



## **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 SEPTEMBER 06, 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) CLERK OF THE BOARD**

Approve Board minutes for August 2016

**B) BEHAVIORAL HEALTH**

Authorize payment of prior year expenses to Sierra Vista Hospital of \$1,674 from FY 2012-2013

**C) SHERIFF**

Authorize the Auditor/Controller to pay invoices of \$782 and \$575 to The Door Company for services provided without a contract (repair of door and gate at the Sheriff's Correctional Facility)

**D) MENTAL HEALTH**

- 1) Approve and authorize the Chair to sign FY 2016-2017 Contracts between County of Plumas and Plumas Crisis Intervention and Resource Center of \$224,862 for services providing emergency housing, food, medications and other needs to clients; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign FY 2016-2017 Contracts between County of Plumas and Willow Glen Care Center of \$135,000 for psychiatric inpatient services; approved as to form by County Counsel

**E) FACILITY SERVICES & AIRPORTS**

- 1) Approve and authorize the Chair to sign Addendum #5 for Tim Ringo dba Bob's Janitorial Services for the Custodial Maintenance Contract for the Health & Human Services Building; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Addendum #3 for Tim Ringo dba Bob's Janitorial Services for the Custodial Maintenance Contract for the Quincy Courthouse; approved as to form by County Counsel
- 3) Approve Contract Addendum #2 for Tim Ringo dba Bob's Janitorial Service for the Custodial Maintenance Contract for the Permit Center; approved as to form by County Counsel

- 4) Approve Contract Addendum #2 for Tim Ringo dba Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Library and Museum; approved as to form by County Counsel
- 5) Approve Contract with Tim Ringo dba Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Memorial Hall; approved as to form by County Counsel
- 6) Approve and authorize the Chair to sign Addendum #2 for James Lausen dba Awesome Lausen Janitorial for the Custodial Maintenance Contract for the Fairgrounds Admin and the Facility Services building; approved as to form by County Counsel
- 7) Approve 90-day extension for John Lund dba KJ's Cleaning Service of the Custodial Maintenance Contract for the Greenville Substation, Greenville Library, and Greenville Town Hall; approved as to form by County Counsel
- 8) Approve and authorize the Chair to sign Contract Addendum #4 for Reuben Ramirez dba Top Mop Janitorial for the Custodial Maintenance Contract for Portola Library and Sheriff's Office; approved as to form by County Counsel

**F) ENGINEERING**

Authorize the Engineering Department to include a 1993 Subaru Impressa vehicle in the Department of Public Works auction of surplus vehicles and equipment

**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; 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 CSD Governing Board**

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

Approve and authorize the Manager to sign Contract Amendment #2 between Walker Ranch CSD and Sierra Water Management, Inc. for maintenance and operation duties of the domestic water and wastewater facilities; approved as to form by County Counsel; discussion and possible action

**Adjourn as the Walker Ranch CSD Governing Board and reconvene as the Board of Supervisors**

3. **DEPARTMENTAL MATTERS**

A) **COUNTY COUNSEL** – Craig Settemire

- 1) Approve and authorize the Chair to sign First Amendment to Agreement between County of Plumas and Kathleen J. Williams, Attorney at Law dba Williams & Associates to provide legal and investigative services; discussion and possible action
- 2) Approve and authorize the Chair to sign Legal Services Agreement between County of Plumas and Robert McIlroy through June 30, 2017 to provide court-appointed counsel to conservatees; discussion and possible action
- 3) Authorize County Counsel to recruit and fill vacant, funded and allocated Deputy County Counsel position as either a Deputy County Counsel I/II/III classification (Confidential Unit); or give other direction; discussion and possible action

B) **SHERIFF** – Greg Hagwood

Authorize purchase of fixed assets (repeater equipment purchased from BNSE Railroad settlement funds) of \$23,113.69 prior to adoption of the FY 2016-2017 budget; discussion and possible action

C) **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to Amend the Memorandum of Understanding with Operating Engineers Union Local #3 Mid-Management Unit by Adding the Classification of Staff Services Manager to Appendix "A".  
**Roll call vote**

D) **SOCIAL SERVICES** – Elliott Smart

- 1) Reauthorize a supplemental annual clothing allowance for children in the foster care system of \$300 per calendar year; discussion and possible action
- 2) Presentation of Social Services Trends Report for quarter ending June 30, 2016

E) **PROBATION** – Erin Metcalf

Community Corrections Partnership Committee:

- 1) Appoint Bob Brunson, Behavioral Health Director to the Executive Committee of the Community Corrections Partnership
- 2) Approve the Community Corrections Partnership Public Safety Realignment Budget of \$856,437 for FY 2016-2017 as recommended by the Executive Committee; discussion and possible action

F) **BEHAVIORAL HEALTH** – Robert Brunson

Approve the revised Organizational Chart for the Plumas County Behavioral Health Department as presented; discussion and possible action

G) **PUBLIC WORKS** – Robert Perreault

- 1) **Solid Waste Division:** Introduction of proposed revision to the Plumas County Code as pertains to the replacement of the existing Solid Waste Franchise Contracts and Mandatory Commercial Recycling; informational only
- 2) Authorize Public Works/Road Department to recruit and fill vacant 1.0 FTE Public Works Lead Maintenance Worker position in the Quincy District; discussion and possible action

**4. BOARD OF SUPERVISORS**

- A. Pursuant to action taken by the Board on August 16, 2016, establish a committee and determine composition to begin working on local regulations regarding Cultivation of Medical Cannabis and Establishment of Medical Cannabis Dispensaries in the Unincorporated Areas of Plumas County; discussion and possible action
- B. Ratify letter dated August 29, 2016 to California Governor Jerry Brown regarding closure of Honey Lake Power Company; discussion and possible action
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

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

**5. BOARD OF SUPERVISORS**

Report and update by Susan Scarlett, Budget Consultant on the FY 2016-2017 Budget; discussion and possible action to address the following:

- a) 2016 Property Tax Roll
- b) Cloud Based Issues
- c) A87 Cost Plan
- d) Lighting Districts
- e) Road Reserves

**Convene as the Beckwourth County Service Area Governing Board**

- f) **Beckwourth CSA** – Robert Perreault

Discussion and possible action regarding the proposed FY 2016-2017 budget of the Beckwourth County Service Area, and the Draft Engineers Report

**Adjourn as the Beckwourth County Service Area Governing Board and reconvene as the Board of Supervisors**

**6. CLOSED SESSION**

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

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- B. 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, September 8, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.

# PLUMAS COUNTY MENTAL HEALTH

W. Robert Brunson, Director  
270 County Hospital Road, Suite 109, Quincy, CA 95971  
PH: (530) 283-6307 FAX: (530) 283-6045



1B

## MEMO

DATE: **August 10, 2016**

TO: HONORABLE BOARD OF SUPERVISORS

FROM: W. ROBERT BRUNSON, DIRECTOR

WRB

SUBJECT: CONSENT AGENDA ITEM FOR SEPTEMBER 6, 2016

RE: APPROVE AND AUTHORIZE PAYMENT TO BHC SIERRA VISTA HOSPITAL  
FOR ONE CLAIM TOTALING \$ 1674.00 FOR FY 12/13

### **Item Description/Recommendation:**

Approve payment of prior year expenses to Sierra Vista Hospital for one claim totaling \$1674.00 from Fiscal Year 12/13.

**BACKGROUND AND DISCUSSION:** BHC Sierra Vista, a California Corporation provides inpatient hospital services. This claim for the client wasn't received until after the fiscal year ended, then was disputed about payment responsibility. It was approved by our director at the time for payment. With PCBH's management and administration changes, the claim was misplaced.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this contract are covered by a combination of Federal, State, and MHSA funds.

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.12  
CANFIELDAccount Notes Inquiry  
SIERRA VISTA HOSP 5892/24/16  
12:07:22

Patient Account Number.....

Entry Date..... 8/27/2014 PPhone.....

Guarantor Soc Sec Number..

Admit Date.....

5/08/13

Discharge Date.....

5/10/13

Record Status (A, I, or D) ..

A Balance.....

1,674.00

User Id	Notes	Page	I	Rev	Dat
BENEDICKTM	T/C MICHAEL GUNTER @ PLUMAS CO 530.283.6307 HE ADV'D THE ISSUE WITH THE CLAIM IS AN ERROR WAS MADE WHEN MEDI-CAL WAS COMPLETED RESULTING IN COUNTY CODE BEING ASSIGNED TO PLUMAS CO WHEN PT ACTUALLY RESIDES IN LASSEN CO. DUE TO ERRO R PLUMAS CO WANTS LASSEN TO COVER BUT LASSEN IS DENNYING DUE TO COUNTY CODE BEING ASSIGNED TO PLUMAS CO. MIACHAEL ADV'D HE WOULD TALK TO HIS SUPERVISOR TO SEE WHAT CAN BE DON E TO FIX THE ERROR AND SVH HAS NO CONTROL TO CHANGE MEDI-CAL COUNTY CODE	082714			
	BENEDICKTM 08/27/2014 19:12 APPEALSTAT	082714			

Additional Notes For This Date..... Y Additional Notes For This Acct.... Y

F3=Exit F11=Clean F12=Previous

EXISTING LINES OF TEXT MAY NOT BE CHANGED; BUT NEW LINES MAY BE ADDED.

.12  
CANFIELDAccount Notes Inquiry  
SIERRA VISTA HOSP 5892/24/16  
12:07:46

Patient Account Number.....	102000000001	Phone.....	5/08/13
Entry Date.....	8/27/2014	Admit Date.....	5/10/13
Guarantor Soc Sec Number..		Discharge Date.....	
Record Status (A, I, or D)..	A	Balance.....	1,674.00

User Id	Notes	Page	2	Rev	Dat
BENEDICKTM	APPEAL STATUS CALLED TO FOLLOW UP ON APPEAL STATUS				082714
	T/C MICHAEL GUNTER @ PLUMAS CO 530.283.6307 HE ADV'D				082714
	DIRECTOR LOOKED OVER THE CLAIM AND HAS APPROVED THE 2 DOS				082714
	FOR PAYMENT 050813-051013 \$1674.00 AND WILL BE PAID ONCE				082714
	FY 14/15 CONTRACT IS FULLY EXECUTED PLUMAS CO ACO WILL BE				082714
	ABLE TO CUT A CHECK				082714
	BENEDICKTM 08/27/2014 19:31 CONTRACT				082714
	CONTRACT ISSUE:				082714
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F3=Exit F11=Clean F12=Previous

EXISTING LINES OF TEXT MAY NOT BE CHANGED; BUT NEW LINES MAY BE ADDED.



# Office of the Sheriff

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

10

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** August 22, 2016

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**RE:** Agenda Items for the meeting of September 6, 2016

**It is recommended that the Board:**

Authorize Auditor to pay invoices to The Door Company for services provided without a service contact.

**Background and Discussion:**

On two separate occasions, the Plumas County Sheriff's Correctional Facility had issues with a door and a gate not locking. This compromised the safety and security of the facility. The Door Company was called to provide service and repair the issues. The Sheriff's Office did not have a service agreement with this company.

The Sheriff's Office respectfully requests approval to submit invoice #0116306-IN in the amount of \$782.00 and invoice #0116307-IN in the amount of \$575.00 received from The Door Company to the Auditor for payment authorize the Auditor to pay those invoices submitted.

# INVOICE

uit to Corporate Office:



DOOR SYSTEM DESIGN, INC. dba  
The Door Company  
P.O. Box 3313  
Chico, CA 95927  
(530) 345-5555  
Contractors Lic. #496225

Invoice #: 0116306-IN

Date: 04/20/16

Customer #: 01-1400014

10-33

1

PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E. MAIN STREET  
Quincy, CA 95971

Please include your customer# and  
invoice# on your check

Shipped Via	F.O.B.	Terms	Customer PO
		DUE UPON RECEIPT	

Quantity	Code	Description	Unit Price	Extension
		SERVICE CALL ON DOOR		
		TROUBLE SHOT DOOR		
		SUM INTERFERENCE WITH REVERSING BEAM		
		CHANGED TO CPS-LN4 TO RESOLVE		
		SERVICED, LUBRICATED & ADJUSTED		
1	CR1N	TOTAL DUE THIS INVOICE	782.00	782.00
		JOB:50 ABERNATHY LANE, CUINCY CA		
			NET INVOICE:	782.00

INVOICE TOTAL: 782.00

**PLEASE INCLUDE  
INVOICE NUMBER  
WITH PAYMENT**

Offices: 2251 Ivy Street, Chico, CA 95928 P: (530) 345-5555 F: (530)  
345-3242  
1623 Beltline Rd, Redding, CA 96001 P: (530) 222-5555

*Thank You*

# INVOICE

..it to Corporate Office:



DOOR SYSTEM DESIGN, INC. dba  
The Door Company  
P.O. Box 3313  
Chico, CA 95927  
(530) 345-5555  
Contractors Lic. #496225

Invoice #: 0116307-IN

Date: 06/23/16

Customer #: 01-1430014

10.00

1

PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E. MAIN STREET  
Quincy, CA 95971

Please include your customer# and  
invoice# on your check

Shipped Via	F.O.B.	Terms	Customer PO
		DUE UPON RECEIPT	

Quantity	Code	Description	Unit Price	Extension
		SERVICE CALL ON GATE		
		REPAIRED BROKEN PIN IN KEY STATION		
		LUBE CYNLLINDER IT MAY HAVE TO BE REPLACED		
		DOWN THE ROAD		
		SERVICED & ADJUSTED		
1	GR1N	TOTAL DUE THIS INVOICE	575.00	575.00
		JOB:50 ABERNATHY LANE, QUINCY		
			NET INVOICE:	575.00

INVOICE TOTAL: 575.00

**PLEASE INCLUDE  
INVOICE NUMBER  
WITH PAYMENT**

Offices: 2251 Ivy Street, Chico, CA 95928 P: (530) 345-5555 F: (530)  
345-3242  
1623 Beltline Rd, Redding, CA 96001 P: (530) 222-5555

*Thank You*

# PLUMAS COUNTY BEHAVIORAL HEALTH

W. Robert Brunson, Director  
270 County Hospital Road, Suite 109, Quincy, CA 95971  
PH: (530) 283-6307 FAX: (530) 283-6045



## MEMO

DATE: **AUGUST 24, 2016**

TO: **HONORABLE BOARD OF SUPERVISORS**

FROM: **W. ROBERT BRUNSON, DIRECTOR** /*rb*

SUBJECT: **CONSENT AGENDA ITEMS FOR September 6, 2016**

RE: **APPROVE AND AUTHORIZE NEW CONTRACTS BETWEEN BEHAVIORAL  
HEALTH AND PCIRC AND WILLOW GLEN CARE CENTER.**

**IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS:** Approve and execute the FY2016-2017 contracts for the following Plumas Crisis Intervention Resource Center (PCIRC) and Willow Glen Care Center, Inc. both of which have been approved as to form by County Counsel.

**BACKGROUND AND DISCUSSION:** All contracts involved have had a long-standing association with Plumas County Behavioral Health. PCIRC (\$ 224,862.00) provides emergency housing, food, medications and other needs to clients; Willow Glen Care Center (\$135000.00) provides psychiatric inpatient services.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this contract are covered by a combination of Federal and State mental health funds.



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## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract Addendum #5 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Health & Human Services Building.**

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### Background

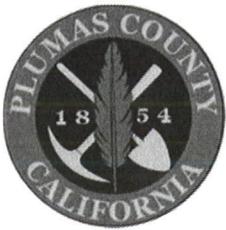
Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Health & Human Services Building

### Recommendation

Approve Contract Addendum #5 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Health & Human Services Building.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

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**Dony Sawchuk**  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject:** **Approve Contract Addendum #3 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Courthouse.**

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### Background

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Courthouse

### Recommendation

Approve Contract Addendum #3 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Quincy Courthouse.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

1E3

**Dony Sawchuk**  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject:** **Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract for the Permit Center.**

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### Background

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Permit Center

### Recommendation

Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Permit Center.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

IE4

Dony Sawchuk  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Library & Museum.**

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### Background

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Library
2. Quincy Museum

### Recommendation

Approve Contract Addendum #2 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Quincy Library & Museum.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



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## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Memorial Hall.**

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### Background

Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Memorial Hall

### Recommendation

Approve Contract for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Quincy Memorial Hall.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



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## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

**Dony Sawchuk**  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract Addendum #2 for James Lausen DBA Awesome Lausen Janitorial for the Custodial Maintenance Contract for the Fairgrounds Admin & Facility Services Bldg.**

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### Background

Awesome Lausen Janitorial is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Fairgrounds Admin
2. Facility Services Bldg.

### Recommendation

Approve Contract Addendum #2 for James Lausen DBA Awesome Lausen for the Custodial Maintenance Contract the Fairgrounds Admin & Facility Services Bldg.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



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## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

**Dony Sawchuk**  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject:** **Approve 90-Day Extension for John Lund DBA KJ's Cleaning Service for the Custodial Maintenance Contract for the Greenville Substation, Greenville Library, and Greenville Town Hall.**

---

### Background

KJ's Cleaning Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Greenville Substation
2. Greenville Library
3. Greenville Town Hall

### Recommendation

Approve 90-Day Extension for John Lund DBA KJ's Cleaning Service for the Custodial Maintenance Contract the Greenville Substation, Greenville Library, and Greenville Town Hall.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



1E8

## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk  
Director

Board Date: September 6, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract Addendum #4 for Reuben Ramirez DBA Top Mop Janitorial for the Custodial Maintenance Contract for the Portola Library & Sheriff's Office.**

---

### Background

Top Mop Janitorial is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Portola Library
2. Portola Sheriff's Office

### Recommendation

Approve Contract Addendum #4 for Reuben Ramirez DBA Top Mop Janitorial for the Custodial Maintenance Contract the Portola Library & Sheriff's Office.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.

PLUMAS COUNTY ENGINEERING DEPARTMENT  
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134  
*Robert A. Perreault, Jr., P.E.* *County Engineer*

IF

**CONSENT AGENDA REQUEST**

For the September 6, 2016 meeting of the Plumas County Board of Supervisors

August 29, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer

Subject: Authorization to Auction a Surplus (Engineering Department) Vehicle

*Robert A. Perreault*

**Background:**

The Engineering Department recommends the auctioning of the following surplus vehicle

<u>Asset #</u>	<u>Year/Make/Model</u>	<u>VIN#</u>
----------------	------------------------	-------------

999	1993 Subaru Impressa	JF1GC2448PG517150
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The auction of this vehicle will be included in the Department of Public Works auction of surplus vehicles and equipment.

**Recommendation:**

The County Engineer respectfully recommends that the Board of Supervisors authorize the sale of the above referenced surplus vehicle. The funds will be deposited into the County General Fund.

2  
WALKER RANCH COMMUNITY SERVICES DISTRICT  
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT  
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134  
*Robert A. Perreault, Jr., P.E.* *County Engineer and Manager, WRCSD*

## **AGENDA REQUEST**

For the September 6, 2016 Meeting of the Plumas County Board of Supervisors

August 25, 2016

To: Honorable Governing Board

From: Robert Perreault, Manager, WRCSD

Subject: Contract Amendment with Sierra Water Management, Inc.



### **Background:**

Sierra Water Management, Inc. (SWM) is the current Operator for Walker Ranch CSD. SWM is responsible for the maintenance and operation duties for the domestic water and wastewater facilities of the WRCSD.

The attached Amendment 2, approved to form by County Counsel, will extend the length of the contract to December 31, 2020 and extend the maximum financial obligation to from \$65,000 to \$85,000.

Residential building is increasing within the CSD boundaries, thus increasing the duties of the Operator. Also the aging system requires more maintenance.

### **Recommendation:**

The Walker Ranch CSD Manager respectfully recommends that the Governing Board authorizes the WRCSD Manager and the Chair of the WRCSD Governing Board to execute contract Amendment No. 2 with Sierra Water Management, Inc.

Attachment:

Amendment No. 2 – Professional Services Contract between Walker Ranch Community Services District and Sierra Water Management, Inc.

**Amendment No. 2 to the  
Professional Service Contract between  
Walker Ranch Community Services District  
And  
Sierra Water Management, Inc.**

The Professional Service Contract between Walker Ranch Community Services District (“WRCSD”) and Sierra Water Management, Inc. (“Sierra”) dated March 1, 2011, as first amended by Amendment 1 dated March 1, 2014, is hereby amended as follows:

The maximum financial obligation of the WRCSD under this agreement shall be amended from \$65,000 to \$85,000 for the fiscal year 2016/17.

For the purpose of future years billing beyond the first year, all billing rates included in this contract shall be adjusted at a rate of the Consumer Price Index, (CPI) Western Urban Consumers as of the commencement date of the subsequent term. This adjustment does not apply to any items billed on a “cost plus” basis.

The revised Exhibit “B” Fee Schedule reflects the new hourly rates.

This Amendment No. 2 shall amend the contract expiration date from June 30, 2016 to December 31, 2020.

All other terms and conditions of the Professional Service Contract shall remain in full force and effect.

**WALKER RANCH COMMUNITY SERVICES DISTRICT**

---

Robert Perreault, Jr.  
Manager

---

Date

Approved as to form:

---

*Stephen J. Maxwell*  
Deputy County Counsel

---

*8/22/16*  
Date

Concurrence as CAO:

---

Chair  
WRCSD Governing Board

---

Date

**SIERRA WATER MANAGEMENT, INC.**

---

David Durkin, President

---

Date

---

David Durkin, Secretary

---

Date

## Exhibit A

### Scope of Work:

#### Domestic Water – Including but not limited to:

1. Record pump information into daily logs
2. Read water meters
3. Install water meters and meter settings
4. Exercising water valves
5. Flushing hydrants
6. Cleaning valve boxes
7. Flushing blow-off valves
8. Painting valve lids
9. Painting hydrants
10. Inspecting water tanks and grounds
11. Pulling and spraying weeds
12. Inspecting pumps and booster pumps
13. Purchasing and installing turbine oil for pump
14. Inspecting pressure tank vessel
15. Inspecting pump house on Ridge
16. Annual Reports
17. Consumer Confidence Report
18. Responding to customer complaints, comments or concerns
19. Inspection total system within WRCSD
20. Electrical Inspections and maintenance of panels
21. Emergency Repairs
22. Insuring positive pressure in water main at all times
23. Maintaining records
24. Monitor water sampling for water tests
25. Snow removal
26. Service generator and supply fuel
27. Paint pump houses inside and out as needed
28. Meeting with County or State officials for site inspection

#### Wastewater duties include but not limited to:

1. Record pump and meter reading daily
2. Septic Tank inspections for all new installations
3. Adjust pump run times for recirculation, dosing and leach field tanks
4. Exercise gate valve
5. Cleaning pump vault screens in closing and recirculation tanks
6. Inspect leach field and distribution system

7. Pull weeds in sand filter
8. Repair lateral lines in sand filter
9. Provide monthly reports regarding effluent system to Regional Water Control Board
10. Input monthly SSO reports to state
11. Perform emergency repairs to system as required
12. Respond to customer complaints, comments or concerns
13. Snow Removal
14. Maintain records
15. Annual cleaning of all septic tank bio-tubes and inspection of pumps, floats and control panels for all commercial and residential customers in the CSD
16. Meeting with County or State officials for site inspection

## Exhibit B

### Fee Schedule

Operator	\$55.00 per hour
Assistant Operator	\$40.00 per hour
Emergency Repairs	\$80.00 per hour
Snow Removal with tractor	\$100.00 per hour
Equipment – (tractor, backhoe, loader, etc.)	\$100.00 per hour
Materials	cost plus 15% unless purchased on CSD account

3AI

## FIRST AMENDMENT TO AGREEMENT

BY AND BETWEEN

PLUMAS COUNTY AND KATHLEEN J. WILLIAMS, Attorney at Law  
dba WILLIAMS & ASSOCIATES

This First Amendment to Agreement ("Amendment") is made on May 19, 2016, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and KATHLEEN J. WILLIAMS, dba WILLIAMS & ASSOCIATES ("CONTRACTOR") who agreed as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and KATHLEEN J. WILLIAMS have entered into a written Agreement effective December 22, 2015, (the "Agreement"), in which KATHLEEN J. WILLIAMS agreed to provide legal and investigative services regarding allegations of harassment of a Plumas County employee.
  - b. Because the cost for Contractor's services has exceeded the dollar amount originally agreed upon, and because the potential for additional services regarding this matter continues, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Paragraph 2 is amended to read as follows:

Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twelve Thousand and No/100 Dollars (\$12,000.00).
  - b. Paragraph 3 is amended to read as follows:

Term. The term of this agreement shall be from December 22, 2015, through December 31, 2016, unless terminated earlier as provided herein.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement effective December 22, 2015 shall remain unchanged and in full force and effect.

**COUNTY OF PLUMAS**

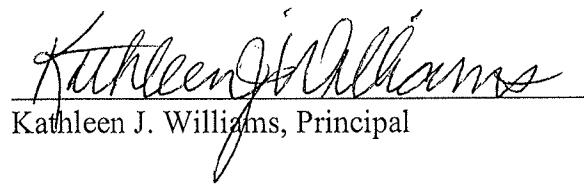
A political subdivision of the State of California

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

Sherrie Thrall, Purchasing Agent

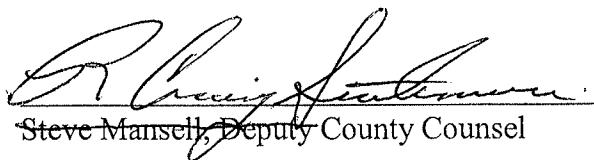
**CONTRACTOR**

Kathleen J. Williams, dba Williams & Associates

  
\_\_\_\_\_  
Kathleen J. Williams, Principal

Date: 8-8-16

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Steve Mansell, Deputy County Counsel

Date: 8/8/16

3A2

## LEGAL SERVICES AGREEMENT

This Agreement is made between Robert McIlroy, (hereafter referred to as "Attorney") and Plumas County, a political subdivision of the State of California, (hereafter referred to as "County").

**WHEREAS**, the purpose of this Agreement is to provide court-appointed counsel to conservatees who fall within the provisions of Section 5365 of the Welfare and Institutions Code and sections, 1470, 1471, 1823(b)(6) and section 1826(g) of the Probate Code and also specifically includes appointment for dementia cases and guardianship cases in the same capacity.

**NOW, THEREFORE**, the parties agree as follows:

1. **TERM.** The term of this Agreement commences September 1, 2016 and shall remain in effect through June 30, 2017, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Attorney following expiration of the prior contract between the parties on August 31, 2016 to date of approval of this Agreement by the Board of Supervisors.
2. **LEGAL SERVICES.** Attorney will provide the following services:
  - A. Attorney shall represent conservatees as appointed by the Court through all trial court proceedings in Welfare and Institutions Code Section 5365 and Probate Code Sections 1470, 1471, 1823(b)(6) and 1826(g) actions up to the appointment of appellate counsel, if applicable. Attorney shall also accept appointment in guardianship and dementia cases in the same capacity.
  - B. Attorney shall appear at all hearings, upon notice by the Public Guardian or County Counsel of such hearings.
  - C. When an L.P.S. or Probate conservatorship is set for a hearing or reappointment, Attorney shall meet with each conservatee living in Plumas County, at least thirty (30) days prior to the court date to explain to the client his/her options and explain the court procedure. Public Guardian or Mental Health staff will assist in providing transportation for in-town and out-of-town clients and meeting space, if requested by Attorney.
  - D. Attorney shall notify Public Guardian and/or Mental Health staff at least two (2) weeks in advance of the hearing as to the conservatee's wishes with regard to his/her court hearing so that staff can arrange transportation and be ready to accompany conservatee to court, if so requested.

- E. Attorney shall make phone calls or have face-to-face meetings with each appointed conservatee, at approximately six month intervals to answer any questions, concerns or complaints the conservatee has with the present placement. (It is important that Attorney and conservatees have regular contact so they become familiar with one another and conservatees are aware they have legal representation when hearings occur.)
- F. Attorney shall be available for phone contact from conservatees or staff from Mental Health and Public Guardian as well as family when a new conservatorship is being established, should problems or questions arise in regards to the conservatorship.

3. **INDEPENDENT CONTRACTOR.** Independent Contractor: a) Attorney is an independent contractor and not an agent, officer, or employee of County. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association; b) Attorney shall have no claim against County for employee rights or benefits including, but not limited to seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence; and c) Attorney is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

4. **STATEMENTS AND COMPENSATION.** Attorney shall provide a monthly invoice to the Plumas County Counsel's Office, 520 Main Street, Room 301, Quincy, CA 95971 which shall include a statement as to caseload information and the number of hours spent on each case per month. Attorney's statement shall contain sufficient information and detail to support an application pursuant to Probate Code section 1472 and 2647 for the determination of the ability to pay attorney's fees by the conservatee or the conservatee's estate. Where the conservatee's estate appears sufficient, County will initiate the applications pursuant to Probate Code sections 1472 and 2647 to determine the conservatee's ability to pay Attorney's fees and shall include 1) a request that the County be reimbursed for fees paid to Attorney, and 2) that Attorney be allowed a reasonable fee at his customary rate of \$125.00 per hour, less any amounts paid by County.

Attorney shall be compensated at the rate of Eight Hundred Sixty-Two Dollars and Fifty Cents (\$862.50) per month. In the case of a contested trial lasting more than two days, commencing on the third day Attorney will be compensated at the hourly rate for conflict appointments in criminal cases. To the extent that work on guardianship and dementia cases exceeds 13.25 hours in any given calendar month, Attorney will be entitled to the same hourly compensation for excess

hours worked.

5. **TERMINATION.** Either party may terminate the terms and conditions of this Agreement upon written notice in a timely manner, provided that Attorney will not cease to represent clients until and unless relieved of appointment by the Superior Court.

**COUNTY OF PLUMAS**, a political subdivision of the State of California

**ATTORNEY**

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Chair, Board of Supervisors

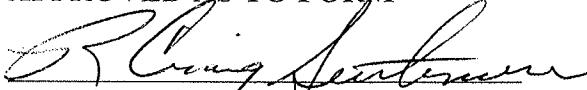
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Robert D. McIlroy, Attorney At Law  
P.O. Box 3136  
Quincy, CA 95971

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

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

**APPROVED AS TO FORM**



R. Craig Settemire, County Counsel

Date: Aug 29, 2016



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

Plumas County Courthouse  
520 Main Street, Room 301  
Quincy, California 95971-9115

*3A3*

R. CRAIG SETTLEMIRE  
COUNTY COUNSEL  
STEPHEN L. MANSELL  
DEPUTY COUNTY COUNSEL  
MARI SNYDER  
PARALEGAL/SMALL CLAIMS ADVISOR

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

August 26, 2016

**INTEROFFICE MEMORANDUM**

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

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

A handwritten signature of R. Craig Settlemire in black ink.

**SUBJECT:** Request to authorize the County Counsel to recruit and fill vacant, funded, and allocated Deputy County Counsel position as either a Deputy County Counsel I, II, or III, classification (Confidential Unit); or give other direction.

**Background:**

The County Counsel's Office has recently been informed of pending resignation of our Deputy County Counsel III effective September 17, 2016. The incumbent is a 5 1/2 year Plumas County employee who is taking a deputy county counsel position in El Dorado County at a significantly higher salary. While we wish him success in his new position, El Dorado's gain is Plumas County's loss, since it will be very difficult to replace the incumbent's knowledge about public law at the County level and the skill and care that he delivered legal services to the various departments of Plumas County government – all to the benefit of the citizens of Plumas County. The Deputy County Counsel III position is one of only two attorney positions in the County Counsel's Office.

Although the position is not yet vacant, the County Counsel's Office requests authorization to begin the recruitment to fill this important position. Given the length of time the typical recruitment requires, it is likely it will be two months before the position is filled. Until the position is filled, the capacity of the County Counsel's Office to deliver legal services to the Plumas County Board of Supervisors, the various Plumas County departments, and dependent special districts will be reduced by half.

Attached are responses to the Critical Staffing Questionnaire together with an organization chart for the Plumas County Counsel's Office.

**TO:** Honorable Board of Supervisors, County of Plumas  
**FROM:** R. Craig Settemire, *Plumas County Counsel*  
**SUBJECT:** Request to authorize the County Counsel to recruit and fill vacant, funded, and allocated Deputy County Counsel position as either a Deputy County Counsel I, II, or III, classification (Confidential Unit); or give other direction.

Page 2 of 2

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**Financial Impact Next Five Years:**

If filled at the same classification, the financial impact will be none. However, if filled at a lower step or at the lower Deputy County Counsel I or II level, there could be some minor savings to the County General Fund. If the recruitment shows Plumas County's salary for Deputy County Counsel is not competitive for the level of experience required, a request for salary adjustment may be the subject of a future separate review process.

**Action:**

It is respectfully requested that the Board of Supervisors authorize the County Counsel to recruit and fill vacant, funded, and allocated Deputy County Counsel III position as either a Deputy County Counsel I, II, or III, classification (Confidential Unit).

END OF MEMORANDUM

[Y:\Administrative\BOS Memo re Deputy County Counsel Vacancy 2016.doc]



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

Plumas County Courthouse  
520 Main Street, Room 301  
Quincy, California 95971-9115

**R. CRAIG SETTLEMIRE**  
COUNTY COUNSEL  
**STEPHEN L. MANSELL**  
DEPUTY COUNTY COUNSEL  
**MARI SNYDER**  
PARALEGAL/SMALL CLAIMS ADVISOR

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

August 26, 2016

**SUBJECT POSITION:** County Counsel's Office, Deputy County Counsel I, II, or III  
(Confidential Unit)

**RESPONSES TO QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED:**

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

**RESPONSE:** Yes. The Office of Plumas County Counsel currently consists of two (2) full-time attorneys, the County Counsel and one Deputy County Counsel III; and support staff consisting of one full-time Paralegal III/small claims advisor and one part-time clerical extra-help (averaging less than 8 hours per week). (In the past, Plumas County has had as many as three attorneys handling matters within the scope of County Counsel responsibilities, not counting contracted juvenile dependency legal counsel. Please see the attached chart.)

With only two (2) full-time attorneys, both attorneys have to be well versed in the wide variety of legal practice areas<sup>1</sup> facing a County Counsel's Office and the over twenty county departments and dependent special districts the County Counsel's Office serves.<sup>2</sup> Narrow legal specialization is impractical in a county counsel's office for a small county such as Plumas County. Every day, each attorney must be prepared to back up the other attorney in all areas. The attorneys cover for each other when one is out of the office due to vacation, illness, or continuing education requirements. The incumbent County Counsel has over 35 years' experience advising local public agencies such as counties and special district. The incumbent Deputy County Counsel III has been practicing law for over twelve (12) years, more than five of which have been in the Plumas County Counsel's Office.

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<sup>1</sup> The County Counsel has primary responsibility for providing legal advice and assistance to the Board of Supervisors and County staff on matters such as: public policies; land use; human/social services; civil actions; risk management and insurance; municipal and public law; tort law; resources law; environmental law; nuisance abatement; personnel benefits, employment, retirement and labor relations law; and construction, facilities and real estate law. The attorneys in the Office of County Counsel prepare board reports and recommendations; prepare legal opinions; draft ordinances, resolutions and proposed legislation; represent the County before the legislature as directed; formulate litigation strategies; oversee legal research and investigations; act as trial counsel in state court, federal court, and administrative proceedings; monitor legal developments; retain and manage outside legal counsel; and serve as attorneys for the County in all civil actions, including Public Guardian cases and juvenile dependency cases involving abused or neglected children.

<sup>2</sup> The County Counsel serves as the civil attorney for Plumas County, including the Board of Supervisors and all County offices, departments, boards, commissions, the Grand Jury, six dependent special districts (Crescent Mills Lighting District, Dixie Valley Community Services District, Quincy Lighting District, Plumas County Flood Control and Water Conservation District, and Walker Ranch Community Services District), one county service area (Beckwourth County Service Area), and other special districts (on a limited, as requested and time-available basis).

SUBJECT POSITION: County Counsel's Office, Deputy County Counsel III (Confidential Unit)

RESPONSES TO QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

August 26, 2016

Page 2 of 3

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- Why is it critical that this position be filled at this time?

RESPONSE: If the position is not filled, the capacity of the County Counsel's Office to provide civil legal services as described above to other Plumas County Departments, dependent special districts, and to the Board of Supervisors will be cut in half.

- How long has the position been vacant?

RESPONSE: The vacancy is effective September 17, 2016.

- Can the department use other wages until the next budget cycle?

RESPONSE: Other wages appropriated to the County Counsel's Office are nominal and will be insufficient to pay for the necessary services the remainder of the fiscal year.

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

RESPONSE: Detailed current information on staffing in other county counsel offices is not available on short notice. However, there are currently three small counties that contract for county counsel services with a private law firm having several attorneys, and a review of a directory from 2011 shows other smaller counties typically having at least two attorneys and often three attorneys.

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

RESPONSE: All.

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

RESPONSE: The fiscal savings achieved by not filling the position will be outweighed by the less efficient use of the remaining attorney's time and will slow the delivery of civil legal services to other county departments, dependent special districts, and the Board of Supervisors. The effect on other departments of slower turnaround time for legal review is unknown. Less overall expenditures in the County Counsel's Office will result in less allocable cost under the Cost Plan (A-87), thereby reducing reimbursements to the County General Fund. There may be a need for more contracted outside legal services that are typically available at a higher hourly cost (\$200 to \$300 per hour as opposed to approximately \$110 average "fully loaded cost" for on-staff attorney).

- 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?

RESPONSE: Not applicable to this General Fund funded department.

SUBJECT POSITION: County Counsel's Office, Deputy County Counsel III (Confidential Unit)

RESPONSES TO QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

August 26, 2016

Page 3 of 3

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

RESPONSE: None, except the final payout of accrued leave to the departing employee and the impact on the Cost Plan reimbursement noted above.

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

RESPONSE: Not applicable to this General Fund funded department.

- 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?

RESPONSE: The County Counsel's Office is a General Fund funded department. A significant share of the expenses of the County Counsel's Office is recovered from other, non-general fund, sources via the County's Cost Plan (A-87). It is not expected that filling this position will have a significant effect on the General Fund in the next two years when compared to the last two years.

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

RESPONSE: No.

[Y:\Memos\Responses to Critical Staffing Questionnaire -- Deputy County Counsel III 20160826.doc]

**PLUMAS COUNTY  
BOARD  
OF  
SUPERVISORS**

**PLUMAS COUNTY  
COUNSEL**  
(R. Craig Settlemire)

**PARALEGAL III**  
(Mari Snyder)

**DEPUTY COUNTY  
COUNSEL III**  
(Steve Mansell)

**ATTACHMENT "A"**

County Counsel	Deputy County Counsel(s)	Contract Attorney
<u>Oct. 2003:</u> Barbara Snelling Interim County Counsel	<u>Feb. 2004:</u> Brian Morris  <u>August 2005:</u> MJ – switched to Permanent/Part time employee - .75	<u>Dec. 2004:</u> Michael Jamison (Contract) <u>Aug 2005:</u> MJ contract end
<u>Oct. 2005:</u> Barbara Thompson- Appointed County Counsel	<u>April 2006:</u> MJ leaves <u>June 2006:</u> Todd Stress <u>Jan 2007:</u> TS leaves <u>March 2007:</u> Clint Walker <u>June 2007:</u> BM transferred out of CC office to become Flood Control Manager <u>March 2008:</u> CW leaves	?Bill Abramson contract for Dependency only.
<u>August 2008:</u> BT leaves Vacant	Vacant	<u>May 2008:</u> Cota Law Firm (Contract)
<u>Aug 2009:</u> James Reichle appointed <u>March 2010:</u> JR leaves		<u>Feb 2009:</u> Cota contract terminated
<u>March 2010:</u> Brian Morris interim off and on through July 2010		<u>March 2009:</u> James Reichle (contract)
<u>Aug 2010:</u> Craig Settlemire Appointed	<u>January 2011:</u> Steve Mansell	<u>Aug 2009:</u> JR contract ends
	<u>January 2012:</u> Brian Morris leaves Flood Control.	
	<u>September 16, 2016:</u> Steve Mansell leaves.	



# Office of the Sheriff

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

3B

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** August 10, 2016

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**SUBJECT:** Agenda Item for the meeting of September 6, 2016

**Recommended Action:**

Authorize the payment of an invoice for fixed asset purchase prior to the county budget being adopted.

**Background and Discussion:**

The Administrative & Budgetary controls require Board of Supervisors approval to purchase fixed assets prior to a budget being adopted.

The fixed asset is repeater equipment purchased from the BNSE railroad settlement funds. The equipment was budgeted in FY 15/16 and ordered on April 25, 2016; however, it did not arrive until the end of July. The invoice could not be paid in FY 15/16 because it is dated in FY 16/17.

The invoice amount is \$21,501.10 plus state sales tax in the amount of \$1,612.59 for a total of \$23,113.69 will be paid from dept 70339 account 544203.

This expenditure will be included in the budget request submitted for FY 16/17.

70339-542203

Invoice # U20094

CUSTOMER NO. PLUCOU  
COPY Original

Codan Radio Communications  
43 Erie Street  
Victoria, B.C.  
V8V 1P8 Canada

Toll Free Phone: 1-800-664-4066  
Phone (outside U.S. and Canada): 1-250-382-8268  
Email: lmrsales@codanradio.com  
Website: www.codanradio.com/lmr

**SOLD TO:**

PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E. MAIN ST

QUINCY, CA 95971  
USA

**SHIP TO:**

PLUMAS COUNTY SHERIFF'S OFFICE  
1400 E Main St

Quincy, CA 95971  
USA  
Attn: Mike Grant 530-283-7440

Lines preceded by "-->" are contract lines.

DATE	SHIP VIA		TERMS			
22-Jul-2016	FEDEX FREIGHT		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALES PERSON	REPRESENTATIVE(S)		OUR ORDER NUMBER	
2016-003-BNSF	25-Apr-2016	GRA	TSG SIE		H37916	
QTY. ORDER	QTY. SHIP	QTY. B.O.	ITEM NUMBER	DESCRIPTION	UNIT PRICE	DISC % EXTENDE D

\*\*\*

NAFTA/FCC FORMS ON FILE

\*\*\*

MADE IN CANADA

\*\*\*

NO KOREAN DRAMS OR DRAM MEMORY

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PLEASE FILE UNDER HS CODE #8517.61.00.00(CBP

RULING 112-68687968)

VHF RADIO TRANSCEIVERS (Freq.'s 30-520 MHz)

\*\*\*

1.00	1.00	0.00	Z50131	VHF RADIO TRANSCEIVER	System Price:	\$21,501.10	
System price above includes all components below.							

1.00	1.00	0.00	VT-4E150-00-800	TRANSMITTER, MT-4E, VHF136-174	\$1,798.50000	20.00	\$1,438.80
	--->			TX, MT-4E Analog, 136-174 MHz			
1.00	1.00	0.00	VR-4E150-00-000	RX, MT-4E, VHF136-174, CLASS B	\$1,936.00000	20.00	\$1,548.80
	--->			RX, MT-4E Analog Class B, 136-174 MHz			
1.00	1.00	0.00	APP-FIRM01-W-XX	FIRMWARE,MT4E RX, DIGITAL UPG.	\$2,238.50000	20.00	\$1,790.80
	--->			Firmware (P25 Digital Upgrade), MT-4E Receiver,Ver XX			
1.00	1.00	0.00	APP-FIRM02-W-XX	FIRMWARE,MT4E TX, DIGITAL UPG.	\$2,904.00000	20.00	\$2,323.20

Codan Radio Communications  
43 Erie Street  
Victoria, B.C.  
V8V 1P8 Canada

Toll Free Phone: 1-800-664-4066  
Phone (outside U.S. and Canada): 1-250-382-8268  
Email: lmrsales@codanradio.com  
Website: www.codanradio.com/lmr

Lines preceded by "---->" are contract lines.

DATE	SHIP VIA			TERMS				
22-Jul-2016	FEDEX FREIGHT			NET 30 DAYS				
PURCHASE ORDER NUMBER		ORDER DATE	SALES PERSON	REPRESENTATIVE(S)		OUR ORDER NUMBER		
2016-003-BNSF		25-Apr-2016	GRA	TSG SIE		H37916		
QTY. ORDER	QTY. SHIP	QTY. B.O.	ITEM NUMBER	DESCRIPTION			UNIT PRICE	DISC %
			--->	Firmware (P25 Digital Upgrade), MT-4E Transmitter, Ver XX				
1.00	1.00	0.00	SR-39-1	SUBRACK/MOTHERBOARD,96 PIN+I/O			\$946.00000	20.00
			--->	Subrack				
1.00	1.00	0.00	SM-3-H0-014-00	SYSTEM REGULATOR,9-11 VDC,14HP			\$737.00000	20.00
			--->	System Regulator				
1.00	1.00	0.00	AMP-4-150-30-00	AMPLIFIER, MT-4,138-174MHz,30W			\$1,343.10000	20.00
			--->					
1.00	1.00	0.00	PSBENC-002	ENCLOSURE, INCL. 35 Ah BATTERY			\$605.00000	20.00
			--->	Enclosure/Battery, Portable, 12 V, 35 AH				
1.00	1.00	0.00	PSA-14-04-S0-07	BATTERY CHARGER,14.7VDC,4A,SLA			\$440.00000	20.00
			--->	Battery Charger, 14 VDS, 4A, Clips				
1.00	1.00	0.00	PSS-PS-60W-02	SOLAR SYS/FOLDABLE,60W,IN CASE			\$2,299.00000	20.00
			--->					
1.00	1.00	0.00	SA-VIB-22	ANTI-VIBRATION FASTENER SYSTEM			\$99.00000	20.00
			--->	Anti-Vibration Kit				
1.00	1.00	0.00	ET-3-03-00	Rugged Aluminum Case - Orange Orange 19 "Transportable Case			\$3,025.00000	20.00
			--->	Includes: 2 RF connectors, AC and DC (6 ft. power cables). RF cables sold separately.				
1.00	1.00	0.00	PSA-4U-1	POWER SUPPLY,12.0-15.5VDC/20A			\$632.50000	20.00
			--->					
1.00	1.00	0.00	DUP-Q2330E	DUPLEXER,VHF,500KHz SEPARATION			\$2,734.62000	20.00
1.00	1.00	0.00	3702-6310A000	BRACKET,DUP MNT,Q2330E,6RU			\$96.15000	20.00
1.00	1.00	0.00	3763-21062502	CASE,6RU RACK-10.625",22"FRAME			\$4,250.00000	20.00
2.00	2.00	0.00	_LABOUR-CONFIG	LABOUR/HR CONFIGURATION			\$198.00000	20.00
			--->	Labour/hr. Required for custom radio design				
(Not Discountable)								

Codan Radio Communications  
43 Erie Street  
Victoria, B.C.  
V8V 1P8 Canada

Toll Free Phone: 1-800-664-4066  
Phone (outside U.S. and Canada): 1-250-382-8268  
Email: lmrsales@codanradio.com  
Website: www.codanradio.com/lmr

Lines preceded by "---->" are contract lines.

DATE	SHIP VIA		TERMS				
PURCHASE ORDER NUMBER	ORDER DATE	SALES PERSON	REPRESENTATIVE(S)		OUR ORDER NUMBER		
QTY. ORDER	QTY. SHIP	QTY. B.O.	ITEM NUMBER	DESCRIPTION	UNIT PRICE	DISC %	EXTENDE D
4.00	4.00	0.00	CBL223 ----> CBL223-XPOXPOXX	CABLE/RF, RG223U RG223 RF Cable (Type N OR BNC Connector)	\$88.00000	20.00	\$281.60
1.00	1.00	0.00	CBLC46-12506025 ----> CBLC46-12506XXX	CABLE,RJ45 PLUG-PLUG,8P0S,25CM Cable, RJ45 Plug-Plug, 8 position	\$44.00000	20.00	\$35.20

### INVOICE TOTAL

DISCOUNT	\$	0.00
NET	\$	21,501.10
OTHER	\$	0.00
SHIPPING & HANDLING	\$	0.00
STATE TAX	\$	0.00
GST/HST	\$	0.00
<b>TOTAL (US)</b>	<b>\$</b>	<b>21,501.10</b>

3c

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** August 10, 2016

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director *BS*

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF SEPTEMBER 6<sup>TH</sup>, 2016.

**RE: APPROVE RESOLUTION TO AMEND THE MOU WITH OPERATING ENGINEERS UNION LOCAL #3 MID-MANAGEMENT UNIT BY ADDING THE CLASSIFICATION OF STAFF SERVICES MANAGER TO APPENDIX A.**

---

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

Approve resolution to amend Operating Engineers Union Local #3 (OE3) MOU with the Mid-Management Unit by adding the classification of Staff Services Manager to Appendix A.

### **BACKGROUND AND DISCUSSIONS:**

The Board of Supervisors recently approved the Staff Services Manager classification to replace the Principle Staff Services Analyst within Social Services Department. Social Services is now recruiting to fill this position as approved by the Board of Supervisors.

The Staff Services Manager classification is currently represented in the OE3 General Unit. This is a supervisory position and aligns with the other Mid-Management Unit's job classifications. Because of the job duties and supervisory responsibilities it should be included in the Mid-Management Unit. This classification directly supervises the Account Technicians, Fiscal and Technical Service Assistant and other various office staff.

The meet and confer process has been completed with OE3 and there are no objections to the reclassification moving from General Unit to the Mid-Management Bargaining Unit.

I am recommending passing this Resolution to update the OE3 Mid-Management Unit's position classification adding the Staff Services Manager position to this Unit's MOU - Appendix A.

**RESOLUTION NO. 2016- \_\_\_\_\_**

**RESOLUTION TO AMEND THE OPERATING ENGINEERS UNION LOCAL #3 MID-MANAGEMENT UNIT APPENDIX A ADDING THE CLASSIFICATION OF STAFF SERVICES MANAGER**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Human Resources Director has been requested to assist in revising changes to the Staff Services Manager classification at the salary range of 2396; and

**WHEREAS**, it is necessary to update of Memorandum of Understanding with Operating Engineers Union Local#3 Mid Management's Appendix A to include the classification of Staff Services Manager; and

**WHEREAS**, the Human Resources Director met and conferred with Operating Engineers regarding the change to classification designation of Mid-Management. The Union has no objection to the modifications to the job description and range of Staff Services Manager.

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

The job description for Staff Services Manager attached hereto will be added to the Operating Engineers Union Local #3 Mid-Management Unit Appendix A at the salary range of 2396.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 6 day of September, 2016 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

## STAFF SERVICES MANAGER I

### **DEFINITION**

Under general supervision, employees at the level perform responsible, varied, and complex administrative analysis work in a variety of fields; they may act as lead analysts to other technical staff or may supervise subordinate clerical staff.

### **DISTINGUISHING CHARACTERISTICS**

This is the first supervisor level of staff services analysts. Depending upon the size of the agency, this level may supervise Staff Services Analysts performing one or more of the staff services functions, or be responsible for all of the agency's staff services

### **REPORTS TO**

Social Services Director or Program Manager-Services-Asst. Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Accountant Technician, Fiscal & Technical Service Assistant and various Office Staff.

### **EXAMPLES OF DUTIES**

- Perform general administrative, personal, staff development, fiscal, program and data processing system analysis, gather, tabulate and analyze data; draw organization, workload, and other charts.
- Interview and consult with departmental officials, employees and others to give and receive information.
- Prepare reports and make recommendations on procedures, policies, and program alternatives.
- Review and analyze proposed legislation and advise management on the potential impact.
- Make decisions in financial, personnel, and other administrative systems of average to difficult complexity; and prepare correspondence.

## **STAFF SERVICES MANAGER I - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General public and business administrative practices.
- Governmental functions and organizations
- Principles and practices of the functional areas germane to the specialized positions
- Principles and practices of supervision
- General principles of public administration
- Principles and practices of the functional areas germane to the specialized positions

#### **Ability to:**

- Plan, assign, and supervise the work of others
- Develop and achieve program goals
- Assume total responsibility to staff support program area in a medium to large department or for administrative services in a small department
- Supervise subordinate staff



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

3D1

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

ELLIOTT SMART  
DIRECTOR

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

DATE: AUGUST 2, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 6, 2016

RE: CLOTHING ALLOWANCE PROGRAM FOR FOSTER CHILDREN

REF: BOARD ITEM OF OCTOBER 9, 2007, SAME SUBJECT (ATTACHED)



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

Reauthorize a supplemental annual clothing allowance for children in the foster care system in the amount of \$300 per calendar year.

### **Background and Discussion**

In the referenced Board item, the Department of Social Services described how new state law adopted by the Legislature under Senate Bill 84 of 2007, enabled Plumas County to fully participate in the State Supplemental Clothing Allowance for children in Foster Care. In 2011, the state realigned children's services to counties. One result of realigning those programs is the State Supplemental Clothing Allowance program ceased to exist. And, as a result, state participation in funding the program reverted to counties, to the extent that they elect to use 2011 Realignment dollars to fund the program.

Because the state program no longer exists, the Department is seeking the approval of the Board to continue to operate the program using Child Welfare Services 2011 Realignment funds. Under the prior state program, the clothing allowance was available up to a maximum of \$278 per year. The Department recommends increasing this limit to \$300 per year due to increases in consumer prices.

As a matter of information for the Board, a copy of the proposed policy is enclosed with this item. Prior policy for this program had referenced the State Supplemental Clothing Program. That language has been eliminated. Additionally, the policy has been clarified to reflect that the total amount available for any child is per calendar year.

### **Financial Impact**

There is no impact to the County General Fund that results from operating this program. Subject to the approval of the Board, the source of financial support for this program will be 2011 Public Safety Realignment, Child Welfare Services program funds. These funds are 100% state sales tax funds that are realigned to counties for specific programs. They may not be used by counties for programs other than Child Welfare. The Department expects that 7-10 children will be eligible for the program yielding a total cost of about \$3,000 annually.

### **Attachments (2)**

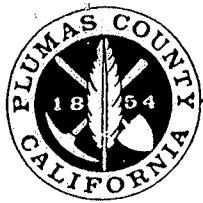
Copies:      DSS Management Staff  
                  Erin Metcalf, Chief Probation Officer

## **Plumas County Department of Social Services**

### **Policy regarding Clothing Allowances for children who are in Foster Care.**

**The Social Worker who is assigned to a foster child shall assess that child's clothing needs at the time of initial placement into foster care and at other times as appropriate during required visits to the child during care. The Social Worker shall have the discretion to request the following:**

- 1. At the time of foster care placement, an initial county clothing allowance of \$150. The initial allowance of \$150 is renewable annually without regard to other dispersals or allowances made in conformance with (2) below.**
- 2. As needed an additional clothing allowance may be requested at the time of placement renewal or after six months from initial placement, as long as the total paid for any child does not exceed the amount listed in (3) below. The Social Services Program Manager must approve any amounts requested pursuant to this paragraph.**
- 3. The total amount available per calendar year for an individual foster child shall not exceed \$300.00.**



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9126

ELLIOTT SMART  
DIRECTOR

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

DATE: SEPTEMBER 28, 2007

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR OCTOBER 9, 2007

RE: APPROVAL OF AN ANNUAL FOSTER CARE CLOTHING ALLOWANCE  
OF \$274 AND ENCLOSED POLICY REGARDING SUCH ALLOWANCES

### It is Recommended that the Board of Supervisors

1. Approve a supplemental annual clothing allowance for children in foster care of \$274 per year per foster child.
2. Upon approval, authorize the Director of the Department of Social Services to submit the enclosed Clothing Allowance Program Notification to the State Department of Social Services.

### Background and Discussion

Until this year, Plumas County (along with Tehama and Colusa) was not eligible to participate in the state supplemental clothing allowance program for children who are placed in Foster Care. Although the history of this matter is not entirely clear to staff who are currently in the Department, our best understanding is that Plumas had not enacted a clothing allowance policy at the time that initial implementing legislation was adopted by the legislature and consequently was not included in that legislation.

As a result, children placed in Foster Care in Plumas County have only been eligible for a state funded allowance that is limited to \$100 per year for each child. This amount is not adequate particularly for older foster children who may change placements during a year.

Senate Bill 84 of 2007 (see attached excerpt) includes language that enables the three aforementioned counties to participate in the state supplemental clothing allowance

program subject to the election to do so by the Board. The matter that is before your Board today is to approve a state supplemental clothing allowance of up to \$274 annually subject to the program policy that is attached to this report.

### **Financial Impact**

Based upon the Department's estimate of the number of children placed in foster care annually, the Department anticipates providing clothing allowances for up to 82 foster children per year. While not all children placed in foster care will receive the maximum allowance, for budgeting purposes we estimate that the cost for the current fiscal year will not exceed \$22,500.

Costs of the clothing allowance are split between federal and state sources depending upon whether the child is a state or federally eligible child. Our current estimates are that federal financial contributions would yield about 27% (\$6,000) with state general fund dollars picking up the remaining 73% (\$16,500). Our current estimates do not include any new contributions from County Realignment funds.

Clothing allowances are chargeable to the Department's support and care budget for AFDC Foster Care Expenses (Account 70590-530900). The Department estimates that there are currently sufficient funds available in that account at the present time to cover the additional cost of clothing allowances without the need for a supplemental budget. Should a supplemental budget become needed due to an unanticipated increase in the number of children placed in foster care, the department will bring that request forward later in the year.

### **Other Agency Involvement**

Senate Bill 84 requires the Department to submit a Clothing Allowance program statement to the California Department of Social Services. Upon approval of the recommended allowance, the Department will submit the required notification to CDSS. A copy of the proposed statement is attached for the Board's information.

Copy: PCDSS Management Staff  
Ms. Sharon Reinert, Chief Probation Officer

Enclosures (2)



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350

Fax: (530) 283-6368

Toll Free: (800) 242-3338

ELLIOTT SMART  
DIRECTOR

## CLOTHING ALLOWANCE

Name	Rate	For	Frequency	Exclusions
State Supplemental Clothing Allowance	\$100.00	Foster Care Placement	Annually	Group Homes
Plumas County Clothing Allowance	\$100.00	Foster Care Placement	Initial placement and annually thereafter	Shelter Care Foster Family Agencies Group Homes THPPs
	Additional \$187.00	At Social Worker's request		

No State  
as of 2011

Effective 1/01/08 sd

(2) Any county that, as of the effective date of this section, has in effect clothing allowances, shall continue to receive the same level as it received on the effective date of this section.

(3) (A) Commencing in the 2007-08 fiscal year, for children whose foster care payment is the responsibility of Colusa, Plumas, and Tehama Counties, the amount of the clothing allowance may be up to two hundred seventy-four dollars (\$274) per child per year.

(B) Each county listed in subparagraph (A) that elects to receive the clothing allowance shall submit a Clothing Allowance Program Notification to the department within 60 days after the effective date of the act that adds this paragraph.

(C) The Clothing Allowance Program Notification shall identify the specific amounts to be paid and the disbursement schedule for these clothing allowance payments.

(4) Beginning January 1, 1990, except as provided in paragraph (5), clothing allowances shall be adjusted annually in accordance with the methodology for the schedule of basic rates described in subdivision (c) and (d). No county shall be reimbursed for any increases in clothing allowances which exceed the adjustments made in accordance with this methodology.

(5) For the 2000-01 fiscal year and each fiscal year thereafter, without a county share of cost, notwithstanding subdivision (c) of Section 15200, each child shall be entitled to receive a supplemental clothing allowance of one hundred dollars (\$100) per year subject to the availability of funds. The clothing allowance shall be used to supplement, and not supplant, the clothing allowance specified in paragraph (1).

SEC. 29. Section 11462 of the Welfare and Institutions Code is amended to read:

11462. (a) (1) Effective July 1, 1990, foster care providers licensed as group homes, as defined in departmental regulations, including public child care institutions, as defined in Section 11402.5, shall have rates established by classifying each group home program and applying the standardized schedule of rates. The department shall collect information from group providers beginning January 1, 1990, in order to classify each group home program.

(2) Notwithstanding paragraph (1), foster care providers licensed as group homes shall have rates established only if the group home is organized and operated on a nonprofit basis as required under subdivision (h) of Section 11400. The department shall terminate the rate effective January 1, 1993, of any group home not organized and operated on a nonprofit basis as required under subdivision (h) of Section 11400.

(3) (A) The department shall determine, consistent with the requirements of this chapter and other relevant requirements under law, the rate classification level (RCL) for each group home program on a biennial basis. Submission of the biennial rate application shall be made according to a schedule determined by the department.

EII. 8/24/07



302

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART  
DIRECTOR

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

DATE: AUGUST 24, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 6, 2016

RE: SOCIAL SERVICES TRENDS REPORT

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

Receive and file the Social Services Trends report.

**Background and Discussion**

Social Services Trends is a quarterly report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through June 30, 2016.

Copies: PCDSS Management Staff  
Members of the Human Services Cabinet

Enclosure

## SOCIAL SERVICES TRENDS

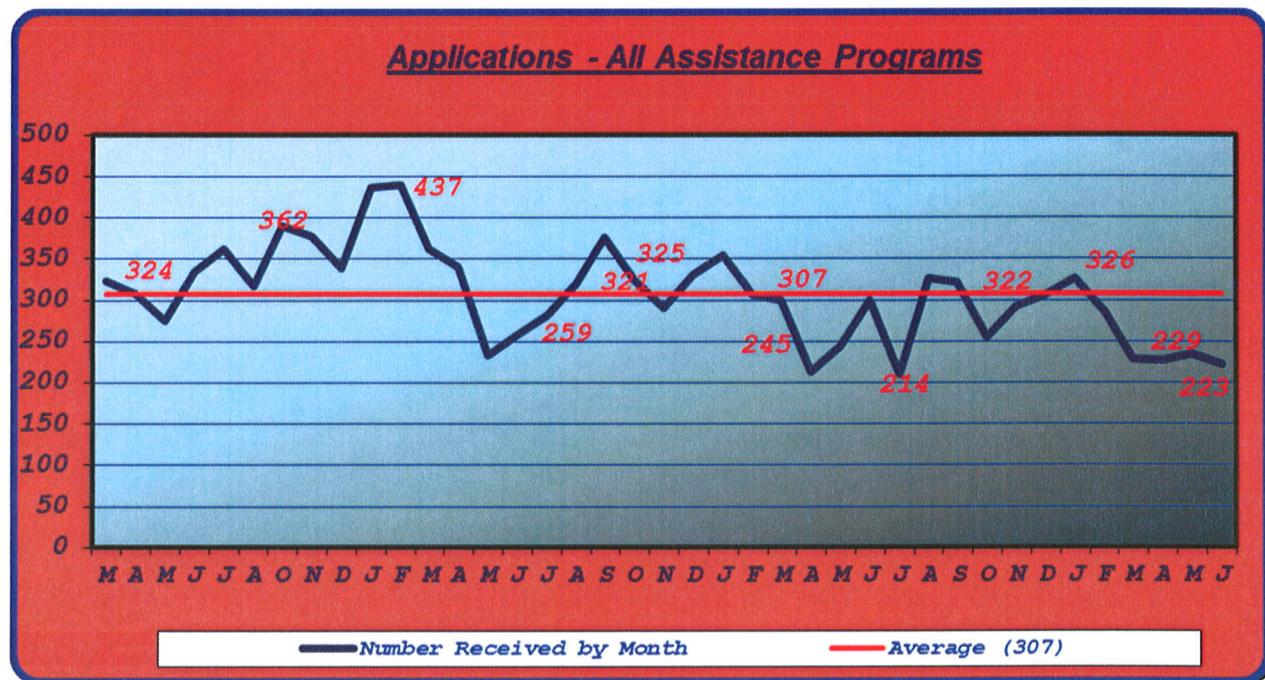
Quarter Ending: June 30, 2016

**Social Services Trends** is a quarterly report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the three-month quarter that ended June 30, 2016. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling 530-283-6350 or by accessing the Plumas County web site at [www.countyofplumas.com](http://www.countyofplumas.com).

### **I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION**

#### **A. APPLICATIONS RECEIVED**

Applications have been on a downward trend for 28 months, since February 2014 when the Department recorded 437 applications for economic assistance. Applications for medical assistance (under the statewide Medi-Cal program) continue to represent 50% or more of the total we receive, but even there, the trend has been downward. In 2014 the average monthly application rate was 334 per month. Now it is 307 and it is continuing to drop. Slow improvements in the economy are lessening the need for economic assistance.



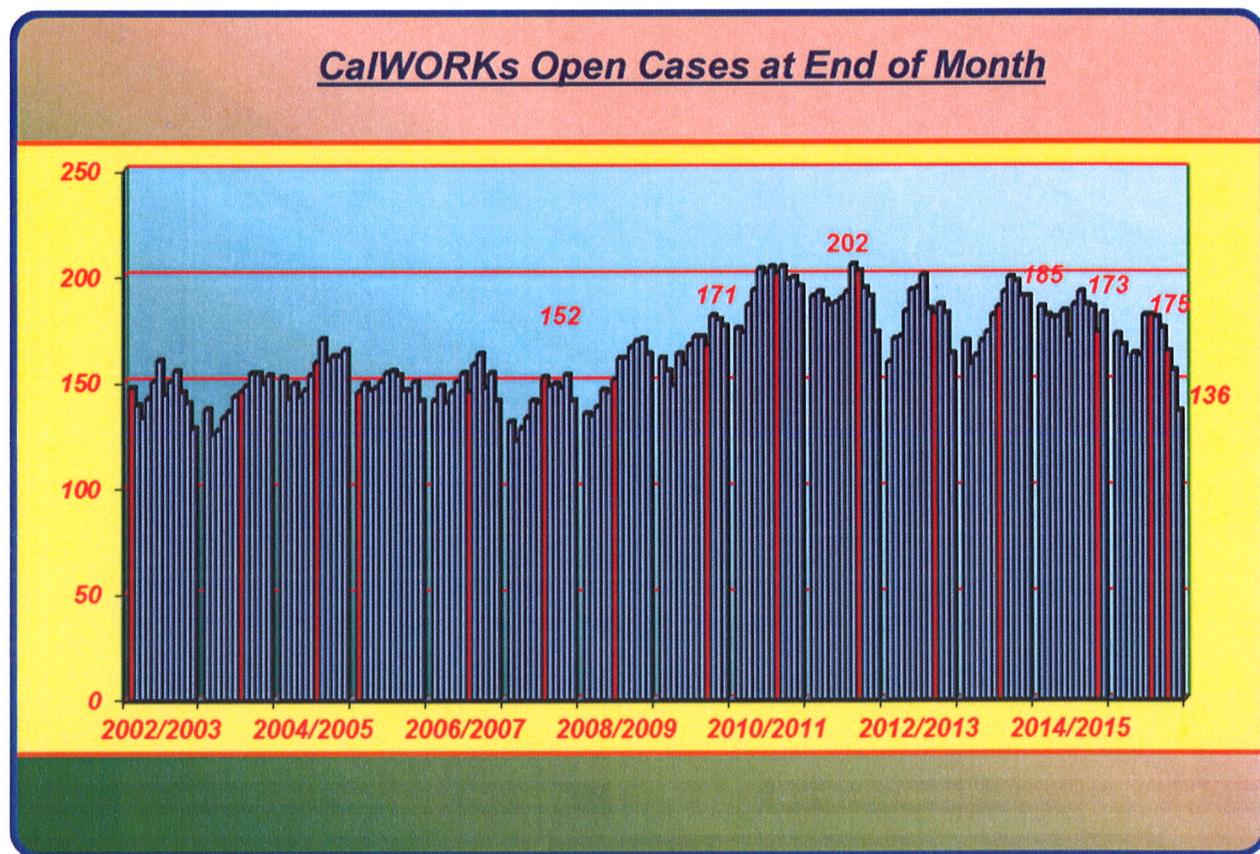
## B. CONTINUING CASES

### (1). Cash Assistance (AFDC/CalWORKs)

The Department's pre-recession case count for cash assistance was in the range of 150 CalWORKs cases per month. From January 2008 through January 2014 case counts ranged in the area of 180 to 200 per month. Since the high count of 202 cases recorded in February of 2012, the case count has generally dropped with only brief periods of increase, most notably during the winter months. In June, the Department recorded 136 CalWORKs cases, the lowest count since prior to the recession. Our current year average case count is almost 10% lower than the average for last year. Barring another unforeseen economic slowdown, employment opportunities are likely to continue to grow, slowing the need for cash assistance.

#### Average Monthly Caseload

2013/2014	180
2014/2015	182
2015/2016	166



#### **(1). A. CalWORKs Work Participation Rates (WPA)**

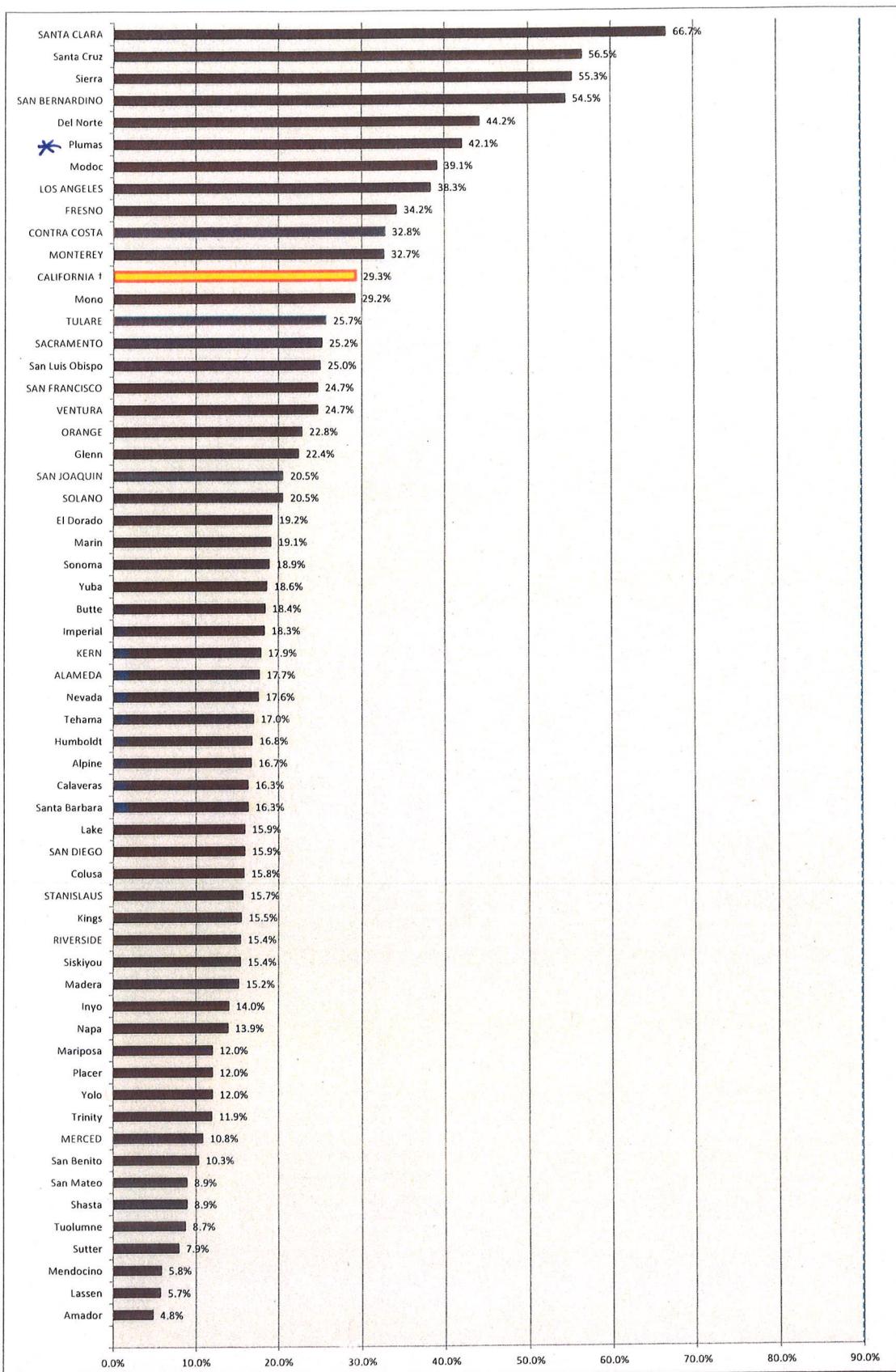
Periodically the California Department of Social Services provides counties with a summary of their Federal Work Participation (WPA) rate data. This data is important because California has not been meeting Federal WPR targets. The concern has been that this could lead to potential penalties. California has continued to make improvements in WPR rates and Plumas County has been among the top tier, particularly in respect to small county rates.

In the enclosed tables, which are for the Federal Fiscal Year ending in 2013, Plumas County's performance for two-parent households was sixth best in the state and well above the statewide average. The Plumas WPR rate of 42.1% was nearly 15% above the statewide average of 20.3%.

For all families, the Plumas rate of 23% was just slightly below the statewide rate of 26.9% but still the 11<sup>th</sup> best in the state. When one looks at the size of counties that ranked above Plumas, it is clear that Plumas performed very well compared to other small and medium counties.

Please see charts on the following pages for a complete county by county comparison.

## Two Parent WPRs for Federal Fiscal Year 2013\*



Source: County Work Participation Rate database as of 8/18/2014.

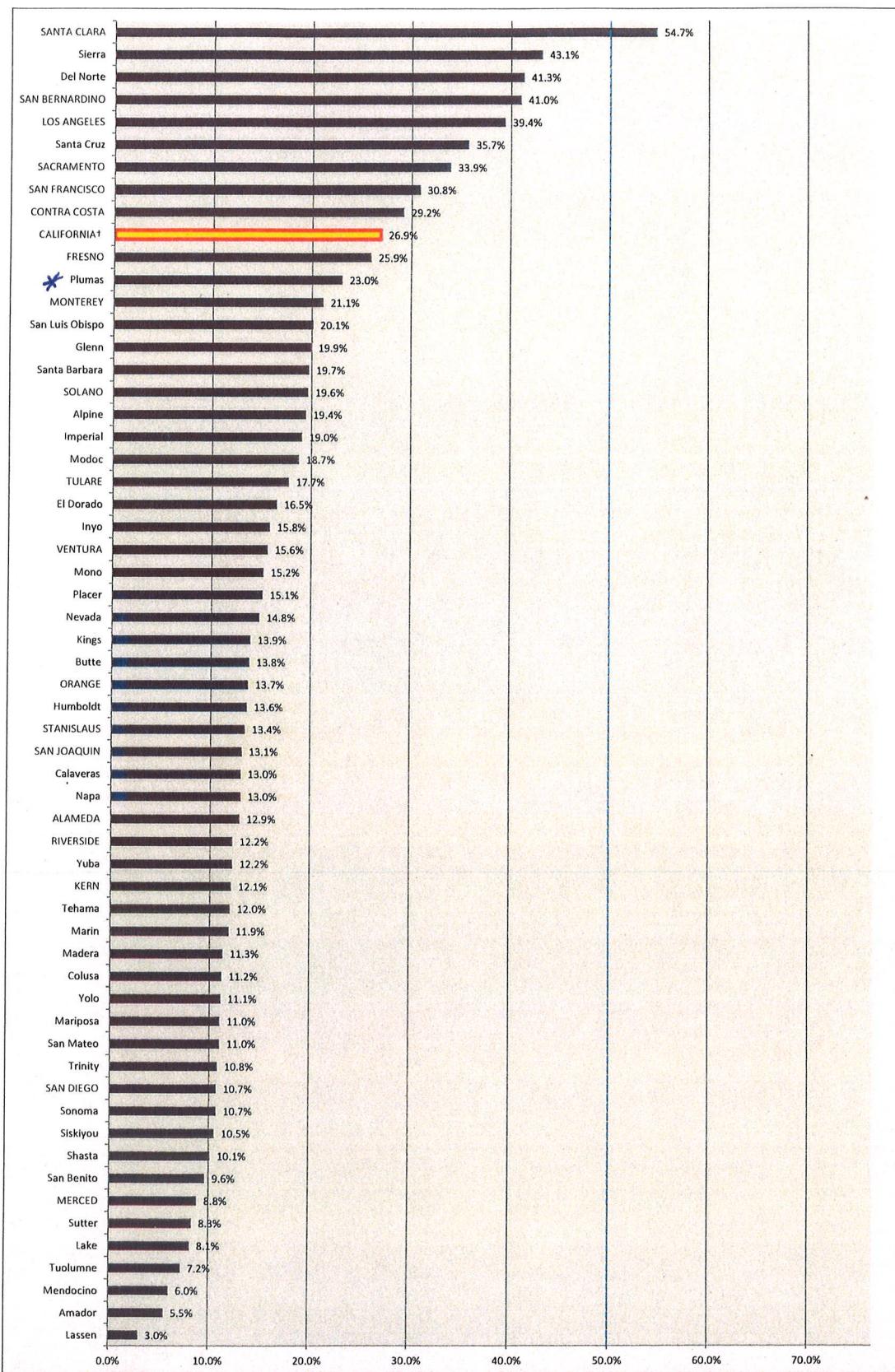
All Caps = Performance Measurement Counties.

\*The annual WPRs are based on the average of the weighted monthly rates for each county, which is consistent with the calculation of the federal statewide rates by the Administration for Children and Families (ACF). Note: The 30 percent limit on cases considered meeting work requirements due to educational activities per month is not applied to the WPR calculations in this report.

--- = Required work participation rate of 90%.

†The statewide rate calculated using only those cases sent to ACF is 30.9%.

### All Families WPRs for Federal Fiscal Year 2013\*



Source: County Work Participation Rate database as of 8/13/2014.

All Caps = Performance Measurement Counties.

\*The annual WPRs are based on the average of the weighted monthly rates for each county, which is consistent with the calculation of the federal statewide rates by the Administration for Children and Families (ACF). Note: The 30 percent limit on cases considered meeting work requirements due to educational activities per month is not applied to the WPR calculations in this report.

— = Required work participation rate of 50%.

†The statewide rate calculated using only those cases sent to ACF is 25.1%.

## **(2). CalFresh (Supplemental Nutrition Assistance Program) Assistance**

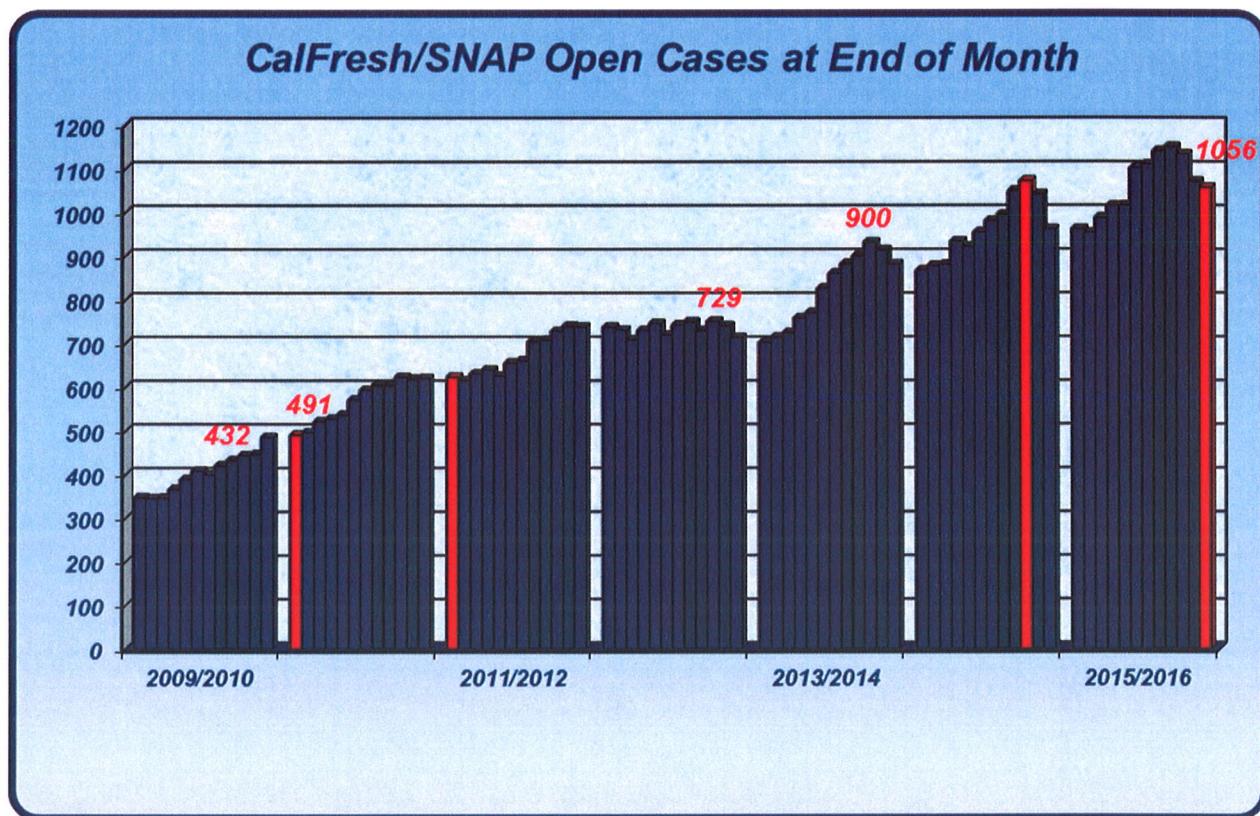
### **A. Case Count**

We expect the case count for CalFresh to drop some during summer months due to increases in earnings from employment. At the same time changes in program eligibility have generated accompanying changes in the longer term case count. More than ever before, working individuals are qualifying for the CalFresh program. Under present regulations a person with income below 200% of the Federal Poverty Level (FPL) can qualify for and receive CalFresh benefits.

The Department continues to see an increase in customers who are over 55 and disabled populations who used to "get by" without assistance even though many of them were eligible for it. Increases in food prices along with decreases in buying power have led many of those individuals to access the CalFresh program.

#### **Average Monthly Caseload**

<b>2013/2014</b>	<b>822</b>
<b>2014/2015</b>	<b>961</b>
<b>2015/2016</b>	<b>1057</b>



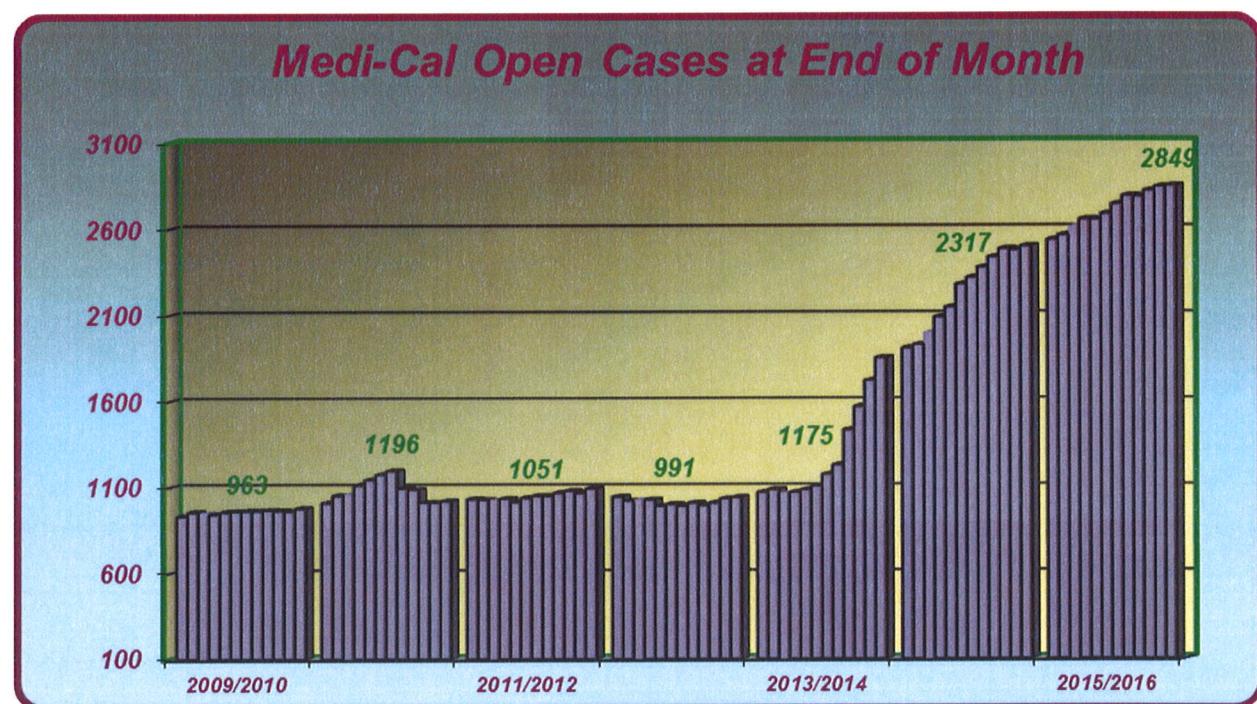
### (3). Medi-Cal

It has been reported previously that the growth trend in Medi-Cal open cases has begun to level off. The growth rate for the 12 month period covered by 2014-2015 was 30%. For the 12 month period covered by 2015-2016 the rate of growth dropped by more than half to 12%. This suggests that those individuals who did not have medical coverage prior to the ACA and who are eligible for coverage under the expanded Medi-Cal program have enrolled.

Typically, those who are eligible for the expanded Medi-Cal program have earned income that is 138% of the federal poverty level or less. For a single individual that roughly translates into hourly earnings of \$7.85 per hour or less; or about \$1,354 per month. For a family of three, annual income at 138% of poverty is \$27,730 or less.

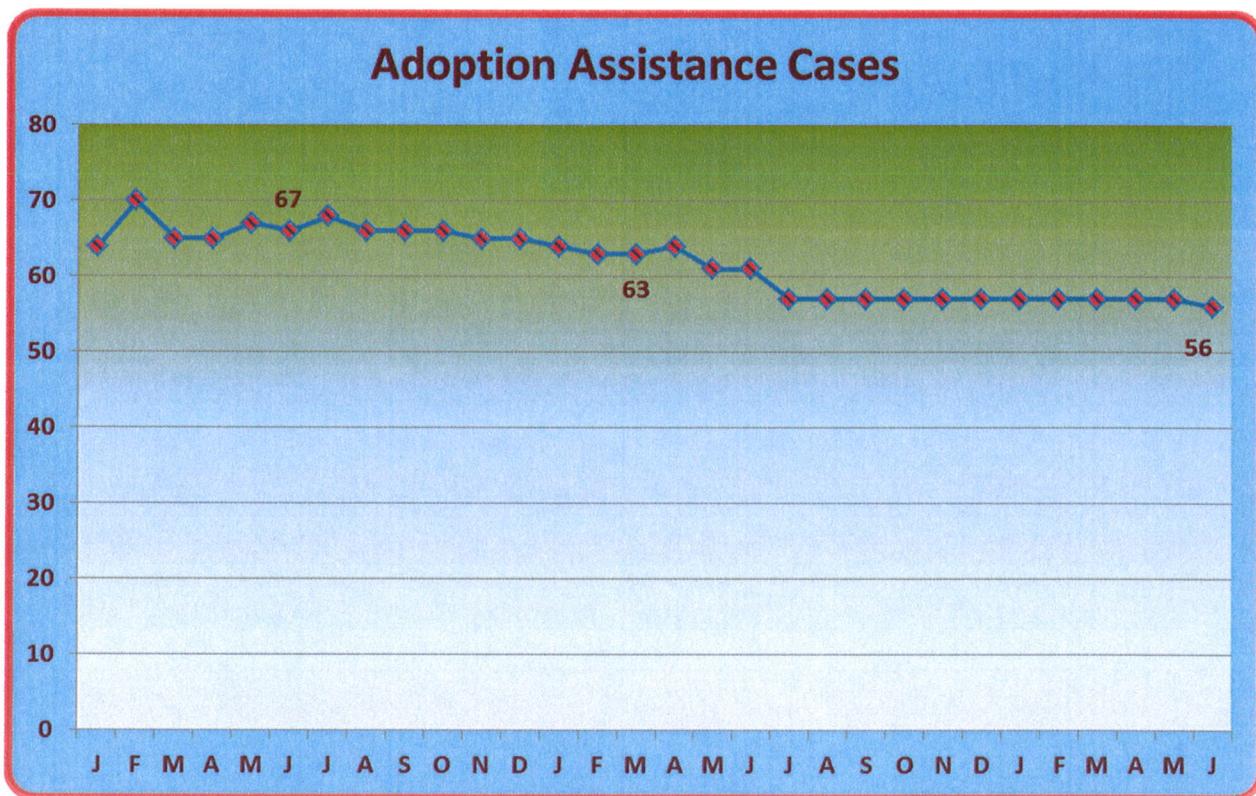
#### Average Monthly Caseload

2013/2014	1459
2014/2015	2245
2015/2016	2711



#### **(4). Aid to Adoptions**

In 2012 the Department of Social Services began operating the Adoptions program. The services provided and benefits issued are mandated by Welfare and Institutions Code under Chapter 2.1 beginning at Section 16115. Services provided include home studies, training for adoptive parents and case management of adoptive placements. Adoptive families also qualify for cash assistance under the Aid to Adoptions program. The caseload for the Adoptions Program has dropped from a high count of 70 in January of 2013 to 56 children currently receiving assistance.

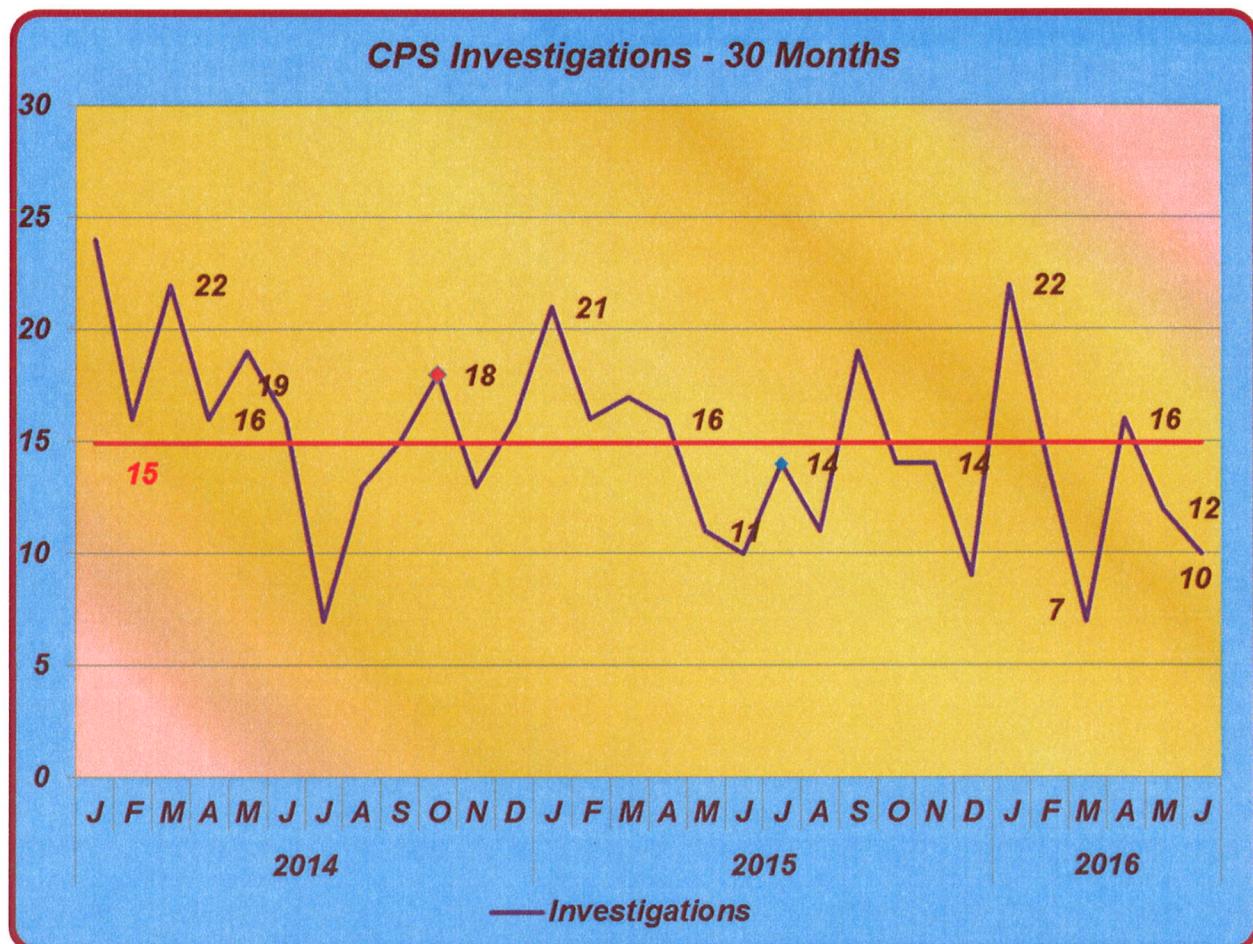


## **II. SOCIAL SERVICES DIVISION**

### **A. Child Welfare Services**

The Emergency Response component of Child Protective Services continues to average about 15 child abuse investigations per month. In January the Department investigated 22 cases of suspected child abuse. This is likely connected to children returning to school after a two week break where school personnel are more likely to notice signs of abuse or neglect. Since January, the count has dropped to levels that are at or below average.

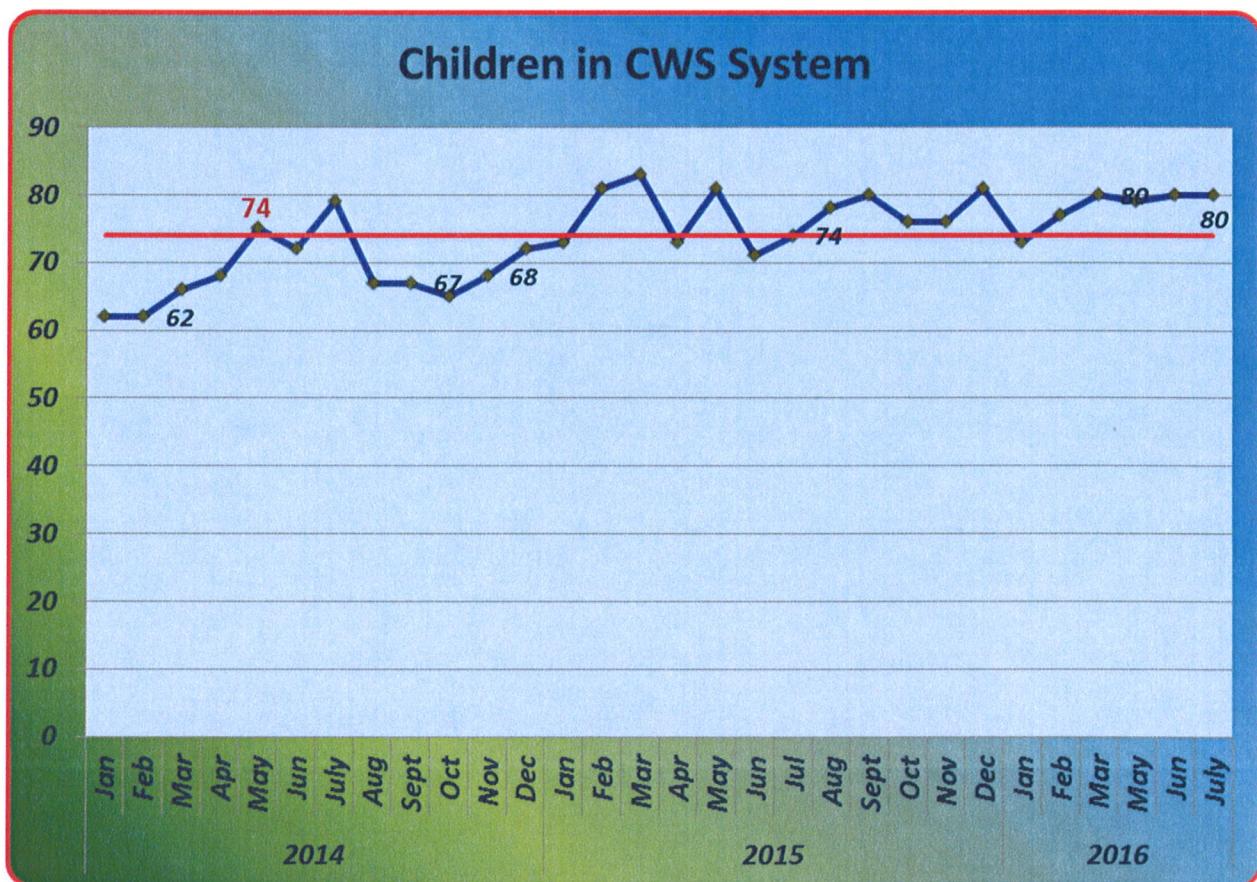
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs. Substance abuse is the foremost reason that children are removed from unsafe environments.



## B. Children in the Child Welfare Services System

As has been reported previously, under changes in the law associated with Assembly Bill 12 of 2012, some children will stay in the Child Welfare System longer so that they can complete their education or secure independent housing. Currently the Department has 6 children who are completing an educational plan or living independently. This circumstance has generated an increase in the case count which is not directly associated with new detentions of children. We would prefer to see the count drop below 70 per month, but presently that isn't the case.

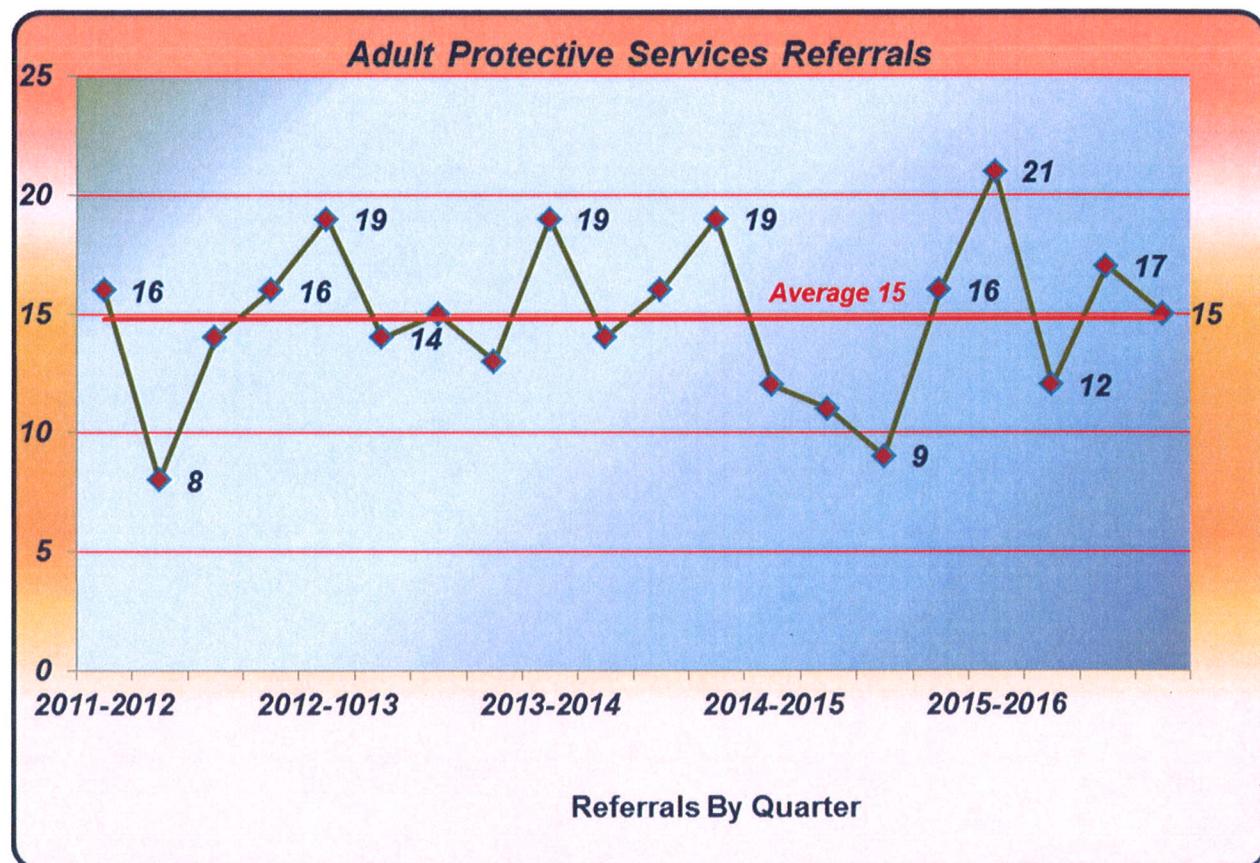
The Department has continued its trend toward placing foster children with relatives and with non-related extended family members. This has placed us in a position where we are less reliant on foster family agencies and foster homes for placement resources. While we expect that trend to continue, there remains a need for foster homes for children who come into our system. This is particularly evident when the Department detains children with special needs as there are fewer foster homes or group homes that provide the specialized care needed by these children.



### **C. Adult Protective Services**

Generally the Department receives about 15 referrals per quarter for situations involving abuse or neglect of elderly and disabled people. During the three month period that concluded in March, 2016, the Department received 15 requests for investigation or our exact average.

Referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's bank account have continued to account for many of the requests for investigation we receive. The Department also receives referrals that are for self-neglect. In some of these situations it is not always possible to intercede because the referent still has a right to self-determination.



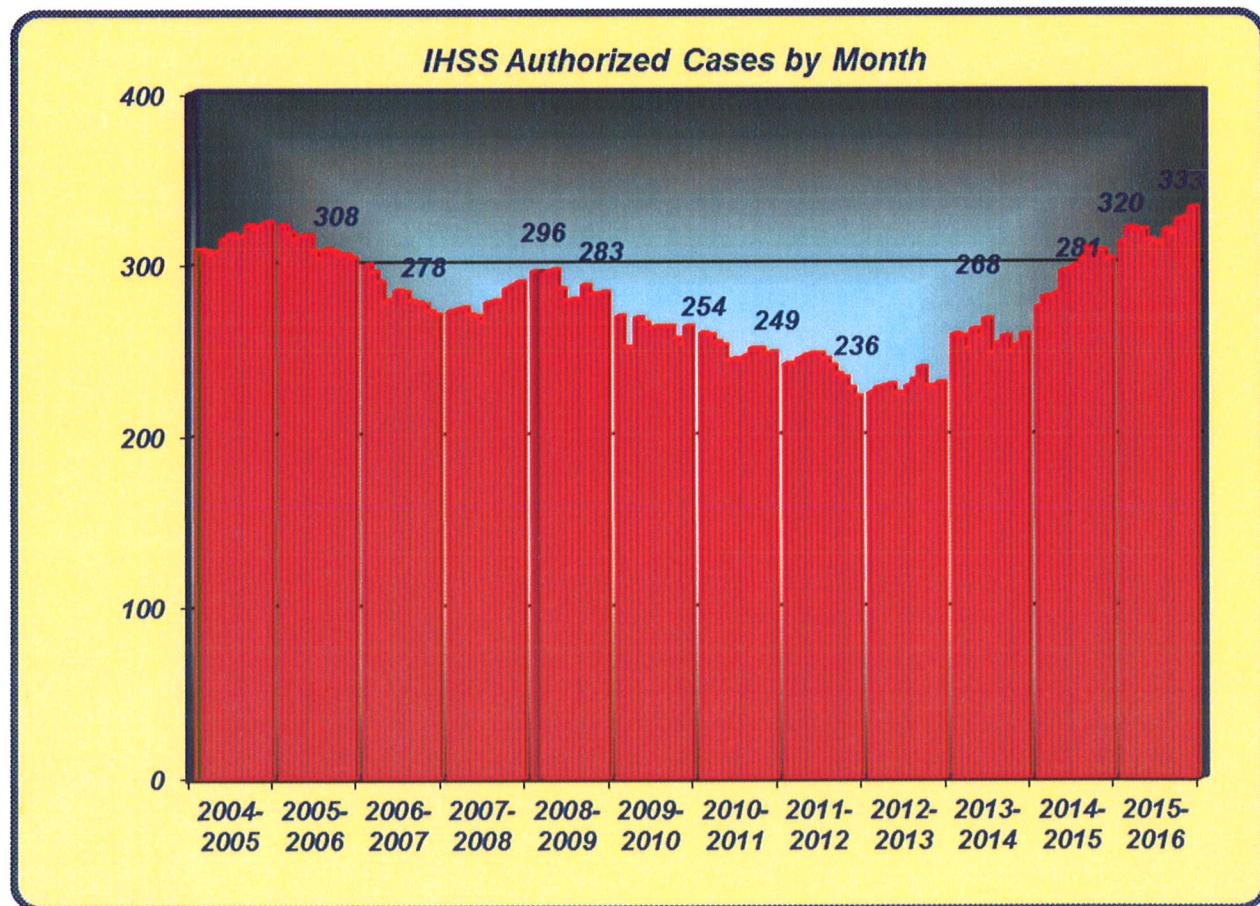
#### **D. In-Home Supportive Services (IHSS)**

The IHSS program experienced a fairly steady period of case count decline from around 2009 to mid-2013. Those reductions in case count were linked to several state regulation and legislative changes that both changed eligibility requirements and reduced the number of authorized hours that could be approved under some circumstances.

With the advent of the Affordable Care Act, the Department determined that it would be likely that the case count might grow some due to people becoming eligible for Medi-Cal (federal Medicaid), as IHSS is funded by Medicaid dollars. That has turned out to be a correct prediction. We believe that we will continue to see some growth in this program due to the ACA.

#### **Average Monthly Case Count**

<b>2013/2014</b>	<b>256</b>
<b>2014/2015</b>	<b>295</b>
<b>2015/2016</b>	<b>320</b>



### **III. PUBLIC GUARDIAN**

The Public Guardian currently provides guardianship and conservator services to a total of 6 active LPS and Probate conservatees. The Public Guardian also serves as representative payee for 9 SSI recipients.



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

Department of Probation  
270 County Hospital Rd. #128,  
Quincy, California, 95971



Phone: (530)283-6200  
FAX: (530)283-6165

3E1

**DATE:** September 6, 2016

**TO:** Honorable Board of Supervisors

**FROM:** Erin Metcalf, Chief Probation Officer *(Signature)*

**SUBJECT:** Plumas County Community Corrections Partnership Executive Committee – New Member Appointment Recommendation

### Recommendation:

The Plumas County Community Corrections Partnership respectfully recommends that the County Alcohol and Other Drug Administrator, Louise Steenkamp, be removed from the appointment of the Executive Committee and replaced with the Behavior Health Director, Bob Brunson.

### Background:

At the August 17<sup>th</sup> CCP Meeting, Behavioral Health Director Bob Brunson was appointed by the Executive Committee to fill the seat originally held by the Alcohol and Other Drug Administrator, Louise Steenkamp.

The Community Corrections Partnership consists of the Chief Probation Officer, as chair; the District Attorney, Sheriff, Public Defender, and Judge or his or her designee. The Board of Supervisors is responsible for appointing the sixth member, who is the Director or Administrator of Social Services, Mental Health, or Alcohol and Drug.

As such, the Executive Committee respectfully recommends the Behavior Health Director be appointed by the Board of Supervisors to the Executive Committee for the purposes related to the development and presentation of the plan.



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

Department of Probation  
270 County Hospital Rd. #128,  
Quincy, California, 95971



Phone: (530)283-6200  
FAX: (530)283-6165

**DATE:** September 6, 2016

**TO:** Honorable Board of Supervisors

**FROM:** Erin Metcalf, Chief Probation Officer *AM*

**SUBJECT:** Community Corrections Partnership (CCP) Public Safety Realignment  
Budget for 2016-2017

### Recommendation:

Accept the Recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve Public Safety Realignment Budget for 2016-2017.

### Background:

On August 17, 2016, the Executive Committee voted on recommended funding for partner agencies and community based agencies totaling \$856,437.00 for the 2016-2017 budget year. It is respectfully recommended that the Board of Supervisors approve the funding recommendation.

## Plumas County CCP Budget

### Funding Recommendations, FY 2016/2017

Allocation from State (Estimate) for 2016-2017	\$649,180.00
Fund Balance (Carry Forward Prev. Yrs.)	\$669,709.00
Possible Revenue Available	\$1,318,889.00
Maintained Reserve	-\$129,836.00
Estimated Total Funds Available for FY 16-17	<b>\$1,189,053.00</b>

#### CCP Partner Agencies

Plumas County Probation	Request	\$238,590.00
	Recommendation	<b>\$177,069.00</b>
Plumas County Sheriff	Request	\$507,420.00
	Recommendation	<b>\$361,594.00</b>
Plumas County D.A. /DRC	Request	\$185,839.00
	Recommendation	<b>\$185,839.00</b>

#### Community Based Agencies

Plumas County Literacy	Request	\$54,793.75
	Recommendation	<b>\$16,362.00</b>
Alliance for Workforce Development	Request	\$25,000.00
	Recommendation	<b>\$25,000.00</b>

Community Based Agencies (cont.)

Plumas Crisis Intervention (24/7 Dad)	Request	\$34,608.00
	Recommendation	\$22,509.00
Plumas Crisis Intervention (Ohana House)	Request	\$28,064.00
	Recommendation	\$28,064.00
Plumas Crisis Intervention (Pathways Home)	Request	\$40,000.00
	Recommendation	\$40,000.00
<b>Grand Total of Possible Funds Available (Fund Bal/Revenue Est.)</b>		<b>\$1,318,889.00</b>
<b>Maintained Reserve</b>		<b>- \$129,836.00</b>
<b>Total Funds Available for 16-17</b>		<b>\$1,189,053.00</b>
<b>Total Requested Funding for 16-17</b>		<b>\$1,114,314.75</b>
<b>Total amount awarded/recommended for 16 – 17</b>		<b>\$856,437.00</b>
<b>Balance Remaining (Reserve)</b>		<b>\$332,616.00</b>

# PLUMAS COUNTY BEHAVIORAL HEALTH

W. Robert Brunson, Director  
270 County Hospital Road, Suite 109, Quincy, CA 95971  
PH: (530) 283-6307 FAX: (530) 283-6045



## MEMO

DATE: **AUGUST 26, 2016**

TO: **HONORABLE BOARD OF SUPERVISORS**

FROM: **W. ROBERT BRUNSON, DIRECTOR**

SUBJECT: **ACTION AGENDA ITEM FOR SEPTEMBER 6, 2016**

RE: **APPROVE AND AUTHORIZE NEW ORGANIZATIONAL CHART FOR THE PLUMAS COUNTY BEHAVIORAL HEALTH DEPARTMENT.**

**IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS:** Approve and Authorize the following Organizational Chart for the Plumas County Behavioral Health Department

**BACKGROUND AND DISCUSSION:** The merging of the Plumas County Department of Mental Health with the Plumas County Department of Alcohol and Other Drugs has been a long time in the offing. This merger is taking place to bring Plumas County into alignment with every other county in California by following the recommendation of the Department of Health Care Services. The County contracted with the Kemper Group who proposed a similar reorganization which was approved in concept by the Board last July, with final implementation to be taken upon the hiring of a new Director of Behavioral Health. The following organizational chart takes into account the current staff of both the former Mental Health Department and AOD Department, the best portions of the approved Kemper Group org. chart, with a few suggested changes in classification names' which primarily serves to more accurately describe the form and function of those positions.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this contract are covered by a combination of Federal and State behavioral/mental health funds. The proposed organizational chart does not add any more positions than are already filled and/or have previously been approved and authorized by the Board of Supervisors.

**BEHAVIORAL HEALTH**  
**SEPTEMBER 2016**  
**FTE RECLASSIFICATIONS/NEW POSITIONS**

Proposed Classification		Sub-Assignment		Existing Classification		Allocation		Filled	Unfilled	+/-	Total	Employee	New/Reclass
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.39	0.39	0	-	-	0.390	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.285	0.285	0	-	-	0.285	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.1	0.1	0	-	-	0.100	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.05	0.05	0	-	-	0.05	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.05	0.05	0	-	-	0.050	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.05	0.05	0	-	-	0.050	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.05	0.05	0	-	-	0.050	Bob Brunson	
Behavioral Health Director		Behavioral Health Director		Behavioral Health Director		0.025	0.025	0	-	-	0.025	Bob Brunson	
<b>Behavioral Health Director Total</b>						<b>1</b>	<b>1</b>	<b>0</b>	-	-	<b>1.00</b>		
BH Clinical Records Specialist		Clinical Records		Admin Assistant I/II		1	1	0	-	-	1.000	1.0 Robert McGill	Reclass
BH Administrative Assistant		Fiscal		Admin Assistant I/II		1	1	0	-	-	1.000	1.0 Melissa Nickerson	Reclass
BH Administrative Assistant		Mi-ISA		Office Assistant I/II		1	0	1	-	-	1.000	Vacant	Reclass
<b>BH Administrative Services Officer</b>				Department Fiscal Officer		1	0	1	-	-	1.000	(AO) DFO-Vacant, Reclassified	Reclass
<b>BH Administrative Services Officer Total</b>				<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	-	-	<b>1.000</b>		Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		8.5	6	2.5	-	-	8.500	Taylor Storey	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		2.52	3.25	-0.73	-	-	2.520	.51 Arthur Garcia	Reclass
BH Case Management Specialist I/II/Senior		Substance Use Disorder Specialist I or II		Substance Use Disorder Specialist I or II		1	1	0	-	-	1.0 AJ Fullerton		Reclass
BH Case Management Specialist I/II/Senior		Substance Use Disorder Specialist I or II		Substance Use Disorder Specialist I or II		1	1	0	-	-	1.000	1.0 Tori Brown	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		0.98	0.74	0.24	-	-	0.980	.49 Arthur Garcia	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		0.5	0.25	0.25	-	-	0.500	Kristy Pierson	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		Kristie Rood	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		50 Richard Johnston	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.25 Kristy Pierson	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.25 Irasema Tavares	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		Ingrid Tande	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.50 Richard Johnston	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.50 Kristy Pierson	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		Haydn Shelters	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.50 Irasema Tavares	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		1.0 Christina Bonanno	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		Jeff Achilles	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		1.0 Mary Christine Knox	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager					-	-		.25 Irasema Tavares	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		0	0	0	-	-	3.500	Add 3.5, Crisis Team, QI/Compliance U	Reclass
BH Case Management Specialist I/II/Senior		Community Care Case Manager		Community Care Case Manager		0	0	0	-	-			
<b>BH Case Management Specialist I/II/Senior Total</b>				<b>14.5</b>	<b>12.24</b>	<b>2.26</b>	<b>3.50</b>	<b>18.000</b>	-	-	<b>18.000</b>		Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.38	0	0.38	-	-	0.380	Reclassified	Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.3	0	0.3	-	-	0.300	Reclassified	Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.12	0.12	0.12	-	-	0.120	Reclassified	Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.1	0	0.1	-	-	0.100	Reclassified	Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.05	0	0.05	-	-	0.050	Reclassified	Reclass
BH Community Programs Manager		MH Childrens Services Coordinator		MH Childrens Services Coordinator		0.05	0	0.05	-	-	0.050	Reclassified	Reclass
<b>BH Community Programs Manager Total</b>				<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	-	-	<b>1.000</b>		Reclass
BH Deputy Director		Mental Health Deputy Director		Mental Health Deputy Director		0.5	0	0.5	-	-	0.500	Vacant	
<b>BH Deputy Director Total</b>				<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	-	-	<b>1.000</b>		
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.45	0.45	0	-	-	0.450	.45 Monica Richardson	Reclass
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.2	0.2	0	-	-	0.200	.20 Monica Richardson	Reclass
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.05	0.05	0	-	-	0.050	.05 Monica Richardson	Reclass
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.05	0.05	0	-	-	0.050	.05 Monica Richardson	Reclass
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.05	0.05	0	-	-	0.050	.05 Monica Richardson	Reclass
BH Fiscal Officer		Department Fiscal Officer		Department Fiscal Officer		0.05	0.05	0	-	-	0.050	.05 Monica Richardson	Reclass

**BEHAVIORAL HEALTH**  
**SEPTEMBER 2016**  
**FTE RECLASSIFICATIONS/NEW POSITIONS**

BH Fiscal Officer	Department Fiscal Officer	0.05	0.05	0	-	0.050	0.05 Monica Richardson	Reclass
<b>BH Fiscal Officer Total</b>	Department Fiscal Officer	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>0.050</b>	<b>0.05 Monica Richardson</b>	<b>Reclass</b>
BH MHSA Coordinator	MHSA Coordinator	1	1	0	-	1.000	Aimee Heaney	
<b>BH MHSA Coordinator Total</b>	MHSA Coordinator	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>1.000</b>		
BH Nursing Series	Nursing Series	0.75	0	0.75	-	0.750	Vacant-Wellness Centers	
BH Nursing Series	Nursing Series	1.2	0	1.2	-	1.200	Vacant-Wellness Centers	
BH Nursing Series	Nursing Series	0.05	0	0.05	-	0.050	Vacant-Wellness Centers	
BH Nursing Series	Nursing Series	3	0	3	(3.00)	-	Reduction	
<b>BH Nursing Series Total</b>		<b>5</b>	<b>0</b>	<b>5</b>	<b>(3.00)</b>	<b>2.000</b>		
BH Quality Improvement/Compliance Mgr	Quality Assurance Coordinator	1	1	0	-	1.000	Michael Gunter	Reclass
<b>BH Quality Improvement/Compliance Mgr Total</b>	Quality Assurance Coordinator	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>1.000</b>		
BH Site Coordinator	Office Supervisor	1	1	0	-	1.000	1.0 Rhonda Reames-Greenville	Reclass
BH Site Coordinator	Office Supervisor	1	1	0	-	1.000	Nina Peay-DIC	Reclass
BH Site Coordinator	Office Supervisor	1	0	1	-	1.000	Chester	Reclass
BH Site Coordinator	Office Supervisor	1	0	1	-	1.000	Portola	Reclass
BH Site Coordinator	Office Supervisor	1	0	1	-	1.000	Quincy	Reclass
<b>BH Site Coordinator Total</b>	Office Supervisor	<b>5</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>5.000</b>		
BH Support Services Coordinator	Admin Assistant I/II	1	1	0	-	1.000	1.0 John Jackson	Reclass
<b>BH Support Services Coordinator Total</b>	Admin Assistant I/II	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>1.000</b>		
BH Support Services Specialist	Fiscal Technical Serv. Asst. I, II, or III	2	0	2	-	2.000	(Reclassified, Drivers, other duties)	Reclass
<b>BH Support Services Specialist Total</b>	Fiscal Technical Serv. Asst. I, II, or III	<b>2</b>	<b>0</b>	<b>2</b>	<b>-</b>	<b>2.000</b>		
BH Systems Analyst	Information System Technician	1	0	1	-	1.000	1.0 Jessica McGill	Reclass
<b>BH Systems Analyst Total</b>	Information System Technician	<b>1</b>	<b>0</b>	<b>1</b>	<b>-</b>	<b>1.000</b>		
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II	9.935	3.68	6.255	-	9.935	0.5 Jenna Galoob	Reclass
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II	7.615	3.63	3.985	-	7.615	1.0 Adrianne Bliss-Williams	Reclass
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II	2.95	0.95	2	-	2.950	95 Jenna Galoob	Reclass
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II	0.5	0	0.5	-	0.500	Vacant	Reclass
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					3.00	3.000 CRISIS TEAM	Reclass
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	85 James Burnworth	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	83 Rebecca Powers	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	Kegan Hood	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	93 Sharon Souza	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	1.0 Michael Heinlein	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	1.0 Bernadette Hotze	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	15 James Burnworth	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	17 Rebecca Powers	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	0.07 Sharon Souza	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	0.07 Dian Merrill	
BH Therapist I/II/Senior	Behavioral Health Therapist I/II/II					-	0.07 Bernadette Hotze	
<b>BH Therapist I/II/Senior Total</b>		<b>22</b>	<b>8.26</b>	<b>13.74</b>	<b>(4.00)</b>	<b>18.000</b>		
BH Unit Supervisor-Nursing Adult	Program Chief Nursing	1	1	0	-	1.000	1.0 Leslie Ingram	Reclass
BH Unit Supervisor-Adult Children	Mental Health Program Chief	1	1	0	-	1.000	1.0 Pamela Schaffer	Reclass
BH Unit Supervisor-Children	Mental Health Program Chief	1	1	0	-	1.000	1.0 Kathy Schwartz	Reclass
BH Unit Supervisor-Criminal Justice	Criminal Justice Alcohol & Drug Program Clinician/Sup	1	0	1	-	1.000	***NEW POSITION***	New
<b>BH Unit Supervisor Total</b>	Criminal Justice Alcohol & Drug Program Clinician/Sup	<b>4</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>4.000</b>		
BH Utilization Coordinator	Quality Assurance Coordinator	0.8	0	0.8	0.20	1.000	Vacant	Reclass
<b>BH Utilization Coordinator Total</b>	Quality Assurance Coordinator	<b>0.8</b>	<b>0</b>	<b>0.8</b>	<b>0.20</b>	<b>1.000</b>		
Psychiatrist	Medical Director	0	0	0	1.00	1.000	***NEW POSITION***	New
<b>Psychiatrist Total</b>	Medical Director	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.00</b>	<b>1.000</b>		
Alcohol and Drug Administrator	Alcohol and Drug Administrator	1	1	0	(1.00)	-	Eliminated	Elimination
<b>Alcohol and Drug Administrator</b>	Alcohol and Drug Administrator	<b>1</b>	<b>1</b>	<b>0</b>	<b>(1.00)</b>	<b>-</b>		
Residential Care Attendant	Community Care House Attendant	1	1	0	-	1.000	Audrey Glover	Reclass
Residential Care Attendant	Community Care House Attendant	1	1	0	-	1.000	Dana Ray Shivers	Reclass
Residential Care Attendant	Community Care House Attendant	1	1	0	-	1.000	Nicole Lovell	Reclass

BEHAVIORAL HEALTH  
SEPTEMBER 2016  
FTE RECLASSIFICATIONS/NEW POSITIONS

Residential Care Attendant	Community Care House Attendant	1	0	1	-	1.000	Vacant	
<b>Residential Care Attendant Total</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>4.000</b>			Reclass
Residential Care Attendant-Lead	Lead Community Care House Attendant	1	1	0	-	1.000	1.0 Sarah Rose	Reclass
Residential Care Attendant-Lead	Lead Community Care House Attendant	1	1	0	-	1.000	1.0 Vicki Adamson	Reclass
<b>Residential Care Attendant-Lead Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>-</b>	<b>2.000</b>			Reclass
Residential Care Facility Supervisor	Community Care House Manager	1	1	0	-	1.000	1.0 Patricia Amormino	Reclass
<b>Residential Care Facility Supervisor Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>1.000</b>			Reclass
Site Administrator-Wellness Center	Wellness Center Site Administrator-Wellness Centers	0	0	0	1.00	1.000	***NEW POSITION***	New
Continuing Care Coordinator-B/C	Board & Care	0.4	0.4	0	-	0.400	40 Jacqueline Martinez Blanton	
Continuing Care Coordinator-B/C	Board & Care	0.3	0.3	0	-	0.300	30 Jacqueline Martinez Blanton	
Continuing Care Coordinator-B/C	Board & Care	0.2	0.2	0	-	0.200	20 Jacqueline Martinez Blanton	
Continuing Care Coordinator-B/C	Board & Care	0.1	0.1	0	-	0.100	10 Jacqueline Martinez Blanton	
<b>Site Administrator Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>-</b>	<b>1.000</b>			
Parent Aides		0.2	0	0.2	-	0.200	- Eliminated	
Clinical Program Manager		0.1	0	0.1	(0.10)	-	- Eliminated	
Information System Tech		0	1	-1	-	-	- Eliminated	
Office Assistant		0.3	0	0.3	(0.30)	-	- Eliminated	
Office Assistant		0.2	0	0.2	(0.20)	-	- Eliminated	
<b>Grand Total</b>	<b>75.1</b>	<b>41.5</b>	<b>33.6</b>	<b>(3.10)</b>	<b>72.000</b>	<b>Net (3) new positions</b>		

361

PLUMAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
SOLID WASTE DIVISION

1834 East Main Street • Quincy, CA 95971 • (530) 283-6268

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

*Director of Public Works*

**AGENDA REQUEST**

For the September 6, 2016 meeting of the Plumas County Board of Supervisors

August 29, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Introduction of Proposed Revisions to the Plumas County Code as  
pertains to the Replacement of the Existing Solid Waste Franchise  
Contracts and Mandatory Commercial Recycling



**Background:**

During the Public Works staff negotiation of the proposed replacement of the two (2) solid waste franchise contracts, it became apparent that a comprehensive update of the pertinent solid waste provisions of the Plumas County Code would be necessary.

Additionally, the State of California has enacted legislation pertaining to "Mandatory Commercial Recycling" (MCR). Although there are existing provisions within the Plumas County Code that pertain to MCR, the State legislation warrants a substantial revision to the existing Plumas County Code.

The proposed revisions to the Plumas County Code have been prepared by Public Works staff, in collaboration with the two (2) solid waste franchise contractors.

A draft proposal, dated June 27, 2016 has been posted on the Plumas County website and is available for public review at:

<http://www.countyofplumas.com/index.aspx?NID=2013>

The primary purpose of this Agenda Request is to afford the Board of Supervisors an opportunity to receive a very brief summary of the draft, proposed revisions to the Plumas County Code from Public Works staff as well as consider a preliminary schedule for the Board of Supervisors to consider and adopt the proposed revisions.

Hard copies of the documents will be distributed to the Board members at the September 6, 2016 meeting.

Recommendation:

Public Works staff respectfully requests the Board of Supervisors to receive the hard copy document on September 6, 2016. No recommendation pertaining to the draft, proposed revisions is submitted by Public Works staff at this time.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323  
Robert A. Perreault, Jr., P.E., Director                    Joe Blackwell, Deputy Director



## AGENDA REQUEST

For the September 6, 2016 meeting of the Plumas County Board of Supervisors

August 29, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Lead Maintenance Worker position in the Quincy Maintenance District

### Background:

One (1) FTE PW Lead Maintenance Worker has resigned from the Quincy Maintenance District, effective August 12, 2016.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY16/17 budget of the Department of Public Works.

The completed Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

### Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Lead Maintenance Worker in the Quincy Maintenance District.

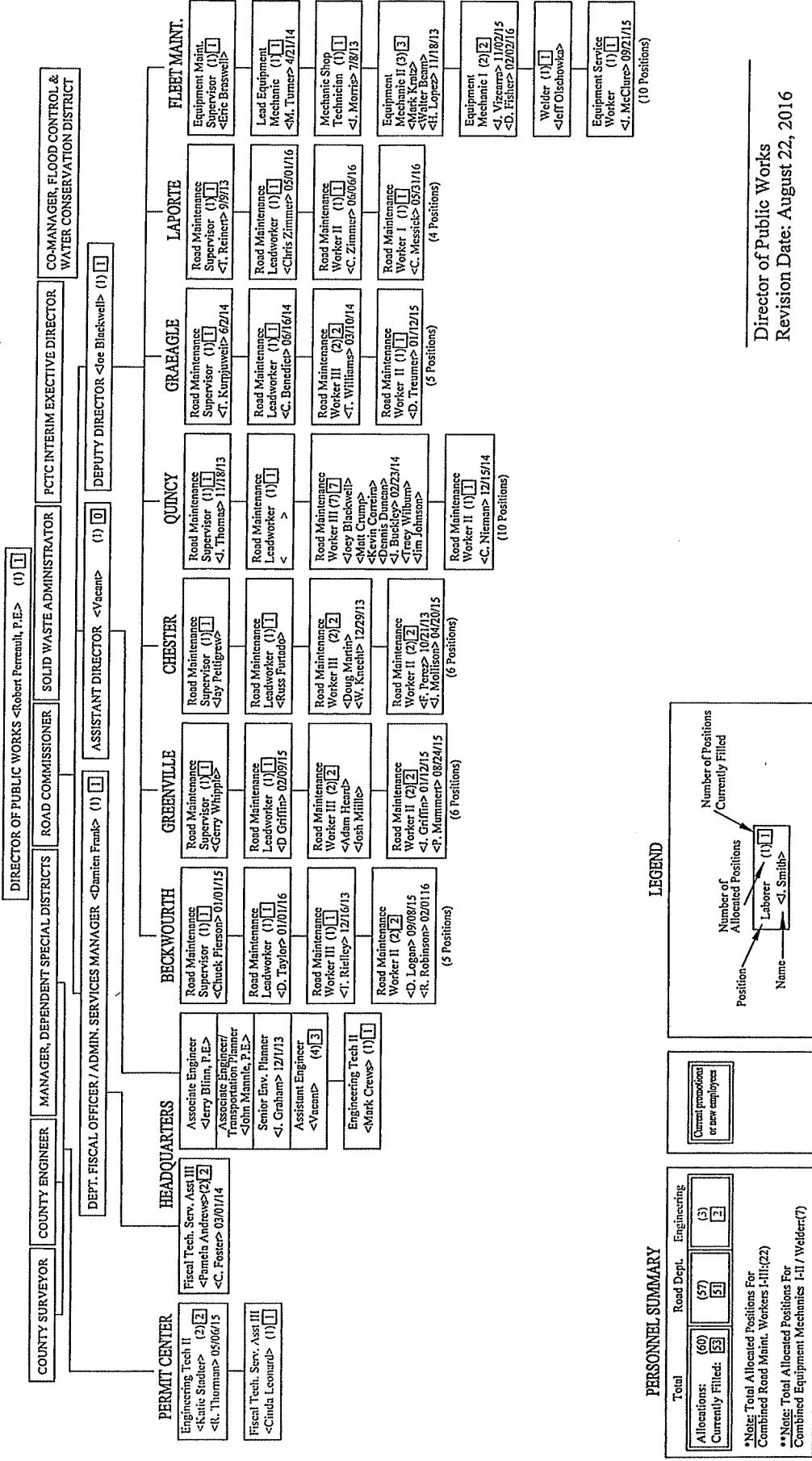
## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

## Public Works Lead Maintenance Worker Position Quincy

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges. Lead Workers help direct the workforce**
- Why is it critical that this position be filled at this time?  
**Lead Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal.**
- How long has the position been vacant?  
**Position became vacant effective August 15, 2016.**
- Can the department use other wages until the next budget cycle?  
**The department’s wage and benefits portion of the 16/17 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?      **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?      **None**
- 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?      **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?      **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions?      **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?  
**None**
- Does the department have a reserve?      **Yes**      If yes, provide the activity of the department’s reserve account for the last three years?

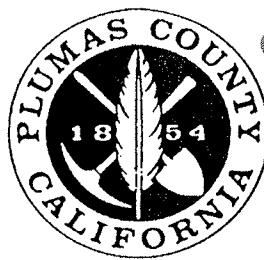
13/14 \$0 14/15 (\$3,070,755) 15/16 (\$1,000,000)

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS  
ORGANIZATION CHART



# BOARD OF SUPERVISORS

TERRELL SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHARON THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



4B

August 29, 2016,

The Honorable Edmund G. "Jerry" Brown  
State Capitol, Suite 1173  
Sacramento, CA 95814

Dear Governor Brown:

The Plumas County Board of Supervisors requests that you issue an administrative directive before September 1, 2016, to the CPUC, CalFIRE, and CalOES to assist PG&E and other utilities to buy woody biomass generated electricity from Honey Lake Power Company.

Biomass energy facilities are the only type of renewable energy that creates a public benefit of cleaning up our forests, protecting watersheds, and the implementation of your Emergency Proclamation to aid in the removal of the hazards now facing our communities.

Plumas County is 70% national forest lands. We need all available power plants up and running throughout the state to process biomass as well as to generate valuable electricity. With 66 million dead trees (and counting) in the state, we need to preserve the most efficient way of processing woody biomass and that is keeping biomass energy facilities such as Honey Lake Power and Burney Power operating in the State of California.

What is at risk with these biomass power plant closures? Loss of jobs, homes, wildlife, habitat, healthy watersheds, healthy managed forests, air quality, and even the possible loss of human life due to heavy fuel loaded wildfires.

We live in the forest and we need your help to keep California's forests and watersheds healthy by keeping biomass facilities from unnecessary closures.

We need your leadership for the rural parts of the State of California in this critical matter.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Thrall".

Sharon Thrall, Chair  
Plumas County Board of Supervisors

CC: Assemblyman Brian Dahle  
State Senator Ted Gaines  
Congressman Doug LaMalfa  
U.S. Senator Dianne Feinstein  
Rural County Representatives of California (RCRC)  
California State Association of Counties (CSAC)  
Lassen County Board of Supervisors  
USFS Region 5, Regional Forester  
USFS Lassen National Forest, Supervisor  
USFS Plumas National Forest Supervisor  
Plumas County Fire Safe Council  
Honey Lake Power Company

# Plumas County Information Systems & Hosted Solutions

5b

By David M. Preston  
Information Systems Manager

## BACKGROUND

Currently the Plumas County IT Department supports twelve different computer servers in the County data center on the second floor of the Courthouse. These servers are separate computers running separate operating system and application software. A list of these servers and their applications is attached. All of these housed servers store their information (everything from Dog Licenses & Tax Bills to County financial records) on internal hard drive systems within the servers themselves. The County IT staff manages these computer systems. This includes making sure all applicable software updates are applied and all data is backed up daily for disaster recovery as well as diagnosing and repairing any hardware problems they may have. At one time the I.T. Department had a staff of seven technical support positions, including two dedicated Systems Analyst positions, to keep these servers and all their associated network hardware and software up and running. When in 2008 one of these Systems Analyst positions was eliminated, the existing staff was able to keep everything going primarily because the remaining staff was highly experienced and had an in depth knowledge of the supported systems.

## WHAT IS/ AND WHY CONSIDER A CLOUD BASED SYSTEM?

Now that our long time Systems Analyst has retired we have to decide the direction Plumas County will take going forward. If we are to continue with a fulltime staff of only four positions, we may want to look at outsourcing some of the workload, particularly for future system implementations. One way we can do that is by implementing hosted or "Cloud Based" systems. In a hosted system, instead of purchasing a physical computer system and having I.T. staff manage it, a Cloud based system runs on a computer system in an online data center and staff access it via a secure internet connection. The advantages of this are many including not having to buy and maintain the hardware. The risks include the worry of data security and access as well as performance of a system that may be thousands of miles away. In the past Plumas County did not have the infrastructure to use a Cloud based system. Plumas County can consider a Cloud based system as an option now because in 2014 Plumas Sierra Telecommunications fiber program increased the bandwidth to the Courthouse from 6Mb to 75Mb.

## IS IT RIGHT FOR PLUMAS COUNTY ?

Plumas County has several Cloud Based systems in place. The County Webpage is hosted by the software vendor, Civic Plus, at their Kansas data center. The Case Management software used by the District Attorney and the software used by the Probation department as well as the patient systems used by Health Services and Behavioral Health are hosted systems. The Environmental Health department's permitting system is hosted. Last year we budgeted money to replace the server used by the Clerk for Records Management. This server (AppEX on the attached list) was purchased in 2004 and is becoming very hard to keep up and running as parts are getting hard to find. Rather than spending money on new hardware we decided to look at other options. We reviewed several image systems and like the Cloud based proposal for the OnBase software. Also as we look for a suitable replacement for the County financial system we may want to consider a Cloud based solution. I think as long as we ask the right questions about security and data access and as long as we make sure our concerns are addressed contractually Cloud based solutions can and have benefited Plumas County.

Systems Support Summary			
Dept	System	Origin	Server-Year
Assessor	Megabyte Tax Assessment Boat Valuation System	Purchased In-House	MB-2015 HAL-2008
Auditor	Pentamation Accounting System Megabyte Tax Corrections	Purchased Purchased	SPI-2005 MB-2015
Tax Collector	Megabyte Tax Collections Cashiering Central Collections System TOT Collections System	Purchased In-House In-House In-House	MB-2015 PC Based HAL-2008 HAL-2008
Environmental Health	Envision Permitting System	Purchased	Hosted
Health Svcs	Patient Records System	Purchsed	Hosted
H.R.	Pentamation Payroll/HR System	Purchased	SPI-2005
Building	Building Permit System Planning Permit System Megabyte Property Inquiry	In-House In-House Purchased	HAL-2008 HAL-2008 MB-2015
GIS	Arc GIS Suite/Arc IMS Server	Purchased	ArcRMS-2004
Clerk/Recorder	RiiMs Recording System EiMs Voter Registration System OTC Scanning and Index System	Purchased Purchased Purchased	RiiMS-2015 EiMS-2015 AppX-2004
Courts	Legacy Criminal Justice System	In-House	HAL-2008
DA	Legacy Criminal Justice System Carpel Case Management	In-House Purchased	HAL-2008 Hosted
Probation	Legacy Criminal Justice System Probation Case Management	In-House Purchased	HAL-2008 Hosted

5f

BECKWOURTH COMMUNITY SERVICES AREA  
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT  
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 September 6, 2016 meeting of the Beckwourth CSA Governing Board

August 29, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer and Manager, BCSA 

Subject: Discussion of the BCSA Proposed Budget for FY 16-17 and the Draft Engineers Report

### BACKGROUND:

Staff of the Department of Public Works is presently preparing an “Engineer’s Report” that addresses the need for the Governing Board to consider an increase of the existing sewer fee in order that the BCSA becomes self-supporting in providing wastewater services to constituents located within the BCSA District.

The primary purpose of this Agenda Request is to afford the Governing Board an opportunity to discuss and consider the budgetary needs of the BCSA for FY 2016-17 as well as understanding the legal requirements associated with Proposition 13, Proposition 218 and Government Code 54984.

Attached, for the purposes of discussion on September 6, 2016 is a copy of the August 26, 2016 Draft “Engineer’s Report” for the Beckwourth CSA.

### RECOMMENDATION:

Engineering Department Staff respectfully requests the Governing Board to comment on the submitted budget and draft “Engineer’s Report” on September 6, 2016. No recommendation pertaining to draft “Engineer’s Report” is submitted by Public Works staff at this time.

Attachment: Draft Engineer’s Report

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

555 West Main Street • Quincy, CA 95971 • (530) 283-6268 • Fax (530) 283-6135  
*Robert A. Perreault, Jr., P.E.* *County Engineer and Manager, BCSA*



**Engineer's Report**  
**Draft 8-26-16**  
**August 2016**

**SEWER FEE ASSESSMENT FOR  
THE BECKWOURTH CSA**

**D R A F T**

**For Discussion Only**

## **Table of Contents**

### **Part 1 – Introduction**

1.1	History of Regulatory Actions	1
1.2	Description of Existing Infrastructure	1
1.3	Summary of Costs to Provide Sewer Services	2
1.4	History of Tax Laws Effecting Funding	3

### **Part 2 – Assessment**

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2.2	Proposed Fee Assessment	6-7
2.3	Annual Cost-Indexing	8

### **Part 3 – Summary**

3.1	Summary of Procedures	8
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## **APPENDIX**

- A. Beckwourth County Services Area
- B. California Regional Water Quality Control Board Order No. 72-7
- C. Plumas County Resolution No. 82-3568
- D. Plumas County Resolution No. 83-3666
- E. California Regional Water Quality Control Board Order No. 96-135
- F. California Regional Water Quality Control Board Monitoring Program 96-13

## PART 1 – INTRODUCTION

### 1.1 History of Regulatory Actions

The Beckwourth County Service Area (BCSA) was formed on December 29, 1967, by Plumas County Resolution No. 1790, adopted by the Plumas County Board of Supervisors. At that time, the Beckwourth community was served by deteriorating individual septic systems and leaching fields, wherein effluent surfaced in some areas and was running down ditches. In addition, contamination from the leach fields had been observed in a few wells.

The principal act that governs the CSA is the County Services law. The principal act authorizes county service areas to provide a wide variety of municipal services, including street maintenance, fire protection, extended police protection, water and sewer services. A CSA may only provide those services authorized in its formation resolution unless the Board of Supervisors applies to and receives authorization from LAFCo for activation of a latent power.

The BCSA was given the power by LAFCo to establish a sanitary sewer collection system, treatment plant and domestic water supply system. To date, however, the BCSA has not initiated water services since all potential customers in the area are currently on private wells.

Plumas County submitted a Report of Waste Discharge on February 18, 1971, to the Regional Water Quality Control Board. On July 29, 1971, Plumas County received an official copy of Waste Discharge Requirements for the BCSA adopted by Order No. 72-7. Subsequent Waste Discharge Requirements for the BCSA were adopted by Order No. 85-336 on December 6, 1985, and Order No. 96-135 on May 3, 1996.

### 1.2 Description of Existing Infrastructure

The BCSA provides sewer service to properties within its Sphere of Influence that includes approximately 100 people, including 52 residential connections and 7 commercial connections. The commercial connections include one restaurant (currently closed), a trailer park, a public works maintenance yard, a Division of Water Resources office, a Caltrans yard and office, a construction yard, a propane tank business, a small private school, and some private business offices. There are six industrial connections located within the service area, including the U.S. Forest Service (USFS) Fire Center, and Care Flight crew quarters.

The sewer system includes four (4) oxidation ponds that were built in 1973 and 1974 and consist of photosynthetic treatment and oxidation and evaporation in two ponds. The BCSA operates primarily out of two ponds and uses the other two ponds as backup. Each pond has the capacity to hold 1 acre-foot of effluent.

The BCSA operates and maintains 2.3 miles of pipeline ranging in size from 4 inches to 8 inches with one lift station. The BCSA also operates and maintains a gravity sewer system of 11,000 linear feet of six inch (6") and 400 linear feet of eight inch (8") asbestos cement pipe with appurtenances, one lift station pumping into 2,650 linear feet of six inch (6") pressurized asbestos cement pipe all dating from 1969. In 1980, additional gravity sewer of 1,800 linear feet of six inch (6") asbestos cement pipe was added to the eastern part of Beckwourth. In 1999, 3,150 linear feet of three inch (3") and 2,300 linear feet of two inch (2") pressurized PVC pipe was added from the "Industrial Way" area of Beckwourth. In 2012, 6,000 linear feet of four inch (4") PVC pipe was constructed from the Nervino Airport area of Beckwourth. In 2016, 500 linear feet of one and one half inch (1.5") polyethylene pipe was constructed from Care Flight base on Nervino Airport to the pressure main along North Industrial Way. A summary of the pipeline found in the system is shown in Table 1.

The BCSA also has 3,000 feet of 2-inch PVC plastic pressure main outside of the service area boundary known as the "Industrial Way" main. This main is approximately 10 years of age and is not formally accepted by BCSA. The condition of this main is unknown.

**Table 1**  
**PIPELINE SUMMARY**

Size / Type Pipe	Linear Feet	Date Installed
6" Asbestos Cement Pipe	11,000	1969
8" Asbestos Cement Pipe	400	1969
6" Pressurized Asbestos Cement Pipe	2,650	1969
6" Asbestos Cement Pipe	1,800	1980
3" Pressurized PVC Pipe	3,150	1999
2" Pressurized PVC Pipe	2,300	1999
4" PVC Pipe	6,000	2012*
1.5" Polyethylene Pipe	500	2016

\*Constructed by the U.S. Forest Service; not yet accepted by the CSA

### 1.3 Summary of Costs to Provide Sewer Services

The District is managed by the County Engineering Department. The County Engineer acts as the District's general manager. The day-to-day operations of the District are managed by three part time Engineering Department employees and one part time operator employee. Sewer services typically are not services generally provided by County jurisdictions. Sewer services are only provided to properties within Beckwourth CSA or its sphere of influence and therefore provide added benefit only to those properties served by the CSA. See Appendix A for Sphere of Influence map.

The cost to provide sewer services includes not only the day-to-day operation costs such as electricity, wages, repairs and maintenance, but also administrative overhead costs, regulatory compliance, debt services, fee studies, and repayment of loans. The sewer fees also need to take into account the capital repair and replacement of both gravity and force sewer mains, including lift stations equipment and pumps.

## **1.4 History of Tax Laws Effecting Funding**

### **Proposition 13:**

Proposition 13 was passed by nearly two-thirds of California's voters, reducing property taxes by about 57%. Property tax value was rolled back and frozen at the 1976 assessed value level, with property tax increase limited to 2% increase per year unless sold. Proposition 13 also capped , with limited exceptions, ad valorem property tax rates at one percent of full cash value at time of acquisition. To increase state revenue, approval of two-thirds vote of each house of the legislature. Local "Special" taxes require approval of two-thirds of the voters.

### **Proposition 218:**

Proposition 218 was passed in 1996, the "Right to Vote on Taxes Act". It limits the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. It require voter approval of almost all local taxes, including assessments, and certain user fees. Requires notification of affected property owners, a formal protest hearing, and in most cases a vote by property owners.

### **Proposition 218 Compliance:**

Proposition 218 and California Constitution Provisions Article XIII D section 6 requires the agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of the public hearing on the on the proposed fee or charge. The agency shall conduct a public hearing upon the proposed fee or charge not less than 45 days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency must hear and consider all public comments regarding the fees, but only written protests submitted prior to the close of the public hearing shall be considered when determining whether a majority protest against the imposition of the fees exists. Upon the conclusion of the public hearing, if written protests against fee increase are not presented by a majority of property owners, the legislative body may proceed with imposing the fee increase. Only one written protest per parcel is allowed, filed by an owner or a tenant of the parcel. No vote by property owners is required for sewer service fee increases.

## PART 2 - ASSESSMENT

### 2.1 Revenue and Expenditures

Revenue and expenses for the last ten fiscal years are included in table 2 below:

BECKWOURTH CSA REVENUES AND EXPENDITURES									
Revenue/ Expenses	FY 6-7	FY 7-8	FY 8-9	FY 9-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
<b>Revenue</b>									
Tax Revenue	\$7,318	\$8,231	\$9,523	\$8,788	\$8,060	\$7,638	\$8,154	\$7,555	\$6,828
Use of Money	\$4,086	\$4,082	\$2,261	\$916	\$398	\$219	\$132	\$40	\$20
State and Federal Aid	\$76	\$76	\$80	\$76	\$80	\$77	\$74	\$75	\$66
Charges for Services	\$5,578	\$5,020	\$5,047	\$5,317	\$3,552	\$4,592	\$3,672	\$4,808	\$5,676
Connection Fees	\$0	\$0	\$0	\$117	\$7,400	\$423	\$714	\$0	\$0
Loan from General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Income</b>	<b>\$17,058</b>	<b>\$17,408</b>	<b>\$16,912</b>	<b>\$15,213</b>	<b>\$19,490</b>	<b>\$12,949</b>	<b>\$12,747</b>	<b>\$12,477</b>	<b>\$12,590</b>
<b>Expenses</b>									
Salaries and Benefits	\$9,496	\$9,013	\$20,210	\$15,203	\$16,057	\$16,027	\$16,038	\$16,053	\$15,828
Services and Supplies	\$9,215	\$6,430	\$6,596	\$11,087	\$11,732	\$11,407	\$11,670	\$14,168	\$7,560
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,149
<b>Total Expenses</b>	<b>\$18,710</b>	<b>\$15,443</b>	<b>\$26,806</b>	<b>\$26,290</b>	<b>\$27,789</b>	<b>\$27,434</b>	<b>\$27,708</b>	<b>\$30,221</b>	<b>\$26,537</b>
<b>Net Income</b>	<b>(\$1,652)</b>	<b>\$1,964</b>	<b>(\$9,894)</b>	<b>(\$11,076)</b>	<b>(\$8,299)</b>	<b>(\$14,484)</b>	<b>(\$14,961)</b>	<b>(\$17,744)</b>	<b>(\$13,947)</b>
Change in Other Assets		\$169	\$0	(\$485)	\$408	\$77	\$0	\$0	(\$722)
Change in Liabilities		\$169	(\$2,128)	\$570	\$315	\$9	(\$237)	\$164	(\$18)
Change in cash flow		\$0	\$338	(\$2,128)	\$86	\$723	\$86	(\$237)	\$164
<b>Cash Balance</b>	<b>\$90,024</b>	<b>\$92,326</b>	<b>\$80,304</b>	<b>\$69,314</b>	<b>\$61,737</b>	<b>\$47,339</b>	<b>\$32,140</b>	<b>\$14,560</b>	<b>(\$127)</b>
									<b>\$8,398</b>

\* Interest Earned

## 2.1 Revenue and Expenditures Continued

The BCSA has been under financial stress for the past several years. Current sewer fees have not been updated since 1983. Costs of operating the BCSA have increased since 1983.

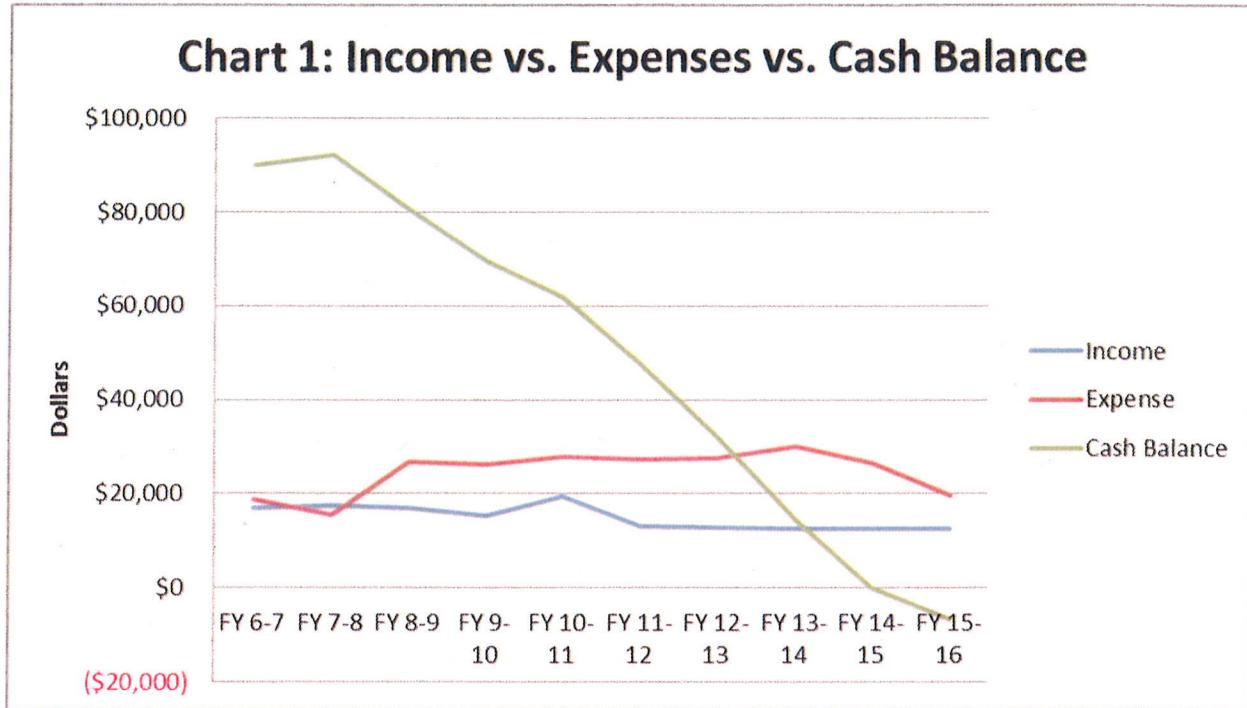
BCSA current rates for wastewater service are as follows:

- \$12.75 per quarter for private residences
- \$33 per quarter for bars, restaurants and lodge halls
- \$18 per quarter for grocery stores, gas stations and garages
- \$3 per quarter per room at a hotel or per trailer space in a trailer park
- \$33 per quarter for public agencies

Currently there are 52 residential, 7 commercial/public, 6 stores/garage, and 31 trailer park spaces billed at the rates above for quarterly fee of \$1,095, \$4,380 per year. In addition to the quarterly fee for sewer service a connection fee is also charged for new service. These fees simply are not enough to meet the increasing expenses to maintain the sewer system. See Table 3 for breakdown of current rates and proposed rate increase.

Over the last ten fiscal years, the annual expenses have been higher than the revenue by an average of \$9,705. More recently over the past 5 years, the yearly expenses have been greater than the revenue by an average of \$13,618. See table 2 for revenue and expenditure analysis. The trend in this table clearly shows that over the past ten years, the Beckwourth CSA's expenditures have consistently been more than the revenue and have consequently reduced the cash balance down to essentially zero in fiscal year 2015-16. Consequently, the Beckwourth CSA was forced to ask for a loan of \$15,000 from the County general fund. There were only two years out of ten where the net income was positive. Fiscal year 2007-8 was the last year before the salaries and benefits were increased the following year for a newly hired operator. The only other year a positive new income occurred was 2015-16 and this was due to the \$15,000 loan from the County. Chart 1 on the next page shows this trend of Income, Expense and Cash Balance graphically. The chart does not include the \$15,000 loan from the General Fund for simplicity in seeing the real revenue and expenditures.

## 2.1 Revenue and Expenditures Continued



On March 7, 2016, the Board of Supervisors approved a loan in the amount of \$15,000 from the general fund in order to enable the BCSA to balance its budget by the end of the fiscal year ending June 30, 2016. A condition of the loan is that repayment is required no later than June 30, 2019. Revenues need to be increased to not only meet expenses, but also to repay \$5,000 per year loan repayment to the County General Fund over the next three years.

## 2.2 Proposed Fee Assessments

The following are proposed increased sewer fees reflected in Tables 3 and 4:

- \$70.13 per quarter for private residences
- \$181.50 per quarter for bars, restaurants and lodge halls
- \$99.00 per quarter for grocery stores, gas stations and commercial garages
- \$16.50 per quarter per room at a hotel or per trailer space in a trailer park
- \$181.50 per quarter for public agencies

The increased rates below will balance the Beckwourth CSA yearly budget, based on 5 year average revenue and expenditures, while paying back the loan to the general fund, and building a cash reserve. Also see Chart 2 on page 8 for graphical representation.

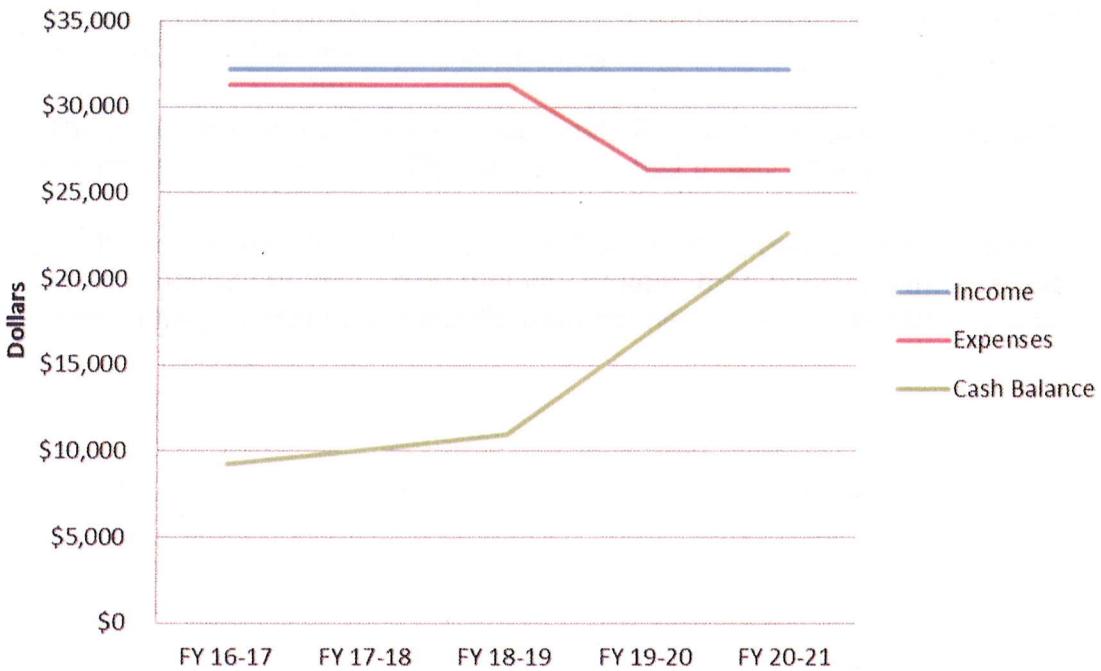
The following Table 3 tabulates the current quarterly fees and the proposed fees:

Table 3 Current Rates vs. Proposed Rates							
Current Rate Classification	Current Rates per quarter	Current number of connections	Current Quarterly Fees	Proposed Rates per quarter	Current number of connections	Proposed Quarterly Fees	Proposed Yearly Fees
Private Residence	\$12.75	52	\$663	\$70.13	52	\$3,647	\$14,586
Bars, restaurants and lodge halls	\$33.00	3	\$99	\$181.50	3	\$545	\$2,178
Grocery stores, gas stations and hotel per room or trailer park space	\$18.00	6	\$108	\$99.00	6	\$594	\$2,376
Public Agencies	\$3.00	31	\$93	\$16.50	31	\$512	\$2,046
	\$33.00	4	\$132	\$181.50	4	\$726	\$2,904
			\$1,095			\$6,023	\$24,090

The following Table 4 forecasts cash reserves based on 5 year average revenue and expenses with charges for service reflecting the proposed rate increase, as well as the repayment of the \$15,000 loan back to the General Fund over the next three years and a cash reserve.

Table 4 BECKWOURTH CSA Forecast Cash Balance					
Projected Revenue/ Expenses	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>Projected Revenue</b>					
Tax Revenue	\$7,678	\$7,678	\$7,678	\$7,678	\$7,678
Use of Money	\$83	\$83	\$83	\$83	\$83
State and Federal Aid	\$71	\$71	\$71	\$71	\$71
Charges for Services	\$24,090	\$24,090	\$24,090	\$24,090	\$24,090
Connection Fees	\$227	\$227	\$227	\$227	\$227
<b>Total Income</b>	<b>\$32,149</b>	<b>\$32,149</b>	<b>\$32,149</b>	<b>\$32,149</b>	<b>\$32,149</b>
<b>Projected Expenses</b>					
Salaries and Benefits	\$15,990	\$15,990	\$15,990	\$15,990	\$15,990
Services and Supplies	\$9,681	\$9,681	\$9,681	\$9,681	\$9,681
Other Charges	\$630	\$630	\$630	\$630	\$630
Loan repayment	\$5,000	\$5,000	\$5,000	\$0	\$0
<b>Projected Total Expenses</b>	<b>\$31,301</b>	<b>\$31,301</b>	<b>\$31,301</b>	<b>\$26,301</b>	<b>\$26,301</b>
<b>Projected Net revenue</b>	<b>\$848</b>	<b>\$848</b>	<b>\$848</b>	<b>\$5,848</b>	<b>\$5,848</b>
<b>Projected Cash Balance</b>	<b>\$9,246</b>	<b>\$10,094</b>	<b>\$10,942</b>	<b>\$16,790</b>	<b>\$22,638</b>

**Chart 2: Projected Income vs. Expenses vs. Cash Balance**



### 2.3 Annual Cost-Indexing

The agency may adopt a schedule of fees with automatic adjustments for inflation provided the adjustments are for a period not to exceed 5 years. Adjustments must have a clearly defined formula and any adjustment must not exceed the cost of providing the service. Notice of any adjustment shall be given not less than 30 days before the effective date of the adjustment.

Indexing assessments annually to the Consumer Price Index allows for minor increases for normal maintenance and operating cost escalation without incurring the costs of the Proposition 218 ballot proceedings. Any significant change in the assessment initiated by an increase in service provided or other significant changes to the District would still require the Proposition 218 proceeding and property owner approval. The increase shall be no more than the CPI increase over the then previous 12 months as indicated through comparisons of the Consumer Price Index, All Urban Consumers, All Items Index, and Western Cities with population between 50,000 and 1,500,000 (the "CPI-U"). The increase will be permitted without the need for another majority protest hearing. If the listed Consumer Price Index is removed from publication, or otherwise unavailable, the Board shall adopt and follow a Consumer Price Index that is reasonably comparable. Additionally, in any given year, the Board may choose to raise the rates less than the CPI increase, or not at all.