



BOARD OF SUPERVISORS

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

**AGENDA FOR MEETING OF MAY 08, 2012 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**

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. 10:15 BOARD OF SUPERVISORS

A. **PUBLIC HEARING** – Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application received from Belden Town Resort for outdoor music festivals to be held in Belden Town. Discussion and possible action to approve application for the following festivals:

- Priceless – June 29-July 01, 2012
- Sunset Campout 0 July 13-15, 2012

B. **PUBLIC HEARING** – Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application received from High Sierra Music Festival for outdoor music festival to be held July 05-08, 2012 in and around the Plumas-Sierra County Fairgrounds, Quincy, California

C. Correspondence

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

E. Appointments

FEATHER RIVER CRM

Appoint Plumas County Board of Supervisors representative to the Executive Committee under the Coordinated Resource Management Plan for the East Branch of the North Fork of the Feather River

EASTERN PLUMAS FIRE DISTRICT

Appoint Trent Saxton to the Eastern Plumas Fire District Board to form a quorum necessary to conduct business

2. 11:00 DEPARTMENTAL MATTERS

A. **HUMAN RESOURCES** – Gayla Trumbo

Adopt **RESOLUTION** to amend the Job Description of Public Health Program Chief. **Roll call vote**

B. **MUSEUM** – Scott Lawson

1) Adopt **RESOLUTION** changing name of the Plumas County Museum to the Plumas County Museum & Visitor Information Center. **Roll call vote**

2) Adopt **RESOLUTION** amending the position allocation for Budget Year 2012-2012 within the Plumas County Museum & Visitor Information Center (increasing the Assistant Museum Director from .75 FTE to 1.0 FTE). **Roll call vote**

C. **ASSESSOR** – Charles Leonhardt

Adopt an **ORDINANCE**, first introduced on May 01, 2012, to update Sections 3-7.01 through 3-7.07 and 3-7.09 and addition Sections 3-7.10 and 3-7.11 of Title 3, Chapter 7 of the Plumas County Code, relating to procedures for property reassessment to provide for tax relief in disasters. **Roll call vote**

D. **MANAGEMENT COUNCIL** – Robert Perreault

Presentation of recommendations by Management Council regarding the County Administrative Officer position and FY 2012-2013 budget development. Discussion, possible action and/or direction to staff

3. 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. BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to Department of Transportation for encroachment permit (Indian Valley Chamber of Commerce Pioneer Days June 16-17, 2012)

B. SHERIFF

Approve and authorize the Sheriff to sign Agreement No. 2012-36 with the US Department of Justice, Drug Enforcement Administration for grant funding of \$50,000 for cannabis eradication

C. PUBLIC WORKS

Approve changes to expenditure plan for the 07-08 Prop. 1B funds, and authorize the Director of Public Works to perform related duties as may be required to administer the funds and to submit changes to the plan to the Department of Finance

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – County Librarian
- B. Conference with Legal Counsel: Claim Against the County filed by Cinda Leonard filed on April 20, 2012 and amendment filed on April 30, 2012
- C. Conference with Legal Counsel - Existing Litigation – *Pederson, et al., v. County of Plumas, et al.*, United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code § 54956.9.
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- E. 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, May 15, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

1A

**NOTICE OF PUBLIC HEARING
APPLICATION OF BELDEN TOWN RESORT
MUSIC FESTIVALS
(PRICELESS, SUNSET CAMPOUT)**

The Plumas County Board of Supervisors will be holding a public hearing on the following matter on Tuesday, May 08, 2012 at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application has been received from Belden Town Resort for two outdoor music festivals:

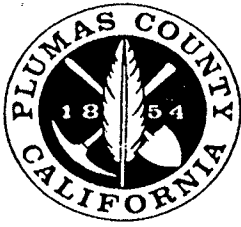
- **Priceless – June 29 – July 01, 2012**
- **Sunset Campout – July 13 – 15, 2012**

The Board will take public input and comments about this event, and conditions appropriate for the permit.

For further information on the above hearing please contact: the Clerk of the Board at (530) 283-6170.

Written comments should be mailed to the Plumas County Board of Supervisors, 520 Main Street, Room 309, Quincy, California 95971.

Publication: FRB April 18, 2012




JULIE A. WHITE
COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com

(530) 283-6260 • Fax (530) 283-0946
Kelsey Hostetter – Asst. Tax Collector (530) 283-6259

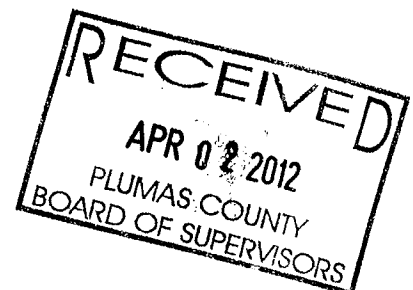
COPY

DATE: March 30, 2012
TO: Nancy Daorno, Clerk of the Board
FROM: Julie White, Treasurer- Tax Collector 
RE: Two Outdoor Festivals for Belden Town Resort

Attached are two applications for Outdoor Festivals; Priceless, June 29 through July 1, 2012 and Sunset Campout, July 13-15, 2012.

The applicant has paid the application fees, and completed the information and program plans for each festival. Please set a public hearing date for the two festivals.

Thank You,



COPY

OUTDOOR FESTIVAL RESOLUTION 02-967

APPLICATION CHECKLIST:

A. Identity of group, "Priceless" Maryanne 530-400-3351

B. Location of event, Belden Town Resort @ 14785 Belden Town Rd. Belden Ca, 95915 Ph. 530-283-9662

C. Dates, June 29th, 2012-July 1st 2012 Leaving July 2nd 2012 AM

D. Estimate of numbers (attendance), 400 + Artists and staff

E. Program and plans to provide;

Police and Fire Security Protection-Belden's security team combined with Promoters security team, that work together, everyone is well marked and all have radio's for a quick response for people. There will be 24 hr. security. Belden has 2 water sources and a new state of the art fire system.

Water and Food supplies; Belden has two water sources, plus we sell bottled water in the store. We have a water fountain available to all. There are flyers passed out to everyone reminding them to stay hydrated and healthy. The restaurant will be open from 9, otherwise there is always the store that we keep fully stocked this time of year.

Sanitation facilities- We will be using Plumas Sanitation out of Portola. They will bring 20 porta-potties, 2 wash stations. We have bathrooms in the lodge and also two outdoor bathrooms, plus ten cabins with bathrooms.

Medical Facilities and Services- As requested by Plumas County the medical tent will be set up at the old garage (less than 50 ft. from bridge) with 24 hour staff.

Vehicle Parking Space- There are 80 parking passes sold. Our devoted team will coordinate the parking on property in accordance with the rules. The rest of the vehicles will be parking at Greys flat and shuttled over. We are pulling permits through Caltrans to do so. You can verify through Fred Chaffin 530-225-3121, or Carla 530-225-3097. We will also place a dumpster and 2 porta-potties at the parking area.

Access/On Site Traffic control- We will have already made plans to pick up the "special event" signs so people will know to slow down while people are turning onto the bridge. No one will be stopped to check in until they are in the upper parking lot at Belden, for traffic control.

Overnight Camping/Lighting- Belden has our own street lights. Along with the fact the parties are pretty dressed up with all kinds of lighting.

Provisions for Spectators Over and Above Estimate- The promoters have and are pulling permits through Mt. Hugh Forest Service for the abandoned park just past (west) of Belden. Verify Through Judy Schaber.

Cleanup/ Rubbish Removal- The Belden staff along with the Music festival clean up crew will work together and we will use a dumpster provided by Plumas Sanitation.

Policing of Activity --

Belden has a security team. Walkers father, head of security has been with us for four yrs. BC Cameron out of Willows, he is a EMT, does professional security for the Glenn County Fair and Stoneyford Rodeo, ambulance at Thunderhill Race Track, is Chief of Glenn-cadora Fire, Captain of Knawha Fire, Captain of Glenn County Search & Rescue and retired Lt. of Willows Fire. Along with his hand picked team, united with the professionally hired team from promoters. All of us carrying radios to assure immediate response to any red flag or emergency. We are sincere and take very serious the safety of our guest.

Maps --

See attached

Letters of Permission from Property Owner --

See attached

3/14/12

Belden Town Resort
14785 Belden Town Rd.
Belden, Ca. 95915

To Whom It May Concern,

I, Ivan Coffman owner of Belden Town Resort, give my permission for the Music Festival Priceless to take place on June 29th - July 1st out July 2nd. At the location give above- Belden Town Resort, 14785 Belden Town Rd. Belden, Ca. 95915.

Thank you,

Ivan Coffman- Owner Belden Town Resort

A handwritten signature in cursive script, appearing to read "Ivan Coffman".

OUTDOOR FESTIVAL RESOLUTION 02-967

APPLICATION CHECKLIST:

A. Identity of group, "Sunset Campout" Jason 415-819-9681

B. Location of event, Belden Town Resort @ 14785 Belden Town Rd. Belden Ca, 95915 Ph. 530-283-9662

C. Dates, July 13th, 2012-July 15th 2012 Leaving July 16th 2012 AM

D. Estimate of numbers (attendance), 400 + Artists and staff

E. Program and plans to provide;

Police and Fire Security Protection-Belden's security team combined with Promoters security team, that work together, everyone is well marked and all have radio's for a quick response for people. There will be 24 hr. security. Belden has 2 water sources and a new state of the art fire system.

Water and Food supplies; Belden has two water sources, plus we sell bottled water in the store. We have a water fountain available to all. There are flyers passed out to everyone reminding them to stay hydrated and healthy. The restaurant will be open from 9, otherwise there is always the store that we keep fully stocked this time of year.

Sanitation facilities- We will be using Plumas Sanitation out of Portola. They will bring 20 porta-potties, 2 wash stations. We have bathrooms in the lodge and also two outdoor bathrooms, plus ten cabins with bathrooms.

Medical Facilities and Services- As requested by Plumas County the medical tent will be set up at the old garage (less than 50 ft. from bridge) with 24 hour staff.

Vehicle Parking Space- There are 80 parking passes sold. Our devoted team will coordinate the parking on property in accordance with the rules. The rest of the vehicles will be parking at Greys flat and shuttled over. We are pulling permits through Caltrans to do so. You can verify through Fred Chaffin 530-225-3121, or Carla 530-225-3097. We will also place a dumpster and 2 porta-potties at the parking area.

Access/On Site Traffic control- We will have already made plans to pick up the "special event" signs so people will know to slow down while people are turning onto the bridge. No one will be stopped to check in until they are in the upper parking lot at Belden, for traffic control.

Overnight Camping/Lighting- Belden has our own street lights. Along with the fact the parties are pretty dressed up with all kinds of lighting.

Provisions for Spectators Over and Above Estimate- The promoters have and are pulling permits through Mt. Hugh Forest Service for the abandoned park just past (west) of Belden. Verify Through Judy Schaber.

Cleanup/ Rubbish Removal- The Belden staff along with the Music festival clean up crew will work together and we will use a dumpster provided by Plumas Sanitation.

Policing of Activity --

Belden has a security team. Walkers father, head of security has been with us for four yrs. BC Cameron out of Willows, he is a EMT, does professional security for the Glenn County Fair and Stoneyford Rodeo, ambulance at Thunderhill Race Track, is Chief of Glenn-cadora Fire, Captain of Klawha Fire, Captain of Glenn County Search & Rescue and retired Lt. of Willows Fire. Along with his hand picked team, united with the professionally hired team from promoters. All of us carrying radios to assure immediate response to any red flag or emergency. We are sincere and take very serious the safety of our guest.

Maps --

See attached

Letters of Permission from Property Owner --

See attached

3/14/12

Belden Town Resort
14785 Belden Town Rd.
Belden, Ca. 95915

To Whom It May Concern,

I, Ivan Coffman owner of Belden Town Resort, give my permission for the Music Festival Sunset Campout to take place on July 13th - July 15th out July 16th. At the location give above- Belden Town Resort, 14785 Belden Town Rd. Belden, Ca. 95915.

Thank you,

Ivan Coffman- Owner Belden Town Resort

A handwritten signature in cursive script, reading "Ivan Coffman".

Golden Town Resort

Richard Folen

530-283-4695 Fax

Windows Live™ Hotmail (6) Messenger (0) SkyDrive MSN

donna lehr

profile | sign out

Hotmail

Inbox (6)

Folders

Junk

Drafts

Sent

Deleted

Quick Views

Flagged

Office docs

Photos (4)

Shipping updates

Messenger

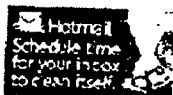
You're signed in to Messenger. To change your status, click your name in the upper right corner.

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Contacts

Calendar



New Reply Reply all Forward Delete Junk Sweep Mark as Move to Categories

Click here to download Pin Hotmail to your Windows 7 taskbar with Internet Explorer

Options

Re: Permission slips

To see messages related to this one,

Richard Folen
To: donna.lehr@hotmail.com

3/28/12

With the agreed upon Insurance policy, with an attendant on property at all times of use of parking area,

I Delbert Lehr give permission to use the greys flat parking area to Priceless for the dates of June 29th-july 1st out on July 2nd 2012 .

Thank you,

Delbert Lehr

On 3/28/12, Richard Folen <heldentownresort@gmail.com> wrote:

> With the agreed upon Insurance Policy, and an attendant on property at
> all times of use of parking area,

> I Delbert Lehr Give my permission to use the greys flat parking area
> to Sunset Campout for the dates of July 13th-15th out on 16th of July
> 2012

> Thank You,

Delbert Lehr, President, Twain Enterprises.

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1B

**NOTICE OF PUBLIC HEARING
APPLICATION OF HIGH SIERRA MUSIC FESTIVAL**

The Plumas County Board of Supervisors will be holding a public hearing on the following matter on Tuesday, May 08, 2012 at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application has been received from the High Sierra Music Festival to be held July 05 – 08, 2012 in and around the Plumas-Sierra County Fairgrounds, Quincy, California.

The Board will take public input and comments about this event, and conditions appropriate for the permit.

For further information on the above hearing contact: Clerk of the Board at (530) 283-6170.

Written comments should be mailed to the Plumas County Board of Supervisors, 520 Main Street, Room 309, Quincy, California 95971.

Publication: FRB April 18, 2012




JULIE A. WHITE
COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com

(530) 283-6260 • Fax (530) 283-0946
Kelsey Hostetter – Asst. Tax Collector (530) 283-6259

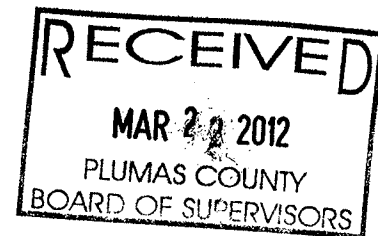
DATE: March 22, 2012

TO: Nancy Daforo, Clerk of the Board

FROM: Julie White, Treasurer- Tax Collector 

RE: Request for Public Hearing

I received the application for the High Sierra Music Festival scheduled July 5 through 8th 2012.
Please have the Board set a date for public hearing.





PO Box 99529 • Emeryville CA 94662-9529
Phone 510-420-1529 • Fax 510-420-1589
www.highsierramusic.com

APPLICATION FOR OUTDOOR FESTIVAL PERMIT 2012

Identity:

High Sierra Music Inc.
3254 Adeline St., Ste 240
Berkeley CA 94703
510-420-1529

Corporate officers:

Rebecca Sparks
President; Secretary
6105 Arlington Blvd.
Richmond CA 94805

David Margulies
Chief Financial Officer
1131 Greenmeadows Way
Ashland OR 97520

Roy Carter
VP of Marketing and Operations
222 Sunnyside
Piedmont CA 94611

Location:

- Plumas-Sierra County Fairgrounds, 204 Fairgrounds Rd., Quincy CA 95971
- Richard Leonhardt's property, *address tbd*, Quincy CA 95971 (parking)
- Ray Huntington's property, Huntington Equipment, Quincy, CA 95951 (RV parking)
- Rob Conover's property, PO Box 387, Quincy, CA 94971 (parking and camping)
- Pioneer Park Eastern Annex, Quincy, CA (parking and camping)
- Danny Leonhardt's property, 500 N. Mill Creek Rd., Quincy CA 95971 (parking)

Dates:

July 5 – 8, 2012

Estimated attendance: 8,000

(1) Police and Fire:

Plumas County Sheriff's Office and Quincy Fire have jurisdiction over the fairgrounds. See (10) below for more details on security personnel.

We have strict regulations prohibiting campfires, fireworks, and open BBQ's and grills. These will be strictly enforced. Security personnel will have access to fire extinguishers. Fire extinguishers will be attached to golf carts of key personnel. Fire lanes are maintained throughout camping areas.

(2) Water and food supplies:

Potable water tanks will be placed in the camping areas with potable water. The water will come from the East Quincy Services District, be put into water tanks, and transported by our own vehicle. The water tank will be of an approved type for the storage and service of potable water. There will be food vendors on site who will obtain temporary food booth permits from the Department of Environmental Health. Campers are also welcome to supply their own food.

(3) Sanitation:

Portable toilets will be placed liberally throughout camping areas and parking areas. They will be serviced three times daily. Total number of toilets leased will exceed 100, not including the permanent facilities at the Fairgrounds.

(4) Medical:

Our experienced medical team will address most minor medical problems from headaches, over-exposure to the sun, and cuts and bruises. A medical crew will be on-site comprised of doctors, nurses, and EMTs with basic first aid supplies. The medics are based in the music area in a tent during the day, and post at night located near the Livestock office. There is at least one MD on call 24 hours a day. There is a dedicated radio channel for medical. Anything deemed beyond the scope of what we can provide on-site will be referred for transport to the local hospital. In that event, our medical staff will stabilize and prepare the patient for transport. There will be a key to Gate 2 at a fixed position in the medical tent, and all emergency transports will take place at Gate 2 adjacent to the Livestock office.

(5) Parking:

Ample parking will be provided by the combination of properties leased (see above). Vehicles parked on the Fairgrounds will not be allowed to drive in and out in order to minimize vehicle traffic within the Fairgrounds. In order to prevent traffic backups the first day of the event, we will be staging vehicles on the Leonhardt property as well as the Conover property at Mill Creek Rd., and metering cars out a few at a time for entry into the Fairgrounds. Professional parking staff will be attending vehicles, with special attention and extra staff on the first day when it is needed most.

(6) Vehicle access/on-site traffic control

All vehicles gaining entrance to the fairgrounds will have a vehicle pass. Security personnel will be collecting these passes upon entering the fairgrounds, and the vehicles will not have in and out privileges throughout the weekend. Once they are parked, they must remain there for the duration. If they leave, they will not regain entry until the end of the festival. A limited number of staff vehicles will have in and out privileges. These vehicles will have unique decals on their windshields.

(7) Illumination:

We will provide supplemental lighting in areas where people are camping, as deemed appropriate by festival staff.

(8) Excess spectators

In the event the festival is sold out, excess spectators will be turned away at the box office. Signs will be posted indicating a sell out, and capacity is full.

(9) Cleanup

A professional event trash & recycling company, Clean Vibes, will be contracted to handle the solid waste and cleanup of the festival within the festival grounds. They will service garbage

and recycling stations throughout the festival grounds, and be responsible for cleanup after the event. A dumpster will be placed in the auxiliary parking/camping areas, and trash and recycling stations will be placed at strategic points in the camping areas. They will be serviced daily. Feather River Disposal will be contracted to provide and transport dumpsters of solid waste.

(10) Policing activity

There are a minimum of 55 fixed positions and 52 roving security personnel 24 hours a day. Supervisors and staff are assigned to 7 areas of the festival & campgrounds. Plain clothed security patrol campgrounds and alert Miller Events, our security company, of any breaches. Plumas County Sheriff's Office will be called if there is a situation that requires intervention from law enforcement.

Central

Jim Boland
General Manager

Central Plumas Recreation
and Park District

P.O. Box 1551
Quincy, CA 95971
Website: users.psn.com/recdept/

Office: (530) 283-3278
Fax: (530) 283-4449
email: jboland@psn.com

District



March 12, 2012

Julie White
Tax Collector, Plumas County
520 Main Street, Room 203
Quincy, CA. 95971

Dear Julie:

I am writing this letter as an official consent and authorization for High Sierra Music Inc. to utilize Pioneer Park Eastern Annex, Quincy, CA for auxiliary parking and tent camping July 4 - 9, 2012. High Sierra Music will provide portable toilets, trash receptacles, potable water and professional security and parking.

Sincerely,

James Boland

General Manager

Central Plumas Recreation and Park District

C.C. Board of Directors

Rob Conover
PO Box 387
Quincy CA 95971

March 1, 2012

Julie White
Tax Collector, Plumas County
PO Box 176
Quincy, CA. 95971

Dear Ms. White:

I am writing this letter as an official consent and authorization for High Sierra Music Inc. to utilize a portion of my property on Mill Creek Rd., Quincy, CA for auxiliary parking and camping July 2 – 9, 2012. High Sierra Music will provide portable toilets, trash receptacles, potable water, and professional security and parking as well as lighting.

Sincerely,

A handwritten signature in black ink that reads "Rob Conover". The signature is written in a cursive, flowing style with a large initial "R" and "C".

Rob Conover

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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



JA

Gayla S. Trumbo

Human Resources

DATE: April 30, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF MAY 8, 2012.**

**RE: APPROVE RESOLUTION TO AMEND THE JOB DESCRIPTIONS
OF PUBLIC HEALTH PROGRAM CHIEF.**

=====

IT IS RECOMMENDED THAT THE BOARD:

Approve resolution to amend the job description of Public Health Program Chief.

BACKGROUND AND DISCUSSION:

The job description for the Public Health Program Division Chief was developed and approved in August of 1999. At the time of developing of this job description, it was determine that the best way to achieve the knowledge and skills necessary to succeed in this position was to have a Masters Degree. The Masters Degree was to be in Public Health, Community Health, Communications, Community Development, Business or a related field. Therefore, this requirement was placed in the job description.

In May the Board approved the filling of the Public Health Program Division Chief position. Public Health Director, Ms. Mimi Hall, requested Human Resources to start an in-house recruitment. It was presumed that there were employees within the County that would be qualified for this position. Human Resources completed the in-house recruitment. Though it appeared that we had applicants that had the work experience that would provide them with the knowledge and skills to be successful in this position, they were disqualified due to the requirement of the Masters Degree.

I discussed this issue with Ms. Hall and it was determined that it would be in the best interest of the County, to amend the job description for the Public Health Program Division Chief position. This amendment would allow work experience to substitute for the educational requirement on a year to year basis. It also states clearly in the requirements that the work experience would be defined as experience performing the duties specified in the "Example of Duties" within the job description. The amended job description was provided to Operating Engineers Representative, Mr. Gregory Ramirez, for review and to meet and confer on the proposed changes. Mr. Ramirez has responded that the Union has no issue or objection with the County moving forward to implement these changes.

It is my recommendation that the Board of Supervisors approve the resolution amending the job description of Public Health Program Chief.

Thank you for your time and consideration of this agenda request.

RESOLUTION NO. _____

**RESOLUTION TO AMEND THE JOB DESCRIPTION OF PUBLIC HEALTH PROGRAM
CHIEF**

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

WHEREAS, the Public Health Director, Ms. Mimi Hall and the Human Resources Director, Ms. Gayla Trumbo, have reviewed the job description of Public Health Program Chief; and

WHEREAS, they agree that the proposed amendments to the job description of the Public Health Program Chief, are needed to provide additional options for the training and experience that would include work experience as a substitution for the educational requirement of a masters degree; and

WHEREAS, the Operating Engineers Local #3 Representative, Mr. Ramirez, has reviewed the proposed job description and has notified the Human Resources Director that the Union has no objection to the County moving forward to amend the job descriptions of Public Health Program Chief.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:
The County's classification plan is hereby amended to reflect the amendments to the job description of Public Health Program Chief.

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 8th day of May, 2012 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTESTS:

Clerk of the Board

PUBLIC HEALTH PROGRAM DIVISION CHIEF

DEFINITION

Under general direction of the Public Health Director, to plan, organize, and supervise the functions, services, and programs of the Plumas County Health Services Division; to be responsible for the development and evaluation of health education and outreach programs and services; to provide Administrative leadership; to represent Health Services with state, local and community organizations and other government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position has responsibility for the supervision and coordination of Public Health Program Division in the County Health Services Department. The incumbent works closely with the Public Health Director in the development and administration of public health programs.

REPORTS TO

Public Health Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Health Education Coordinator, Community Outreach Coordinator, Health Education Specialist, various technical, fiscal and clerical support staff and other program or contracted staff.

PUBLIC HEALTH PROGRAM DIVISION CHIEF 2

EXAMPLES OF DUTIES

Develops, administers, and evaluates the functions of the Public Health Program Division in consultation with the Director; assists with recruitment, staffing and selection of personnel; supervises, trains, and schedules staff; establishes health education standards; provides leaderships, and consultation to staff in the resolution of difficult questions or problems; assists with the development of several program plans; works with State Department of Health services; develops policies and procedures; prepares and develops in coordination with the Department Fiscal Officer and the Agency Director, the budget and monitors financial reports; provides training and education for community organizations; acts as liaison with community groups, and State and local agencies; analyzes and makes recommendations regarding the effectiveness of programs; participates in policy development and implementation; develops grant proposals; manages grants compliance; conducts community assessments and presentations; provides prevention services; implements specific health programs or program components; provides records and reports to Department and other authorized agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and writing communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern methods of assessing, planning, designing and evaluation of Health programs.
- Federal, State and local laws, regulations, policies and standards pertaining to public health.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organization, develop and implement public health education and prevention programs and services.
- Assign, schedule, supervise and evaluate staff.
- Develop budgets and control expenditures.
- Develop and implement prevention education, and public health programs for staff and community groups.
- Perform a variety of Public Health Assessments and intervention services.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Effectively represent the Public Health Services in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

Five (5) years experience in public health, community health, or health education programs, which must have included at least (2) years of management responsibility, program planning, administration and supervision.

Graduation from a recognized college or university with a Master's Degree in Public Health, Community Health, Communications, Community Development, Business or a related field.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Example of Duties" in this job description.

Deleted: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:[]

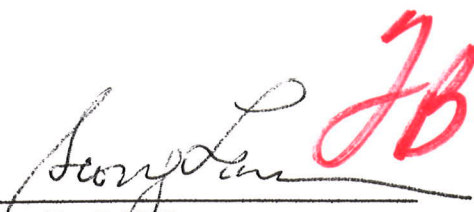
PUBLIC HEALTH PROGRAM DIVISION CHIEF 4

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles. Possession of a Certified Health Education Specialist (CHES) certificate.

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

BOARD AGENDA REQUEST FORM

Department: Museum

Authorized Signature: 
Board Meeting Date: May 8, 2012

Consent Agenda: ☐ Yes ☒ No

Request for 15 minutes for presentation
(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. Adopt resolution changing name of the Plumas County Museum to the Plumas County Museum & Visitor Information Center.

B. Adopt resolution based on Item A, amending allocation of Assistant Museum Director from .75 FTE to 1.0 FTE pending Critical Staffing Committee approval.

C. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

Human Resources; County Counsel, approved as to form.

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y ☐ / N ☐)

Signed? (Y ☐ / N ☐)

Budget Transfers Sheets:

Signed? (Y ☐ / N ☐)

Other: _____

Publication:

☐ Clerk to publish on _____ ☐ Notice attached and e-mailed to Clerk.

☐ Notice to be published _____ days prior to the hearing. _____
(if a specific newspaper is required, enter name here.)

☐ Dept. published on _____ (Per Code § _____). ☐ Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: ☐ No: ☐ Not Applicable: ☒

If Not Applicable, please state reason why:

Not an ordinance.

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

Plumas County MUSEUM

500 JACKSON STREET • QUINCY, CALIFORNIA 95971 • (530) 283-6320

DATE: April 30, 2012

TO: Honorable Board of Supervisors

FROM: Scott J. Lawson, Museum Director *SJL*

RECOMMENDATION:

- A. Adopt submitted proposal designating and renaming the Plumas County Museum as the "Plumas County Museum & Visitor Information Center."
- B. Based upon adoption of this proposal amend allocation of the Assistant Museum Director position from .75 FTE to 1.0 FTE beginning July 1 of fiscal year 2012-2013.

BACKGROUND & DISCUSSION:

Please see attached back up material titled:

Proposal to provide visitor information services at the Plumas County Museum.

Thank you.

Proposal to provide visitor information services at the Plumas County Museum.

- ❑ With the closure of the Plumas County Visitors Bureau, there currently is no centrally based entity to provide information to walk-in visitors or live phone help, particularly in Quincy. To assist with the County of Plumas's new web marketing program, as well as the various web-based efforts of county businesses and chambers to attract tourists to Plumas County, a visitor information center at the Museum will provide the necessary hands-on services that the traveling public requires.
- ❑ When the Museum opened in 1968, it was the joint "Plumas County Chamber of Commerce and Plumas County Museum" and remained as such until 1992. We would in effect partially resume a program already familiar with Museum staff, as well as provide a continuation of currently performed vital visitor service functions. It will also satisfy some of the concerns that Transient Occupancy Tax (TOT) monies be reinvested back into tourism development.
- ❑ The Museum is a county facility and is centrally located, enabling visitors to Plumas County to obtain information relative to the entire county, not just one area. The Museum is also neutral, having no obligation to any special group, business, or organization other than providing the best service possible to the county's residents and visitors. Staff is already intimately familiar with the entire county and currently provides a great deal of visitor and business related information to visitors.
- ❑ The Museum is open Tuesday through Saturday all year and selected Sundays in summer and fall. A proposed outside kiosk would provide basic information at times when the Museum & Information Center is closed.
- ❑ This is **not** a new program and does not infringe upon or duplicate services being provided by the local chambers, arts community or businesses. It will provide walk-in and phone services to visitors traveling the Highway 70-89 corridor into or through Quincy, including lodging and service referrals, recreational opportunities, etc. and send referrals to the appropriate chambers as needed.
- ❑ We will provide countywide brochures and information to visitors and residents from the supplies now stored at the Museum, Plumas Corporation, and from lodging and service businesses wishing to provide them. The Museum will be the central storage and distribution point for brochures and materials to the local chambers now stored at Plumas Corporation.
- ❑ The County Centrex 6345 phone line would be switched over to the Museum to allow uninterrupted service to that line from previous advertising referrals, websites, etc. Museum staff is extremely familiar with these types of inquiries, and volunteers would also be recruited and trained to provide the same.
- ❑ Cal-Trans "Visitor Information" signage will need to be erected at Quincy Fire Hall, on the Museum sign in front of Plumas County Courthouse, and possibly on the Quincy population and elevation signs at both ends of town.
- ❑ This will also provide a direct revenue enhancement for the County through increased collection of visitor admissions fees to the Museum, as well as to private businesses such as lodgings, restaurants, shops, etc.

OVER

- ❑ This additional workload will require that the current .75 FTE be reallocated to a 1.0 FTE in order to train and manage volunteers, answer inquiries, etc. The increased cost from the current budget amount for this position will be \$17,294. A slight additional cost might also be incurred in the addition of the 6345 phone line, postage, a small kiosk, and facility use (water, electricity, etc.).
- ❑ It is recommended that the Board of Supervisors:
 - A. Adopt this proposal designating and renaming the Plumas County Museum as the “Plumas County Museum & Visitor Information Center.”
 - B. Based upon adoption of this proposal amend allocation of the Assistant Museum Director position from .75 FTE to 1.0 FTE beginning July 1 of fiscal year 2012-2013.

RESOLUTION NO. _____

**RESOLUTION TO CHANGE THE NAME OF THE PLUMAS COUNTY MUSEUM TO
THE PLUMAS COUNTY MUSEUM & VISITOR INFORMATION CENTER.**

WHEREAS, the Plumas County Visitors Bureau is no longer operational, and

WHEREAS, visitors to Plumas County still require a physical presence to disseminate information, and

WHEREAS, the Plumas County Museum is a county-funded, neutrally situated public facility, and

WHEREAS, the Plumas County Museum currently can and does provide valuable information and assistance to Plumas County's visitors and residents, and

WHEREAS, time is of the essence in a seasonal economy,

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

The name of the Plumas County Museum be and is hereby changed to the
Plumas County Museum & Visitor Information Center.

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 8th day of May, 2012, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

RESOLUTION NO. _____

RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR 2012-2013 WITHIN THE PLUMAS COUNTY MUSEUM & VISITOR INFORMATION CENTER.

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, this allocation amendment is a result of assuming additional duties within a Visitor Information Center, allowing the Plumas County Museum & Visitor Information Center to provide valuable information and assistance to Plumas County's visitors and residents, and

WHEREAS, a minimum of two full-time staff are necessary to perform the daily functions of the Museum proper, as well as the additional visitor information services, and volunteers for the Museum and Visitor Information Center are and will continue to be recruited and trained by Museum staff for the benefit of the public,

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

1. Pending Critical Staffing approval, approve the amendment to the Position Allocation for budget year 2012-2013 to reflect the following:

<u>Plumas County Museum & Visitor Information Center 20780</u>	<u>FROM</u>	<u>TO</u>
Assistant Museum Director	.75	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 8th day of May, 2012, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

Jc

ORDINANCE NO. 12 -

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
AMENDING SECTIONS 3-7.01 THROUGH 3-7.07 AND 3-7.09 AND ADDING
SECTIONS 3-7.10 AND 3-7.11 OF TITLE 3, CHAPTER 7 OF THE PLUMAS COUNTY
CODE RELATING TO PROCEDURES FOR PROPERTY REASSESSMENT TO
PROVIDE TAX RELIEF IN DISASTERS**

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

SECTION 1. Section 3-7.01 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.01. - Misfortunes or calamities: Applications for reassessments.

Every assessee of any taxable property, or any person liable for the taxes thereon, whose property was damaged or destroyed without his or her fault may apply for a reassessment of such property as provided in this chapter.

SECTION 2. Section 3-7.02 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.02. - Eligibility for reassessments.

To be eligible for a reassessment, the damage or destruction of the property shall have been caused by any of the following:

- (a) A major misfortune or calamity, in an area or region subsequently proclaimed by the Governor of the State to be in a state of disaster, if such property was damaged or destroyed by the major misfortune or calamity that caused the Governor of the State to proclaim the area or region to be in a state of disaster. As used in this subsection, "damage" shall include a diminution in the value of the property as a result of restricted access to the property where such restricted access was caused by the major misfortune or calamity;
- (b) A misfortune or calamity; or
- (c) A misfortune or calamity which, with respect to a possessory interest in land owned by the State or Federal government, has caused the permit or other right to enter upon the land to be suspended or restricted. As used in this subsection, "misfortune or calamity" shall include a drought condition such as existed in the State in 1976 and 1977.

SECTION 3. Section 3-7.03 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.03. - Basic procedures.

Applications for reassessments shall be filed within twelve (12) months after such misfortune or calamity by delivering to the Assessor a written application requesting a reassessment showing the condition and value, if any, of the property immediately after the damage or destruction and the dollar amount of the damage. The application shall be executed under penalty of perjury or, if executed outside the State, shall be verified by affidavit.

SECTION 4. Section 3-7.04 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.04. - Duties of the Assessor.

Upon receiving a proper application pursuant to Section 3-7.03 of this chapter, the Assessor shall appraise the property and determine separately the full cash value of the land, improvements, and personalty immediately before and after the damage or destruction. If the sum of the full cash value of the land, improvements, and personalty before the damage or destruction exceeds the sum of the values after the damage by Ten Thousand and no/100ths (\$10,000.00) Dollars or more, the Assessor shall also separately determine the percentage reductions in the value of the land, improvements, and personalty due to the damage or destruction. The Assessor shall reduce the values appearing on the assessment roll by the percentages of damage of destruction computed pursuant to this chapter, and the taxes due on the property shall be adjusted as provided in Section 3-7.07 of this chapter; provided, however, the amount of the reduction shall not exceed the actual loss.

SECTION 5. Section 3-7.05 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.05. - Appeal rights.

The Assessor shall notify the applicant in writing of the amount of the proposed reassessment. The notice shall state that the applicant may appeal the proposed reassessment to the County Board of Equalization within six (6) months after the date of mailing the notice. If an appeal is requested within the six month period, the Board of Equalization shall hear and decide the matter as if the proposed reassessment had been entered on the roll as an assessment made outside the regular assessment period. The decision of the Board of Equalization regarding the damaged value of the property shall be final, provided that a decision of the Board of Equalization regarding any assessment made pursuant to this section shall create no presumption as regards the value of the affected property subsequent to the date of the damage.

Those reassessed values resulting from reductions in the full cash value of amounts, as determined pursuant to this chapter, shall be forwarded to the Auditor by the Assessor or the Clerk of the County Board of Equalization, as the case may be. The Auditor shall enter the

reassessed values on the roll. After being entered on the roll, such reassessed values shall not be subject to review, except by a court of competent jurisdiction.

SECTION 6. Section 3-7.06 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.06. - Where no application is made.

If no such application is made, and the Assessor determines that within the preceding twelve (12) months a property has suffered damage caused by misfortune or calamity which may qualify the property owner for relief under this chapter, the Assessor shall provide the last known owner of the property with an application for reassessment. The property owner shall file the completed application within twelve (12) months after notification by the Assessor. Upon the receipt of a properly completed and timely filed application, the property shall be reassessed in the same manner as provided in Section 3-7.04 of this chapter.

SECTION 7. Section 3-7.06.1 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.06.1. - Assessor may reassess property without application.

In lieu of Section 3-7.06 of this chapter, if no such application is made, and the Assessor determines that within the preceding twelve (12) months a property has suffered damage caused by misfortune or calamity which may qualify the property owner for relief under this chapter, the Assessor may reassess the property as provided in Section 3-7.04 of this chapter and notify the last-known owner of the property of the reassessment.

SECTION 8. Section 3-7.07 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.07. - Determination of taxes.

The tax rate fixed for property on the roll on which the property so reassessed appeared at the time of the misfortune or calamity shall be applied to the amount of the reassessment as determined in accordance with this chapter, and the assessee shall be liable for:

- (a) A prorated portion of the taxes which would have been due on the property for the current fiscal year had the misfortune or calamity not occurred, such proration to be determined on the basis of the number of months in the current fiscal year prior to the misfortune or calamity; plus
- (b) A proration of the tax due on the property as reassessed in its damaged or destroyed condition, such proration to be determined on the basis of the number of months in the fiscal year after the damage or destruction, including the month in which the damage was incurred. For purposes of applying the preceding calculation in prorating supplemental taxes, the term "fiscal year" means that portion of the tax year used to determine the

adjusted amount of taxes due pursuant to subdivision (b) of Section 75.41 of the Revenue and Taxation Code of the State. If the damage or destruction occurred after January 1 and before the beginning of the next fiscal year, the reassessment shall be utilized to determine the tax liability for the next fiscal year; provided, however, if the property is fully restored during the next fiscal year, taxes due for that year shall be prorated based on the number of months and year before and after the completion of restoration.

SECTION 9. Section 3-7.09 of Title 3, Chapter 7 of the Plumas County Code is hereby amended in its entirety to read as follows:

Sec. 3-7.09. - Reviews.

The assessed value of the property in its damaged condition, as determined pursuant to Section 3-7.04 of this chapter compounded annually by the inflation factor specified in subdivision (a) of Section 51 of the Revenue and Taxation Code of the State, shall be the taxable value of the property until it is restored, repaired, reconstructed or other provisions of the law require the establishment of a new base year value.

If partial reconstruction, restoration, or repair has occurred on any subsequent lien date, the taxable value shall be increased by an amount determined by multiplying the difference between its factored base year value immediately before the calamity and its assessed value in its damaged condition by the percentage of the repair, reconstruction, or restoration completed on that lien date.

SECTION 10. Section 3-7.10 is hereby added to Title 3, Chapter 7 of the Plumas County Code to read as follows:

Sec. 3-7.10. – Reassessment upon repair, restoration, or reconstruction.

When the property is fully repaired, restored, or reconstructed, the assessor shall make an additional assessment or assessments in accordance with Section 3-7.04 of this chapter upon completion of the repair, restoration, or reconstruction:

- (A) If the completion of the repair, restoration, or reconstruction occurs on or after January 1, but on or before May 31, then there shall be two additional assessments. The first additional assessment shall be the difference between the new taxable value as of the date of completion and the taxable value on the current roll. The second additional assessment shall be the difference between the new taxable value as of the date of completion and the taxable value to be enrolled on the roll being prepared.
- (B) If the completion of the repair, restoration, or reconstruction occurs on or after June 1, but before the succeeding January 1, then the additional assessment shall be the difference between the new taxable value as of the date of completion and the taxable value on the current roll.

On the lien date following completion of the repair, restoration, or reconstruction, the assessor shall enroll the new taxable value of the property as of that lien date.

For purposes of this subdivision, "new taxable value" shall mean the lesser of the property's (A) full cash value, or (B) factored base year value or its factored base year value as adjusted pursuant to subdivision (c) of Section 70 of the Revenue and Taxation Code of the State.

SECTION 11. Section 3-7.11 is hereby added to Title 3, Chapter 7 of the Plumas County Code to read as follows:

Sec. 3-7.11. – Changes in ownership and new construction.

The assessor may apply Chapter 3.5 (commencing with Section 75) of Part 0.5 of the Revenue and Taxation Code of the State in implementing this chapter, to the extent that Chapter 3.5 is consistent with this chapter.

SECTION 12. Effective and Operative Dates; Publication; Codification.

This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Sections 1 through 11 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 1st day of May 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 8th day of May 2012, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chairperson, Board of Supervisors

ATTEST:

Deputy Clerk of the
Board of Supervisors



JD

Plumas County Management Council

A Commitment to Coordinated Public Service

Bob Perreault, Co-Chair Julie White, Treasurer

Memorandum

April 24, 2012

From: Bob Perreault, Co-Chair, Plumas County Management Council

Subject: PCMC Recommendations on Plumas County Governance

To: Plumas County Board of Supervisors

On Monday, April 23, 2012, the Management Council convened to consider "assessment" comments for submittal to the Board of Supervisors on the many options – short term and long term – of re-organizing, or not re-organizing, the existing BOS-CAO form of government.

The Management Council adopted 3 motions for submittal to the Board of Supervisors at the BOS meeting scheduled for Tuesday, May 1, 2012.

The Council meeting began at about 3:05 PM and adjourned at 4:55 PM.

Topics discussed included: the need for comments pertaining to "short term;" the need for comments pertaining to "long term;" the CAO position; the concept of an interim CAO; brief consideration of the E-Team concept; the need for the budget officer to be an individual person, not a committee; hiring an outside CPA-type individual to assist the budget officer; policy decisions needed by the Board; a BOS budget subcommittee; the status of the current BOS Priorities Subcommittee; the need for adequate staffing to accompany a CAO, e.g., management analyst or an administrative assistant; the adoption of a budget for FY12-13 is the highest priority, with focus on CAO selection thereafter; the lack of a BOS budget subcommittee will result in a de facto 5-Supervisor budget committee, thus necessitating all budget committee/departamental discussions in a public setting; pros and cons of adopting a budget with estimated numbers, with subsequent true-ups to later follow; the Board's administrative controls are still in place; and, County priorities were discussed at length.

During deliberations, the Management Council adopted the following motions:

1. Motion by Elliott Smart, second by Michelle Blackford and John Cunningham: A CAO position is needed for the long term governance. Motion passed 18-2, with 0 abstentions.
2. Motion by John Cunningham, second by Chuck Leonardt: If a CAO model is in place, there is a clear need for adequate management support staff. Motion passed 19-1, with 0 abstentions.
3. Motion by John Steffanic, second by Scott Lawson: the Management Council recommends that the Board of Supervisors make appointments to (and utilize for the FY12-13 budget) a BOS Budget Subcommittee. Motion passed unanimously.

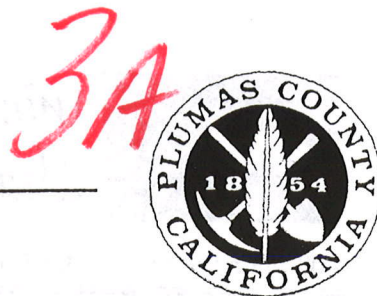
Respectfully submitted,

FOR THE MANAGEMENT COUNCIL

Robert A. Penneault

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
ROBERT A. MEACHER, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5



May 08, 2012

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

Subject: Encroachment Permit Request

The following community events have Board approval for Encroachment Permits for parades or banners encroaching on any State Highway or County Road.

*Indian Valley Chamber of Commerce
Pioneer Days
June 16-17, 2012
Taylorsville, CA*

Thank you,

Robert Meacher, Chair
Plumas County Board of Supervisors




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

3B

Memorandum

DATE: April 26, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of May 8, 2012

Recommended Action:

Approve and authorize Sheriff to sign Agreement Number 2012-36 with the U.S. Department of Justice, Drug Enforcement Agency in the amount of \$50,000.00.

Background and Discussion:

The Sheriff's Office received a grant award from the U.S. Department of Justice (USDOJ), Drug Enforcement Administration (DEA) for the Domestic Cannabis Eradication & Suppression Program (DCESP) for 2012 in the amount of \$50,000.

This funding is used specifically for payment of overtime costs and expenses associated with cannabis eradication.

County Counsel has reviewed and approved this agreement.



U. S. Department of Justice
Drug Enforcement Administration

Agreement Number: 2012-36

This Letter of Agreement (LOA) is entered into between the **PLUMAS COUNTY SHERIFF'S DEPARTMENT**, hereinafter referred to as (**THE AGENCY**), and the DRUG ENFORCEMENT ADMINISTRATION (DEA) OF THE UNITED STATES DEPARTMENT OF JUSTICE (DOJ), hereinafter referred to as DEA, in reference to the following:

There is evidence that trafficking in controlled substances exists, and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of the *State of California*. The parties hereto agree that it is to their mutual benefit to cooperate in locating and eradicating illicit cannabis plants and in the investigation and prosecution of those cases before the courts of the United States (U.S.) and the courts of the *State of California*. DEA, pursuant to the authority of 21 U.S.C. § 873, proposes to provide certain necessary funds and **THE AGENCY** is desirous of securing funds.

NOW, therefore, in consideration of the mutual covenants hereinafter contained, the parties hereto have agreed as follows:

1. **THE AGENCY** will, with its own law enforcement personnel and employees, as hereinafter specified, perform the activities and duties described below:
 - a. Gather and report intelligence data relating to the illicit cultivation, possession, and distribution of cannabis.
 - b. Investigate and report instances involving the trafficking in controlled substances.
 - c. Provide law enforcement personnel for the eradication of illicit cannabis located within the *State of California*.
 - d. Make arrests and refer to the appropriate prosecutorial authority cases for prosecution under controlled substances laws and other criminal laws.
 - e. Send required samples of eradicated cannabis to the National Institute on Drug Abuse (NIDA) Potency Monitoring Project.
 - f. **MANDATORY** requirement to utilize the *Web-based DEA internet Capability Endeavor (DICE)* or if applicable the *Firebird based DEA Analysis/Response Tracking System (DARTS)* to report all statistics and seizures per incident, to include the submission of significant items for de-confliction and information sharing purposes.
 - g. Submit to DEA quarterly expenditure reports.
2. It is understood and agreed by the parties to this Agreement that the activities described in Subparagraphs a, b, c, d, e, f, and g above shall be accomplished with existing personnel, and that the scope of **THE AGENCY's** program with respect to those activities by such personnel shall be solely at **THE AGENCY's** discretion, subject to appropriate limitations contained in the budget adopted by

THE AGENCY.

3. DEA will pay to **THE AGENCY** Federal funds in the amount of **Fifty Thousand Dollars (\$50,000.00)** for the period of **JANUARY 1, 2012, to DECEMBER 31, 2012**, to defray costs relating to the eradication and suppression of illicit cannabis. These Federal funds shall only be used for the eradication of illicit cannabis as provided in this agreement. **THE AGENCY** explicitly understands and agrees that Federal funds provided to **THE AGENCY** under this Agreement may not be used to defray costs relating to herbicidal eradication of cannabis without the advance written consent of DEA. These Federal funds shall not be used to fund any state, county or local program that authorizes cultivating marijuana in support of that program. While using the Federal funds provided to **THE AGENCY** under this Agreement for activities on Federal land, **THE AGENCY** agrees to notify the appropriate local office of the U.S. Department of Agriculture, (Forest Service) and the U.S. Department of the Interior (Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, and/or Bureau of Reclamation) of **THE AGENCY's** presence on Federal land.

4. The Federal funds provided to **THE AGENCY** are primarily intended for payment of deputies'/officers' overtime while those deputies and officers are directly engaged in the cannabis eradication process, **(per DOJ policy, the annual maximum overtime reimbursement rate is based on the current year General Pay Scale / rest of the United States and cannot exceed 25% of a GS-12, Step 1; the funds shall only be used to pay the normal overtime rate, i.e. time and a half. The overtime reimbursement rate "shall not include any cost for benefits, such as retirement, FICA, or other expenses", which is specifically prohibited by DOJ)** and for per diem and other direct costs related to the actual conduct of cannabis eradication, examples of such costs includes rental of aircraft, fuel for aircraft, and minor repairs and maintenance necessitated by use to support cannabis eradication. These Federal funds are not intended primarily for the purchase of equipment, supplies. When DCE/SP funds are used to purchase supplies and equipment, those items must be directly related to the program activities. [*Agency Initial* _____]

All purchases of equipment and supplies must have approval from DEA. Procurement of these items is subject to the following approval authority: LOA expenditures up to \$2,500 will be approved at DEA Division level. When expenditures exceed \$2,500, prior to the purchase being made, the LOA must request authorization in writing, **through** the respective DEA Division, **to OMS**. Requests must include manufacturer specifications and pricing of the item (including tax, if applicable) to be purchased. OMS will notify the state/local agency whether or not the purchase has been approved. Unless specifically approved in advance, expenditures for equipment should not exceed 10% of the total Federal funds awarded. Though equipment/supplies may be specifically itemized in the Operation Plan, **they are not automatically approved for purchase**. All requests for purchases must be received in HQ/OMS by October 15th. Exemptions to any of these requirements must have prior HQ/OMS approval.

Per the DOJ, none of the funds allocated to you may be used to purchase promotional items, gifts, mementos, tokens of appreciation, or other similar items. These will include items justified as training aids if they are embossed, engraved or printed with the agency or program logos. Additionally, the use of DCE/SP funds for Demand Reduction expenses is no longer authorized.

5. In compliance with Section 623 of Public Law 102-141, **THE AGENCY** agrees that no amount

of these funds shall be used to finance the acquisition of goods or services (including construction services) unless *THE AGENCY*:

- (a) Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and
- (b) Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to procurements for goods or services (including construction services) that have an aggregate value of \$500,000 or more.

6. If DEA approves the purchase of supplies (all tangible personal property other than "equipment" as defined by 28 C.F.R. § 66.3), and there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of this Agreement, and if the supplies are not needed for any other federally sponsored programs or projects, *THE AGENCY* shall compensate DEA for DEA's share.

7. If DEA approves the purchase of equipment (tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit) for the use of *THE AGENCY's* personnel engaged in cannabis eradication under this Agreement, *THE AGENCY* will use, manage, and dispose of the equipment in accordance with 28 C.F.R. §66.32.

8. Payment by DEA to *THE AGENCY* will be in accordance with a schedule determined by DEA and said payment will be made pursuant to the execution by *THE AGENCY* of a Request for Advance or Reimbursement (SF-270) and receipt of same by DEA. However, no funds will be paid by DEA to *THE AGENCY* under this Agreement until DEA has received to its satisfaction an accounting of the expenditures of all funds paid to *THE AGENCY* during the previous year Agreement. The final/closeout expenditure report will be documented on a Financial Status Report (SF-425) and an October thru December (FINAL) Accounting Form.

9. It is understood and agreed by *THE AGENCY* that, in return for DEA's payment to *THE AGENCY* of Federal funds, *THE AGENCY* will comply with all applicable Federal statutes, regulations, guidance, and orders, including OMB Circular A-102 (administrative requirements), OMB Circular A-87 (cost principles, codified at 2 C.F.R. Part 225), OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations", 28 C.F.R. Part 66 (grants management common rule), 2 C.F.R. § 2867 (non-procurement suspension & debarment), 28 C.F.R. Part 83 (Drug-Free Workplace Act common rule), 28 C.F.R. Part 69 (Byrd Anti-Lobbying Amendment common rule), and DOJ Order 2900.8A (June 20, 1990). The Financial Guide published by the office of the Comptroller, Office of Justice Programs, U.S. Department of Justice contains helpful information regarding compliance requirements. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. In conjunction with the beginning date of the award, the audit report period of *THE AGENCY* under the single audit requirement is 01/01/2012 through 12/31/2012.

10. *THE AGENCY* acknowledges that arrangements have been made for any required financial and compliance audits and audits will be made within the prescribed audit reporting cycle. *THE*

AGENCY understands that failure to furnish an acceptable audit as determined by the cognizant Federal agency may be a basis for denial of future Federal funds and/or refunding of Federal funds and may be a basis for limiting *THE AGENCY* to payment by reimbursement on a cash basis.

11. *THE AGENCY* shall maintain complete and accurate reports, records, and accounts of all obligations and expenditures of DEA funds under this Agreement in accordance with generally accepted government accounting principles and in accordance with state laws and procedures for expending and accounting for its own funds. *THE AGENCY* shall further maintain its records of all obligations and expenditures of DEA funds under this Agreement in accordance with all instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.

12. *THE AGENCY* shall permit and have available for examination and auditing by DEA, the U.S. Department of Justice Office of Inspector General, the Government Accountability Office, and any of their duly authorized agents and representatives, any and all investigative reports, records, documents, accounts, invoices, receipts, and expenditures relating to this Agreement. In addition, *THE AGENCY* will maintain all such foregoing reports and records for three years after termination of this Agreement or until after all audits and examinations are completed and resolved, whichever is longer.

13. *THE AGENCY* agrees that an authorized officer or employee will execute and return to the DEA Regional Contractor, the Letter of Agreement (LOA); Request for Advance or Reimbursement (SF-270); Electronic Funds Transfer Memorandum; Certifications Regarding Lobbying; Debarment, Suspension, & Other Responsibility Matters; Drug Free Workplace Requirements (OJP Form 406 1/6); and the Assurances (OJP Form 4000/3). *THE AGENCY* acknowledges that this Agreement will not take effect and that no Federal funds will be awarded by DEA until DEA receives the completed LOA package.

14. Employees of *THE AGENCY* shall at no time be considered employees of the U.S. Government or DEA for any purpose, nor will this Agreement establish an agency relationship between *THE AGENCY* and DEA.

15. *THE AGENCY* shall be responsible for the acts or omissions of *THE AGENCY's* personnel. *THE AGENCY* and *THE AGENCY's* employees shall not be considered as the agent of any other participating entity. Nothing herein is intended to waive or limit sovereign immunity under other federal or state statutory or constitutional authority. This Agreement creates no liability on the part of the DEA, its agents or employees, or the U.S. Government for any claims, demands, suits, liabilities, or causes of action of whatever kind and designation, and wherever located in the *State of California* resulting from the DCE/SP funded by DEA.

16. *THE AGENCY* shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the U.S. Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H, and I.

17. Within thirty (30) days after termination of the Agreement, *THE AGENCY* will prepare an October thru December (FINAL) Accounting Form and a Federal Financial Report SF-425, itemizing the breakdown of final expenditures. The October thru December (FINAL) Accounting Form and

the SF-425, along with a refund check, payable to DEA for any unexpended funds which were advanced by DEA pursuant to this Agreement, will be returned to the DEA Regional Contractor by January 31st.

18. Upon submission of the October - December (FINAL) Accounting Form and Federal Financial Report SF- 425 to your regional contractor for the preceding year, a copy of the general ledger and the underlying supporting documentation reflecting the expenditures for equipment in excess of \$2,500, that was previously approved by OMS, and the expenses associated with the rental or leasing of vehicles or aircraft must be attached.

19. The duration of this Agreement shall be as specified in Paragraph 3. This Agreement may be terminated by either party for good cause shown after 30 day written notice to the other party. All obligations that are outstanding on the above prescribed termination date or on the date of any thirty (30) day notice of termination shall be liquidated by **THE AGENCY** within sixty (60) days thereof, in which event DEA will only be liable for obligations incurred by **THE AGENCY** during the terms of this Agreement. In no event shall **THE AGENCY** incur any new obligations during the period of notice of termination. **THE AGENCY** shall return to DEA all unexpended funds forthwith after the sixty (60) day liquidation period.

20. **THE AGENCY** must be registered in the Central Contractor Registration (CCR) to receive payment of Federal funds. There are two steps to registering in CCR. **First**, **THE AGENCY** must have a Data Universal Numbering System (DUNS) number. [A "+4 extension" to a DUNS number (DUNS+4) is required when there is a need for more than one bank/electronic funds transfer account for a location.] A DUNS number may be obtained via the internet (<http://fedgov.dnb.com/webform>) or by phone (U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-2343867). **Second**, **THE AGENCY** must then register with CCR via the internet www.ccr.gov. Questions regarding the internet registration process may be directed to 1-866-606-8220 (follow the prompts for CCR). Both the DUNS number and registration in CCR are free of charge.

Note: It is *THE AGENCY's* responsibility to update their CCR registration annually or whenever a change occurs.

THE AGENCY's current DUNS No. is 137165549.

THE AGENCY's opportunity to enter into this Agreement with DEA and to receive the Federal funds expires on June 1, 2012.

PLUMAS COUNTY SHERIFF'S DEPARTMENT

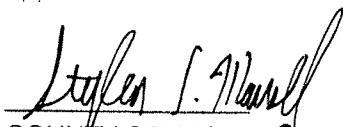
By: _____

Title: Sheriff

Date: _____

Agency, please submit original signed LOA & associated paperwork to your DEA Regional Contractor.

Approved as to form:

 4/24/12
COUNTY COUNSEL, Deputy

DRUG ENFORCEMENT ADMINISTRATION

By: _____

Date: _____

Anthony D. Williams
Special Agent in Charge
San Francisco Field Division

SAC, please submit original signed LOA & associated paperwork to your Fiscal Office.

**DEA DIVISIONAL FISCAL CLERK MUST INPUT INTO UFMS AND COMPLETE
THE BOTTOM OF THIS SECTION**

ACCOUNTING CLASSIFICATION/OBLIGATION NO.; SLA-G2/001-I:
12/12/S1R/OM/8210000/SLA-G2/001-IB/DCE/OPS

CT No. _____

DP No. _____

UFMS INPUT DATE: _____, BY: _____

Fiscal, please submit original signed LOA & associated paperwork to your DEA Regional Contractor.

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO.

0348-004

PAGE

OF

1

2

PAGES

1. TYPE OF
PAYMENT
REQUESTED

a "X" one or both boxes

☒ ADVANCE ☐ REIMBURSE-
MENT

b "X" the applicable box

☐ FINAL ☐ PARTIAL

2. BASIS OF REQUEST

☐ CASH

☐ ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT
TO WHICH THIS REPORT IS SUBMITTED

Drug Enforcement Administration

4. FEDERAL GRANT OR OTHER
IDENTIFYING NUMBER ASSIGNED
BY FEDERAL AGENCY

2012-36

5. PARTIAL PAYMENT REQUEST
NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION
NUMBER

94-6000528

7. RECIPIENT'S ACCOUNT NUMBER
OR IDENTIFYING NUMBER

8. PERIOD COVERED BY THIS REQUEST

FROM (month, day, year)

January 1, 2012

TO (month, day, year)

December 31, 2012

9. RECIPIENT ORGANIZATION

Name: Plumas County Sheriff's Department

Number
and Street: 1400 E Main St

City, State
and ZIP Code: Quincy

CA 95971

10. PAYEE (Where check is to be sent if different than Item 9)

Name:

Number
and Street:

City, State
and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES ➤	(a) Original LOA	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$50,000.00			\$50,000.00
b. Less: Cumulative program income				
c. Net program outlays (Line a minus line b)	\$50,000.00			\$50,000.00
d. Estimated net cash outlays for advance period				
e. Total (Sum of lines c & d)	\$50,000.00			\$50,000.00
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested (Line g minus line h)	\$50,000.00			\$50,000.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month				
2nd month				
3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

STANDARD FORM 270 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

DATE REQUEST
SUBMITTED

TYPED OR PRINTED NAME AND TITLE

Greg Hagwood, Sheriff

TELEPHONE (AREA CODE,
NUMBER AND EXTENSION)

(530) 283-6375

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item	Entry
------	-------

- 2 Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.
- 4 Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.
- 6 Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.
- 7 This space is reserved for an account number or other identifying number that may be assigned by the recipient.
- 8 Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.

Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.

- 11 The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or

Item	Entry
------	-------

- activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
- 11a Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
- 11b Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
- 11d Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
- 13 Complete the certification before submitting this request.

Memorandum



Subject

Electronic Funds Transfer
(DFN: 601-13)

Date

April 17, 2012

To

All Domestic Cannabis Eradication/Suppression
Program (DCE/SP) Participating Agencies

From

L. Alan Bassham
L. Alan Bassham
Chief, Investigative Support Section

Funding for the Domestic Cannabis Eradication/Suppression Program (DCE/SP) is only available by electronic transfer. Funds will be transferred directly into the Letter of Agreement (LOA) agency bank account. In order to process electronic transfers the following information must be provided below:

Agency Name on Bank Account: _____

Account Number: _____

Name of Bank/Financial Institution: _____

Address of Bank/Financial Institution: _____

Telephone Number of Bank/Financial Institution: _____

Contact Person of Bank/Financial Institution: _____

Bank/Financial Institution ABA Number: _____

Authorized Agency Representative – Name & Title

Signature of Authorized Agency Representative

Date

(This original form and original Letter of Agreement Package must be returned to your regional contractor for processing. Please retain a copy for your records.)



U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be 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;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

- (a) 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 or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Plumas County Sheriff's Office
1400 E. Main Street
Quincy, CA 95971-9402

2. Application Number and/or Project Name

2012-36

3. Grantee IRS/Vendor Number

94-6000528

4. Typed Name and Title of Authorized Representative

Greg Hagwood, Sheriff

5. Signature

6. Date



ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

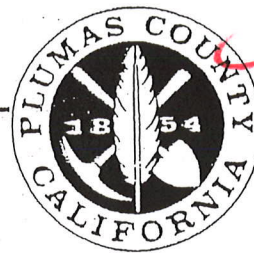
1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally - assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, 14, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

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 May 8, 2012 meeting of the Plumas County Board of Supervisors

Date: April 30, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: **Request approval and adoption of the modifications to the FY 07/08 Appropriation of Prop. 1B Funds.**

Background

This Consent Agenda Request pertains to the Proposition 1B Plan for FY 07/08 Funds.

Under the Proposition 1B, Local Streets and Roads (LS&R) program, the State Department of Finance requires that each County Board of Supervisors approve any major programming changes to previously approved expenditure plans. The Public Works Department is requesting that a total of \$93,318.32 including accumulated interest in the FY 07-08 Prop. 1B funds be transferred to Work Order #CHIP to expend the remaining funds on a chip seal project that will be completed prior to the funds expenditure deadline of 6/30/12.

The proposed change will provide additional funds for the current chip seal project on North Valley Road and Greenville Rancheria Road in Indian Valley for a distance of 3.9 miles. This action will also result in the completion of all expenditures before the legislated deadline date of June 30, 2012, including interest earned to date and interest to be accumulated prior to the end of the fiscal year. The total amount to be transferred to Work Order #CHIP is \$93,318.32 plus interest.

The projects from which funds are transferred that have work remaining will be transferred FY 09/10 Prop. 1B Plan as part of the FY 12/13 Department Budget.

Fiscal Impact:

There is no impact to the general fund that will result from the recommended actions. The Proposition 1B funds were previously received from the State in FY 07/08 and currently reside in the Road Fund's Prop. 1B cash balance. The funds within this particular Plan have an expenditure deadline of 6/30/12.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors approve the changes to the expenditure plan for the 07-08 Prop. 1B funds. Authorize the Director of Public Works to perform related duties as may be required to administer the funds and to submit changes to the plan to the Department of Finance.

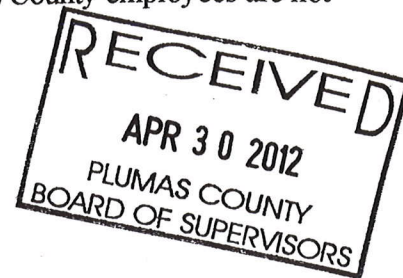
Attachments

Requested revisions to 2007-2008 Prop. 1B Plan (noted in light blue)
Location Map of the 2012 Indian Valley Chip Seal Project.

CLAIM AGAINST THE COUNTY OF PLUMAS
(Pursuant to Government Code §910.4)

4B

NOTICE: All claims must be presented to the County of Plumas in accordance with Government Code §915.4. Failure to fully complete this form will result in your claim being returned. Plumas County employees are not allowed to provide legal advice. Attach additional pages if needed.



MAIL TO:

Clerk of the Board
520 Main St, Rm 309
Quincy, CA 95971

CLAIMANT INFORMATION

1. Name of Claimant: Cinda Leonard
2. Date of Birth: 07/21/1957
3. Gender (circle one): ☐ Male ☒ Female
4. Mailing Address of Claimant:
352 Summerfield Lane Quincy CA 95971
Address City State Zip
5. Mailing Address where notices are to be sent (if different than mailing address of claimant):

Address City State Zip
6. Telephone Number of Claimant: (530) 306-1295

INFORMATION ABOUT CLAIM

7. Incident Date: Month April Day 20 Year 2012
8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):
555 Main Street, Quincy
9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):
While mowing or trimming the grass by Facility Services, A rock shattered the passenger side front window.
10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:
Right Front passenger window is shattered

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ 195.00
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☐ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:

CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☐ YES ☒ NO
15. Name of insurance carrier and telephone number (including area code):

Name	Telephone Number
Address	City
	State
	Zip

16. Policy Number: _____
17. Are you the registered owner: ☒ YES ☐ NO
18. Amount of deductible: \$ _____
19. Make: Jeep Model: Grand Cherokee Year: 2001

Section 72 of the Penal Code provides that a person found guilty of submitting a fraudulent claim may be punished by imprisonment in the County Jail or State Prison, and/or by the imposition of a fine up to \$10,000.00.

Signature of Claimant, or by some person legally authorized to submit this claim on your behalf.

Cinda J. Leonard
Signature

4/20/12
Date

Cinda J. Leonard
Printed Name of Person Completing Claim

Quincy Auto Glass

2140 E. Main Street

Quincy, CA 95971

Phone: 530-283-3930 Fax: 283-9741

E-Mail: chriscoenl@att.net

Customer Service Rep:	Installer:	Location: In-Shop	Quote # 1142	Quote Date: 4/23/2012	Today's Date: 4/23/2012	Paid Date:
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BILL TO: CA,	CUSTOMER: Leonard, Cinda CA,	AGRSS INFO: emperature: Humidity: Safe drive- away time:
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INSURANCE INFORMATION		
Agent:	Policy #:	<u>Loss Date:</u> 4/23/2012
Contact:	Claim #:	<u>Loss Type:</u>
Dispatch #:	Deductible: \$ 0.00	<u>Region/Dist:</u>

VEHICLE INFORMATION		
Year: 2001	VIN:	PO #:
Make: Jeep	Odometer: 0	RO #:
Model: Grand Cherokee	License #:	Stock #:
Body: 4 Door Utility		

Qty	Part/Service	Description	List Price	Dsc %	Net Price	Labor	Total
1	DD09557GTYN	FRONT/RIGHT/Green Tint	\$ 180.90	0	\$ 180.90	\$ 0.00	\$180.90
	DOT #: _____	Adhesive Type: _____		Lot #: _____			

Total Parts:	\$180.90
Total Labor:	\$0.00
Subtotal:	\$180.90
all @ 7.250%:	\$13.12
Total:	\$194.02
Less Deductible:	0.00
Amount Due:	\$194.02

QUINCY AUTO GLASS

283-3930

CHRIS COEN
2140 E. MAIN STREET

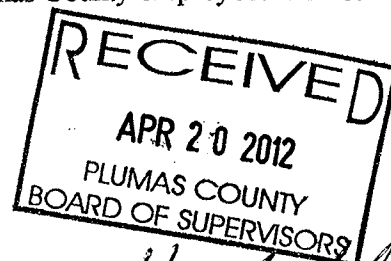
Customer Signature: _____

CLAIM AGAINST THE COUNTY OF PLUMAS
(Pursuant to Government Code §910.4)

NOTICE: All claims must be presented to the County of Plumas in accordance with Government Code §915.4. Failure to fully complete this form will result in your claim being returned. Plumas County employees are not allowed to provide legal advice. Attach additional pages if needed.

MAIL TO:

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CLAIMANT INFORMATION

1. Name of Claimant: Cinda Leonard
2. Date of Birth: 07/21/1957
3. Gender (circle one): ☐ Male ☒ Female
4. Mailing Address of Claimant:
352 Summerfield Lane Quincy CA 95971
Address City State Zip
5. Mailing Address where notices are to be sent (if different than mailing address of claimant):

Address City State Zip
6. Telephone Number of Claimant: 283-6222

INFORMATION ABOUT CLAIM

7. Incident Date: Month April Day 20 Year 2012
8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):
555 Main Street, Quincy
9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):
While either mowing or weed eating the Dame Shirley Plaza, a rock struck and broke the front passenger window of my car. A maintenance worker reported the incident to Joe Wilson, who then called me.
10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:
Broken front passenger side window

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ _____
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☐ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:

Unknown

CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☐ YES ☒ NO
15. Name of insurance carrier and telephone number (including area code):

<u>AAA</u>	<u>(800)922-8228</u>		
Name	Telephone Number		
<u>P.O. Box 22221</u>	<u>Oakland</u>	<u>CA</u>	<u>94623-2221</u>
Address	City	State	Zip

16. Policy Number: CAAS20017942
17. Are you the registered owner: ☒ YES ☐ NO
18. Amount of deductible: \$ 50.00
19. Make: Jeep Model: Grand Cherokee Year: 2001

Section 72 of the Penal Code provides that a person found guilty of submitting a fraudulent claim may be punished by imprisonment in the County Jail or State Prison, and/or by the imposition of a fine up to \$10,000.00.

Signature of Claimant, or by some person legally authorized to submit this claim on your behalf.

Cinda J. Leonard
Signature

4/20/12
Date

Cinda J. Leonard
Printed Name of Person Completing Claim