

## **BOARD OF SUPERVISORS**

Terrell Swofford, 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, Chair 3<sup>rd</sup> District

Lori Simpson, Vice Chair 4<sup>th</sup> District

Jeff Engel, 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF MARCH 08, 2016 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

[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

10:00 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) INFORMATION TECHNOLOGY**

Authorize payment of \$11,610 to Strategy 7 Corp. without a contract for software maintenance/support

#### **B) PUBLIC WORKS**

Approve Amendment No. 1 to On-Call Civil Engineering Services Contract with Dokken Engineering of \$62,000 to provide services on the SR70-East Quincy Pedestrian Improvement project, subject to approval by County Counsel

#### **C) PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign service agreements related to the Ryan White Part B Program for Fiscal Year 2016-2017

• ASUR-Marc Eastman	PARTB1617ASUR	\$1,800
• Rhonda Brown, R.N.	PARTB1617BROWN	\$8,500
• Great Northern Corporation	PARTB1617GNC	\$62,650
• Lassen County Public Health	PARTB1617LCPH	\$13,231
• Modoc County Public Health	PARTB1617MCPH	\$3,000
• Sierra County Public Health	PARTB1617SCPH	\$3,000

### **2. AMERICAN RED CROSS**

Adopt PROCLAMATION Proclaiming March 2016 as American Red Cross Month. **Roll call vote**

### **3. DEPARTMENTAL MATTERS**

#### **A) LIBRARY – Lynn Sheehy**

Approve budget transfer of \$6,946 from 20670/521900 Professional Services to 20670/51020 Other Wages for contract employee salaries; discussion and possible action

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

Approve budget transfer of \$7,000, Budget Unit 20640 for hiring of an extra help Veterans Service Representative I/II; discussion and possible action

#### **C) ENVIRONMENTAL HEALTH – Jerry Sipe**

Introduce and waive first reading of an **ORDINANCE** amending Section 6-6.12(b) of Plumas County Code Pertaining to Septic Tank Construction; and approve Notice of Exemption stating this project will not have a significant effect on the environment. **Roll call vote**

#### **D) AUDITOR/CONTROLLER – Roberta Allen**

Authorize Auditor/Controller to recruit and refill 1.0 FTE Assistant Risk Manager position being vacated due to employee retirement effective June 30, 2016; discussion and possible action

#### **E) SHERIFF – Greg Hagwood**

Continued from March 01, 2016, approve and authorize the Chair to sign Agreement between County of Plumas and RSH, Inc. dba Horton Tire Center of \$20,000 for vehicle maintenance and service; approved as to form by County Counsel

### **4. BOARD OF SUPERVISORS**

- A. Continued from March 01, 2016, consider request from Shasta Cascade Wonderland Assoc. for funding of \$300 for the 2016 Shasta Cascade Annual Tourism Summit to be held April 07, 2016; 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.
- D. Appointments

#### **PLANNING COMMISSION**

Appoint Shauna Rossington to the Planning Commission representing District 2

### **5. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Director of Facility Services/Airports
- B. Personnel: Public employee performance evaluation – Human Resources Director
- C. Personnel: Public employee discipline/dismissal/separation
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, March 15, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.



# Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 208

Quincy, California 95971

Phone: (530) 283-6263

Fax: (530) 283-0946

David M. Preston  
Information Systems Manager

DATE: March 8, 2016  
TO: Honorable Board of Supervisors  
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF MARCH 8, 2016 RE:  
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Approval of payment for software maintenance/support as specified below.

## **Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Strategy 7	Genero Software Support	\$ 11,610.00

These funds have been budgeted as part of the 2015/2016 IT budget.

# 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



## CONSENT AGENDA REQUEST

For the March 8, 2016 meeting of the Plumas County Board of Supervisors

February 29, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: To Request Authorization for approval of Amendment No. 1 of the On-Call Civil Engineering Services Contract with Dokken Engineering for \$62,000 to provide civil engineering services on the SR70 – East Quincy Pedestrian Improvements project.

A handwritten signature in blue ink that reads "Robert A. Perreault".

### Background:

The County of Plumas previously obtained funding through the Safe Routes to Schools program to close a pedestrian walkway gap on State Route 70 in Quincy. The Plumas County Department of Public Works will be completing the design and construction of pedestrian walkways along the north side of State Route 70 in East Quincy near Mill Creek. The project limits begin at the east end of the existing pathway at La Sierra Lanes and end near the Mill Creek Road intersection. The project includes improvements consisting of asphalt pathway, concrete sidewalks, curb ramp and a pedestrian bridge over Mill Creek.

Dokken Engineering will assist the Department in the completion of the final design and the construction bid documents. The Department anticipates awarding a construction contract this calendar year. The project is currently budgeted the Department's FY 15/16 construction projects' budget under Work Order #SR2S.

### Recommendations:

The Director of Public Works respectfully requests authorization for Chair of the Board of Supervisors and the Director of Public Works execute Amendment No. 1, subject to approval as to form by County Counsel.

Attachment

**AMENDMENT NO. 1**  
to the  
**PROFESSIONAL SERVICES AGREEMENT**

**On-Call Civil Engineering Services for  
Transportation Improvement Projects in  
Plumas County, California**

The January 25, 2016 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS (“County”) and DOKKEN ENGINEERING INC. (“Consultant”), is hereby amended on \_\_\_\_\_, 2016 as follows:

The “County” has identified the need for professional services on the following project:

**PROJECT: SR70 East Quincy Pedestrian Improvements Project  
Department of Public Works - Work Order #SR2S)**

Project Background

The County of Plumas previously obtained funding through the Safe Routes to Schools program to close a pedestrian walkway gap on State Route 70 in Quincy. The Plumas County Department of Public Works will be completing the design and construction of pedestrian walkways along the north side of State Route 70 in East Quincy near Mill Creek. The project limits begin at the east end of the existing pathway at La Sierra Lanes and end at the Mill Creek Road intersection. The project includes improvements consisting of asphalt pathway, concrete sidewalks, curb ramp, and a pedestrian bridge over Mill Creek.

Dokken Engineering will assist the Department in the completion of the final design and the construction bid documents. The Department anticipates awarding a construction contract this calendar year. The project is currently budgeted the Department’s FY 15/16 construction projects’ budget under Work Order #SR2S.

Scope of Work

Provide the necessary civil engineering services for the **SR70 East Quincy Pedestrian Improvements** project, County Work Order #SR2S) per the January 25, 2016 PROFESSIONAL SERVICES AGREEMENT and this amendment including attachments.

Compensation

Consultant shall be paid in accordance with the fee schedule set forth in Exhibit “A,” attached to the January 25, 2016 Professional Services Agreement first referenced above. Consultant’s compensation shall in no case exceed Sixty-Two Thousand Dollars and No Cents (\$62,000). Certified payroll shall be submitted for staff employed in activities covered by State or Federal prevailing wage determinations in accordance with the Caltrans Labor Compliance Manual.

Project Schedule

The Consultant shall commence services within five (10) working days of full execution of this Amendment No. 1. The Consultant shall complete the work in accordance with the January 25, 2016 Professional Services Agreement thereafter.

Other Contract Provisions

All other contract provisions set forth in the January 25, 2016 Professional Services Agreement first referenced above remain unchanged.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 1 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS  
A political subdivision of the State of California

APPROVED AS TO SCOPE OF WORK:

\_\_\_\_\_  
Director of Public Works

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

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counsel

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

AGREED TO BY: (~~not required if under \$3,000~~).

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

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

CONSULTANT  
DOKKEN ENGINEERING, INC.

\_\_\_\_\_  
Signature  
Richard Liptak, P.E.

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

68-0099664  
Dokken Engineering Inc. Taxpayer ID Number



February 4, 2016

Mr. John Mannle  
Plumas County Department of Public Works  
1834 East Main Street  
Quincy, CA 95971

**RE: Completion of Safe Route to Schools Path along North Side of State Route 70/89  
Scope of Services and Cost Proposal for Project Bid Documents**

Dear Mr. Mannle:

Dokken Engineering is pleased to submit this scope of services and cost proposal to provide project bid documents to the County of Plumas to complete the last remaining segment of an overall Safe Route to Schools route along the north side of State Route 70/89. The project will include constructing concrete sidewalks, curb ramps, asphalt pathways and a pedestrian bridge over Mill Creek to complete approximately 704 lineal feet of path. I will be your Project Manager, and my team and I are committed to the delivery of this project.

Attached as Exhibit A is a detailed Scope of Services outlining the tasks necessary to adequately review existing conditions, coordinate with Caltrans and effected utilities and prepare bid documents (plans, specifications and estimate). The bid documents will be delivered in a timely manner to allow for construction in the summer/fall of 2016, with a completion date no later than December, 2016.

Dokken Engineering proposes to provide these services on a task budget basis for a not-to-exceed amount of \$62,000. Attached as Exhibit B is a Cost Proposal showing the anticipated budget for each task and the billing rate used for each classification.

These services can be started immediately upon receipt of a Notice to Proceed from the County. It is our understanding the County would like the bid documents completed in June, 2016 and we are committed to achieving that goal.

Should you have any questions regarding our proposal, or need additional information, please contact me at (916) 858-0642. Thank you for the opportunity to work with you and the County on this important project.

Sincerely,

DOKKEN ENGINEERING

Tim Osterkamp, PE  
Project Manager

## EXHIBIT A

### PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

#### SAFE ROUTE TO SCHOOLS ALONG NORTH SIDE OF STATE ROUTE 70/89 ENGINEERING SERVICES FOR PREPARATION OF PROJECT BID DOCUMENTS

The following scope of services will be performed by Dokken (Dokken) to develop bid documents for the Safe Route to Schools Project. The purpose of this project is to complete the route along the north side of State Route 70/89 from the end of the existing path to North Mill Creek Road.

This scope of work assumes the following:

1. County will provide the topographic and right of way information which will be used as the basis for the design documents.
2. No environmental documents or permits are anticipated. Dokken can provide assistance to the County for environmental review and permitting.
3. Project improvements will be contained in Caltrans right of way. The work will be performed by an encroachment permit. The County will prepare the encroachment permit with assistance from Dokken Engineering.
4. Existing utilities will not be relocated. The route alignment will be placed to avoid existing utilities. Utility box covers may need to be raised.
5. A prefabricated bridge will be used for the Mill Creek crossing.

#### *Scope of Services*

##### **Task 1: Project Management:**

Dokken will provide professional and technical services during the project including but not limited to:

###### Task 1.1. Meetings:

Dokken will schedule and hold project development team (PDT) coordination and status meetings prepare agendas, meeting minutes and action items. Meetings will be held at the completion of the 35% and 65% percent plans, and as needed.

###### Task 1.2. Action Item List/Schedule:

Dokken will prepare an Action Item List that lists the critical milestones for the project, when those milestones are due, and the status of each milestone. Updates will be provided to the County at the monthly PDT meetings.

*Deliverables:*      *Copies of meeting agendas, minutes and sign-in sheets*  
                          *Copies of action item list and schedule*

## **TASK 2.        Utility Coordination**

No utilities are anticipated to be relocated. However, utility boxes/small vaults may need to be raised to meet new grades. Therefore, utility coordination will consist of contacting utilities, notifying them of required modifications, and preparing Record of Investigation for Caltrans.

Dokken will perform the utility investigation and coordinate with utility owners throughout the project development process such that the County is immediately notified if there is any anticipated delay to the project due to utility company reviews or relocations. All notices will be reviewed and accepted by the County prior to being sent to utility companies. Notification letters and plan sets will be provided to utility owners at the final two stages of utility coordination during the project development:

### **Verification Letter to Owner (Utility “A” Letter)**

Dokken will prepare a project limits map immediately after the Notice to Proceed and request utility information from the utility owners within this area. Dokken will prepare draft transmittal letters to affected utility owners for County review and acceptance prior to transmitting Conceptual Plans to utility owners. Two sets of base maps or Conceptual Plans will be provided to each utility owner as an attachment to the transmittal letter. A copy of the utility data obtained from utility owners will be provided to the County and the original will be filed in Dokken’s project files. Information on existing utilities obtained as a result of the “A” Plan submittal will be transferred to base maps in plan view. The “A” letter and responses will be submitted to the County prior to the 35% PS&E submittal.

### **Relocation Claim Letter to Owner (Utility “B” Letter)**

Dokken will prepare draft transmittal letters to affected utility owners for County review and acceptance prior to transmitting “B” Letters to utility owners. Dokken will send the plans of the 35% PS&E showing the existing utility location information to the utility companies for their review and comment. This will provide notice to the utility companies of the route’s alignment and will facilitate continued coordination between the utility companies and the design team during the project development process. All utilities in conflict with the alignment will be highlighted. Utility Letter “B” and responses will be submitted to the County prior to the 65% PS&E submittal. Following receipt of “B” Letter responses, if needed Dokken will schedule a meeting with the utility companies with facilities in conflict to discuss the impacted utilities.

### **Notice to Owners (Utility “C” Letter)**

Dokken will prepare draft transmittal letters to affected utility owners for County review and acceptance prior to transmitting “C” Letters to utility owners. Two sets of 65% plans will be provided to each utility owner as an attachment to the transmittal letter. The letter will indicate to the utility owners whether or not any changes have been made to the project plans since the “B” Letter submittal and request written confirmation of utility relocations and utility relocation schedule. Utility Letter “C” and responses will be submitted to the County prior to the 90% PS&E submittal.

### **Prepare Documents for Caltrans Utility Relocation Procedure**

It is anticipated any utility modification, such as grade adjustments to utility boxes, will be performed by the contractor during construction.

A Report of Investigation (ROI), Caltrans form RW 13-3/LAPM 14-E, will be finalized for all affected utilities during this phase. Draft Utility Agreements, RW 13-5/LAPM 14-F, will be prepared for all utility relocations that will require project funding due to prior rights. Per Caltrans utility relocation requirements, the "LIABILITY PACKAGE" which includes the Report of Investigations, Notice to Owner RW 13-4/LAPM 14-D, Utility Agreement, and FHWA Specific Authorization/Approval of Utility Agreements LAPM Exhibit 17-C, will be submitted to Caltrans for approval prior to sending Notices to Owners.

Dokken will follow the Caltrans LAPM Chapter 14 guidelines to provide supporting documents to County in submitting Exhibits 14 A-F. The LAPM Chapter 14 supporting documents include but are not limited to, the following:

- Color coded plan, prepared on highway layout sheets showing existing and proposed right-of-way lines, existing and proposed utility facility, their location and size.
- Facilitate in preparing and coordinating Utility Agreement per LAPM Exhibit 14-B.
- Reports of Investigation that must be prepared for each affected utility requiring modification and submit to County and Caltrans prior to requesting the utility to relocate.
- A conflict map or plan identifying affected utilities.
- Relocation plan prepared by Project engineer or Utility.
- Per LAPM Chapter 14 requirements, the Reports of Investigation will be submitted to Caltrans for approval prior to sending "C" letters.

Dokken will prepare the utility portion of the Caltrans Local Assistance Right of Way Certification. The utility certification will be coordinated with Caltrans until approval is obtained.

*Deliverables: Utility Letter "A" and responses from the utility companies.*

*Utility Letter "B" and responses from the utility companies.*

*Utility Letter "C" and responses from the utility companies.*

*Report(s) of Investigation*

### **TASK 3. 35% Plans and Estimate**

Dokken will prepare a Conceptual Layout for the proposed project. Impacts to existing trees will be identified and cataloged. Plans will include the route layout for County review and approval. Once the County has approved the Conceptual Layout, Dokken will prepare 35% plans that identify impacted driveways, utilities, and trees, and will identify if and where earth retaining systems are needed as well as pedestrian railing. The path cross section and drainage impacts and improvements will be identified. Dokken will create a construction estimate and submit to the County for review.

#### **Pedestrian Bridge**

Dokken will determine the bridge length and width, load demands, and bridge parameters including member and deck materials. Dokken will identify and contact prefabricated bridge suppliers. Suppliers will be requested to provide design and cost for the specified bridge and if preapproved by Caltrans.

If required, a Type Selection report will be developed to obtain Caltrans Office of Special Funded Projects approval. Dokken will attend a Type Selection meeting if requested by Caltrans. Dokken will coordinate with Caltrans District 2 Structures Liaison Engineer to obtain bridge approval.

Bridge design will include abutments and earth retaining systems for approach fill. Concrete block system is anticipated to be used for the earth retaining system.

*Deliverable: 5 half sized (11"x17") copies of the 35% plans  
5 copies of the construction cost estimate  
Caltrans Type Selection Memo*

#### **TASK 4. Geotechnical Investigation and Geotechnical Design/Foundation Report**

Geocon will explore and evaluate the subsurface conditions at the proposed bridge site and provide design-level geotechnical recommendations to support design of the project. This investigation will include a field exploration program, geotechnical laboratory testing, engineering analysis, and preparation of Draft and Final combined Geotechnical Design/Foundation Reports (GDFR). For preparation of the Draft and Final GDFR's, the following tasks will be performed:

- Review available preliminary design plans to select exploratory boring locations.
- Perform a site reconnaissance to review project limits, existing conditions, and to determine drill-rig access.
- Obtain a soil boring permit from Plumas County Environmental Health Department (PCEHD). Any other required permits (encroachment permits, environmental permits, etc.) will be secured by Dokken and the County.
- Mark out exploratory boring location(s) in the field for subsequent utility clearance.
- Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 48 hours (as required by law) prior to performing exploratory excavations at the site.
- Traffic control measures during field operations as needed in accordance with the Plumas County and/or Caltrans encroachment permit requirements will be provided by Plumas County at no charge to Geocon.
- Perform one (1) exploratory boring at the bridge site using a track-mounted drill-rig equipped with hollow-stem-auger drilling equipment. The boring will be performed near the west bridge abutment location. Planned boring depth will be up to 50 feet based on conditions encountered. In addition, we will perform a hand-auger boring at the east abutment location to verify near-surface soil conditions. We will attempt to advance the hand-auger boring as deep as possible but we may encounter refusal at shallow depth.
- Obtain representative disturbed and undisturbed soil samples using a driven Standard Penetration Test (SPT) sampler and California Modified sampler.
- Log the borings in accordance with Caltrans requirements.
- Upon completion, backfill the borings with cement grout in accordance with PCEHD permit requirements. Borings in paved areas (if any) will be capped with cold-patch asphalt concrete or as required by the encroachment permit(s).
- Excess soil cuttings will be spread at the boring location.
- Perform laboratory tests to evaluate pertinent geotechnical parameters.
- Analyze field and laboratory data and prepare Draft and Final GDFR's to include (but not be limited to) the following:
  - Scope of work summary, project description, field exploration program summary.
  - Site Plan showing locations of the exploratory boring(s).
  - Site geology and subsurface conditions.
  - Summary of laboratory testing program.
  - Geologic profile and engineering parameters.
  - Seismic study (in accordance with the latest Caltrans Seismic Design Criteria).
  - Geologic hazard evaluation (liquefaction, lateral spreading, etc.).

- Corrosion evaluation.
- Bridge foundation recommendations and associated design parameters.
- Approach embankment material and earthwork recommendations.
- Construction considerations.
- Log of Test Boring (LOTB) sheets.

Geocon will submit draft GDFR's for design team review. Geocon will address any comments prior to finalizing the GDFR's. LOTBs will be provided in PDF format for inclusion on the project plans.

#### **TASK 5. 65% Plans, Specifications and Estimate (PS&E)**

After the County has provided comments on the 35% plans, Dokken will incorporate those comments into the 65% PS&E. All comments will be responded to in writing, and provided to the County. Dokken will prepare project specifications to the current County standard boiler plate and utilizing Caltrans 2010 Standard Specifications.

*Deliverable:* *5 half sized (11"x17") copies of the 65% plans*  
*5 copies of the specifications*  
*5 copies of Response to Comments from the 35% submittal*

The following is the anticipated sheet list:

Sheet Title	Number of Sheets
Title Sheet	1
Standard Abbrev.	1
Typical Sections	1
Layout Plan/Profile	3
Construction Details/Driveways	2
Drainage Plan/Profile	2
Stage Construction/Traffic Handling	2
Summary of Quantities	1
Structure Sheets	2
<b>TOTAL</b>	<b>15</b>

#### **TASK 6. 100% PS&E**

After the County has provided comments on the 65% plans, Dokken will incorporate those comments into the 100% PS&E. All comments will be responded to in writing, and provided to the County. Dokken will revise the project specifications per comments from the County and the estimate will be updated to reflect any changes. Dokken will provide the County the Civil 3D files of the design when submitting the 100% PS&E.

If required by Caltrans, a separate 95% submittal will be made.

*Deliverable:* *5 half sized (11"x17") copies of the 100% plans*  
*5 copies of the construction cost estimate*

*5 copies of the specifications  
5 copies of Response to Comments from the 65% submittal  
1 set of “wet signed” Mylar plan sheets for reproduction  
Electronic design files in Civil 3D format for the County’s records*

**TASK 7. Bid and construction support**

Dokken will provide bid support to the County. Dokken will attend one pre-bid meeting and assist the County in any request for information received about the project. Dokken will assist the County in preparation of any bid addendums that are needed during the bid process. Dokken will attend one pre-construction meeting and assist the County in any request for information received about the project. During construction, Dokken will assist the County with any potential contract change orders that may arise. Dokken will also be available for field meetings during construction to discuss issues as they arise. Dokken will provide the “as-built” drawing after construction has been completed and accepted by the County. These “as-built” drawing will be based on field drawings from the contractor and field inspection staff.

*Deliverable: Attend pre-bid meeting  
Respond to RFI's  
Prepare Addendum(s) (if needed)  
Assist in CCO review  
1 copy “As-built” drawings*



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

kc

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** February 29, 2016

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for March 8, 2015

**Item Description/Recommendation:** Approve the following service agreements related to the Ryan White Part B Program for Fiscal Year 2016-2017, and direct the Chair to sign:

ASUR-Marc Eastman	PARTB1617ASUR	\$1,800.00
Rhonda Brown, R.N.	PARTB1617BROWN	8,500.00
Great Northern Corporation	PARTB1617GNC	\$62,650.00
Lassen County Public Health	PARTB1617LCPH	\$13,231.00
Modoc County Public Health	PARTB1617MCPH	\$3,000.00
Sierra County Public Health	PARTB1617SCPH	\$3,000.00

**History/Background:** As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the HIV/AIDS Title II Ryan White (RW) Part B Program.

Ryan White Part B finds provide for the planning, development and delivery of comprehensive outpatient and support services for people with HIV/AIDS and their families within the five (5) county region of Modoc, Lassen Plumas Siskiyou, and Sierra counties. The program is designed to provide direct medical and psychosocial care, support services such as food, housing and utilities, and case management services. The goal of the program is to prolong the health and productivity of those living with AIDS and reduce or avoid future HIV/AIDS health care costs.

The service agreements have been reviewed and approved by the Office of County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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



**American Red Cross**  
of Northeastern California

Northeastern California Chapter  
2125 East Onstott Road  
Yuba City, CA 95991  
(530) 673-1460  
[redcross.org/NEC](http://redcross.org/NEC)

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February 19, 2016

Nancy Da Forna, Clerk of the Board  
Plumas County Board of Supervisors  
520 Main St #309  
Quincy, Ca 95971

Dear Nancy,

March has been declared National Red Cross month. However, the impact of the American Red Cross is also felt locally. We would like to know if the Board of Supervisors would consider issuing a Proclamation recognizing the work of the American Red Cross in Plumas County.

Should you decide to issue a proclamation, we would like to be present to accept it, so please notify us of the date and time of your meeting.

Sincerely,

**Kathy Massar**  
Volunteer  
American Red Cross  
Northeastern California  
2125 East Onstott Road  
Yuba City, Ca 95991  
Ph. (530)673-1460  
Fx (530)673-1929

## AMERICAN RED CROSS MONTH 2016

### A PROCLAMATION

American Red Cross Month is a special time to recognize and thank our Everyday Heroes – those who reach out to people in need in the face of disaster.

American Red Cross heroes help disaster victims recover. They give blood to help a hospital patient. They brighten the day of an injured service member. They step forward to help someone having a heart attack.

Across the country and around the world, the American Red Cross responded to disasters. When an injured service member ended up in a hospital far from home, the American Red Cross offered comfort. When a hospital patient needed blood, American Red Cross blood donors helped them. When a lifeguard jumped in to save a drowning child or someone stepped up to help a heart attack victim, the American Red Cross was there.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, the Plumas County Board of Supervisors, do hereby proclaim March 2016 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

Passed and adopted this 8th day of March 2016, by unanimous vote.

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Chair, Board of Supervisors

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242  
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



*3A*  
Lynn Sheehy  
County Librarian

DATE: February 10, 2016

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR February 23, 2016

It is recommended that the Board:

Approve the transfer of \$6,946 from the Library account #521900 Professional Services to Library account #51020 Other Wages.

Background:

At the time of budget preparation for fiscal year 2015-16, it was anticipated by the County Librarian that certain functions at the Sierra County library stations could be performed by contract staffing (independent contractors). After consultation with the County Counsel's office, the County Librarian has since determined that these functions should instead be performed by workers classified as part-time and extra-help employees. Because of increasing scrutiny by the IRS and other regulatory bodies on independent contractor arrangements with individuals, hiring such individuals as employees helps the County avoid potential liability for misclassification. Because these workers are not full-time employees, they are not eligible for benefits and thus can be maintained as County employees without significant added cost over the previously anticipated cost of contract staff. Therefore, as of this date, three Sierra County library station managers are currently being paid out of Other Wages account #51020 as County employees, with the possibility of one more manager to be hired. The Professional Services account has a balance of \$6,946 which needs to be transferred to Other Wages to account for the transition of these workers to employee status. This will not result in an increase in overall spending by the Library in the current fiscal year.



# Plumas County Public Health Agency

3B

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** February 22, 2016

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Presentation Item for March 8, 2016

**Item Description/Recommendation:** Approve a Budget Transfer in Budget Unit 20640 in the amount of \$7,000.00 for the hiring of an extra help Veterans Service Representative I/II.

**History/Background:** In January 2016, PCPHA was given a resignation by a Veteran's Services Representative (VSR), a position which was funded and allocated for fiscal year 2015-2016. This current vacancy has resulted in a shortage of available staff to continue outreach services in communities outside of Quincy.

The Veterans Services Representative assists with administering and providing a program of Veteran's Services and benefits as provided by Federal, State and local agency monies and regulations; to learn and assist with counseling and advising veterans and dependents on their benefits in Plumas County. While the permanent position was fully funded and allocated, the Veterans Services Office has experienced a mid-year reduction in funding. At this time, the department requests a transfer of regular wages to other wages to temporarily fill the VSR position until funding for Fiscal Year 2016-2017 is secured.

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

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Veterans Ser      Dept. No. 20640      Date 2/19/2016

The Reason for this request is (check one):

A. <u>      </u>	Transfer to/from Contingencies OR between Departments	Approval Required Board
B. <u>      </u>	Supplemental Budgets (including budget reductions)	Board
C. <u>  X  </u>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <u>      </u>	Transfer within Department, except fixed assets, out of 51XXX	Auditor
E. <u>      </u>	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001	20640	51000	Regular Wages	\$ 7,000.00
			Total (must equal transfer total)	\$ 7,000.00

TRANSFER TO OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001	20640	51020	Other Wages	\$ 6,000.00
0001	20640	51060	Overtime	\$ 1,000.00
			Total (must equal transfer total)	\$ 7,000.00

Supplemental budget requests require Auditor/Controller's signature

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



# Plumas County Environmental Health

3c

270 County Hospital Road, Ste. 127, Quincy CA 95971  
Phone: (530) 283-6355 ~ Fax: (530) 283-6241

**Date:** February 23, 2016

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe, Environmental Health

**RE:** Board of Supervisors Agenda Item for March 8, 2016

**Recommendation:** Approve and waive the first reading of an ordinance amending Section 6-6.12(b) of Plumas County Code pertaining to septic tank construction, and approve a CEQA Notice of Exemption stating this project will not have a significant impact on the environment. Discussion and possible action.

**Background and Discussion:** Section 6-6.12(b) of Plumas County Code, adopted in 2004, currently requires septic tanks to be constructed as a one-piece unit. This requirement was enacted to ensure all septic tanks installed in Plumas County are watertight and to prohibit inherently leaky septic tanks, especially the old two-piece concrete design.

While county code prohibits two piece tank construction, the special construction and assembly procedures of Infiltrator® IM series septic tanks meet the watertight standards and the intent of County Code. These particular tanks are made of polypropylene, molded in two parts, fitted with a continuous loop flexible rubber gasket, assembled by a certified Infiltrator® distributor, and delivered to the field as a permanent one-piece assembly. In contrast, a two-piece concrete tank is field assembled, not permanently connected, and the gasket is made of mastic. With over 100,000 tanks with this design sold in the US since 2011, Infiltrator® IM tanks also have a proven track record of leak-proof performance.

To allow these tanks to be installed in Plumas County as requested by the manufacturer, a change to County Code is needed. The proposed code section, attached in track changes format, specifies the construction and assembly requirements for two piece septic tanks. Since the proposed amendment continues to ensure only water tight tanks are installed in Plumas County, this change will have no adverse effect on the environment. Approving this change will offer an additional septic tank option but no additional expense to contractors, homeowners, small businesses or public agencies. A copy of the required CEQA Notice of Exemption and the proposed ordinance revising Section 6-6.12(b) of Plumas County Code is also attached for your approval.

At this time, it is recommended that the Board of Supervisors: 1) approve the CEQA Notice of Exemption finding that the amended ordinance does not have a significant effect on the environment; and 2) approve and waive the first reading of the ordinance amending Section 6-6.12(b) of Plumas County Code.

If you have any questions, please contact me at 283-6367. Thank you.

### Sec. 6-6.12. - Standard sewage disposal systems.

Any proposed standard sewage disposal system shall consist of a septic tank and a drainage system (leach bed, trench or gravel-less chamber) as follows:

(a)

*Septic tank required.* Unless otherwise noted, all sewage disposal systems described in this chapter must consist of a septic tank that satisfies the construction requirements described below.

(b)

*Septic tank construction.* Septic tanks must be constructed as a one piece unit unless the tank is assembled prior to retail sale by a manufacturer-certified assembler and the watertight seal between pieces is provided by a continuous-loop, ASTM F477-compliant elastomeric gasket. Two piece, field assembled septic tanks are prohibited. Each septic tank and shall consist of two (2) compartments, with the first compartment being twice the size of the second. Access to each septic tank shall be provided by at least two (2) manholes twenty (20") inches in minimum dimension. One access manhole shall be located over the inlet and one access manhole shall be located over the outlet and brought to grade. Risers shall be constructed of polyethylene, concrete or other equally durable water and corrosion resistant material. Each riser shall have a securable cover to prevent unauthorized entry and be appropriately sealed to prevent odors from escaping. The inlet and outlet fittings shall be provided with sanitary tees, baffles or the equivalent if satisfactory to the Director of Environmental Health. Septic tanks shall be constructed of reinforced concrete, fiberglass, polyethylene or other equally durable, waterproof and corrosion resistant material. Septic tank construction must be reviewed and approved by the Director of Environmental Health and the County Engineer. Minimum septic tank capacities for residential applications include the following:

1, 2 or 3 bedrooms:	1,000 gallons
4 bedrooms:	1,200 gallons
5 or 6 bedrooms:	1,500 gallons

Minimum septic tank capacities for larger residential, commercial or industrial applications shall be equal to the maximum daily waste water flows according to the California Uniform Plumbing Code and approved by the Environmental Health Director.

## NOTICE OF EXEMPTION

TO: [ ] Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

FROM: Plumas County Planning and Building Services  
555 Main Street  
Quincy, CA 95971  
(530) 283-7011

[X] County Clerk  
County of Plumas

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**Project Title:** Change to Plumas County Code Section 6-6.12(b) Septic Tank Requirement

**Project Location:** Unincorporated Area of Plumas County

**Description of Project:** Change to Section 6-6.12(b) of Plumas County Code allowing for the use of septic tanks that are more than one piece, but have watertight seals.

**Name of Public Agency Approving Project:** Plumas County Board of Supervisors

**Name of Person or Agency Carrying Out Project:** Plumas County Department of Environmental Health

**Exempt Status (Check one)**

- [X] No possible significant environmental effect (Sec. 21082.2; 15061(b)(3));
- [ ] Ministerial (Sec. 21080(b)(1); 15268);
- [ ] Categorical Exemption. Section Number: 15302
- [ ] Statutory Exemptions. State Code Number: CEQA 15264
- [ ] Emergency Project (Section 15269)

**Reason why project is exempt:** This project will not have any significant effects because this change to County Code, will allow septic tanks with more than one piece only when such septic tanks have been sealed such that there is no leakage, which is the same as a septic tank that is only one piece.

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Date Sherrie Thrall, Chair of the Board of Supervisors

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Date Filed Kathleen Williams, County Clerk/Deputy

**Certificate of Posting**

I hereby certify that from \_\_\_\_\_ to \_\_\_\_\_ (30 days), I posted a copy of this Notice of Exemption in the Office of the Plumas County Clerk.

By \_\_\_\_\_ Date: \_\_\_\_\_  
KATHLEEN WILLIAMS, County Clerk/Deputy

ORDINANCE NO. 16 – \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING SUBSECTION (b) OF SECTION 6-6.12 OF CHAPTER 6 OF TITLE 6 OF THE COUNTY CODE, STANDARD SEWAGE DISPOSAL SYSTEMS, AS IT RELATES TO SEPTIC TANK CONSTRUCTION.**

The Board of Supervisors of the County of Plumas, State of California, **DOES ORDAIN** as follows:

Section 1. Subsection (b) of Section 6-6.12 of Chapter 6 of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 6-6.12. - Standard sewage disposal systems.**

(b) *Septic tank construction.* Septic tanks must be constructed as a one piece unit unless the tank is assembled prior to retail sale by a manufacturer-certified assembler and the watertight seal between pieces is provided by a continuous-loop, ASTM F477-compliant elastomeric gasket. Two piece, field assembled septic tanks are prohibited. Each septic tank shall consist of two (2) compartments, with the first compartment being twice the size of the second. Access to each septic tank shall be provided by at least two (2) manholes twenty (20") inches in minimum dimension. One access manhole shall be located over the inlet and one access manhole shall be located over the outlet and brought to grade. Risers shall be constructed of polyethylene, concrete or other equally durable water and corrosion resistant material. Each riser shall have a securable cover to prevent unauthorized entry and be appropriately sealed to prevent odors from escaping. The inlet and outlet fittings shall be provided with sanitary tees, baffles or the equivalent if satisfactory to the Director of Environmental Health. Septic tanks shall be constructed of reinforced concrete, fiberglass, polyethylene or other equally durable, waterproof and corrosion resistant material. Septic tank construction must be reviewed and approved by the Director of Environmental Health and the County Engineer. Minimum septic tank capacities for residential applications include the following:

1, 2 or 3 bedrooms:	1,000 gallons
4 bedrooms:	1,200 gallons
5 or 6 bedrooms:	1,500 gallons

Minimum septic tank capacities for larger residential, commercial or industrial applications shall be equal to the maximum daily waste water flows according to the California Uniform Plumbing Code and approved by the Environmental Health Director.

Section 2. Section 1 of this ordinance, which amends the Plumas County Code, shall be codified. The remainder of the ordinance shall not be codified.

Section 3. The Board of Supervisors finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project that has the potential for causing a significant effect on the environment. The Board therefore directs staff to file a Notice

of Exemption with the Plumas County Clerk, as authorized by law, and hereby authorizes the Chair of this Board to execute the Notice of Exemption on behalf of the County of Plumas.

Section 4. This ordinance shall be published, pursuant to Section 25124 (a) of the Government Code of the State of California, before the expiration of fifteen days after the passage of the ordinance, once, with the names of the supervisors voting for and against the ordinance, in the Feather River Bulletin, a newspaper of general circulation in the County of Plumas.

Section 5. This ordinance shall become effective thirty (30) days after its date of final adoption.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 8<sup>th</sup> day of March, 2016, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 15<sup>th</sup> day of March, 2016, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

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Chair, Board of Supervisors

ATTEST:

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Clerk of said Board of Supervisors

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



DATE: 2/29/16

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

SUBJECT: AUTHORIZE AUDITOR TO FILL POSITION OF ASSISTANT RISK  
MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST

A handwritten signature in black ink, appearing to read "R. M. Allen".

**Recommendation:**

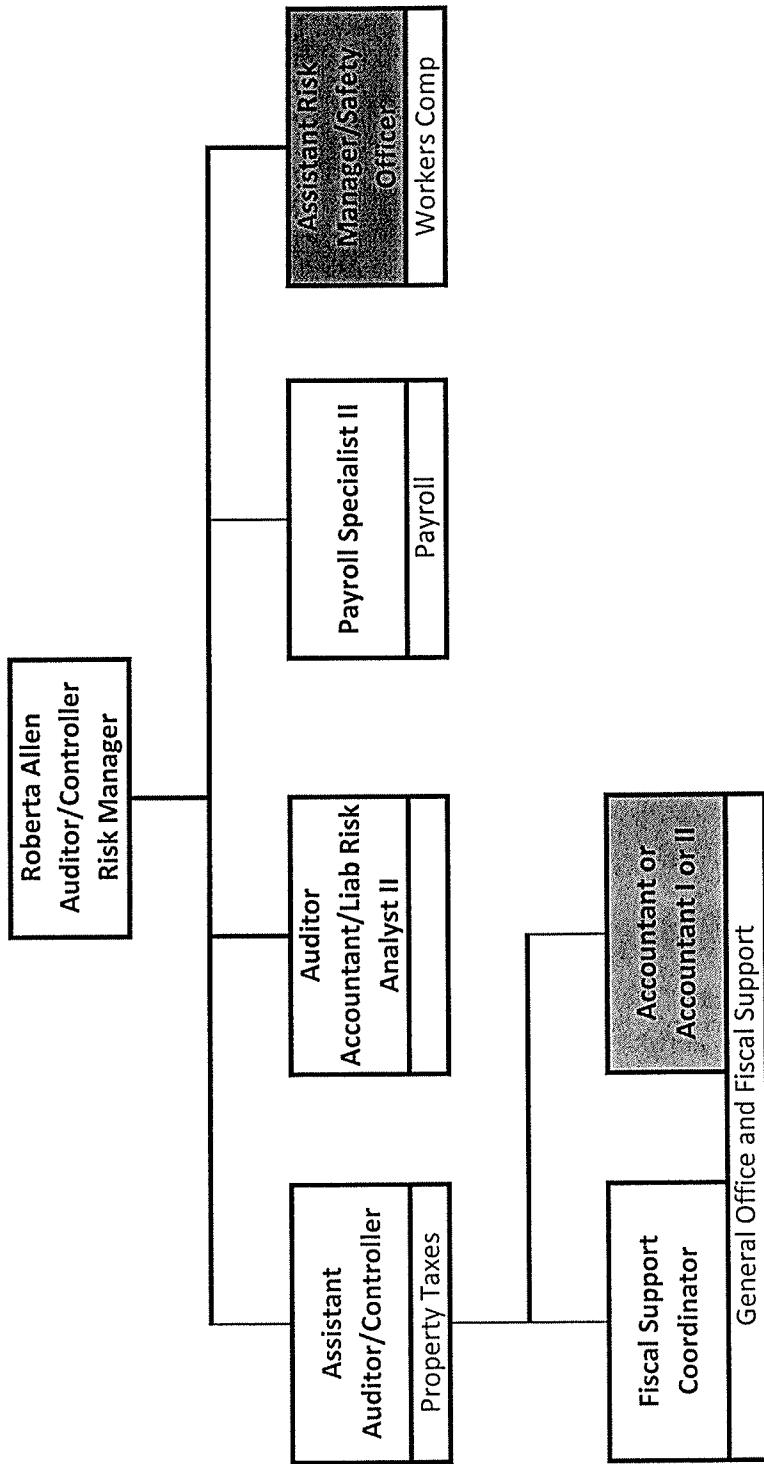
Authorize Auditor/Controller to refill 1.0 FTE Assistant Risk Manager/Occupational Safety & Health Specialist. Position to be vacated due to retirement of current staff member, effective June 30, 2016.

**Background:**

The current Assistant Risk Manager/Occupational Safety & Health Specialist will be retiring, effective 6/30/16. This position assists the Risk Manager in the direction and coordination of the County's Risk Management Programs, assists in ensuring adequate safety principles, practices, and techniques are applied in the workplace, consults with the Workers Compensation Claims Adjusters, Liability Claims Adjusters, and works with Trindel in many aspects of the claiming process. This position is responsible for preparation of documentation to OSHA citations/appeal processes, conducts safety inspections, training, accident/injury investigations, and regulatory compliance, and promotes a high level of safety consciousness and loss prevention throughout the County.

# Auditor Department

## Organizational Chart



## **ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST**

### **DEFINITION**

Under general direction of the Risk Manager, to ensure adequate safety principles, practices, and techniques are applied in workplaces, to plan, organize, develop, implement, coordinate and administer comprehensive risk management, loss control, County self-insured Workers Compensation, County-wide occupational and industrial safety programs, policies, including inspections, training and related functions and activities; analyze, develop and recommend risk management procedures and programs; performs risk identification and analysis, recommends appropriate corrective action; statistical and systems analysis of special projects and programs; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification responsible to assist the Risk Manager in the direction and coordination of the County's Risk Management Programs. This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors. This position is expected to at all times observe the procedures and limitations set forth by the Board of Supervisors and County Counsel for the adjustment and settlement of claims; this position focuses upon the area of employee safety, coordination and monitoring multiple programs funding under Risk Management. This position is responsible for preparation of documentation to OSHA citations/appeal processes and should be familiar with OSHA policies and procedures. Conducts safety inspections, training, accident/injury investigations, and regulatory compliance; promotes a high level of safety consciousness and loss prevention throughout the County.

### **REPORTS TO**

Reports directly to the County Administrative Officer/Risk Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May supervise support staff as assigned

## DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST - 2

### EXAMPLES OF DUTIES

- Plan, organize, coordinate and supervise the County's comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related activities to the County Administrative Officer/Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- May conduct studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and make recommendations to the County Administrative Officer/Risk Manager.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and reports findings to the Risk Manager.
- Prepares various monthly, quarterly and annual reports as required.
- Maintains proper documentation to conform record-keeping requirements of Cal OSHA and California Labor Code.
- Performs comprehensive investigations of serious accidents and/or incidents of injury or property damage; develops and implements measures and strategy to prevent their recurrence in order to meet long-range loss-reduction goals; and prepares responses to OSHA citations/appeals resulting from serious accidents/injuries and participates as a County representative, when appropriate, in administrative court proceedings resulting from appeal processes.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Coordinates and assists County's TPA, with workers compensation investigations.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are paid correctly.
- Provides departments with fiscal and statistical information.
- Assist TPA and County Counsel with claims made against the County.
- Assist the Risk Manager in obtaining various County wide insurance policies and renewals.
- Monitors, reviews, and completes various annual insurance policy applications.
- Assists Risk Manager in ensuring County has adequate insurance coverage.

- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies.
- Assist Human Resources, departments, and back-to-work service provider through all aspects of claims.
- Coordinates and assists with the calculation of various County charged insurance premiums.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may impact the County to the Risk Manager.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding.
- Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, is being used in workplaces according to regulations.
- Check that dangerous materials are stored correctly.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs, climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

#### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment, the community or regional setting; may work outdoors, continuous contact with staff, public and local and state agencies.

## DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST - 4

### KNOWLEDGE OF

- Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk control, Risk Financing, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal OSHA standards and California Labor Code).
- OSHA policy and procedures, citation and appeal processes, and Cal OSHA Standards Board processes.
- Industrial safety practices.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Applicable laws and regulations.

### ABILITY TO

- Interpret and apply laws, regulations, policies and procedures.
- Investigate and evaluate complex safety problems and issues.
- Collect, interpret and evaluate data.
- Develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyzing insurance policy provisions to determine the existence and extend of liability
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public

**TRAINING AND EXPERIENCE**

1. Five years of experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with a diverse work environments; **or**,
2. Five years of professional level experience in risk analysis, safety operations, claims adjustments, liability and workers compensation.

Possession of a Bachelor's Degree from an accredited college or university in safety or industrial engineering, social sciences, human resources or a closely related field is highly desirable.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.