



## **BOARD OF SUPERVISORS**

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

**AGENDA FOR MEETING OF MARCH 05, 2013 TO BE HELD AT 11:00 A.M. IN THE  
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

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

### **AGENDA**

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

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

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

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

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



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

## STANDING ORDERS

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

### PUBLIC COMMENT OPPORTUNITY

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

### DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

## ACTION AGENDA

### 1. 11:10 DEPARTMENTAL MATTERS

#### A. SHERIFF – Greg Hagwood

Consider request to fill vacant 1.0 FTE Deputy Sheriff I/II position created by retirement

#### B. HUMAN RESOURCES – Gayla Trumbo

- 1) Approve reorganization of the Agricultural Department; and adopt **RESOLUTION** to amend the position allocation (Department 20425); and authorize staff to fill the vacant 1.0 FTE Inspector II position. **Roll call vote**
- 2) Adopt **RESOLUTION** amending the FY 2012-2013 Position Allocation for various county departments (Bailiff, Court Security, Mental Health and Library). **Roll call vote**
- 3) Adopt **RESOLUTION** to approve Industrial Disability Retirement of Dennis Randall, Deputy Sheriff II. **Roll call vote**
- 4) Approve and authorize the Chair to execute Employment Agreement with Donald Sawchuck, Director of Facility Services effective March 05, 2013

### 2. BOARD OF SUPERVISORS

- A. **CONTINUED PUBLIC HEARING:** Adopt **RESOLUTION** amending the Master Fee Schedule establishing service fees for County Departments (Engineering; Facility Services). **Roll call vote**
- B. Discussion and possible action to consider request from Sierra Valley Resource Conservation District to appoint a Board member to the Implementation Group for the Feather River Integrated Regional Water Management Plan
- C. Authorize the Chair to execute a letter to the California Health and Human Services Secretary regarding Medi-Cal cuts and effects on rural hospitals and long-term care facilities
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- F. Appointments

#### PLUMAS COUNTY BOARDS, COMMISSIONS, COMMITTEES

Appoint and/or re-appoint members to Plumas County Boards, Commissions and Committees

### **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. CLERK OF THE BOARD**

Approve Board minutes for February 2013

#### **B. TREASURER/TAX COLLECTOR**

Adopt revised policies and procedures for the County Employee Credit Card Program as submitted

#### **C. PROBATION**

Approve budget transfer of \$12,200 from Drug Testing to Other Wages (Department 20400). Approved by Auditor/Controller

#### **D. SHERIFF**

- 1) Approve budget transfer of \$32,701 and ratify purchase of General Dynamics Communications Analyzer (Department 70345-Homeland Security). Approved by Auditor/Controller
- 2) Approve budget transfer of \$16,449 from Out of County Travel and Homeland Security Contingencies to fixed asset accounts – (Department 70345 - Sheriff's 2010 Homeland Security Grant). Approved by Auditor/Controller
- 3) Approve budget transfer reduction of \$15,917 (Department 70345 – Homeland Security 2010). Approved by Auditor/Controller

#### **E. PUBLIC WORKS**

Authorize the Director of Public Works to execute a contract of \$41,950 with the lowest qualified bidder, Stephens Construction Inc. for installation of two heating system boiler replacements, approved as to form by County Counsel; and approve budget transfer of \$12,000 (Department 20521) accordingly. Approved by Auditor/Controller

#### **F. COUNTY COUNSEL**

Approve and authorize County Counsel to execute Amendment No. 4 to Legal Services Agreement with Abbott & Kindermann, LLP

### **4. CLOSED SESSION**

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

- A. Conference with real property negotiator: 424 North Mill Creek Road, Quincy, CA (Plumas Bank building/property)
- B. 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
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3

#### **FLOOD CONTROL DISTRICT**

- A. Conference with Legal Counsel: Existing Litigation - Planning & Conservation League, et al. v. Department of Water Resources, et al. (Monterey Amendments) Gov't Code §54956.9(a)
- B. Conference with Legal Counsel: Existing Litigation - *County of Plumas, et al. v. Department of Water Resources, et al.* (Oroville Relicensing) Government Code 54956.9(a)

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

### **ADJOURNMENT**

Adjourn meeting to Tuesday, March 12, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.



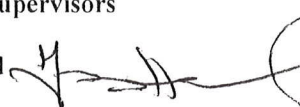
GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

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## Memorandum

DATE: February 20, 2013  
TO: Honorable Board of Supervisors  
FROM: Sheriff Greg Hagwood   
RE: Agenda Items for the meeting of March 12, 2013

**It is recommended that the Board:**

Authorize the Sheriff to hire a Deputy Sheriff to back-fill a retiring Deputy.

**Background and Discussion:**

For more than one year the Plumas County Sheriff's Office has had this Deputy Sheriff position held by a Deputy Sheriff out on injury. This Deputy has been officially retired and has received his last compensation from Plumas County on February 20, 2013.

As you are aware this has placed the Sheriff's Office in a position to use a much taxed overtime budget and reduce the number of deputies available to serve the citizens of Plumas County. With this retirement a this position can be filled within the number of allocations for Deputy Sheriff.



# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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



Gayla S. Trumbo

*Human Resources*

**DATE: FEBRUARY 21, 2013**

**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES**

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF MARCH 5, 2013.  
RE: A. APPROVE REORGANIZATION OF THE AGRICULTURAL  
COMMISSIONER'S DEPARTMENT 20425.  
B. APPROVE RESOLUTION TO AMEND THE POSITION  
ALLOCATION AS REQUESTED IN THE REORGANIZATION OF  
THE AGRICULTURAL COMMISSIONER'S DEPARTMENT 20425.**

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

- a) Approve the reorganization of the Agricultural Commissioner's Department.
- b) Approve resolution to amend the 2012-2013 Position Allocation as requested in the reorganization of the Agricultural Commissioner's Department.

## **BACKGROUND AND DISCUSSION:**

On January 8, 2013, the Board of Supervisor appointed Mr. Tim Gibson to the position of Agricultural Commissioner Sealer of Weights and Measurers. Due to Mr. Gibson's appointment, the position that he previous held as the Agricultural Weights and Measures Inspector III became vacant. Before moving forward in requesting to refill the vacant inspector position, Mr. Gibson completed an evaluation of the operational needs of his department, to determine if there was a way to operate this department more efficiently.

After completing his evaluation of the Agricultural Department, Mr. Gibson has concluded that reorganization would allow his department to run more efficiently; increase the inspectors' ability to be in the field; and save the County money. The reorganization would include the following:

1. Allocate the Administrative Assistant II from a .50 FTE to a 1.0 FTE.

2. Refill the Agricultural Weights and Measures Inspector III with an Agricultural Weights and Measures Inspector II.

3. Reduce the allocation of the Agricultural Weights & Measures Technician from 1.0 to .00.

Prior to May of 2007 the position of Administrative Assistant was allocated full time. In 2007 following the resignation of the Administrative Assistant, this position was eliminated due to budget reductions. After time the position was reinstated but only to a .50 FTE. The clerical functions of this department, exceeds what can be accomplished by a half-time employee. As a result the Department finds it necessary in the absence of the half-time Administrative Assistant, to have a higher lever position remain in the department. The higher level positions are the Agricultural Commissioner, Agricultural Inspector, and the Agricultural Technician. These positions are at a higher salary and would normally spend the majority of their time out in the field doing inspections and other functions of the Department. Therefore, it does not appear to be the best utilization of the allocated staff, nor is it cost effective.

Mr. Gibson's proposal would allow the department to operate with clerical personnel covering the office support duties, while staffing the department during working hours. This will provide the inspector position and the Agricultural Commissioner more time to complete the necessary field work, and other functions required for the department to be in compliance with the State.

In evaluating the Agricultural Department Mr. Gibson also took into consideration the budgetary issues of the General Fund. He reviewed the need of the clerical staffing as well as the need for the Technician position. In the perfect budgetary world he would seek the Administrative position to be filled full time, while maintaining all other staffing levels. However, he is aware that this is not a perfect budgetary world and every department under the General Fund is working with reduced staffing levels. After a great deal of thought he has come to the conclusion that it would be beneficial to both the department and to the County, to eliminate the allocation for the Agricultural Technician position; and increase the half-time Administrative Assistant to full time.

The proposed savings as a result of this reorganization for the remainder of this year is approximately \$10,000.00 within wages and benefits. It is projected that the savings for fiscal year 2013-2014 would be approximately \$26,951.85. The calculation of \$26,951.85 is based on two employees receiving their merit increases; and is calculated with the 10% reduction by furloughs continuing next fiscal year.

It is recommended at this time to approve the reorganization of the Agricultural Department and to approve the resolution to amend the Position Control for 2012-2013, as requested by the Agricultural Commissioner.

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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION TO THE AGRICULTURAL DEPARTMENT FOR BUDGET YEAR 2012-2013.**

**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**, the Agricultural Commissioner has brought forward a reorganization that will allow the department to operate more efficiently, while reducing expenditures of the department this fiscal year and further savings into 2013-2014 fiscal year.

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

1. Approve the amendments to the Position Allocation for budget year 2012-2013 to reflect the following:

<u><b>Agricultural Commission 20425</b></u>	<u><b>FROM</b></u>	<u><b>TO</b></u>
Administrative Assistant I/II	.50	1.0
Agricultural Technician	1.00	.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 6th day of March 5, 2013 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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

ATTEST:

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

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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



Gayla S. Trumbo

*Human Resources*

**DATE: FEBRUARY 21, 2013**

**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES**

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF MARCH 5, 2013.**

**RE: APPROVE RESOLUTION AMENDING THE POSITION  
ALLOCATION FOR 2012-2013 TO VARIOUS DEPARTMENTS. .**

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

Approve resolution to amend the Position Allocation for 2012-2013 for the following departments: Bailiff, Court Security, Mental Health and Library.

### **BACKGROUND AND DISCUSSION:**

During the budget hearings the Position Allocation is adjusted per the Boards direction. Once the budget hearings are concluded, a Position Allocation is provided with the proposed Budget for final adoption. It has come to my attention that adjustments occurred during the budget process that is not reflected within the 2012-2013 Position Allocation. The adjustments before you today are to correct either the department or to correct the allocation between classification titles. These adjustments do not reflect an increase of the overall allocated positions with the exception of the County Librarian's adjustment.

The first change is a result of the department 70370 Bailiff, which was removed and a new department entitled Court Security 70387 was developed. Therefore the Position Allocation before you today, deletes the allocated positions within 70370 and places them under the new department 70387.

The next change is under the Public Health HPP, budget code 70566. The Education Coordinator was allocated at .16 FTE. The allocation should have reflected a .16 FTE Department Fiscal Officer I or II.

Mental Health budget code 70570 has a total of 1.95 FTE allocated under the nursing classifications. They currently show .75 FTE allocated under Psychiatric Nurse I or II, and 1.2 FTE under Psychiatric Technician or Registered Nurse or Licensed Vocational Nurse. The

Ad.  
correction to this department is to have the allocation at 1.95 FTE Psychiatric Nurse II or I, or Psychiatric Technician or Registered Nurse or Licensed Vocational Nurse.

The last change is not a correction but is the result of the Board of Supervisors action on February 19, 2013, to approve the County Librarian allocation of .75 FTE to be increased to 1.0 FTE . To complete the Boards action the Position Allocation must be amended by resolution to reflect the increase of .25 FTE to the County Librarian. Therefore, I am including this change within this agenda request. This amendment to the Position Allocation will increase the Library 20670 budget code to a total of 5.0 FTE from 4.75 FTE.

At this time I respectfully request that the Board approve the resolution amending the Position Allocation for 2012-2013.

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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR  
BUDGET YEAR 2012-2013 TO VARIOUS DEPARTMENTS.**

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

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

**WHEREAS**, it has been discovered that corrections are necessary to accurately reflect the Position Allocation as approved by the Board of Supervisors during the 2012-2013 budget hearings; and

**WHEREAS**, it is necessary to amend the 2012-2013 Position Control, to reflect the County Librarian position under budget code 20670 increased from .75 FTE to 1.0 FTE as approved by the Board of Supervisor on February 19, 2013.

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

1. Approve the amendments to the Position Allocation for budget year 2012-2013 to reflect the following:

<b><u>Bailiff-Sheriff 70370</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Correctional Officer II	1.0	.0
Deputy Sheriff II	1.0	.0
 <b><u>Court Security 70387</u></b>		
Correctional Officer II	.00	1.0
Deputy Sheriff II	.00	1.0
 <b><u>HPP 70566</u></b>		
Education Coordinator	.16	.0
Department Fiscal Officer I or II	.00	.16
 <b><u>MENTAL HEALTH 70570</u></b>		
Psychiatric Nurse II or	.75	1.95
Psychiatric Nurse I or		
Psychiatric Technician or	1.20	.00
Registered Nurse or		
Licensed Vocational Nurse		
 <b><u>Library 20670</u></b>		
County Librarian	.75	1.00



## **DEPARTMENT OF HUMAN RESOURCES**

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



Gayla S. Trumbo

*Human Resources*

**DATE: FEBRURY 20, 2013**

**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES**

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF MARCH 5, 2013  
RE: APPROVE RESOLUTION TO AUTHORIZE INDUSTRIAL  
DISABILITY RETIREMENT FOR SHERIFF DEPUTY II,  
DENNIS RANDALL**

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

Approve resolution to authorize industrial disability retirement for Sheriff Deputy II, Dennis Randall.

### **BACKGROUND AND DISCUSSION:**

Mr. Dennis Randall filed an application for industrial disability retirement in September of 2012, with California Public Employees Retirement System. Government Code Sections 21154 and 21156 state that the County must make the determination of the member's disability. Government Code Section 21156 states, "a local safety member shall be retired for disability only upon the employer's determination that the member is incapacitated physically or mentally for the performance of the duties of the position."

Under the California Public Employees' Retirement Law, "disability means the incapacity of a member from the performance of duty in public services for permanent or extended and uncertain duration, as determined on the basis of competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the courts have concluded that the test in any case is whether the employee can substantially perform his or her usual duties."

The disability decision is based upon competent medical opinion and all medical and vocational information provided by the member, employer and workers' compensation carrier. The determination is based on actual/present disability not prospective inability to perform the job duties.

On August 16, 2009, while performing duties of a Deputy Sheriff II, Dennis Randall was injured. A claim report was filed with our Workers Compensation Administrator. After their review of the claim, our Workers Compensation Administrator approved Deputy Randall's claim of on the job injury. Deputy Randall was out with his injury from his date of injury, August 16, 2009, through the end of September 2009, when he was released to return to work. Though Deputy Randall was released to duty, he continued to be treated for his injury. In February 2010, Deputy Randall was again placed off work due to this injury. He remained off work until December 13, 2010, when he was released to light duty. On May 4, 2011 he was returned to full duty. Deputy Randall continued to work up until June 7, 2012, when his treating physician placed him off work due to his injury of August 16, 2009. Deputy Randall has remained off work due to his injury.

I have received and reviewed medical documentation by Deputy Randall's treating physician, Dr. James J. Lynch, M.D., FRCSI, FAANS, and Dr. Burns. On February 8, 2013, Dr. Lynch issued a letter on February 8, 2013, which states "Dennis Randall is currently unable to perform his duties as a Deputy Sheriff, and it is unknown if he will be physically able to return to his position due to his industrial injury." I have also reviewed a release from work from Dr. Burns dated October 25, 2012, which states "Return to work as Deputy Sheriff for Mr. Randall cannot be determined at this time due to this medical condition."

At this time, after reviewing Deputy Randall's medical information, and his workers compensation medical information regarding the injury of August 16, 2009, I hereby request that the Board approve the resolution for disability retirement.



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

RESOLUTION OF THE BOARD OF SUPERVISORS OF COUNTY OF PLUMAS  
TO APPROVE INDUSTRIAL DISABILITY RETIREMENT OF  
MR. DENNIS RANDALL  
(Section 21156, Government Code)

**WHEREAS**, the County of Plumas (hereinafter referred to as Agency) is a contracting agency of the Public Employees Retirement System; and

**WHEREAS**, the Public Employees Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as local safety member is disabled for purposes of the Public Employees Retirement Law and whether such disability is "industrial" within the meaning of such Law; and

**WHEREAS**, an application for industrial disability retirement for Mr. Dennis Randall who is employed by this Agency, in the position of Deputy Sheriff II, has been filed with the California Public Employees Retirement System (hereinafter referred to as CalPERS); and

**WHEREAS**, the Human Resources Director after completing her review of the medical information and other evidence relevant to such alleged disability recommends to the Board of Supervisor to approve industrial disability for Mr. Dennis Randall.

**NOW, THEREFORE BE IT RESOLVED:**

That the Board of Supervisors hereby find and determine that Mr. Dennis Randall is incapacitated within the meaning of the Public Employees' Retirement Law for performance of his duties in the position of Deputy Sheriff II; and

**BE IT FURTHER RESOLVED THAT**, the Board of Supervisors find and determine that such disability is a result of injury or disease arising out of and in the course of employment.

Neither said Mr. Dennis Randall nor the County of Plumas has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21166 whether such disability is industrial.

The forgoing 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 5<sup>th</sup> day of March 2013, by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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

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

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## EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and DONALD SAWCHUK, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY in the capacity of Facility Services Director.

The parties agree as follows:

### 1. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Plumas County Facility Services Director, and other duties as may be assigned. A copy of the Plumas County Facility Services Director's job description is set forth in Exhibit A, and incorporated herein by this reference. CONTRACT EMPLOYEE's employment with COUNTY shall be full-time. Any outside employment shall not interfere with CONTRACT EMPLOYEE's duties and responsibilities of county employment. CONTRACT EMPLOYEE shall advise the County Administrative Officer (CAO), or in the absence of the CAO, the Chairperson of the Board of Supervisors, of any outside employment.

### 2. TERM

CONTRACT EMPLOYEE shall be retained as the Plumas County Facility Services Director, effective March 5, 2013, and continuing until this Agreement is terminated as set forth in paragraph 3, below.

### 3. TERMINATION

CONTRACT EMPLOYEE may terminate this Agreement and separate from employment in good standing, by giving at least thirty (30) days prior written notice of the proposed effective date of termination.

COUNTY may terminate this Agreement at any time, with or without cause, upon a thirty (30) days prior written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to notice of dismissal and to any rights to hearing or appeal thereon. Further, COUNTY may 'buy-out' any part of the 30-day notice period, by providing the equivalent of one month's salary, or portion thereof equivalent to the notice not provided, (hereinafter "Severance") to CONTRACT EMPLOYEE.

The Severance payment shall only be based on the following (1) CONTRACT EMPLOYEE'S salary at the time of termination and (2) the monetary value of the hours that would have otherwise been earned for vacation and administrative leave. Severance shall not include any payment for sick leave or any credit towards retirement. At COUNTY's option, severance may be paid bi-weekly for the remainder of the notice period, or in one payment.



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Further, this contract may be terminated for cause for reasons that shall include, but not be limited to:

1. Conviction of any felony, or conviction of any misdemeanor involving dishonesty or moral turpitude.
2. Any material breach of this Agreement, including but not limited to a serious dereliction of, or inexcusable failure to perform, the duties set forth by this contract.
3. Gross insubordination.
4. Misappropriation or theft.
5. Intentional misrepresentation or willful failure to disclose a material fact to the Board of Supervisors (Board) or County Administrative Officer (CAO).
6. A serious violation of the County's personnel rules.

Any termination for cause shall be made in good faith. Upon such termination, Contract Employee shall immediately cease providing service pursuant to this contract and will not be provided the severance pay described above.

4. SALARY

CONTRACT EMPLOYEE shall be considered a full-time employee paid at an hourly rate, on bi-weekly basis, in the same manner as appointed department heads. Effective beginning March 5, 2013, CONTRACT EMPLOYEE shall be paid at the combined monthly salary rate of six thousand eight hundred thirty-two and 07/100s dollars (\$6,832.07) for service as the Plumas County Facility Services Director (\$5,976.22 per month for Facilities; \$855.85 per month for Airports). CONTRACT EMPLOYEE is subject to unpaid furlough as determined by the Board of Supervisors, consistent with the provisions of COUNTY's Personnel Rules and law. At the time of this Agreement, the current fiscal year budget (2012-2013) provides that the position is subject to an unpaid furlough of eight (8) hours per eighty-hour pay period, such that the effective salary is reduced by ten percent (10%) to \$6,148.86 per month

5. PERFORMANCE EVALUATION

The Board of Supervisors shall conduct an annual performance evaluation of the CONTRACT EMPLOYEE.

6. BENEFITS

Except as otherwise provided in this Agreement, CONTRACT EMPLOYEE shall be generally entitled to receive the same benefits package as is received by the County's appointed department heads under the personnel rules and other county policies. Benefits are subject to

change from time-to-time at the discretion of the Board of Supervisors. Currently, CONTRACT EMPLOYEE's benefits include the following:

- a. Sick leave accrual: (based on 15 days per year/no limit on accrual)
- b. Vacation accrual: (based on 10 days per year for 1<sup>st</sup> and 2<sup>nd</sup> year, thereafter according to County Personnel Rules) with credit given for years already employed with Plumas County.
- c. PERS retirement: 2% at 62, highest three (3) years.
- d. Forty (40) hours of administrative leave per year.
- e. Holidays: Thirteen (13) paid holidays per year as listed in the County personnel rules.
- f. Bereavement Leave: Five (5) days per incident for defined family members.

COUNTY shall pay professional dues, memberships and related conference travel for approved professional development memberships and activities as approved in the annual budget process.

CONTRACT EMPLOYEE shall receive cost of living adjustments based on the COUNTY'S agreement with other County department heads.

Upon separation from County employment, CONTRACT EMPLOYEE shall be paid off for all accrued vacation time and sick leave in accordance with County policy.

7. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to this Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental procedures. See attached job description and scope of work (Exhibit A).

8. NON-ASSIGNABLE:

This Contract is personal to CONTRACT EMPLOYEE and is not assignable under any circumstances.

9. MODIFICATION

This Agreement may be modified only by a written amendment hereto, executed by both parties.

10. ATTORNEY'S FEES AND COSTS

If any court action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other relief, to which such party may be entitled.

11. INTEREST OF CONTRACT EMPLOYEE

CONTRACT EMPLOYEE hereby declares that she has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to this Agreement, and that she shall not in the future acquire any such interest.

CONTRACT EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Sections 87100 et seq., including regulations promulgated by the California Fair Political Practices Commission.

12. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

13. ENTIRE AGREEMENT

This written instrument constitutes the entire agreement between the parties, and supersedes any other promises or representations, oral or written, which may have preceded it.

14. RIGHT TO CONSULT WITH COUNSEL

CONTRACT EMPLOYEE and COUNTY acknowledge that each has read and understood the contents of this written instrument, and have had the opportunity to consult with legal counsel prior to entering into this Agreement. Each warrants that it has either so consulted with legal counsel of its choice, or has elected not to so consult.

15. INTERPRETATION OF AGREEMENT

No portion of this written instrument shall be construed against the other, and all portions shall be construed as though drafted by each party.

16. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of the personal service, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Notice to the COUNTY shall be given to The Board of Supervisors, 520 Main Street, Room 309, Quincy, CA 95971, with a copy to the County Counsel, 520 Main St., Room 301, Quincy, CA 95971. Notice

to CONTRACT EMPLOYEE shall be given to the last address on file with the Human Resources Department for CONTRACT EMPLOYEE.

17. INDEMNIFICATION

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of the COUNTY.

18. REPORTING

CONTRACT EMPLOYEE will report directly to the County Board of Supervisors through the CAO. If the office of CAO is vacant, CONTRACT EMPLOYEE will report directly to the County Board of Supervisor through the Chairperson of the Board of Supervisors.

19. GENERAL PROVISIONS

This Agreement is entered into in Quincy, California, and shall be governed by California law. Venue for any action arising out of this Agreement shall lie in Plumas County, California. If a court determines that venue is not proper in Plumas County, the parties agree that venue shall be Sierra County.

This Agreement reflects the entire agreement of the parties and supersedes any prior agreements, promises or commitments. This Contract may be amended in writing by mutual consent of the parties.

20. EFFECTIVE DATE

This Agreement shall be effective on March 5, 2013, (the "Effective Date") if approved by both parties.

21. SIGNATURES


**COUNTY:**

County of Plumas,  
a political subdivision of the State of California

By \_\_\_\_\_,  
\_\_\_\_\_, Chair  
Plumas County Board of Supervisors

Dated: \_\_\_\_\_

**CONTRACT EMPLOYEE:**

  
\_\_\_\_\_  
DONALD SAWCHUK  
"Contract Employee"

Dated: \_\_\_\_\_

\_\_\_\_\_ COUNTY Initials

CONTRACT EMPLOYEE Initials 

ATTEST:

\_\_\_\_\_  
Nancy DaForno,  
Clerk of the Board of Supervisors


Dated: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
R. Craig Settlemire  
Plumas County Counsel

Dated: \_\_\_\_\_

[\\HMXL012041S11 COCO SHARED\CONTRACTS\EMPLOYMENT CONTRACTS\SAWCHUK EMPLOYMENT AGREEMENT FACILITIES DIRECTOR 2013.DOC]



2A

**RESOLUTION NO. 13-**

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE  
ESTABLISHING SERVICE FEES FOR COUNTY DEPARTMENTS**

**WHEREAS**, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments and such Master Fee Schedule has been revised and amended from time-to-time; and,

**WHEREAS**, the Master Fee Schedule now needs further revision to add or change fees for various county departments.

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

1. The Master Fee Schedule initially adopted by Resolution No. 05-7130 and revised and amended from time-to-time is hereby further amended as referenced by Exhibit "A" attached. The fees and charges as set forth in Exhibit "A" supersedes the fees and charges previously adopted to the extent such previous fees and charges are inconsistent with the fees and charges set forth in the attached Exhibit "A".
2. The fees set forth in the attached Exhibit "A" shall take effect on the date of adoption of this Resolution notwithstanding any provision to the contrary.
3. Any existing fee not included in this Resolution or amendment thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, Resolution, Ordinance, or State law.
4. The Board reserves authority to waive all or a portion of any fee, in the public interest, when the fee is charged to a local public entity.

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 5<sup>th</sup> day of March, 2013.

**AYES:**  
**NOES:**  
**ABSENT:**

\_\_\_\_\_  
Terry Swofford, Chair

**ATTEST:**

\_\_\_\_\_  
Nancy DaForno, Clerk of the Board



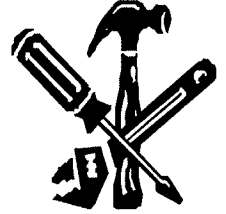


Joe Wilson  
Director

## **DEPARTMENT OF FACILITY SERVICES**

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103



Date: January 23, 2013  
To: Honorable Board of Supervisors  
From: Mark Rother, Interim Director  
Subject: **Approve increase to camping fee at Taylorsville Campground**

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### **Recommendation**

Approve camping fee increase from \$14.00 a night to \$20.00 a night at Taylorsville Campground.

### **Background**

Please find attached worksheet for determining costs of services for our request to increase the Taylorsville Campground camping fee from \$14.00 a night to \$20.00 a night.

**EXHIBIT "A"**

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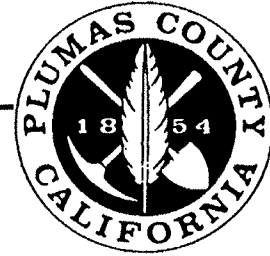
### Worksheet for Determining Costs of Services

Direct Overhead (Actual Expenditures 2011-2012)	\$23,673.00
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Divided by number of camping nights sold (891) =	\$26.57
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# 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



February 25, 2013

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works  
Subject: **Approval of an amendment to the Master Fee Schedule to establish new fees for the review of development applications, and to revise existing service fees.**

## **Background:**

The Engineering Department is proposing several new application fees for the review and consideration of various development project applications, and revisions to existing service fees. This proposal has been revised since the continuances on February 5<sup>th</sup> and 11<sup>th</sup>.

Review of these development applications focuses on issues and impacts related to development standards, site development, circulation, traffic safety, grading, flood plain, drainage, water quality, and erosion control.

- Exhibit 1 is a listing of the proposed Engineering Department Fees
- Exhibit 2 is a list of all of the proposed applications with a brief description of the issues subject to review by the Engineering Department of Public Works.
- Exhibit 3 lists the proposed development review applications and other services for which fees are collected, and indicates the previous fee amount.
- Exhibit 4 is the backup material detailing the methodology for establishment of the proposed fees.

## **Recommendation:**

The Engineering Department respectfully recommends that the Board of Supervisors approve amendment of the Master Fee Schedule to establish new Engineering Department fees for the review of development applications and the revision of existing service fees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert A. Perreault', is written over a horizontal line.

Robert A. Perreault, Director  
Department of Public Works

Attachments: Exhibits 1 through 4

**EXHIBIT A**

## Engineering Department Fees

<u>Application/Service Description</u>	<u>Fee Amount</u>
Amendment of a Recorded Map or Certificate of Correction	\$143
Campground Permit	\$143
Copies (1st copy)	\$4.60
Additional copies	\$2.21
Consultation	\$71.50/hour <sup>4</sup>
Development Agreement	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Development Agreement Amendment	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Driveway Review	
Fire Safe Driveway Review	\$143
EIR Review	\$143
Flood Plain Administration	
Initial Consultation	No Fee
Flood Plain Interpretation	\$71.50/hour <sup>4</sup>
Flood study review and approval by County Engineer	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Grant of Relief	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Letter of Map Amendment/Revision	No Fee
Hydro-Electric Project	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Hourly Rate (Engineering Technician)	\$71.50/hour <sup>4</sup>
Inspection Fee (for the Construction Phase of Improvement Plans)	\$250.00 + \$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Lot Line Adjustment	\$574.20
Lot Line Adjustment per lot fee	\$35.75
Mileage Reimbursement Rate	\$0.56/Mile
Modification of a Recorded Map	\$286
Modification of Development Standards	\$143
Negative Declaration Review	\$71.50
Parcel Map Check	\$1,071.19
Parcel Map Check per parcel fee	\$71.50
Permit to Mine/Reclamation Plan	\$71.50
Planned Development Permit	\$214.50
Record of Survey Check	\$482.97
Record of Survey Check (Amended)	\$286
Research, scanning, emailing	\$71.50/hour <sup>4</sup>
Resubmittal Fee	\$143
Reversion to Acreage	\$143
Site Development Permit	\$143
Special Use Permit	\$35.75
Subdivision Map Check	\$2,242.44
Subdivision Map Check per lot fee	\$71.50
Tentative Map	\$286
Tentative Map per lot fee	\$18
Reconsideration of Approved Application	1/2 current fee
Technical Report Review <sup>1</sup>	\$500.00 Deposit billed at \$71.50/hour <sup>2</sup>

### Notes:

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. The Public Works Department shall provide to the developer a monthly invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3- County Engineer's hourly rate

4- This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

5 - Mileage reimbursement rate established by County Auditor. Mileage is billed for any application which requires an on-site inspection or field review.

## **Exhibit 1**

**Engineering Department – Local Development Review**  
**Description of Service Fees**  
**January 2013**

The following listing is a description of the various fees that pertain to applications or services processed or performed by the Engineering Department.

- **Amendment of a Recorded Map or Certificated of Correction** (Subdivision Map Act 66469) – Review modification document or amended map for accuracy.
- **Campground Permit Application Review Fee**– Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Consultations** (including Research, Scanning & Emailing) – Fee assessed for time spent on customer requests for information and research.
- **Development Agreement Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Amendment Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **EIR Review Fee** - Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Driveway Reviews**
  - **Fire Safe Driveway** - Review of proposed driveways for compliance with fire-safe driveway design and construction standards.
  - **Other Driveway Approvals** – Not currently used
- **Flood Plain Administration**
  - **Initial Consultation** – (Up to 1 hour, including minor research and limited scanning)
  - **Flood Plain Interpretation** – Interpretation of FEMA flood zone boundaries. (including research, scanning and requested letters)
  - **Flood Study** – Review and approval of flood studies as set forth in Chapter 17 of Title 8 of Plumas County Code.
  - **Grant of Relief** – Review and approval of requests to vary or modify the County Code as it pertains to the administration of flood hazard areas as required by County Code Section 8-17.401 et seq.
  - **Letter of Map Amendment/Revision** – Review of modifications to flood hazard areas implemented through these documents.
- **Flood Plain Administration (Grant of Relief)** – Review and approval of requests to vary or modify the County code as they pertain to the administration of flood hazard areas.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Inspection Fee** (For the construction phase of improvement plans) – Inspection of improvements depicted on improvement plans associated with site development or recordation of final maps.
- **Lot Line Adjustment** – Review boundary calculations and legal descriptions for final approval.
- **Modification of a Recorded Map Application Review Fee** (Plumas County Code 9-3.508 & SMA 66472.1) Review and comment on application related to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of Development Standards Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Negative Declaration Review Fee**- Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Parcel Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **Permit to Mine/Reclamation Plan** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Planned Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Record of Survey** – Review for accuracy and processing of document for recordation.
- **Record of Survey** (Amendment per Professional Land Surveyors Act 8770.5) – Review for accuracy and processing of document for recordation.
- **Resubmittal Fee** – Fee assessed for resubmittal of incomplete applications.
- **Reversion to Acreage Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Site Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Special Use Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Subdivision Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **Tentative Map & per Lot Review Fee**-Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reconsideration of Approved Application Review Fee**– Focused review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Technical Report Review Fee**- Review and comment on Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

**Engineering Department**  
**Fee Comparison**

<b><u>Application/Service Description</u></b>	<b><u>Previous Fee</u></b>	<b><u>Proposed Fee</u></b>
Amendment of a Recorded Map or Certificate of Correction	\$0	\$143
Campground Permit	\$0	\$143
Copies 18" x 26" <sup>4</sup>	\$1.95	\$2.21
Copies 24" x 36" <sup>4</sup>	\$3.60	\$4.60
Copies per square foot <sup>4</sup>	\$0.60	n/a
Consultation	\$0	\$71.50/hour <sup>4</sup>
Development Agreement	\$0	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Development Agreement Amendment	\$0	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Driveway Review		
Fire Safe driveway review and approval	\$50	\$143
Other driveway review and approval	N/A	N/A
EIR Review	\$0	\$143
Flood Plain Administration		
Initial Consultation	\$0	\$0
Flood Plain Administration	\$0	\$71.50/hour <sup>2</sup>
Flood Study review and approval	\$0	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Grant of Relief	\$0	\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Letter of Map Amendment/Revision	\$0	\$0
Hydro-Electric Project	\$0	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Hourly Rate (Engineering Technician)	\$54	\$71.50
	1.5% of Engineer's Estimate / \$300	\$250.00 + \$1000.00 Deposit billed at
Inspection Fee (for the Construction Phase of Improvement Plans)	Minimum	\$71.50/hour <sup>2</sup>
Lot Line Adjustment	\$75	\$574.20
Lot Line Adjustment per lot fee	\$25	\$35.75
Mileage Reimbursement Rate	\$0	\$0.56/mile
Modification of a Recorded Map	\$0	\$286.00
Modification of Development Standards	\$0	\$143.00
Negative Declaration Review	\$0	\$71.50
Parcel Map Check	\$436	\$1,071.19
Parcel Map Check per parcel fee	\$50	\$71.50
Permit to Mine/Reclamation Plan	\$0	\$71.50
Planned Development Permit	\$0	\$214.50
Record of Survey Check	\$175	\$482.97
Record of Survey Check (Amended)	\$100	\$286.00
Resubmittal Fee	\$100	\$143.00
Reversion to Acreage	\$0	\$143.00
Site Development Permit	\$0	\$143.00
Special Use Permit	\$0	\$35.75
Subdivision Map Check	\$536	\$2,242.44
Subdivision Map Check per lot fee	\$50	\$71.50
Tentative Map	\$0	\$286.00
Tentative Map per lot fee	\$0	\$17.88
Reconsideration of Approved Application	1/2 current fee	1/2 current fee
Technical Report Review <sup>1</sup>	0	\$500.00 Deposit billed at \$71.50/hour <sup>2</sup>

**Notes:**

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. The Public Works Department shall provide to the developer a monthly invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - County Engineer's hourly rate

4- Replaced by flat fee for first copy and reduced fee for additional copies

**Exhibit 3**

**Exhibit 4**

**Fee Calculation Methodology**

**Backup Material**



**Calculation Backup Sheet for  
Engineering Department Local Development Application Review Fees**

<u>Application</u>	<u>Hours Spent on Service</u>	<u>Engineering Technician Hourly Rate</u>	<u>Total Employee Costs</u>	<u>Services and Supplies</u>	<u>Proposed Total Fee</u>
Amendment of a Recorded Map or Certificate of Correction	2	\$71.50	\$143.00	\$0.00	\$143.00
Campground Permit	2	\$71.50	\$143.00	\$0.00	\$143.00
Consultation	Variable	\$71.50			\$71.50/hour <sup>2</sup>
Copies (1st copy)					\$4.60
Additional copies					\$2.21
Development Agreement	Variable	\$71.50	\$71.50	\$0.00	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Development Agreement Amendment	Variable	\$71.50	\$71.50	\$0.00	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Driveway Review					
Fire Safe Driveway Review	2	\$71.50	\$143.00	\$0.00	\$143.00
Other Driveway Review (Not currently used)					
EIR Review	2	\$71.50	\$143.00	\$0.00	\$143.00
Flood Plain Administration					
Initial Consultation	Up to 1 hour	\$71.50			No Fee
Flood Plain Interpretation	Variable	\$71.50			\$71.50/hour <sup>2</sup>
Flood study review and approval	Variable	\$103.48			\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Grant of Relief	Variable	\$103.48			\$500.00 Deposit billed at \$103.48/hour <sup>3</sup>
Letter of Map Amendment/Revision	Variable	\$103.48			No Fee
Hydro-Electric Project	Variable	\$71.50	\$71.50	\$0.00	\$1000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Hourly Rate (Engineering Technician)	1	\$71.50	\$71.50	\$0.00	\$71.50
Inspection Fee (for the Construction Phase of Improvement Plans)	Variable	\$71.50	\$71.50	\$55.45	\$250.00 + \$5,000.00 Deposit billed at \$71.50/hour <sup>2</sup>
Lot Line Adjustment	8	\$71.50	\$572.00	\$2.20	\$574.20
Lot Line Adjustment per lot fee	0.5	\$71.50	\$35.75	\$0.00	\$35.75
Mileage Reimbursement	Variable			\$0.56/mile	\$0.56/mile
Modification of a Recorded Map	4	\$71.50	\$286.00	\$0.00	\$286.00
Modification of Development Standards	2	\$71.50	\$143.00	\$0.00	\$143.00
Negative Declaration Review	1	\$71.50	\$71.50	\$0.00	\$71.50
Parcel Map Check	14	\$71.50	\$1,001.00	\$70.19	\$1,071.19
Parcel Map Check per parcel fee	1	\$71.50	\$71.50	\$0.00	\$71.50
Permit to Mine/Reclamation Plan	1	\$71.50	\$71.50	\$0.00	\$71.50
Planned Development Permit	3	\$71.50	\$214.50	\$0.00	\$214.50
Record of Survey Check	6	\$71.50	\$429.00	\$53.97	\$482.97
Record of Survey Check (Amended)	4	\$71.50	\$286.00	\$0.00	\$286.00
Resubmittal Fee	2	\$71.50	\$143.00	\$0.00	\$143.00
Reversion to Acreage	2	\$71.50	\$143.00	\$0.00	\$143.00
Site Development Permit	2	\$71.50	\$143.00	\$0.00	\$143.00
Special Use Permit	0.5	\$71.50	\$35.75	\$0.00	\$35.75
Subdivision Map Check	30	\$71.50	\$2,145.00	\$97.44	\$2,242.44
Subdivision Map Check per lot fee	1	\$71.50	\$71.50	\$0.00	\$71.50
Tentative Map	4	\$71.50	\$286.00	\$0.00	\$286.00
Tentative Map per lot fee	0.25	\$71.50	\$17.88	\$0.00	\$17.88
Reconsideration of Approved Application	1/2 Current Fee			\$0.00	\$0.00
Technical Report Review <sup>1</sup>	Variable	\$71.50	\$71.50	\$0.00	\$500.00 Deposit billed at \$71.50/hour <sup>2</sup>

**Notes:**

\*Hourly rates are estimates and may vary depending on the classification of the employee performing the service.

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. The Public Works Department shall provide to the developer a monthly invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3- County Engineer's hourly rate

## **Engineering Department Services & Supply Costs**

<b>Inspection Fee (For Constrcution Phase of Improvement Plans</b>	Services & Supplies	Units	Cost	Total
	Photo-copies	1	\$4.60	\$4.60
	Photo-copies (after first copy)	15	\$2.21	\$33.15
	Postage	3	\$5.90	\$17.70
	Total Cost of Services & Supplies			\$55.45
<b>Lot Line Adjustments</b>	Services & Supplies	Units	Cost	Total
	Photo-copies	10	\$0.10	\$1.00
	Postage	2	\$0.60	\$1.20
	Total Cost of Services & Supplies			\$2.20
<b>Parcel Map Check</b>	SERVICES & SUPPLIES	Units	Cost	Total
	Photo-copies	1	\$4.60	\$4.60
	Photo-copies (after first copy)	19	\$2.21	\$41.99
	Postage	4	\$5.90	\$23.60
	Total Cost of Services & Supplies			\$70.19
<b>Record of Survey Check</b>	SERVICES & SUPPLIES	Units	Cost	Total
	Photo-copies	1	\$4.60	\$4.60
	Photo-copies (after first copy)	17	\$2.21	\$37.57
	Postage	2	\$5.90	\$11.80
	Total Cost of Services & Supplies			\$53.97
<b>Subdivision Map Check</b>	SERVICES & SUPPLIES	Units	Cost	Total
	Photo-copies	1	\$4.60	\$4.60
	Photo-copies (after first copy)	34	\$2.21	\$75.14
	Postage	3	\$5.90	\$17.70
	Total Cost of Services & Supplies			\$97.44

Methodology Worksheet to Determine  
Fee, Charge or Assessment for 2012/13

**Engineering Department  
Hourly Rate**

DEPARTMENTAL OVERHEAD

	Salary & Benefits	Dept. Head Ins.	General Ins.	Employee Cost
Director of Public Works @ 10%	\$10,850	\$32	\$76	\$10,958
Fiscal Technician III @ 100%	\$52,738		\$760	\$53,498
Total Overhead Cost				\$64,456
Communications	\$900			
Postage/Shipping	\$400			
Paper/Paper Supplies	\$300			
Maintenance Equipment	\$0			
Copy Charges	\$500			
Office Furniture	\$0			
Office Expense	\$600			
Liability	\$638			
Travel - In County	\$500			
Travel - Out of County	\$0			
Intrafund Transfer in	\$2,922			
TOTAL	\$6,760			\$71,216
Total General Service and Supply Costs less Direct Costs				\$71,216

DEPARTMENTAL OVERHEAD COSTS

AVERAGE AMOUNT OF HOURS SPENT ON SERVICE

Engineering Department Staff Positions	2
Net Productive Hours	1656
Total Staff Hours	3312
Percentage of Total Staff Time spent on this service	0.00030193

TOTAL OVERHEAD COST RELATED TO THIS SPECIFIC SERVICE \$21.50

DIRECT COSTS

	Salary & Benefits	Insurance Cost	Employee Cost	Hourly Rate
Engineering Technician II	\$75,742.00	\$1,010.00	\$76,752.00	\$46.35
Engineering Technician II	\$65,357.00	\$1,010.00	\$66,367.00	\$40.08
Average Hourly Cost				\$43.21
Average time spent on this service				1

EMPLOYEE COST PER SERVICE \$43.21

COST OF SERVICES & SUPPLIES	Units	Cost	Total
Photo-copies and Map Run	0	\$1.95	\$0.00
Postage	0	\$5.90	\$0.00
Mileage	0	\$0.56	\$0.00

Total Cost of Services & Supplies \$0.00

TOTAL OF ALL DIRECT CHARGES \$43.21

TOTAL OF ALL DIRECT AND OVERHEAD CHARGES \$64.71

Indirect Overhead Cost \$6.79

TOTAL COST OF SERVICE \$71.50

CURRENT FEE \$50.00

RECOMMENDED FEE \$71.50

## Copy Charges Fee Calculation Methodology

Original cost of copy machine (Machine has average life span of 5 years)	\$31,322.00	\$6,264.40 Yearly pro-rated cost
Yearly maintenance costs		\$4,352.00 Yearly maintenance cost
Total yearly copy machine costs		\$10,616.40
Average amount of copies made per year		12,000
<b>TOTAL COPY MACHINE COSTS PER COPY</b>		<b>\$0.88</b>
Cost of paper roll		\$34.00
Number of copies per roll		250
<b>TOTAL PAPER COST PER COPY</b>		<b>\$0.14</b>
Engineering Technician Hourly Rate		\$71.50
Time spent on this service (3 minutes first copy, 1 minutes additional copies)		
<b>TOTAL EMPLOYEE COST PROVIDING THIS SERVICE (1st copy)</b>		<b>\$3.58</b>
<b>TOTAL EMPLOYEE COST PROVIDING THIS SERVICE (Additional copies)</b>		<b>\$1.19</b>
<b>TOTAL COPY COSTS (1st copy)</b>		<b>\$4.60</b>
<b>TOTAL COPY COSTS (Additional copies)</b>		<b>\$2.21</b>

Sierra Valley



RESOURCE  
CONSERVATION DISTRICT

Sierra Valley Resource Conservation District  
PO Box 3562 Quincy, CA 95971  
sierravalleyrcd@gmail.com  
[www.sierravalleyrcd.com](http://www.sierravalleyrcd.com)

JB

February 11, 2013

Terry Swofford, Chair  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

Supervisor Swofford and Members of the Board:

The Sierra Valley Resource Conservation District has adopted a proposal to form an Implementation Group for the Feather River Integrated Regional Water Management Plan. We are suggesting that this group include elected county decision makers, land managers and representatives from local watershed planning agencies whose members are appointed by County Supervisors.

These are representatives of public agencies whose primary responsibilities include watershed planning and management.

To this end, we are proposing that the Implementation Group include a member of each Board of Supervisors, a member from the Board of Directors of each Resource Conservation District and a member from the Plumas National Forest, Sierraville Ranger District on the Tahoe National Forest and the Almanor Ranger District on the Lassen National Forest, as well as a member from the Sierra Valley Groundwater Management District.

We understand there may be other agencies whose participation on the Implementation Group would be appropriate and we are offering our position as a suggestion to the Boards of Supervisors.

As a public agency subject to the Brown Act, this Implementation Group would hold public hearings and work with all interested groups and organizations within the watershed. It would draft and adopt an implementation plan and submit it as a recommendation to the Boards of Supervisors for final adoption.

Sincerely,

Bill Nunes  
Sierra Valley Resource Conservation District



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

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

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

**DATE:** February 20, 2013

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** Revision of County Employee Credit Card Program Policies and Procedures

**Recommendation:** Adopt revised policies and procedures for the credit card program

**Background and Discussion:** The County Employee Credit Card Policy has not been updated since the inception of the program in March of 2002. We have found that this program has been a success, with only on restricted card and no cancellations for misuse. It has also accomplished the Board's original goal to decrease the financial burden that may be put on employees who are required to travel on County business. The original policy was written comprehensively, but needs to be updated. The revisions are to clearly define the controls, correct the administration of the program from the Treasurer to the Auditor/Controller and to allow department heads to purchase goods and supplies. The goods and supplies authorization for department heads will be very beneficial.

The revisions to the policies and procedures have been submitted for input, comments and approval to the Plumas County Management Counsel, County Counsel and the Auditor/Controller.

Thank you for your consideration.

**PLUMAS COUNTY**

**EMPLOYEE CREDIT CARD**  
**PROGRAM**

**POLICIES AND PROCEDURES**



**Issued By: Roberta Allen**  
**Plumas County Auditor/Controller**

Amended 02/2013  
Adopted March 5, 2013



**1.0 IT IS THE POLICY OF THE BOARD OF SUPERVISORS OF PLUMAS COUNTY THAT NO EMPLOYEE SHALL CAUSE TO HAVE ISSUED A CREDIT CARD IN THE NAME OF PLUMAS COUNTY OUTSIDE OF THE PROVISIONS OF THE POLICIES AS SET FORTH BELOW FOR THE CAL-CARD PROGRAM. ANY CREDIT CARD CAUSED TO BE ISSUED WILL BE IN VIOLATION OF BOARD POLICY. THE DEPARTMENT HEAD WILL HAVE THE DISCRETION TO DETERMINE WHO WITHIN THE DEPARTMENT IS DEEMED NECESSARY TO OBTAIN A CREDIT CARD.**

## **2.0 CAL-CARD PROGRAM**

In the constant pursuit of improving the way the County does business and in promoting vendor acceptance and operational efficiency, Plumas County has initiated the use of a credit card as a more efficient method of conducting business and to allow department heads to use their card for supply/good purchases (non-department head cards can NOT be used to make purchases other than those related to travel). This credit card will eliminate the need for travel and postage expense advances, will enhance the ability of our employees to enjoy financially secure travel on behalf of the County and will allow department heads to use the County credit card instead of their personal credit card to purchase supplies/goods.

Through use of the Cal-Card VISA system, Plumas County will participate in a credit card program with greatly enhanced controls and data reporting that enables the County to streamline the traditional payroll process for supplies/goods and travel/postage expenses. The card bears the Plumas County name and has the cardholder's name embossed on it. Authorization to use the card is restricted to the cardholder only and shall not be delegated. The card shall be used for **Official Use** only and may never be used for personal purchases.

The Plumas County credit card will allow County departments, under strict guidelines, to move easily and rapidly to obtain lodging, meals, airfare, related travel expenses, postage expenses, registration fees (for training, etc.), to purchase supplies/goods and to enable employees to pay for a travel-related emergency or unforeseen County vehicle repairs/needs.

The following policies and procedures have been established by the Board of Supervisors with the goal of keeping the number of credit cards issued to a minimum, while ensuring that personnel/departments with a genuine need for a more efficient method of paying for supplies/goods and travel/postage expenses have access to a Plumas County credit card.

### 3.0 CONTROLS

A number of unique controls have been developed for the Cal-Card VISA credit card program that do not exist in a traditional credit card environment. These controls ensure that the card can be used only for specific purposes and within specific dollar limits. The Card can be used only within the limit determined by each department head, normal limit not to exceed \$1,500.00 for employees and \$5,000.00 for department heads. Department heads may authorize an additional AND temporary increased limit of \$1,500.00 for employees (for a total of \$3,000.00) and \$3,000.00 for department heads (for a total of \$8,000.00), not to exceed two consecutive months. A Modification Request Form must be completed for each incident and request. These limits and controls are established uniquely for each cardholder and can be modified when necessary to meet the changing needs of the Cardholder and the County and/or department head. Each department head will retain the authority to further limit this policy based on the unique characteristics of their department. When a merchant seeks authorization from the bank for a purchase, the system will check the individual cardholder's 30-day limit before the transaction is authorized. If the established requirements are not met, the purchases will be denied.

**Additional temporary limits will automatically be lowered, 60 days from date of request, by the Auditor/Controller.**

The cards are issued to the employee who accepts full responsibility for the use and security of their card. All credit card purchases for travel are subject to the terms and conditions of Plumas County Travel Policy, as adopted by the Board of Supervisors. Credit card purchases that exceed the allowable per diem limits shall be immediately reimbursed in the amount of the overage. Detailed receipts are required for ALL credit card purchases and should be immediately submitted to the designated custodian within each department upon return from travel or upon receipt for supply/goods purchases, (department heads only). All supply/goods purchases, (department heads only) must be valid County expenses, all County policies concerning purchasing must be adhered to, and budget must be available PRIOR to making the purchase. The credit card shall not be used for non-county approved purchases or to procure services of any kind other than certain supplies/goods and travel-related services—hotel, car rental, taxi service, and airline tickets.

**Intentional use of the credit card for other than "Official Use Only" will be considered an attempt to commit fraud against the County of Plumas. Proof of such fraud will result in immediate cancellation of a cardholder's credit card, referral to the District Attorney and disciplinary action against the cardholder under applicable County administrative procedures. The cardholder will be personally liable to the County for the amount of any non-approved purchases. Payroll deductions may be used to collect funds that are due to the County. This method of recouping monies owed to the County will also be used for items charged on the credit card for which no claim and/or detailed receipts are submitted timely.**

## **4.0 DEFINITIONS**

The following terms are commonly referred to in this document and their definitions are provided for clarification:

**Cal-Card:** Cal-Card is the name used for the VISA credit card program administrated through the State of California, and all procedures adopted by Plumas County shall conform to the rules and regulations as provided by the State of California for the Cal-Card VISA program.

**Cardholder:** The cardholder is the employee whose name appears on the credit card and is responsible for its security and appropriate use.

**Department Billing Contact:** The Department Billing Contact serves as the first point of review for all department credit card activity and will be responsible for reconciling the cardholder statements to the department bill, ensuring that all required documentation has been received and that all policies and procedures have been followed.

**Program Coordinator:** The Auditor/Controller will be the Program Coordinator for the County. The Program Coordinator will be the focal point for coordination of applications for County credit cards, modifications to existing cards, the destruction of cards, and training of cardholders and related personnel. In addition, the Program Coordinator is responsible for administration of the County procedures for controlling and using cards, within the policies and guidelines adopted by the Plumas County Board of Supervisors.

**Prohibited:** If supplies/goods or travel related services are listed in the Travel Policy or other Board Policies as non-reimbursable, the credit card shall not be used for such purchases.

## **5.0 CARD RESTRICTIONS**

The Plumas County credit card is not intended to replace effective travel planning, nor does use of the card relieve the cardholder from adherence to all State, County and Department travel/office, supply/goods (department heads only), expense policies and procedures. Cardholders shall ensure that sufficient funds have been budgeted and are available prior to incurring any expenditure. A supervisor, department head, or Auditor/Controller staff can assist in verifying that funds are available.

Questions regarding restrictions should first be directed to your department head and then to the Program Coordinator.

Employees, other than department heads, shall NOT put other employee's charges on their card.

The Plumas County credit card is intended to be used for travel-related and supply/goods (department heads only) expenditures only. Use of the County credit card for any other purpose is expressly prohibited. Additional department restrictions may be applied.

The County credit card shall not be used for any of the following (this is not an inclusive list):

- 5.1 Cash Advances
- 5.2 Personal Services
- 5.3 Petty cash items
- 5.4 Personal telephone calls
- 5.5 Alcoholic Beverages
- 5.6 Entertainment
- 5.7 Violations of legal requirements
- 5.8 Cleaning
- 5.9 Bails
- 5.10 In-room movies
- 5.11 Laundering
- 5.12 Barbering
- 5.13 Gasoline or repair purchases for personal vehicle
- 5.14 Any items for which budgeted funds are unavailable to pay for the expenditure.
- 5.15 Any purchases where the cardholder has a personal interest or knowledge, which creates an appearance of a conflict of interest (e.g. buying from a relative).

## **6.0 UNAUTHORIZED USE OF COUNTY CREDIT CARD**

Employees of the County of Plumas hold a public trust; your conduct must meet the highest ethical standards. Disciplinary procedures will be initiated for unauthorized use of a County credit card. "Unauthorized use" means the use of the credit card by any person, including the cardholder, who does not have actual, implied or apparent authority of such use and from which the County received no benefit. Unauthorized use of a County credit card constitutes fraud and willful misuse of the public funds. Any employee who engages in the unauthorized use of the County credit card will be subject to disciplinary action, up to and including termination.

The Program Coordinator may cancel credit cards immediately upon the finding that uses were unauthorized and/or finding that the policies were not followed.

## **7.0 INTERNET/TELEPHONE/MAIL ORDER**

If you are making reservations, paying registration fees, making other travel arrangements or ordering supplies/goods (department heads only) by telephone or internet with your credit card, you must log all transactions with the time, date, vendor name, amount and description of transaction and a detailed receipt must be obtained within 24 hours (vendor can fax or email receipt). If vendor is unable or unwilling to remit a detailed receipt within that timeframe, the transaction shall be cancelled

immediately. This log shall be compared to the receipt for accuracy and all discrepancies shall be immediately corrected or the transaction shall be cancelled.

## **8.0 PROCEDURES FOR OBTAINING A CREDIT CARD**

The Department Head shall complete a "Card Holder Account Setup" application. Completed applications should be forwarded to the County Auditor/Controller. Note: All departments requesting and utilizing credit cards shall have internal instructions supplementing this document, and tailored to the individual needs and controls of the department/agency.

A department billing contact must also be identified for each department. The department head shall complete a Department Billing Contact form and shall ensure that the Auditor/Controller has an updated and accurate form on file at all times. The Billing Contact will be responsible for reconciling all of the department's cardholder statements and documentation as provided by the department and forwarding to the Auditor/Controller's Office for payment.

After approval of the written request, the Auditor/Controller shall forward a credit card application to Cal-Card. Any department requesting and utilizing credit cards may have internal instructions supplementing these policies, tailored to the individual needs and controls of the department.

## **9.0 CREDIT CARD ACTIVATION**

Upon verification and approval by the Auditor/Controller, Cal-Card will provide the requested county credit card. The card is mailed to the Auditor/Controller's Office for delivery to the cardholder. The new cardholder will be required to sign a "Receipt of Credit Card and Agreement Form". All cardholders and department billing contacts must read and sign acknowledgment that they have read and understand the Credit Card Policy prior to receiving their card and/or becoming a department billing contact.

The cardholder is responsible for calling Cal-Card to activate their card once they receive it from the Auditor/Controller. The reverse side of the card includes a space for the cardholder to sign, and the cardholder shall sign it upon issuance to prevent unauthorized use. The toll-free number to contact a bankcard customer service representative is on the back of the card.

The issued card may be cancelled if not activated in a timely manner. If this happens, contact the Auditor/Controller to have your card reactivated.

## **10. CREDIT CARD MODIFICATIONS**

To modify a credit card account (e.g., change dollar limits, name/address), a written and signed Modification Request Form shall be completed, signed by the Department Head and submitted to the Auditor/Controller for processing. Allow three business days for modifications to the existing account to be completed and one week if a new card must be

issued. Before a new card is issued, the old card must be destroyed (cut in half) and returned to the Auditor/Controller.

## **11. CANCELLATION OF CREDIT CARD**

The Auditor/Controller has the authority to cancel cards issued to Plumas County employees if a card is misused in any manner. The Auditor/Controller will notify the department head of any cancellation. Misuse of the card will include, but is not limited: failing to reconcile receipts, failing to timely submit required receipts and supporting documents and purchasing non-county approved or personal items.

If the department head is requesting the cancellation of a credit card, a Modification Request Form must be completed and submitted to the Auditor/Controller.

## **12. REQUESTS FOR REPLACEMENT CARDS**

If a credit card needs to be replaced because it is worn out or defective, a Modification Request Form must be completed requesting a new card, and submitted to the Auditor/Controller for processing. The old card must be destroyed (cut into half) and returned to the Auditor/Controller before a replacement card will be provided.

## **13. LOST/STOLEN CREDIT CARDS**

The cardholder is responsible for the security of the credit card. If an employee loses or has his or her credit card stolen, the employee shall, immediately notify Cal-Card at 1 (800) 227 – 6736, the department head and the Auditor/Controller at (530) 283-6246 or 6247, who shall cancel the card.

The cardholder shall follow-up with a written notification to the Auditor/Controller within two (2) business days of loss. The notification should include the account number; date, time and location the card was lost or stolen; and any transactions made on the day the card was lost or stolen. The Auditor/Controller will contact the bank to obtain a replacement card. Cal-Card will mail replacements cards to the Auditor/Controller. A new account number will be assigned to the replacement card.

If the card is suspected stolen, a police report should be filed in the jurisdiction where the theft occurred. A copy of the report should be provided to the Auditor/Controller.

**A cardholder may be personally liable if the reporting requirements for a lost or stolen card are not met.**

## **14. EMPLOYEE DEPARTURES/TRANSFERS**

Credit cards are issued to individual employees. If an employee leaves a department, the department head must complete the Modification Request Form and immediately return the employee's card to the Auditor-Controller.

If the cardholder is transferred to another department within the County and the new department head wants the employee to have a card, the new department must complete Modification Request Form. The Auditor/Controller will contact the bank to change the cardholder's location and the employee's credit card will be returned to him/her.

## **15. SALES TRANSACTION PROCEDURES**

The cardholder shall require the vendor to itemize and provide an itemized/detailed receipt or invoice for each charge. A description of the transaction and the total amount including sales tax must be included on the itemized receipt. If the receipt or invoice is not itemized, the cardholder shall write in the charges and have the sales person, at the point of sale, sign, date and provide a contact phone number on the receipt (on the back if there is not enough room on front).

Internet purchases will also be allowed under this program. However, all Internet purchases must comply with the following guidelines:

1. Internet purchases shall only be made within the guidelines established for accepted use of the credit card. They may be for travel-related and supplies/goods (department head only) expenses.
2. Internet purchases must be made with reputable companies only. It is preferred that cardholders do on-line business with vendors with whom the County has already established a good working relationship.
3. Only use companies, which protect their sites with Secured Socket Layer (SSL) technology. If a site is SSL-protected, a message will appear upon entering the site notifying the user that he/she is entering a secured area. A padlock icon will also appear on the taskbar at the bottom right corner of the screen. If the message and the icon do not appear, you may not purchase on-line from that vendor.
4. Keep good records of all Internet purchases. Record each on-line transaction in a log as it is made and an itemized receipt must be printed out immediately.
5. County will only pay for actual itemized expenses.
6. Packing slips must be remitted with ALL internet supply purchases. This will be verification that the item was actually received. If packing slip is not provided, department head shall write a memo, attach it to the claim, verifying that the item was received.

**Violation of the above guidelines may result in the termination of credit card privileges.**

## 16. STATEMENT PROCEDURES

### 16.1. Cardholder Procedures

- At the close of each billing cycle, each cardholder will receive an individual bank statement referred to as "Statement of Account". The statement will show all transactions the cardholder made during the billing cycle. If the cardholder has questions regarding the information on the statement, the cardholder shall contact Cal-Card's 24-hour customer service. If no activity occurred for a cardholder during a particular cycle, no statement will be generated. Upon receipt of the statement, complete the following steps:
- Review the statement for accuracy. Retain and attach the postmarked envelope to the statement. Reconcile the credit card statement with the itemized receipts. If an item is billed incorrectly, the cardholder completes the section at the bottom of the bill that states, "The following items are in error and should be removed from this statement" where they will provide a complete explanation and signature of both cardholder and department head. An additional sheet of paper can be added if necessary. In addition, the Cardholder Statement of Questioned Item form should be completed, signed and submitted to the Auditor/Controller with the claim(s). Attach all corresponding receipts and invoices listed in the same order as they appear on the credit card statement. Care should be taken that all receipts are secured to the statement. **If receipts or invoices are lost, a duplicate copy must be obtained from the vendor.**
- Fill out a claim; attach the statement and all documentation and forward to the department billing contact within three (3) working days of receipt. Include on the claim an explanation of the County business for which each charge was made. If the cardholder is unable to review the statement within the required 3-day period, all paperwork shall be forwarded to the department billing contact for processing.
- If necessary, attach a personal check made payable to the County of Plumas for any charges in excess of per-diem limits or otherwise ineligible for reimbursement. (i.e. dinner over the allowable limits). NOTE: Such ineligible charges are required to be kept to a minimum, and shall in no event be contrary to County Policy. Repeated use will be considered a loan and the card will be cancelled immediately.

### 16.2 Department billing contact

The department billing contact is responsible for ensuring that all cardholders' Statements of Account are forwarded to him/her in the required timeframe. Within three (3) working days of receipt of all cardholders' Statements of Account and supporting documentation the department billing contact will be responsible for the following:

- Review each cardholder's purchases and determine if the items are allowed in accordance with County policies and procedures. Discuss any questionable



purchase with the cardholder. If the cardholder cannot justify that the purchase was necessary and "For Official Use" then the cardholder must immediately reimburse the County for such purchase. Resolution of improper use of the credit card will be the responsibility of each department initially.

- Be sure there is a written explanation for items where the amount on the claim differs from the amount on the statement.
- After reviewing each cardholder claim for completeness and accuracy, sign and forward the entire package to the Auditor/Controller's Office no later than the 15th of each month.
- The department billing contact is responsible for any cardholder who is traveling or on leave and shall ensure that their statement is reviewed and all appropriate reports and receipts are attached. If a particular cardholder's statement certifications are delayed due to unusual or unforeseen circumstances, the remaining statements should be delivered to the Auditor/Controller with an explanation regarding any missing statements.

#### **16.3 Auditor Procedures.**

- Receive and review the master statement from Cal-Card.
- Match cardholder statements received from department billing contacts against the master statement.
- Audit statements for receipts, accounting and appropriate documentation.
- Process master statement for payment.

### **17. STATEMENT/REPORTS NOT RECEIVED**

All statements and reports should be received by the first of each month. If such statements/reports are received late, cardholders shall include in the month-end statement package, a written memo to the Auditor/Controller indicating the date the statement was received and attach the postmarked envelope from the bank with the submittal to the Department Billing Contact.

Departments shall submit all claims (with backup and all required documentation, available budget and everything needed to ensure that the Auditor/Controller can process) NO LATER than the 15<sup>th</sup> of each month.

### **18. LATE FEES**

**The County will not pay late charges, late fees, or interest charges on County issued credit cards or privately issued credit cards used to make County-business purchases—these shall be the sole and personal responsibility of the department head.**

### **19. EXCEPTIONS TO THE POLICY**

Any emergency exceptions from the policy for use of credit cards as stated should be approved by the Department Head, if possible, PRIOR to emergency purchases. Should

the Auditor disagree with the Department Head that an exception was needed; the Department Head shall get Board of Supervisors approval to pay the claim.

## **20. DISPUTES**

The cardholder is responsible for the charges on the Cal-Card and must follow established procedure on any item charged to the card that is not appropriate.

The cardholder has thirty days (30) from the statement date to dispute an item, otherwise the transaction is treated as an authorized purchase and the department is responsible for payment. The cardholder must complete the "Cardholder Statement of Questioned Item" and forward to the Auditor/Controller with the statement for further processing.

All disputes shall be resolved between the cardholder and Cal-Card. After disputing an item, the cardholder should receive an "Acknowledgement of Dispute" letter from the bank. If not, the cardholder shall contact their toll free number to inquire as to the status of the letter. Once a dispute is resolved, the cardholder will also receive a "Resolution of Dispute" letter from the bank.

## **21. Cancellation of Purchase/Travel Expenses**

**It is the responsibility of the cardholder to appropriately cancel ALL travel reservations where the credit card has been used. If not appropriately cancelled, the cardholder may be responsible for any charges accrued for the reservations.**




3c

**PLUMAS COUNTY PROBATION DEPARTMENT**

**SHARON L. REINERT**

**CHIEF PROBATION OFFICER**

1446 E. Main St., Quincy, CA 95971  
(530) 283-6200 Fax (530) 283-6165

**DATE:** February 14, 2013  
**TO:** Honorable Board of Supervisors  
**FROM:** Sharon L. Reinert, CPO   
**SUBJECT:** Budget Transfer Between Accounts in Dept. 20400

**Recommendation:**

Approve the transfer of funds in Department 20400 from the Drug Testing account 524803 to Other Wages account 51020 in the amount of \$12,200.00.

**Background:**

We are out of Other Wages in our general fund department 20400, and will need at least \$12,200.00 to pay our Probation Assistants that perform the drug testing, transport juveniles, and other duties required. The transfer has been approved by the Auditor.

TRANSFER NUMBER  
(Auditor's Use Only)

Date 1/29/2013

### Approval Required

- |         |
|---------|
| Board   |
| Board   |
| Board   |
| Auditor |
| Auditor |

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

**TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS**  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Supplemental budget requests require Auditor/Controller's signature

RECEIVED  
JAN 23 2013

### Limitations / Risk



GREGORY J. HAGWOOD  
SHERIFF/CORONER


# Office of the Sheriff

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

301

**DATE:** February 20, 2013

**TO:** Honorable Board of Supervisors

**FROM:** Greg Hagwood, Sheriff 

**RE:** Agenda Item for the meeting of March 5, 2013

**Recommended Action:**

- 1) Approve and ratify the purchase of a General Dynamics G8000 Communications Analyzer from Computer Discount Warehouse-Government (CDWG) in the amount of \$32,700.76 as low dollar vendor for quotes received.
- 2) Approve and authorize budget transfer in the amount of \$32,701.00 for this purchase.

**Background and Discussion:**

The Sheriff's Office now has the responsibility, along with the Office of Emergency Services, to maintain all communication equipment infrastructure used by County emergency service agencies. The equipment numbers are considerable and the locations of use are spread throughout Plumas County.

The cost to maintain this equipment continually increases and the Sheriff's Office has been actively exploring ways to minimize these costs. The purchase of a communications analyzer would be a considerable yearly cost savings measure. The equipment mentioned is the only device capable of automatically diagnosing problems in the majority of radios operated by the Sheriff's Office.

The Sheriff's Office has just received authorization from FEMA to purchase this equipment using Homeland Security funding. The funding source has an end date of April 30, 2013. The lead time for the order is eight weeks. Anticipating the short deadline, the Sheriff's Office solicited bids from five different vendors as recommended by the manufacturer. Four vendors responded to the solicitation (see attached). The Sheriff's Office will be purchasing from the lowest vendor provided quote. Given the limited time to spend the funds and put the equipment in service, the Sheriff's Office placed an order for the equipment with CDGW on 02/21/13.

The budget transfer in the amount of \$32,701 is required to move the grant funds to the proper account to make the purchase and maintain the grant award as per the approved grant modification.



The Right Technology.  
Right Away.™

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO	ACCOUNT NO	DATE
H241876	9807074	1/14/2013

B PLUMAS COUNTY SHERIFF'S OFFICE  
I 1400 E MAIN ST  
L  
L ACCOUNTS PAYABLE  
T QUINCY, CA 95971-9402  
O

Customer Phone # 5302836375

S PLUMAS COUNTY SHERIFF'S OFFICE  
H 1400 E MAIN ST  
I  
P MICHAEL  
T QUINCY, CA 95971-9402  
O Contact: MICHAEL GRANT 530-283-6375

Customer P.O. # GD

QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE	
JEFF BUTCHKO 877-853-0557		DROP SHIP-GROUND	Request Terms		
QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
1	2930811	GENERAL DYNAMICS PREMIER PKG 1GHZ Mfg#: G-D-R8000B1111-1000-0 Contract: MARKET	18999.00	18999.00	
1	2930757	GENERAL DYNAMICS C4 SYSTEM -R8000A/B Mfg#: G-D-R8-P25 Contract: MARKET	2999.00	2999.00	
1	2930769	GENERAL DYNAMICS R8000A/B - AUTOTEST Mfg#: G-D-R8-AT_XTL Contract: MARKET	2725.00	2725.00	
1	2930772	GENERAL DYNAMICS TRANSIT CASE F/8000 Mfg#: G-D-R8-TSC Contract: MARKET	737.00	737.00	
1	2930777	GENERAL DYNAMICS C4 SYS R8000A/B VSW Mfg#: G-D-R8-VSWR Contract: MARKET	1799.00	1799.00	
1	2930782	GENERAL DYNAMICS C4 SYS XLT BREAKOUT Mfg#: G-D-202161-01 Contract: MARKET	399.00	399.00	
1	2930766	GENERAL DYNAMICS C4 SYS R8000A/B Mfg#: G-D-R8-AT_XTS Contract: MARKET	2725.00	2725.00	
----- SPECIAL INSTRUCTIONS -----					
Please include this quote# on your PO and fax it to 847-371-2100-thanks					

Terms and Conditions:

<http://www.cdwg.com/content/terms-conditions/default.asp>

TOTAL \$

Continued

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 847-371-2100

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

www.CDWG.com  
800-808-4239

# SALES QUOTATION

B PLUMAS COUNTY SHERIFF'S OFFICE  
I 1400 E MAIN ST  
L  
L ACCOUNTS PAYABLE  
T QUINCY, CA 95971-9402  
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T  
O

PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E MAIN ST  
MICHAEL  
QUINCY, CA 95971-9402  
Contact: MICHAEL GRANT 530-283-6375

QUOTE

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
-----	-------------	-------------	------------	----------------

Terms and Conditions:  
<http://www.cdwg.com/content/terms-conditions/default.asp>

TOTAL  US Currency  
32,700.76

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 847-371-2100

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Total	30,383.00
FMV Lease Option	893.87/Month
Total	30,383.00
\$BO Lease Option	985.32/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. \*\*

=====

#### Why finance?

- \* Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- \* Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- \* Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- \* Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- \* Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

#### General Terms and Conditions:

\*\*This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.



**GENERAL DYNAMICS**  
SATCOM Technologies

3750 W. Loop 281  
Longview, TX 75604

Phone: (903) 381-4146  
Fax: (903) 295-1479  
email: [carol.cade@adsatcom.com](mailto:carol.cade@adsatcom.com)

DATE 1/3/2013  
Quotation # DJWG10313  
Customer ID:

Plumas County Sheriff  
1400 E. Main Street  
Quincy, CA 95917

Quotation valid until 2/2/2013  
Prepared by Doyle Wofford

Phone: 530-282-6375  
email: [mgrant@ccso.net](mailto:mgrant@ccso.net)

SALES PERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	FCA POINT	TERMS
Doyle Wofford		6-8 Weeks ARO		Longview, TX	Cash

QUANTITY	ORDER #	DESCRIPTION	Unit Price	T-Taxable*	AMOUNT
1	R8000B-Premier 1G	1GHz Premier Package <i>(includes Following Options)</i>	\$19,950		\$19,950
		3 Year Service Plan			\$0
		Remote Front Panel			\$0
		Tracking Generator			\$0
		Enhanced Spectrum Analyzer			\$0
		Cable Fault Locator			\$0
		Soft Carrying Case			\$0
1	R8-P25	APCO Project 25 Conventional	\$3,000		\$3,000
1	R8-AT_XTS	AutoTune for Motorola XTS2500/5000 Portables	\$2,500		\$2,500
1	R8-AT_XTL	AutoTune for Motorola XTL Series Mobiles	\$2,500		\$2,500
1	R8-TSC	Transit Case w/ Cutout for Soft Carrying Case	\$595		\$595
1	R8-VSWR	Antenna Bridge	\$1,750		\$1,750
1	202161-01	XTL Breakout Box	\$300		\$300

NOTES:

- \* Taxes, users fees, customs charges and duties may also apply and are the responsibility of Buyer.
- \* Quoted delivery is best-estimate only.
- \* Shipping costs to be borne by Buyer
- \* A completed End-User-Statement is required prior to the export of any product outside the United States.

	SUBTOTAL	\$30,595.00
	ESTIMATED TAX RATE	7.50%
	ESTIMATED SALES TAX	\$2,294.63
	ESTIMATED SHIPPING	\$50.00
	TOTAL	\$32,939.63

Doyle Wofford  
480-441-0664  
[doyle.wofford@gdc4s.com](mailto:doyle.wofford@gdc4s.com)

*This document contains trade secrets and commercial or financial information which are privileged and confidential and exempt from disclosure under the Freedom of Information Act pursuant to exemptions (b)(3) and (b)(4). Furthermore, this information is prohibited from disclosure under the Trade Secrets Act, 18 U.S.C. 1905*

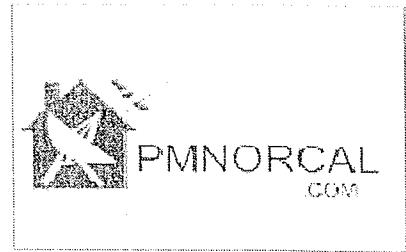
Remit to: General Dynamics SATCOM Technologies, Inc., PO Box 601704, Charlotte, NC 28260-1704

Notes:

1. General Dynamics' Terms and Conditions enclosed herein apply to this quotation and cannot be used to establish a binding contract.
2. Any resultant purchase is subject to General Dynamics' review and acceptance.
3. Change in quantity or elimination of items may not require a revision to this quotation, at General Dynamics' sole discretion.
4. Delivery will be within the time period stated on above or sooner; with no penalty for early delivery.

WARNING: System Analyzers with Encryption capabilities are restricted in accordance with the Arms Export Control Act of the United States. Export, sale or transfer of these items outside the United States, or to a foreign person within the United States, requires the prior written approval of the U.S. Department of State, Office of Trade Controls.

Procomm Marketing, Inc  
PMB 351 699 Lewelling Blvd. Ste. 146  
San Leandro, CA. 94579  
(510) 383-9191



Plumas County Sheriff  
1400 E. Main St.  
Quincy, CA 95917

Attn: Mike Grant  
530-282-6375  
mgrant@pcso.net

## Quotation

Quote Date: 1/2/13

General Dynamics R8000 Quote

Item	Description	Qty	Price	Ext Price
R8000B-Premier1G	R8000B1Ghz Premier Package***	1	\$19,950	\$19,950.00
R8-P25	P25 Conventional Option	1	\$3,000	\$3,000.00
R8-AT_XTS	Autotune Software for XTS2500/5000 Portables	1	\$2,500	\$2,500.00
R8-AT_XTL	Autotune Software for XTL Series Mobile	1	\$2,500	\$2,500.00
R8-TSC	Transit Case for Soft Carry Case insert	1	\$595	\$595.00
R8-VSWR	Antenna Bridge	1	\$1,750	\$1,750.00
	<b>1G Premier Package Includes:</b>			\$0.00
	R8-3Y 3 Year Service Plan			\$0.00
	R8-Remote Remote Control Software			\$0.00
	R8-TG Tracking Generator			\$0.00
	R8-ESA Enhance Spectrum Analyzer			\$0.00
	R8-CF Cable Fault			\$0.00
	R8-SC Soft Carry Case			\$0.00
202161-01	XTL Breakout Box	1	\$300.00	\$300.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Equipment Subtotal \$30,595.00

Labor / Installation Services

\$0.00

\$0.00

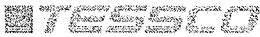
7.50% Sales Tax \$2,294.63

Shipping \$50.00

Total \$32,939.63

Terms: Net-30  
Delivery: 6-8 Weeks ARO  
Quote Valid for 60 Days  
Quote Prepared by: Ron Seitz

*Thank You!*



Everything needed to design, build, run, maintain or use wireless

## QUOTATION

Prepared by: Allen Damrau

DATE: 1/2/2013

800-472-7373 Ext: 5648 ☐ 775-689-5648 ☐ 410-527-0005 Fax

Mail to: damraua@TESSCO.com

Click on above image or visit us at: <http://www.TESSCO.com>

Quotation number: 2543593-C10213

BILL TO: 2543593-0000

SHIP TO: 2543593-0000

Page: 1

Date: 01/02/13

Plumas County Sheriff  
1400 E. Main St.  
Quincy, CA 95917

Plumas County Sherrif  
1400 E. Main St.  
Quincy, CA 95971

Telephone: 530-283-6375  
Name: Mike Grant

US Dollars

SKU #	Unit of measure	Description	Manufacturer part number	Order qty	Unit price	Extended price
349088	1 EA	R8000B-Premier Pkg 1 GHz	R8000B1111-1000-0	1	19,850.00	19,850.00
326489	1 EA	R8000A/B - APCO Project25	R8-P25	1	2,994.00	2,994.00
307333	1 EA	*R8000A/B - AutoTest XTS	R8-AT_XTS	1	2,495.00	2,495.00
377964	1 EA	*R8000A/B - AutoTest XTL	R8-AT_XTL	1	2,495.00	2,495.00
394497	1 EA	*Transit Case for R8000	R8-TSC	1	595.00	595.00
336138	1 EA	*VSWR Antenna Bridge	R8-VSWR	1	1,746.50	1,746.50
1G Premier Package Includes:						
- R8-3Y 3 Year Service Plan						
- R8-Remote Remote Control Software						
- R8-TG Tracking Generator						
- R8-ESA Enhance Spectrum Analyzer						
- R8-CF Cable Fault						
- R8-SC Soft Carry Case						
306296	1 EA	*Auto Breakout Box	202161-01	1	300.00	300.00

Confirmed Special Order\*\*  
Non-cancellable Non-returnable  
Manufacturer's Warranty Applies

Any changes made to this quote as a whole could affect pricing. Quotes are valid for this calendar month only. Please call to confirm current pricing.

Ship via: 5 Day Estimated weight: 47 lbs  
Terms: N 30 INVOICE DATE  
Based on Pricing level at time of request.  
To confirm price and availability, build a Worksheet on [www.tessco.com](http://www.tessco.com) <<http://www.tessco.com>> for your current, everyday lowest total cost.

Destination & handling: 17.61  
CA Sales tax: 2,287.00  
Total: 32,780.11

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER

(Auditor's Use Only)

Department: HOMELAND SECURITY

Dept. No: 70345

Date 2/20/2013

The reason for this request is (check one):

- |    |                                     |   |
|----|-------------------------------------|---|
| A. | <input type="checkbox"/>            | Transfer to/from Contingencies OR between Departments           |
| B. | <input type="checkbox"/>            | Supplemental Budgets (including budget reductions)              |
| C. | <input checked="" type="checkbox"/> | Transfers to/from or new Fixed Asset, out of a 51XXX            |
| D. | <input type="checkbox"/>            | Transfer within Department, except fixed assets, out of a 51XXX |
| E. | <input type="checkbox"/>            | Establish any new account except fixed assets                   |

**Approval Required**

Board

Board

Board

Auditor

Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70345	521250	COMMUNICATION EQUIPMENT	20,361.00
0017G	70345	521900	PROFESSIONAL SERVICES	9,940.00
0017G	70345	542203	REPEATER EQUIP/INSTALL	2,400.00
Total (must equal transfer to total)				32,701.00

**TRANSFER TO OR**

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70345	542200	COMMUNICATION EQUIPMENT	32,701.00
Total (must equal transfer to total)				32,701.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

A) TRANSFER TO COVER SHORTAGE IN ACCOUNT AFTER GRANT MODIFICATION

B) GRANT MODIFICATION - EXPENDITURES LESS THAN ANTICIPATED

C) EXPENSES TO BE INCURRED THIS FISCAL YEAR

D) N/A

Roni Torrey

Disapproved/ Not recommended

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



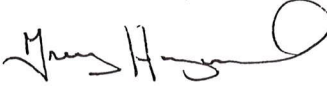
GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

302,3

## Memorandum

**DATE:** February 14, 2013  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of March 5, 2013

### RECOMMENDATIONS:

Approve budget transfer for the 2010 Homeland Security Grant budget, Interoperable Emergency Communications Grant Program (IECGP) portion, in the amount of \$16,449 to Communication Equipment (542200), a fixed asset account. Transferring \$15,467 from Travel – Out of County (527500), a service & supply account and \$982 from Contingencies account (528400).

Approve budget reduction for 2010 Homeland Security Grant budget, IECGP portion, in the amount of \$15,917 for grant funds not expended during grant award period.

### BACKGROUND & DISCUSSION:

The FY 12/13 Administrative and Budgetary Controls require transfers to/from fixed asset accounts and from Contingencies accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the 2010 Homeland Security Grant, IECGP portion, to allow for expenditures as per the grant award agreement. The items to be purchased are considered fixed assets, therefore, the funds need to be transferred accordingly.

Budget reductions also require Board approval. The IECGP portion of this grant award has ended, therefore, the revenue and expenditure budgets need to be reduced to keep the budget in balance with the grant award.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 — Telephone (530) 283-6268 — Facsimile (530) 283-6323

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

Joe Blackwell, Deputy Director



## **CONSENT AGENDA REQUEST**

for the March 5, 2013 meeting of the Board of Supervisors

February 25, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, appearing to read 'Robert Perreault, Jr.', is written over the printed name.

Subject: Authorization for the Department of Public Works to execute a contract in the amount of \$41,950.00 to install two (2) heating system boiler replacements.

### **Background:**

On October 2, 2012, the Board of Supervisors adopted a final budget that included \$32,000.00 for replacement of the existing boilers at the Chester shop and the Beckwourth shop.

Public Works has publicly solicited bids for the replacement of the two boilers.

After the bid opening on February 14, 2013 for the two (2) shop heating system boilers, Public Works reviewed all bids received for qualifications.

There were seven (7) bids received. Five (5) bids were qualified and two (2) bids were not qualified. All of the qualified bidders were bidding on boiler units from the same manufacturer and on the same model (Slant/Fin TR-60).

All bids received were for an amount greater than allocated in the approved FY 12/13 Public Works budget.

Below are the bid results:

### **Qualified:**

Stephens Construction Inc. (SCI)	\$41,950.00
Madden Plumbing and Heating	\$51,386.61
Indoor Environmental Services (IES)	\$57,405.00
Efficient Energy Concepts	\$58,450.00
Slusher Plumbing Heating and Cooling	\$87,102.51

**Not Qualified:**

TNT Industrial Contractors Inc.	\$48,786.00 Bid was for propane unit, not fuel oil.
Cone Plumbing	64,415.00 Bid did not include specifications.

A copy of a proposed contract is in review as to form by County Counsel.

Recommendation:

The Department of Public Works respectfully recommends that, once approved by County Counsel:

1. The Board of Supervisors approves the attached budget transfer in the amount of \$12,000.00 from acquisition account "542600 Equipment" to acquisition account "544751 Heater", and
2. Authorize the Director of Public Works to execute a contract with the lowest qualified bidder, SCI, in the amount of \$41,950.00.



**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Public Works - Road      Dept. No: 20521      Date 2/15/2013

The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments  
 B. ☐ Supplemental Budgets (including budget reductions)  
 C. ☒ Transfers to/from or new Fixed Asset, within a 51XXX  
 D. ☐ Transfer within Department, except fixed assets  
 E. ☐ Establish any new account except fixed assets

**Approval Required**

Board  
 Board  
 Board  
 Auditor  
 Auditor

☐ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0002	20521	542600	Equipment	12,000.00
Total (must equal transfer to total)				12,000.00

**TRANSFER TO OR**

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0002	20521	544751	Heaters	12,000.00
Total (must equal transfer to total)				12,000.00

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

A) Qualified low bid for D-1 & D-3 boilers came in above budgeted amount.

B) The department has not purchased any acquisition /minor equipment this year.

C) The buildings are used as: an area to work on vehicles and the supervisors office.

D) N / A

J. T. Zilli 02/15/13

Disapproved/ Not recommended

Board Approval Date:

Agenda Item No.

Date Entered by Auditor/Controller:

Initials

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

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A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



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

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

**R. CRAIG SETTLEMIRE**  
COUNTY COUNSEL

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

February 26, 2013

**INTEROFFICE MEMORANDUM**

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

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

**SUBJECT:** Amendment No. 4 to Legal Services Agreement with Abbott and Kindermann, LLP.

**Background:**

The law firm of Abbott and Kindermann, LLP, has represented the County of Plumas as special legal counsel in two land use cases, namely:

1. High Sierra Rural Alliance v. County of Plumas, et al., Case No. GN CV08-00117 ("McMorrow")
2. High Sierra Rural Alliance v. County of Plumas, Case No. GN CV09-00174 ("Feather River Inn")

On March 15, 2011, the legal services agreement with Abbott and Kindermann, LLP, was extended to June 30, 2011 (Amendment No. 2). At that time, the work on both of the cases was nearly complete in March, however some of the work on the Feather River Inn case extended past June 30, 2011 resulting in the need for a third amendment. That work was wrapped up with the entry of the Court's formal Peremptory Writ of Mandate on April 25, 2011, and ruling on attorneys fees and costs on July 1, 2011.

However, the Court's ruling in the Feather River Inn case provides that the County is to make a further report to the Court (a "return on the writ") on or before April 25, 2013, concerning the status of the development project. The most efficient way to handle this requirement is to have Abbott and Kindermann continue their work on the case. Because there has been little or no activity over the last two years since the developer, the Schomac Group, Inc., filed for Chapter 11 bankruptcy, this additional work by Abbott and Kindermann is not expected to be very extensive and is likely be accomplished by way of a stipulation with legal counsel for the petitioner. The County has an obligation to comply with the court orders, notwithstanding the developer's bankruptcy proceeding.

Memorandum  
Board of Supervisors  
Re: Abbott & Kinderman, Amendment No. 3  
Date: February 26, 2013

Page 2 of 2

---

**Recommended Action:**

At this time it is respectfully recommended that the legal services agreement with Abbott and Kindermann, LLP, be extended through December 31, 2013, and that the total amount of compensation for the period January 1, 2012 through December 31, 2013, not exceed \$5,000 as is provided in the proposed "Amendment No. 4 to Legal Services Agreement Abbott and Kindermann, LLP" submitted herewith. It is further recommended that the Board of Supervisors ratify and approve payment of services provided by Abbott & Kindermann after January 1, 2012.

[\\Hmx\012041s\1 coco shared\Memos\BOS Memo re Agreement for Legal Services Abbott 4th Amend.doc]

**COUNTY OF PLUMAS**

**Amendment No. 4**

to

**Legal Services Agreement**

**Abbott & Kindermann, LLP**

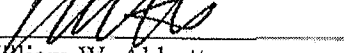
This Amendment shall amend the original legal services agreement, dated April 13, 2009; Addendum No. 1, dated June 18, 2010 and Addendum No. 2, dated March 15, 2011 and Amendment No. 3, dated October 19, 2011 between the firm of Abbott & Kindermann, LLP and the County of Plumas. The legal services agreement is amended as follows:

1. Section 1 (Commencement) is amended to extend the term of the agreement until December 31, 2013. The total amount of compensation payable under this amendment shall not exceed Five Thousand Dollars (\$5,000.00) for the period of January 1, 2013 through December 31, 2013.

All other terms and conditions of the original legal services agreement remain in effect.

Agreed to by:

**ABBOTT & KINDERMANN, LLP**

By:   
William W. Abbott

Date: 2/25/13

**COUNTY OF PLUMAS**

By: \_\_\_\_\_  
R. Craig Settlemire  
Plumas County Counsel

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