

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF JANUARY 20, 2015 TO BE HELD AT 11:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

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

### **AGENDA**

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

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

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

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

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



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

## STANDING ORDERS

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **1. 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) TREASURER/TAX COLLECTOR**

Adopt **RESOLUTION** Renewing Delegation of Authority to Treasurer to Invest County Funds and Funds of Other Depositors; and approve Treasurer's Policies and Guidelines for Investments as submitted

#### **B) ALCOHOL & OTHER DRUG SERVICES**

Approve and authorize the Chair to sign Services Agreement with Plumas Rural Services to provide skill-building courses and facilitate personal development for clients. Approved as to form by County Counsel

#### **C) MENTAL HEALTH**

- 1) Approve and authorize the Chair to sign renewal of Memorandum of Understanding with Sierra Cascade Family Opportunities for FY 2014-2015 to provide mental health services to Head Start participants and program. Approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign renewal Agreement between Sutter-Yuba Mental Health Services and Plumas County for acute psychiatric inpatient care from October 01, 2014 to September 30, 2015. Approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Amendment No. "XII" between Willow Glen Care Center and County of Plumas covering long-term psychiatric hospitalization services for FY 2014-2015. Approved as to form by County Counsel
- 4) Approve and authorize the Director of Mental Health to sign Agreement with Channelford Assoc., Inc. for professional services related to obtaining grant funds for development of high-speed internet network connections. Approved as to form by County Counsel

#### **D) SOCIAL SERVICES**

Approve and authorize the Director of Social Services to sign all documents related to the purchase of two vehicles from Quincy Auto Sales (two 2015 Ford Explorer's at \$33,350.55 each)

## **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.

### **Convene as the Walker Ranch Community Services District Governing Board**

#### **2. WALKER RANCH CSD – Robert Perreault**

Adopt **RESOLUTION** approving the Sewer System Management Plan for the Walker Ranch Community Services District as required by the State Water Resources Control Board. **Roll call vote**

### **Adjourn as Walker Ranch Community Services District Governing Board and reconvene as the Board of Supervisors**

#### **3. DEPARTMENTAL MATTERS**

##### **A) 11:00 A.M. – PUBLIC WORKS – Robert Perreault**

- 1) **CONTINUED PUBLIC HEARING** from December 16, 2014: Consider matters identified by the utilities that are involved in the PG&E Undergrounding Project that is part of the State Route 89 and County Roads Improvement Project in Greenville. Discussion and possible action
- 2) Approve continuation of Winter Recreation OHV Grant for snow removal and maintenance through August 31, 2017. Discussion and possible action
- 3) **Beckwourth CSA:** Adopt **RESOLUTION** approving the Sewer System Management Plan for the Beckwourth County Service Area as required by the State Water Resources Control Board. **Roll call vote**

##### **B) SOCIAL SERVICES – Elliott Smart**

- 1) Approve, in concept, an organizational change in the Department of Social Services that would merge the Public Guardian function into an integrated Adult Services Division that will include Adult Protective Services and In-Home Supportive Services; direct the Department of Social Services to work in conjunction with the Human Resources Department to determine whether such proposed changes are subject to the Employer-Employee Relations Policy and to meet and confer with representatives of bargaining units as appropriate, and to return to the Board regarding any proposed and necessary personnel changes; and further, direct the Department of Social Services to include, within the mid-year budget review, proposed budget changes that are associated with this proposed organizational change. Discussion and possible action
- 2) Authorize the Department of Social Services to recruit and fill 1.0 FTE Office Supervisor position that will become vacant on February 27, 2015; and adopt **RESOLUTION** waiving the 180 day sit-out period for a retired annuitant that is proscribed under California Government Code Section 7522.56 and the California Public Employee's Pension Reform Act of 2013. **Roll call vote**

##### **C) PUBLIC HEALTH AGENCY – Mimi Hall**

Informational presentation and update on E-Cigarettes

##### **D) BUILDING – John Cunningham**

Appropriate \$5,440 from the General Fund Contingency to Other Wages for continued employment of a temporary Building Inspector until a permanent Building Inspector is hired. **Four/fifths required roll call vote**

### **NOON RECESS**

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

**ACTION AGENDA**

**4. STATE OF JEFFERSON**

Discussion and possible action in support of the *State of Jefferson*

**5. VISIT PLUMAS COUNTY – Tracy Wixted**

Presentation regarding forming a Tourism Business Improvement District in Plumas County

**6. MT. LASSEN COMMUNITY CHURCH – Todd DuBord**

Informational matter regarding use of the Almanor Recreation Center in Chester by the Mt. Lassen Community Church

**7. BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign letter to the Department of Food and Agriculture regarding Agricultural Commissioner Revenue – F&A Code Section 224 (g). Discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

**8. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – County Librarian
- B. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Claim No. TIBN-540707)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, February 03, 2015, Board of Supervisors Room 308, Courthouse, Quincy, California.



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

IA

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

**DATE:** January 6, 2015

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** Resolution authorizing investment of County funds and funds of other depositors,  
and approval of Treasurer's Policies and Guidelines for Investments

**Action Required:** Adopt resolution renewing delegation of authority to Treasurer to invest  
County funds and funds of other depositors, and approve the Treasurer's Policies and Guidelines  
for Investments.

**Background and Discussion:** Annually, the Board of Supervisors delegates the authority to the  
Treasurer to invest the excess funds available in the treasury in accordance with Sections 53607  
and 27000.1. Excess funds are those funds not being expended on any given day. Each day  
investment decisions are made that enable all available funds to be invested.

In addition to investing those funds which are under the direction of the Board of Supervisors,  
the Treasurer is the existing Treasurer for all those local agencies with funds on deposit in the  
treasury, and invests those funds on behalf of said agencies. In addition, Board authority is  
required to accept funds from outside county agencies for the purpose of investing by the County  
Treasurer.

Annually, the Board of Supervisors must review and approve the policies and guidelines  
established by the County Treasurer for the administration of the investment program. The  
investment policies and guidelines were also reviewed by the investment advisors at PFM Asset  
Management, LLC.

Smith & Newell, CPA's annually audits the Treasury Oversight which oversees the policies of  
the investment of public funds.

**THE PLUMAS COUNTY TREASURER'S OFFICE**  
**INVESTMENT POLICY AND GUIDELINES**

**JULY, 1985**

**REVISED:**

August, 1985  
March, 1986  
September, 1986  
March, 1987  
April, 1987  
June, 1990  
March, 1991  
September, 1991  
January, 1996  
April, 1996  
February, 1997  
February, 1998  
August, 1998  
January, 2000  
February, 2001  
February, 2002

**Plumas County Treasurer's Office  
Investment Policy**

September, 1991  
Revised: January, 1996  
Revised: April, 1996  
Revised: February, 1997  
Revised: February, 1998  
Revised: February, 2001  
Revised: February, 2002

The county treasurer is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the county treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and other depositors. (G.C. Section 27000.3)

Sections 53630, 53601\* and 53601.1 of the Government Code provide legal authorization for the investment and deposit of funds of local agencies. Section 53635 provides additional authority for counties. The Plumas County Treasurer's Office shall conform to, and comply with, the restrictions of all applicable laws. In addition, further requirements shall be established taking into consideration prudent investment standards. Investments not specifically authorized in this policy shall be considered ineligible for purchase.

An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk. The Plumas County Treasurer's Office shall also have the option of depositing funds with the Local Agency Investment Fund, especially to help meet liquidity requirements. A resolution passed by the Plumas County Board of Supervisors authorizes deposits with the California Asset Management Program (CAMP). Deposits with CAMP are legal under Section 6502 of the Government Code.

Risk shall also be controlled primarily by purchasing securities that are marketable and of high quality. Rated issues will have their ratings reflected on the trade ticket prepared by the Plumas County Investment Advisor. If a security has its quality rating decline below the legal limit after purchase, the Plumas County Treasurer's investment advisor shall evaluate the quality of that security and provide the treasurer with a recommended plan of action.

The classes of investments that most adequately meet the above mentioned criteria should be allowed for purchase. They are issues of the United States Government, agencies (The Government National Mortgage Associations, The Federal National Mortgage Association, The Federal Home Loan Bank, The Federal Home Loan Mortgage Corporation, The Federal Farm Credit System), negotiable certificates of deposit (including Yankees), bankers' acceptances (including foreign issues), medium term notes, commercial paper, and shares of beneficial interest. While not as liquid or marketable as the prior mentioned securities, repurchase agreements shall also be allowed as an investment.

Plumas County Treasurer's Office  
Investment Policy  
Page Two

Adequate diversification shall be applied to the individual issuers of debt (normally banks), both within each class of investment and collectively.

Competitive bids shall be obtained when purchasing or selling securities whenever practical.

Guidelines will be developed for each type of security recommended above to allow the investment policy to be properly implemented. The guidelines will also establish limits as to the amount of funds that can be placed in any one type of investment and in the securities (or deposits) in any one company. These limits will be based on the percentage each represents of surplus funds at the time of each purchase. Included in the guidelines will be a brief description of each type of security.

Whenever practical, cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash and investment balances on a quarterly basis.

Cash flow shall be analyzed and compared with the receipt revenues and maturity of investments schedules so that adequate cash will be available to meet disbursement requirements as well as developing a basis for the investment strategy.

An economic scenario shall be developed and maintained to assist in developing an investment strategy.

An investment strategy will be developed to help optimize earnings based upon liquidity needs and the economic scenario. Investments will be selected taking many variables into consideration. Probably the most important variables will be the shape of the yield curve, the anticipated change in that curve and the relative value of available securities. Proper use of the yield curve will involve not only purchasing securities with desirable maturities, but also swapping from existing portfolio securities with less desirable maturities into those with maturities that are perceived as currently more advantageous or into securities with more relative values. Securities with maturities of greater than five years may be purchased only with prior Board approval. The weighted average maturity of the portfolio shall not exceed five years without prior Board approval.

Additional income can be obtained through prudent use of swaps. Securities in different classes (sectors) trade at "average" yield differentials from each other. When those spreads are at extremes, an opportunity to increase yield exists by selling a security in the portfolio and purchasing (swapping into) a security in another sector that has a wider than "average" yield spread. This type of swap can be reversed when the yield differential becomes narrower than normal between the two issues, and the process repeated when appropriate.

**Plumas County Treasurer's Office  
Investment Policy  
Page Three**

Brokers and dealers shall be selected for their proven competitiveness with regard to price and execution, clearance and settlement of transactions, commitment of capital, ability to report promptly and accurately, and to promptly and efficiently deliver securities. Additional criteria shall include the ability and willingness to supply financial publications, economic reports, and financial data. The Investment Advisory for the Plumas County Treasurer's Office shall use this criteria to assist the County Treasurer in the selection of brokers and dealers. The selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the Plumas County Treasurer, any member of the Plumas County Board of Supervisors, or any candidate for those offices, shall be prohibited.

Plumas County Board of Supervisors adopted Resolution No. 92-5423 on December 15, 1992 which established a Conflict of Interest Code for Plumas County. The Code states that Subsection 18730(b) of Title 2 of the California Administrative Code, and any future amendments of that Code, is the Conflict of Interest Code for Plumas County.

The limits set forth in the California Administrative Code are the limits set forth by Plumas County.

In addition, the Board of Supervisors have adopted Rule 22 of the Personnel Rules, entitled "Code of Conduct" which further establishes limitations on the receipt of honoraria, gifts, and gratuities.

The Oversight Committee shall be provided with a monthly Investment Report that conforms with the Government Code.

Calculations for the treasurer's administrative fee for costs of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds, as authorized in Section 27013 of the Government Code, are based upon actual costs and are subtracted from interest earnings on a quarterly basis prior to distribution of interest earnings to all funds.

Plumas County Treasurer's Office  
Investment Policy  
Page Four

Any local agency and other entity not required to deposit funds in the county treasury may do so for investment purposes according to the terms set forth in Section 53684 of the Government Code. In addition, the local agency or other entity must enter into a contract with the county treasurer stating the minimum amount to be deposited, the term of the deposit and anticipated cash-flow projection for deposits and withdrawals, agreement to share in the administrative costs as allowed under Section 27013 of the Government Code, and any other deposit terms required of the treasurer.

Before approving any request to withdraw funds, the county treasurer shall evaluate the request as per Government Code Section 27136 and 27133 (h). The evaluation will be based upon the following criteria:

- (a) legality
- (b) size of request and effect on liquidity of the pool
- (c) effect on earnings rate of the balance of funds in the pool
- (d) assessment of the stability and predictability of the investments in the treasury.

In addition, requests for withdrawal of funds will be at the lower of adjusted cost or market value of the pool at the time of withdrawal - or - to the last available report reflecting market values as of month end.

**PLUMAS COUNTY TREASURER'S OFFICE**  
**SUMMARY OF INVESTMENT LIMITATIONS**

**February, 2002**

	<u>*Limit Per Institution</u>	<u>*Limit Per Type of Investment</u>
<b>Treasuries</b>		100%
<b>Agencies</b>		
GNMA		50%
FCCS		50%
FHLB		50%
FHLMC		50%
FNMA		50%
<b>BAs</b>	15%	40%
<b>CDs</b>	10%	20%
<b>CP</b>	10%	40%
<b>MTNs</b>	10%	30%
<b>SBIs</b>	15%	15%
<b>TCDs</b>		
Meeting minimum rating requirement	15%	50%
Not meeting minimum rating requirement but with branches in Plumas Co.	\$300,000	
<b>Repos</b>		
Less than 30 days	20%	100%
Greater than 30 days	10%	100%

**The aggregate of all investments in any one bank or savings and loan shall be no more than 20 percent of available funds.**

\*Based on total of available funds at the time the investment decision is made.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
**U.S. Treasuries and Agencies**

July, 1985  
Revised: January, 1996  
Revised: February, 2002

**INVESTMENTS:** Issues of the U.S. Treasury (treasuries or governments), agencies of the federal government, and the Federal National Mortgage Association (FNMA) shall be authorized as acceptable investments for the Plumas County Treasurer's Office.

**REASONS:** U.S. Treasury issues are judged to be the safest of all investments. Agencies are typically considered the next safest class of securities available. (The Federal National Mortgage Association is now publicly owned, but the investment world still generally groups it with the agencies. For purposes of this recommendation it will be referred to as an agency.) These securities are also very liquid, marketable, and they offer a wide range of available maturities.

**LEGAL AUTHORITY:** Section 53601 of the Government Code authorizes local agencies to purchase all of these securities with no limitations as to the amount that can be owned of each.

**CHARACTERISTICS:** Agencies of the Federal Government are the Federal Home Loan Bank system (FHLB), the Federal Farm Credit System (FFCS), the Federal Home Loan Mortgage Corporation (FHLMC), the Government National Mortgage Association (GNMA).

Securities issued by the GNMA are guaranteed by the Federal Government and it is a general belief that the other agencies carry an "implied" guarantee (excluding FNMA).

Along with treasuries, agencies can be issued in discount form for securities with maturities of one year or less, or with coupons if the maturities are greater than one year. Maturities on these issues can be from just a few days to thirty years.

While all of these securities are classified as agencies, there can be perceived differences in quality and consequently, each can trade at a different yield from each other and treasuries. Issues of the GNMA, because of the government guarantee, are considered the safest of the agencies.

**GUIDELINES GOVERNING GOVERNMENT AND AGENCY ISSUES:** There should be no restrictions on the amount of dollars to be placed in governments at any one time. As a general guide, no more than 50 percent of available funds should be in any one agency.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Bankers' Acceptances

July, 1985  
Revised: August, 1985  
Revised: January, 1996  
Revised: May, 2000  
Revised: February, 2002

**INVESTMENTS:** Domestic Bankers' Acceptances only shall be authorized as acceptable investments for the Plumas County Treasurer's Office.

**REASONS:** Bankers's Acceptances (BA's) are a suitable alternative to Fed Funds as a short-term investment. In addition to providing additional yield, they are considered a safe and liquid investment.

**DEFINITION:** A BA is a time draft drawn on and accepted by a bank for payment of the shipment or storage of merchandise. The initial obligation of payment rests with the drawer, but the bank substitutes its credit standing for that of the borrower and assumes the obligation to pay face value at maturity.

**LEGAL AUTHORITY:** Sections 53601 and 56635 of the Government Code allow counties to place up to 40 percent of available funds in bankers' acceptances with maturities not to exceed 180 days.

**FOREIGN BA'S:** During the 1970's foreign banks, and in particular the Japanese agencies, became a competitive force in the U.S., especially in the issuance of BA's. The International Banking Act (IBA) was passed by Congress and signed into law in 1978 to regulate foreign banks. The IBA created a dual state and federal regulatory system. The Fed was authorized to fix reserve requirements for both state and federally licensed agencies of foreign banks. Most states require foreign agencies to maintain assets in an amount not less than 108 percent of the adjusted total liabilities of the agency and to deposit cash or securities with the state equal to five percent of adjusted total liabilities.

**HISTORY:** A form of BA's was used to finance foreign trade as early as the 12th century and they have been used in the United States for over 100 years. The Federal Reserve allowed national banks to accept time drafts in 1913 to encourage foreign trade and subsequently took action to promote expansion of the BA market. The most dramatic growth of the BA market began in 1974 when the total of BA's outstanding was approximately \$10 billion.

**CHARACTERISTICS:** BA's are issued in bearer form and are a discount instrument. Normal trading blocks are \$5 million, but the odd-lot market is active. The majority of BA's are created with a 90-day maturity and rarely extend over 180 days.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Bankers' Acceptances  
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Due to the high volume of BA's being traded, they are relatively liquid instruments with spreads between the quoted bid and offer typically being between five and ten basis points, but often brokered for as little as two basis points.

The spread between treasuries and BAs will vary, depending upon a variety of circumstances. During periods of tight money, the spreads can be substantial. Likewise, easy money can produce narrower yield differentials.

Since BA's are a "two-name paper" they are perceived to be the safest of bank obligations. During the more than 70 years that BA's have been actively traded in the U.S. no loss of principal has been documented.

**GUIDELINES GOVERNING BA INVESTMENT:** Only the most financially sound banks should be acceptable for purchase. BAs shall only be purchased from banks that are approved by the Plumas County Treasurer with recommendations by its investment advisor.

Since BA's are a relatively safe investment, the Plumas County Treasurer's Office is authorized to invest in BA's up to the 40 percent maximum authorized by law. However, no more than 15 percent of funds in the Plumas County Treasurer's Office shall be placed in the BA's of any one bank at any one time. In combination with all other investments from the same bank (excluding repurchase agreements and commercial paper with maturities of seven days or less), BA's of any one bank should not exceed 20 percent of available funds.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Commercial Paper

July, 1985  
Revised: August, 1985  
Revised: January, 1996  
Revised: January, 2000

**INVESTMENT:** Commercial paper (CP) shall be authorized as an acceptable investment for the Plumas County Treasurer's Office.

**REASONS:** Commercial paper can be an appropriate short-term investment because of yield, liquidity and choice of maturities.

**DEFINITION:** Commercial paper is an unsecured negotiable instrument normally issued by large and financially sound corporations.

**LEGAL AUTHORITY:** Section 53601 of the Government Code allows local agencies to invest up to 30 percent of surplus funds in commercial paper if certain conditions are met.

**HISTORY:** The origin of commercial paper can be traced to the 19th Century in the United States where it became a substitute for bank loans.

**CHARACTERISTICS:** Commercial paper can be issued bearing a coupon or it can be discounted. Maturities never exceed 270 days and the majority of commercial paper is issued for 30 days or less. It can be issued by an "industrial" company or a bank holding company, but not directly by a bank.

Commercial paper can be written for any amount, but normally is issued in increments of \$1 million. There is a secondary market for commercial paper, but it has very limited liquidity compared to the CD or BA markets.

Commercial paper issuers can obtain a letter of credit from a bank to guarantee payment of principal and interest at maturity or a bank line of credit that can be drawn on for such payment.

Top grade commercial paper will typically yield slightly less than top grade CDs.

**RECOMMENDED GUIDELINES GOVERNING COMMERCIAL PAPER INVESTMENTS:**

Commercial paper eligible for purchase by the Plumas County Treasurer's Office shall be issued by a company that:

- (1) Has the highest rating offered by Moody's Investors Service, Inc. (A-1), or Standard and Poor's Corporation (P-1). (Current Law)

Plumas County Treasurer's Office  
INVESTMENT GUIDELINES  
Commercial Paper  
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- (2) Has a Moody's or Standard and Poor's rating of "A" or better on its debentures other than commercial paper. (Current Law)
- (3) Is approved by the Plumas County Treasurer with recommendations by its investment advisor. This is the same restriction placed on banks that issue BA's and CD's.
- (4) Are organized and operating within the United States. (Current Law)
- (5) Have assets in excess of \$500,000,000. (Current Law)

Maturities of commercial paper shall not exceed 180 days. (Current Law)

Purchases of the commercial paper of any one corporation shall not exceed 10 percent of its outstanding paper. (Current Law)

Up to 40% of surplus funds may be placed in commercial paper (Law as of 1-1-00).

No more than 10 percent of surplus funds shall be placed in the commercial paper of any one institution at any one time (Law as of 1-1-00).

In combination with all other investments from the same bank (excluding repurchase agreements of seven days or less) the commercial paper of any one institution shall not exceed 20 percent of surplus funds.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Medium-Term Corporate Notes

March 13, 1987  
Revised: January, 1996  
Revised: January, 2000  
Revised: February, 2002

**INVESTMENT:** Medium-term notes (MTNs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

**REASON:** Medium-term notes are a suitable investment for maturity requirements of one to five years. High-quality corporate notes are relatively safe as to principal, reasonably liquid and they can offer attractive yields and a wide range of maturities.

**DEFINITION:** MTNs are negotiable instruments issued by corporations with maturities of nine months to fifteen years. Most are unsecured, although some are collateralized or carry other credit enhancements such as a letter of credit. The definition of legal investments under this section of the Code was expanded on 1-1-00 to include "all corporate and depository institution debt securities."

**LEGAL AUTHORITY:** Section 53601 of the Government Code allows public agencies to invest a maximum of 30 percent of surplus funds in MTNs with maturities up to five years. Issuers must be operating within the United States and possess ratings in the top three categories (A or better) by a nationally recognized rating service.

**HISTORY:** MTNs were initially issued by General Motors Acceptance Corporation (GMAC) in 1972. They have become a more prevalent investment since 1982 when the SEC removed some restrictions that had previously hindered their sale. Currently, there are over 100 issuers of MTNs.

**CHARACTERISTICS:** MTNs are generally issued in minimum amounts of \$25,000 or \$100,000 and integral amounts of \$1,000. Interest is calculated on a 30-day month, 360-day year basis and paid semi-annually on two pre-established dates. Floating rate MTNs can pay interest monthly, quarterly, or semi-annually.

Yields on MTNs will normally exceed those on treasuries with comparable maturities by about 10 to 75 basis points. Levels of interest rates, maturities, the quality of each issue, and supply and demand factors will affect available yields.

**GUIDELINES GOVERNING MTNs INVESTMENTS:** In addition to meeting legal rating requirements, MTNs must be approved by the Plumas County Treasurer with recommendations by its investment advisor prior to purchase. Up to 30 percent of surplus funds shall be allowed to be placed in MTNs at any one time. No more than 10 percent of surplus funds should be allowed to be placed in the notes of any one issuer at any one time.

**Plumas County Treasurer's Office  
INVESTMENT GUIDELINES  
Medium-Term Corporate Notes  
Page Two**

In combination with any other debt issued by any one corporation or its holding company (excluding repurchase agreements and commercial paper with maturities if seven days or less), no more than 20 percent of available should be placed in that corporation at any one time.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Negotiable Certificates of Deposit

October, 1991  
Revised: August, 1985  
Revised: January, 1996  
Revised: February, 2002

**INVESTMENT:** Domestic and Yankee negotiable certificates of deposit (CDs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

**REASONS:** CDs have become a desirable investment because they offer a good combination of liquidity, marketability, yield, safety and choice of maturities.

**DEFINITION:** A CD is a negotiable instrument evidencing a time deposit with a bank at a fixed rate of interest for a fixed period of time. A variation is a variable rate CD that periodically changes the interest rate based upon a predetermined index, usually an average of shorter term CDs or treasury bills. CDs are not collateralized and should be considered an unsecured deposit.

Yankee CDs are issued by foreign bank branches in the United States.

**LEGAL AUTHORITY:** Section 53601 of the Government Code allows public agencies to invest in a maximum of 30 percent of surplus funds in CDs.

**HISTORY:** New York banks began issuing CDs in 1961 in an effort to attract deposits from the national market. A secondary market was created at the same time. Yankee CDs began trading actively in the late 1970's.

**CHARACTERISTICS:** CDs are coupon bearing, which on CDs with maturities of one year or less is usually paid at maturity. A small percentage of CDs issued have maturities greater than one year and will normally pay interest on a semiannual basis. The majority of CDs are issued in the 30-90 day range.

CDs are normally issued in denominations of \$1 million and the normal trading block is \$5 million. The odd-lot market is active, but marketability and yield suffer slightly.

Yankee CDs usually trade at a slight yield premium to domestic CDs, and domestics at a premium to treasuries.

**GUIDELINES GOVERNING CD INVESTMENTS:** Since CDs are an unsecured deposit, only banks of the highest quality shall be eligible for purchase. CDs shall only be purchased from banks that have been approved by the Plumas County Treasurer with recommendations by its investment advisor.

**Plumas County Treasurer's Office  
INVESTMENT GUIDELINES**

**Negotiable Certificates of Deposit**

**Page Two**

Because CDs are considered lower quality than BAs, they shall represent a smaller percentage of the portfolio than BAs. That limit shall be 20 percent of available funds, and no more than 10 percent of those funds shall at any one time be in the CDs issued by a single bank. In combination with any other debt issued by any one bank, (excluding repurchase agreements and commercial paper with maturities of seven days or less), no more than 20 percent of available should be placed in that bank at any one time.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Repurchase Agreements

July 1, 1985  
Revised: August, 1985  
Revised: January, 1996  
Revised: August, 1998  
Revised: February, 2002

**INVESTMENT:** Repurchase Agreements (repos) shall be authorized as acceptable investment instruments for the Plumas County Treasurer's Office.

**REASONS:** Repos are one of the most flexible investments available to invest short-term funds, and when proper guidelines are followed, are relatively safe.

**DEFINITION:** A repo involves two simultaneous transactions. One transaction involves the sale of securities (collateral) by a borrower of funds, typically a bank or broker/dealer in governments or agencies, to a lender of funds. The lender can be any investor with cash to invest. The second transaction is the commitment by the borrower to repurchase the securities at the same price plus a predetermined amount of interest on an agreed future date.

**LEGAL AUTHORITY:** Section 53601 of the Government Code permits Repos in any security that is allowed for purchase as defined in that same section of the Code. Collateral must be delivered to the local agency by book entry, physical delivery or third party custodial agreement.

**CHARACTERISTICS:** Repos can be entered into with any amount of dollars, including odd amounts. They are typically for very short periods, often one day; but it is not unusual for repos to be for periods of up to 180 days and occasionally longer.

Any type of security can be used as collateral, but most often government or agencies securities are utilized.

The interest rate earned on a repo is a function of short-term borrowing rates, the term of the repo, the size of the transaction, and the quality and supply of the securities used as collateral.

When Repos are transacted with a bank it is a normal practice to allow that bank to maintain the collateral in a pooled trust account. When the transaction is with a broker/dealer investment policies differ, but typically the collateral is transferred to the safekeeping account of the investor, especially if the dollars involved are large and the term of the Repo is relatively long.

**RISK:** There are minimal risks involved in a repo transaction if the collateral is priced properly. Caution should be used for repos of greater than 30 days so that market changes do not substantially change the value of the collateral.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
**Repurchase Agreements**  
**Page Two**

**GUIDELINES:** Collateral used for repos shall be any security approved for purchase. Collateral for repos transacted with banks shall be allowed to be maintained in a pooled trust account. Collateral for repos transacted with broker/dealers shall be delivered to the Plumas County's safekeeping agent.

For repos of 30 days or less, no more than 20 percent of the available funds shall be invested with any one dealer.

Securities purchased through repurchase agreements shall be considered "owned" and added to the total of those securities (excluding repos of seven days or less). This will prevent percentage limitations on any type of security from being exceeded.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Time Certificates of Deposit

July 1, 1985  
Revised: March, 1986  
Revised: January, 1996  
Revised: August, 1998  
Revised: February, 2002

**INVESTMENT:** Time Certificates of Deposit (TCDs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

**REASONS:** TCDs can be attractive investments because they offer competitive yields, a wide range of maturities, and a relatively high degree of safety if they are insured and/or issued by a financial institution of high quality.

**DEFINITIONS:** A TCD is a non-negotiable instrument evidencing a deposit with a financial institution for a fixed period of time and normally for a fixed rate of interest. TCDs can be collateralized with securities or mortgages or, if issued in denominations of \$100,000 or less, they can be insured.

**LEGAL AUTHORITY:** Section 53630 of the Government Code allows public agencies to invest in the TCDs of banks, savings associations, or federally insured industrial loan companies.

**HISTORY:** Prior to 1975, bank TCDs collateralized with securities were one of the few investments allowed for public agencies. Subsequently, TCDs of other depositories were legalized as investments, the insured portion of TCDs was raised to \$100,000, mortgages could be utilized as collateral, and collateral could be waived in lieu of insurance.

**CHARACTERISTICS:** TCDs purchased by public agencies pay interest at least quarterly. Maturities are typically one year or less. Because they are non-negotiable, they are non-liquid and cannot be sold or redeemed prior to maturity without suffering a loss of interest. TCDs can be written for any amount, but it has become common practice over the past few years to issue TCDs in \$100,000 denominations to take advantage of the insurance available on that amount.

TCDs covered by insurance typically yield slightly more than TCDs collateralized. Yields on TCDs issued by different institutions can vary a great deal depending upon the quality and size of the institution.

**GUIDELINES GOVERNING TCD INVESTMENTS:** Only TCDs of financial institutions of highest quality should be purchased.

**Plumas County Treasurer's Office  
INVESTMENT GUIDELINES  
Time Certificates of Deposit  
Page Two**

At the discretion of the Treasurer, up to \$300,000 may be placed in a bank or savings and loan not meeting the minimum rating requirement if a branch office is maintained in Plumas County.

No more than 15 percent of surplus funds shall be placed in TCDs of any one institution at any one time.

Waivers for insurance will be allowed.

Interest shall be collected monthly when possible.

Up to 50 percent of funds being managed may be deposited in TCDs at any one time. Deposits in any one financial institution, in combination with any other debt issued by that institution should equal not more than 20 percent of available funds (excluding repos and commercial paper with maturities of seven days or less).

Plumas County Treasurer's Office  
Investment Guidelines  
Shares of Beneficial Interest

January, 1996  
February, 2002

**INVESTMENT:** Shares of Beneficial Interest shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

**REASONS:** Shares of Beneficial Interest offer a reasonable amount of liquidity, diversification and safety. They are also easy to invest in and they allow odd amounts of money to be fully invested.

**DEFINITION:** Shares of Beneficial Interest are mutual funds. Each share of the Fund represents an ownership of the Fund's assets and shares all income and expenses.

**LEGAL AUTHORITY:** Section 53601 of the Government Code authorizes local agencies to purchase Shares of Beneficial Interest if they have been awarded the highest letter and numerical rating provided by at least two of the three largest nationally recognized rating services; or if they are managed by an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations as authorized in Section 53601 of the Government Code and with assets under management in excess of \$500,000,000. Eligible Shares of Beneficial Interest must only invest in securities that meet the requirements and restrictions listed in Section 53601 of the Government Code. Commissions may not be included in the purchase price and the total of all Shares of Beneficial Interest may not exceed 15 percent of available funds.

**GUIDELINES:** The restriction on Shares of Beneficial Interest allow for prudent use of them. No additional restrictions need to be applied.

Plumas County Treasurer's Office  
**INVESTMENT GUIDELINES**  
Exceptions to Established Guidelines

September 4, 1986  
Revised: January, 1996  
Revised: February, 2002

When appropriate alternative investments cannot be located or because of time constraints, funds may temporarily be invested in BAs, CP or repos if the following conditions are met:

1. The maturity of the investment does not exceed 14 days.
2. The issuer is approved by the Plumas County Treasurer with recommendations by its investment advisor.
3. The amount invested in any one institution does not exceed legal limits.



## ALCOHOL AND OTHER DRUG SERVICES

270 County Hospital Road, Suite 111, Quincy, CA 95971  
Treatment (530) 283-7050 Prevention (530) 283-6118  
<http://www.plumascounty.us/index.aspx?nid=2349>

**Date:** January 8, 2015

**To:** Honorable Board of Supervisors

**From:** Louise Steenkamp, AOD Director

**Agenda:** Item for BOS meeting on January 20, 2015, Consent Agenda

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### **Recommendation:**

It is recommended that the Board of Supervisors approve and authorize the Board Chair to sign Services Agreement # AOD1415PRS, with PLUMAS RURAL SERVICES, a California Non-profit Corporation, that provides skill-building courses and facilitates personal development for alcohol and other drug clients to achieve goals for their health, safety, employment, and personal relationships.

Approved as to form by County Counsel. Copies of the agreement are on file with the Clerk of the Board for review.

### **Background Information:**

In accordance with program requirements established by the California Department of Health Care Services/Mental Health and Substance Use Disorders division, Plumas County Alcohol and Other Drug Services (AOD) include Intensive Outpatient Treatment services (IOT). When a client is referred for services, AOD certified counselors conduct an assessment (the Addiction Severity Index or ASI) to establish appropriate level of care using criteria of the American Society of Addiction Medicine or ASAM. Appropriate level of care may include IOT services ranging from 9 to 21 hours of programming per week for a client. Program components consist of individual and group counseling, evidenced-based coursework, life-skills courses, employment skill-building, nutrition and food preparation, and self-empowerment courses. Plumas Rural Services is a program partner and has an experienced, certified life coach and facilitator that will work with AOD clients to achieve goals in communications, relationships, self-esteem, personal empowerment, financial/life skills, and multi-disciplinary development. The facilitator will meet with AOD staff to gauge progress, complete reporting requirements, and modify individual plans as appropriate.

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## 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**



DATE: JANUARY 12, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJ: CONSENT AGENDA ITEM FOR JANUARY 20, 2015

RE: RECEIVE, RATIFY, AND AUTHORIZE THE DIRECTOR TO SIGN THE  
MEMORANDUM OF UNDERSTANDING WITH SIERRA CASCADE  
FAMILY OPPORTUNITIES (SCFO) FOR FY 2014-15.

**It is recommended that the Board:** Approve the FY 14/15 Memorandum of Understanding between Sierra Cascade Family Opportunities, also known as the Head Start program, and Plumas County Mental Health for services to be provided to Head Start participants and program.

**Background and Discussion:** Plumas County Mental Health partners with SCFO to provide classroom observations for Head Start participants and trainings to teachers and parents. This MOU provides the opportunity for Plumas County Mental Health to perform classroom observations, assessment of children, collaboration with and education of staff. SCFO pays for these professional services as provided in the MOU.

### **Financial Impact:**

This is a revenue contract and there is no cost to the county.

The agreement has been approved as to form by County Counsel.

Peter Livingston, LCSW, Director of Mental Health requests that the Board of Supervisors approve the FY 14/15 MOU with SCFO and authorizes him to sign the Agreement. Plumas County Counsel has approved the MOU as to form.

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## PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Ste. 109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-2325

Peter Livingston, LCSW, Director



**DATE:** January 12, 2015

**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** PETER LIVINGSTON, LCSW, DIRECTOR

**SUBJECT:** CONSENT AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JANUARY 20, 2015 REGARDING AGREEMENT WITH SUTTER-YUBA MENTAL HEALTH SERVICES.

**It is recommended that the Board:** approve the contract between Plumas County Mental Health and Sutter-Yuba Mental Health Services for acute psychiatric inpatient care for the period of October 1, 2014 to September 30, 2015 and authorize Peter Livingston, LCSW, Director of Plumas County Mental Health Department, to sign said contract.

**Background and Discussion:**

Plumas County Mental Health Department has a need to provide acute psychiatric inpatient care to the residents of Plumas County. For this purpose Plumas County Mental Health contracts with various Mental Health facilities in neighboring counties. This contract with Sutter-Yuba Mental Health provides such mental health care.

This agreement has been approved as to form by County Counsel.

Peter Livingston, LCSW, requests that the Honorable Board of Supervisors approves this agreement and authorizes signature.

# 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



1c3

DATE: January 12, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJ: CONSENT AGENDA ITEM FOR JANUARY 20, 2015 BOARD MEETING.

RE: AGREEMENT WITH WILLOW GLEN CARE CENTER TO PROVIDE INPATIENT PSYCHIATRIC SERVICES FOR FY2014-2015.

**It is recommended that the Board:** Accept, ratify, and authorize the Chair to sign the FY 14/15 amendment "XII" to the contract with Willow Glen Care Center, A California Corporation

**Background and Discussion:** Willow Glen Care Center, a California Corporation, provides long-term psychiatric inpatient hospitalization services for clients who are on conservatorship and in need of high levels of residential treatment. This contract is for the provision of such inpatient mental health services to clients placed out of county.

**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.

The agreement has been approved as to form by County Counsel.

Peter Livingston, LCSW, requests that the Board of Supervisors approves and authorizes the Chair to sign the FY 14/15 amendment "XII" to the agreement with Willow Glen Care Center.

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## PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Ste. 109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-2325

Peter Livingston, LCSW, Director



**DATE:** January 12, 2015

**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** PETER LIVINGSTON, LCSW, DIRECTOR

**SUBJECT:** CONSENT AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JANUARY 20, 2015: CHANNELFORD ASSOCIATES, INC. AGREEMENT.

**It is recommended that the Board:** approve the agreement between Plumas County Mental Health and Channelford Associates, Inc. for professional services (for the period of September 1, 2014 to August 31, 2018) related to obtaining federal and state funds to assist in the development of high-speed internet network connections, and to authorize the Director to sign the agreement.

### **Background and Discussion:**

Plumas County Mental Health is increasingly utilizing high-speed internet access to provide TelePsychiatry and will be expanding such opportunities to other specialty TeleMedicine services. In addition, TeleConferencing capabilities are being established to provide live conferencing between clients and staff members located in the separate geographic areas of the county. Costs for high-speed internet are very high. Federal and state government programs are available to help make such TeleMedicine services more affordable. The federal program is offered through the Rural Healthcare Division of the Universal Service Administrative Company (USAC) for the Healthcare Connect Fund and the Telecommunications and Internet Access Program. The programs require ongoing administrative attention to remain in compliance with guidelines. As such, PCMH has a multi-year need for professional services in preparing, submitting, and renewing applications for the telecommunications subsidies provided through state and federal programs. This agreement with Channelford Associates, Inc. makes such professional services available.

The agreement has been approved as to form by County Counsel.

Peter Livingston, LCSW, requests that the Board of Supervisors approves the agreement with Channelford Associates and authorizes him to sign the agreement.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368

DATE: JANUARY 14, 2015  
TO: HONORABLE BOARD OF SUPERVISORS  
FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: BOARD AGENDA ITEM FOR JANUARY 20, 2015, CONSENT AGENDA  
RE: AUTHORIZATION TO PURCHASE TWO (2) 2015 FORD EXPLORER  
VEHICLES FOR THE DEPARTMENT OF SOCIAL SERVICES

### **It is Recommended that the Board of Supervisors**

1. Approve and authorize the Director of Social Services to sign all documents related to the purchase of two vehicles from Quincy Auto Sales (two 2015 Ford Explorer's at \$33,350.55 each)

### **Background and Discussion**

The Department of Social Services has two vehicles approved in the current year budget. The Department has solicited bids according to the County of Plumas Solicitation Instructions and has received two bids from Quincy Auto Sales.

The Department requests that the Board accept the bids from Quincy Auto Sales and authorize the Director of the Department of Social Services to sign contracts and other necessary paperwork for the purchase as the Board's designee.

### **Financial Impact**

There is no direct financial impact to the county General Fund as a result of this purchase. The cost of this purchase will be offset by Federal, State General Fund and County Realignment dollars.

Copy: DSS Management Staff

## CLINCH COUNTY DEPT OF SOCIAL SERVICES

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Finance &amp; Insurance

Quote Worksheet |                          <img alt="Print icon" data-b

## Alamos County Dept of Social Services

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Quote Worksheet      Quote Worksheet      Quote Worksheet      

Quote Worksheet

Quote Worksheet      

1. Contract Date:	01/13/15	Quote No.:	47768
2. Bank (W):	OPTION	18. Service Contract:	
3. LF Name:	QUINCY AUTO	19. GAP Contract (W):	
4. City/Country/Zip(W):		20. Maint Contract (W):	
5. Stock Number:		21. APR:	.000%
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7. SELLING PRICE:	\$ 32,304.00	23. SalesTax %/Amt:	7.5000% \$ 2,428.00
8. Total AWD/NoDrive	(W)	24. DaysTo/1stPmtDate:	01/13/15
9. Customer Cash Down:		25. >>P A Y M E N T <<:	\$ 33,350.55
10. Deferred Down (W):		Sale Subtotal:	\$ 30,804.00
11. Rebate(s) (W):	\$ 1,500.00	Total Financed:	\$ 33,350.55
12. Trade(s) 1 & 2 (W):	\$ 1,500.00	Finance Charge:	
>>>Total Down:		Total of Payments:	\$ 33,350.55
13. DOC Fee:	\$ 80.00		
14. CA Tire Fee:	\$ 8.75		
15. DMV(F5=RS/F7=FEES)			
16. Smog/GW Fees (W):			
17. >>>Total Fees (W):	\$ 117.75		
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Enter a command, a field number, or press a function key. Enter ? for help.

F3-SVTEX | F5-Recall | F6-Quot | F7-Veh | F8-Print | F9-Misc | F10-List | F11-&gt; |

2

**WALKER RANCH COMMUNITY SERVICES DISTRICT**  
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6134  
*Robert A. Perreault, Jr., P.E.* *County Engineer and Manager, WRCSD*

**AGENDA REQUEST**

for the January 20, 2015 Meeting of the Governing Board of the  
Walker Ranch Community Services District (WRCSD)

January 12, 2015

To: Honorable Governing Board, WRCSD

From: Robert Perreault, Manager, WRCSD

Subject: Adopt a Resolution approving the Sewer System Management Plan for the  
Walker Ranch Community Service District, as required by the State Water  
Resources Control Board.



**Background:**

The State Water Resources Control Board has adopted the Statewide General Waste Discharge Requirements and Monitoring and Reporting Program (WDR's) by issuing Order No. 2006-0003-DWQ.

The State regulations were adopted to ensure that publicly owned sanitary sewer collection systems in the State of California, with more than one mile of infrastructure, are well managed, operated, and maintained to prevent or significantly minimize the occurrence of Sanitary Sewer Overflows (SSOs).

Owners or operators of a qualifying system are mandated to prepare a Sewer System Management Plan (SSMP) for their sewer system. Thereafter, review and re-approval is required every five (5) years by the Governing Board.

A copy of the SSMP (Draft), dated January 12, 2015, is available for review by the public, during normal office hours, at the following locations:

- Office of the Clerk of the Board of Supervisors, Room 309, 3<sup>rd</sup> Floor, The Quincy Courthouse, 520 Main Street, Quincy, CA, and
- Headquarters Building, Plumas County Department of Public Works, 1834 East Main Street, Quincy, CA

A draft, proposed Resolution is attached for consideration by the Governing Board. The draft Resolution has been reviewed and approved as to form by Deputy County Counsel Steve Mansell.

The SSMP, once adopted, will ensure that the Walker Ranch Community Service Districts (WRCSD) sanitary sewer collection system facilities are properly operated, maintained and managed to reduce frequency and severity of a Sanitary Sewer Overflow (SSO) and their potential impacts on public health, safety, and on the environment; and,

1. When an SSO occurs, prompt action is taken to identify, contain, remove the cause and then to promptly report the event to appropriate regulatory authorities and that the public is adequately and timely notified; and,
2. All SSO and system deficiencies and remedial actions taken are well documented; and,
3. The WRCSD sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
4. The WRCSD sewer system is adequately designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and the generally acceptable practices relative to sanitary sewer system operations and maintenance.

The actions to be implemented pursuant to this SSMP are:

- A. Conduct planned and scheduled maintenance and training programs to minimize risk and the occurrence of SSO in support of the SSMP goals.
- B. When an SSO occurs, respond to the reported site in a timely manner and undertake feasible remedial actions to contain overflow impacts, including stopping the flow from reaching the storm drain, if possible; and,
- C. Stop the overflow as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination; and,
- D. Completely recover the overflow, return it to the sewer system and clean up the contaminated area; and,
- E. Gather and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file a completed report.

**Recommendation:**

The Manager of the WRCSD respectfully requests that the Governing Board of the Walker Ranch Community Services District adopt the attached draft Resolution, approving the Sewer System Management Plan for the Walker Ranch Community Service District.

**WALKER RANCH COMMUNITY SERVICES DISTRICT**  
**PLUMAS COUNTY, CALIFORNIA**

**RESOLUTION NO. 15 - \_\_\_\_\_**

**RESOLUTION TO APPROVE THE  
SEWER SYSTEM MANAGEMENT PLAN FOR THE  
WALKER RANCH COMMUNITY SERVICES DISTRICT**

**WHEREAS**, the California Water Resources Control Board promulgates statewide general waste discharge requirements for sanitary sewer systems; and

**WHEREAS**, the Walker Ranch Community Services District (WRCSD) owns, operates, and maintains a sewer system that includes approximately 50 miles of sanitary sewer pipelines; and

**WHEREAS**, the California Water Resources Control Board has adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2006-0003 (Order) to provide a consistent, statewide regulatory approach to address sanitary sewer overflows (SSOs); and

**WHEREAS**, it is the WRCSD's responsibility to effectively manage its sewer system to minimize SSOs; and

**WHEREAS**, the Order requires the preparation of a Sewer System Management Plan (SSMP) by all public agencies that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey wastewater to a publicly owned treatment facility; and

**WHEREAS**, a SSMP, dated January 12, 2015, has been prepared for the WRCSD sewer system in compliance with the requirements set forth by the Order; and

**WHEREAS**, the Order requires that the governing board of each sanitary sewer system approve the completed SSMP at a public meeting; and

**WHEREAS**, the approval of the SSMP by the Board is exempt from the California Environmental Quality Act, pursuant to California Code Regulations, Title 14, Section 15301, because it applies to the operation of an existing sanitary sewer collection systems.

**NOW, THEREFORE BE IT RESOLVED** by the Governing Board of the Walker Ranch Community Services District (WRCSD), as follows:

1. This Governing Board does hereby find, determine and declare that the Sewer System Management Plan (SSMP), dated November 4, 2014, is prepared in accordance with the California State Water Resources Control Board Statewide General Waste Discharge

Requirements for Sanitary Sewer Systems and is approved, and

2. The Manager of the Walker Ranch Community Service District is hereby directed to implement this approved SSMP, and
3. The Manager of the Walker Ranch Community Service District is hereby authorized to update this approved SSMP, as necessary to comply with regulatory requirements and best practices, and is directed to bring such updated SSMP before this Board for approval, and
4. This SSMP, as may have been amended, is subject to review and approval by the Governing Board of the Walker Ranch Community Services District five (5) years from the date of this Resolution.

The foregoing Resolution is duly passed and adopted by the Governing Board of the Walker Ranch CSD of the County of Plumas, State of California, at a regular meeting of said Governing Board, held on the 20<sup>th</sup> day of January, 2015, by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

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Chair  
Governing Board  
Walker Ranch CSD

ATTEST:

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Clerk of the Board

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT



## AGENDA REQUEST

for the January 20, 2014 Meeting of the Plumas County Board of Supervisors

January 12, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Continue a PUBLIC HEARING from December 16, 2014 to Consider Matters Identified by the Utilities that are involved in the PG&E Undergrounding Project that is part of the State Route 89 and County Roads Improvement Projects in Greenville

## Background:

In conjunction with the State Route 89 Project in Greenville and the adjoining Plumas County highway improvements project, there is a related undergrounding project that has been in progress. The utility companies involved in the project area are:

1. Pacific Gas & Electric
2. Frontier Communications
3. New Day Broadband
4. Indian Valley CSD

At the request of some of the utilities involved in the project, the boundaries of the proposed district have been established, modified, re-established and modified again. Attached are copies of maps that depict the latest proposal for a modified boundary map.

On August 5, 2014, the Board of Supervisors scheduled a Public Hearing, to be conducted during the Board of Supervisors meeting scheduled for September 9, 2014.

Since September 9, 2014, the matter has been continued and re-continued to certain meetings, the last being the meeting of the Board of Supervisors that is scheduled for January 20, 2015.

**Recommendation:**

Public Works staff respectfully recommends that the Board of Supervisors, on January 20, 2015, receive reports from all agency staffs as well as comments from the public.

Thereafter, Public Works staff respectfully recommends that the Board of Supervisors:

As appropriate, direct staff to prepare a replacement Resolution for consideration by the Board of Supervisors at a future meeting of the Board of Supervisors,

or,

Continue the Public Hearing to an specific future date, at a time specific.

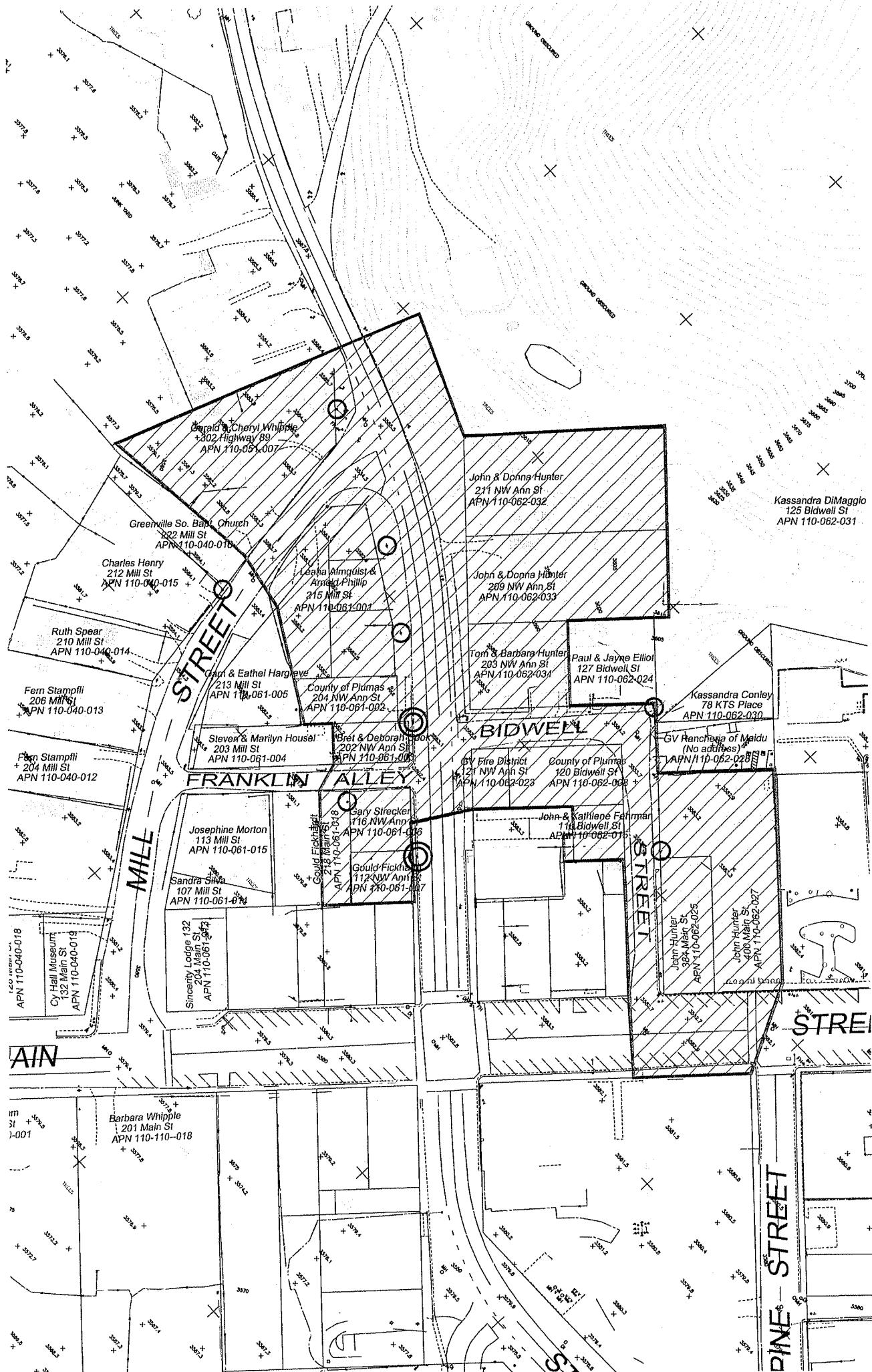
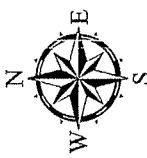
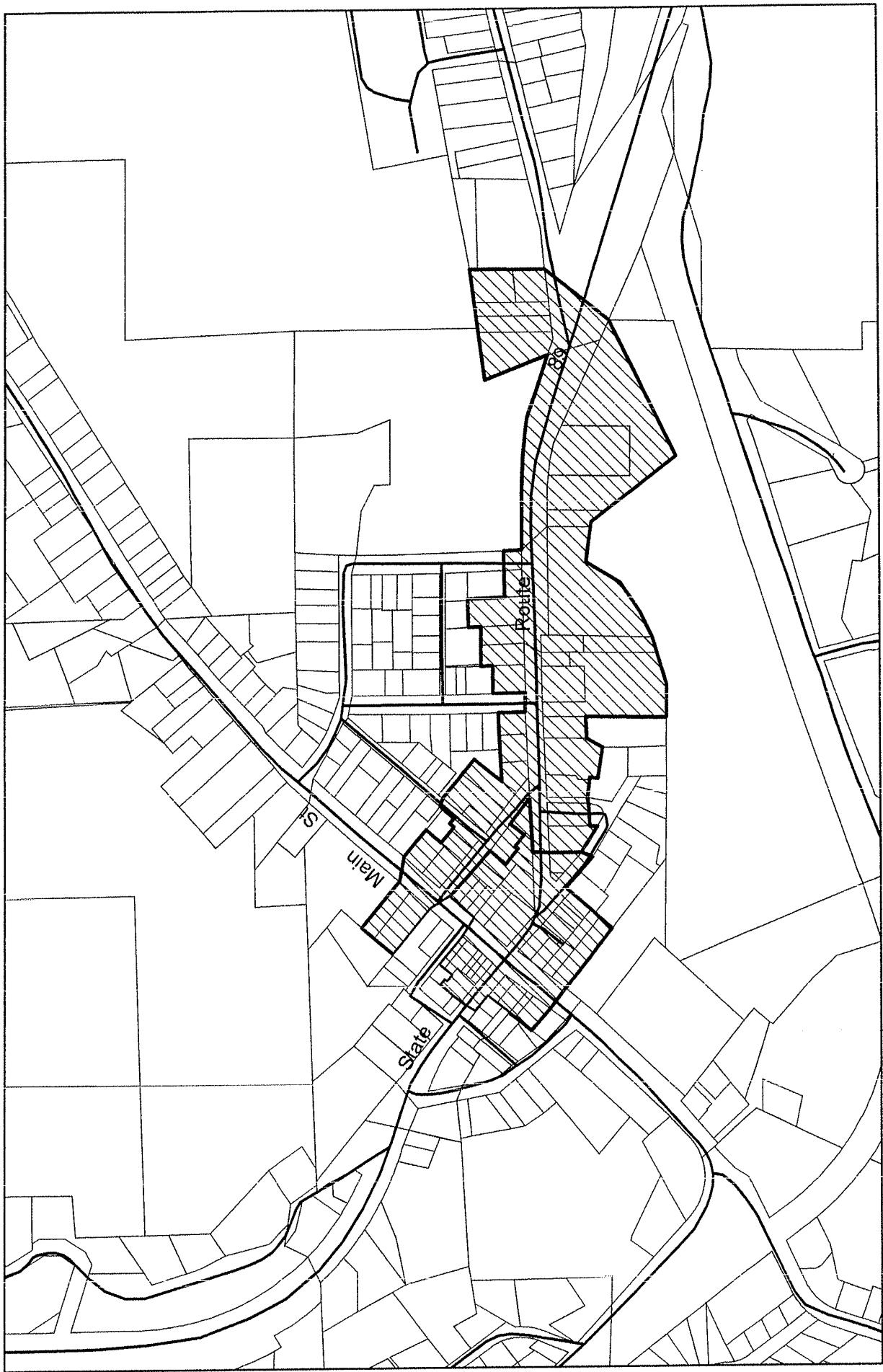


Exhibit "A"

Revision #3



Prepared By:  
Public Works  
December 15, 2014

Legend  
Existing OUCD  
OUCD No. 6

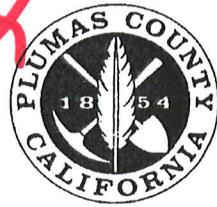
## Proposed Revision to Rule 20A Boundary Map Greenville Overhead Utility Conversion District No. 6

1 inch = 500 feet

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

Robert A. Perreault, Jr., P.E., Director      Joe Blackwell, Deputy Director



## AGENDA REQUEST

for the January 20, 2015 meeting of the Plumas County Board of Supervisors

January 12, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Public Works Director

Subject: Approve Continuation of Winter Recreation OHV Grant for  
Snow Removal and Maintenance through 8/31/17.

A handwritten signature of Robert A. Perreault in black ink, with a stylized "A" at the end of the last name.

### Background:

For more than 20 years, the California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division has provided funding for the Over-the-Snow Grant Program for winter recreation within Plumas County.

The Plumas County Department of Public Works – Road Division has been providing snow removal, sanding and miscellaneous work, as needed, to provide safe travel at the following locations: Chester/Lake Almanor Trailhead, Big Creek and Bucks Summit Road and Trailheads, Gold Lake Road and Trailhead and the La Porte Trailhead.

These winter recreation program operations are performed pursuant to the grant requirements and follows the California Accounting Standards and Procedures, as required of the County Road Department.

The current grant is a 3-year cycle with an annual allotment of up to \$110,512.

Snow removal costs include: Snow plowing, blowing and sanding services, as necessary, for safe travel to and from the designated trailheads.

Miscellaneous Costs include: Clearance of downed trees and/or limbs when they present an immediate hazard to the safe passage of the public and/or plowing equipment. Pre-season and post-season costs associated with the maintenance of signs for the OHV trails and trailheads.

### Recommendation:

Department of Public Works staff respectfully requests that the Board of Supervisors adopt a "minute order" to concur in the continuance of the program, as described above.

3A3

## BECKWOURTH COUNTY SERVICE AREA

555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6134

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

*County Engineer and Manager, BCSA*

### **AGENDA REQUEST**

for the January 20, 2015 Meeting of the Governing Board of the  
Beckwourth County Service Area (BCSA)

January 12, 2015

To: Honorable Governing Board, BCSA

From: Robert Perreault, Manager, BCSA

Subject: Adopt a Resolution approving the Sewer System Management Plan for the  
Beckwourth County Service Area, as required by the State Water Resources  
Control Board.



#### **Background:**

The State Water Resources Control Board has adopted the Statewide General Waste Discharge Requirements and Monitoring and Reporting Program (WDR's) by issuing Order No. 2006-0003-DWQ.

The State regulations were adopted to ensure that publicly owned sanitary sewer collection systems in the State of California, with more than one mile of infrastructure, are well managed, operated, and maintained to prevent or significantly minimize the occurrence of Sanitary Sewer Overflows (SSOs).

Owners or operators of a qualifying system are mandated to prepare a Sewer System Management Plan (SSMP) for their sewer system. Thereafter, review and re-approval is required every five (5) years by the Governing Board.

A copy of the SSMP (Draft), dated January 12, 2015, is available for review by the public, during normal office hours, at the following locations:

- Office of the Clerk of the Board of Supervisors, Room 309, 3<sup>rd</sup> Floor,  
The Quincy Courthouse, 520 Main Street, Quincy, CA, and
- Headquarters Building, Plumas County Department of Public Works,  
1834 East Main Street, Quincy, CA

A draft, proposed Resolution is attached for consideration by the Governing Board. The draft Resolution has been reviewed and approved as to form by Deputy County Counsel Steve Mansell.

The SSMP, once adopted, will ensure that the Beckwourth County Service Areas (BCSA) sanitary sewer collection system facilities are properly operated, maintained and managed to reduce frequency and severity of a Sanitary Sewer Overflow (SSO) and their potential impacts on public health, safety, and on the environment; and,

1. When an SSO occurs, prompt action is taken to identify, contain, remove the cause and then to promptly report the event to appropriate regulatory authorities and that the public is adequately and timely notified; and,
2. All SSO and system deficiencies and remedial actions taken are well documented; and,
3. The BCSA sewer system operators, employees, contractors, responders, or other agents are adequately trained and equipped to address an SSO event; and,
4. The BCSA sewer system is adequately designed, constructed and funded to provide sufficient capacity to convey base flows and peak flows while meeting or exceeding applicable regulations, laws and the generally acceptable practices relative to sanitary sewer system operations and maintenance.

The actions to be implemented pursuant to this SSMP are:

- A. Conduct planned and scheduled maintenance and training programs to minimize risk and the occurrence of SSO in support of the SSMP goals.
- B. When an SSO occurs, respond to the reported site in a timely manner and under-take feasible remedial actions to contain overflow impacts, including stopping the flow from reaching the storm drain, if possible; and,
- C. Stop the overflow as soon as possible and limit public access to the overflow area to prevent public contact with any wastewater contamination; and,
- D. Completely recover the overflow, return it to the sewer system and clean up the contaminated area; and,
- E. Gather and compile all pertinent information regarding the overflow event, investigate as necessary to determine probable cause, document findings, report to the appropriate regulatory agencies in a timely manner, and file a completed report.

**Recommendation:**

The Manager of the BCSA respectfully requests that the Governing Board of the Beckwourth County Service Area adopt the attached draft Resolution, approving the Sewer System Management Plan for the Beckwourth County Service Area.

**BECKWOURTH COUNTY SERVICE AREA**  
**PLUMAS COUNTY, CALIFORNIA**

**RESOLUTION NO. 15 - \_\_\_\_\_**

**RESOLUTION TO APPROVE THE  
SEWER SYSTEM MANAGEMENT PLAN FOR THE  
BECKWOURTH COUNTY SERVICE AREA**

**WHEREAS**, the California Water Resources Control Board promulgates statewide general waste discharge requirements for sanitary sewer systems; and

**WHEREAS**, the Beckwourth County Service Area (BCSA) owns, operates, and maintains a sewer system that is includes approximately 2.8 miles of sanitary sewer pipelines; and

**WHEREAS**, the California Water Resources Control Board has adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2006-0003 (Order) to provide a consistent, statewide regulatory approach to address sanitary sewer overflows (SSOs); and

**WHEREAS**, it is the BCSA's responsibility to effectively manage its sewer system to minimize SSOs; and

**WHEREAS**, the Order requires the preparation of a Sewer System Management Plan (SSMP) by all public agencies that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey wastewater to a publicly owned treatment facility; and

**WHEREAS**, a SSMP, dated January 12, 2015, has been prepared for the BCSA sewer system in compliance with the requirements set forth by the Order; and

**WHEREAS**, the Order requires that the governing board of each sanitary sewer system approve the completed SSMP at a public meeting; and

**WHEREAS**, the approval of the SSMP by the Board is exempt from the California Environmental Quality Act, pursuant to California Code Regulations, Title 14, Section 15301, because it applies to the operation of an existing sanitary sewer collection systems.

**NOW, THEREFORE BE IT RESOLVED** by the Governing Board of the Beckwourth County Service Area (BCSA), as follows:

1. This Governing Board does hereby find, determine and declare that the Sewer System Management Plan (SSMP), dated November 4, 2014, is prepared in accordance with the California State Water Resources Control Board Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and is approved, and

2. The Manager of the Beckwourth County Service Area is hereby directed to implement this approved SSMP, and
3. The Manager of the Beckwourth County Service Area is hereby authorized to update this approved SSMP, as necessary to comply with regulatory requirements and best practices, and is directed to bring such updated SSMP before this Board for approval, and
4. This SSMP, as may have been amended, is subject to review and approval by the Governing Board of the Beckwourth County Service Area five (5) years from the date of this Resolution.

The foregoing Resolution is duly passed and adopted by the Governing Board of the Beckwourth County Service Area of the County of Plumas, State of California, at a regular meeting of said Governing Board, held on the 20<sup>th</sup> day of January, 2015, by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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Chair  
Governing Board  
Beckwourth CSA

ATTEST:

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Clerk of the Board



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

301

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368

DATE: JANUARY 9, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JANUARY 20, 2015

RE: APPROVE IN CONCEPT AN ORGANIZATIONAL CHANGE IN THE  
DEPARTMENT OF SOCIAL SERVICES FORMING AN INTEGRATED  
ADULT SERVICES DIVISION ENCOMPASSING THE IN-HOME  
SUPPORTIVE SERVICES PROGRAM, THE ADULT PROTECTIVE  
SERVICES PROGRAM AND THE PUBLIC GUARDIAN

A handwritten signature of Elliott Smart, Director, in black ink.

### It is Recommended that the Board of Supervisors

1. Approve, in concept, an organizational change in the Department of Social Service that would merge the Public Guardian function into an integrated Adult Services Division that will include Adult Protective Services and In-Home Supportive Services.
2. Direct the Director of the Department of Social Services to work in conjunction with the Human Resources Department to determine whether such proposed changes are subject to the Employer-Employee Relations Policy and to meet and confer with representatives of bargaining units as appropriate.
3. Direct the Director of the Department to return to the Board of Supervisors to advise the Board regarding any proposed and necessary personnel changes.
4. Direct the Director of the Department of Social Services to include, within the mid-year budget review, proposed budget changes that are associated with this proposed organizational change.

### Background and Discussion

The Public Guardian Division of the Department of Social Services provides conservatorship and case management services to persons who are gravely disabled and who've been determined by the Superior Court to be unable to make decisions on their own behalf that represent their best interests. Additionally, the Public Guardian

case manages a small number of Lanterman, Petris, Short or LPS conservatees. These are generally disabled individuals for whom the Public Guardian also provides case management services. The Public Guardian also provides representative payee services for certain recipients of Social Security payments where there is a demonstrated need for assistance with managing the recipient's finances.

Since the early part of the 1990's, the Public Guardian has been an independent division of the Department of Social Services. Under this organizational arrangement, the Public Guardian has functioned as an autonomous and independent program although there have been client situations that have required very close collaboration between Public Guardian staff and staff from Adult Protective Services.

The advent of Public Safety Realignment in 2011 has provided counties with some greater levels of latitude regarding the structure of adult services protective systems in ways that are suited to and fit the county operation. That circumstance along with recent changes in personnel and the need to consider increasing the level of support services provided to Public Guardian has created an opportunity to review the organizational assignment and structure of these services. That is what brings this matter to your Board.

The Department requests that the Board provide conceptual approval to explore several possible options to structure an Adult Services Unit that would encompass protective and case management activities of the Public Guardian and Adult Protective Services along with the assessment and case management activities of the In-Home Supportive Services program. Our review would look to elements such as promoting efficiencies of service delivery, saving General Fund dollars and integrating case management components of the programs.

As some of this exploration could result in a change in reporting relationships we are including a recommendation that Human Resources be included in all elements of this exploration with an eye to determining if any of the proposed changes would trigger a requirement to meet and confer under the County Employer-Employee Relations Policy. And we expect that, subject to completing any meet and confer obligations that the Department would return to the Board to approve any structural changes, personnel changes, reporting relationships and budget changes that emerge from the review.

### **Financial Impact**

There is no current financial impact to conducting this review. To the extent that any financial impact is determined to result, the Department is directed to return to the Board with those implications.

Copies:      Craig Settlemire, County Counsel  
                  Gayla Trumbo, Human Resources Director  
                  DSS Management Staff



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## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368

DATE: JANUARY 8, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JANUARY 20, 2015

RE: REQUEST TO FILL AN OFFICE SUPERVISOR POSITION THAT WILL  
BECOME VACANT ON FEBRUARY 27, 2015 AND TO WAIVE THE 180  
DAY SIT OUT PERIOD FOR A RETIRED ANNUITANT

**It is Recommended that the Board of Supervisors**

1. Authorize the Department of Social Services to fill a funded and budgeted Office Supervisor position that will become vacant on February 27, 2015.
2. Adopt the enclosed Board Resolution waiving the 180 day sit-out period for a retired annuitant that is proscribed under California Government Code Section 7522.56 and the California Public Employee's Pension Reform Act of 2013.

**Background and Discussion**

The Department of Social Services has received notification that the Department's Office Supervisor will retire from her position effective February 27, 2015. As is explained in further detail on the attached position classification form, this is a mission critical position in the Department of Social Services. The position is responsible for the supervision of the clerical reception, eligibility screening and fingerprint imaging processes among others. With that in mind, the Department requests that your Board approve refilling the position as soon as administratively possible following the retirement of the incumbent.

The Department anticipates that while this Board authorization will initiate recruitment and testing for the position, it is likely that such processes will extend for several months. Additionally, there will need to be some overlap to provide the new incumbent with an opportunity to cross train with the prior incumbent.

Under the California Public Employee's Pension Reform Act of 2013 (PEPRA) new limits have been imposed with respect to newly retired persons working in the same retirement system in which they are receiving a retirement allowance. California Government Code Section 7522.56 as enacted in PEPRA requires newly retired persons to sit out for at least 180 days before returning to work for an employer in the same retirement system.

PEPRA provides that an exception can be made when a Board of Supervisors certifies that the nature of the employment and the appointment is necessary to fill a critically needed position. In this case due to the one of a kind nature of the position, and the intricate knowledge required to carry out the duties, this position warrants such an exception. The exception is triggered when the Board of Supervisors adopts a resolution declaring the need for the exemption. A resolution declaring this need is attached to this memorandum. The Department recommends the adoption of the resolution.

### **Financial Impact**

There is no financial impact to the General Fund resulting from this action. There will be a financial pay out to the incumbent for unused vacation and sick leave as provided for in Plumas County Personnel Rules. There will also be some level of impact to the Department's appropriation for Extra Help Wages. These matters will be addressed as part of the Mid-Year Budget review.

Copies: DSS Management Staff  
Craig Settemire, County Counsel  
Gayla Trumbo, Human Resources Director

Enclosure: Draft Board Resolution  
Questions for Staffing Critical Positions  
Position Classification Form  
Table of Organization

**COUNTY OF PLUMAS**  
**RESOLUTION NO. 14-\_\_\_\_\_**

**WAIVING THE 180 DAY SIT-OUT PERIOD FOR A RETIRED ANNUITANT TO  
PERFORM THE DUTIES OF OFFICE SUPERVISOR IN THE  
DEPARTMENT OF SOCIAL SERVICES**

WHEREAS, the State Legislature has adopted AB 340 in order to implement comprehensive pension reform through the enactment of the California Public Employees' Pension Reform Act of 2013 (PEPRA) as well as other statutory changes; AND

WHEREAS, PEPRA applies to all public employers that participate in the California Public Employees' Retirement System (PERS) on or after January 1, 2013; AND

WHEREAS, California Government Code section 7522.56, as enacted in PEPRA, requires newly retired persons to sit out for at least 180 days before returning to work for an employer in the same retirement system in which they receive a retirement allowance; AND

WHEREAS, an exception can be made if a county's Board of Supervisors certifies that the nature of the employment and the appointment is necessary to fill a critically needed position and the 180 days has not yet passed; AND

WHEREAS, Betty (Betsy) Clover has been employed by the County for 24 years and is currently serving as an Office Supervisor in the Department of Social Services; AND

WHEREAS, Ms. Clover will retire from County service on or about February 27, 2015 and will not be accepting a retirement incentive upon retirement; AND

WHEREAS, Ms. Clover has attained "normal retirement age," as that term is used in Government Code section 21220.5, and therefore no bona fide separation is required under Government Code section 21220.5; AND

WHEREAS, Ms. Clover has specialized skills as an Office Supervisor in the Social Services reception and screening environment, and extensive training and experience in SAWS operations; AND

WHEREAS, although a recruitment will begin to fill the vacant position of Office Supervisor within the Department of Social Services upon approval of the Board of Supervisors, it is anticipated that it will take several months to recruit and train an appropriately qualified candidate; AND

WHEREAS, it is anticipated that the recruitment period for the Office Supervisor position will create a gap in essential and critical functions within the Department of Social Services; AND

WHEREAS, it is anticipated that there will be a critical need for an overlap period to enable cross training for this one of a kind position; AND

WHEREAS, it is proposed that the 180-day waiting period be waived to allow Ms. Clover to return to work after her retirement date on an interim appointment, not to exceed nine hundred and sixty hours, while the recruitment for the Office Supervisor position is ongoing, and shortly thereafter to provide training to the new incumbent;

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

1. The Board of Supervisors certifies that the employment of Betty (Betsy) Clover is necessary to fill a critically needed position before the 180 day sit-out period required by Government Code Section 7522.56 has passed.
2. The County needs Ms. Clover's specialized knowledge and technical skills to perform the duties and functions of an Office Supervisor, during recruitment for a permanent replacement for this position.
3. Ms. Clover will be employed at \$ 23.76 per hour, which is her current hourly base rate for the Office Supervisor position, and no other compensation or benefits shall be provided.
4. Ms. Clover shall not work more than nine hundred and sixty (960) hours during this interim appointment.
5. Ms. Clover has certified in writing that she did not, during the 12-month period preceding the reemployment date of March 1, 2015, receive unemployment insurance arising from prior employment with the County.
6. This Resolution was adopted at a properly noticed public meeting and was not placed on the consent calendar, in compliance with Government Code section 7522.56(f)(1).
7. This appointment shall be effective beginning no earlier than March 1, 2015.

PASSED AND ADOPTED this 20<sup>th</sup> day of January, 2015, by the following vote:

AYES:

NOES:

ABSENT:

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Kevin Goss, Chair  
Board of Supervisors

ATTEST:

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Nancy DaForno,  
Clerk of the Board

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

### Position: Office Supervisor

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

Answer: Yes. Public social services are state mandated.

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

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth. This position supervises clerical support positions that perform state-mandated fingerprint imaging, screening of applicants and other reception support functions.

- How long has the position been vacant?

Answer: The position will become vacant effective February 27, 2015.

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

Answer: No.

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

Answer: Other counties are structured in a very similar way. The state approves our requested staffing levels and funds such positions accordingly.

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

Answer: We will not be able to process perform critical tasks associated with eligibility determinations due to not having oversight and supervision of clerk receptionists that log in and conduct screening for program eligibility.

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

Answer: We will not expend state funds that have been allocated to this function .

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

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

Answer: No.

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

Answer: No.

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

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

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

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

**Position Classification:** Office Supervisor

**FTE:** 1.00

**Budgeted Position:** Yes

This position is part of the administrative and clerical support structure of the Department of Social Services. Generally, administrative and clerical support functions are funded through Federal (50%), State General Fund dollars (35%) and 1992 Realignment (15%) dollars.

These funding allocations are established in state law.

**Mandated Program:** Yes.

Social Services programs are state-mandated and county-administered public services. Our mandates include requirements to finger print image all applicants for public assistance who are requesting CalFresh assistance as part of their application. Other mandates include screening for CalWORKs cash assistance and providing access to Covered California and the Affordable Care Act.

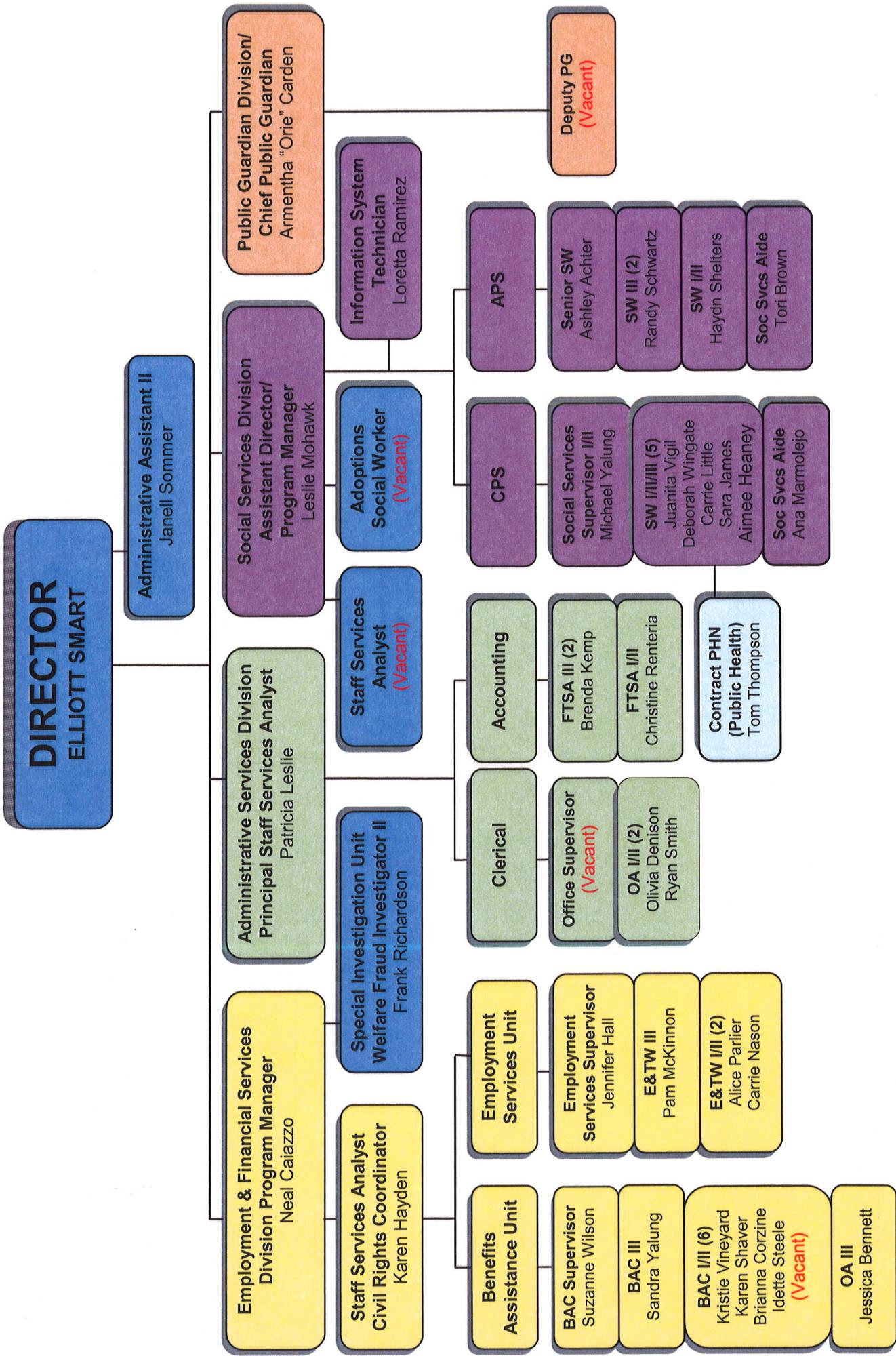
**Position Description:**

This position is responsible for oversight and supervision of the front office, reception, clerical functions. As explained elsewhere, this includes general reception, program screening for potential eligibility, finger print imaging and other clerical functions.

**Funding Sources:**

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

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3c

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** January 9, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Subject:** Informational Presentation and Update on E-Cigarettes

**Background:** Local ordinances have been enacted by numerous California cities and counties by prohibiting the use of e-cigarettes in some outdoor areas, some indoor areas, or both, by including e-cigarettes in their existing smoke-free laws.

Smoke-free policies protect nonsmokers from exposure to toxins and encourage smoking cessation. Introducing e-cigarettes into clean air environments reinforces the act of smoking as socially acceptable, and makes enforcement of existing laws that protect the public from secondhand smoke difficult due to the similarities with cigarettes. Early data has shown that e-cigarette emissions can contain carcinogens and toxic chemicals, which may result in additional harm to the public.

According to the Centers for Disease Control and Prevention (CDC), the percentage of U.S. middle and high school students who used e-cigarettes more than doubled from 2011 to 2012, from 4.7 percent to 10.0 percent. In 2012, more than 1.78 million middle and high school students nationwide had tried e-cigarettes.

The CDC study also found that 76.3 percent of middle and high school students who used e-cigarettes in the last 30 days had also smoked cigarettes. With emerging tobacco products like e-cigarettes on the rise, this vulnerable population needs protection from exposure to these products.

As the Board is aware, Plumas County receives Proposition 99 tobacco tax revenues for tobacco control, prevention education, and tobacco-related policy work. In performing under this mandate and in the interest of the public's health, the Plumas County Tobacco Use Reduction Program seeks to reduce exposure, access and use of e-cigarettes.

Attachments: Slide Show – E-Cigarettes: Clearing the Smoke  
State Superintendent of Public Instruction - Adopting Policy Prohibiting Electronic Nicotine Delivery Systems  
Plumas County Unified School District – Proposed Revision Board Policy  
Tobacco-Free Schools

# E-Cigarettes: Clearing the Smoke

## What is “Smokeless Tobacco”?

- ▶ Tobacco that is not burned (combusted)
  - Traditional smokeless products
    - \*Chew (“spitting tobacco,” placed between cheek and gums)
    - \*Snuff (dry snuff snuffed through nose; moist snuff, or “dip,” placed between cheek and gums)
    - Snus (finely ground tobacco administered in small packets)
  - New generation of products
    - Dissolvables (lozenges, orbs, sticks, strips)
    - E-cigarettes (not called “smokeless tobacco,” but are similarly not combusted, and the federal court system has ruled that, under the law, they are to be treated as “tobacco products” subject to regulation by the Food and Drug Administration)

\*Currently dominate the U.S. smokeless tobacco market

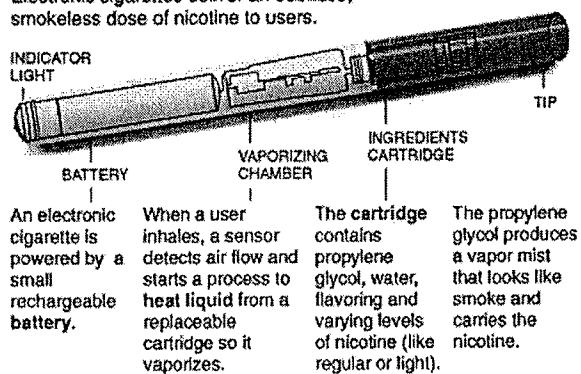
## E-cigarettes

- Electronic Nicotine Delivery System (ENDS) with three main components – battery, atomize, inhaler
- ENDS, including E-Cigarettes , are novel tobacco-free nicotine delivery devices
- They do not contain tobacco, however the nicotine may be derived from tobacco
- Currently over 250 brands available (first entered market in 2004)
- Solution contains 2 main ingredients – Propylene glycol or glycerin, nicotine, flavor (fruit, candy, tobacco, coffee, bacon, mix and match)
- Variations with no nicotine – hookahs, cigarillos, pens, e-cigars

## How E-cigarettes Work

### Puffs of Fog

Electronic cigarettes deliver an odorless, smokeless dose of nicotine to users.



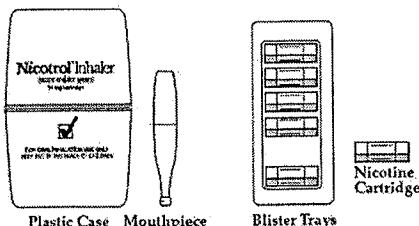
Source: NJOY (one brand of the cigarettes)

THE NEW YORK TIMES

## NRT Inhaler vs. Electronic Cigarette

- Inhaler

- Nicotine Replacement Therapy
- Licensed quit smoking aid – approved method for smoking cessation
- 4mg nicotine delivered in 10mg cartridges, no battery required



- Electronic Cigarette

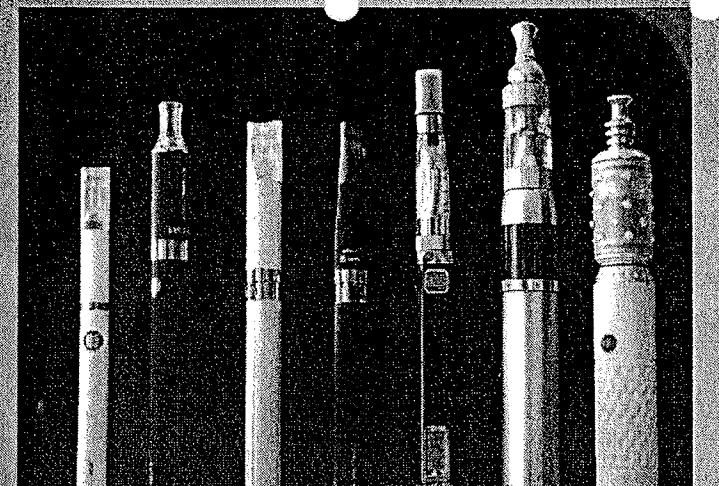
- Not FDA approved (contains traces of toxins)
- No evaluation of any e-cigarettes for safety or effectiveness
- No standard dose of nicotine



**Sometimes Decorative**

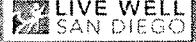
May come in many different designs. Modern, sleek, clean, fun, personalized.  
Current trend: devices look more like electronics than cigarettes.

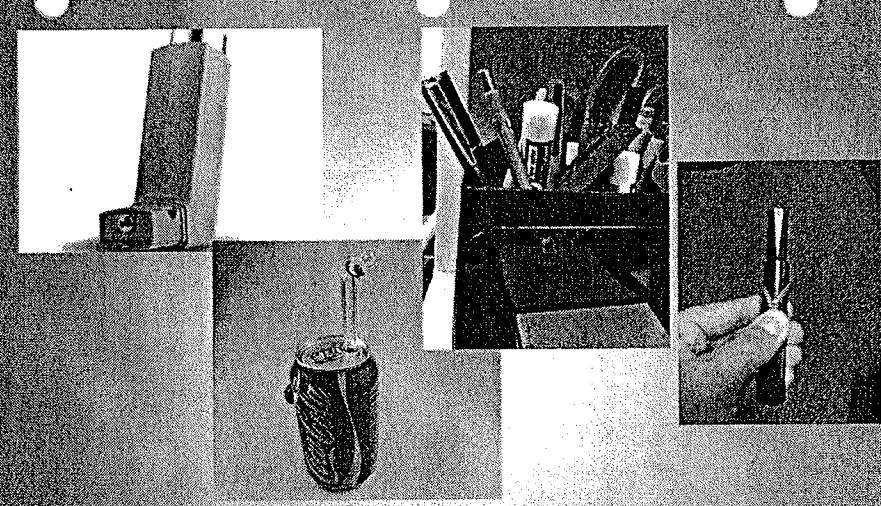




**Sometimes Glamorous**

Some are decorative, feminine, and unique.

 LIVE WELL  
SAN DIEGO

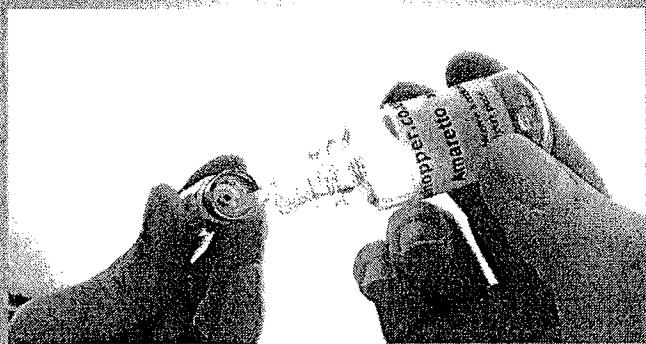


**Sometimes "Stealth"**

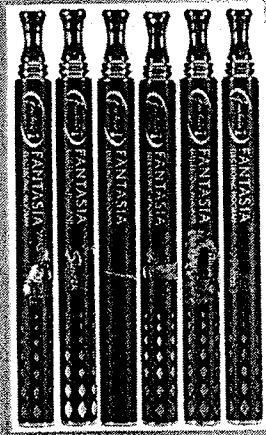
Cigarettes have been fashioned to look like other products such as asthma inhalers, beverage containers, and other common products.

 LIVE WELL  
SAN DIEGO

## Refilling an E-Cigarette



## Hookah Pen



- Also called a "Shisha Stick" or "Shisha Vape"
- E-Cigarette made with hookah flavor

## US State and Local Laws Regulating E-cigarettes as of January 1, 2015

- ND, NJ, UT have statewide laws in all existing smoke free venues
- AK, CO, DE, GA, HI, KS, KT, MD, NH, OK, OR, SD, VA, VT, WI statewide laws regulating e-cigarette use in other venues
- 275 local laws regulating e-cigarette access and use in 30 US states



## California Law

- **HEALTH AND SAFETY CODE §119405**
  - Prohibits sale to minors
- **In the state of CA:**
  - Local Tobacco Retail Licensing Laws must automatically incorporate new tobacco laws as they go into effect
  - Local governments may amend current local TRL ordinances to add e-cigarettes or create stand alone e-cigarette licensing

## FDA Regulations

- Family Smoking Prevention & Tobacco Control Act
  - Signed by President Obama on June 29, 2009
  - “Products containing nicotine derived from tobacco but making no therapeutic claims must be regulated as tobacco products”  
(not seen as drug delivery system)
  - Grants the FDA the authority to regulate tobacco products, including e-cigarettes

## FDA Regulations

- The Federal Government has not exercised its regulatory authority over e-cigarettes:
  - Manufactured without regulations or quality controls
  - No health warnings on packaging
  - No legal age restrictions
  - 41 State Attorney Generals sent a letter to the FDA asking them to begin regulation  
(Sept 2013)

## Concerns of Misuse

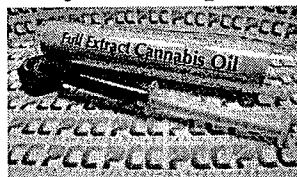
- FDA requires that all nicotine-delivery products intended for use by humans to be clinically proven for safety and efficacy and regulated.
- No clinical trials have been conducted to determine e-cig's impact on the body's structure and function

## Concerns of Misuse

- E-cigarettes developers are making unfound claims in marketing and packaging
- E-cigarettes are NOT an approved intervention for tobacco cessation
- Concerns that “renormalizing smoking-like behavior” can result in higher youth initiation rates and a slower decline in adult cessation

## Concerns of Misuse

- Many cartridges of e-cigarettes are interchangeable and refillable causing concern that users may substitute designated liquid with synthetic nicotine or other substances
  - You tube videos for DIY E-juice recipes
  - Canibus oil
  - Heroin



## Marketing Aspect of Electronic Cigarettes

- E-cigarette brands are employing a number of marketing strategies used by tobacco companies
  - Among them: fun flavors, endorsements using kids and celebrities
- E-cigarette ads currently fall into a loophole for federal regulation
  - Control misleading or false product claims



## **Trending in California**

- ▶ Accessibility on internet
  - Request “free sample”
- ▶ Store locations throughout CA and NV
  - Accessories
  - Mods (modifications of size, voltage, etc.)
  - Tastings/Custom design e-liquids
  - Targeting youth with bubblegum, gummy bear, cotton candy flavors

## **In Plumas County**

- ▶ PUSD adopted policy on 9-14-2014
- ▶ Following letter from State Superintendent of Schools Tom Torlaksen

## Marketing of Smokeless Tobacco

- ▶ Tobacco industry promotes dual use
- ▶ Ads promote use of smokeless tobacco products not to replace cigarettes but as a way for smokers to satisfy addiction wherever they cannot smoke

“There is a need to clearly position the [smokeless tobacco] product as a situational substitute for cigarettes rather than a replacement.”  
 – R.J. Reynolds spokesman, 2009



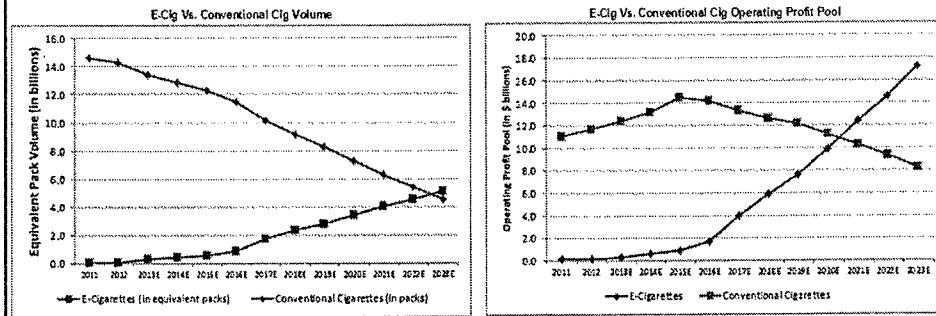
## Let's Not Forget About the Kids

- ▶ Sweet flavors banned in cigarettes not regulated in e-cigarettes
- ▶ Marketed heavily online to kids by kids and celebrities
- ▶ Blended by the overall trend of marketing early use of tobacco, alcohol and other drugs to kids
- ▶ Investing in a future market

(September 2013)

## E-Cigs Revolutionizing Tobacco

- We think consumption of e-cigs could surpass consumption of conventional cigs within the next decade.

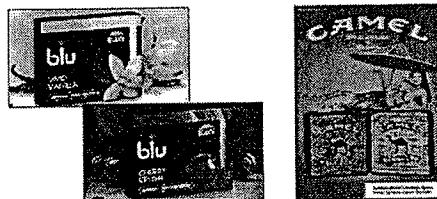


- Importantly, growth of the combined profit pool could accelerate in the next decade.

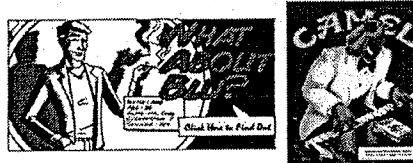
We estimate total conventional & e-cig total profits will generate a CAGR of 7.2% over the next decade.

## More On Kids...

- Similar to Marketing of Alcohol to Youth Markets
  - Gummy Bears
  - Cupcakes
  - Whipped Cream
  - Pizza
  - And even popsicles

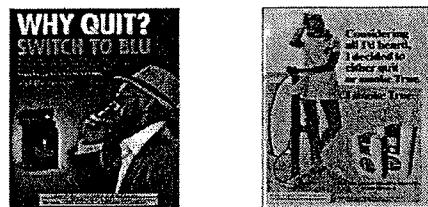
**5. Their products come in sweet flavors**

A 2009 federal law banned fruit- and candy-flavored cigarettes, but many e-cigarette companies gleefully pitch similar flavors. Apollo Vapors, for example, offers Almond Joyee ("the candy bar taste without the calories!"), French Vanilla ("like biting into a deliciously sweet vanilla cupcake") and Banana Cream ("yummy ambrosia of bananas and whipped cream").

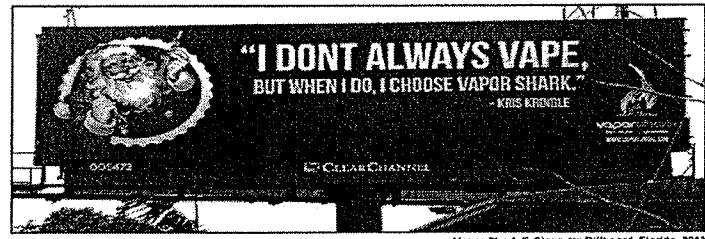
**6. They use cartoons**

The web site for blu eCigs has featured a cartoon pitchman named "Mr. Cool." It was reminiscent of the Joe Camel cartoon character that so effectively marketed cigarettes to kids in the 1990s.

7. Their ads say, "Switch, Don't Quit."



Tobacco companies have long tried to discourage smokers from quitting by marketing cigarette changes as reducing health risk. Some e-cigarette ads carry a similar message.



## A Final Note about E-Cigarettes

- Health issue is not e-cigarette's level of harmfulness compared to conventional cigarettes, but rather the risk it poses for public health irrespective of whether it is as bad as ordinary tobacco use
- If treated differently, implies acceptance of addiction to unregulated nicotine delivery products, complicating university's health mission
- Permitting e-cigs encourages dual usage (cigarettes and e-cigs) in lieu of cessation in some individuals who might otherwise quit
- Creates potential confusion regarding rules and mixed health message



*“There is no higher priority in public health than ending the tobacco epidemic.”*

– Dr. Howard Koh, U.S. Assistant Secretary for Health





CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

March 19, 2014

Dear County and District Superintendents and Charter School Administrators:

**ADOPTING POLICY PROHIBITING ELECTRONIC NICOTINE DELIVERY SYSTEMS**

I am writing you today to urge you to adopt a policy that prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, e-hookahs, and other vapor-emitting devices. It is imperative that school boards take action now to protect youth from becoming addicted to nicotine and being placed at greater risk for using tobacco.

California is witnessing an alarming rise in the use of ENDS among students. California law prohibits the sales of e-cigarettes to minors (*Health and Safety Code Section 119405*). However, ENDS are sold on the Internet and sales prohibitions are not enough to counteract their easy availability. E-cigarettes are being marketed through youth-dominated channels such as online social media and social networking sites as well as on television and radio. The liquids that produce the vapor come in a wide range of sweet flavors and sugary names. Manufacturers use flavors like chocolate, strawberry, watermelon, and bubblegum to make these products appealing to children and teenagers. Youth are taken in by false notions of the "safe" nature of e-cigarettes because of product names such as "Cherry Crush" or "Snicker Doodle."

I also worry that e-cigarettes could be a gateway to traditional cigarettes. According to the Centers for Disease Control and Prevention (CDC), the percentage of middle school and high school students who have used e-cigarettes more than doubled from 2011 to 2012, from 4.7 percent to 10 percent. The CDC study also revealed that 76.3 percent of students using e-cigarettes in the last 30 days had also smoked cigarettes. School officials from across California are reporting a surge in the number of students found using ENDS on campus. This is a very troubling trend.

I would add that all ENDS are rightfully considered drug paraphernalia as referenced in the California *Education Code* sections 48900–48926. Nicotine is a dangerous drug. It has been reported that people also use these devices to vaporize other drugs such as marijuana, cocaine, and heroin. School officials will not be able to determine by sight if an ENDS device is being used for nicotine consumption or for other drug use.

The legislatively mandated Tobacco Education and Research Oversight Committee (TEROC), which monitors the Tobacco-Use Prevention Education (TUPE) Program, has advised that all local educational agencies take action to protect our youth from these problems. TEROC's stated position is that schools should impose the same prohibition

March 19, 2014

Page 2

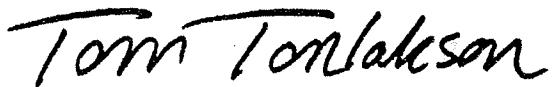
on ENDS as are currently placed on the use of tobacco. I endorse the actions recommended by TEROC.

This adopted policy also would prohibit the use of ENDS (with or without nicotine content) on district-owned or leased property and in district vehicles at all times. This prohibition must apply to all students, staff, visitors, and civic use permit holders.

Sample policy language is available from the California School Boards Association (CSBA) to assist schools in developing regulations to enforce board-adopted tobacco-free policies. The CSBA sample policy includes optional language consistent with the recommendations in this letter. More information can be found on the CSBA Governance and Policy Resources Web page at <http://www.csba.org/GovernanceAndPolicyResources/DistrictPolicyServices/PolicyServicePrograms>.

If you have any questions regarding ENDS, please contact Tom Herman, Education Administrator, Coordinated School Health and Safety Office, by phone at 916-319-0725 or by e-mail at [therman@cde.ca.gov](mailto:therman@cde.ca.gov).

Sincerely,



Tom Torlakson

TT:gj  
2014-01874

# Plumas County & USD Proposed Revision

## Board Policy

### Tobacco-Free Schools

BP 3513.3

#### Business and Noninstructional Operations

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)  
(cf. 4159/4259/4359 - Employee Assistance Programs)  
(cf. 5030 - Student Wellness)  
(cf. 5131.62 - Tobacco)  
(cf. 5141.23 - Asthma Management)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)  
(cf. 1330.1 - Joint Use Agreements)

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, and betel, and ~~nicotine delivery devices such as electronic cigarettes~~. This prohibition also applies to ~~electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time~~. Exceptions may be made for the use or possession of prescription nicotine products.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy PLUMAS COUNTY UNIFIED SCHOOL DISTRICT

adopted: December 13, 2011 Quincy, California



# PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street  
Quincy, CA 95971  
[www.plumascounty.us](http://www.plumascounty.us)

3D  
voice (530) 283-7011  
24/7 inspection request (530) 283-6001  
fax (530) 283-6134

**Date:** January 9, 2015

**To:** Honorable Board of Supervisors

**From:** John Cunningham  
Building Official

A handwritten signature in black ink, appearing to read "John Cunningham".

**Agenda:** January 20, 2015

## **Item Description/Recommendation:**

1. Approve the transfer request of \$5,440 from General Fund Contingencies to Other Wages to allow the continued employment of a temporary building inspector until a permanent building inspector replacement is in place.

## **History/Background:**

For the last two and one-half years, the Building Department has functioned without designated Building Inspector positions. The department's two Plans Examiners have done double duty, plan-checking and field inspections. One of the department's two Plans Examiners tendered his resignation effective October 17, 2014.

On October 7, 2014, the Board approved the re-filling of the soon-to-be vacant Plans Examiner II position, and approved transferring \$10,300 from General Fund Contingencies to Other Wages to allow the hiring of a temporary building inspector until a permanent replacement was in place (copy of the October 7, 2014, agenda request is enclosed).

We were able to quickly hire a retired building official who lives in Plumas County to fill in as our temporary building inspector. Recruitment for the permanent Building Inspector position began immediately using all standard methods. Additionally, we used Facebook, Craigslist.com, and indeed.com. Further, we were able to get several hundred emails sent directly to current building inspectors (copy enclosed) encouraging them to leave the traffic, smog, and congestion of the big city by becoming a building inspector in Plumas County, a jurisdiction with clean air and only three traffic lights. The email contained photos of many of the outdoor activities available here, as well as links to most of the websites that promote Plumas County. Despite that effort, in the three months since the position was first flown, we have received only four applications which meet the minimum requirements, and two of those have no building inspection experience. Low salary in comparison to other jurisdictions is the primary reason for the lack of qualified applicants.

The four applicants who meet the minimum qualifications have been interviewed, and most likely prior to the Board meeting of January 20, we will have offered the job to one of the four. All the applicants, if hired, would be relocating to Plumas County, two from out of state. Due to having to relocate, the applicants have all stated they would not be able to start work for Plumas County until mid- to late February.

The recruitment process has taken far longer than expected. Therefore, additional Other Wages are necessary to be able to continue paying our temporary building inspector until a permanent building inspector can start.



# PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street  
Quincy, CA 95971  
[www.plumascounty.us](http://www.plumascounty.us)

voice (530) 283-7011  
24/7 inspection request (530) 283-6001  
fax (530) 283-6134

**Date:** September 26, 2014

**To:** Honorable Board of Supervisors

**From:** John Cunningham  
Building Official

**Agenda:** October 7, 2014

## Item Description/Recommendation:

1. Request approval to refill the soon-to-be-vacant Plans Examiner II position.  
(Required completed *Question For Staffing Critical Positions Which Are Currently Allocated* form enclosed as Exhibit A, and Organizational Chart enclosed as Exhibit B)
2. Request approval of a contingency request in the amount of \$10,300 for Other Wages to allow the hiring of a temporary building inspector until a permanent replacement is in place.  
(Temporary Employee Cost Breakdown enclosed as Exhibit C)

## History/Background:

For the last two years the Building Department has functioned without designated Building Inspector positions. The department's two Plans Examiners have done double duty, plan-checking and field inspections. To try to keep up with the combined workload, specific days of the week are designated as plan-checking days, and the remaining days as inspection days. It is not uncommon for an inspector to have 10 to 13 inspections to perform on an inspection day, often having to drive more than 150 miles, and having to work more than 8-hours each day to perform all the inspections, causing them to accumulate significant amounts of compensated time off.

On September 24, 2014, with no advance warning, one of the department's two Plans Examiners tendered his resignation effective October 17, 2014, and stating in his letter of resignation that, "Because I have accumulated the maximum hours for compensated time off, vacation time as well as unused sick leave, my remaining work schedule will be limited so that I am able to use that time as needed before my final pay period ends."

Historically, and this year appears to be no exception, the department's busiest inspection time is from early fall (now) until the snow slows down inspection requests. The department has over 1,960 open building permits. These are customers who have been required by law to prepay for the required inspections. The County has a clear obligation to perform the required inspections.

### **Where We Are Now:**

We are entering the department's busiest inspection season, and to meet the department's responsibility for both plan-checking and field inspection, the department now has only one Plans Examiner, who needs major knee surgery in the near future, and one Building Official, with a back condition that prevents him from performing field inspections. There are countless analogies that could be applied to the situation the department is now in, but forgoing those, suffice to say, the department is in an extremely difficult staffing situation.

### **What To Do:**

1. Immediately begin the recruitment process for a permanent replacement.
2. As soon as possible, hire a temporary person to perform field inspections until such time as a permanent replacement is in place, or inclement weather has significantly reduced inspection requests.

### **Strategy:**

Recruit for either a Plans Examiner or Building Inspector, thereby providing more candidates to choose from. However, the preference will be to hire the Building Inspector position, allowing the department's remaining Plans Examiner to perform a significantly reduced number of inspections, and to reduce the departments operating expenses slightly. For department succession planning, the intent would be to train the new building inspector to, over time, be able to move into the Plans Examiner position.

Until a temporary inspector can be found, the following stop-gap measures are intended to be instituted:

1. The department's one remaining Plans Examiner will perform inspections in the north portion of the County on Mondays and Thursdays; the south and east areas of the County on Tuesdays, and Fridays.
2. The Plans Examiner will use Wednesdays as a dedicated plan-checking day.
3. The Building Official will also perform plan-checking.
4. Photo inspection will be utilized to the maximum extent possible.
5. When time does not permit, required sheetrock nailing inspections and insulation inspections will be waived.
6. When time does not permit, at the Building Officials discretion, some required inspections will be approved without inspection, and be so noted in the inspection record.

### **Resigning Plans Examiner's "Payoff":**

To attempt to do "more with less", over the last several years the Board approved increases to the comp limit for specific Building Department staff. The basic limit is 90 hours, for specific Building Department staff, the limit was eventually increased to 240 hours. As stated in the letter of resignation, "... I have accumulated the maximum hours for compensated time off, vacation time as well as unused sick leave . . . ". This makes the "payoff" huge, and serves as a strong example of why doing more with less is a fantasy, as it almost always come back to haunt us – as this has.

Estimated “payoff” is as follows:

Assuming 72 hours of vacation are used (one day is a holiday) during the two weeks of 10/5 through 10/17, his balance (with two more accruals between now and then) will be 269.31.

Sick leave balance will be 889.312. He receives 35% of that after 10 years of service, so his hours will be 311.259.

His comp time balance will be 240.

269.231 – Vacation

311.259 – Sick Time

240.00 – Comp time

820.49 Total Hours for Payoff

\$31.20 hourly rate

$820.49 \times \$31.20 = \$25,599.29$

\$1,958.35 (County portion of FICA)

**\$27,557.64 Total cost to County**

Since the County is in the early portion of a new fiscal year, the Building Department budget for Salaries and Benefits can currently cover this expenditure. I suggest rather than using Contingencies or Fund Balance to cover this unanticipated expense now, we hope that as we approach the end of this fiscal year, revenues have exceeded the projection, and that savings have been realized in Services and Supplies, such that the full cost of the payoff, although not budgeted for, can be partially/largely covered from the Building Department budget.



Greetings,

Are you tired of living in a big city with traffic, smog and a fast-paced life style? Do you long to look up at the night sky and actually see stars in the sky? Then you are in luck! Plumas County is recruiting for a Building Inspector or a Plans Examiner. Plumas County is located in the Sierras of Northern California, with more than three-quarters of Plumas County's 2,618 square miles located within the Plumas National Forest, and only three traffic lights in the whole County. If this sounds good to you, click on the below link for the job postings (please share this email with your colleagues):

<http://plumascounty.us/Jobs.aspx?UniqueId=76&From=All&CommunityJobs=False&JobID=Building-Inspector-II-or-Building-Plans--287>

To learn why Plumas County is such a great place to live and work, check out the below links.

**Explore Plumas County:**

<http://www.exploreplumascounty.com/>

<http://www.fs.usda.gov/main/plumas/home>

[http://en.wikipedia.org/wiki/Plumas\\_County,\\_California](http://en.wikipedia.org/wiki/Plumas_County,_California)

<http://www.plumascounty.org/things%20to%20see%20and%20do/Things%20to%20See%20and%20Do.htm>

[http://www.plumascounty.org/PDF/100\\_things\\_plumas.pdf](http://www.plumascounty.org/PDF/100_things_plumas.pdf)

[http://www.tripadvisor.com/Attractions-g3547917-Activities-Plumas\\_County\\_California.html](http://www.tripadvisor.com/Attractions-g3547917-Activities-Plumas_County_California.html)

<http://www.discoverplumascounty.com/>

[http://plumasnews.com/index.php?option=com\\_content&view=article&id=10793:quincy-named-one-of-americas-coolest-small-towns&catid=69:-headline-news&Itemid=6](http://plumasnews.com/index.php?option=com_content&view=article&id=10793:quincy-named-one-of-americas-coolest-small-towns&catid=69:-headline-news&Itemid=6)

**Maps of Plumas County:**

<http://plumascounty.org/map/map.htm>

<https://www.google.com/maps/@40.0234894,-120.7986096,9z>

**Building Department Website:**

<http://www.countyofplumas.com/index.aspx?NID=77>

**Arts:**

<http://www.plumasarts.org/>

**Theatre & Music:**

<http://www.westendtheatre.us/>

**Music Festival:**

<http://www.highsierramusic.com/>

**Schools:**

<http://www.frc.edu/>

<http://www.pcoe.k12.ca.us/education/components/scrapbook/default.php?sectionid=1>

**Hospitals:**

[http://www.pdh.org/hospital\\_CEO\\_message.html](http://www.pdh.org/hospital_CEO_message.html)

<http://www.ephc.org/>

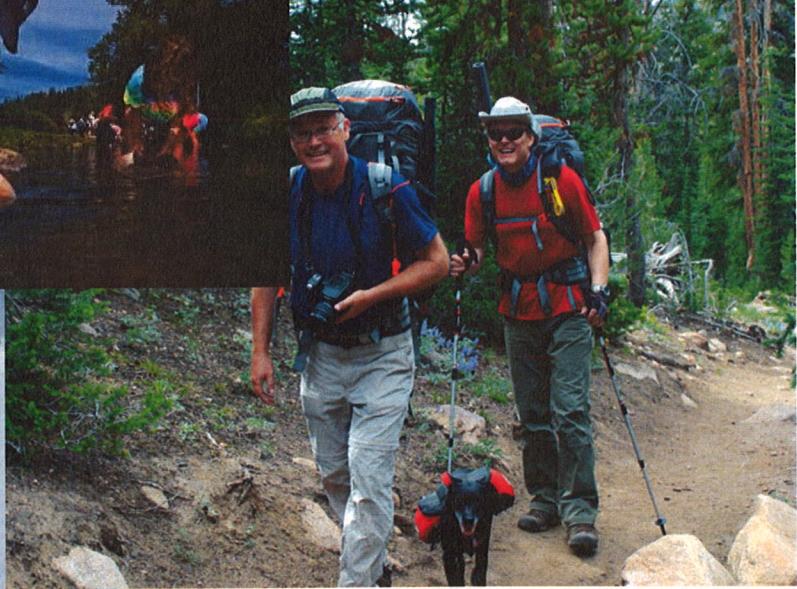
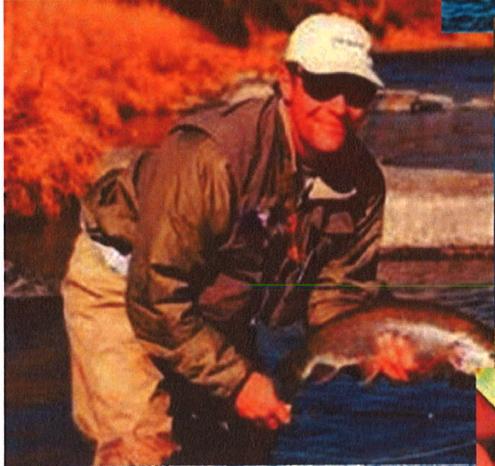
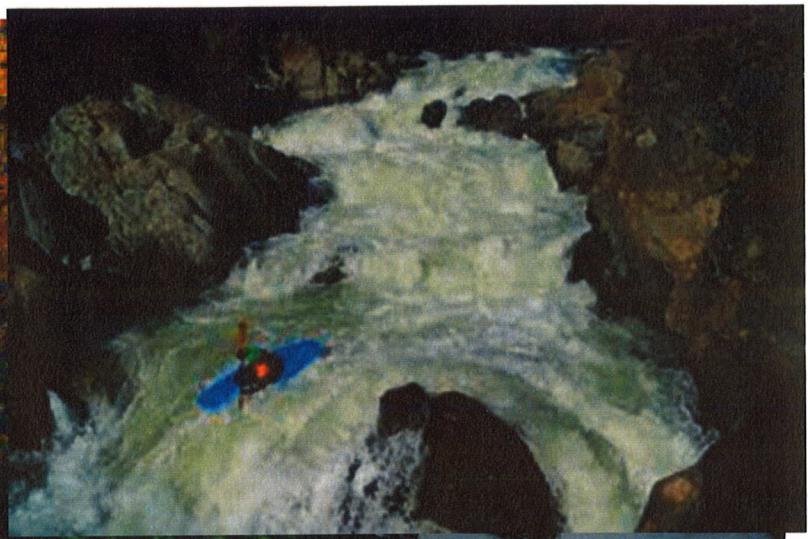
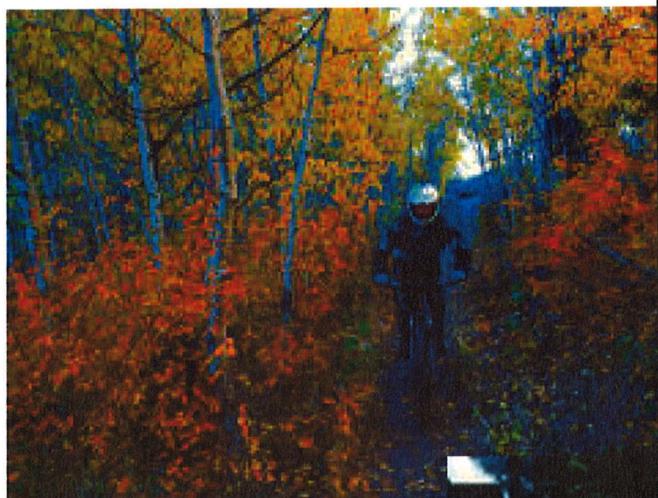
<http://www.senecahospital.org/home.html>

**Our County Sheriff:**

[https://www.youtube.com/watch?v=3M\\_nvQht7-c](https://www.youtube.com/watch?v=3M_nvQht7-c)

*RECRUITMENT  
EMAIL*

# No time for boredom in Plumas County!





5

Visit Plumas County  
562 Jackson Street  
Quincy, CA 95971

December 29, 2014

The Honorable Board of Supervisors,

Numerous lodging providers within Plumas County are interested in forming a Tourism Business Improvement District (TBID). We have been working with Civitas Advisors, the premier organization in California who has developed numerous successful projects throughout the state.

We are requesting the time to provide an informational presentation to you with Civitas Advisors. There is no action requested at this time.

Sincerely yours,

*Tracy Wixted*  
Tracy Wixted  
Treasurer, Visit Plumas County  
Lodging owner, Ranchito Motel, Quincy

## **Steps To Forming**

# **Tourism Business Improvement Districts**

### **1. Enact Legislation**

Every state must adopt its own laws allowing formation of business improvement districts. The laws should include provisions such as: formation procedures with an owner approval mechanism and a government approval mechanism; guidelines for operating the district including requirements for a governing document, requirements for levying and collecting the assessment, governance structure and requirements, reporting requirements, and the maximum district term; and procedures for modifying and renewing districts.

### **2. Form a Steering Committee**

A steering committee should be created to guide the district formation process. This committee should include lodging business owners, government representatives and others who are supportive of the proposed district. This committee will work with consultants, other business owners, and government officials to form the district.

### **3. Assemble a Database**

The foundation of the district formation process is a thorough and accurate database of the businesses that will be in the district. Information such as owner name and mailing address, room count, and gross revenue should be assembled. This information will be used to determine the district's annual budget and how much each business will pay into the district.

### **4. Develop a Business Plan**

The steering committee should meet with business owners to determine what the assessment will be, what services will be provided, and who will manage the district. The steering committee will develop a business plan that a majority of the business owners support. These parameters will be used to create the district's written business plan.

### **5. Owner Approval Process**

The owner approval process, which will be dictated in the adopted legislation, must be followed. This typically includes some form of voting on the proposed district.

### **6. Government Approval Process**

The adopted legislation will also prescribe a government approval process that must be undertaken. Typically the government will examine and approve the written documents, certify that there is enough support from owners to form the district, and officially order formation of the district.

# Tourism Marketing Districts

## CREATING JOBS. GROWING OUR ECONOMY.

### Introduction

Imagine an industry that is the backbone to nearly every local community throughout California. Imagine that because of government budget cuts, that industry lost the ability to fully market itself to its customers creating an economic tremor throughout the economy. The shaking spreads to other industries resulting in a ripple effect of lost jobs, missed opportunities, and an even further decline in state and local tax revenue. Even after the trembling stops, the aftershocks would be felt for years in multiple sectors and at every level of government.

This could have been the story of California's travel and tourism industry — the number one travel destination in the United States. In 2010, over 200 million visitors spent \$95.1 billion at local hotels, restaurants, small businesses, and tourist attractions. Their economic activity directly

#### California's Tourism Economy in 2010:

- 200 million VISITORS TO CALIFORNIA
- \$95.1 billion IN LOCAL SPENDING
- 873,000 jobs SUPPORTED
- \$6.1 billion IN DIRECT TAX REVENUES

SOURCE: VISIT CALIFORNIA

supported 873,000 jobs throughout the state and generated \$6.1 billion in direct tax revenue. During the Great Recession, tourism actually fared much better than many other industries with travel spending increasing by 7.5 percent between 2009 and 2010.<sup>1</sup>

The industry's resilience can be directly attributed in large part to the innovative use of Tourism Marketing Districts (TMDs). Instead of relying on increasingly scarce government funding, tourism-related businesses are banding together to self-fund tourism promotion efforts. TMDs are not only providing much-needed budget relief for local governments, they are creating a *virtuous cycle* of activity that benefits the entire economy.

This report provides an overview of California's TMDs including their economic impact, how they are formed and operated, and their importance to the long-term vitality of local communities throughout the state.

### TMD IMPACT ON JOBS, SPENDING, AND TAX REVENUE

California TMDs spent a combined \$140 million in non-tax funds for tourism promotion. Each \$1 invested produced a remarkable \$70 return for the economy.

CREATING JOBS	GROWING OUR ECONOMY	PROVIDING BUDGET RELIEF
<b>81,500 jobs</b> in 2010	<b>\$8.9 billion</b> Direct new tourism spending	<b>\$493 million</b> New tax revenue for State of California
<b>\$2.8 billion</b> Personal income for workers	<b>\$19.9 billion</b> Total direct, indirect, and induced tourism spending	<b>\$196 million</b> New tax revenue for local governments

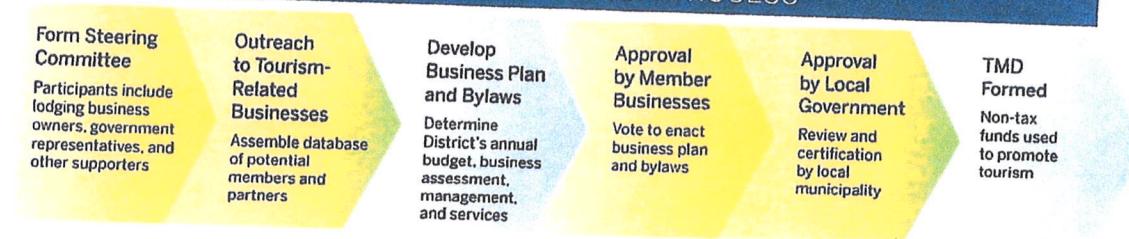
SOURCE: "Economic Impact of TMDs in California," Professor Patrick Tierney, San Francisco State University, March 2012



CALIFORNIA TRAVEL ASSOCIATION

Tourism Marketing Districts: Creating Jobs. Growing Our Economy.

## TYPICAL TMD FORMATION PROCESS



### TMDs: From Formation to Operation

TMDs can originate under one of two state laws — the "Property and Business Improvement act of 1994" or the "Parking and Business Improvement Area Law of 1989",<sup>ii</sup> which was used by 58% of those surveyed.<sup>iii</sup> They go by many names — Tourism Marketing Districts, Business Improvement Areas, and Lodging Improvement Districts. However, they all share the same mission — to provide stable, locally controlled funding to market a specific destination area with the goal of increasing lodging occupancy and tourism activity.<sup>iv</sup>

TMDs are among the most democratic of all public-private partnerships. TMD members collectively manage the operations. TMDs are formed by local businesses, led primarily by the lodging industry, in collaboration with the local convention & visitors bureau (CVB). The stakeholders agree upon the assessment — typically a 1%–2.5% assessment — as well as determine how best to utilize the funding. Moreover, the assessment is not a mandatory levy on local residents. Rather, it is self-imposed by participating businesses.

These entities do not operate in the wilderness, but are instead model examples of public-private partnerships with government oversight. Once the members establish their organizational by-laws and funding structures, the TMD must then be vetted and approved by their local government. That process ensures accountability and oversight at every step of the way. The partnership with the local convention & visitors bureau provides additional oversight and makes

TMDs are also referred to as  
 • Tourism Business Improvement Districts (TBID), or  
 • Tourism Improvement Districts (TID)

certain that the TMD's efforts are part of the region's overall tourism promotion strategy.

Most TMDs are formed within a remarkably short time frame — typically just six to twelve months. The greatest challenge is not in the actual approval process, but with education and outreach to potential members. However, as TMDs continue to demonstrate their value and overall success, more businesses are becoming aware of their benefits and are voluntarily seeking to form or participate in a TMD.

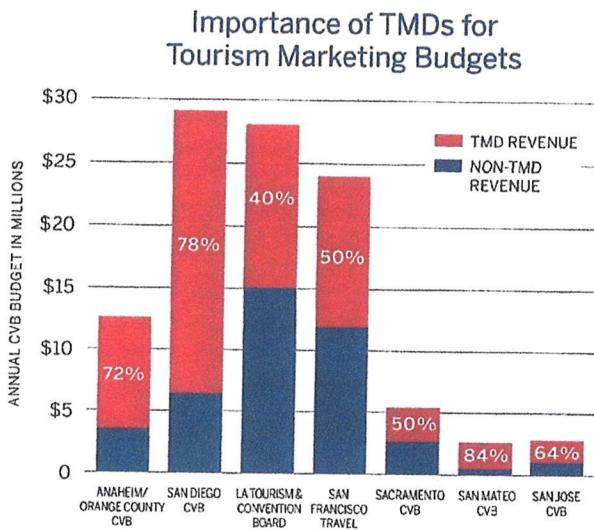
### The Economic Impact: A Virtuous Cycle For Communities

In order to understand the full breadth and depth of how TMDs impact our economy, Dr. Patrick Tierney, Professor of Recreation Parks and Tourism at San Francisco State University (SFSU), conducted the first-ever comprehensive study of TMDs currently operating in California. The March 2012 study evaluated data provided by twenty-one of the state's TMDs including the six largest — Anaheim, Los Angeles, Palm Springs, Sacramento, San Diego, and San Francisco.

The results of the study reinforce just how vital California's 65 TMDs have been to our broader economy. Combined, the state's TMDs spent more than \$125 million to market and promote their destinations in 2010. Their efforts generated \$8.9 billion in new, direct spending — a remarkable \$70 return for each dollar invested.<sup>v</sup> TMDs also serve as a major driver

- 65 TMDs IN CALIFORNIA
- \$8.9 billion IN NEW SPENDING GENERATED
- 81,500 jobs IN 2010
- \$689 million IN NEW STATE AND LOCAL TAXES CONTRIBUTED
- \$5.50 for every \$1 spent GENERATED TAX REVENUE RETURN ON INVESTMENT





The data above represents the most recent budget information provided by the CVBs.

**TMDs represent a growing percentage of total CVB budgets. This funding is vital for the long-term success of local tourism marketing efforts.**

of job creation, generating more than 81,500 jobs in the state of California in 2010.

This return on investment demonstrates the *virtuous cycle*. The self-assessed contributions made by TMD businesses allows for more consistent, and in some cases even greater spending, on tourism promotion. The larger marketing budget succeeds in attracting more visitors to the destination. More visitors lead to more money spent at local hotels, restaurants, small businesses, and tourist attractions. The increased economic activity results in participating TMD members contributing even more funds back into the TMD. Those additional funds further increases marketing and promotion budgets resulting in a *virtuous cycle* of investment and reinvestment that benefits the entire economy.

That cycle extends beyond the travel and tourism ecosystem providing much needed tax revenue for budget-strapped municipalities. TMD activities generated \$689 million in new tax revenue at the state and local level — \$5.50 in new tax local revenue for every dollar spent — a remarkable net benefit for government.

## TMDs — Value and Opportunity

### Budget Relief for Local Governments

A major strength of TMDs is that they provide local municipalities with even greater budget flexibility. Traditionally, the funds for tourism promotion have come primarily from the Transient Occupancy Tax (TOT) or "room tax" levied on visitors staying at local lodging. The local municipality is responsible for collecting the TOT that often goes straight into the general fund.

Ideally, all of the revenue is budgeted to the convention & visitors bureau in order to promote the destination. However, today's budget climate has forced many municipalities to divert a portion of that funding to backfill essential services such as police and fire operations, libraries, parks, and street maintenance.

TMDs provide a complementary funding source to the TOT. In a more prosperous economy, TMDs and TOT revenue would be combined in their entirety to provide maximum value. Unfortunately, that expectation is not realistic in today's budget climate. This is why 45 percent of TMDs were formed because of actual or potential budget reductions by the city or county.<sup>vi</sup>

**BOTTOM LINE: TMDs are replacing local tax dollars as the primary funding source for convention & visitors bureaus.**

### Saving Jobs, Creating New Opportunities

The *virtuous cycle* is also creating tourism opportunities for communities that never had a formal destination marketing mechanism. For example, Temecula and Placer Valley established their TMDs without a convention & visitors bureau in place. The community's self-funding of the TMD provided the catalyst for an entirely new focus on tourism as an economic engine. The revenue generated by the TMD provided a sustainable funding source that allowed both communities to establish convention & visitors bureaus in their region.

This also demonstrates that as more destinations begin using TMDs, other destinations are following suit. By either developing new capacity, such as in



Temecula and Placer Valley, or building upon existing resources, the increased competition will provide a statewide net benefit in overall tourism promotion in the long run.

**BOTTOM LINE: TMDs are creating new, good-paying jobs that cannot be outsourced.**

### Stable Revenue for Tourism Promotion

Just as TMDs are important for greater budget flexibility, they have also provided remarkably stable revenue for tourism promotion. Destinations utilizing TMDs are far more likely to stay competitive in the long run over those funded solely by the room tax. This is in large part because TMD funding cannot be diverted for any use beyond the tourism priorities established by the governing body and approved by the local municipality.

Convention & visitors bureaus are also benefitting from more stable funding as well as an overall increase in their budget. Nearly two-thirds of convention & visitors bureaus that participated in the SFSU survey indicated that their budgets increased by at least 30% after formation of a local TMD.<sup>vii</sup>

**BOTTOM LINE: Two-thirds of convention & visitors bureaus experienced at least a 30% budget increase.**

### Strengthening Communities

Finally, TMDs are strengthening the fabric of local communities by uniting stakeholders to promote economic development and help solve local budget issues. The nature of TMDs — from formation to governance to actual tourism promotion — is an excellent example of 21st century community building. The economic data reinforces the tangible economic benefits, but there is also the intangible and incalculable value of community members working together. TMDs are leveraging the best of both public and private sectors with the goal of creating jobs and new opportunities.

**BOTTOM LINE: The community buy-in required to form a TMD fosters new relationships and promotes creative collaboration.**

## Conclusion — Upward Momentum

As this report illuminates, TMDs are providing both stability and new opportunity during a time of great uncertainty. Their value for strengthening local economies and uniting communities is being proven over and over again across the state. The *virtuous cycle* is creating upward momentum that policymakers, businesses, and residents must continue to seize upon and support. While the economic ground may continue to shift as we continue towards recovery, TMDs are providing a solid foundation upon which to strengthen our travel and tourism economy for the years ahead.

### Tourism Marketing Districts (TMDs) in California

- Anaheim / Garden Grove
- Burbank
- Carlsbad
- Claremont
- Chula Vista
- Coronado
- Costa Mesa
- Dana Point
- Davis
- Del Mar
- Fairfield
- Folsom
- Fresno
- Half Moon Bay
- Huntington Beach
- Irvine
- Laguna Beach
- Lodi
- Long Beach
- Los Angeles
- Madera County
- Marin County
- Mariposa County
- Mendocino County
- Monterey County
- Morro Bay
- Napa Valley
- National City
- Newport Beach
- Oceanside
- Pacific Grove
- Palm Springs
- Pasadena
- Paso Robles
- Pismo Beach
- Placer Valley
- Rancho Cordova
- Redding City
- Redding Hilltop
- Richmond
- Sacramento
- San Diego
- San Francisco
- San Jose
- San Luis Obispo (City)
- San Luis Obispo (County)
- San Mateo
- Santa Barbara South Coast
- Santa Clara
- Santa Clarita
- Santa Cruz County
- Santa Rosa
- Santa Ynez Valley
- Sonoma County
- South Lake Tahoe
- Stockton
- Tiburon
- Torrance
- Tri-Valley
- Vallejo
- Ventura – Oxnard – Camarillo
- Walnut Creek
- West Hollywood
- Woodland

**IN PROCESS**

- El Dorado County
- Healdsburg
- Humboldt County
- Lancaster
- Santa Monica
- Sonoma
- Temecula

SOURCE: CIVITAS. UPDATED FEBRUARY 2012



## TMDs At-A-Glance

### SAN FRANCISCO

San Francisco's hotel owners and operators approved the formation of the city's TMD in 2008. Both Mayor Gavin Newsom and the Board of Supervisor's President, Aaron Peskin supported the formation and recognized it as an integral part of the city's economic development. In 2010, revenue generated by the TMD was 8 percent higher than initially forecasted, an indicator of more visitors to the city.<sup>vii</sup>



### FRESNO

In early 2010, the City of Fresno announced plans to eliminate its CVB due to budget constraints. Civic, government, and tourism stakeholders collaborated to establish a TMD in partnership with the neighboring City of Clovis<sup>ix</sup>. Because of the TMD's success, both the Fresno and Clovis city councils approved the formation the Fresno-Clovis Convention & Visitors Bureau. The new bureau is now marketing the area as entire "destination".

### LOS ANGELES

In June of 2011, Los Angeles took a dramatic step toward promoting the city as a travel destination by establishing a TMD. In 2010, LA spent nearly \$11 million on sales and marketing — less than half of the spending of other major CA cities and approximately one-eighth of Las Vegas' marketing budget. LA Inc., the LA CVB, is anticipated to generate \$11 million a year as an additional source of funding for tourism promotions.

### SAN DIEGO

Formed in 2008, the San Diego Tourism Marketing District (SDTMD) generated \$24.5 million in 2010-2011 for tourism promotion and related projects. The funding was instrumental in attracting 30 million visitors who spent \$7 billion in 2010. The district's success also includes a \$10 million per year budget savings for the City of San Diego now that the San Diego Convention and Visitors Bureau (SDCVB) is funded largely through the TMD.

### ENDNOTES

- <sup>i</sup> Visit California
- <sup>ii</sup> Civitas, "California Tourism Business Improvement Districts", <http://www.santacruzca.org/documents/TMDs.pdf>
- <sup>iii</sup> SMG/Civitas (p. 8)
- <sup>iv</sup> Gretzel and Philmon, "Business Improvement Districts: Best Practices in Policy, Structure and Collections", May 2010
- <sup>v</sup> Professor Patrick Tierney, "Economic Impact of TMDs in California", San Francisco State University, March 2012 (p. 7)
- <sup>vi</sup> SMG/Civitas, "Tourism Business Improvement Districts: A Study of Tourism Business Improvement Districts in California", November 2010 (p. 7)
- <sup>vii</sup> SMG/Civitas (p. 19, 22)
- <sup>viii</sup> Duxbury, "Rebound: Inns no longer on the outs: Higher rates, occupancy drive optimism", San Francisco Business Times, February 2011
- <sup>ix</sup> Clough, "Local hotels back fee to fund marketing", Fresno Bee, November 2010

## Church gets the boot by county government

Posted By [Chuck Norris](#) On 01/04/2015 @ 4:55 pm In [Commentary, Opinion](#) | [No Comments](#)

**Editor's note:** Chuck Norris' weekly political column debuts each Monday in WND and is then syndicated by Creators News Service for publication elsewhere. His column in WND often runs hundreds of words longer than the subsequent release to other media.

My wife, Gena, and I discovered this past week that in her small mountain hometown in California, our pastor's church was kicked out of the county building they were renting for Sunday church services. What's disgusting is that the eviction is engulfed in county political moves to stop the church from meeting there.

Mt. Lassen Community Church started last Easter 2014, being spearheaded by some long-term residents and respected community leaders, including teachers, law enforcement, principals, business owners, community activists and our pastor and former chaplain.

They rented a new (2012) county-run and taxpayer-paid-for public recreation building to meet in for a few hours every Sunday morning. After two months of meeting there, they were blessed by being given (free and clear) an old, closed-down theatre building. But instead of initially moving the church services there, those church leaders, who love their community and raised their families in the vicinity, decided to gift the old theatre building's primary use back to the community (instead of using it only as a church). They created a separate nonprofit theatre (Mt. Lassen Theatre) to help bolster the small town's flailing economy and encourage youth and other local businesses' community involvement.

The town loved the idea and is very excited about bringing back the theatre with an expanded venue that incorporates films, drama and concerts, as a full-page newspaper article in the local newspaper posted on the theatre's new website explains ([MtLassenTheatre.org](http://MtLassenTheatre.org)). They are seeking to do what many small towns across the country have done in restoring old theatres to help their local community and economy, as explained in the recent September 2014 Associated Press article, "Small towns try to rescue, restore downtown theatres" (also on posted on their website).

These community leaders were able to plan and start executing the theatre's renovation because the theatre building was empty and the recreational building was available for the Church's Sunday Services. So, they secured a popular local developer, hired a firm to survey the building, and started raising funds for its renovation just this past month. It was a perfect plan to help small-town America until the local county government decided to prioritize its own projects over the people's needs.

Instead of supporting the local constituency and these great nonprofit endeavors, the county government was bent on renovating a kitchen in that brand new (2012) recreational building that would allegedly take several months to finish and shut down the entire building. Then, the kitchen renovation grew into a few more nonessential projects that would take several more months to complete. The church leaders were given a 30-day eviction notice (effective Jan. 1, 2015) and forced to occupy the theatre building and postpone its complete renovation and theatre opening, because of the immediacy of their disposal during a busy Christmas season and because there was no other building in their small town suitable to occupy the new and growing church, its nursery and classrooms.

Of course, the county's eviction notice "provided" another way by offering the church a 70-year old badly insulated community hall across town in that snow country for the same rental price as the new recreation building. And with one more significant problem: There was absolutely nowhere for the church's nursery and kids class to meet besides an old kitchen area full of items that could risk child safety.

The church had no other choice based upon its concern for the babies and children alone. It had to enter the theatre building and postpone its continued renovation.

Ironically, or maybe not so, the county government discouraged the church's use of the recreation building before it even started meeting in it. Or do you think the following are merely "neutral and unintentional governmental actions" in an age in which secular progressivism is suppressing churches and Christian sentiment?

- Even after signing a contract with the county and before even occupying the county recreational building on Easter Sunday 2014, the church was told by county officials that it needed to "find another place to meet after Easter" because being a church might prohibit its use of the building based upon the separation of church and state.
- After protests by the church leaders, they were allowed to stay in the recreation building for an entire year, though their contract application said "indefinitely on Sundays," words penned by county personnel.
- The church was initially given full use of the entire building, until a few months later when the lock on the room they used for a nursery was unexpectedly and without notice changed. When inquiring after that Sunday why it was changed, they were told the county supervisor used it for her office and they weren't allowed to use it anymore. They then had to rent a separate facility a block away to care for the babies and small children who were brought to the church services, and you know how parents feel about being that far away from their kids.
- In August 2014, the county supervisor was given the OK to proceed with her plan for a kitchen renovation. But the church wasn't told about it until three months later – just one month prior to its mandatory eviction.
- The church was then given roughly 30 days to vacate the recreation building during a busy Christmas month, yet to date, even in this new year, there are still no official plans or even permits for the kitchen renovation.
- When the church appealed to use the main auditorium during the kitchen renovation, they were told the renovation expanded and there was "no workaround" for church meetings even in the main auditorium on Sunday mornings, despite the fact that Sunday is the day when most are not working.
- Wanting to reassure the congregation that they could return into the recreation building after its renovation months down the road, in the beginning of December, church leaders appealed to county officials to ensure their contract was good for 2015. They were reassured in writing that it would be binding "until the theatre renovation was complete." However, they were called by county officials on Dec. 30 last week – two days before the close of 2014, and informed their contract was no good for 2015.
- To add insult to injury, it broke our hearts to hear about my wife Gena's friend and old colleague at the sheriff station, Kate West, a well-respected reporter and leader in the community who has been the sole helper to the church as the local contact person for county facilities in that rural region (an hour north of the county seat and government). Kate was mysteriously, unexpectedly, surprisingly and immediately terminated from an 11-year position of renting out the county facilities a week ago on Dec. 28, 2014, in the very week when the church would have needed her help so they could check out or get a key for another facility.
- The church's sole-remaining contact for the use of any facility was then an hour away in the county seat of Quincy, and that sole contact (the chief of all county facilities) coincidentally left his office for two weeks and won't be back until the middle of January 2015. So even if the church today decided it wanted to use another county facility, there's no contact left to do so.
- Not a single time over the course of this last year did any county official except Kate West ever contact any church leader to ask or discuss what they thought, needed or desired in their occupancy or eviction.

I guess I've just become too conspiratorial in an age of White House-Benghazi-IRS cover-ups, but something doesn't smell right in the county zoo cage!

Please share the following with every church leader and small-town community leaders across America that you know.

As I wrote in my New York Times bestseller, our founders created the First Amendment to prohibit government from infringing upon our religious practices and free speech. What don't they get about the words that their duty is not to "prohibit the free exercise of religion ... or the right of the people peaceably to assemble"?

Case in point, here's what Thomas Jefferson (the so-labeled chief of all separatists) and James Madison (the father of the Bill of Rights) practiced and had to say about churches meeting in civic buildings. Warning: For those who don't know, the below information from the Library of Congress website might leave you stunned in shock as to where Jefferson and Madison (and other founders) met for church services throughout their presidencies.

The Library of Congress website states the following (italics mine):

#### The State Becomes the Church: Jefferson and Madison

It is no exaggeration to say that on Sundays in Washington during the administrations of Thomas Jefferson (1801-1809) and of James Madison (1809-1817) *the state became the church*. Within a year of his inauguration, Jefferson began attending church services in the House of Representatives. Madison followed Jefferson's example, although unlike Jefferson, who rode on horseback to church in the Capitol, Madison came in a coach and four. Worship services in the House – *a practice that continued until after the Civil War* – were acceptable to Jefferson because they were nondiscriminatory and voluntary. Preachers of every Protestant denomination appeared. (Catholic priests began officiating in 1826.) As early as January 1806 a female evangelist, Dorothy Ripley, delivered a camp meeting-style exhortation in the House to Jefferson, Vice President Aaron Burr, and a "crowded audience." *Throughout his administration Jefferson permitted church services in executive branch buildings. The Gospel was also preached in the Supreme Court chambers.*

Jefferson's actions may seem surprising because his attitude toward the relation between religion and government is usually thought to have been embodied in his recommendation that there exist "a wall of separation between church and state." In that statement, Jefferson was apparently declaring his opposition, as Madison had done in introducing the Bill of Rights, to a "national" religion. *In attending church services on public property, [however,] Jefferson and Madison consciously and deliberately were offering symbolic support to religion as a prop for republican government.*

So much for separation of church and state!

The following is the contact information for those local county officials in my wife's hometown county:

Supervisor Sherrie Thrall  
District 3 Plumas County supervisor  
sherrie.thrall@almanorpost.com  
520 Main St.  
Room 309  
Quincy, Ca. 95971  
Ph. (530) 283-6170  
Fx. (530) 283-6288

Dony Sawchuk  
Director of facilities/airport  
198 Andy's Way  
dony.sawchuk@countyofplumas.com

Quincy, Ca. 95971  
Ph. (530) 283-6299  
Fx. (530) 283-6103

Please also write those local church and theatre community leaders back in my wife's hometown and consider helping them raise the funds to find a new place to meet and restore that old theatre for their community's benefit. Maybe patriots everywhere might consider donating one of the theatre's engraved foundational bricks mentioned on their website with the words inscribed in them, "For God and country" and then list your hometown name. If you'd like to help out, go to [MtLassenTheatre.org](http://MtLassenTheatre.org). (All donations are tax deductible.)

Friends and fellow countryman, it's time to fight back against local and national government when they oppose your First Amendment rights and simultaneously help small-town America and our country at large in doing so.

What happened in my wife's hometown could happen in yours next.

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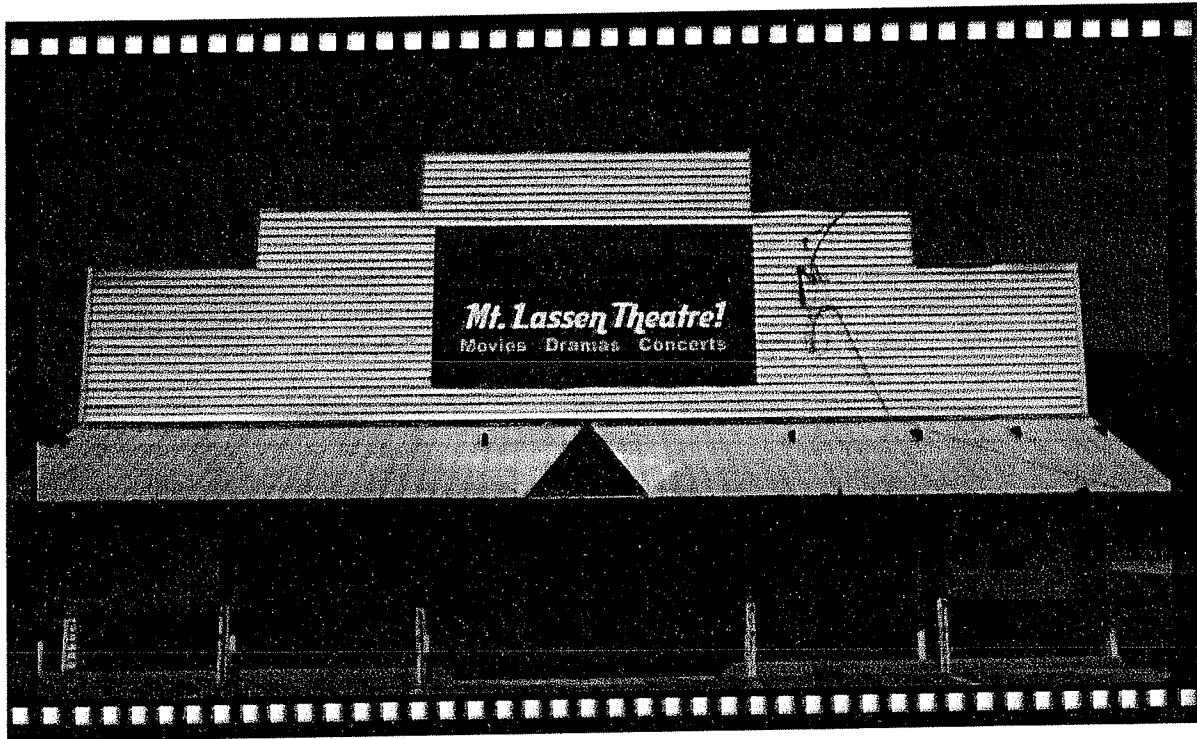
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MLCC to start meeting in theatre building this Sunday, Jan. 4!

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**Please share the news!**  
**Starting this Sunday, Jan. 4,**  
**Mt. Lassen Community Church**  
**will temporarily meet at the**  
**future Mt. Lassen Theatre**  
**building (200 Main St.) for our**  
**normal 8:30 & 10:30am Church**  
**Services....**

Below is not only an explanation why we are now meeting in the

**theatre building but also the story about “How babies, children, a church, and our community paid the price for a County’s kitchen renovation of a new recreational building....”**

**Happy New Year!**

Well, it's true! Mt. Lassen Community Church will be temporarily meeting at the future Mt. Lassen Theatre building (200 Main St. in Chester), starting this Sunday, Jan. 4 for its 8:30 & 10:30 am Church Services! Below is the story how we were forced to come to that decision, but it is also a spiritual testimony about how God takes what others mean for harm and turns it around for the good (Genesis 50:20)! Read on!....

Here's **the summary version** or "movie trailer," if you will, to use theatre language. It was only a little over a month ago that we, Mt. Lassen Community Church (MLCC), received mandatory notice from the County that on Jan. 1, 2015, we had to vacate the place we'd been renting on Sunday mornings since the Church's founding on Easter 2014--namely the Almanor Recreation Center (ARC--a county facility), because the new 2012 building was going to receive a kitchen renovation. We were told that we had to meet across town in the decades old Veterans Memorial Hall, but we discovered that it had absolutely NO accommodations for a nursery or a children's class except a poorly insulated kitchen area that could in no way be designed to adequately hold 8-12 babies and provide for a quiet classroom setting for a 15-25 children Sunday school class. So we appealed to the County to stay in the ARC while the kitchen was being remodeled (saying that we wouldn't use the kitchen), but the County told us that there was absolutely "no work-around" as they needed to use the ARC's main auditorium as a "storage and stage area." And even though being told by the County in Nov. 2014 that our rental contract was good for 2015 too, two days ago on Dec. 30—with less than 2 days left in 2014, the County informed us the contract was not good for 2015 but only for 2014. We had no choice. Because MLCC had no contract, no building, no key, and no further provision from the County that could accommodate our children and nursery too, we were forced on Dec. 30 to make a decision to use the theatre building before its renovation completion as Mt. Lassen Theatre. In turn, we are also being forced to postpone Mt. Lassen Theatre's renovation and start-up date for the community until MLCC can acquire a new building in which to meet during renovation that would also accommodate a nursery and children's class.

Now, if you want "the rest of the story," below is the more detailed look of MLCC's use of the ARC, and exactly how MLCC continually faced opposition or "coincidental obstacles" from the County about its use of the building. Despite being a good

steward of the building, cleaning up after others' events, creating a Community Service Day to weed and clean around it to show our appreciation, and always paying on time collectively more than any other group for our monthly use, from the outset MLCC faced a string of County obstacles that some might say were not so "coincidental." I'll let you be the judge.

We want to explain this to you, MLCC's congregation, in detail because you deserve to know them, as we, your leaders, want always to be honest with you. I'm not sorry for the long length of the following, because they are details you need to know. You have a right to know exactly why we are moving into the theatre with Church Services in the beginning of 2015, especially with such a short notice. And let me say emphatically that I convey the below without any malice or ill will to anyone. I wish no one any malice and in fact pray for those who are indifferent or might even work against MLCC's impact and care in our community. We are here only to help as we couple dozen leaders have proven in hundreds of lives across our mountain region for the past 20 years.

Please forgive my typos as I'm typing fast in order to join other leaders in preparing the theatre for Church Services this Sunday. The only things absent below are confidential information given to me that I obviously will not disclose, but if they were known, you need to know they would only amplify what is conveyed. So here's the story and truth...

- At the beginning of 2014, I (Pastor Todd) returned to the Lake Almanor area from Texas, where I was the Chaplain for the Chuck Norris Enterprises, because my wife Tracy faced a near-death hospitalization and doctors admonished us to acquire a more sedentary lifestyle for her recovery and two mental disorders (PTSD and Bipolar 2). Upon returning to Chester, I was approached by dozens who echoed the need for another church in the local community. After much prayer, I realized God was also calling me back to start MLCC.
- In Feb 2014, sixteen community leaders, friends, and long-term residents (made up of law enforcement, teachers, principals, forestry workers, business owners, community advocates, etc.) worked with me to establish MLCC. As a meeting place, we signed a contract with Plumas County to use the Almanor Recreation Center in Chester (a brand new—2012 completed--public building) on Sunday mornings for Church services, starting Easter Sunday, Apr. 20, 2014.
- In March, before ever occupying the building, however, we were "coincidentally" told by County officials that we, the leaders of MLCC, needed

to “make provisions for meeting somewhere else after Easter because you likely cannot use the ARC as a church.” I responded to the County by writing a lengthy treatise on churches’ rights to meet in public buildings.

- Again, before occupancy, I met with Plumas County Supervisor, Sherrie Thrall, who told me that some people didn’t want MLCC to meet in the ARC and that she would like the contract for our use to extend no longer than a full year. (I had no idea that she meant less than a year with the completion of 2014.)
- On Apr., 20, 2014, our first Sunday started with 200 people in attendance at two church Services, clearly showing the need and desire for MLCC in our mountain community.
- In May of 2014, we were doubly blessed to be given (free and clear) the old Chester Theatre building. After much prayer and consideration for the town and community that we all love and raised our children in, rather than use the building as only a church, we decided to gift its primary use back to the community as Mt. Lassen Theatre ([www.MtLassenTheatre.org](http://www.MtLassenTheatre.org)) with an expanded venue of movies, dramas, and concerts, because of the lack of year-round entertainment in the area and to help bolster the economic engine in the area, too. Our goal ever since has been to renovate the 70-year old theatre building while we stayed temporarily in the ARC for Church Services. The new Mt. Lassen Theatre would operate as a separate, non-profit organization with its own board and executive leadership. The building would be given primarily for the theatre’s exclusively use, except on Sunday mornings when the church would use it only for its Sunday church services like we do at the ARC. Outside of that, we would have no offices or any other space need.
- MLCC was initially allowed full use of the ARC facilities, including a small empty room adjacent to the main auditorium with only a small desk in it (with nothing on it). We were given permission by the County to use that room as a nursery on Sundays to care for babies because it was so close to the main auditorium for concerned mothers. But after only a few months of use, we came in one Sunday to find that the lock to that “nursery room” had been “coincidentally” changed without any prior notice to us. When we acquired about it later in the week, we were told that the County Supervisor used that room for her office and that we were no longer able to use it on Sunday mornings. We then were forced to rent a separate facility a block away from the ARC to house and care for our nursery babies on Sunday mornings.
- Two months later (I believe in September), thanks to the herculean efforts of reporter and recreational district leader Kate West, the modular right next to the ARC was cleaned out and reopened for an after-school program and also for rental by other groups. Thanks to God and Kate that we were able to rent that building from the recreation department/district (not County operated) for a

nursery and children Sunday school class!

- Unbeknownst to us, however, in Aug. 2014, the County Supervisor obtained the green light to proceed with her kitchen renovation of the ARC. We were “coincidentally” not told anything about it until three months later in mid-November, when we were also ordered to vacate the ARC for Jan-Feb 2015 for the kitchen renovation. We didn’t even have time to discuss or tell the congregation about our “ARC soft eviction” before it “coincidentally” made front-page news just 6 days after we were informed.
- We were not being asked to leave the ARC but told to leave it and meet in the respectfully dilapidated Veterans Memorial Hall at the same rental rate as the ARC, even though we knew the Memorial Hall didn’t have the adequate space or atmosphere for a children’s class for 15-25 kids and a nursery for up to a dozen babies.
- As mentioned above, we appealed to the County to stay in the ARC while the kitchen was being remodeled (saying that we wouldn’t use the kitchen), but the County told us that there was absolutely “no work-around” as they needed to use the ARC’s main auditorium as a “storage and stage area.” Not a single discussion, question or communication was made by County officials to any MLCC leaders in pursuit of accommodating MLCC’s needs in this mandated matter.
- Since being called to vacate the ARC, the renovation has also “coincidentally” expanded in scope and time to include new things like floor repair, so that it was necessary for the County to shut down the ARC for an even longer, undetermined amount of time that would go on for a minimum of four months or beyond.
- Because we were becoming leery that the County would allow MLCC to return into the ARC after its renovation was completed, we checked with the County on Nov. 20, 2014 to see if our contract was good for 2015 or if we would need a second contract to return to the ARC after its renovation. County officials absolutely ensured us by email that there was no need to sign a second contract for 2015 and that our contract was good for ARC occupancy “until the theatre renovation was completed.”
- However, two days ago on Tues., Dec. 30, with only two days left in 2014, I was “coincidentally” told by the County that our ARC contract was NOT good beyond 2014. So we not only had no assurance of re-entering the ARC after its renovation, we had no contract or key for even meeting at the Memorial Hall this first Sunday of 2015, despite we were promised all of it back in November.
- Unfortunately, this next “coincidence” is one of the most unbelievable. In order to acquire the key for the Memorial Hall for this upcoming Sunday Services as the County pledged to provide in November, on Monday morning (Dec. 29) I

contacted the local Plumas County facility representative, multi-hat and talented reporter **Kate West, who has been nothing but a genuine friend and supporter to MLCC and me throughout this past year and is to be faulted for absolutely nothing throughout this ordeal.** She unfortunately informed me that she was immediately terminated from her 11-year position overseeing and renting Plumas County facilities in our region, effective the day before she found out on Sun., Dec. 28. Another “coincidence” that worked negatively against MLCC! What that means, among many other things, is that we (MLCC) “coincidentally” could not get a Memorial Hall key from her, sign another contract if we had to, or anything else that we needed regarding any facility use.

- Kate West informed me on Monday that any further dealings or questions about county facilities would have to go through County personnel in Quincy, so I emailed and called the County facilities personnel on Monday morning to get a key for the Memorial Hall as they promised. After two days with no reply, we, MLCC’s leaders, had to make some type of plans for the upcoming 2015 Sundays’ meeting place for church services, so the leaders met and chose the only place we had, but the place God had provided and given us months ago: the old Chester theatre building. We knew this would mean that we would have to defer (at least in time) renovation work on the theatre, but we got busy over the last few days preparing it for Church Services by moving all of our church stuff into it.
- As of early Wednesday, 12/31—the last day of 2014, MLCC leaders and congregation were “coincidentally” without a county facility, a county facility contract, contact, key or any provision (despite being told we had all of them back in Nov.) to use either the Almanor Recreation Center or the Veterans Memorial Hall—or any county facility.
- Later Wednesday morning, 12/31, with only hours left before the County offices closed for a four-day New Years Eve weekend, I received a call from the County to tell me that the facility personnel down there were authorized to give us a 30-day rental at the Memorial Hall if I signed a new monthly contract. 30 days? First, we’re able to meet for a year, and now only in 30-day increments? I was also told that we “may be asked to sign new agreements on a monthly basis.” This is simply another of a long line of examples of the County giving us no time to discuss or decide (as if I can immediately pull together a dozen people on my board on a New Year’s Eve or New Year’s Day), then communicate our decisions to the whole congregation and coordinate the entire move within a day or two of being in the Memorial Hall on this Sunday. We have grown tired of the last-minute late notices from the County (like the month notice to vacate the ARC, being told our contract was valid then not valid 2 days before the end of contract year, and then just

yesterday hearing that we can finally use the Memorial Hall, etc.). Though I told County officials that I would discuss this entire situation after the holidays with my board, the fact is that we already know there is no way the Memorial Hall will accommodate a nursery and children's classes, too, and we simply will not compromise our care for God's little ones. So we are left without recourse by the County to temporarily meet in the theatre building as we discuss future options.

- On Tuesday, I was also told by email from a County official that, "I also *believe* that your congregation will be allowed to use the ARC on Sundays again once the renovations are completed." "Believe"?! We've been here before. These are the very same types of pledges and promises that we were told before but with no assurance and no one to guarantee. Based upon what we've experienced over the past year, I can virtually guarantee you by the time the renovation is done in the ARC (April, May or June?) that there will be a new policy in place something like: "no organization can rent the facility on the weekends for more than X amount of weekends so that others are given opportunity to use it," hence churches will be further indirectly discouraged and prohibited from using public county facilities.
- It is most unfortunate that all of what MLCC experienced at the ARC could have been easily remedied if the County dealt with MLCC's mandatory move months ago when the kitchen renovation was given a green light back in August. Or even if they found some way to accommodate MLCC's Sunday morning-only continuance at the ARC during renovation (something other long-term contractors and developers in the area have said they easily could easily work around).

Is most of the above coincidences working against MLCC or have some worked and maneuvered time, events, people, and even our church to make sure we are out of County-run public facilities? I'll let you decide.

It has been said that the kitchen renovation was being done with virtually no costs to taxpayers, but in the end, there has certainly been a price to be paid by babies, children, a church, and our extended community members, who now have to deal with the postponement of their new community theatre. But I guess we should simply overlook those costs and sacrifices--let alone the load of advertisement money MLCC has spent to direct people to the ARC--and be grateful that the ARC kitchen is being renovated.

In addition, because MLCC is now not using the ARC and cannot use the Memorial Hall, while we are glad to be saving money by being in the theatre (which costs us nothing but utilities), the County is losing hundreds of dollars every month in rent for

its facilities because we are no longer renting them. In addition, the County has taken away future monies from the Recreation department who was receiving additional funds from us every week for the Sunday rental of the modular for our nursery and children's classes.

One thing is for sure: You can bet that every one of the above "coincidences" have an expedient and political reason or answer. But the biggest question is: In an age in which Christianity and churches everywhere are being squeezed from influence in society, are these string of coincidences really a coincidence?

To quote president Franklin D. Roosevelt, "In politics, nothing happens by accident. If it happens, you can bet it was planned that way."

Much more poignant, please remember that the First Amendment of the U.S. Constitution was created for the very purpose of prohibiting government interference from citizens' free expression of religion and speech. Churches across the land rightly occupy public schools and other civic buildings everywhere on Sunday mornings because they are an expression of American citizens' freedom and Constitutional rights.

What most don't know is that America's founders, even the very drafters of "so-called separation between church and State"—namely Thomas Jefferson and James Madison (the latter being the principle author of the Bill of Rights), met in public buildings for Church services!

The website of the Library of Congress in Washington, D.C. even explains this very fact this way (underline mine):

*The State Becomes the Church: Jefferson and Madison*  
<http://www.loc.gov/exhibits/religion/rel06-2.html>

*It is no exaggeration to say that on Sundays in Washington during the administrations of Thomas Jefferson (1801-1809) and of James Madison (1809-1817) the state became the church. Within a year of his inauguration, Jefferson began attending church services in the House of Representatives. Madison followed Jefferson's example, although unlike Jefferson, who rode on horseback to church in the Capitol, Madison came in a coach and four. Worship services in the House--a practice that continued until after the Civil War--were acceptable to Jefferson because they were nondiscriminatory and voluntary. Preachers of every Protestant denomination appeared. (Catholic priests began officiating in 1826.) As early as January 1806 a female evangelist, Dorothy Ripley, delivered a camp meeting-style*

*exhortation in the House to Jefferson, Vice President Aaron Burr, and a "crowded audience." Throughout his administration Jefferson permitted church services in executive branch buildings. The Gospel was also preached in the Supreme Court chambers.*

*Jefferson's actions may seem surprising because his attitude toward the relation between religion and government is usually thought to have been embodied in his recommendation that there exist "a wall of separation between church and state." In that statement, Jefferson was apparently declaring his opposition, as Madison had done in introducing the Bill of Rights, to a "national" religion. In attending church services on public property, [however,] Jefferson and Madison consciously and deliberately were offering symbolic support to religion as a prop for republican government.*

Friends, please remember, it was never MLCC's goal to permanently occupy a public building, but only to do so while we renovated the old Chester Theatre building to give way for the larger Mt. Lassen Theatre—an independent, 501c3 non-profit theatre with its own board and operating executives. We were temporarily in the ARC to help the community--period.

Now, let me address the spiritual aspect of all of this, lest some of you thought I forgot I'm a pastor. Are we worried? Absolutely not. As a matter of fact, we leaders are rejoicing that God gave us a theatre building months ago. God is good! All the time! And He's NOT surprised by any of this or anyone's reactions for or against His Church. In fact, He has been preparing and providing for us long ago! Praise be to God!

I have many thoughts over our building saga and provision and all of them can be found in Scriptures and thoughts like the following:

Philippians 4:19: "*And my God will meet all your needs according to the riches of his glory in Christ Jesus.*"

Matthew 5:10-11: "*Blessed are you when you are persecuted for My name sake.*"

1 John 4:4: "*Greater is He in us than he that is in the world.*"

Genesis 50:20: "*What others use for harm, God will turn around and use for the good*"

Galatians 6:7: "*God is not mocked. What a man sows, he reaps.*"

Edmund Burke's: "Evil flourishes when good men do nothing."

By the way, if you want to share your sentiment about this situation with the County, that is your complete right to do so. But before you do, please pray and remember to temper all you share with love and concern. We don't like what has unfolded either, but you already know that is no reason for being ill-tempered in our response.

**The following are the County officials contact information:**

**Supervisor Sherrie Thrall**

**District 3 County Supervisor**

[sherrie.thrall@almanorpost.com](mailto:sherrie.thrall@almanorpost.com)

**520 Main St.**

**Room 309**

**Quincy, Ca. 95971**

**Ph. (530) 283-6170**

**Fx. (530) 283-6288**

<http://www.countyofplumas.com/index.aspx?NID=231>

**Dony Sawchuk**

**Director of Facilities/Airport**

**198 Andy's Way**

[dony sawchuk@countyofplumas.com](mailto:dony sawchuk@countyofplumas.com)

**Quincy, Ca. 95971**

**Ph. (530) 283-6299**

**Fx. (530) 283-6103**

<http://www.countyofplumas.com/index.aspx?nid=83>

Due to the immediate nature for preparing the theatre for MLCC's occupancy this Sunday, I will not be able to answer questions about the above until Sunday, when I will set aside a specific time to answer questions. In between Church Services this Sunday (Jan. 4), the other MLCC leaders and I will be available to answer questions on this matter, so please join us between 9:45-10:10AM if you have any questions.

**Lastly, and maybe most importantly,** please remember as I've said on past Sundays, the Church is not a building but a people! And it doesn't matter what we occupy; we, God's people, make up His Church wherever we are. As one person told me, if we were huddled around a wood burning stove in a barn, we'd still be His Church! How true, and how interesting that it is a few of our visions to one day

purchase the old Olsen Barn, restore that vintage landmark and look, and turn it into a Church simply called, “The Barn.” We only need \$1 million dollars to do it! J

Because of our temporary occupancy of the theatre, we of course must modify our renovations plans to some degree (or at least the time frame), depending upon how long we need to stay in the theatre and whether or not we can (or want to) return to the ARC after its renovation. Until then, we need to continue to raise the funds for the theatre’s renovation and are as determined as ever that God is calling us to raise up this independent non-profit community theatre to help provide for entertainment and bolster our community. I just heard Mt. Lassen Theatre’s new Executive Director, Gwen Meinhardt, say “AMEN!”

As a kick off to the New Year, if you can help with even a \$1 donation toward its renovation, please do so today by going to the theatre’s website at [www.MtLassenTheatre.org](http://www.MtLassenTheatre.org) We truly need your and others’ help! We are trying to raise \$500,000 for the theatre renovation and could meet that by 500 people in the community or across the country who would give \$1000 gifts. We are even offering options to place an engraved brick or seat in the new theatre, and are grateful and excited that some have already enrolled for those! But whatever the case, please give something this new year and show your support for Mt. Lassen Theatre and our small town mountain community we are trying to help. You can make online donations at <http://mtlassentheatre.org/donate-a-brickseat.html> (All financial gifts are tax-deductible, as the theatre has approved 501c3 non-profit status)

God is on the move, friends! Let there be no doubt about it!

**See you this Sunday, Jan. 4, and subsequent Sundays thereafter at the theatre building (200 Main St. in Chester) for a message of HOPE and new beginnings!**

***“Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen.”***  
(Ephesians 3:20-21)

Pastor Todd DuBord  
[www.MtLassenCommunityChurch.org](http://www.MtLassenCommunityChurch.org)  
[www.MtLassenTheatre.org](http://www.MtLassenTheatre.org)

# BOARD OF SUPERVISORS

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January 8, 2015

Ms. Kari Morrow  
Director of Administrative Services  
Department of Food and Agriculture  
1220 N Street, Room 124  
Sacramento, CA 95814

Re: Agricultural Commissioner Revenue – F&A Code Section 224(g)

Dear Ms. Morrow:

Since the start of the economic recession early in 2008, Plumas County has experienced a prolonged decline in revenues. Tax assessment rolls were -8.3% in 2010, -6.7% in 2011, -2.77% in 2012, -0.48% in 2013, and +1.21% in 2014. In order to balance the County budget in light of mostly declining revenues, County general fund departments, including the Agriculture Department, were required to furlough all employees four hours per week, until October 6, 2013. One of the Departments three employees then resigned for a job in another county. A new employee was hired to replace the employee who resigned, but the position remained unfilled for three months until the new inspector could report to work. Further dropping general fund expenses for the department was an unexplained failure by USDA Wildlife Services to invoice Plumas County for about \$10,000 for services provided as per contract. All the above factors created a noticeable fall in expenditures for our Agriculture Department.

The good news is the bottom of the recession appears to have been reached, the Agriculture Department has maintained its integrity through the economic turmoil, and the Plumas County Board of Supervisors is supporting the efforts by the Agriculture Commissioner to rebuild the Department back to historical levels of staffing.

It is apparent that Plumas County was still going through an economic hardship during FY 2013-2014. We ask that the California Department of Food and Agriculture grant us an exemption for Section 224.5(3) of the Food and Agriculture code for economic reasons.

If you should have any questions please do not hesitate to contact me.

Sincerely,

Kevin Goss, Chair  
Plumas County Board of Supervisors



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE  
Karen Ross, Secretary

December 18, 2014

Mr. Jon Kennedy  
Chair, Board of Supervisors  
County of Plumas/Sierra  
520 Main Street, Room 309  
Quincy, CA 95971

Dear Mr. Kennedy:

Subject: Agricultural Commissioner Revenue - Food and Agricultural Code Section 224(g)

California Department of Food and Agriculture (CDFA), Financial Services Branch has completed its review of the County Annual Financial Statements (AFS) for the period ending June 30, 2014. Included in the review was an analysis to determine if each county met all criteria required by Food and Agricultural Code (FAC) Section 224.5, which states the following:

*In order to be eligible for the transfer specified in subdivision (g) of Section 224, counties must meet all of the following criteria, as determined by the secretary:*

- (1) Currently employ or contract with a licensed agricultural commissioner.*
- (2) Submit annual agricultural expenditure reports to the department in a timely manner.*
- (3) Maintain county general fund support for agricultural commissioner services at least equal to the average amount expended for the five preceding fiscal years, unless the county is facing unusual economic hardship that precludes that support.*

The enclosed information reflects the amounts used to determine the five-year average identified in the third criterion, also referred to as Maintenance of Effort (MOE). The analysis of the net county expenditures during the five preceding years indicates Plumas/Sierra County did not meet the MOE. This could result in the loss of Plumas/Sierra County's fiscal year 2014-15 unclaimed gas tax estimated reimbursement in the amount of \$43,963.

CDFA understands that mitigating circumstances may have caused Plumas/Sierra County to not meet all of the above criteria. Therefore, it is important to provide a justification explaining why the MOE was not met.

Please provide a justification by January 30, 2015, to my attention as follows:

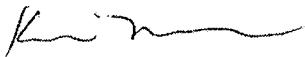
Kari Morrow, Director of Administrative Services  
Department of Food and Agriculture  
1220 N Street, Room 124  
Sacramento, CA 95814



Mr. Kennedy  
December 18, 2014  
Page 2

Responses will be reviewed by the California Agricultural Commissioners and Sealers Association (CACASA) Finance Committee and CDFA management. Recommendations will be forwarded to the CDFA Executive Office for final consideration.

Sincerely,



Kari Morrow  
Director, Division of Administrative Services

cc: Tim Gibson, Agricultural Commissioner  
Kurt Florin, President, CACASA  
Gary Leslie, County Liaison, CDFA  
Debbie Ackerman, Chief, Financial Services Branch, CDFA  
Kristi Duprey, Associate Accounting Analyst, Financial Services Branch, CDFA

Enclosure

**Plumas County**  
 (Plumas and Sierra counties split 80/20)  
**Analysis of FAC 224.5 - County GF Maintenance Effort**  
**Net Agricultural Expenditures 5-Year Average**  
**For Annual Financial Statements Ending FY 2013-2014**  
 (Includes Pesticide Regulation Activities  
 and Total Regulatory Reimbursements)

AFS	Fiscal Year	Net County Expenditures	Total Agricultural Expenditures	Total Agricultural Revenues
<b>Years dropped from the 5-year Average:</b>				
	Ending FY 2003-2004	13,722 a/	187,282	173,560
	Ending FY 2004-2005	121,785 a/	197,440	75,655
	Ending FY 2005-2006	120,309 a/	231,007	110,698
	Ending FY 2006-2007	129,723 a/	257,440	127,717
	Ending FY 2007-2008	41,225 a/	185,458	144,233
<b> </b>				
Year 1	Ending FY 2008-2009	54,254 a/	210,217	155,963
Year 2	Ending FY 2009-2010	172,890 a/	325,369 *	152,479 *
Year 3	Ending FY 2010-2011	78,881 a/	278,962	200,082
Year 4	Ending FY 2011-2012	135,483 a/	365,791	230,308
Year 5	Ending FY 2012-2013	63,267 a/	267,150	203,882
<b> </b>				
	<b>5-Year Average</b>	<b>100,955 b/</b>	<b>289,498</b>	<b>188,543</b>
<b> </b>				
Report	Ending FY 2013-2014	33,542 a/	187,764	154,222
<b> </b>				
<b>Meets Criterion per FAC 224.5</b>		<b>No c/</b>		
<b>Amount Below Average</b>		<b>-67,413 d/</b>		

\* Revised statements for FY 2009-2010 received November 10, 2011.

a/ Formula represents the net county expenditures: =ROUND(SUM(J20-M20),0)

The amount represents the difference between the expenditures and the revenue/reimbursements.

b/ Formula represents 5-Year Average: =ROUND(+(\$SUM(G20:G24))/5,0)

This amount represents the average for Year 1 through Year 5.

c/ Formula calculates if criterion met: =IF(G30>G27,"Yes","No")

This formula identifies if the Current Annual Financial Statement Net County Expenditures are greater than the 5-year average.

d/ Formula calculates amount below average: =IF(G30>G27,"N/A",G30-G27)

If the criterion is not met, the difference between the Current Annual Financial Statement and the 5-year average is calculated.

Sierra County  
 (Sierra and Plumas counties split 20/80)  
 Analysis of FAC 224.5 - County GF Maintenance Effort  
 Net Agricultural Expenditures 5-Year Average  
**For Annual Financial Statements Ending FY 2013-2014**  
 (Includes Pesticide Regulation Activities  
 and Total Regulatory Reimbursements)

AFS	Fiscal Year	Net County Expenditures	Total Agricultural Expenditures	Total Agricultural Revenues
<b>Years dropped from the 5-year Average:</b>				
	Ending FY 2003-2004	3,431 a/	46,821	43,390
	Ending FY 2004-2005	30,446 a/	49,360	18,914
	Ending FY 2005-2006	30,078 a/	57,752	27,674
	Ending FY 2006-2007	32,431 a/	64,360	31,929
	Ending FY 2007-2008	10,307 a/	46,365	36,058
Year 1	Ending FY 2008-2009	13,563 a/	52,554	38,991
Year 2	Ending FY 2009-2010	43,222 a/	81,342 *	38,120 *
Year 3	Ending FY 2010-2011	19,720 a/	69,741	50,020
Year 4	Ending FY 2011-2012	33,871 a/	91,448	57,577
Year 5	Ending FY 2012-2013	15,817 a/	66,787	50,971
<b>5-Year Average</b>		25,239 b/	72,374	47,136
<b>Report</b>	<b>Ending FY 2013-2014</b>	8,386 a/	<b>46,941</b>	<b>38,555</b>
<b>Meets Criterion per FAC 224.5</b>		No c/		
<b>Amount Below Average</b>		-16,853 d/		

\* Revised statements for FY 2009-2010 received November 10, 2011.

- a/ Formula represents the net county expenditures:  $=ROUND(SUM(J20-M20),0)$   
The amount represents the difference between the expenditures and the revenue/reimbursements.
- b/ Formula represents 5-Year Average:  $=ROUND(+((SUM(G20:G24))/5,0)$   
This amount represents the average for Year 1 through Year 5.
- c/ Formula calculates if criterion met:  $=IF(G30>G27,"Yes","No")$   
This formula identifies if the Current Annual Financial Statement Net County Expenditures are greater than the 5-year average.
- d/ Formula calculates amount below average:  $=IF(G30>G27,"N/A",G30-G27)$   
If the criterion is not met, the difference between the Current Annual Financial Statement and the 5-year average is calculated.