirement System (PERS) on or after January 1, 2013; and

**WHEREAS**, California Government Code section 7522.56, as enacted in PEPRA, requires newly retired persons to sit out for at least 180 days before returning to work for an employer in the same retirement system in which they receive a retirement allowance; and

**WHEREAS**, an exception can be made if a county's Board of Supervisors certifies that the nature of the employment and the appointment is necessary to fill a critically needed position and the 180 days has not yet passed; and

**WHEREAS**, Gayla Trumbo has been employed by the County as the Human Resources Director as of July 2, 2002, and prior to that has 25 years of experience within various positions with Plumas County; and

**WHEREAS**, Mrs. Trumbo will retire from County service on November 14, 2015 and will not be accepting a retirement incentive upon retirement; and

**WHEREAS**, Mrs. Trumbo has attained "normal retirement age," as the term is used in Government Code section 21220.5, and therefore no bona fide separation is required under Government Code section 21220.5; and

**WHEREAS**, Mrs. Trumbo possesses specialized skills with her years of service with Plumas County as a Human Resources Director, as well as specialized skills at various levels of the Human Resources Department including payroll functions.

**WHEREAS**, the County has been actively recruiting for the Human Resources Director position since May of this year without resulting in a successful hire for this position; and

**WHEREAS**, the County anticipates a hire will be made in the next two months and would like sometime for training especially with the yearend approaching; and

**WHEREAS**, at this time the Human Resources department consist of the Director and three employees; two of which are new to their positions and further training is needed; and

**WHEREAS**, it is proposed that the 180-day waiting period be waived to allow Mrs. Trumbo to return to work after her retirement date on an interim appointment, not to exceed nine hundred and sixty hours, while the recruitment for the Human Resources Director position is ongoing, and shortly thereafter to provide training to the new incumbent.

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

1. The Board of Supervisors certifies that the employment of Gayla Trumbo is necessary to fill a critically needed position before the 180 days sit-out period required by Government Code Section 7522.56 has passed.
2. The County needs Mrs. Trumbo's specialized knowledge and technical skills to perform the duties and functions of the Human Resources Director.
3. Mrs. Trumbo will be employed at \$44.5359 per hour, which is her current hourly base rate for the Human Resources Director position, and no other compensation or benefits shall be provided.
4. Mrs. Trumbo shall not work more than nine hundred and sixty (960) hours during this interim appointment.
5. Mrs. Trumbo has certified in writing that she did not, during the 12-month period preceding the re-employment date of November 16, 2015, receive unemployment insurance arising from prior employment with the County.
6. This resolution was adopted at a properly noticed public meeting and was not placed on the consent calendar, in compliance with Government Code section 7522.56(f)(1).
7. This appointment shall be effective beginning November 16, 2015.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3<sup>rd</sup> day of November, 2015 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board