

BOARD OF SUPERVISORS

Michael Sanchez, Vice Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, 4th District

Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF SEPTEMBER 11, 2018 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. CONSENT AGENDA

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

A) SOCIAL SERVICES

Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Social Worker I/II/III position, created by resignation

B) BOARD OF SUPERVISORS

Ratify letter to the Department of Transportation (Caltrans) for encroachment permit (Greenville High School: Annual Homecoming Parade and Rally, September 14, 2018 at 12:00 p.m., Greenville, CA)

C) ENGINEERING

Solid Waste Division: Approve and authorize the Chair to sign Amendment No. 1 to existing professional services contract between County of Plumas and Vestra Resources, Inc. for preparation of an Exceedance Response Action (ERA) evaluation and report associated with the Storm Water Pollution Prevention Plan for the Chester Landfill; approved as to form by County Counsel

2. DEPARTMENTAL MATTERS

A) TREASURER/TAX COLLECTOR – Julie White

Discussion, possible action and/or direction to the Treasurer/Tax Collector regarding Transient Occupancy Tax (TOT) audits and collection

3. BOARD OF SUPERVISORS

- A. Presentation of *Resolution of Appreciation and Recognition* for Michael Gunter to acknowledge his 19 years of dedicated service to the citizens of Plumas County
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. **AFTERNOON SESSION**

4. BOARD OF SUPERVISORS

- A. Report and update by Susan Scarlett, Budget Consultant on the FY 2018-2019 Budget; discussion and possible action regarding various county departments and programs
- B. **CONTINUED PUBLIC HEARING:** The Plumas County Board of Supervisors will continue its hearing on the FY 2018-2019 County Budget

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, September 18, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California.

*Adjourn Meeting in Memory
of those who lost their lives in terrorist attacks on
September 11, 2001*



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

NEAL CAIAZZO
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: AUGUST 29, 2018

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR *Neal Caiazzo*
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 11, 2018, CONSENT AGENDA

RE: AUTHORIZATION TO FILL A VACANT AND FUNDED SOCIAL WORKER I/II/III
POSITION IN THE DEPARTMENT'S CHILD PROTECTIVE SERVICES
PROGRAM

It is Recommended that the Board of Supervisors

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

Background and Discussion

The Department of Social Services has experienced a recent vacancy in the class of Social Worker I/II/III. This position became vacant September 1, 2018 when the incumbent left County service. As explained more completely in the accompanying documents, this position is part of our Child Welfare Services system and is therefore, critical for assuring the safety of abused or neglected children.

A Table of Organization showing the vacancy is also attached

Financial Impact

This position is funded in this year's County budget. There is no impact to the County General fund as the position is funded by State, Federal and Realignment dollars.

Copy: PCDSS Management Staff
Nancy Selvage, Human Resources Director

Enclosures: 3

Position Classification: Social Worker I/II/III

FTE: 1.00

Budgeted Position: Yes

Mandated Position: Yes

CWS is funded through Federal (50%), 2011 Realignment (35%) and 1991 Realignment (15%) dollars for the basic program.

This allocation of 2011 Realignment funds is specifically for Child Welfare Services. It cannot be spent on other programs.

Mandated Program: Yes.

Child Welfare Services is a state-mandated, county-administered public protection program. The mandate for Child Protective Services is found at Welfare and Institutions Code Section 16500, *et seq.* The mandated services include 24 hour, 7 days per week emergency response services for allegations of abuse or neglect of children, case management services to families whose children are removed from the home (including mandatory visits to both children and parents), reunification services to reunite families, and permanency services when reunification avenues are exhausted.

Position Description:

This position is responsible for the investigation of allegations of abuse or neglect of children. The incumbents also perform case management activities that support mitigation of the systemic family elements that have led to abuse or neglect of children. A significant component of the job includes reporting to the Plumas County Superior Court regarding the status of families who have had children removed from their care and custody. There is typically a significant amount of interaction with community based partner organizations that work with the Department towards goals associated with strengthening families.

Funding Sources:

The funding to support these positions comes from federal pass through dollars and county 1991 and 2011 Realignment dollars. There is no cost to the County's General Fund associated with this position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Worker – Child Protective Services

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

Answer: Yes. Child Protective Services is a state mandated program.

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

Answer: The position is assigned duties that include public protection, specifically providing services to abused and neglected children.

- How long has the position been vacant?

Answer: This position became vacant on September 1, 2018 due to the resignation of the prior incumbent .

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

Answer: No.

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

Answer: Staffing levels for this program are a function of the allocation of state general fund dollars for the position. Currently, the state provides funding for six social workers in Plumas County for this program.

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

Answer: Children may not be protected from abuse leading to potential tragic circumstances.

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

Answer: This position is funded by Federal and Realignment dollars. The Realignment dollars allocated to this program may not be used for other programs.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies. Currently Child Welfare Services is not among the programs impacted by proposed reductions in the State's budget.

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

Answer: No.

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

Answer: No.

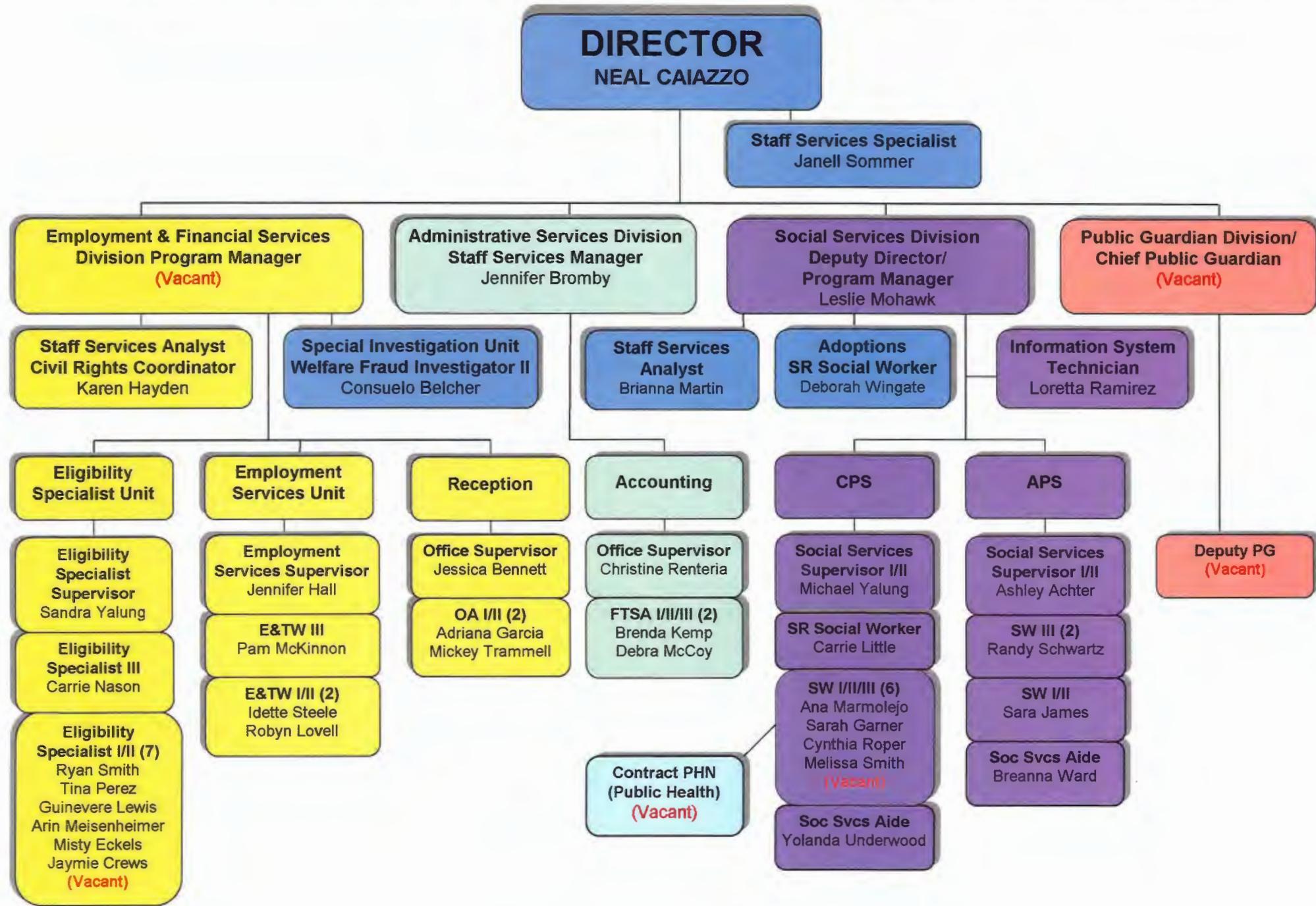
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

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

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

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



September 4, 2018

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

Attention: Permits Engineer

Subject: Encroachment Permit Request
GREENVILLE HIGH SCHOOL

Annual Homecoming Parade and Rally, September 14, 2018 at 12:00
P.M., Greenville, CA

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Engel".

Jeff Engel, Chair

Cc: Plumas County Director of Public Works

8-24-18

Plumas County Board of Supervisors
Quincy, CA 95971

Dear Supervisors,

This is a request from Greenville High School for a letter from you acknowledging you have been informed of our homecoming parade and rally to be held Friday Sept. 14th. This event will require an encroachment permit from Caltrans and Plumas County Road Dept.

For this year's Homecoming we will not be holding a rally in front of Hunter's Hardware store. We will have our parade through town and back to the school for rally, lunch and activities.

The annual parade will start at approx. 12:00 pm and end at approx. 12:30 pm. We will assemble in the GHS parking lot facing Hwy 89. Leaving the parking lot, floats will turn right onto Hwy 89. Parade will slowly proceed to the intersection of Main St. & Hwy 89, then turn right onto Main St. The parade will continue down Main St. until it reaches Bush St. then turn right and continue to Grand St. making a right hand turn again. Parade will stop at the end of Grand St. and make a left hand turn to Hwy 89 and then a left turn back into the GHS parking lot.

For any other clarification of our homecoming parade please feel free to contact me at Greenville High School.

Thank you.

Sincerely,



Judy Dolphin
ASB Teacher
Greenville High School
117 Grand Street
Greenville, CA
284-7197 ext. 2213/ Fax 284-6710

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

lc

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 September 11, 2018 meeting of the Plumas County Board of Supervisors

August 31, 2018

To: Honorable Board of Supervisors

From: *fol!* Robert Perreault, Director of Public Works

Subject: Approve Amendment No. 1 to the existing professional services contract with Vestra Resources Inc. to perform preparation of an Exceedance Response Action (ERA) evaluation and report associated with the Storm Water Pollution Prevention Plan for the Chester Landfill, and authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Amendment No. 1.

Background

Vestra Resources Inc. performs groundwater sampling and state reporting at the Chester Landfill for the Department of Public Works – Solid Waste Division as required by the State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (collectively, the Water Boards). Vestra Resources Inc. is currently under contract with the Department of Public Works to perform these services through September 17, 2018.

Due to landfill exceedances of two discharge parameters (iron and total suspended solids) in FY 2017/18, additional groundwater sampling, evaluation, reporting, and storm water pollution prevention planning will be required in accordance with the Statewide General Permit for Storm Water Discharges Associated with Industrial Activities, Order 2014-0057-DWQ (Industrial General Permit or IGP) and the National Pollutant Discharge and Elimination System (NPDES) permit. Evaluation and reporting under the IGP is required to be conducted by a Qualified Industrial Stormwater Practitioner (QISP). Vestra staff meet the qualifications for a QISP. The current contract for FY 2017/18 will expire on September 17, 2018. In order to meet the state requirements pertaining to landfill discharge, the contract for professional services will need an amendment. Amendment No. 1 before the Board secures such services through FY 2019/20.

Additional funding of \$13,200 (Thirteen Thousand, Two Hundred Dollars and no cents) is required to perform further groundwater sampling, evaluation, technical reporting, and storm water pollution prevention planning through FY 2019/20. For the next fiscal year FY 2018/19, the compensation available under the Amendment is an amount not to exceed \$8,800 (Eight Thousand, Eight Hundred Dollars and no cents). The Department has sufficient funding in our Solid Waste Division budget to cover these new costs. The Department will have funds available to cover these services for the duration for the contract period.

CONSENT AGENDA REQUEST

For the September 11, 2018 meeting of the Plumas County Board of Supervisors

Page 2

The attached Amendment No. 1 has been reviewed and approved as to form by County Counsel.

Recommendations

The Director of Public Works respectfully recommends that the Board of Supervisors: approve Amendment No. 1 and authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Amendment No. 1 to the existing professional services contract with Vestra Resources Inc. to perform preparation of an Exceedance Response Action (ERA) evaluation and report associated with the Storm Water Pollution Prevention Plan for the Chester Landfill through FY 2019/20.

Attachment: Amendment No. 1 – For the Preparation of an Exceedance Response Action (ERA) Evaluation and Report Associated with the Storm Water Pollution Prevention Plan for the Chester Landfill.

AMENDMENT NO. 1

to the

PROFESSIONAL SERVICES AGREEMENT

For the Preparation of an Exceedance Response Action (ERA) Evaluation and Report Associated with
the Storm Water Pollution Prevention Plan for the Chester Landfill



This AMENDMENT NO. 1 to the above referenced PROFESSIONAL SERVICES AGREEMENT, is made and entered into this _____ day of September 2018 ("Effective Date") by and between the COUNTY OF PLUMAS ("County") and VESTRA RESOURCES, INC., a California Corporation, (hereinafter referred to as "Consultant"), is hereby amended as follows:

2.1. Compensation. Consultant's compensation terms as set forth in the September 18, 2017 Agreement, shall be increased by an additional \$13,200 (Thirteen Thousand, Two Hundred Dollars and no cents). Total compensation, including the base contract, and this AMENDMENT No. 1 shall in no case exceed \$18,315 (Eighteen Thousand and Three Hundred and Fifteen Dollars and no cents). See attached Exhibits "A", "B", "C", and "D".

4.1. Term. This Agreement, which commenced on September 18, 2017, is extended to September 17, 2020 and shall terminate on that date, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

Other Contract Provisions.

All other contract provisions set forth in the September 18, 2017 Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by and through their respective authorized officers, as of the date first above written.

FOR VESTRA RESOURCES, INC.

Wendy Johnston, Vice President

Date: _____

Kimberly Wilkes, Chief Financial Officer

Date: _____

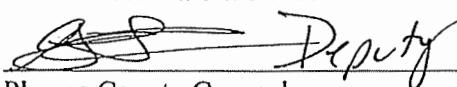
Taxpayer ID Number: 68-0150306

FOR PLUMAS COUNTY**APPROVED AS TO SCOPE OF WORK:**

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

Date: _____

APPROVED AS TO FORM:



Plumas County Counsel

Date: 8/29/18

APPROVED:

Jeff Engel,
Chair, Plumas County Board of Supervisors

Date: _____

Exhibit "A"
SCOPE OF WORK
LEVEL 1 AND LEVEL 2 EXCEEDANCE RESPONSE ACTIONS
CHESTER LANDFILL

SCOPE OF WORK

Task 1 Site Visit for Level 1 Exceedance Response Action (ERA) Evaluation

Chester Landfill has entered into Level 1 status for the 2018-2019 reporting year for TSS. Section XII.C.1-2 of the General Permit for Industrial Stormwater Discharges (IGP) requires the completion of a Level 1 ERA Evaluation by a Qualified Industrial Stormwater Practitioner (QISP). The Level 1 ERA Evaluation includes completion of a site visit to determine industrial pollutant sources at the facility that may be related to Numeric Action Level (NAL) exceedances, and evaluation of additional site Best Management Practices (BMPs) necessary to eliminate future exceedances. At the site visit, we can discuss what new BMPs are feasible to be completed at the site to address TSS. The site visit must be completed prior to October 1, 2018.

Task 2 Level 1 Exceedance Response Action (ERA) Report - TSS

Upon completion of the Level 1 ERA Evaluation detailed in Task 1, Section XII.C.1-2 of the IGP requires a Level 1 ERA Report be prepared by a QISP by January 1, 2019. This includes: description of industrial pollutant sources at the facility that may be related to NAL exceedances, identification of corresponding BMPs in the Stormwater Pollution Prevention Plan (SWPPP), and any additional BMPs and SWPPP revisions necessary to prevent further NAL exceedances.

The Level 1 ERA Evaluation and Report will be completed by Kristine Cloward (QISP No. 568) and/or Wendy Johnston (QISP-ToR No. 054) prior to January 1, 2019.

Task 3 Level 2 Action Plan - Iron

Since average iron concentrations have exceeded NALs identified in the IGP for a second reporting year, a Level 2 Action Plan must be prepared to address iron concentrations in stormwater at the site. The Level 2 Action Plan must be completed and submitted to SMARTS prior to January 1, 2019. The Level 2 Action Plan must include a description of tasks required to complete one or more of the following demonstrations:

- 1. Industrial Activity BMP Demonstration** – Description of the sources of NAL exceedance, description of implemented BMPs, and evaluation of additional BMPs to address iron
- 2. Non-Industrial Pollutant Source Demonstration** – Identify non-industrial pollutant sources contributing to NAL exceedances (run-on from adjacent properties, aerial deposition from man-made sources, onsite non-industrial sources) and provide onsite-offsite monitoring data
- 3. Natural Background Pollutant Source Demonstration** – Prove that the NAL exceedance is attributable to the presence of the pollutant in the natural background by

providing data and research, and demonstrate that iron exceedance is attributable solely to the presence of the pollutant in the natural background that has not been disturbed by industrial activities

We have discussed that soils in the area of the landfill contain iron, which is the likely source of high iron concentrations in stormwater discharging from the site. High iron concentrations in stormwater discharge from the site are likely due to iron contained in the soil and not industrial activities. A combination of an industrial BMPs demonstration and non-industrial pollutant source demonstration is probably most appropriate for the site.

The Action Plan will include a schedule and a detailed description of the tasks required to complete the selected demonstration(s). Tasks to complete the non-industrial pollutant source demonstration will need to include additional sampling of stormwater run-on, stormwater discharging from industrial and non-industrial sources onsite, and soil samples both on and offsite. New BMPs implemented to address TSS exceedances in the Level 1 ERA Report should also be included in the Action Plan since they should also help decrease iron concentrations in stormwater at the site.

Task 4 Additional Sampling for Non-Industrial Pollutant Source Demonstration

To demonstrate that iron exceedances at the site are due to non-industrial sources, additional samples (in addition to stormwater discharge sampling) must be collected during the 2018-2019 reporting year. Samples of stormwater will need to be collected at various locations onsite and offsite to determine the relative contribution of iron from non-industrial portions of the property versus industrial portions. Stormwater samples will be analyzed for TSS and iron.

The costs of up to 11 supplemental stormwater samples, including a dissolved iron sample, are included in the cost estimate for this task. In addition, soil samples should be collected (up to 6) onsite and offsite to determine the iron content of the soil offsite and onsite. This task also includes an additional site visit to conduct the supplemental sampling.

Task 5 Level 2 Exceedance Response Action (ERA) Technical Report - Iron

The Level 2 Technical Report will include the demonstration(s) selected in the Level 2 Action Plan. The Level 2 Technical Report must be submitted prior to January 1, 2020. The content of the Technical Report depends on the demonstration selected in the Level 2 Action Plan.

For the Non-Industrial Pollutant Source Demonstration, the Technical Report must include:

- A statement that the Discharger has determined that the exceedance of the NAL is attributable solely to the presence of non-industrial pollutant sources. (The pollutant may also be present due to industrial activities, in which case the Discharger must demonstrate that the pollutant contribution from the industrial activities by itself does not result in an NAL exceedance.) The sources shall be identified as either run-on from adjacent properties, aerial deposition from man-made sources, or as generated by onsite non-industrial sources;
- A statement that the Discharger has identified and evaluated all potential pollutant sources that may have commingled with stormwater associated with the Discharger's industrial activity and may be contributing to the NAL exceedance;

- A description of any onsite industrial pollutant sources and corresponding industrial pollutants that are contributing to the NAL exceedances;
- An assessment of the relative contributions of the pollutant from (1) stormwater run-on to the facility from adjacent properties or non-industrial portions of the Discharger's property or from aerial deposition and (2) the stormwater associated with the Discharger's industrial activity;
- A summary of all existing BMPs for that parameter; and
- An evaluation of all onsite/offsite analytical monitoring data demonstrating that the NAL exceedances are caused by pollutants in stormwater run-on to the facility from adjacent properties or non-industrial portions of the Discharger's property or from aerial deposition.

The Industrial Activity BMPs Technical Report Demonstration shall include:

- A description of the industrial pollutant sources and corresponding industrial pollutants that are or may be related to the NAL exceedance(s);
- An evaluation of all pollutant sources associated with industrial activity that are or may be related to the NAL exceedance(s);
- Where all of the Discharger's implemented BMPs, including additional BMPs identified in the Level 2 ERA Action Plan, achieve Industrial General Permit Order 2014-0057-DWQ 52 compliance with the effluent limitations of this General Permit and are expected to eliminate future NAL exceedance(s), the Discharger shall provide a description and analysis of all implemented BMPs;
- In cases where all of the Discharger's implemented BMPs, including additional BMPs identified in the Level 2 ERA Action Plan, achieve compliance with the effluent limitations of this General Permit but are not expected to eliminate future NAL exceedance(s), the Discharger shall provide, in addition to a description and analysis of all implemented BMPs:
 - 1) An evaluation of any additional BMPs that would reduce or prevent NAL exceedances;
 - 2) Estimated costs of the additional BMPs evaluated; and,
 - 3) An analysis describing the basis for the selection of BMPs implemented in lieu of the additional BMPs evaluated but not implemented.
- The description and analysis of BMPs shall specifically address the drainage areas where the NAL exceedance(s) responsible for the Discharger's Level 2 status occurred, although any additional Level 2 ERA Action Plan BMPs may be implemented for all drainage areas; and
- If an alternative design storm standard for treatment control BMPs (in lieu of the design storm standard for treatment control BMPs in Section X.H.6 in this General Permit) will achieve compliance with the effluent limitations of this General Permit, the Discharger shall provide an analysis describing the basis for the selection of the alternative design storm standard.

Task 6 SWPPP Review and Revisions

The existing Chester Landfill SWPPP will need to be amended to address any additional BMPs implemented as a result of the Level 1 ERA Evaluation for TSS and Level 2 Action Plan for iron. This task will cover adding any necessary additional BMPs to the SWPPP and site maps.

Task 7 Project Management

Project management is estimated at 10 percent of total cost and includes day-to-day activities associated with the project.

Exhibit "B"
COST ESTIMATE
LEVEL 1 AND LEVEL 2 EXCEEDANCE RESPONSE ACTIONS
CHESTER LANDFILL

The cost to complete the work detailed above is summarized in Table 1. Work is billed on a time-and-materials basis at the rates shown on the attached VESTRA 2018 Rate Schedule.

Table 1 ESTIMATED COSTS			
Task No.	Description	Estimated Cost	
		2018/2019	2019/2020
1	Site Visit for Level 1 ERA Evaluation	\$800	--
2	Level 1 ERA Report-TSS	\$1,500	--
3	Level 2 Action Plan-Iron	\$2,000	--
4	Additional Sampling for Non-Industrial Pollutant Source Demonstration	\$2,200*	--
5	Level 2 ERA Technical Report-Iron	--	\$4,000
6	SWPPP Review and Revisions	\$1,500	--
7	Project Management	\$800	400
Total Estimated Cost		\$8,800	\$4,400

*Includes laboratory analytical costs w/ 15 percent mark-up, preparation, mileage and travel time

Exhibit "C"

RATE SCHEDULE

LEVEL 1 AND LEVEL 2 EXCEEDANCE RESPONSE ACTIONS

CHESTER LANDFILL

VESTRA

2018 VESTRA RATE SCHEDULE

Staff Classification	Per Hour
Environmental Services	
Environmental Technician	\$50.00 - \$85.00
Regulatory Compliance Specialist	\$75.00 - \$100.00
Environmental GIS Analyst	\$95.00
Associate Geologist	\$85.00-\$105.00
Associate Hydrologist	\$85.00-\$100.00
Environmental Scientist	\$75.00-\$110.00
Senior Regulatory Compliance Specialist	\$100-\$110.00
Professional Geologist	\$120.00-\$150.00
Professional Hydrologist	\$120.00-\$150
Project Manager	\$100-\$150.00
Senior Project Manager	\$165.00-\$190.00
Principal Consultant	\$165.00-\$190.00
Biological Services	
Biological Technician	\$50.00 - \$85.00
Senior Biologist	\$95.00-\$110.00
Engineering Services	
Engineering Technician	\$55.00 - \$75.00
Staff Engineer	\$90.00
Associate Engineer	\$100.00
Professional Land Surveyor	\$110.00 - \$115.00
Senior Engineer	\$145.00 - \$160.00
Survey Crew	\$110.00 - \$190.00
Equipment Classifications	Rate
Large Format Color Printer	\$38.00/hour
Small Format Color Printer – Color Copies	\$1.00/copy
Small Format Color Printer – Black & White	\$0.50/copy
Small Format Black & White Printer	\$0.15/copy
Faxes	\$2.00/page
Vehicle Mileage	\$0.60/mile
Administration	
Admin Clerk/ Document Production Technician	\$30.00-\$50.00
Admin Supervisor I/ Document Production Supervisor	\$60.00-\$80.00

Materials and Travel Expenses: Billed as direct reimbursement plus 15%

Subcontractors: Billed as direct reimbursement plus 15%

Terms: Due and payable upon receipt. 1 ¾ % per month (21% per annum) finance charge will be added to any balance 30 days past due.

Note: Rate Schedule will be modified annually to reflect annual increases not to exceed 10 percent.

Exhibit "D"

PROJECT SCHEDULE

LEVEL 1 AND LEVEL 2 EXCEEDANCE RESPONSE ACTIONS

CHESTER LANDFILL

Year 1 (FY 2018-2019)

- Site Visit for Level 1 ERA (Prior to October 1, 2018)
- Level 1 ERA Report- TSS (Due January 1, 2019)
- Level 2 Action Plan- Iron (Due January 1, 2019)
- Additional Sampling for Non-Industrial Pollutant Sources (Between October 2018 and May 2019)
- SWPPP Review and Revisions (Due January 1, 2019)

Year 2 (FY 2019-2020)

- Level 2 ERA Technical Report (Due January 1, 2020 but can be extended to June 30 2020 if needed)



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

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pctc@countyofplumas.com
(530) 283-6260

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

DA

DATE: August 31, 2018

TO: The Honorable Board of Supervisors

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

SUBJECT: Transient Occupancy Tax

Recommendation: Discussion and direction to staff regarding TOT audits and collections

Background and Discussion: At the Board of Supervisor's meeting August 21st, the Board requested the Treasurer-Tax Collector and the Auditor-Controller to explore TOT collection. My interpretation from the meeting was that the Board of Supervisors was interested in auditing the currently registered TOT clients in addition to making sure all short term rental (STR) operators are in compliance with the County Ordinance. There needs to be equality among the lodging providers regardless of the means of renting.

With regard to auditing the current registered operators, County code section 3-4.11 states the Tax Administrator or designated representative shall audit. The Tax Administrator is defined as the Treasurer-Tax Collector. Currently, there is not sufficient staff to conduct audits. The 2018 - 2019 requested budget for the Treasurer-Tax Collector's office has an increase in wages to allow for flexible allocated hiring. If approved and additional staff is hired audits can be considered. I had a brief discussion with the county Auditor and she was not interested in auditing TOT. The previous consultant for the TOT audits is unavailable. As I mentioned, there is an outside CPA firm that may consider providing the service but the cost has not been identified.

Regarding the short term rentals, (VRBO, HomeAway, FLIPKEY, Airbnb, etc.), the short term rental business has increased dramatically in recent years. There are several online platforms that the homeowners use to advertise and rent their property. Some of these platforms are harder to gain access to the property owner and address to verify if they are registered for TOT. The Tax Collector's office attempts to verify through the sites that they are registered but it is tedious.

The company Host Compliance works with counties to find these properties and make sure they are in compliance. Host Compliance estimates there are 363 short term rentals in Plumas County listed on several different platforms. Through statistical data information they are able to provide municipalities with names, addresses, average rental rate, types of rentals, tracking and auditing. Some of their services are Mobile Enabled Permitting and Registration, Address Identification, Compliance Monitoring, Rental Activity and Collection Support and a dedicated phone hot line. The cost to the county is based upon the number of rentals and the chosen

services; an estimated cost is \$22,500. Included in the Board packet is information on Host Compliance including services and costs.

I respectfully request direction from the Board of Supervisors how you would like to proceed with the compliance of the short term rental online platform and collection efforts with Host Compliance.

PLUMAS COUNTY CALIFORNIA



Cost-effective solutions to Plumas County's short-term rental
monitoring and compliance problems

Introductions:



- Silicon Valley based technology company
- Only provider of short-term rental compliance monitoring technology for local governments
- Team of seasoned local government technology executives and data-scientists



Ulrik Binzer
Founder & CEO

- Former COO of 2 VC backed companies
- Prior military officer and graduate of Harvard Business School
- Launched Host Compliance when asked by local town council to study possible ways to address its short-term rental compliance issues



Paul Hetherington
Chief Commercial Officer

- Working with Local Government for over 20 years
- Love of technology and efficiency
- Focused on solutions with dramatic impact.
- Dad, Triathlete and graduate of British Columbia Institute of Technology



Almost 50 leading cities and counties in California are looking to Host Compliance for guidance, data and solutions to their short-term rental challenges

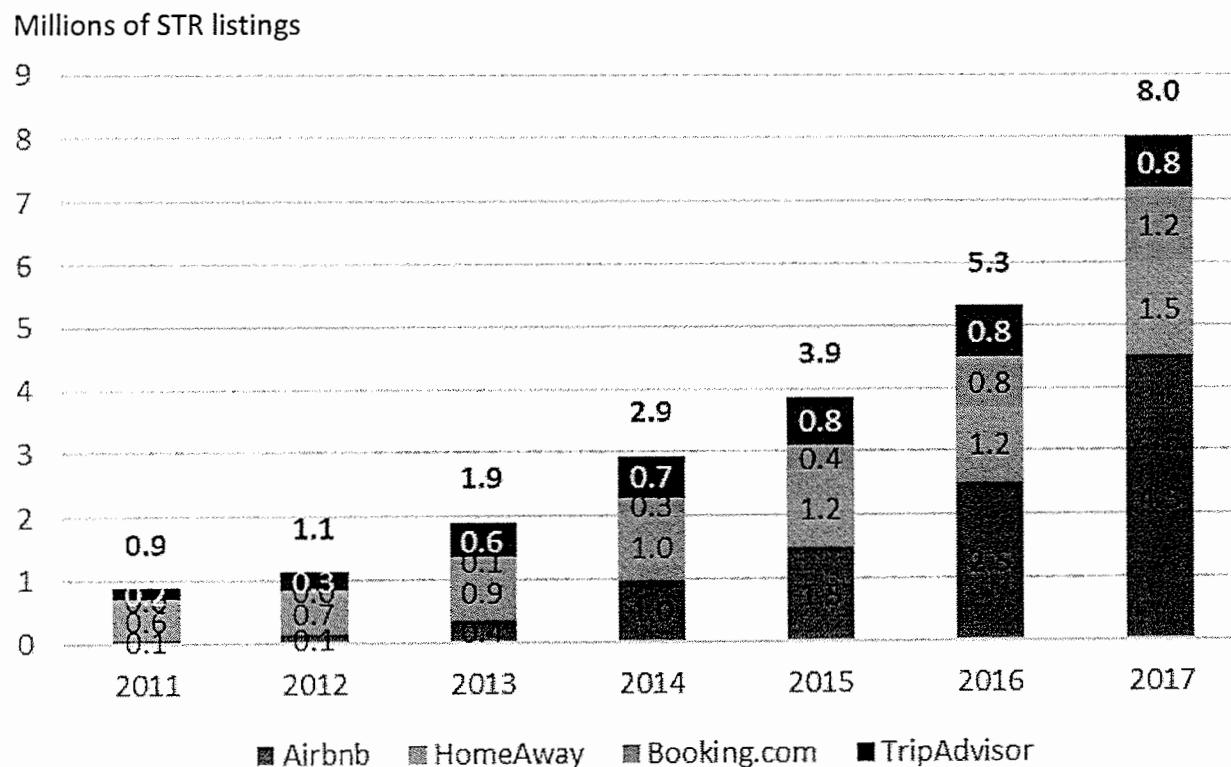
Carmel Valley Division	City of Napa	Town of Mammoth Lakes
City of Alhambra	City of Newport Beach	Town of Truckee
City of Atascadero	City of Oakland	Town of Yucca Valley
City of Avalon	City of Oceanside	Del Norte County
City of Benicia	City of Orinda	Madera County
City of Berkeley	City of Pasadena	Marin County
City of Buena Park	City of Petaluma	Mariposa County
City of Carlsbad	City of Piedmont	Mendocino County
City of Carmel-by-the-Sea	City of Pismo Beach	Mono County
City of Claremont	City of Redding	Monterey County
City of Dana Point	City of San Luis Obispo	Placer County
City of Healdsburg	City of San Rafael	San Luis Obispo County
City of Hermosa Beach	City of Seaside	San Mateo County
City of Imperial Beach	City of South Lake Tahoe	Santa Cruz County
City of Malibu	City of West Hollywood	Shasta County
City of Mill Valley	City of Yorba Linda	Ventura County
City of Monterey		

Check <https://hostcompliance.com/clients/> for updates



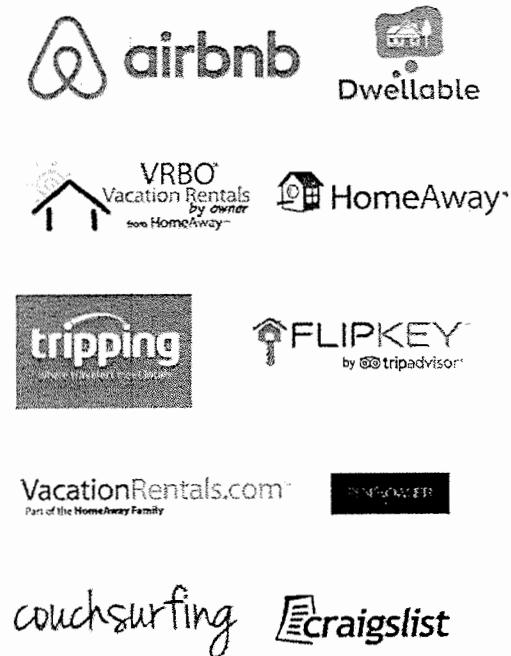
Market Context: AirBnb, VRBO and 100's of other vacation rental websites have turned vacation rentals into a booming (underground) economy...

The short-term rental market has grown 800% since 2011



Sources: AirBnB, Expedia, TripAdvisor and Booking.com

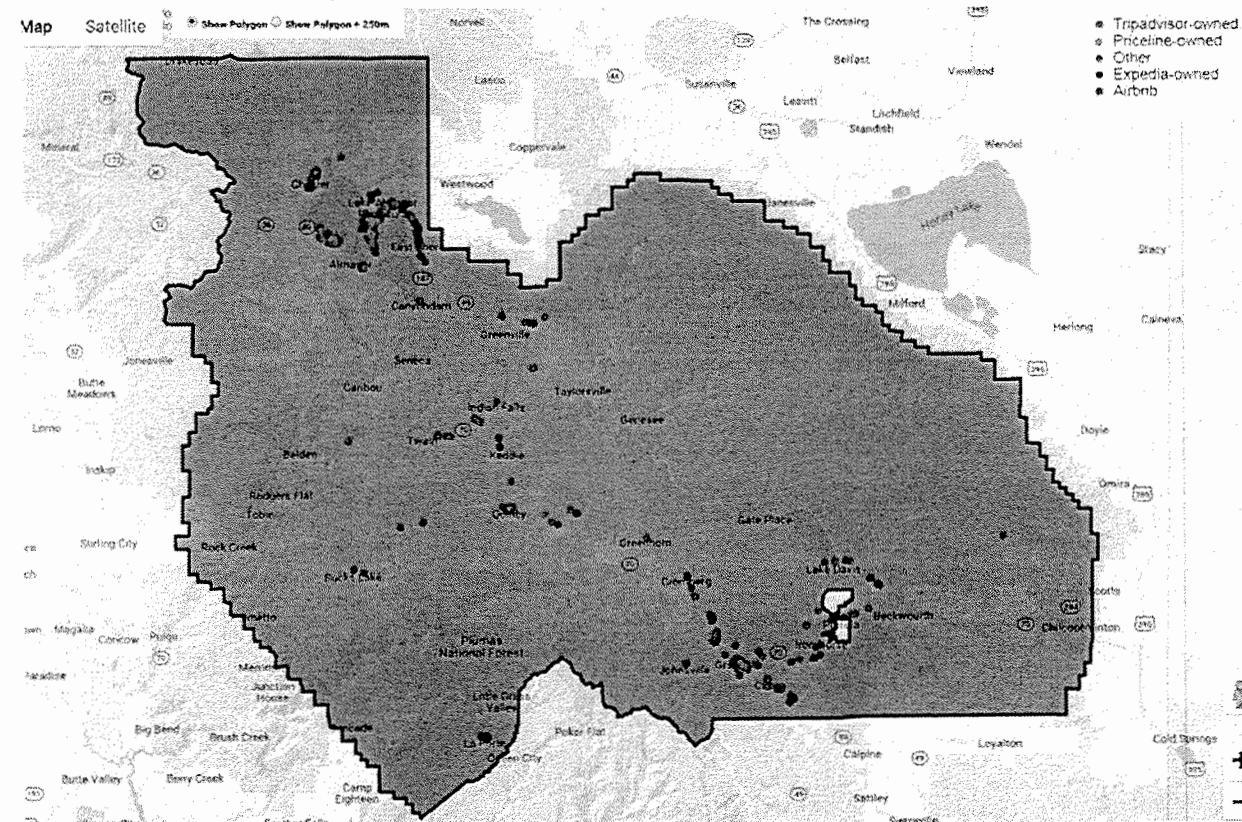
Market is fragmenting



100+ other web platforms

...and in the unincorporated areas of Plumas County we have identified 395 listings, representing 363 unique rental units*

Short-term rentals in the unincorporated areas of Plumas County as of August, 2018



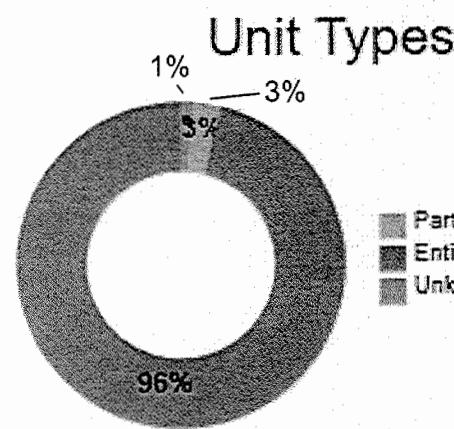
Sources: Host Compliance proprietary data

* Host Compliance's pricing is based on the count of listings and rental units that would need to be analyzed and monitored for compliance. In terms of listings, this number is 398 as we will expand our search area by several hundred yards beyond the borders of the unincorporated areas of Plumas County to capture all relevant listings.

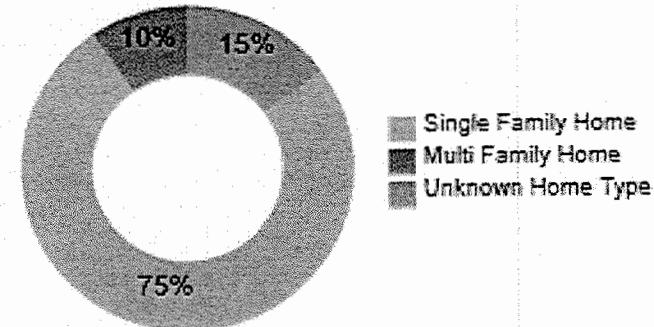
Plumas County Data Details

Median Nightly Rate
(USD)

\$225

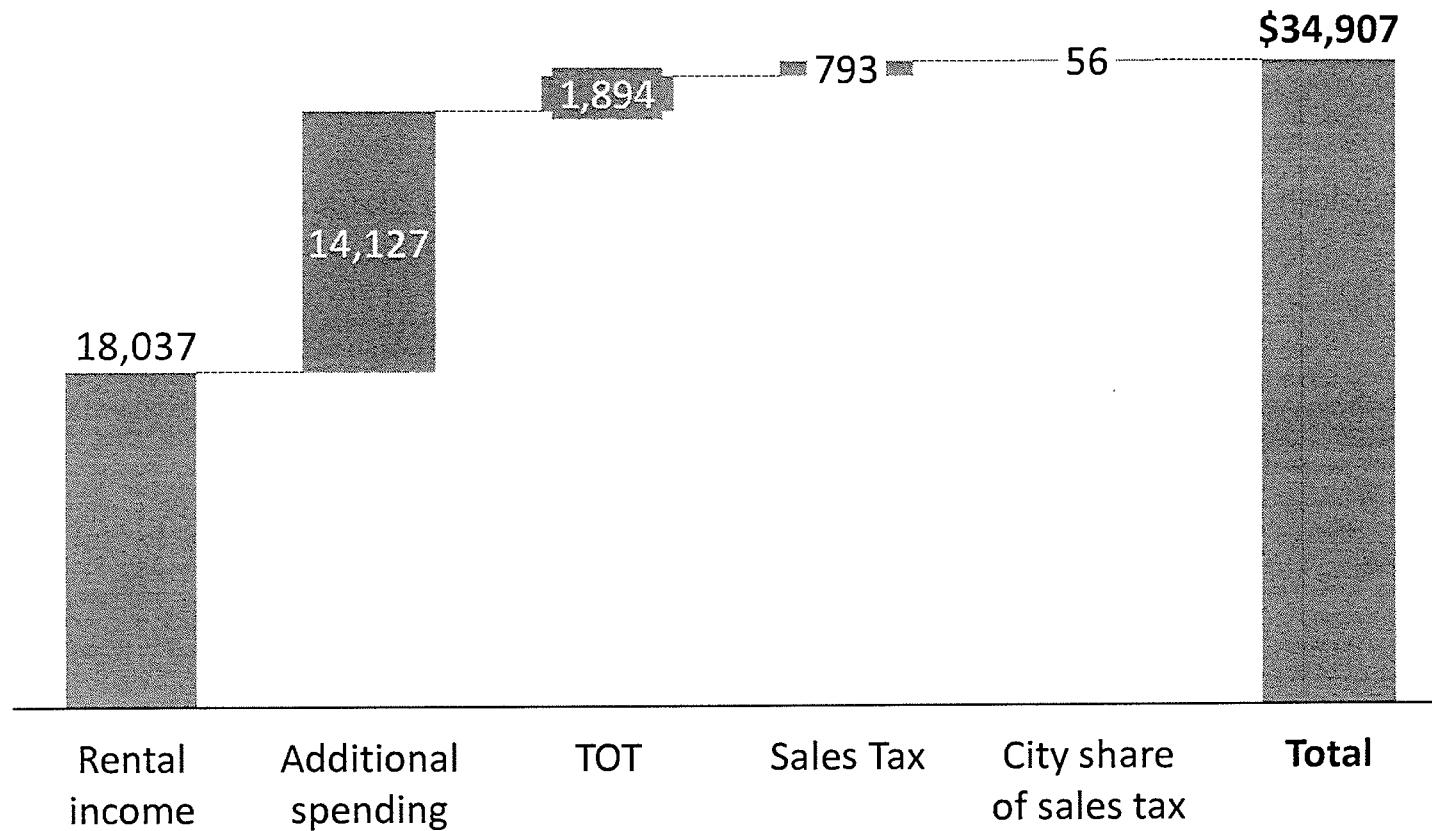


Listing Types



The Good: Short-term rentals can drive significant economic growth..

Estimated Annual Economic Impact per STR in the City of San Diego



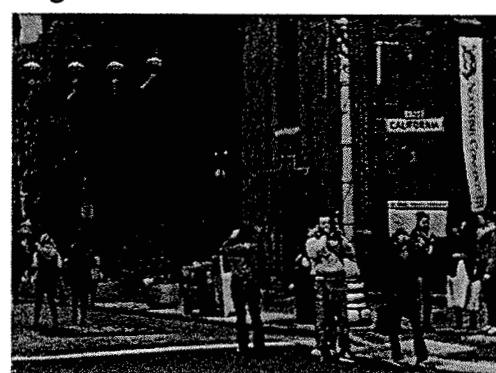
Source: National University System Institute for Policy Research (October 2015)

The Bad: Short-term rentals can displace long-term tenants, alter the neighborhood character and raise legitimate parking, noise, safety, trash and fairness concerns

Conversion of long-term rentals into STRs can affect housing availability



Increased tourism can change the neighborhood character



Visitors don't always know (or follow) local rules



Short-term renters may not care about keeping good neighborly relations



Increased occupancy can have negative trash related side-effects

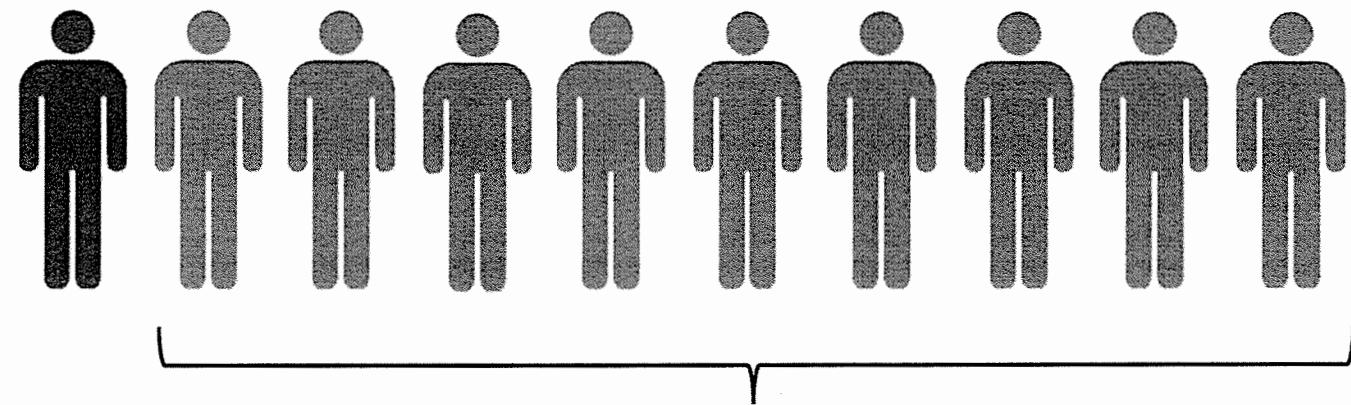


Unfair competition from VRBOs can cause conflicts and hotel job losses



Without proper enforcement, only a fraction of short-term rentals will get registered and pay their fair share of taxes

IN GENERAL LESS THAN 10% OF STR OWNERS VOLUNTARILY GET A PERMIT AND PAY ALL OF THEIR HOTEL TAXES



Large potential for increasing permit fee and tax collection

Services tailored to your timeline

Pre-Ordinance

- Online Ordinance Assistant tool
- Webinars
- Whitepaper
- Peer Introductions
- APA Short Term Rental Online Course
- Free draft review
- Consulting and facilitation

Post-Ordinance

- Post Ordinance Monitoring and Compliance services
- Mobile Permitting and Registration
- Address Identification
- Compliance Monitoring
- Rental Activity Monitoring
- 24/7 Hotline

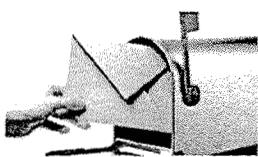
Ways we can help



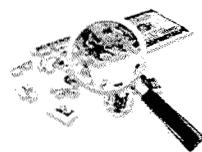
Mobile Enabled Permitting and Registration: Mobile/web forms and back-end systems for streamlining Plumas County's permitting and registration processes and capturing payments, signatures and required documents



Address Identification: Online dashboard with complete address information and screenshots of all identifiable STRs in Plumas County's jurisdiction



Compliance Monitoring: Ongoing monitoring of STRs for zoning and permit compliance coupled with systematic outreach to illegal short-term rental operators (using Plumas County's form letters)



Rental Activity Monitoring and Tax Collection Support: Ongoing monitoring of Plumas County's STR listings for signs of rental activity. Enables data-informed tax compliance monitoring and other enforcement practices that require knowledge of STR activity level



Dedicated Hotline: 24/7 staffed telephone hotline for neighbors to report non-emergency STR problems



To accommodate any budget, our services are priced based on the number of listings that needs to be monitored



Mobile Registration **\$13.77 /yr**



Address Identification **\$27.00 /yr**



Compliance Monitoring **\$13.50 /yr**



Rental Activity Monitoring **\$18.00 /yr**



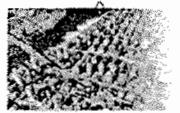
24/7 Dedicated Hotline **\$10.80 /yr**

Note: The exact scope of work can be adjusted to meet Plumas County's exact monitoring needs in terms of geography, listing sites, listing types and other variables

Affordable modular pricing tailored to Plumas County's needs



Mobile Registration **\$5,000 /yr**



Address Identification **\$10,746 /yr**



Compliance Monitoring **\$4,901 /yr**



Rental Activity Monitoring **\$6,534 /yr**

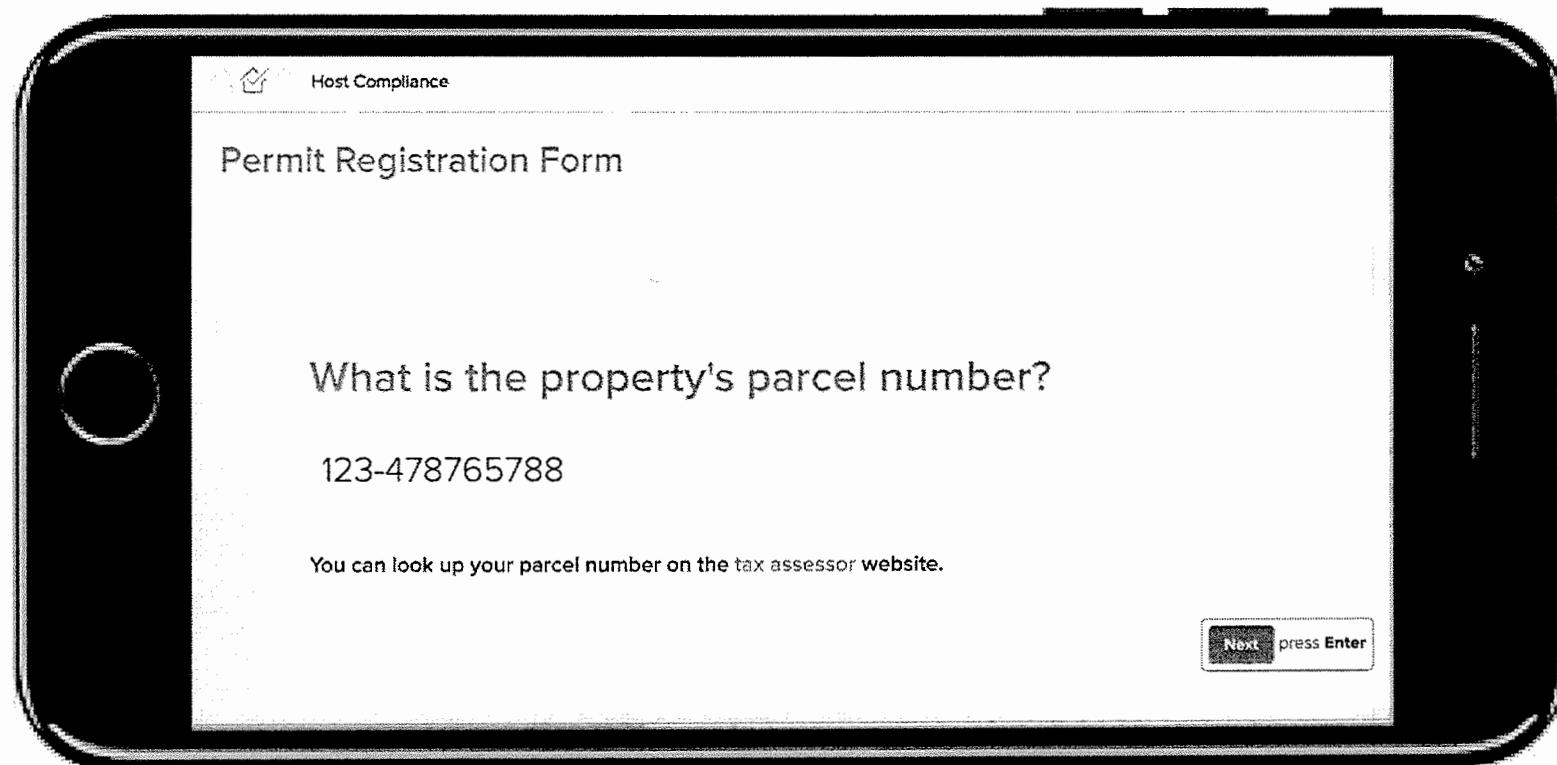


24/7 Dedicated Hotline **\$3,920 /yr**

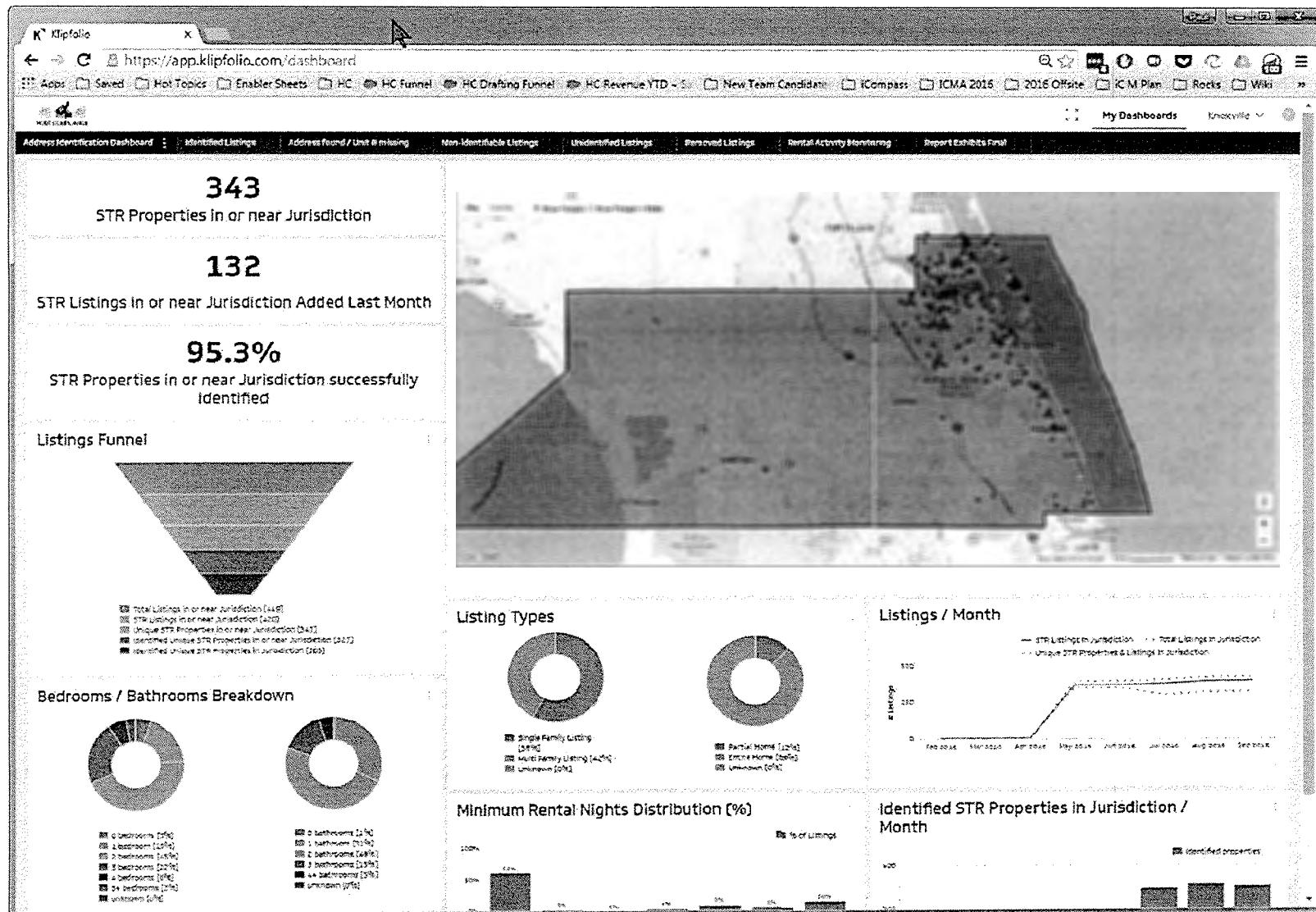
Note: Above pricing assumes 398 short-term rental listings and based in USD. Host Compliance would be happy to discuss alternative SOWs, contract terms, contract durations and pricing structures if that would be of interest.



Mobile Enabled Permitting and Registration: Simplify Plumas County's registration/permitting process and significantly reduce the administrative costs on the back-end



Address Identification: Get weekly reports on Plumas County's short-term rental activity incl. complete address information and screenshots of all identifiable STRs



Address Identification: Complete listing information and screenshots of all identifiable STRs

Matched property listing

Host Compliance

Address Verification Report
13733 Heidi Way, Truckee, CA, United States

Active Identified

Listing URL: <https://www.homeaway.com/charter/area/13733 Heidi Way>

Listing Status: Active

Host Compliance Listing ID: hme2157956126652

Listing Title: Mountain Hideaway With Modern Conveniences. Pet-Friendly

Listing Info Last Captured: May 08, 2017

Screenshot Last Captured: May 04, 2017

Price: \$2000/night

Information Provided on Listing

Contact Name: Max Schaefer

Latitude, Longitude: 39.842419, -120.236239

Minimum Stay (# of Nights): 2

Max Sleeping Capacity (# of People): 5

Number of Reviews: 23

Last Verified Stay: May 2017

Listing Screenshot History: View Listing Screenshot History

March (1) April (8) May (1)

Analyst: LPT3

Explanation: House number visible in listing photo and full name matched to record.

Owner Name Match: SCHAEFER MAX W.

Identified Address: 13733 Heidi Way, Truckee, CA, United States

Identified Unit Number: None

Identified Latitude, Longitude: 39.842419, -120.236239

Parcel Number: 4466001000

Owner Name: SCHAEFER MAX W.

Identified Address: 13733 Heidi Way, Truckee, CA, United States

Identified Unit Number: None

Identified Latitude, Longitude: 39.842419, -120.236239

Parcel Number: 4466001000

Owner Name: SCHAEFER MAX W.

Identified Address: 13733 Heidi Way, Truckee, CA, United States

Identified Unit Number: None

Identified Latitude, Longitude: 39.842419, -120.236239

Parcel Number: 4466001000

Owner Name: SCHAEFER MAX W.

Matched property listing

SD Permits

Address: San Francisco, CA 94110, US

Registration / Permit Number: 1064

Revenue: Documented, Last 12 Months: \$2,000

Estimated, Last 12 Months: \$5,071

Timeline of Activity: View the series of events and documentation pertaining to this property

2 Documented Stays: March, 2017

2 Documented Stays: April, 2017

First Warning: Sent December 30, 2016

First Warning: Sent October 15, 2016

1 Documented Stay: September, 2016

Listing hme2157956126652 Identified: August 14, 2016

Listing hme2157956126652 Created: April 29th, 2016

1 Documented Stay: January, 2016

Listing hme2157956126652 First Activity: August 9th, 2016

Information Provided on Listing

Contact Name: Max Schaefer

Latitude, Longitude: 39.842419, -120.236239

Minimum Stay (# of Nights): 2

Max Sleeping Capacity (# of People): 5

Number of Reviews: 23

Last Verified Stay: May 2017

Listing Screenshot History: View Listing Screenshot History

March (1) April (8) May (1)



Klipfolio POD X Vacation Rentals API Data X

← → ⌂ https://app.klipfolio.com/dashboard

☰ Apps Saved Hot Topics Enabler Sheets HC HC Funnel HC Drafting Funnel HC Revenue YTD + S New Team Candidate iCompass ICMA 2016 2016 Offsite IC M Plan Rocks Wiki ☰

 My Dashboards Knoxville

Identified Listings Address found / Unit # missing Non-identifiable Listings Unidentified Listings Removed Listings Rental Activity Monitoring

Listings that have been identified

Parcel Number	Host Compliant Listing ID	Meets STR Definition	Listing's First Activity Date	Listing Site	Listing Title	Listing URL	Identified Address	Identified Unit Number	Identified Jurisdiction	Owner Name	Owner Address	Listing's Minimum Nights Required	Listing Room Type	Match Validation Page	Short-term Rental Permit Number	Short-term Rental Policy
34384...	fl12129...	true	Sep 08, 2016	fl1	NEW! Lovely 2BR Hob Sound House w/Priv... Porch!	https://... sound-vacatio... rentals...	7063 South...		Uninco... Martin County	KIEFER ERICC	2801 SAGEM... AVE, PITTSB... PA 15226		Entire home/a...	Validat... URL		
26394...	fl14817...	true	Sep 08, 2016	fl1	Tropical Home with heated pool & wifi near beaches	https://... sound-vacatio... rentals...	11900 Indian River Drive North, Hob Sound, FL, United States		Uninco... Martin County	JAFFE, ALAN & LINDA	11910 SE INDIAN RIVER DR N, HOBE SOUND, FL 33455		Entire home/a...	Validat... URL		
31374...	fl18989...	true	Sep 08, 2016	fl1	BEACH... BEAUTY Hutchi... Isl Marriott Resort!	https://... island-condo-rentals...	379 Northe...		Uninco... Martin County							
05384...	fl11138...	true	Sep 08, 2016	fl1	The Tree House	https://... vacatio... rentals...	512 South... Saint Lucie Crescent, Stuart, FL.	28	Stuart	BURRO... ALAN S	512 SW ST LUCIE CRES, STUART, FL 34994		Entire home/a...	Validat... URL		

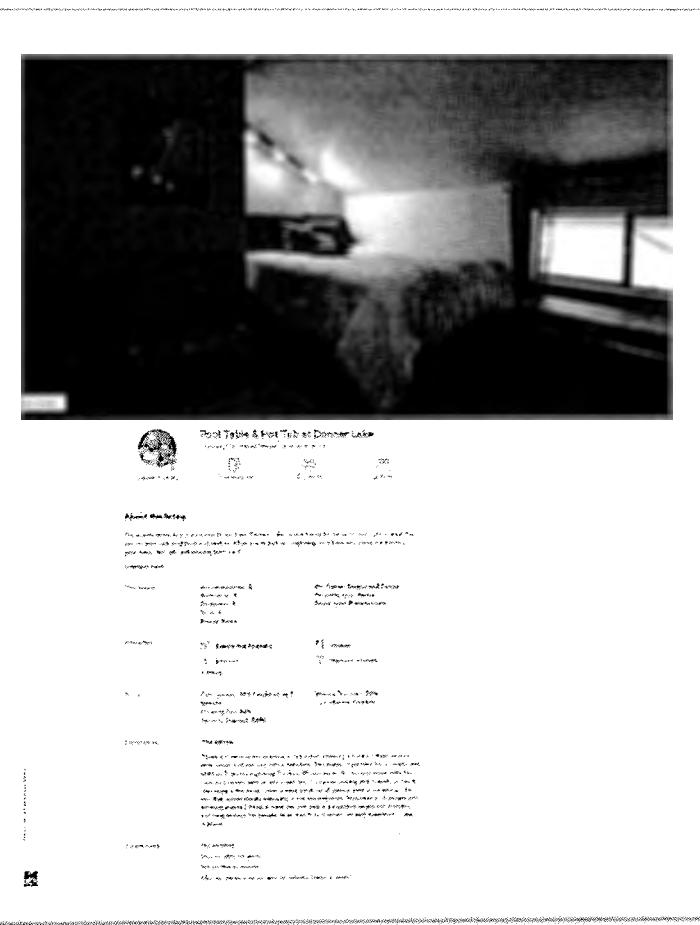
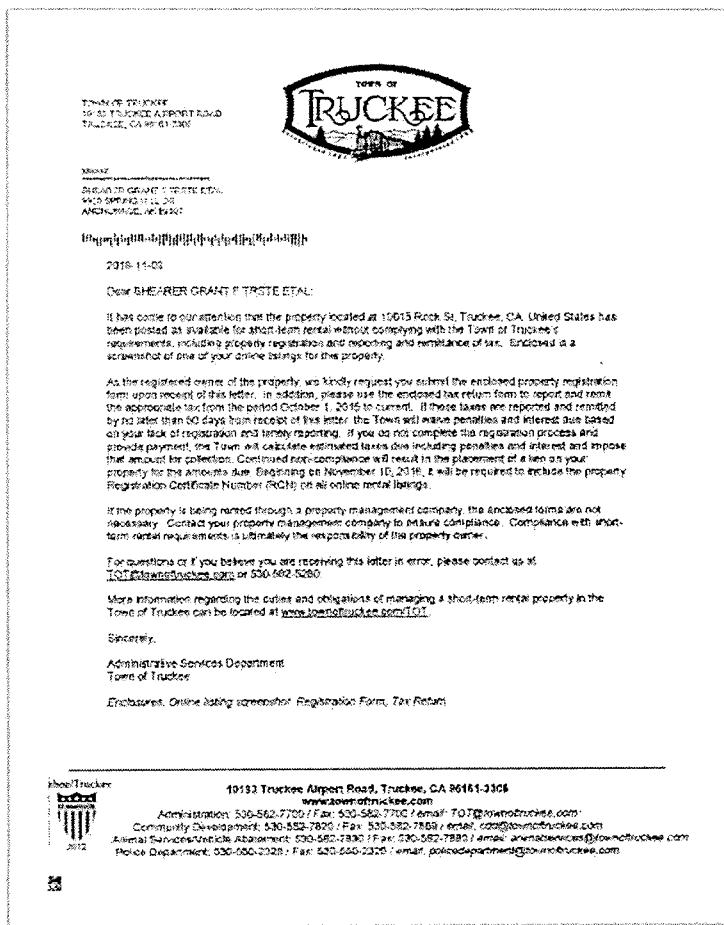
Share Download as PDF... Download as Image... CSV / Excel (Data Only)

PDF... Image... CSV / Excel (Data Only)

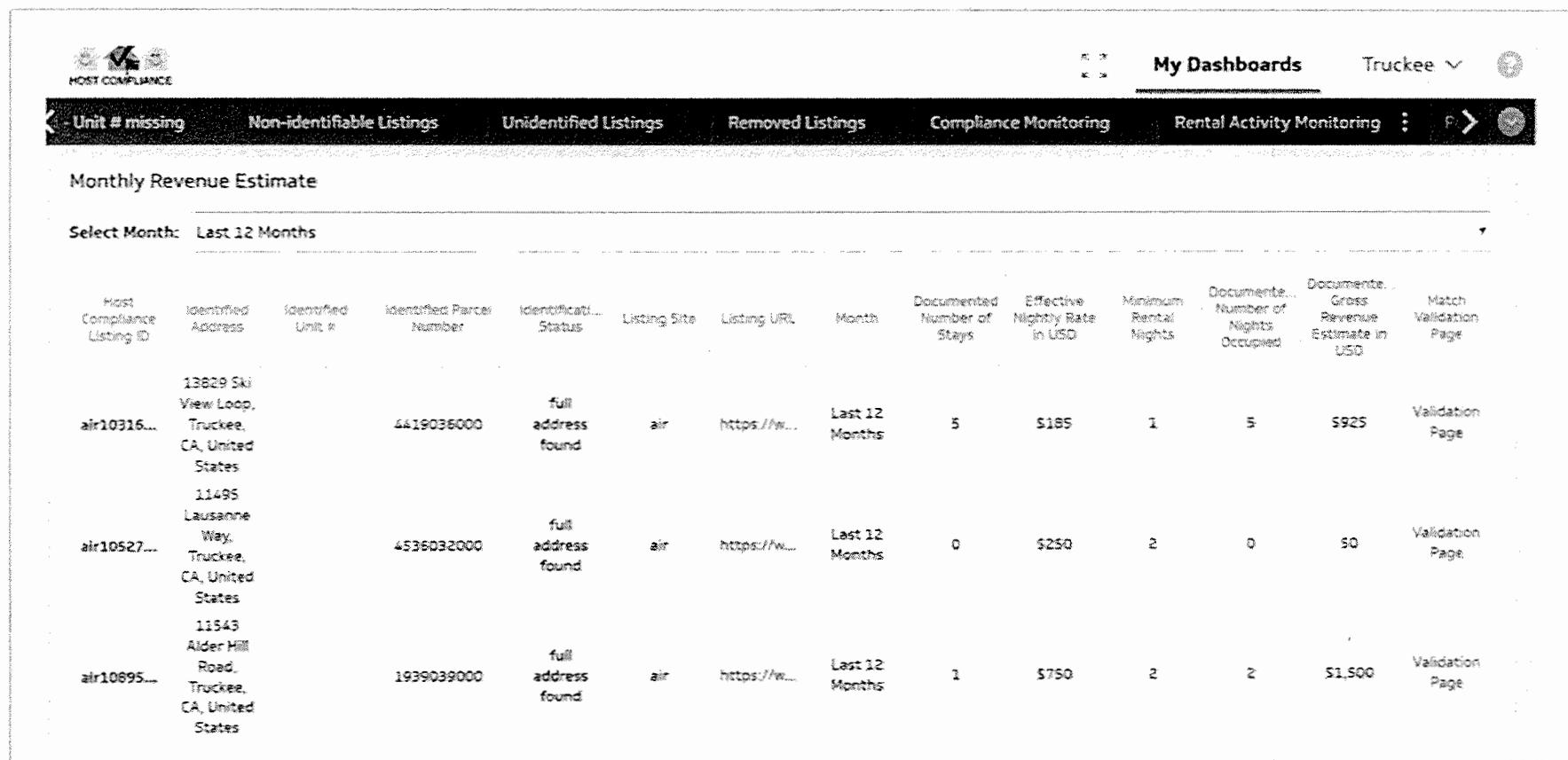
Entire home/a... Validat... URL

Entire home/a... Validat... URL

Compliance Monitoring: Put Plumas County's outreach efforts on auto-pilot by outsourcing the mailing of notices to non-compliant short-term rental operators



Rental Activity Monitoring: Easily identify tax fraud and prioritize and initiate tax audits by monitoring Plumas County's STR listings for signs of rental activity



The screenshot shows a software interface for 'HOST COMPLIANCE' with a navigation bar at the top. The 'Rental Activity Monitoring' tab is selected. Below the navigation bar, there is a 'Monthly Revenue Estimate' section with a dropdown for 'Select Month: Last 12 Months'. The main content is a table with the following columns:

Host Compliance Listing ID	Identified Address	Identified Unit #	Identified Parcel Number	Identification Status	Listing Site	Listing URL	Month	Documented Number of Stays	Effective Nightly Rate in USD	Minimum Rental Nights	Documented Number of Nights Occupied	Documented Gross Revenue Estimate in USD	Match Validation Page
air10316...	13829 Ski View Loop, Truckee, CA, United States		4419036000	full address found	air	https://w...	Last 12 Months	5	\$185	1	5	\$925	Validation Page
air10527...	11495 Lausanne Way, Truckee, CA, United States		4536032000	full address found	air	https://w...	Last 12 Months	0	\$250	2	0	\$0	Validation Page
air10695...	11543 Alder Hill Road, Truckee, CA, United States		1939039000	full address found	air	https://w...	Last 12 Months	1	\$750	2	2	\$1,500	Validation Page

24/7 STR Hotline: Make it easy for neighbors to report, prove and resolve non-emergency STR related problems in real-time

Step 1

Concerned neighbor calls 24/7 short-term rental hotline



Step 2

Complainant provides info on alleged violation and is asked to provide photo, video or other proof of alleged violation



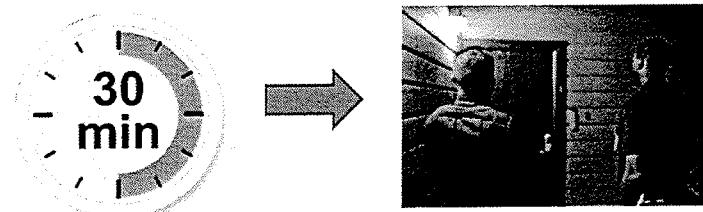
Step 3

If property is registered, Host Compliance immediately calls host to seek resolution



Step 4

Problem solved or escalated – Complaints saved in database so serial offenders be held accountable



Benefits to using Host Compliance's services

- Ensures fair, continuous and consistent compliance monitoring and enforcement
- Frees up valuable staff time that can be focused on higher-value added activities
- Minimizes noise, parking and trash violations
- Minimizes the impact on local law and code enforcement agencies as complaints are first handled by our 24/7 hotline and routed to the appropriate property owner before further enforcement actions are triggered
- Maximizes Plumas County's tax and permit fee collections
- REVENUE POSITIVE – in most cases, the additional permitting fees alone pays for Host Compliance's services several times
- Requires NO up-front investment or complicated IT integration
-> we can be up and running in a couple of weeks
- 6 MONTH UNCONDITIONAL MONEY BACK GUARANTEE!**

STR units 363

PERMITS

Permit cost	\$0.00 please note we typically see municipalities requiring an additional permit/license of \$250 national average		
Current adherence	0.00%	\$0.00	0
Target adherence	80.00%	\$0.00	
Additional Permit Revenue	\$0.00 annual or one time?		

TAXES

Estimated nightly rate	\$225.00		
Number of annual nights rented	31		
Unit annual revenue	\$6,975.00		
Total annual revenue	\$2,531,925.00		
Tax rate	9.000%		
Taxes Due	\$227,873.25		
Taxes remittance rate now	0.00%	\$0.00	
Improvement to	80.00%	\$182,298.60	
Net new tax revenue	\$182,298.60		

Total Incremental Revenue	\$182,298.60
HC Service Price	\$10,746.00 Address Identification
Annual revenue generated	\$171,552.60 given annual permitting requirement

\$171,552.60 2nd year revenue generated if permitting one time