

## **BOARD OF SUPERVISORS**

Terrell Swofford, 1<sup>st</sup> District  
Robert A. Meacher, Vice Chair 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, Chair 4<sup>th</sup> District  
Jon Kennedy, 5<sup>th</sup> District

**AGENDA FOR MEETING OF JANUARY 03, 2012 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**

**INVOCATION AND FLAG SALUTE**

**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.

## **ACTION AGENDA**

### **1. 11:10 BOARD OF SUPERVISORS**

Selection of Chair and Vice Chair of the Board for 2012

### **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.

### **Convene as the Flood Control District Governing Board**

### **2. 11:20 FLOOD CONTROL & WATER CONSERVATION DISTRICT – Brian Morris**

- A. Approve Master Services Agreement with Kennedy/Jenks Consultants, Inc. for services related to application for an Integrated Regional Water Management planning grant and update of the Feather River Integrated Regional Water Management Plan, and authorize the Chair to sign
- B. Continued discussion and direction to staff regarding Flood Control District issues and priorities and options for transition and/or reorganization

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

### **3. 11:30 BOARD OF SUPERVISORS**

- A. Correspondence
- B. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

### **4. 11:45 COUNTY ADMINISTRATIVE OFFICE – Jack Ingstad**

#### **DEPARTMENTAL MATTERS**

#### **A. SHERIFF – Greg Hagwood**

Adopt a **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2011-2012 to include 1.0 FTE Deputy Sheriff I/II within the Department of Sheriff AB 109. **Roll call vote**

#### **B. FACILITY SERVICES – Joe Wilson**

Approve request to appropriate up to \$17,000 from the General Fund Contingency for replacement of carpet and asbestos abatement in the Clerk/Recorder's Office due to flood damage. **Four/fifths required roll call vote**

**C. COUNTY COUNSEL** – Craig Settlemyre

Consider proposed revised and updated "Public Records Act Policy." Proposed Action: 1) adopt the revised and updated "Public Records Act Policy" presented; or 2) give other direction to staff

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

**PUBLIC HEARING/RESOLUTION** amending portions of the Master Fee Schedule increasing fees for Certified Copies of Birth, Death and Fetal Death pursuant to AB 1053, Chapter 402, Statutes of 2011.

**Roll call vote**

**5. CONSENT AGENDA**

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

**A. CLERK OF THE BOARD**

Approve Board minutes for December 2011

**B. PROBATION**

Approve budget transfer of \$400 from 20400-520407 to 20370-525000 for refuse disposal (dumpster)

**C. MENTAL HEALTH**

Ratify and authorize the County Administrative Officer to sign single case agreement of \$6,300 for psychiatric inpatient hospitalization with West Hills Hospital. Approved as to form by County Counsel

**6. CLOSED SESSION**

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

- A. Public employee performance evaluation – County Administrative Officer
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, January 10, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

# PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

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## MEMORANDUM

**To:** Board of Directors  
**From:** Brian Morris  
**Date:** December 27, 2011  
**Re:** Services Agreement with Kennedy/Jenks Consultants for IRWM Update

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Attached, for review and approval by the Board, is a Master Services Agreement with Kennedy/Jenks Consultants, Inc. to provide services related to update of the Feather River Integrated Regional Water Management (IRWM) Plan.

Task Order No. 1, which is attached to the contract, addresses preparation of an application to the Department of Water Resources for an IRWM planning grant. The cost of services in Task Order No. 1 is a lump sum amount of \$1.00.

If the planning grant is awarded, future task orders will be executed for work on the IRWM plan update itself.

We have also had preliminary contact from a representative of another consulting firm regarding possible work of the IRWM plan. However, I recommend proceeding with the Kennedy/Jenks contract without undertaking a competitive procurement for the following reasons:

- There is a very limited timeframe to submit the planning grant application (due March 9)
- We have already had two meetings with Kennedy/Jenks to exchange information and would have to start over again with a different consultant
- Kennedy/Jenks is well qualified and experienced in working with the IRWM program
- A competitive procurement would not provide any cost savings to the Flood Control District
- John Mills, who has worked on the Feather River IRWM program in the past, will be working with Kennedy/Jenks on our project.

I have some concerns with certain items in the Master Services Agreement, but due to the holiday season and vacations we have not been able to finalize the agreement. I request that the Board authorize the Chair to sign the contract upon final approval by County Counsel.

**Recommendation: That the Board authorize the Chair to sign the Master Services Agreement with Kennedy/Jenks Consultants, Inc. upon approval of the contract by County Counsel.**



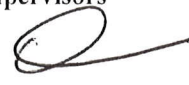
GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

4A

## Memorandum

**DATE:** December 15, 2011  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of January 3, 2011

### It is recommended that the Board:

Approve resolution for additional Plumas County Deputy Sheriff position, contingent on approval of the Community Corrections Partnership (CCP) Public Safety Realignment and Post Release Community Supervision 2011 Implementation Plan.

### Background and Discussion:

On October 1, 2011 Assembly Bill 109 went into effect, shifting the responsibility for incarceration and supervision of a broad range of felons from the state to the counties. With this realignment of state prisoners and the shifting of parole violators from state responsibility to Plumas County, it is incumbent of Plumas County to make ready for an influx of offenders, within the correctional facility and the community.

As a result of possible overcrowding and additional expense in the county jail, alternative measures of incarceration will be implemented. Electronic monitoring, work and educational programs for sentenced inmates, as well as house arrest programs will be developed.

The Community Corrections Partnership (CCP) has developed a 2011 Implementation Plan allocating funding for an additional Deputy Sheriff's position, to be provided by the Plumas County Sheriff's Office. The Implementation Plan is funded, by the state, through Assembly Bill 118 and is overseen by the CCP through AB 109.

This additional deputy Sheriff position will monitor and insure offender's participation and progress in these new programs and also assist the Probation Department with its offender monitoring programs. In addition the additional deputy sheriff position will work both patrol and correction, serve as a liaison between the Courts, District Attorney's Office and Probation.

This Deputy Sheriff position is contingent on the funding stream from AB 118 and the approval of the CCP.

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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR  
BUDGET YEAR 2011-2012 TO INCLUDE 1.0 FTE DEPUTY SHERIFF I OR II WITHIN THE  
DEPARTMENT OF SHERIFF AB109**

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

**WHEREAS**, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

**WHEREAS**, it has been requested by the Sheriff due to the shifting of the responsibilities to the County for incarceration and supervision of a broad range of felons to increase staffing by 1.0 FTE Deputy Sheriff within a new department established for the AB109; and

**WHEREAS**, due to the influx of offenders and the possible result of overcrowding in the jail, the use of electronic monitoring, work and educational programs for sentence inmates as well as home arrest programs will need to be developed and staffed appropriately; and

**WHEREAS**, this position will be monitoring offender's participation and progress in these programs; assisting Probation Department with its monitoring; working patrol and corrections; and being the liaison between the Courts, District Attorney's Department and Probation; and

**WHEREAS**, the Community Corrections Partnership (CCP) has developed a 2011 Implementation Plan allocating funding for an additional Deputy Sheriff position; and

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

1. This position is contingent on the funding stream from AB109 and the approval of the Community Corrections Partnership.
2. Approve the amendment to the Position Allocation for budget year 2011-2012 to reflect the following:

<b><u>SHERIFF – AB109 Dept.# 70362</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Deputy Sheriff I or II	.00	1.0

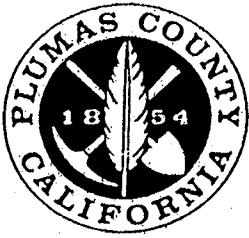
The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of January 2012 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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

ATTEST:

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



OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Courthouse - 520 Main St., Room 301  
Quincy, California 95971-9115

**R. CRAIG SETTLEMIRE**  
COUNTY COUNSEL

Phone: (530) 283-6240  
Fax: (530) 283-6116

January 3, 2012

**MEMORANDUM**

**TO:** Honorable Board of Supervisors, County of Plumas

**FROM:** R. Craig Settlemyre, *Plumas County Counsel*

A handwritten signature of R. Craig Settlemyre in black ink.

**SUBJECT:** Public Records Act Policy Update/Revision  
For Meeting January 3, 2012

**Background:**

In response to a recommendation by the 2003-2004 Plumas County Grand Jury, in February 2005 the Plumas County Board of Supervisors adopted a "Public Records Act Policy" to provide a standardized and consistent compliance with the California Public Records Act ("CPRA"). A copy of the 2005 policy is attached for your reference.

The current Public Records Act Policy involves the County Counsel's Office with *every request* made to inspect or obtain copies of public records maintained by Plumas County. As County Counsel, I have had over a year to work with the current Public Records Act Policy and believe that it may be improved to make responses to requests for disclosable public records timelier and to alleviate some concerns about the process for responding to requests. Accordingly, the County Counsel's Office recommends that the Plumas County Public Records Act Policy be updated and revised as provided in the attached proposed "Plumas County Public Records Act Policy."

**Discussion:**

The revised Public Records Act Policy is intended to address the following two concerns:

1. **Routine, repetitive requests not addressed:** The 2005 policy does not provide any exception for routine or repetitive requests for public records that do not present exceptions to the disclosure requirements. This has resulted in involving the County Counsel's Office in responding to clearly appropriate and routine requests to inspect or copy public records. This is unnecessarily burdensome for the responding department and the County Counsel's Office and also delays providing the public with records or information that the public is entitled to receive. In some situations, it is likely that departments have decided on their own not to refer obviously appropriate requests to the



Memorandum

Board of Supervisors

Re: Plumas County Public Records Act Policy Update/Revision

Date: January 3, 2012

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County Counsel's Office, or we would be very busy in the County Counsel's Office responding to those requests. The revised policy provides an exception where the department and the County Counsel's Office can agree that certain categories of requests for public records can be provided without involving or consulting with the County Counsel's Office.

2. **County Counsel legal representation in Public Records Act litigation:** It is possible that some requests for public records may result in litigation. Under the Public Records Act, a person who is dissatisfied with the County response has a right to bring a court action to attempt to obtain an order compelling the production of the requested records. Since the 2005 policy requires the County Counsel's Office to actually provide the response to the requesting party, it is likely that the County Counsel's Office will be named in the litigation as the county official who failed to comply with the requirements of the Public Records Act. Everyone is familiar with the old saying, "He who represents himself has a fool for a client." This recognizes the difficulty in presenting your own case as a witness, party, and advocate. In fact, the Rules of Professional Conduct applicable to attorneys prohibit an attorney who is also a witness in a matter from also representing a party as an attorney. Attorney-client confidentiality is also impaired in such situations where the attorney witness and/or party and also an advocate. One way to avoid the problem is to retain outside legal counsel rather than handling such litigation in-house by the County Counsel's Office. However, that is much more expensive to the County (and the department subject to the request.) The best approach is to not allow such a situation to develop. The proposed revised policy puts the County Counsel's Office in the role of legal advisor to the department to whom the request for public records is made. After such advice is provided, the subject department will make the response. The County Counsel's Office will be there to guide the department in responding appropriately, and will also be there to defend the response in any legal proceedings, if necessary.

A draft of the proposed revised policy was distributed to the Plumas County Management Council e-mail list on November 11, 2011, requesting comments and suggestions. One response was received.

**Recommended Action:**

That the Board of Supervisors consider the draft Plumas County Public Records Act Policy and either:

1. Give further direction to staff, or
2. Adopt the Plumas County Public Records Act Policy.





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

4/D

Mimi Khin Hall, MPH, CHES, Director

☐ Administration & Health Education  
Suite 206  
Quincy, CA 95971  
(530) 283-6337  
(530) 283-6425 Fax

☐ Clinic & Nursing Services  
Suite 111  
Quincy, CA 95971  
(530) 283-6330  
(530) 283-6110 Fax

☐ Senior Nutrition & Transportation  
Suite 206  
Quincy, CA 95971  
(530) 283-3546  
(530) 283-6425 Fax

☐ Environmental Health  
Quincy Office  
Suite 127  
Quincy, CA 95971  
(530) 283-6355  
(530) 283-6241 Fax

☐ Environmental Health – Chester  
222 First Avenue  
Post Office Box 1194  
Chester, CA 96020  
(530) 258-2536  
(530) 258-2844

**Date:** November 22, 2011

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Public Hearing Agenda Item for January 3, 2012

**Item Description/Recommendation:** Approve a Resolution Amending Portions of the Master Fee Schedule to increase fees for Certified Copies of Birth, Death and Fetal Death per Assembly Bill 1053, Chapter 402, Statutes of 2011, effective January 1, 2012.

**Background Information:** The Board of Supervisors has established an annual process whereby the County fees, charges and assessments are reviewed and annually updated to determine the full cost of providing specific services. However, as the Board is aware, certain fees are mandated by state legislation, many of which pertain to Public Health.

Assembly Bill 1053, signed by Governor Brown and Chaptered on October 2, 2011, (Chapter 402, Statutes of 2011) authorizes a \$6.00 fee increase to the base fee for certified copies of birth, death and fetal death certificates. This fee increase will be spread out over a three-year period as listed below:

Certified Copy of:	Current Fee	Fee Effective 1/1/2012	Fee Effective 1/1/2013	Fee Effective 1/1/2014
Birth Certificate	\$16.00	18.00	20.00	22.00
Death Certificate	\$12.00	14.00	16.00	18.00
Fetal Death Certificate	\$9.00	11.00	13.00	15.00

A copy of the Resolution amending portions of the Master Fee Schedule for Plumas County Public Health Agency is attached for your review.

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

RESOLUTION NO. 12\_\_\_\_\_

**A RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO INCREASE FEES FOR CERTIFIED COPIES OF BIRTH, DEATH AND FETAL DEATH PER ASSEMBLY BILL 1053, CHAPTER 402, STATUTES OF 2011, EFFECTIVE JANUARY 1, 2012.**

**WHEREAS**, the Board of Supervisors of the County of Plumas, State of California, has previously adopted a Master Fee Schedule establishing service fees for county departments; and the most recent schedule was adopted on April 15, 2088, by Resolution No. 08-7461; and

**WHEREAS**, the Master Fee Schedule needs further revisions to increase fees for Certified Copies of Birth, Death and Fetal Death per Assembly Bill 1053, Chapter 402, Statutes of 2011, Effective January 1, 2012 for the County Public Health Agency; and

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

1. The Master Fee Schedule adopted by Resolution No. 08-7461 is hereby amended in part as referenced By the following, with no other part of the Master Fee Schedule amended;

<b>Certified Copy of:</b>	<b>Current Fee</b>	<b>Fee Effective 1/1/2012</b>	<b>Fee Effective 1/1/2013</b>	<b>Fee Effective 1/1/2014</b>
Birth Certificate	\$16.00	18.00	20.00	22.00
Death Certificate	\$12.00	14.00	16.00	18.00
Fetal Death Certificate	\$9.00	11.00	13.00	15.00

2. Any existing fee not included in this Resolution or Resolution No. 08-7461 or amended thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, resolution, ordinance, or State Law;

**The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 3<sup>rd</sup> day of January 2012, by the following vote:**

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

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



5B

**PLUMAS COUNTY PROBATION DEPARTMENT**

**SHARON L. REINERT**


**CHIEF PROBATION OFFICER**

1446 E. Main St., Quincy, CA 95971

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

**DATE:** December 15, 2011

**TO:** Honorable Board of Supervisors

**FROM:** Sharon L. Reinert, CPO 

**SUBJECT:** Transfer Between Departments

**Recommendation:**

Approve the transfer of funds from Department 20400 to Department 20370 for overhead costs.

**Background:**

Plumas County imposed overhead costs in the amount of \$140.00 to Probation's portion of the ADA Grant, department 20370, and the State of California would not approve the overhead expense imposed; therefore, we are requesting \$140.00 be moved from Probation's general fund department 20400, account 520407 (Refuse Disposal) to department 20370 to cover the overhead expense.

We had our larger dumpster replaced by a smaller dumpster in December, creating a small savings of approximately \$273.00 for the balance of the 2011/2012 fiscal year, which will cover the \$140.00 overhead.

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045

John Sebold, LCSW, Director



**DATE:** December 16, 2011

**TO:** The Honorable Board of Supervisors

**FROM:** John Sebold, Director Mental Health

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF January 3, 2012.

**It is recommended that the Board :**

Approve the Mental Health director to sign the single case agreement with West Hills Hospital for inpatient psychiatric services given 11/22/2011 to 11/29/2011.

**Background and Discussion:**

Because of the following unique circumstances the Mental Health Department implemented a single case agreement with West Hills, a private psychiatric hospital and is now seeking Board of Supervisors approval for this action. (To assure patient privacy the summary details provided here are limited.)

On or about November 14<sup>th</sup> Plumas County Director of Mental Health was contacted by a discharge planner from a Reno based physical care Hospital regarding a patient with Plumas County Medical who required emergency in-patient psychiatric care. Because of the different State laws regarding secure transport of such a patient it was determined that the patient could not safely be transported to a Plumas contracted facility in California for the required in-patient care. As a result of these circumstances the Director of Plumas County Mental Health worked with West Hills and Plumas County Counsel to initiate and complete a contract to assure the safe transfer and care of this individual to West Hills for inpatient assessment and treatment. The assessment and treatment were conducted over a seven day period and the associated costs are documented in this request for approval.

**Budget Impact**

The single case agreement incurred expense of \$6,300.00. The Department will utilize its existing hospital budget to pay for this service.