

BOARD OF SUPERVISORS

Terrell Swofford, Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, 4th District

Jon Kennedy, Vice Chair 5th District

**AGENDA FOR REGULAR MEETING OF DECEMBER 17, 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

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

Convene as the Grizzly Ranch Community Services District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

1. **GRIZZLY RANCH CSD** – Robert Perreault

Authorize the Auditor/Controller to pay Invoice No. 52880 and No. 52878 from Tesco Controls of \$5,240.62 without a contract

Adjourn as the Grizzly Ranch Community Services District Governing Board and reconvene as the Board of Supervisors

2. **BOARD OF SUPERVISORS**

- A. Response to FY 2012-2013 Grand Jury Report. Discussion, possible action and/or direction to staff
- B. Approve and authorize the Chair to sign letter to USFS Regional Forester Randy Moore in response to the September 04, 2013 letter pertaining to the Plumas National Forest activity involving Subpart A of the USFS Travel Management Rule. Discussion and possible action
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

3. DEPARTMENTAL MATTERS

A. HUMAN RESOURCES – Gayla Trumbo

- 1) Approve budget transfer of \$1,500 from Regular Wages – 51000 to Other Wages – 51020 within Human Resources Budget 20035
- 2) Authorize the Director of Human Resources to fill 1.0 FTE, allocated and funded, Human Resources Technician I/II position
- 3) Authorize the Director of Human Resources to begin recruitment for the Alcohol & Drug Administrator position. Discussion and possible action

B. PROBATION – Doug Carver

Authorize the Probation Department to fill vacant, allocated and funded 1.0 FTE Office Assistant I/II; 1.0 FTE Probation Assistant; 1.0 FTE Supervising Probation Officer; and 1.0 FTE Legal Services Assistant I/II positions. Discussion and possible action

4. 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. ELECTIONS

Adopt **RESOLUTION** authorizing the County Clerk to Conduct an All Mailed Ballot Elections within the Boundaries of the Peninsula Fire Protection District on April 08, 2014

B. MUSEUM

Authorize the Director to close the Museum to the public during normal business hours for the month of January 2014 to facilitate inventory and cataloging of collections

C. MENTAL HEALTH

Approve and authorize the Director of Mental Health to sign contract with Crestwood Behavioral Health, Inc. for FY 2013-2014. Approved as to form by County Counsel

D. PUBLIC WORKS

Approve and authorize the Director of Public Works to sign Amendment No. 1 to contract with Quincy Engineering, Inc. and ratification of work completed on the Keddie Resort Bridge project between December 21, 2010 and June 24, 2011. Approved as to form by County Counsel

NOON RECESS

5. 1:30 P.M. – PLANNING – Randy Wilson

Plumas County General Plan Update: On November 12, 2013, the Board of Supervisors conducted a public hearing. The Board received comments from the public and the public hearing was closed. The matter is now before the Board today for discussion, possible action, or other direction to staff, as follows:

- A. Adopt **RESOLUTION** Certifying the Final Environmental Impact Report (FEIR #85) for the General Plan Update. **Roll call vote**
- B. Adopt **RESOLUTION** adopting the General Plan Update (Goals and Policies Report) with Modifications required by the Final Environmental Impact Report (FEIR #85) and Minor Editorial Modifications. **Roll call vote**

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Interim Chief Probation Officer
- B. Conference with Legal Counsel: Claim Against the County filed by Deanna Haas on November 22, 2013
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, January 07, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.

2013 “The Year of the Child”

**GRIZZLY RANCH COMMUNITY SERVICES DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, GRCSD***

AGENDA REQUEST

December 9, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Manager, GRCSD

Subject: Agenda Request for the December 17, 2013 meeting of the Grizzly Ranch CSD Governing Board

Authorize the GRCSD Manager Pay Invoices from Tesco Controls, Inc., in the amount of \$5,240.62, without a contract.

Background:

In September 2013, the GRCSD Operator experienced emergency problems with the Grizzly Creek pump control panel and software. Tesco Controls, Inc. is the original Contractor who installed the system and software. Their original contract expired in 2011.

Inasmuch as Tesco is the only firm in the region able to provide the necessary services, the request was approved by the GRCSD Manager as an urgency item and the CSD Operator (PERC) retained Tesco Controls on behalf of the GRCSD to trouble shoot the SCADA (supervisory control and data acquisition) system and repair/replace water monitoring equipment. All work performed has been approved and accepted by PACE.

The amount due, \$5,240.62, includes parts, labor and travel. The GRCSD Manager is respectfully requesting that the GRCSD Governing Board authorize payment of the submitted invoices without a contract.

Copies of Tesco Control Invoice #52880 and Invoice #52878 are attached.

On a related matter, the GRCSD staff has prepared a draft contract with Tesco Controls, Inc. to provide future services, as requested on an on-call basis, in order to avoid the future need to request payment for emergency response services without a contract. GRCSD staff has submitted the draft contract to the Office of County Counsel, requesting review as to form.

Recommendation:

It is respectfully recommended that the GRCSD Governing Board authorize the Manager of the GRCSD to process payment to Tesco Controls, Inc. in the amount of \$5,240.62, without a contract.

Attachments

Invoice

452878

TESCO CONTROLS, INC
An Employee-Owned Company
P.O. Box 299007
Sacramento, CA. 95829-9007
(916) 395-8800

Invoice Number: 0052878-IN
Invoice Date: 10/23/2013
Customer Number: GRIZZ
Job Number: 29820R
Order Date 10/23/2013
Salesperson: FS

Sold To:
PLUMAS CO. DEPT. OF ENGINEERIN
ATTN: CINDA LEONARD
555 MAIN STREET
QUINCY, CA 95971

29820R/I&M SERVICES

Ship To:
GRIZZLY RANCH C.S.D.
169 SPRING MEADOW DRIVE
PORTOLA, CA 96122

BILL WHITENER/530-258-6891

Customer P.O.	Ship VIA	Ship Date	Terms NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PROFESSIONAL SERVICES/LABOR						
DATE OF SERVICE: 8/15/13 - LEVEL TRANDUCER INSTALL						
73LBR	EACH	1.00	1.00	0.00	1,200.00	1,200.00
INSTALLATION/SETUP						
73MISC	EACH	1.00	1.00	0.00	682.20	682.20
SUBMERSIBLE LEVEL TRANSDUCER						
VL4513-10PSI-50'						

SEE ATTACHED CUSTOMER SERVICE REPORT

THANK YOU

Net Invoice:	1,882.20
Less Discount:	0.00
Freight:	0.00
Sales Tax:	51.17
Invoice Total:	1,933.37

Invoice

5280

TESCO CONTROLS, INC
An Employee-Owned Company
P.O. Box 299007
Sacramento, CA. 95829-9007
(916) 395-8800

Invoice Number: 0052880-IN
Invoice Date: 10/23/2013
Customer Number: GRIZZ
Job Number: 29820R
Order Date 10/23/2013
Salesperson: FS

Sold To:
PLUMAS CO. DEPT OF ENGINEERING
ATTN: CINDA LEONARD
555 MAIN STREET
QUINCY, CA 95971

29820R/T&M SERVICES

Ship To:
GRIZZLY RANCH C.S.D.
169 SPRING MEADOW DRIVE
QUINCY, CA 95971

MIKE BATY/530-258-6891

Customer P.O. VERBAL	Ship VIA	Ship Date 10/23/2013	Terms NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
		PROFESSIONAL SERVICES/LABOR CREEK PUMP CONTROL PANEL REPAIR DATE OF SERVICE: 9/26/13 - STEPHEN DICKS				
73LBR	EACH	1.00	1.00	0.00	235.95	235.95
		363 MILES TRAVELED @\$.65/MI				
73LBR	EACH	1.00	1.00	0.00	870.00	870.00
		6 HRS TRAVEL TIME @\$145/HR				
73LBR	EACH	1.00	1.00	0.00	725.00	725.00
		5 HRS JOB SITE TIME @\$145/HR				
73LBR	EACH	1.00	1.00	0.00	145.00	145.00
		1 HR IN-HOUSE TIME @\$145/HR				
		DATE OF SERVICE: 9/26/13 - RYAN SCHULTZ				
73LBR	EACH	1.00	1.00	0.00	98.80	98.80
		152 MILES TRAVELED @\$.65/MI				
73LBR	EACH	1.00	1.00	0.00	362.50	362.50
		2.5 HRS TRAVEL TIME @\$145/HR				
73LBR	EACH	1.00	1.00	0.00	870.00	870.00
		6 HRS JOB SITE TIME @\$145/HR				

SEE ATTACHED CUSTOMER SERVICE REPORTS

THANK YOU

Net Invoice:	3,307.25
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	3,307.25

\$1975.95

\$1331.30

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5

December 17, 2013



The Honorable Janet A. Hilde
Presiding Judge
Superior Court of California, County of Plumas County
520 Main Street, Room 104
Quincy, CA 95971

Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

Dear Judge Hilde:

Please find the Plumas County Board of Supervisors' response and comments to the 2012-2013 Plumas County Grand Jury final report. Each finding or recommendation in the Grand Jury's Report is quoted in *italics* and the Board of Supervisors' response is set forth immediately following.

FINDINGS AND RECOMMENDATIONS:

Plumas County's Financial Situation:

Finding F1: *"The audit found four recurring deficiencies. These are repeats of prior year findings."*

F1(a). *"Lack of Timely Processing: Disbursements were paid in excess of 30 days past the invoice date of the vendor billing. The Auditor staff was not able to perform this function in a timely manner due to the departments not submitting claims for payment to the Auditor's office in a timely manner."*

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012. Please see the Response to Recommendation R1(a), below.

F1(b). *"Sheriff Inmate Welfare Reconciliation: Although the Inmate Trust bank account is being reconciled to the accounting records on a monthly basis, the balance held in the account does not appear to be reconciled to an open listing of balances held for each inmate. The County could not provide a listing of balances held for inmates that reconciled to the bank balance."*

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012. However, this is a matter that is more appropriately directed to the Sheriff's Office.

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 2 of 24

Exempt et al

F1(c). *"Compensated Absences: For the close of FY 2011/2012, the audit exposed a negative balance of \$25,202 in the County's Compensated Absences Account. In simple terms, the County paid out over \$25k to employees for vacation time, leave time, and comp time before the benefits were earned."*

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012. However, the Board of Supervisors understands that the Plumas County Auditor has responded to this finding as follows:

"This is not true, and has been discussed with the outside auditors after completion of the audit. (Unfortunately the previous Auditor had resigned in May and a new Auditor was appointed in November just as the audit was wrapping up).

"The compensated leave balances account referred to in the audit is a tracking account for all types of leave hours that employees qualify for. When someone qualifies for any type of leave, the total hours available are calculated and posted to this account (as a negative). As the leave hours are used, the account is drawn down until the leave balance is zero. The payroll program tracks each person's leave total by employee number, but the balances are combined into this holding account.

"In reviewing the findings of the outside auditors for fiscal year 11/12, we have discovered that our system did allow the leave balances to go into the negative for two individuals for one pay period before it red flagged the pay category. To keep such errors from happening the Auditor's office is double checking the leave balances as each payroll is run. The amount that was overpaid in respect to these two individuals is under \$1000."

F1(d). *"Risk Management – Landfill: The County does not have adequate insurance coverage for the landfill."*

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012. Please see the Response to Recommendation R1(d), below.

Finding F2: *"The audit found two new items requiring correction for this year."*

F2(a). *"Outside Bank Accounts: There is an inadequate review of all outside bank accounts. Various departments of the County hold bank accounts outside the County Treasury for which the purpose of these accounts is to collect credit card payments. There are several accounts that the County Auditor Controller's*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 3 of 24

office has not been obtaining monthly bank statements and reconciliations from the departments and the reconciled balance for one bank account had not been recorded on the general ledger of the County."

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012.

F2(b). "Animal Control: There is a lack of controls within the Animal Control department and department employees are not following policies and procedures. Even though the Animal Control department is not authorized to accept cash and an employee writes a personal check to cover the amount of cash received, deposits the personal check with department deposit, and takes the cash. Good internal control requires proper cash handling. The risk of errors or irregularities is increased when department employees are not following proper policies and procedures."

Response: The Board of Supervisors agrees that this was a finding of the Smith & Newell Audit Report for the Fiscal Year Ended June 30, 2012. However, Animal Control is a function within the Sheriff's Office. This finding is more appropriately addressed to the Sheriff's Office for a response.

Finding F3: *"The General Fund's Unassigned Fund balance is down from \$410,299 in 2011 to zero as of June 30, 2012."*

Response: Unassigned Fund Balance as discussed in Finding F3 is not an indicator of any change in the financial health of the County. In the June 30, 2012 financial statements there is an increase in the "committed" fund balance of \$564,035, and the unassigned fund balance designation was not used at all.

Finding F4: *"The County's Reserve Fund has been used to cover temporary shortfalls and to pay bills. GASB 54 (Governmental Accounting Standards Board) calls for a target balance of 8% of the previous year's General Fund revenues, or a minimum of \$2 million to be in the Reserve Fund account. The Reserve Fund balance was \$454,253 as of June 30, 2012."*

Response: The Board of Supervisors agrees that the County's reserve fund was used to cover temporary shortfalls and pay bills as the "Great Recession" began to take hold in Plumas County and the County government suffered declining General Fund revenue primarily as a result in the decrease in real estate values. Once the budget is adopted the reserve account cannot be changed for the year and therefore could not be used to cover temporary shortfalls. The Board also agrees that prior to the beginning of the Great Recession the Board of Supervisors had established a policy objective to maintain

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 4 of 24

reserves at eight percent (8%), or a minimum of \$2 million. GASB 54 does not call for the target balance. However, the \$454,253 figure in Finding F4 was actually the assigned fund balance for the year. The “reserve account” balance was \$1,564,917. The reserve balances going back to 2007 are as follows:

Fiscal Year	Reserve Balance
2006-2007	\$2,893,085.00
2007-2008	\$2,293,085.00
2008-2009	\$2,433,968.00
2009-2010	\$1,983,968.00
2010-2011	\$1,983,968.00
2011-2012	\$1,564,917.00
2012-2013	\$1,564,917.00
2013-2014	\$2,000,000.00

In the budget for Fiscal Year 2013-2014, the Board of Supervisors approved an addition to the reserve of \$435,083.00 to bring the reserve balance back up to \$2,000,000 goal as established by the Plumas County Board of Supervisors.

Finding 5: *“Over the past 11 years, the County has spent on average \$397,353 more per year from the General Fund than it is taking in.”*

Response: The Board of Supervisors disagrees with this Finding. According to the audited financial statements the following shows the use of or increase in Fund Balance in the General Fund. Over the past eleven (11) years the average use of fund balance was \$7,266 per year.

Fiscal Year	Increase (or Use) of Fund Balance
2001-2002	1,368,895.00
2002-2003	(156,892.00)
2003-2004	7,629.00
2004-2005	643,700.00
2005-2006	(121,529.00)
2006-2007	(339,246.00)

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 5 of 24

Fiscal Year	Increase (or Use) of Fund Balance
2007-2008	(145,304.00)
2008-2009	(34,279.00)
2009-2010	109,515.00
2010-2011	(725,413.00)
2011-2012	(687,003.00)
Average over 11 years =	(7,266.09)

Finding F6: *"The County Auditor reported that the County has not been funding its Retiree Health Benefit Program. As such the potential liability to the County as of this writing is approximately \$5.4 million dollars."*

Response: The members of the Plumas County Board of Supervisors disagree in part with this finding. The statement is misleading. The \$5.4 million is not a potential liability in the context of an amount of money the County would have to pay as of June 30, 2013, for current liabilities for retiree health insurance. The County has been funding retiree health insurance each year on a pay-as-you-go basis (for Fiscal Years 2011-2012 and 2012-2013, the County paid approximately \$190,000 each year for retiree health insurance). The \$5.4 million figure is an estimate calculated by an actuarial firm that represents the present value of the amount of money the County would have to have on deposit as of June 30, 2013, to fund retiree health insurance benefits for all current *and future* retirees. In other words, if the County invested \$5.4 million as of June 30, 2013, earned five percent (5%) interest annually, and continued to pay the health insurance premiums of current retirees, the County would have enough funds to pay the health insurance of all current and future retirees over the next 26 years without having to make any outlays in future years.

Alternatively, the actuarial firm calculated the estimated annual contributions that could be invested *each year* to reach the same goal. This amount was \$237,843 for Fiscal Year 2011-2012, and \$267,855 for Fiscal Year 2012-2013 (assuming the current pay-as-you-go premiums were continued, \$196,690 and \$187,199 for each year, respectively). This is a much more realistic funding plan, given the fact that the County does not have the ability to invest the full \$5.4 million at this time. In order to begin the annual funding of

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 6 of 24

the liability, the Plumas County Budget adopted for Fiscal Year 2013-2014 includes an appropriation to fund the full annual required contribution.

Recommendation R1. *"The Grand Jury recommends that the County immediately correct the deficiencies found during the audit. These are repeats of prior year findings."*

Recommendation R1(a). *"Modify procedures to ensure that County departments submit invoices to the Auditor for processing and payment in a timely manner."*

Response to Recommendation No. R1(a): The recommendation has been implemented as provided in the Corrective Action Plan stated in the audit report by the Plumas County Auditor, "We will remind departments to submit the invoices and appropriate support documentation with sufficient time remaining for the County Auditor's Office to complete processing within a thirty-day period. The County Auditor's Office will work with department to improve the processing of claims."

Recommendation R1(b). *"Reconcile the Inmate Trust bank account to an open listing of balances held by each inmate on a monthly basis. The detailed listing of inmate balances should be printed and maintained as an audit trail showing that this procedure was performed."*

Response to Recommendation No. R1(b): This recommendation is more appropriately addressed to the Sheriff's Office. However, the Board of Supervisors understands that the recommendation has been implemented as provided in the Corrective Action Plan stated in the audit report, "The [Sheriff's] department has changed the methodology of reconciling this fund from spreadsheets to reconciling using an accounting software with the jail. The department is working with the County Auditor's Office to improve this reconciliation process and listing of balances for each inmate."

Recommendation R1(c). *"Review balances of compensated leave on a regular basis to determine that employees are not being paid for more time than what has accrued."*

Response to Recommendation No. R1(c): The Board of Supervisors understands that the recommendation is in the process of being implemented as provided in the Corrective Action Plan stated in the audit report, "We have identified the issue and are working with County Information and Technology to resolve the issue." Please also see the Response to Finding F1(c), above.

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 7 of 24

Recommendation No. R1(d). *“Maintain adequate insurance coverage for the landfill to minimize the risk of loss.”*

Response to Recommendation No. R1(d): This recommendation will require further study before being implemented. As provided in the Corrective Action Plan stated in the audit report, “The County is currently discussing the feasibility of obtaining this insurance coverage.” While County Risk Management has confirmed the availability of such coverage, the Public Works Solid Waste Program will need to identify a funding source for the insurance premiums. For example, it may be necessary to process a solid waste collection fee increase to provide the necessary funding. Additional study should be completed by January 2014, with a decision with regard to implementation soon after.

Recommendation No. R1(e). *“Take steps to re-negotiate its employee retirement and sick leave policies to be more in line with other counties of similar size and population.”*

Response to Recommendation No. R1(e): This was not a deficiency found during the audit of the fiscal year ended June 30, 2012, nor is it listed as prior year recommendation. In any event, this recommendation has been substantially implemented in that as of August 2013 all but two employees are paying a greater portion of their retirement contribution than was the case two years prior. In the case of employees hired prior to January 1, 2013, this ranges from three percent (3%) to six percent (6%) of the seven percent (7%) “member contribution” in the case of employees in the “miscellaneous” classification; and up to eight percent (8%) of the “member contribution” in the case of employees in the “safety” classification. Employees hired on or after January 1, 2013, are subject to the new public employee retirement law (“PEPRA”) and pay an even larger percentage toward their retirement benefit. With regard to sick leave, the County’s labor negotiators have proposed a lower cap on the accrual of sick leave to various employee bargaining groups, but have yet to reach agreement on the topic.

Recommendation No. R2. *“The County needs to correct the deficiencies found during the audit.”*

Recommendation No. R2(a). *“Record on the County general ledger all bank accounts in the County’s name, reconcile all outside bank accounts, and forward the information to the Auditor Controller monthly.”*

Response to Recommendation R2(a): This recommendation has been implemented by the County Auditor. As provided in the Corrective Action Plan

December 17, 2013

Page 8 of 24

stated in the audit report, "All outside bank accounts are properly recorded in the general ledger. We will remind departments that timely reconciled bank accounts and statements must be submitted to the County Auditor's Office each month."

Recommendation No. R2(b). "All County departments must follow County policies and procedures for cash handling."

Response to Recommendation No. R2(b): This recommendation has been implemented. The Board of Supervisors will continue to work with the Auditor and Treasurer's offices to monitor compliance.

Recommendation No. R2(c). "All department employees must follow policies and procedures."

Response to Recommendation No. R2(c): This recommendation has been implemented. The Board of Supervisors will work with County department heads to ensure that employees are aware of, and will follow, policies and procedures. Also, the Board of Supervisors will continue to work with the Auditor and Treasurer's offices to monitor compliance.

Plumas County Legal Salary Report:

Finding F1. "It is apparent to this Grand Jury that there is, indeed, a significant compensation disparity between the Plumas County Counsel and the Plumas County District Attorney."

Response: The Board of Supervisors agrees with this Finding. There is a compensation disparity, as there should be, between the County Counsel and the District Attorney. County Counsel is the legal counsel for all of the county departments and this requires a wider knowledge of all laws, not just criminal law, such as is the case with the District Attorney. The District Attorney is an elected position. Any licensed attorney is eligible to serve as a district attorney and previous experience as a prosecutor is not required. The County Counsel is a contracted, appointed employee whose reappointment is "at will." The Board of Supervisors can require a prospective county counsel to demonstrate much more extensive experience and breadth of knowledge than simply possessing a license to practice law. A thorough and fair investigation was not conducted by the Grand Jury. The County Counsel and staff reported that none of them were interviewed by the Grand Jury to review the workload and duties employed by the three-person staffed office. The Grand Jury states it looked at job descriptions instead of conducting face-to-face interviews with the County Counsel office staff to find out about caseload and duties. When the current County Counsel was hired, there was only one person in the office (the Paralegal) and a huge backlog of work due to the resignation of the former

December 17, 2013

Page 9 of 24

County Counsel. The County Counsel's job was reorganized in 2010 to include conducting labor negotiations, and that additional cost was added to the salary. Since his appointment, the County Counsel has taken on extra duties that were formerly conducted by the CAO and legal services that were formerly provided by the Flood Control District manager, all without additional compensation. The County Counsel salary is a negotiated salary, unlike the District Attorney and the rest of the Plumas County Elected Officials. Although the proposed salary range for the County Counsel was well publicized at the time of recruitment, there was no objection or criticism raised at that time.

Finding F2. *"Not only is there a significant difference between the salaries of the DA and the CC, the DA salary is woefully below the average for a county of our size and the CC is considerably higher than the average for a county of our size."*

Response: The Board of Supervisors agrees that there may be a disparity with other counties with District Attorney salary, the County Counsel salary, and all other county employee salaries when compared to other counties. However, what other counties pay is only one factor, among many factors, to consider when establishing the salaries of county officials and employees.

Finding F3. *"The size of the staff in the District Attorney's Office, specifically the number of prosecutors available to prosecute crime is inadequate."*

Response: The Board of Supervisors disagrees. The District Attorney's office is currently staffed at historic levels, as a deputy DA was recently hired.

Recommendation No. 1. *"The 2012-2013 Plumas County Civil Grand Jury recommends that the Board of Supervisors collaborates with the DA's office to determine the extent of the need for added staff."*

Response to Recommendation No. 1: This Recommendation has been implemented. The Board of Supervisors has granted every request for hire presented to the Board by the District Attorney's office and continues to work with the District Attorney to address appropriate staffing levels within budgetary constraints.

Recommendation No. 2. *"Understanding that county budget constraints prohibit pay hikes at a time other county employees are taking pay cuts, the 2012-2013 Plumas County Grand Jury recommends that the Board of Supervisors takes every opportunity to adjust the salary of the District Attorney to a level commensurate with that of other counties of our size. As a minimum, the next budget year should allow for a 10% (approximately \$10,300) raise for the District Attorney, which would put him still below the average but would make a significant step to resolve the disparity."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 10 of 24

Response to Recommendation No. 2: This Recommendation will not be implemented in Fiscal Year 2013-2014 because it is not reasonable to do so given current budgetary constraints. The Board of Supervisors agrees that the District Attorney salary should be adjusted when the other elected officials (Sheriff, Treasurer/Tax Collector, Auditor, Assessor, and Clerk/Recorder) salaries are studied for salary adjustments and when budgetary constraints allow and are appropriate. As a result of the "Great Recession" Plumas County saw a significant decline in county revenues. Not only have County employees not received any cost of living adjustments since 2007-2008, but all employees have experienced decreased compensation as a result of having to contribute more to their own retirement plan and having to pick up a larger share of their insurance costs. Plumas County's recovery from the recession has lagged behind other areas of California. As mentioned in response to Finding F2, what other counties pay is only one factor, among many factors, to consider when establishing the salaries of county officials and employees.

Recommendation No. 3. *"The 2012-2013 Plumas County Civil Grand Jury recommends that, before the next contract period, the Board of Supervisors considers adjusting the salary of the County Counsel down 10% (approximately \$16,800), which would continue to put him above the local counties average."*

Response to Recommendation No. 3: The Board of Supervisors agrees that when the County Counsel's current contract has expired, that salary and duties be reviewed and negotiated again. However, the Grand Jury should not recommend to the Board a reduction in salary of any department head, as this is not within their duties. The Board of Supervisors acknowledges that although the current County Counsel's four-year contract had not expired, the County Counsel nevertheless has picked up paying an additional three percent (3%) of salary toward retirement contribution (previously paid by the County); took unpaid furloughs for over one year amounting to a ten percent (10%) reduction in salary; and, for over a year and a half, has paid (and continues to pay) all increases in health insurance effective January 1, 2012. Although at times these changes have amounted to reduced compensation more than 13%, the workload of the County Counsel's office has not decreased, but has increased as additional duties were assigned by the Board to the County Counsel as described in the response to Finding F1. As mentioned in response to Finding F2, what other counties pay is only one factor, among many factors, to consider when establishing the salaries of county officials and employees.

Plumas County Jail Report

Finding F1. *"Electronic security systems in the control center are in partial failure due to previous power surges with no funds to repair or replace."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 11 of 24

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding. To the extent the Board of Supervisors has budgetary authority with regard to the repair or replacement of electronic security systems at the jail, the Board has given, and will continue to give, careful consideration to the Sheriff's requests for funds for maintenance and repair of electronic security systems at the jail.

Finding F2. *"At least three floor drains have been plugged with concrete, thereby compromising adequate drainage in food preparation areas."*

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding. To the extent the Board of Supervisors has budgetary authority with regard to the repair or replacement of plumbing systems at the jail, the Board has given, and will continue to give, careful consideration to the Sheriff's requests for funds for maintenance and repair of plumbing systems at the jail.

Finding F3. *"The jail lacks a sufficient number of electrical circuits and outlets resulting in over loading of electrical systems."*

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding. To the extent the Board of Supervisors has budgetary authority with regard to the repair or replacement of electrical systems at the jail, the Board has given, and will continue to give, careful consideration to the Sheriff's requests for funds for maintenance and repair of electronic security systems at the jail.

Finding F4. *"Missing filters from the kitchen hood allows grease to accumulate in the flue. The exhaust fan was found to be pushing air into the kitchen rather than exhausting it."*

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding. To the extent the Board of Supervisors has budgetary authority with regard to the repair or replacement of kitchen fixtures at the jail, the Board has given, and will continue to give, careful consideration to the Sheriff's requests for funds for maintenance and repair of kitchen fixtures at the jail.

Finding No. 5. *"The last Health Department inspection was completed 3 years ago."*

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding since this does not involve a budgetary matter over which the Board of Supervisors has budgetary authority.

Finding No. 6: *"The Jail's Policy and Operations Manual is still outdated as reported in previous 2010-2011 and the 2011-2012 Grand Jury Reports."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 12 of 24

Response: It is more appropriate for the Plumas County Sheriff to respond to this finding since this does not involve a budgetary matter over which the Board of Supervisors has budgetary authority.

Recommendation R1. *"The Grand Jury recommends that the Plumas County Board of Supervisors make Public Safety their number one priority for Plumas County. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation R1: This recommendation has been implemented. The Board of Supervisors does make Public Safety a priority and allocates the greatest percentage of the county general fund budget to law enforcement and public safety. However, we must live within available resources. The Board of Supervisors has not cut or restricted the Sheriff from increasing his staff.

Recommendation R2. *"The Grand Jury strongly recommends the Board of Supervisors support the Sheriff in the acquisition of a new Correctional Facility and Administration Office, and submit a plan for public comment that will move this much needed project forward. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation R2: This recommendation has been implemented in part. The Board of Supervisors continues to work with the Sheriff to seek funds and appropriate land to build a new correctional facility. Any plan developed for a new facility will be subject to public comment at a meeting of the Board of Supervisors. At this time, we do not have the funding to build a new correctional facility. We will continue to look for ways to fund a new correctional facility."

Recommendation R3. *"The Grand Jury recommends that the Board of Supervisors increase the Sheriff's Jail budget when requested by the Sheriff, specifically targeting staffing and essential inmate needs. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation R3: This recommendation has been implemented. The County's budget consultant, the County Auditor, and members of the Board of Supervisors met with the Sheriff to carefully consider all the Sheriff's budgetary requests for the Jail with regard to the staffing and essential inmate needs in developing the County Budget for Fiscal Year 2013-2014. The Sheriff had an opportunity to personally address the full Board of Supervisors in open and public workshop sessions relating to the Budget. The Board of Supervisors approved the Sheriff's revised budget and staffing requests with regard to the jail. The Board of Supervisors takes this opportunity to

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 13 of 24

commend the Sheriff's careful and prudent use of limited County resources when it comes to the operation of the jail facility.

Recommendation R4. *"The Grand Jury recommends that the Board of Supervisors make an annual tour of the Jail Facility when requested by the Sheriff. The Grand Jury requests a response to this recommendation."*

Response to Recommendation R4: Since this recommendation does not involve budgetary or personnel matters over which the Board of Supervisors has some decision making authority, a response by the Board of Supervisors is not required. However, members of the Board of Supervisors have toured the jail in the past. Members of the Board of Supervisors will tour the jail in the future as necessary to be adequately informed.

Recommendation R5. *"The Grand Jury encourages the Board of Supervisors to do a ride-along with a Deputy when requested by the Sheriff, within three months of this report. This would enable the Board of Supervisors to have a clearer understanding of what Deputies are facing with the implementation of AB-109, the Federal Consent Decree and the effects on Officer Safety, both on the street and within the Jail. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation R5: Since this recommendation does not involve budgetary or personnel matters over which the Board of Supervisors has some decision making authority, a response by the Board of Supervisors is not required. However, members of the Board of Supervisors are willing to consider a ride-along with a deputy and will confer with the Sheriff concerning the recommendation.

Plumas County Probation Department Report

Finding F1: *"The Probation Department prepares presentencing reports, using their best judgment about public safety, and information regarding the offender's background, for the court's use in sentencing. These court mandated reports can take a minimum 6 to 8 hours to complete and often more. Their case load is not a factor in preparing the presentencing report so they have no control over the total number of cases they are required to handle."*

Response: The Board of Supervisors substantially agrees with this finding, and, in particular, adopts the following information provided by Acting Chief Probation Officer Douglas Carver:

It is true that the volume of Pre-Sentence reports is not under the control of the Probation Department. It is a function of the workload of the Courts and the number of cases

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 14 of 24

referred from the Courts. The reports are one of the many mandated functions the Probation Department is required by statute to perform. The reports are required by the Rules of Court to contain certain information. This includes the current charges adjudicated, a synopsis of the current offense, defendant's prior criminal history, social history, addiction history, victim's statement and financial loss calculation, applicable laws for sentencing and a sentencing recommendation. Appointments must be made with the defendant, law enforcement agency and victims in order to conduct interviews and gather information. The reports are complex and time consuming to prepare. There is a corresponding report that is required to be prepared in regards to juvenile offenders known as a Dispositional Report that the Probation Department is required to prepare. Pre-Sentence and Dispositional reports are one of many mandated functions the Probation Department must carry out.

Finding F2: *"Interviews with the County Board of Supervisors have found that the majority of the Board does not have public safety as their #1 priority for Plumas County."*

Response: The Board of Supervisors disagrees with this finding. "Public safety" in Plumas County needs to be viewed as an entire system. Probation is a part of the Criminal Justice System, which is comprised of the District Attorney, Sheriff's Department, Probation, Public Defenders, and Courts. All but the Courts are primarily funded by the County's General Fund and together receive the greatest portion of the General Fund. Recent years, during the Great Recession, saw a significant decline in Plumas County General Fund revenues. While there was some decrease in General Fund contributions to the criminal justice system departments of Plumas County government mentioned above, even greater reductions, including the elimination or partial elimination of some jobs, occurred in other departments' General Fund contributions.

Finding F3: *"Grand Jury determined there is minimal support from the Board of Supervisors regarding department staffing levels."*

Response: The Board of Supervisors disagrees with this finding. The Board of Supervisors supports having adequate Probation Department staffing levels. Over the last five years, the Probation Department has had the following position allocations:

Fiscal Year	08-09	09-10	10-11	11-12	12-13
Positions	14.875	17.875	16.875	20.625	21.125

Finding F4: *"The Probation Department is extremely under budgeted."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 15 of 24

Response: The Board of Supervisors disagrees with this finding. Over the last five years, the Probation Department has received the following appropriations from the Plumas County General Fund and other sources:

Fiscal Year	09-10	10-11	11-12	12-13	13-14
Appropriation	\$1,072,462	\$1,333,855	\$1,348,484	\$1,213,622	\$1,327,389

Although the General Fund contribution was decreased in Fiscal Year 2012-2013, the Probation Department still *underspent* its appropriation from all sources in the prior fiscal year by \$283,381, or approximately 18% of the budget.

Finding F5. *“The Probation Department is critically under staffed because of budget cuts and the inability to fill positions.”*

Response: The Board of Supervisors disagrees with this finding. Please see the response to the Finding F4 with regard to budgeting. As to “inability to fill positions,” this is partially correct, but the inability to fill positions is not a result of budget cuts as implied by this Finding. There a number of factors that affect the ability to fill positions as discussed below in the response to Findings F8.

Finding F6. *“The Department Head must depend on grant monies to pay some salary positions.”*

Response: The Board of Supervisors agrees with this finding, but that is to be expected, since the state and federal governments offer grants or categorical funding to address specified goals or objectives. As stated by Acting Chief Probation Officer Douglas Carver, “Grant funds must be screened to be sure that they can legally be used to pay salaries. Some grant funds have prohibitions against being used to fund salaries. Grants for treatment or rehabilitation purposes often times have ratios that specify how much can be expended on salaries and how much for treatment. Additionally those salaries paid out of grants limit the position from working on caseloads or projects that are outside of the grant funding parameters.”

Finding F7. *“The Deputy Probation Officer (DPO) compensation is lower than those counties of similar size and population of Plumas County.”*

Response: The Board of Supervisors disagrees in part with this finding to the extent it suggests that Plumas County compensation for entry level deputy probation officers is lower than all comparable counties. Acting Chief Probation Officer Douglas Carver advises, “The Chief Probation Officers of California organization prepares a salary

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 16 of 24

survey each year. According to the 2012 Survey comparing entry level Deputy Probation Officer salaries, Plumas ranked 49th out of 55 counties reporting. Comparing the 9 closest in size counties Plumas ranked 2nd to last by only \$44.”

Finding F8. “*Plumas County is losing experienced DPO’s to other counties, due to better opportunity, advancement possibilities and salary.*”

Response: The Board of Supervisors agrees that there are many factors that hinder hiring and retention of deputy probation officers in Plumas County. In addition to compensation (see response to Finding No. 7), acting Chief Probation Officer Douglas Carver advises, “This is more a function of Plumas County hiring out of the area DPOs who, after having been trained by Plumas County, are an attractive candidate to move back to their counties of original residence. Additionally, there has been a huge hiring burst going on throughout the State in regards to probation officers creating ideal situations to move to home counties with better benefits. Plumas County is a small department and has a flat administration structure so there are not a lot of upward advancement opportunities available. It is easier to take a job with a larger department than to advance in Plumas County Probation.”

Finding F9. “*When the Probation Department lost a line supervisor, the Board of Supervisors would not authorize the funding to replace that staff member.*”

Response: The Board of Supervisors disagrees with this Finding because there are insufficient details, making it misleading. The Board assumes that the Grand Jury is referring to the situation where a Deputy Probation Officer III promoted to the Supervising Probation Officer position in the prior fiscal year, then elected to return to the Deputy Probation Officer III position in the next fiscal year. However, that Deputy Probation Officer III position was not funded in the current fiscal year (FY 2012-2013). At the December 18, 2012, meeting of the Board of Supervisors, the Chief Probation Officer sought *additional funding* from the General Fund Contingency account in the amount of \$30,059 in order to fund *both positions*, rather than rely on the existing funding appropriated to the Probation Department. On a four to one vote, the Board denied the request for additional funding and denied the request to fill the position absent the identification of the funding for the position. The additional funding requested was not necessary because, as it turned out, the Probation Department underspent its appropriation for the year by \$283,381 as discussed in the response to Finding F4, above.

Finding F10. “*SB678, enacted in 2009, grant monies took a 94% decrease, and going from \$400,000 to \$24,000 in 2012, further exacerbating the department’s funding issues.*”

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 17 of 24

Response: The Board of Supervisors disagrees with this Finding. Acting Chief Probation Officer Douglas Carver advises, “The amount of SB 678 money received by Plumas County Probation for 2012 was \$342,825, the amount received in 2011 was \$423,932, thus only a 19% decrease. The \$24,000 figure quite possibly came from a preliminary estimate for SB 678 funding that came out of the Governor’s May revise budget that was never enacted. That figure was put out early on in the State political budget meetings in order to force full funding.”

Finding F11. *“A BoS Member stated that “arming probation officers would place them in a higher cost retirement category, costing the County money”. It was suggested probation call a deputy if they got “in trouble.” Lack of adequate availability due to Sheriff’s Office personnel makes this an officer safety issue. The Plumas County Grand Jury found this comment to typify the County Board of Supervisor’s attitude towards both officer and public safety and was found to be short sighted.”*

Response: The Board of Supervisors disagrees with this finding in part. The Board of Supervisors had been previously informed that arming deputy probation officers would require “safety” retirement classification with the California Public Employees Retirement System (CalPERS) at a much higher cost to the County (and the employee) than is the case for the current “miscellaneous” classification applicable to Plumas County probation officers. Recently, the Acting Chief Probation Officer has informed the Board of Supervisors that probation officers may be armed without the requirement of the “safety” classification for CalPERS purposes. However, as indicated in the response to Finding F13, below, the Acting Chief Probation Officer has noted that an arming program must be carefully planned for, policy drafted, trained for, and implemented in a limited assignment based manner. Department personnel must be up to the task and responsibility of being armed. Arming probation officers will result in additional cost to the County for training, maintenance of skills, proficiency, and qualification, and higher salaries and benefits. Alternatives to arming probation officers also need to be considered. For example, because of the expected increase in high risk probationers as a result of the AB 109 shift from state prisons to local supervision, the Board of Supervisors has approved the funding of a Plumas County Deputy Sheriff position for the express purpose of accompanying unarmed probation officers on field visits with such higher risk probationers.

Finding F12. *“The Board of Supervisors mandated the Probation Department move to the Courthouse Annex, while every staff member interviewed felt the move an ill-conceived and an unwarranted waste of time and resources.”*

Response: The Board of Supervisors agrees that the Board required the Probation Department to relocate from its former offices in East Quincy to its present offices in the Courthouse Annex. The Board also agrees that there were staff employees of the

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 18 of 24

Probation Department that were opposed to the move. However, the opinions of the staff members are misplaced. There is a surplus of County government office space. There was space available in the County's newest office building as a result of other tenants relocating. Relocating the Probation Department to the Annex reduces County expenses and frees up the former office building for sale or lease. In addition, the move has proved to be successful, providing probation officers easy access to other county services for probationers. The Board of Supervisors looks for ways to consolidate departments and sell unneeded buildings to save the taxpayers' money.

Finding F13. *"In spite of the number of high risk offenders, there are no Deputy Probation Officers (DPO) authorized to carry firearms; this is due to the fact that there is no Policy and Procedure in place regarding "Use of Force" as well as the lack of funds for required training."*

Response: The Board of Supervisors generally agrees with this finding, although the Board disagrees with the implicit conclusion that probation officers should be armed. Whether or not probation officers should be armed will require further study. The Board of Supervisors will work with the Chief Probation Officer to address this. Acting Chief Probation Officer Douglas Carver has offered the following comments and observations:

The Department needs to develop a Use of Force Policy, as the Department uses less than lethal force options presently. Currently there are no lethal force (armed) trained Deputy Probation Officers in the Department. Those Officers trained in the past have left the Department. It is true the Department is supervising a potentially higher risk offender. However an arming program must be carefully planned for, policy drafted, trained for and implemented in a limited assignment based manner. Department personnel must be up to the task and responsibility of being armed. Under California law and California Attorney General opinion the Chief Probation Officer has the sole authority to arm Officers within the Probation Department. This authority cannot be taken lightly and must be used in careful consideration of a variety of factors. An arming program [will] cost money as armed officers are subject to additional training, maintenance of skill proficiency and qualification requirements. There is some funding for training available through the Standards for Training in Corrections (STC) program; however it is not nearly enough to cover the cost of a properly implemented arming program.

See also, the Response to Recommendation No. 4, below.

Finding F14. *"Probation Officers have personal safety concerns in dealing with increasing numbers high risk offenders, partially due to AB-109."*

Response: The Board of Supervisors agrees that AB 109 has made it necessary for deputy probation officers to deal with an increased number of high risk offenders. Acting Chief Probation Officer Douglas Carver has provided the following comments and

December 17, 2013
Page 19 of 24

observations: "Currently the Probation Department is doing very limited field work. Any field work that is being done is vetted against a risk assessment and potential for violence to officers or community members. Additionally much of the field work is coordinated with Sheriff Department personnel and conducted in a team approach. This has gone a long way to ensure officer safety and relieve the concerns of the Probation Officers." As indicated in the response to Finding F11, above, the Board of Supervisors approved a request that resulted in the funding of a Plumas County Deputy Sheriff position for the express purpose of accompanying unarmed probation officers on field visits with such higher risk probationers.

Finding F15. *"There are varied perceptions by Probation Office Staff of overall Judicial oversight."*

Response: The Board of Supervisors has no reason to question this finding. Acting Chief Probation Officer Douglas Carver advises: "The Probation Department operates in a unique position in the judicial system. While the Chief Probation Officer is appointed by the Courts all of the employees are County employees. The Department is dependent on the Board of Supervisors for all personnel, budget and facilities matters. The Probation Department works for the Courts in preparing all the Court mandated / ordered reports, yet work out in the community supervising offenders."

Finding F16. *"Due to the lack of personnel there is [sic.] high case/workloads resulting in low morale. Currently there are approximately 275 adult probationers and 30 juvenile probationers."*

Response: The Board of Supervisors generally agrees with this finding. As indicated in the response to Finding F3, the Board of Supervisors has authorized a sufficient number of positions in the Probation Department which, if filled, would reduce the individual caseloads on deputy probation officers to more manageable levels. The Board of Supervisors will work with the Chief Probation Officer to fill positions and work on incentives to keep deputy probation officers in Plumas County. See the response to Finding F8 with regard to retention of deputy probation officers.

Finding No. 17. *"There is no Line Probation Supervisor for the Probation Officers."*

Response: The Board of Supervisors agrees with this finding. Currently the Supervising Probation Officer position is vacant. The position is authorized but not funded. It is the understanding of the Board of Supervisors that the Acting Chief Probation Officer has tentatively identified a source of funding and will be going before the Board of Supervisors to seek approval to fill this vacancy.

Finding F18. *"There are currently 9 vacant positions out of 21 full time positions."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 20 of 24

Response: The Board of Supervisors disagrees, in part, with this finding. There are 20.625 full-time equivalent (FTE) positions allocated for the Probation Department. While positions may be allocated to the Probation Department that does not mean they are all funded. Probation must find a funding source before gaining permission to fill some of the positions. As of November 2013, 9 FTE positions are filled, leaving 11.625 FTE positions vacant.

Finding F19. *“Staff members use their own vehicles to come to the Court House from the Probation Department due to few County vehicles being available.”*

Response: The Board of Supervisors disagrees with this finding. Acting Chief Probation Officer Douglas Carver advises, “With current staffing there are more than enough vehicles for Probation staff to use for official county business. There are five vehicles available for employee use. Many Department employees drive their personal vehicles so that they may smoke or run personal errands after conducting county business. This finding appears to have resolved itself through Department attrition.”

Finding F20. *“The Chief Probation Officer (CPO) has nearly 20 years of experience.”*

Response: The Board of Supervisors generally agrees with this finding. The current Chief Probation Officer has six (6) years of experience in that position, having been appointed Plumas County Chief Probation Officer by the presiding judge of the Plumas Superior Court on April 18, 2007. Prior to appointment as Chief Probation Officer, the incumbent had 12 ½ years’ experience as a probation officer in the Plumas County Probation Department.

Finding F21. *“The Probation Department and the Sheriff Department have a cooperative working relationship.”*

Response: The Board of Supervisors agrees with this finding, and observes that the Probation Department and Sheriff *should* have a cooperative working relationship. Acting Chief Probation Officer Douglas Carver has observed, “I believe the two Departments have a very good collaborative relationship. The Sheriff’s Department is ready to assist the Probation Department at any time they are able. The Sheriff’s Department is working within the constraints of their own staffing shortage but has not let this interfere in their support to the Probation Department. In the upcoming year the Probation Department will be working on implementing a closer partnership with the Sheriff’s Department in developing some new strategies in working effectively and efficiently.”

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 21 of 24

Finding F22: *"The District Attorney and the Probation Department have a cordial working relationship."*

Response: The Board of Supervisors agrees with this finding, and observes that the District Attorney and the Probation Department *should* have a good working relationship. Acting Chief Probation Officer Douglas Carver has observed, "The District Attorney and Probation work together. There has been some blurring of the duties and responsibilities between the two Departments as the District Attorney runs the Alternative Sentencing Program, which is normally operated and under the supervision of the Probation Department. The issues are not insurmountable and solutions are available to allow both Departments to operate effectively and efficiently in conjunction with each other."

Finding F23: *"Interaction between the Board of Supervisors and the Chief Probation Officer continues to be confrontational, demeaning, and unprofessional toward the CPO."*

Response: The Board of Supervisors disagrees with this finding. The Board of Supervisors continues to treat all county department heads and staff in a professional and respectful way.

Recommendation R1. *"Plumas County Grand Jury recommends that the Board of Supervisors make public safety their unanimous top priority for the protection and the wellbeing of the citizens of Plumas County. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 1: This recommendation has been implemented. The Board of Supervisors rejects the implication of this recommendation that the Board does not have public safety as its priority. As stated in the response to Recommendation R1 in the Jail report section, above, the Board of Supervisors does make public safety a priority and allocates the greatest percentage of the county general fund budget to law enforcement and public safety. However, we must live within available resources. Also, as is stated in the response to Finding F2, above, "public safety" in Plumas County needs to be viewed as an entire system. Probation is a part of the Criminal Justice System, which is comprised of the District Attorney, Sheriff's Department, Probation, Public Defenders, and Courts. All but the Courts are primarily funded by the County's General Fund and together receive the greatest portion of the General Fund. Recent years, during the Great Recession, saw a significant decline in Plumas County General Fund revenues. While there was some decrease in General Fund contributions to the criminal justice system departments of Plumas County government mentioned above, even greater reductions, including the elimination or partial elimination of some jobs, occurred in other departments' General Fund contributions.

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 22 of 24

Recommendation No. 2. *"The Board of Supervisors should place an emphasis on returning the Probation Department's staffing levels to sustainable working levels and attain a better caseload ratio by increasing the budget to authorize the hiring of additional probation officers. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 2: While the Board of Supervisors agrees with the recommendation that additional deputy probation officers be hired in order to attain a better caseload ratio, the Board does not agree that it is reasonable and appropriate to increase the budget to hire additional deputy probation officers when there are a sufficient number of allocated positions that are presently funded by the budget, but are unfilled. The Board of Supervisors will work with the Chief Probation Officer to address staffing levels in the Probation Department.

Recommendation No. 3. *"At the request of the Chief Probation Officer, the Board of Supervisors should increase the budget to authorize hiring additional probation officers so more probationers, who may be a threat to public safety, can be kept in the actively supervised categories. Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 3: While the Board of Supervisors agrees with the recommendation that additional deputy probation officers be hired in order to actively supervise more probationers, the Board does not agree that it is reasonable and appropriate to increase the budget to hire additional deputy probation officers when there are a sufficient number of allocated positions that are presently funded by the budget, but are unfilled. The Board of Supervisors will work with the Chief Probation Officer to address staffing levels in the Probation Department.

Recommendation No. 4. *"The Board of Supervisors should support the CPO in the arming of those DPO's that must work with high risk probationers to ensure their personal protection. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 4: The recommendation has not been implemented and requires further analysis. Whether or not probation officers should be armed will require further study. The Board of Supervisors will work with the Chief Probation Officer to address this and is willing to consider the presentation of a study and report from the Chief Probation Officer of the need for armed probation officers in Plumas County, the cost of arming probation officers (e.g., additional training, maintenance of skills, proficiency, and qualifications, and salary and benefit expenses), the expected benefits from arming probation officers, and alternatives to arming probation officers (such as unarmed deputy probation officers partnering with Sheriff's deputies to monitor

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013

Page 23 of 24

higher risk probationers). The Board of Supervisors would expect to receive such a study in January 2014. As noted in the response to finding F13, above, Acting Chief Probation Officer Douglas Carver has offered the following comments and observations:

The Department needs to develop a Use of Force Policy, as the Department uses less than lethal force options presently. Currently there are no lethal force (armed) trained Deputy Probation Officers in the Department. Those Officers trained in the past have left the Department. It is true the Department is supervising a potentially higher risk offender. However an arming program must be carefully planned for, policy drafted, trained for and implemented in a limited assignment based manner. Department personnel must be up to the task and responsibility of being armed. Under California law and California Attorney General opinion the Chief Probation Officer has the sole authority to arm Officers within the Probation Department. This authority cannot be taken lightly and must be used in careful consideration of a variety of factors. An arming program [will] cost money as armed officers are subject to additional training, maintenance of skill proficiency and qualification requirements. There is some funding for training available through the Standards for Training in Corrections (STC) program; however it is not nearly enough to cover the cost of a properly implemented arming program.

Recommendation No. 5. *"The Grand Jury believes the Board of Supervisors must recognize that the criminal justice dollar is favorably placed in probation efforts. By making a commitment to invest in probation services, Plumas County can increase rehabilitation of offenders, thereby decreasing recidivism and the high cost of re-incarceration. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 5: This Recommendation has been implemented in that the Board of Supervisors recognizes the value of probation services to increase the rehabilitation and of offenders, decrease recidivism, and avoid the higher cost of re-incarceration. The Board of Supervisors rejects the implication of this recommendation (and the other recommendations and findings concerning the Probation Department) that the Plumas County Probation Department has been inadequately funded in relation to all other demands upon the County's General Fund. The Board of Supervisors will continue to work with the Chief Probation Officer to address staffing levels in the Probation Department and work to increase rehabilitation of offenders and ways to decrease recidivism to stop re-incarceration.

Recommendation No. 6. *"The Board of Supervisors should work toward fostering a more constructive working relationship with the CPO based on professionalism and respect for each other's values and viewpoints. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

The Honorable Janet A. Hilde, Presiding Judge
Superior Court of California, County of Plumas County
Re: **RESPONSE TO 2012-2013 PLUMAS COUNTY GRAND JURY REPORT**

December 17, 2013
Page 24 of 24

Response to Recommendation No. 6: This recommendation has been implemented. The Board of Supervisors will continue to work with the CPO in a professional and respectful manner.

Recommendation No. 7. *"The Grand Jury further recommends that should there ever be any kind of potential conflict of interest that could be construed, that County Supervisor must recuse from any decision making in regards to that Department. This action will ensure all efforts are in place to preserve transparency, ethics and prevent possible conflict. The Grand Jury requests the Board of Supervisors respond to this recommendation."*

Response to Recommendation No. 7: The Board of Supervisors observes that the avoidance of a conflict of interest by an individual member of a county board of supervisors is the individual responsibility of the individual member. Members of the Board of Supervisors are mandated by law to take an ethics course every two years to be educated about transparency, ethics, and conflicts of interest and recuse themselves in decision-making when conflicts of interest appear."

Respectfully submitted,

PLUMAS COUNTY BOARD OF SUPERVISORS

By _____
Terry L. Swofford, Chair

LS:cs

[Z:\Memos\Grand Jury Findings and Recommendations 2012-2013 draft.doc]

cc:

1. Plumas County Clerk
2. 2013-2014 Plumas County Grand Jury

D R A F T

December [redacted], 2013

Randy Moore, Regional Forester
USFS Pacific Southwest Region
1323 Club Drive
Vallejo, CA 94592

RE: Travel Management Rule, Subpart A – Plumas National Forest

Dear Mr. Moore:

This letter follows your September 4, 2013 letter pertaining to Subpart A concerns.

With disappointment, the Plumas County Board of Supervisors noted the lack of response to the important issues identified by the Board in their letter to you of July 16, 2013, same subject.

As you may recall, the need for NEPA was briefly discussed during your meeting with various Butte County and Plumas County officials on June 21, 2013 in Willows, CA. During that brief discussion, you indicated that some type of NEPA-related process could be a requirement of the Subpart A activities of the national forests within Region 5. As we now know, that sentiment was not even addressed in your September 4th response to either Plumas County or Butte County. Inasmuch as such decisions seem to be within your purview, we are disappointed in your unwillingness to even attempt to accommodate the local agencies or the stakeholder public.

The Plumas County Board of Supervisors are compelled to once again comment that there continues to be a misunderstanding on the part of your agency regarding the concept of coordination. In your September 4th letter, you assert that:

Travel Analysis has been a standing agenda item with the Plumas County Coordinating Council (PCCC) at their monthly meetings in May, June and July 2013. Forest officials presented and discussed the topic with the Council at these meetings. Forest officials also coordinated with the Plumas County department heads in Planning and Public Works on June 6, 2013, prior to the June PCCC meeting and public workshops.

To amplify, as well as correct, your understandings, please be respectfully advised:

1. Since November 2012, the PCCC (or its Chair) had been requesting information on the Subpart A directives and guidance that had been issued by your Region, having to wait weeks, only to receive the literature that had been dated June and July 2912.
2. Despite inquiry at PCCC Meetings, Plumas National Forest staff did not share with the PCCC that it was, apparently, creating the Subpart A roadway matrix and maps – all the time not informing the PCCC of the activity taking place by PNF staff.

3. It is acknowledged that the Director of Public Works and the Planning Director did attend a short-notice meeting at PNF headquarters on June 6, 2013. That meeting is more accurately characterized as a PNF staff presentation, followed by an opportunity for Q&A. Such activity is not “coordination.”
4. A repeat of the June 6th meeting, within the venue of the June 7, 2013 PCCC Meeting, does not constitute “coordination.”
5. Conducting public workshops, with decidedly insufficient advance notice, does not convince this Board of Supervisors that appropriate public outreach has been conducted.

If your agency is sincere in its stated desire to “coordinate” with Plumas County, please reconsider the rigid position set forth in your September 4th response and grant the PNF staff the latitude to truly “coordinate” with the Plumas County Coordinating Council as PNF strives to prepare a TAP that is properly prepared and credible.

Sincerely,

Chair
Board of Supervisors

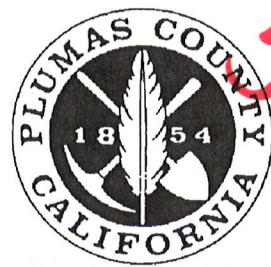
Honorable Dianne Feinstein
Honorable Barbara Boxer
Honorable Douglas LaMalfa

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: gaylatrumbo@countyofplumas.com



3AI

DATE: December 7, 2013

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF DECEMBER 17, 2013.

RE: APPROVE BUDGET TRANSFER WITHIN THE HUMAN RESOURCES BUDGET 20035

Gayla Trumbo
Gayla S. Trumbo
Human Resources
Director

IT IS RECOMMENDED THAT THE BOARD:

Approve budget transfer to lower 51000 Regular Wages by \$1,500.00 and transfer \$1,500.00 to Other Wages 51020 in the Human Resources Department 20035.

BACKGROUND AND DISCUSSIONS

The Human Resources Department has been working understaffed due to an employee's extended medical leave over the past nine months. As of December 2, 2013, this employee has been able to return with restrictions to her hours and other restrictions that limit the duties she can perform. In addition, my Human Resources Technician II, has accepted a position within another department. It will take a few weeks should the Board allow me to refill this position to complete the recruitment process. Therefore, I am requesting the ability to transfer money from my regular wages to other wages budget line items to support a temporary employee to assist during this transition period.

The department is able to make this transfer within the department based on the salary savings of the Human Resources Technician II being unfilled for approximately three to four weeks.

Thank you in advance for your consideration of this agenda item.

RECEIVED

DEC 09 2013

Auditors / Risk

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) To cover extra help employee while filling the position of HR Technician I or II; and to assist during the restricted

B) duties and hours of my other HR Technician due to medical reasons. This can be covered within the HR budget

C) due to the position of the HR Technician unfilled for three to four weeks.

D)

Approved by Department Signing Authority:

Sayla Trumbo

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Johns ell

Board Approval Date:

Agenda Item No. _____

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

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.

Transfers that are going to be submitted to the Board for approval:

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

RECEIVED

DEC 09 2013

Auditors / Risk

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: gaylatrumbo@countyofplumas.com



392

DATE: December 7, 2013

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
DECEMBER 17, 2013.
RE: AUTHORIZE TO FILL 1.0 FTE HUMAN RESOURCES
TECHNICIAN I OR II.

Gayla S. Trumbo
*Human Resources
Director*

Gayla Trumbo

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Human Resources Director to fill 1.0 FTE Human Resources Technician I or II.

BACKGROUND AND DISCUSSIONS

As the Board is aware, Human Resources has been working short staffed for approximately nine months with one employee out on extended medical leave. I am pleased to inform you that this employee has returned to work on limited duty and restricted hours. I am also pleased to inform you that on December 2, 2013, Ms. Nancy Selvage began her employment with the County by accepting the position of Human Resources Analyst. It was very exciting to have the department almost at full staff but unfortunately that was short lived.

It is with mixed emotions that I am here to inform you that my Human Resources Technician II has accepted a position within another department of the County. I am very proud and thankful of the accomplishments of this employee. Her dedication and hard work provided the department the ability to maintain our operational duties while being critically short staffed over the past nine months. Though we will miss her in Human Resources, I am happy for the advancement within the County to the field she desires to work in.

I have attached the Critical Staffing Questionnaire to provide further information for this Board on the reasons that I need this position filled. At this time, I am requesting that the Board approve the refilling of the Human Resources Technician I or II.

Thank you for your consideration.



3B

Douglas Carver, Acting Chief Probation Officer

Plumas County Probation Department
270 County Hospital Road, Ste. 128
Quincy, CA 95971

DATE: December 17, 2013

TO: Honorable Board of Supervisors

FROM: Douglas Carver, Acting Chief Probation Officer

SUBJECT: Request for approval to recruit and fill vacant, allocated and funded 1.0 FTE Office Assistant, 1.0 FTE Probation Assistant, and 1.0 FTE Supervising Probation Officer; and potential vacancy of 1.0 FTE Legal Services Assistant positions.

Recommendation

1. Approve filling of the vacant 1.0 FTE Office Assistant I/II within Department 20400, which is already allocated and funded in the 2013-2014 budget.
2. Approve filling the vacant 1.0 FTE Probation Assistant position. Funding for this position will be drawn from 20415-Youthful Offender Block Grant (juvenile), 20402-JJCPA (juvenile), 20409-SB678 (adult), and 20418-AB109 (adult), which will require a supplemental budget adjustment in FY 2014.
3. Approve filling the vacant 1.0 FTE Supervising Probation Officer within Department 20400 (100% of which wages and benefits will be paid with SB 678 grant (fund 20409) and AB109 (Fund 20418, realignment money). Budgets for Department 20400, 20409, and 20418 to be amended to reflect the funding and expenditure for this position.
4. Approve filling the potential 1.0 FTE vacancy in Legal Services Assistant I/II. General fund wages and benefits will be supplemented with Juvenile Justice Crime Prevention Act (JJCPA) (Fund 20402).

Background and Discussion

On November 22, 2013, the Office Assistant was promoted to a vacant Senior Legal Assistant within the Probation Department. This left a vacancy in the Office Assistant I/II position. This position was approved in the Probation Department 2013-2014 budget. The

Office Assistant position is funded with monies from .75 FTE General Fund and .25 FTE from JJCBA (Fund 20402). The Department is seeking Board approval to fill the vacant Office Assistant position without additional General Fund monies being appropriated.

The Probation Department is requesting approval to fill the 1.0 FTE Probation Assistant position that was realigned from SB678-20409 to Probation General Fund-20400 during 2013-2014 budget process. The Department would like to appropriate funding from the Youthful Offender Block Grant (YOBG)-20415, the Juvenile Justice Crime Prevention Act (JJCBA)-20402, SB678-20409, and AB109-20418 for this position's wages and benefits and would not place additional burden the General Fund.

The Department has a 1.0 FTE Supervising Probation Officer position allocated in the Probation Department staffing resolution. However, there was no identified funding source for this position. The Department has been able to budget funds from SB 678 and the AB109 program allocation to fund 100% of wages and benefits for this position. The Department is seeking approval to have Fund 20418 and Fund 20409 amended to reflect the payment of wages and benefits for the Supervising Probation Officer position. The Department is also seeking permission to fill the newly funded position of Supervising Probation Officer.

The potential vacancy in Probation Department 1.0 FTE Legal Services Assistant I/II wages and benefits approved in the 2013-2014 General Fund budget will be supplemented by the Youthful Offender Block Grant (YOBG) Fund 20415 and the Juvenile Justice Crime Prevention Act (JJCBA) Fund 20402.

All positions would be filled without any additional General Fund monies.

It would respectfully be recommended that the Board of Supervisors approve recruitment, filling, and use of fund balances to fund the various positions outlined in this letter.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Office Assistant I/II position is a legitimate business need.
- Why is it critical that this position be filled at this time? Probation needs an Office Assistant to respond to clients arriving at the window, answering the phone and transferring calls.
- How long has the position been vacant? The former Office Assistant was promoted to Legal Services Assistant on November 25, 2013.
- Can the department use other wages until the next budget cycle? Other wages could be used; however, a permanent employee in this position is important to maintain continuity of service.
- What are staffing levels at other counties for similar departments and/or positions? Probation's request to fill the Office Assistant position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to criminal cases would be negatively impacted without the assistance of the Office Assistant.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? Probation is a general fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? The Office Assistant is a general

funded position that supports other employees whose general fund wages and benefits are supplemented with grant and other special funding such as Juvenile Justice Crime Prevention Act, Youthful Offender Block Grant, SB678, AB109, and Drug Court/Prop 36/ADA.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Probation has utilized SB678's reserve by providing \$54,442 to the Sheriff's Office for an additional Correction Officer in FY2013. In addition, SB678 has transferred \$139,442 this fiscal year to the Sheriff's Office for a Correctional Officer and Deputy Sheriff.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Probation Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time? Probation utilizes Probation Assistants to relieve Probation Officers from time consuming, routine tasks.
- How long has the position been vacant? Since July 2012, the Probation Assistant position has been partially filled with two temporary, part-time employees.
- Can the department use other wages until the next budget cycle? Other wages are being used; however, a permanent employee in this position is crucial to the department's ability to provide consistent assistance to Probation Officers.
- What are staffing levels at other counties for similar departments and/or positions? Probation departments of similar size use a comparable number of Probation Assistants.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to criminal cases would be negatively impacted without the Probation Assistant's assistance.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Probation Department to suffer the loss of revenue from Title IVE funds without the Probation Assistant who would assume some office responsibilities currently being performed by Officers, which would free up their time to focus on juvenile activities. Additionally, the Probation Assistant assists Officers supervising AB109 and SB678 caseloads, who would also be relieved to focus on meeting recommendations associated with those defendants' needs.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? Probation is a general fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.

- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? The Probation Assistant is a general funded position whose wages and benefits would be supplemented with Juvenile Justice Crime Prevention Act, Youthful Offender Block Grant, SB678, and AB109.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Probation has utilized SB678's reserve by providing \$54,442 to the Sheriff's Office for an additional Correction Officer in FY2013. In addition, SB678 has transferred \$139,442 this fiscal year to the Sheriff's Office for a Correctional Officer and Deputy Sheriff.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Juvenile Legal Services Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time? The Juvenile Legal Services Assistant is needed to support Juvenile Probation Officers in the timely filing of Court required documentation, calendaring of hearings, setting up transportation of juveniles to and from juvenile hall, and statistical gathering and reporting.
- How long has the position been vacant? The former Juvenile Legal Services Assistant transferred to Social Services in April 2013. Since that time, an annuitant has been working part-time to handle urgent matters.
- Can the department use other wages until the next budget cycle? Other wages are currently being used; however, a permanent employee in this position is crucial to the department's ability to provide consistent assistance to Probation Officers.
- What are staffing levels at other counties for similar departments and/or positions? Probation departments of similar size use a comparable number of Legal Services Assistants, Paralegals, and Legal Secretaries.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to time sensitive juvenile cases would be negatively impacted without the Legal Services Assistant's assistance.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Probation Department to suffer the loss of revenue from Title IVE funds without the Legal Services Assistant who helps with some office responsibilities currently being performed by a part-time Legal Services Assistant and Officers.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? Probation is a general fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.

- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? The Legal Services Assistant is a general funded position whose wages and benefits would be supplemented with Juvenile Justice Crime Prevention Act funds.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Probation's Juvenile Justice Crime Prevention Act reserve funds are used to gain priority status when juveniles require the services of a Mental Health therapist.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Supervising Probation Officer position is a legitimate business need.
- Why is it critical that this position be filled at this time? The Supervising Probation Officer is needed to support Juvenile and Adult Probation Officers in answering questions, providing training, scheduling, and the timely filing of Court required documentation, and statistical gathering and reporting.
- How long has the position been vacant? The Supervising Probation Officer position has been vacant since December 2012.
- Can the department use other wages until the next budget cycle? Other wages are not suitable in recruiting, hiring, and retaining a Supervising Probation Officer.
- What are staffing levels at other counties for similar departments and/or positions? Other county Probation departments of similar size use a comparable number of Supervising Probation Officers.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to time sensitive juvenile and adult cases would be negatively impacted without a Supervising Probation Officer.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Probation Department to suffer the loss of revenue from Title IVE funds without the Supervising Probation Officer who provide guidance on appropriate claiming strategies that could enhance our current level of revenue.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? Probation is a general fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any positions.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? The Supervising Probation Officer's wages and benefits would be covered 100% by SB678 and AB109.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Probation has utilized SB678's reserve by providing \$54,442 to the Sheriff's Office in FY2013 for a Corrections Officer. In addition, SB678 has transferred \$139,442 this fiscal year to the Sheriff's Office for a Correctional Officer and a Deputy Sheriff.

4A

RESOLUTION NO. 2013-_____
A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT AN ALL MAILED BALLOT ELECTION
WITHIN THE BOUNDARIES OF THE PENINSULA FIRE PROTECTION DISTRICT
ON APRIL 8, 2014

WHEREAS, on December 6, 2013, the Board of Directors of the Peninsula Fire Protection District has requested by Resolution 12-06-2013-01, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorise the Plumas County Clerk to conduct an all mailed ballot election on April 8, 2014, for the purpose of placing a special tax for the specific purpose of emergency medical response, fire protection and prevention.

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

1. The Plumas County Clerk is authorized to conduct an all mailed ballot election within the boundaries of the Peninsula Fire Protection District, on April 8, 2014, for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

"Upon a two-thirds vote of approval, shall a special tax replacing the current special tax expiring on June 30, 2014 be imposed for a period of three years, from July 1, 2014 until June 30, 2017, for the specific purpose of emergency medical response, fire protection and prevention; and shall this tax be authorized in the amount of \$280.00 per year on each unimproved parcel and \$295.00 per year on each improved parcel of real property or condominium unit within the District, excluding those parcels exempt from County property tax, to be collected and apportioned along with the County property taxes, and shall the District appropriations limit (spending limit) be raised by the amount of the annual proceeds from this special tax for three year period this tax is in effect, which revenue shall be deposited into a specifically created account on which an annual report shall be made as required by Government Code Section 50075.3?"

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an all mailed ballot election within the boundaries of the Peninsula Fire Protection District, including preparation and publication of all legal notices, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on December 17, 2013, by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Clerk to the Board of Supervisors

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Peter Livingston, LCSW, Director



4c
PML

DATE: December 2, 2013, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR DECEMBER 17, 2013, CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT WITH CRESTWOOD BEHAVIORAL HEALTH, INC..

It is recommended that the Board: Approve third amendment to the contract with Crestwood Behavioral Health, Inc. for fiscal year 2013-14 and authorize the Director of Mental Health to sign the amendment.

Background and Discussion: The Crestwood Behavioral Health, Inc. contract is specifically associated with the provision of inpatient mental health services to clients placed out of county. The contract was approved as to form by County Counsel.

Financial Impact:

There are no General Fund dollars involved in this contract. The costs associated with these services are covered by a combination of Federal and State funds.

Peter Livingston, LCSW, Director of Mental Health is requesting that the Board of Supervisors approve the third amendment to the contract and authorize Director of Mental Health, to sign the amendment with Crestwood Behavioral Health, Inc.

THIRD AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND CRESTWOOD BEHAVIORAL HEALTH, INC

This Third Amendment to Agreement ("Amendment") is made on July 1, 2013 between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and Crestwood Behavioral Health, Inc. ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. PLUMAS COUNTY and Crestwood Behavioral Health, Inc. have entered into a written Agreement dated July 1, 2008 (the "Agreement"), in which Crestwood Behavioral Health, Inc. agreed to provide licensed skilled nursing facility services to Plumas County.
 - b. Because the daily bed day rates changed and the COUNTY desires to include all of the facilities associated with Crestwood Behavioral Health, Inc. the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. The first sentence of Paragraph 1.A. of the Agreement shall be amended in its entirety to read as follows:
 - i. CONTRACTOR shall provide COUNTY with access to available beds at the facilities shown in Exhibit "C" at the daily rates for FY13-14 listed therein.
 - b. Paragraph 12 of the agreement is amended in its entirety to read as follows: "This contract shall be extended for a term to commence on July 1, 2013 and shall continue until June 30, 2014, unless earlier terminated as provided herein."
 - c. Paragraph 7.F. is amended in its entirety to read as follows: "Total reimbursement by COUNTY under this Contract for the period commencing on July 1, 2013 and ending on June 30, 2014, shall not exceed Two hundred Thousand Dollars (\$200,000)."
 - d. Exhibit C to this amendment is hereby incorporated into the Agreement as "Exhibit C."

3. **Effectiveness of Agreement:** Except as set forth in this ~~First~~ ^{Third} Amendment of Agreement, all provisions of the Agreement dated July 1, 2008, shall remain unchanged and in full force and effect.

COUNTY:

Peter Livingston, LCSW
Director
Plumas County Mental Health

Date

Reviewed as to form:

Stephen L. Mansell
Stephen L. Mansell

Plumas Deputy County Counsel

11/21/13

Date

Approved by CAO

T. Swofford, BOS Chair

Date

CONTRACTOR:

Crestwood Behavioral Health, Inc.
A Delaware corporation

Gary Zeyen, Controller
Federal ID# 68-0399495

Date

George Lytal
President and CEO

Date

CRESTWOOD BEHAVIORAL HEALTH, INC.

07/01/2013

Schedule C

TOTAL WITH ENHANCED SERVICES

The following rates include room and board, nursing care, special treatment program services, activity program, OTC medications, dietary, etc. Physician services, pharmacy and other ancillary medical services are not included in the per diem rate and are separately billable in accordance with Title 22, CCR, section 51511 C.

IMD 3-64**BASIC ENHANCED TOTAL**

VALLEJO	(37 BED)	179.32	17.00	196.32
		179.32	30.00	209.32
		179.32	50.00	229.32
		179.32	80.00	259.32

REDDING WELLNESS AND RECOVERY	179.32	10.00	189.32
	179.32	20.00	199.32
	179.32	40.00	219.32
	179.32	50.00	229.32

CRESTWOOD BEHAVIORAL HEALTH, INC.

07/01/2013

Schedule C

TOTAL WITH ENHANCED SERVICES

The following rates include room and board, nursing care, special treatment program services, activity program, OTC medications, dietary, etc. Physician services, pharmacy and other ancillary medical services are not included in the per diem rate and are separately billable in accordance with Title 22, CCR, section 51511 C.

NON IMD 13-64

		NON IMD 13-64		
		NON MEDICAL		
		SUB ACUTE		
STOCKTON			30.00	30.00
			32.00	32.00
			50.00	50.00
			75.00	75.00
SUB ACUTE	NON MEDI CAL	NEGOTIABLE		
			179.32	14.00
				193.32
MODESTO			30.00	30.00
			32.00	32.00
			50.00	50.00
			75.00	75.00
SUB ACUTE	NON MEDI CAL	NEGOTIABLE		
			179.32	14.00
				193.32
FREMONT GTC	NON MEDI CAL	207.98	118.00	325.98
	NEURO-BEHAV		118.00	118.00
	CONVERSION(REQUIRES PRIV ROOM)			257.34
CRESTWOOD MANOR	FREMONT	0.00	28.00	28.00
		0.00	50.00	50.00
			80.00	80.00
			118.00	118.00

CRESTWOOD BEIJER ORAL HEALTH, INC.

07/01/2013

Schedule C

The following rates include room and board, nursing care, special treatment program services, activity program, OTC medications, dietary, etc. Physician services, pharmacy and other ancillary medical services are not included in the per diem rate and are separately billable in accordance with Title 22, CCR, section 51511 C.

MENTAL HEALTH/REHAB CENTERS

SACRAMENTO MHRC		191.00
SUB ACUTE		231.00
SAN JOSE		228.00
PREGNANT		238.00
VALLEJO	LEVEL 1	282.00
	LEVEL 2	240.00
	LEVEL 3	213.00
	LEVEL 4	200.00
ANGWIN	LEVEL 1	273.00
	LEVEL 2	218.00
	LEVEL 3	178.00
BAKERSFIELD	LEVEL 1	231.00
	LEVEL 2	512.00
EUREKA		241.00

CRESTWOOD BEIJING ORAL HEALTH, INC.

07/01/2013

Schedule C

The following rates include room and board, nursing care, special treatment program services, activity program, OTC medications, dietary, etc. Physician services, pharmacy and other ancillary medical services are not included in the per diem rate and are separately billable in accordance with Title 22, CCR, section 51511 C.

PSYCHIATRIC HEALTH FACILITIES

SACRAMENTO	779.00
SAN JOSE	950.00
INDIGENT	1,050.00
KERN	800.00
AMERICAN RIVER	676.00

CRESTWOOD BEHAVORIAL HEALTH, INC.

07/01/2013

Schedule C

COMMUNITY CARE CENTERS

BRIDGEHOUSE(EUREKA)	DAY TREATMENT	140.00
	RCFE	103.00
	ARF	90.00
OUR HOUSE		100.00
BRIDGE(KERN)		160.00
AMERICAN RIVER RESIDENTIAL		105.00
PLEASANT HILL BRIDGE		105.00
PLEASANT HILL PATHWAYS		155.00
FRESNO		160.00
VALLEJO RCFE		100.00

CRESTWOOD BEHAVIORAL HEALTH, INC.

07/01/2013

Schedule C

GEROPSYCH165

	ENHANCED	TOTAL
STOCKTON	0	0.00
	20.00	20.00
	50.00	50.00
	SPECIAL	
VALLEJO	0	0.00
	20.00	20.00
	50.00	50.00
	SPECIAL	
MODESTO	0	0.00
	20.00	20.00
	50.00	50.00
	SPECIAL	
REDDING GTC	0	0.00
	20.00	20.00
	50.00	50.00
	SPECIAL	
CRESTWOOD MANOR-FREMONT	0.00	0.00
	20.00	20.00
	28.00	28.00
	50.00	50.00

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 December 17, 2013 meeting of the Plumas County Board of Supervisors

December 9, 2013

To: Honorable Governing Board

From: Robert Perreault, Director of Public Works

Subject: Request Approval of Amendment No. 1 to Contract PWRD 11-069 and ratification of work completed on the Keddie Resort Road Bridge Project between December 21, 2010 and June 24, 2011

A handwritten signature of Robert A. Perreault in black ink.

BACKGROUND

On December 21, 2010, the Board of Supervisors authorized the Director of Public Works to execute a contract with Quincy Engineering, Inc. to provide professional engineering services on the Keddie Resort Road Bridge Project.

The County and Consultant did not fully execute a professional services agreement for the above captioned project until June 24, 2011. The reason for the delay at that time was that County Counsel and various consultants (on other projects) at that time, after December 21, 2010, expressed concerns over indemnification wording in several consultant services contracts.

The matters of concern over indemnification were later resolved and contract PWRD 11-069 was fully executed on June 24, 2011.

However, during the time period between December 21, 2010 and June 24, 2011, the Consultant incurred costs in completing tasks contained within the approved contract's scope of work at the County's direction. The Consultant has submitted these invoices with supporting documentation to verify the eligibility of the expenditures. The Department of Public Works confirms that the tasks were performed as directed, were necessary for the design of the new bridge and were completed by the Consultant.

Agenda Request for the December 17, 2013 BOS Meeting
Keddie Resort Road Bridge Project
December 9, 2013
Page 2

Inasmuch as the work was performed prior to June 24, 2011 (and after December 21, 2010), the Department and the Consultant (Quincy Engineering, Inc.) have mutually identified the need for an amendment to the professional services contract PWRD 11-069.

The Professional Services Agreement is proposed to be amended as follows:

The following Consultant invoices are proposed to be eligible for submittal for payment under the terms of the original contract.

Attached is a copy of proposed Amendment No. 1 as well as copies of the following invoices:

Quincy Engineering, Inc. Invoice #8593 = \$3,953.63
Quincy Engineering, Inc. Invoice #8651 = \$ 979.68
Quincy Engineering, Inc. Invoice #8879 = \$ 931.94

No other work by the consultant between December 21, 2010 and June 23, 2011 is eligible for compensation under the terms of contract PWRD 11-069.

All other provisions of the Professional Services Agreement, dated June 24, 2011, will remain unchanged.

Funding is available within the adopted FY 2013/14 budget for the Project.

RECOMMENDATION

Public Works staff respectfully recommends that the Board of Supervisors approve Amendment No. 1 to contract # PWRD 1-069 and ratify the work completed as shown on the three (3) aforementioned invoices between the date of contract award and the date of contract execution.

AMENDMENT NO. 1
to the
PROFESSIONAL SERVICES AGREEMENT

Keddie Resort Road Bridge Project in Plumas County, California
Bridge No. 9C-0034
On Keddie Resort Road (County Route #415)
Over Spanish Creek
PWRD 11-069

THIS AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT, dated June 24th, 2011, for the above captioned bridge project, is made and entered into this 1st day of November, 2013, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and QUINCY ENGINEERING, INC., a California Corporation ("Consultant").

Background

The "County" and the "Consultant" have mutually identified the need for an amendment to the professional services contract PWRD 11-069.:

The County and Consultant entered into a professional services agreement for the above captioned project on June 24th, 2011. County Counsel and various consultants expressed concerns over indemnification wording in several consultant services contracts after Board of Supervisors' approval of award of contract # PWRD 11-069 on December 21, 2010. Whereas the matter of concern over indemnification was later resolved without the need for any modifications to the existing contract. PWRD 11-069 was fully executed on June 24, 2011.

The consultant incurred costs in completing tasks contained within the approved contract's scope of work at the County's direction. The Consultant has submitted these invoices with supporting documentation to verify the eligibility of the expenditures. The Department of Public Works confirms that the tasks were necessary and were completed by the consultant.

NOW, THEREFORE, for the mutual covenants and conditions contained herein, the parties hereby agree that said Professional Services Agreement is amended as follows:

The following Consultant invoices are now eligible for submittal for payment under the terms of the contract (copies attached):

Quincy Engineering, Inc. Invoice #8593 = \$3,953.63
Quincy Engineering, Inc. Invoice #8651 = \$ 979.68
Quincy Engineering, Inc. Invoice #8879 = \$ 931.94

 COUNTY INITIALS

CONSULTANT INITIALS

Amendment No. 1 to the Professional Services Agreement for the
Keddie Resort Road Bridge Project (Bridge No. 9C-0034)

No other work by the consultant between December 21, 2010 and June 23, 2011 is eligible for compensation under the terms of contract PWRD 11-069.

All other provision of the Professional Services Agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS
A political subdivision of the State of California

RECOMMENDED AS TO SCOPE OF WORK:

Director of Public Works _____ Date: _____

APPROVED AS TO FORM:

~~County Counsel~~

AGREED TO BY:

Date: 10/28/13

County Administrative Officer

Date:

CONSULTANT
QUINCY ENGINEERING, INC.

Taxpayer ID Number: 68-0269312

John S. Quincy, President

Date:

Steve Mellon, Director of Corp. Marketing

Date: _____

COUNTY INITIALS

2

CONSULTANT INITIALS _____

Amendment No. 1 to the Professional Services Agreement for the
Keddie Resort Road Bridge Project (Bridge No. 9C-0034)

QUINCY ENGINEERING, INC.
3247 RAMOS CIRCLE
SACRAMENTO, CA 95827

916/368-9181
FAX 916/368-1308

INVOICE SUMMARY SHEET

Bill To:	Plumas County 1834 East Main Street Quincy, CA 95971	Remit To:	Quincy Engineering, Inc. 3247 Ramos Circle Sacramento, CA 95827
Altn:	Robert Perrault		

Invoice No:	8593	P03-600
Date of Services:	12/1/10 - 12/31/10	
Project:	Keddie Bridge over Spanish Creek River Engineering Services	

Job Number	Job Description	Task Order Amount	Previously Billed	This Month Billed	Total To Date	% Of Cost Prop
P03-600-01	Initiate Project	\$ 9,381.22	\$ -	\$ 3,953.63	\$ 3,953.63	42%
P03-600-02	Project Management	\$ 46,555.26	\$ -	\$ -	\$ -	0%
P03-600-03	Topographic Surveys	\$ 1,917.99	\$ -	\$ -	\$ -	0%
P03-600-04	Hydraulic Reports	\$ 15,232.31	\$ -	\$ -	\$ -	0%
P03-600-05	APE and Environmental	\$ 120,986.69	\$ -	\$ -	\$ -	0%
P03-600-06	Preliminary Engineering	\$ 45,787.84	\$ -	\$ -	\$ -	0%
P03-600-07	Project Report	\$ 12,664.99	\$ -	\$ -	\$ -	0%
P03-600-08	Final Design	\$ 248,377.86	\$ -	\$ -	\$ -	0%
P03-600-09	Obtain Permits	\$ 16,488.51	\$ -	\$ -	\$ -	0%
P03-600-10	ROW Engineering	\$ 1,067.70	\$ -	\$ -	\$ -	0%
P03-600-11	Bidding Assistance	\$ 2,793.75	\$ -	\$ -	\$ -	0%
SO3-500-90	Other Direct Costs	\$ 2,749.25	\$ -	\$ -	\$ -	0%
TOTAL		\$ 524,003.37	\$ -	\$ 3,953.63	\$ 3,953.63	1%

AMOUNT DUE THIS INVOICE

\$ 3,953.63



MAR 9 2011
AM PM
7,8,9,10,11,12,1,2,3,4,5,6

QUINCY ENGINEERING, INC.

3247 RAMOS CIRCLE
SACRAMENTO, CA 95827

916-368-9181
FAX: 916-938-1308

INVOICE

Plumas County
1834 East Main Street
Quincy, CA 95971

Invoice number: 8593
Date: December 31, 2010
Contract: P03-600 - 01-000
Client Reference:

Attn: Robert Perreault
Contract: P03-600 - 01-000
Initiate Project

Service Period: 12/1/10 -12/31/10
Services Rendered: Prepared for and attended Kick-off meeting. Reviewed sufficiency rating factor and affects of rehabilitating the bridge.

Direct Labor:

<u>Classification</u>	<u>Description</u>	<u>Hours</u>	<u>Cost Rate</u>	<u>Total Cost</u>
Senior Engineer	MELLON; STEVE L	8.00	68.19	545.52
Senior Engineer	OSTERKAMP; TIMOTHY A	12.00	56.88	682.56
Associate Engineer	MOSSMAN; DANNY J	3.00	44.08	132.24
	Labor Cost SubTotal	<u>23.00</u>		<u>1,360.32</u>
			Overhead: 159.500%	<u>2,169.71</u>
				<u>3,530.03</u>
			Fee: 12.000%	<u>423.60</u>
			Labor Billed Subtotal	<u>\$3,953.63</u>

Invoice total \$3,953.63

Cummulative Billing Status				
<u>Cost Proposal</u>	<u>Previously Billed</u>	<u>Amount of This Bill</u>	<u>Billed to Date</u>	<u>Percent Billed</u>
9,381.22	0.00	3,953.63	3,953.63	42.14%



QUINCY
ENGINEERING, INC.

Project Timesheet
Timesheet Period Ended: 12/31/2010

Project Number: P03-600

Project Description: Engr Serv-Keddie/Spanish Brdg
Plumas County

Project Number: P03-600

Project Description: Enar Seni-Keda

Project Number: P03-600

Project Description: Ensr Seni-Koddie/Spanish Birds

QUINCY ENGINEERING, INC.
3247 RAMOS CIRCLE
SACRAMENTO, CA 95827

916/368-9181
FAX 916/368-1308

INVOICE SUMMARY SHEET

Bill To: Plumas County 1834 East Main Street Quincy, CA 95971 Attn: Robert Perrault	Remit To: Quincy Engineering, Inc. 3247 Ramos Circle Sacramento, CA 95827
---	--

Invoice No:	8651	P03-600
Date of Services:	1/11/11 - 1/31/11	
Project:	Keddie Bridge over Spanish Creek River Engineering Services	

Job Number	Job Description	Task Order Amount	Previously Billed	This Month Billed	Total To Date	% Of Cost Prop
P03-600-01	Initiate Project	\$ 9,381.22	\$ 3,953.63	\$ 979.68	\$ 4,933.31	53%
P03-600-02	Project Management	\$ 46,555.26	\$ -	\$ -	\$ -	0%
P03-600-03	Topgraphic Surveys	\$ 1,917.99	\$ -	\$ -	\$ -	0%
P03-600-04	Hydraulic Reports	\$ 15,232.31	\$ -	\$ -	\$ -	0%
P03-600-05	APE and Environmental	\$ 120,986.69	\$ -	\$ -	\$ -	0%
P03-600-06	Preliminary Engineering	\$ 45,787.84	\$ -	\$ -	\$ -	0%
P03-600-07	Project Report	\$ 12,664.99	\$ -	\$ -	\$ -	0%
P03-600-08	Final Design	\$ 248,377.86	\$ -	\$ -	\$ -	0%
P03-600-09	Obtain Permits	\$ 16,488.51	\$ -	\$ -	\$ -	0%
P03-600-10	ROW Engineering	\$ 1,067.70	\$ -	\$ -	\$ -	0%
P03-600-11	Bidding Assistance	\$ 2,793.75	\$ -	\$ -	\$ -	0%
S03-500-90	Other Direct Costs	\$ 2,749.25	\$ -	\$ -	\$ -	0%
TOTAL		\$ 524,003.37	\$ 3,953.63	\$ 979.68	\$ 4,933.31	1%

RECEIVED

PLUMAS CO. ROAD DEPT.

AMOUNT DUE THIS INVOICE

\$ 979.68

RECEIVED
PLUMAS CO. ROAD DEPT.
AM 1/31/11
PM 1/31/11
\$ 979.68

QUINCY ENGINEERING, INC.

3247 RAMOS CIRCLE
SACRAMENTO, CA 95827

916-368-9181
FAX: 916-938-1308

INVOICE

Plumas County
1834 East Main Street
Quincy, CA 95971

Invoice number: 8651
Date: January 31, 2011
Contract: P03-600 - 01-000
Client Reference:

Attn: Robert Perreault
Contract: P03-600 - 01-000
Initiate Project

Service Period: 1/1/11 - 1/31/11
Services Rendered: Prepared kick-off meeting notes and sufficiency rating memorandum.

Direct Labor:

<u>Classification</u>	<u>Description</u>	<u>Hours</u>	<u>Cost Rate</u>	<u>Total Cost</u>
Senior Engineer	OSTERKAMP; TIMOTHY A	3.00	56.88	170.64
Associate Engineer	MOSSMAN; DANNY J	2.00	44.08	88.16
	Labor Cost SubTotal	<u><u>5.00</u></u>		<u><u>258.80</u></u>
			Overhead: 159.500%	<u><u>412.79</u></u>
				<u><u>671.59</u></u>
			Fee: 12.000%	<u><u>80.59</u></u>
				<u><u>\$752.18</u></u>

Other Direct Costs:

<u>Description</u>	<u>Units</u>	<u>Rate</u>	<u>Total Cost</u>
Mileage	329.00	0.5000	164.50
Meal	0.00	0.0000	36.50
Postage & Delivery	0.00	0.0000	26.50
	ODC Cost SubTotal		<u><u>227.50</u></u>
		Fee: 0.000%	<u><u>0.00</u></u>
			<u><u>\$227.50</u></u>

Invoice total **\$979.68**

Cummulative Billing Status				
<u>Cost Proposal</u>	<u>Previously Billed</u>	<u>Amount of This Bill</u>	<u>Billed to Date</u>	<u>Percent Billed</u>
9,381.22	3,953.63	979.68	4,933.31	52.59%

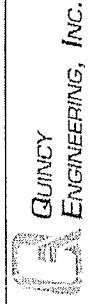


Project Timesheet
Timesheet Period Ended: 01/15/2011

Project Number: P03-600
Project Description: Engr Serv-Keddie/Spanish Brdg
Plumas County

Employee Description

Employee	Description	Task	Act	Emp Ty	January												Total	Appr by
					1	2	3	4	5	6	7	8	9	10	11	12		
056	OSTERKAMP, TIMOTHY A	01-100	108	SRE									1.0	1.0			2.0	SLM
Project Totals													1.0	1.0			2.0	



Project Timesheet
Timesheet Period Ended: 01/31/2011

Project Number: P03-600
Project Description: Engr Serv-Keddie/Spanish Brdg
Plumas County

Employee Description

Employee	Description	Task	Act	Emp Ty	January												Total	Appr by	
					16	17	18	19	20	21	22	23	24	25	26	27	28		
056	OSTERKAMP; TIMOTHY A	01-100	108	SRE										1.0				1.0	SLM
119	MOSSMAN; DANNY J	01-100	108	AEN										2.0				2.0	SLM
Project Totals													1.0	2.0				3.0	

Auto Mileage Log 2009

Date	Driver Initials	Start Miles	End Miles	# of Miles	Destination	Purpose	Job or JP Number
10/21	SLH	90395	90671	286	FHITI	CM	BO6-580
10/24		90906	91134	228	Woodsdale	Eq. Bridg. Rev	Q99 + 10 ²⁰⁰ miles
11/5	HLZ	91162	91196	34	APWA only - such	St. Marks	Q95
11/12		91927	91954	27	Call person	Lunch M/H	Q95
11/16		92606	92649	43	Airport	CEAC Mtg.	Q99
12/3		93222	93251	29	Pub	APWA M/H	Q95
12/3		93251	93269	18	Sando County	Drop Proposal	JP13
12/8				6	Marinot	BD	Q91
12/9				6		BD	Q91
12/10			20	20	Airport	GET & Returns	Q91
12/15		143566	143755	189	Chico	BDG	BO6-580
12/21		143935	144120	194	Chico	EM/Biffle C.	JP9109
12/22		144120	144458	329	Quint	Plumas, CO M/H	NP03-640
						For: Steve	Keddie/Bland

100-000
KO MTS CASITAS
875 E MAIN ST
QUINCY CA 95971
530-283 4755

Term ID: 79428743 Ref #: 0004
Server ID: 1

Sale

*****7286

MASTERCARD Entry Method: Swiped

Amount: \$ 31.50

Tip: 5⁰⁰

Total: 36.50

12/22/10 12:31:53

Inv #: 000003 Aptr Code: 022125

Batch #: 000399

Cust #: 1

Zip Code:

Customer Copy

Order #

DATE / SVC	DELIVERY COMPANY	ZIP	POD INFO	REFERENCE #	PKG	LBS	TOTAL
Tracking #	DELIVERY ADDRESS	CITY	DEL TIME		LTR	SAT	CHARGES
12/3/2010 S 310262688878	COUNTY OF MARIN 3501 CIVIC CENTER DR	94903-5223 SAN RAFAEL	james gonzalez 09:40 AM	M07-500 522-100	OK TM 1-13	0 1 N	\$7.39
FUEL CHARGE: \$0.72							
12/3/2010 S 310262688896	COUNTY OF SONOMA 2300 COUNTY CENTER DR	95403-3012 SANTA ROS.	judy not setup 09:48 AM	522-100 503-100	OK TM 1-13	0 1 N	\$7.39
FUEL CHARGE: \$0.72							
12/8/2010 S 310262688903	COUNTY OF YUBA 915 8TH ST	95901-5273 MARYSVILLE	echols 1004 5614 08:25 AM	1003-100 Q99	OK TM 1-13	1 0 N	\$7.39
FUEL CHARGE: \$0.72							
12/8/2010 S 310262688912	SANTA BARBARA COUNTY 123 E ANAPAMU ST	93101-2025 SANTA BARI	cross 09:37 AM	Q99	OK TM 1-13	1 0 N	\$7.39
FUEL CHARGE: \$0.72							
12/10/2010 S 310254297627	NONE 3523 HALFMONL LN	94518-2255 CONCORD	front-door-signature 10:51 AM	P06-504-03	OK TM 1-13	1 0 N	\$18.56
FUEL CHARGE: \$1.80							
12/11/2010 B 12085595	Scheduled Pickup Service		05:00 PM	Scheduled Pickup-S	OK TM 1-13	0 0 N	\$10.00
12/14/2010 G 310254297565	COUNTY OF PLUMAS 1834 E MAIN ST	95971-9795 QUINCY	CAULEEN 01:34 PM	P03-600 KEDDIE BR 1-13	OK TM 1-13	1 1 0 N	\$26.50
12/14/2010 S 310254297574	CITY OF PISMO BEACH DEPT 760 MATTIE RD	93449-2000 PISMO BEAC	roada 01:00 PM	Q99-CTUSPS 1-13	OK TM 1-13	1 0 N	\$7.42
FUEL CHARGE: \$0.75							
12/14/2010 S 310254297609	CONTRA COSTA COUNTY 255 GLACIER DR	94553-4897 MARTINEZ	Delanoy 09:57 AM	C05-700 1-13	OK TM 1-13	1 0 N	\$7.42
FUEL CHARGE: \$0.75							
12/14/2010 S 310254297618	COUNTY OF SAN LUIS OBISP COUNTY GOVERNMENT	93408 SAN LUIS OI	jones 10:20 AM	RIVER GROVE 1-13	OK TM 1-13	1 0 N	\$7.42
FUEL CHARGE: \$0.75							
12/15/2010 S 310266137983	COUNTY OF SAN LUIS OBISP 207 SAN LUIS OBISPO	93408 SAN LUIS OI	shirley 10:09 AM	S13-910 1-13	OK TM 1-13	1 0 N	\$7.42
FUEL CHARGE: \$0.75							
12/27/2010 S 310266137992	YUBA CITY PUBLIC WORKS 1201 CMIC CENTER BLVD	95993-3097 YUBA CITY	j trujillo 09:54 AM	C23-100 KELLY GALLAGHE 0	OK TM 0	1 2 N	\$7.42
FUEL CHARGE: \$0.75							
2/28/2010 S 310266138008	COUNTY OF SANTA BARBARA 620 W FOSTER RD	93455-3618 SANTA MAR	miller 09:16 AM	Q99 1-13	OK TM 0	1 4 N	\$7.45
FUEL CHARGE: \$0.78 DIM CHARGE: LENGTH 24 WIDTH 5 HEIGHT 6							
2/28/2010 G 310266138017	CALTRANS DISTRICT 3 703 B ST	95901-5566 MARYSVILLE	SANDERSON 08:06 AM	E04-500 1-13	OK TM 0	1 2 N	\$28.50

S=SUNRISE, G=SUNRISE GOLD (PRIORITY), H=HEAVYWEIGHT, W=SATURDAY DEL, M=MONTHLY CHRGES, C=CALTRAC

VOICE AND STATEMENT

PAYMENT DUE ON RECEIPT

WO #242

QUINCY ENGINEERING, INC.
3247 RAMOS CIRCLE
SACRAMENTO, CA 95827

916/368-9181
FAX 916/368-1308

INVOICE SUMMARY SHEET

Bill To:

Plumas County
1834 East Main Street
Quincy, CA 95971

Attn: Robert Perrault

Remit To:

Quincy Engineering, Inc.
3247 Ramos Circle
Sacramento, CA 95827

Invoice No:	8879	P03-600
Date of Services:	2/1/11 - 4/30/11	
Project:	Keddie Bridge over Spanish Creek River Engineering Services	

Job Number	Job Description	Task Order Amount	Previously Billed	This Month Billed	Total To Date	% Of Cost Prop
P03-600-01	Initiate Project	\$ 9,381.22	\$ 4,933.31	\$ 931.94	\$ 5,865.25	63%
P03-600-02	Project Management	\$ 46,555.26	\$ -	\$ -	\$ -	0%
P03-600-03	Topgraphic Surveys	\$ 1,917.99	\$ -	\$ -	\$ -	0%
P03-600-04	Hydraulic Reports	\$ 15,232.31	\$ -	\$ -	\$ -	0%
P03-600-05	APE and Environmental	\$ 120,986.69	\$ -	\$ -	\$ -	0%
P03-600-06	Preliminary Engineering	\$ 45,787.84	\$ -	\$ -	\$ -	0%
P03-600-07	Project Report	\$ 12,664.99	\$ -	\$ -	\$ -	0%
P03-600-08	Final Design	\$ 248,377.86	\$ -	\$ -	\$ -	0%
P03-600-09	Obtain Permits	\$ 16,488.51	\$ -	\$ -	\$ -	0%
P03-600-10	ROW Engineering	\$ 1,067.70	\$ -	\$ -	\$ -	0%
P03-600-11	Bidding Assistance	\$ 2,793.75	\$ -	\$ -	\$ -	0%
S03-500-90	Other Direct Costs	\$ 2,749.25	\$ -	\$ -	\$ -	0%
TOTAL		\$ 524,003.37	\$ 4,933.31	\$ 931.94	\$ 5,865.25	1%

AMOUNT DUE THIS INVOICE

\$ 931.94

QUINCY ENGINEERING, INC.

47 RAMOS CIRCLE
SACRAMENTO, CA 95827

916-368-9181
FAX: 916-938-1308

INVOICE

Plumas County
1834 East Main Street
Quincy, CA 95971

Invoice number: 8879
Date: April 30, 2011
Contract: P03-600 - 01-000
Client Reference:

Attn: Robert Perreault
Contract: P03-600 - 01-000
Initiate Project

Service Period: 2/1/11 - 4/30/11
Services Rendered: Prepared kick-off meeting notes and sufficiency rating memorandum.

Direct Labor:

<u>Classification</u>	<u>Description</u>	<u>Hours</u>	<u>Cost Rate</u>	<u>Total Cost</u>
Project Manager	MELLON; STEVE L	3.00	68.19	204.57
Senior Engineer	OSTERKAMP; TIMOTHY A	2.00	58.04	116.08
	Labor Cost SubTotal	<u>5.00</u>		<u>320.65</u>
			Overhead: 159.500%	<u>511.44</u>
				<u>832.09</u>
			Fee: 12.000%	<u>99.85</u>
				<u>\$931.94</u>
	Labor Billed Subtotal			

Invoice total **\$931.94**

RECEIVED
PLUMAS CO. ROAD DEPT.
MAY 31 2011
PM
7,8,9,10,11,12,1,2,3,4,5,6
AM

Cummulative Billing Status				
<u>Cost Proposal</u>	<u>Previously Billed</u>	<u>Amount of This Bill</u>	<u>Billed to Date</u>	<u>Percent Billed</u>
9,381.22	4,933.31	931.94	5,865.25	62.52%

AGENDA MATTER NO. 5. – PLANNING

BACKUP MATERIALS REGARDING THE GENERAL PLAN UPDATE MAY BE FOUND IN A SEPARATE LINK AT www.countyofplumas.com UNDER BOARD OF SUPERVISORS AGENDAS DATED DECEMBER 17, 2013

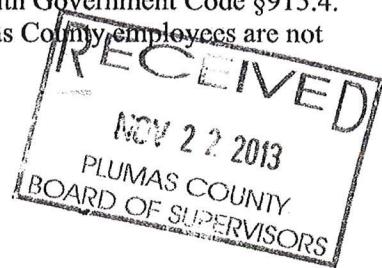
CLAIM AGAINST THE COUNTY OF PLUMAS
(Pursuant to Government Code §910.4)

6B

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

MAIL TO:

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



CLAIMANT INFORMATION

1.	Name of Claimant:	<u>Deanna Haas</u>		
2.	Date of Birth:	<u>09/23/1984</u>	3.	Gender (circle one): Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
4.	Mailing Address of Claimant:		City	State Zip
	<u>3539 Parker Hill Ct.</u>	<u>Santa Rosa</u>	<u>CA</u>	<u>95404</u>
Address	City	State	Zip	
5.	Mailing Address where notices are to be sent (if different than mailing address of claimant):			
Address	City	State	Zip	
6.	Telephone Number of Claimant: <u>(707)546-1720</u>			

INFORMATION ABOUT CLAIM

7. Incident Date: Month July Day 22 Year 2013

8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):
Traveling on Gold Lake Hwy toward Hwy 89. Incident happened between Packer Lake Road and Gold Lake.

9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):
See attached page.

10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:
Right side of vehicle had paint to wheel wells, under the right fender, on under-carriage, tires, rims, and paint splash on body of vehicle.
There were no injury's.

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ \$250.00

12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: YES NO

13. Name(s) of public employee(s) causing the injury, damage or loss, if known:

Unknown, Plumas County Trucks (see photos)

CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? YES NO

15. Name of insurance carrier and telephone number (including area code):

<u>AAA Northern California</u>	<u>1-888-900-0520</u>
Name <u>PO Box 920</u>	Telephone Number <u>Suisun City</u>
Address	City <u>CA</u>
	State <u>94585-0920</u>
	Zip

16. Policy Number: 1000-12-4507

17. Are you the registered owner: YES NO

18. Amount of deductible: \$250.00

19. Make: Honda Model: Crosstour

Year: 2011

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

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

Dtanna Haas
Signature

10/2/13
Date

Dtanna Haas
Printed Name of Person Completing Claim