

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF NOVEMBER 15, 2016 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

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

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) SOCIAL SERVICES

Approve and authorize the Director of Social Services to sign all documents related to the purchase of two vehicles from Quincy Auto Sales (two 2016 Toyota Highlanders) at a cost not to exceed \$36,748.75 each

B) LIBRARY

Approve and authorize the Chair to sign Memorandum of Understanding between County of Plumas and Quincy Friends of the Plumas County Library for extended library hours, specifically for the opening of Quincy library branch for four hours every Saturday; approved as to form by County Counsel

C) PROBATION

Authorize the Probation Department to recruit and fill vacant, allocated and funded 1.0 FTE Legal Services Assistant I/II position

D) PUBLIC WORKS

- 1) Authorize the Department of Public Works to recruit and fill vacant, funded and allocated 1.0 FTE Public Works Associate Engineer position
- 2) Approve Amendment No. 1 to Contract between County of Plumas and URs Corporation of \$24,205 for Spanish Ranch Road Bridge Project

2. DEPARTMENTAL MATTERS

A) SHERIFF – Greg Hagwood

Approve budget transfer of \$3,500 from Boat Patrol (70350-52400) to fixed asset account for Vehicle (541500) to cover costs for purchase of vehicle; discussion and possible action

B) BUILDING – Jim Green

1) **PUBLIC HEARING:** Introduce and waive first reading of an **ORDINANCE** amending the Plumas County Code regarding Building Permit Expiration and Eliminating Special ‘No Fee’ Building Permit.

Roll call vote

2) Approve budget transfer of \$11,390 within department 20426 (Building Other Wages & Professional Services) to cover costs for promotion of two Permit Technicians to Senior Permit Technician included in the position allocation for FY 2016-2017; discussion and possible action

C) SOCIAL SERVICES – Elliott Smart

Adopt **RESOLUTION** authorizing the Nevada-Sierra Public Authority to Submit authorization to implement a Wage Increase for In-Home Supportive Services (IHSS) Providers to the State Department of Social Services in Accordance with SB 3, Chapter 4, Statutes of 2016. **Roll call vote**

D) ENVIRONMENTAL HEALTH – Jerry Sipe

Adopt and authorize the Chair to sign the CEQA Notice of Exemption for sewage disposal and onsite wastewater treatment systems; and introduce and waive first reading of an **ORDINANCE**, to amend Title 6, Chapters 6, 8 and 11 of the Plumas County Code regarding Sanitation & Health (Sewage Disposal). **Roll call vote**

E) MANAGEMENT COUNCIL – Dony Sawchuk

Executive Report for November 2016

3. BOARD OF SUPERVISORS

A. Adopt **RESOLUTION** “Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails”. **Roll call vote**; Supervisor Simpson

B. Correspondence

C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Human Resources Director
- B. Conference with Legal Counsel: Claim Against the County filed by Farmers Insurance, subrogee of Denny d'Autremont, on October 31, 2016
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, December 06, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.



ELLIOTT SMART
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

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

DATE: OCTOBER 31, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR 
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOV 15, 2016, CONSENT AGENDA

RE: AUTHORIZATION TO PURCHASE TWO 2016 TOYOTA HIGHLANDER
VEHICLES FROM QUINCY AUTO SALES FOR THE DEPARTMENT OF
SOCIAL SERVICES

It is Recommended that the Board of Supervisors

Approve and authorize the Director of Social Services to sign all documents related to the purchase of two vehicles from Quincy Auto Sales (two 2016 Toyota Highlanders at a price not to exceed \$36,748.75 each).

Background and Discussion

The Department of Social Services has three vehicles approved in the current year budget. The Department solicited bids for two of the three according to the County of Plumas Solicitation Instructions. The Department received two bids from Quincy Auto Sales and an additional bid from Thurston Toyota in Ukiah. The lowest bidder is Quincy Auto Sales.

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

Financial Impact

The approved budget for each vehicle is \$37,500. The recommended purchases are within the budget limits. The bids include a factory rebate of \$1,250 for each vehicle. There is no direct financial impact to the county General Fund as a result of this purchase. The cost of this purchase will be offset by Federal, State General Fund and County Realignment dollars.

Copy: DSS Management Staff

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF PLUMAS
AND THE
QUINCY FRIENDS OF THE PLUMAS COUNTY LIBRARY**

1B

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "MOU") is made and entered into this ____ day of November, 2016, by and between the County of Plumas, a political subdivision of the State of California (hereinafter referred to as "COUNTY") and the Quincy Friends of the Plumas County Library, a California non-profit corporation (hereinafter referred to as "SPONSOR") and collectively referred to as the "Parties".

RECITALS

WHEREAS, the SPONSOR desires to pay for extended library hours, specifically for the opening of the Quincy library branch for four hours every Saturday; and

WHEREAS, the COUNTY is willing to offer such Saturday hours in exchange for the payments from the SPONSOR.

TERMS

NOW, THEREFORE, the parties do hereby agree as follows:

1. Responsibilities of the Parties

- a. The COUNTY shall open and operate the Quincy library branch every Saturday beginning December 3, 2016, (with the exception of December 24, 2016 and December 31, 2016) and ending at 3:00 P.M. on June 24, 2017. Saturday hours at the Quincy library branch during this term shall be from 11:00 A.M. through 3:00 P.M.;
- b. The SPONSOR shall pay a total amount of **\$1,699.88** to the COUNTY in three installments, paid quarterly in arrears as reimbursement for the COUNTY's operating expenses in offering the above-described Saturday hours. Such installments shall be **\$182.13** on January 15, 2017, for the period December 3 through 31, 2016; **\$728.52** on April 15, 2017 for the period January 1, 2017 through March 31, 2017, and **\$789.23** on July 15, 2017 for the period April 1, 2017 through June 24, 2017.

2. Term of MOU

This MOU will become effective upon signatures of both parties and will terminate on June 24, 2017, at 3:00 P.M., unless amended, extended, or terminated pursuant to the terms of this MOU.

3. **Indemnity**

Each party hereto shall indemnify, defend and hold harmless the elected or appointed governing body, the agents, representatives, and employees of the other party hereto, from any liability or claims of liability for damages to persons or property arising out of, or resulting from, any negligent or willful act or omission of the indemnifying party in the performance or failure to perform any action or activity contemplated, necessary, or authorized under this MOU.

4. **Termination**

This MOU may be terminated as follows:

- a. By mutual agreement of the COUNTY and SPONSOR upon such terms and conditions as may be agreed upon.
- b. By either party at any time without cause by delivering written notice to the other party at least thirty (30) days in advance of the proposed date of termination.
- c. If the MOU is terminated pursuant to this Section, neither party may nullify obligations already incurred for performance of services prior to the date of notice or, unless specifically stated in the notice, required to be performed through the effective date of termination. Any notice of termination will incorporate necessary transition arrangements and will comply with all such arrangements.

5. **Entire MOU**

This MOU contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

6. **Applicable Law/Venue**

The laws of the United States and the State of California will govern this MOU. This MOU is made in Plumas County, California. The venue for any legal action in state court filed by either party to this MOU for the purpose of interpreting or enforcing any provision of this MOU shall be in the Superior Court of California, County of Plumas

7. **Severability**

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

8. **Entirety of Contract**

This MOU, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this MOU and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

9. **Attorney's Fees**

In the event that either party commences legal action of any kind or character to either enforce the provisions of this MOU or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

IN WITNESS WHEREOF, COUNTY and SPONSOR have executed this MOU on the _____ day of _____, 2016.

SPONSOR:

Quincy Friends of the Plumas County Library

By: Sherry Kumler
Sherry Kumler, President

By: Jimmie O'Neil
Jimmie O'Neil, Director

COUNTY:

By: _____
Sherrie Thrall, Chair
Plumas County Board of Supervisors

Approved as to Form

By: R. Craig Settemire
R. Craig Settemire
Plumas County Counsel



PLUMAS COUNTY PROBATION DEPARTMENT

ERIN METCALF

CHIEF PROBATION OFFICER

270 County Hospital Road, Ste. 128., Quincy, CA 95971
(530) 283-6200 Fax (530) 283-6165

1c

DATE: November 15, 2016
TO: The Honorable Board of Supervisors
FROM: Erin Metcalf, Chief Probation Officer *KA for Erin Metcalf*
SUBJECT: Request to Fill Vacant Legal Services Assistant I/II Position

Recommendation:

Authorize the Probation Department to fill a vacant, funded, 1.0 FTE Legal Services Assistant I/II position that is available due to resignation. The position was allocated and funded in the 2016-2017 budget.

Background:

The Probation Department's Legal Services Assistant I/II is a critical, integral administrative support position that not only assists the front office in dealing with phone calls, new clients, check-ins, scheduling clients, and case information data entry, but also the probation officers in drafting petitions for revocation, the closing of cases, progress reports, statistical reporting to state agencies, accessing California Law Enforcement Terminal criminal records, and accompanying the officers to court during hearings. The position will be funded .75 FTE in the General Fund and .25 FTE from JJCPA.

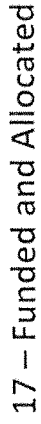
It is respectfully recommended that the Board of Supervisors approve the recruitment and filling of this position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? *Yes, the Legal Services Assistant position is a legitimate business need.*
- Why is it critical that this position be filled at this time? *The Legal Services Assistant assists the front office in dealing with phone calls, new clients, check-ins, scheduling clients, and case information data entry, but also the probation officers in drafting petitions for revocation, the closing of cases, progress reports, statistical reporting to state agencies, accessing California Law Enforcement Terminal criminal records, and accompanying the officers to court during hearings.*
- How long has the position been vacant? *The former Legal Services Assistant turned in her resignation on November 4, 2016.*
- Can the department use other wages until the next budget cycle? *A permanent employee in this position is crucial to the department's ability to provide consistent assistance to the Probation Officers.*
- What are staffing levels at other counties for similar departments and/or positions? *Probation departments of similar size use a comparable number of Legal Services Assistants., Paralegals, and Legal Secretaries.*
- What core function will be impacted without filling the position prior to July 1? *Timely flow and completion of Court related documentation related to time sensitive cases would be greatly impacted without the Legal Services Assistant's assistance.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *The Probation Department will be unable to perform statutorily mandated and/or Court-ordered activities.*
- 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? *N/A*
- 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? *N/A*
- 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? *It is anticipated that a portion of the Legal Services Assistant costs will continue to be borne by the General Fund. There should be no additional impact in the terms of the immediate filling of this position.*
- Does the department have a reserve? No. If yes, provide the activity of the department's reserve account for the last three years? *N/A*

2016 Organization Chart



PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



CONSENT AGENDA REQUEST

For the November 15, 2016 meeting of the Plumas County Board of Supervisors

November 7, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: Authorization for the Department of Public Works/Road Department to fill the vacancy of one (1) FTE PW Associate Engineer position in the administrative office. Discussion and possible action.

Background:

Effective October 17, 2016, the Public Works Department promoted one (1) Associate Engineer to the position of Assistant Director of Public Works. As a result of the promotion, there is now a vacancy for an Associate Engineer in the Public works Department.

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

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

In order to attract a greater number of applicants, the Department intends to advertise for Assistant Engineer as well as Associate Engineer.

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 Associate Engineer in the administrative office.

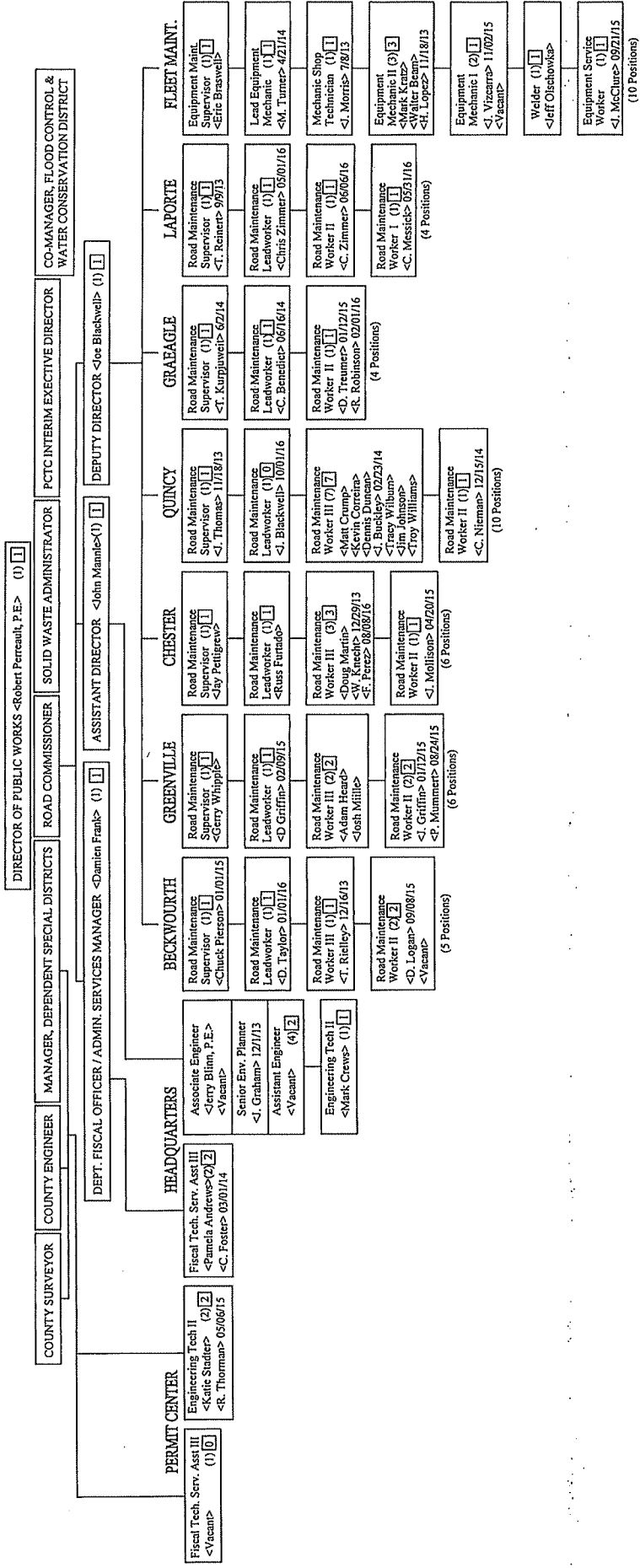
QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Associate Engineer in the Administration Office

- Is there a legitimate business, statutory or financial justification to fill the position?
Associate Engineers are the workforce responsible for overseeing road and bridge construction projects.
- Why is it critical that this position be filled at this time?
Public Works has many road and bridge construction projects currently in progress and require the oversight of an Associate Engineer.
- How long has the position been vacant?
3 weeks.
- 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)
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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART

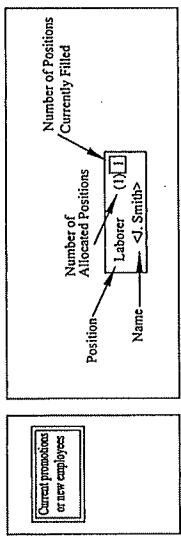


PERSONNEL SUMMARY

Total	Road Dept.	Engineering
Allocations: (60)	(57)	(3)
Currently Filled: (53)	(51)	(2)

*Note: Total Allocated Positions For Combined Road Maint. Workers I-III: (22)
 **Note: Total Allocated Positions For Combined Equipment Mechanics I-II / Welder: (7)

LEGEND



Director of Public Works
Revision Date: October 31, 2016

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

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

Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

for the November 15, 2016 meeting of the Plumas County Board of Supervisors

November 7, 2016

To: Honorable Governing Board

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, reading "Robert A. Perreault".

Subject: Request approval of Amendment No. 1 to Contract PWRD 11-073 in the amount of \$24,205 for the Spanish Ranch Road Bridge Project

BACKGROUND

On July 11, 2011, the County of Plumas and URs Corporation, Inc. entered a contract for Professional Engineering Services for the replacement of the Spanish Ranch Road Bridge, located off of Bucks Lake Road between Quincy and Meadow Valley.

(Continued on Page 2)

The "County" and the "Consultant" have mutually identified the need for an amendment to the professional services contract PWRD 11-073. This request is for additional funding to complete the preliminary engineering phase, the final design for construction and the completion of the final bid package including resource agency permits.

Change No.	Description of Work	Deliverable(s)	Estimated Effort (including ODC)	Status of Work
1	Aerial ortho-photo flown and compiled by Radman at the County's request	<input type="checkbox"/> Existing contours <input type="checkbox"/> Civil 3D surface for design	\$2,830	Complete
2	Refinement of survey performed by the County for design	<input type="checkbox"/> Existing contours <input type="checkbox"/> Civil 3D surface for design	\$3,000	Complete
3	Perform one additional boring (3 total) to be included as part of Foundation Report to support bridge design work.	<input type="checkbox"/> Inclusion of third boring information into Log Of Test Borings and Foundation Report	\$7,375	Complete
4	Prepare Initial Site Assessment (ISA) per Caltrans procedures and ASTM Standard Practice E1527-05	<input type="checkbox"/> Phase 1 Environmental Site Assessment	\$6,000	Complete
5	Update resource agency permits provided in November 2014 for submittal with 100% PS&E, update wetland delineations to 2016 standards and coordination with the U.S. Army Corps of Engineers on additional documentation for Section 404 permit	<input type="checkbox"/> Updated permits <input type="checkbox"/> Wetland delineation 2016 standards	\$5,000	In Progress
Total Additional Work Scope			\$24,205	

Caltrans has reviewed and approved the proposed amendment of the project's scope and have approved \$40,000 (Federal: \$35,412 and \$4,584 Local) in additional Preliminary Engineering funding for the project. The approved increase also includes \$15,795 in funding for resource agency permit fees and staff time. The Department of Public Works has the project budgeted under Work Order #464 in the FY 16/17 budget.

The proposed amendment to Professional Services Agreement PWRD11-073 is proposed to be amended as follows:

Consultant's maximum compensation shall be increased from \$375,322.00 to \$399,527.00.

All other provisions of the Professional Services Agreement will remain unchanged.

County Counsel has reviewed and approved Amendment No. 1, as to form

RECOMMENDATION

The Director of Public Works respectfully recommends that the Board of Supervisors approve Amendment No. 1 to contract # PWRD11-073 and authorize the Director of Public Works and the Chair of the Board of Supervisors to execute Amendment No. 1 such that the maximum compensation amount shall be increased from \$375,322.00 to \$399,527.00

AMENDMENT NO. 1
to the
PROFESSIONAL SERVICES AGREEMENT

Spanish Ranch Road Bridge Project in Plumas County, California
Bridge No. 9C-0039 on Spanish Ranch Road (County Route #413)
Over Spanish Creek
PWRD 11-073

THIS AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT, dated July 11th, 2011, for the above captioned bridge project, is made and entered into this _____ day of _____, 2016, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and URS CORPORATION, INC., a Nevada Corporation ("Consultant").

Background

The "County" and the "Consultant" have mutually identified the need for an amendment to the professional services contract PWRD 11-073 to cover the costs of:

- 1) Aerial orthophoto
- 2) Refinement of the original ground surveys provided by the County
- 3) To perform an additional boring log for the Foundation Report
- 4) Prepare an Initial Site Assessment (ISA) to verify the presence or non-presence of hazardous materials such as lead paint or asbestos on the existing bridge structure.
- 5) Update the resource agency permits and the wetlands delineation as required by the Army Corps of Engineers.

NOW, THEREFORE, for the mutual covenants and conditions contained herein, the parties hereby agree that Section 2.1 Compensation of said Professional Services Agreement is amended to read as follows:

Total additional budget request to be added to the existing contract = \$24,205.00 as outlined on the attached summary of amended tasks. Consultant's compensation shall in no case exceed \$399,527.00.

All other provisions of the Professional Services Agreement remain unchanged.

KS COUNTY INITIALS

CONSULTANT INITIALS _____

Amendment No. 1 to the Professional Services Agreement for the
Spanish Ranch Road Bridge Project (Bridge No. 9C-0039)

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

COUNTY OF PLUMAS

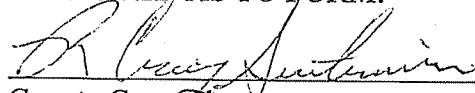
A political subdivision of the State of California

RECOMMENDED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

APPROVED AS TO FORM:



County Counsel

Date: 11/3/2016

AGREED TO BY:

Chair, Plumas County Board of Supervisors

Date: _____

CONSULTANT
URS CORPORATION, INC

R. Martin Czarnecki, PE Senior Vice President

Date: _____

Ramsey Hissen, PE Vice President

Date: _____

12 COUNTY INITIALS

CONSULTANT INITIALS _____



2020 L Street, Suite 400
Sacramento, California 95811
Tel: 916.414.5800 Fax: 916.414.5850

September 22, 2016

Robert A. Perreault, Jr, Director
Plumas County Public Works
Attn.: John Mannle
1834 East Main Street
Quincy, CA 95971

**Re: Spanish Ranch Road Bridge Replacement Project - Summary of Project Amendments
Revision 1**

Dear John,

As discussed, below is a summary of the additional work scope documented to date for the Spanish Ranch Road Bridge Replacement Project:

Change No.	Description of Work	Deliverable(s)	Estimated Effort (including ODC)	Status of Work
1	Aerial ortho-photo flown and compiled by Radman at the County's request in 2011	<ul style="list-style-type: none">Existing contoursCivil 3D surface for design	\$2,830	Complete
2	Refinement of survey performed by the County for design	<ul style="list-style-type: none">Existing contoursCivil 3D surface for design	\$3,000	Complete
3	Perform one additional boring (3 total) to be included as part of Foundation Report to support bridge design work	<ul style="list-style-type: none">Inclusion of 3rd boring information into LOTB and Foundation Report	\$7,375	Complete
4	Prepare Initial Site Assessment (ISA) per Caltrans procedures and ASTM Standard Practice E1527-05	<ul style="list-style-type: none">Phase 1 Environmental Site Assessment	\$6,000	Complete
5	Update resource agency permits provided in November 2014 for submittal with 100% PS&E, update wetland delineations to 2016 standards and coordination with the U.S. Army Corps of Engineers on additional documentation for Section 404 permit	<ul style="list-style-type: none">Updated permitsWetland delineation 2016 standards	\$5,000	In Progress
Total Additional Work Scope			\$24,205	

Please do not hesitate to contact me if you have any questions.

Sincerely,

URS Corporation

Sherina Lam
Project Manager




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

2A

Memorandum

DATE: November 1, 2016
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of November 15, 2016

Recommended Action:

- 1) Approve and authorize a budget transfer in the amount of \$3,500.00 from the Boat Patrol (dept 70350) Special Dept Exp account (52400) to fixed asset account for Vehicle (541500) for amount needed to purchase vehicle.

Background and Discussion:

A vehicle was budgeted for purchase in the Boat Patrol budget for fiscal year 16/17; however, the cost of the vehicle is more than anticipated. A transfer is needed to cover the total cost of the vehicle.

The funds in this budget are grant funds and this transfer has no impact on the General Fund.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: BOAT PATROL Dept. No: 70350 Date 11/1/2016

The reason for this request is (check one):

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

Approval Required

Board
 Board
 Board
 Auditor
 Auditor



TRANSFER FROM OR



SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70350	524400	SPECIAL DEPT EXP	3,500.00
Total (must equal transfer to total)				3,500.00



TRANSFER TO OR



SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0017G	70350	541500	VEHICLE	3,500.00
Total (must equal transfer to total)				3,500.00

Supplemental budget requests require Auditor/Controller's signature

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

A) Transfer to cover shortage in account

B) Expenses will be less than anticipated

C) Expense to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority:

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

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

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

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

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

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



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PLUMAS COUNTY PLANNING & BUILDING SERVICES

**555 Main Street, Quincy, CA 95971
(530) 283-7011**

www.countyofplumas.com

DATE: October 24, 2016

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Jim Green, Director of Building Services 

RE: Formal adoption of the 2016 California Building Code Amendments.

Background

Every three years, after extensive code development hearings, the State of California Building Codes are updated by the California Building Standards Commission. This year the 2016 set of California Codes become State law on January 1, 2017.

Local Jurisdictions may also adopt the codes every three years to exercise the right to amend certain sections of the Codes to fit the local climatic, geological, or topographical conditions. Administrative sections in Chapter 1 may also be amended for fees, and such items as permit expirations etc.

Summary

Section 1: Repeal of the Plumas County Code providing for a special "no fee permit".

- a. This section provided special circumstances for no fee permits, if an ag construction project is on 20 acres or more of land. Given the cost of administering a permit, the Building Department funding is not available to provide this service. Also, no inspections have been performed as required by state law.
- b. The California Building Code does not exempt agricultural buildings from permits or inspections.
- c. This section of preferential treatment is discriminatory to others with under 20 acres. A neighbor with 15 acres must apply, submit plans, pay for inspections etc.
- d. Landowners have assumed they can build anything they want if they own 20 acres. Staff has had to correct this assumption when we see carports, shops, and other buildings being constructed.

Section 2: Permit Expirations. Currently, no Plumas County Ordinance exists for permit expirations.

- a. A confusing policy has been used for abandoned projects of one year duration, but a clear ordinance that coincides with the Building Code is needed.
- b. This has created a logistical problem trying to maintain open permits for several years. We have customers with 10-20 years still wanting to resume construction. Our office space is limited and open permits are piling up unresolved.

- c. Codes are updated every three years. Often, we must try to process inspections on outdated code requirements.
- d. A two year expiration is reasonable with 180 day extensions for cause seems to fit most projects.

Actions for consideration

Staff recommends the Plumas County Board of Directors adopt the 2016 set of California Building Code local amendments.

ORDINANCE NO. 16- _____

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING THE PLUMAS COUNTY CODE REGARDING BUILDING PERMIT EXPIRATION AND ELIMINATING SPECIAL “NO FEE” BUILDING PERMIT

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

Section 1: Section 8-1.02 of Chapter 1 of Title 8 of the Plumas County Code providing for a special “no fee permit” is hereby repealed in its entirety.

Section 2. Section 8-1.03 is hereby added to Chapter 1 of Title 8 of the Plumas County Code following Section 8-1.01 to read as follows:

Sec. 8-1.03. – Permit Expiration.

Building permits shall expire twenty-four (24) months after issuance. A building permit shall become invalid if work authorized by the permit is not commenced within 180 days after issuance of the permit, or if work authorized by the permit is suspended or abandoned for a period of 180 days. Upon receipt of a written application and a showing of good cause, the Building Official is authorized, in the Building Official’s discretion, to grant, in writing, one or more extensions of time, for periods not more than 180 days each.

Section 3. Sections 1 and 2 of this ordinance shall be codified. The remainder of the ordinance shall not be codified.

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

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

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 15th day of November 2016, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 13th day of December 2016, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

Clerk of said Board of Supervisors

2B2

PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street
Quincy, CA 95971-9143
(530) 283-7011

www.plumascounty.us



DATE: November 7, 2016

TO: The Honorable Board of Supervisors

FROM: Jim Green, Director of Building Services 

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF NOVEMBER 15, 2016.

RE: APPROVE PERMIT TECHNICIAN PROMOTIONS TO SENIOR PERMIT TECHNICIAN and BUDGET TRANSFER

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the recommendation to promote the two Permit Technicians to Senior Permit Technician. The approved position allocation for the position of Senior Permit Technician is already in the fiscal year budget for 2016/2017 for the Building Department #20426.
2. Approve budget transfer of \$11,390 from Other Wages and Professional Services.

BACKGROUND AND DISCUSSIONS:

During budget discussions prior to approving the Fiscal Year 2016/2017 budget, there was discussion about including the two promotions for the current Permit Technicians to Senior Permit Technician. This request did not get finalized before the budget was approved. The two promotions to Senior Permit Technician can be funded with a transfer of \$11,390 from Other Wages and Professional Services. The Senior Permit Technician positions are included in the approved position allocation for fiscal year budget 2016/2017.



ELLIOTT SMART
DIRECTOR

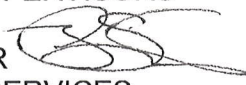
DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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

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

DATE: NOVEMBER 2, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR 
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 15, 2015

RE: RESOLUTION AUTHORIZING THE NEVADA SIERRA PUBLIC AUTHORITY TO
SUBMIT AUTHORIZATION TO IMPLEMENT A WAGE INCREASE FOR IN-
HOME SUPPORTIVE SERVICES (IHSS) PROVIDERS TO THE STATE
DEPARTMENT OF SOCIAL SERVICES

It is Recommended that the Board of Supervisors

Adopt the enclosed resolution which provides authority for the Nevada Sierra Public Authority to submit the Board's approval of a wage rate increase for Independent Providers of In Home Supportive Services

Background and Discussion

As the Board may recall, Plumas County is part of a three-county consortium (Sierra and Nevada are the other two) that form the Nevada-Sierra Public Authority. The consortium provides administrative oversight, training and safety clearance and collective bargaining support necessary for the Independent Providers of In-Home Supportive Services.

During the 2016 legislative session, the legislature adopted and the Governor signed Senate Bill 3 (Chapter 4, Statutes of 2016). SB 3 increased the minimum wage for all employees to \$10.50 per hour effective January 1, 2017. In order to implement this change, the Nevada-Sierra Public Authority will need to generate paperwork to the California Department of Social Services to enable the change to be implemented. The Resolution before your Board today enables this process to move forward.

Financial Impact

There is no impact to the County General fund as a result of this action. IHSS wages are funded by Federal, state and County Realignment dollars.

Copies: PDSS Management Staff
Human Services Department Heads
Ann Guerra, Nevada Sierra Public Authority

Enclosure

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE NEVADA-SIERRA PUBLIC AUTHORITY
TO SUBMIT AUTHORIZATION TO IMPLEMENT A WAGE INCREASE
FOR IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDERS
TO THE STATE DEPARTMENT OF SOCIAL SERVICES
IN ACCORDANCE WITH SB 3, CHAPTER 4, STATUTES OF 2016**

WHEREAS, the Nevada-Sierra Regional In-Home Supportive Services (IHSS) Public Authority (NS-PA) is a multi-county Joint Powers Agency which operates on behalf of Nevada, Sierra and Plumas counties; and, is charged with performing certain administrative functions regarding IHSS matters with respect to those counties; and,

WHEREAS, on April 4, 2016, Senate Bill 3 (SB 3) (Chapter 4, Statutes of 2016), amended Section 1182.12 of the California Labor Code by increasing the minimum wage of all industries to \$10.50 per hour effective on and after January 1, 2017; and,

WHEREAS, this increase will apply to all of the independent providers of In-Home Supportive Services within Nevada, Sierra and Plumas counties.

NOW, THEREFORE, BE IT RESOLVED that Plumas County Board of Supervisors authorizes the Nevada Sierra Public Authority to submit on behalf of the County of Plumas authorization implementing the wage increase paid to IHSS in home care providers to \$10.50 per hour to the State Department of Social Services.

BE IT FURTHER RESOLVED that the NS-PA is authorized to submit necessary documentation of this action on behalf of the Plumas County Board of Supervisors to the California Department of Social Services.

The foregoing Resolution, was duly passed and adopted by the Plumas County Board of Supervisors at a regular meeting of said Board held on the _____ day of _____ by the following vote:

AYES:
NOES:
ABSENT:

Chair, Plumas County Board of
Supervisors

ATTEST:

Clerk of the Board



Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

Date: November 7, 2016

To: Honorable Board of Supervisors

From: Jerry Sipe

Agenda: Agenda Item for November 15, 2016

Recommendation: Introduce and waive the first reading of an Ordinance to amend Title 6 Chapters 6, 8 and 11 of Plumas County Code regarding sewage disposal.

Background and Discussion: On May 6, 2016 the Board adopted a resolution authorizing Environmental Health to submit a Local Agency Management Plan (LAMP) regulating onsite wastewater treatment systems (OWTS) to California State Water Resources. The LAMP included a commitment to amend Plumas County Code to ensure local wastewater regulations are consistent with the new state requirements.

The proposed changes to County Code will not substantially change the way septic systems are installed in Plumas County. Rather, the changes include items like limiting onsite wastewater treatment systems under county regulation to those receiving 10,000 gallons of wastewater per day or less; excluding high strength wastes and recreational vehicle tank wastes, as defined, from disposal in onsite wastewater treatment and disposal systems under county regulation; establishing setback requirements for public drinking water wells and surface water intakes from onsite wastewater treatment systems, and establishing notification requirements to owners of drinking water systems within specified distances of failing onsite systems; clarifying the advanced treatment operating permit requirements to include the need for a new permit whenever a property with an advanced treatment system is sold or otherwise falls under new ownership; and specifying local waiver and variance procedures that comply with the OWTS Policy.

Since these amendments bring the County Code into compliance with the onsite wastewater treatment standards established by the State Water Resources Control Board, and in doing so there is no potential for the project to cause a significant effect on the environment as the State Water Resources Control Board analyzed these standards in a Substitute Environmental Document and found no significant effects on the environment, this project is exempt from CEQA per Sections 21082.2 and 15061(b)(3) of the CEQA guidelines.

Environmental Health has shared the proposed amendments with consultants, contractors and other local onsite wastewater practitioners and has not received any comments raising questions or concerns regarding these amendments. The ordinance has been reviewed and approved to form by County Counsel, and the Planning Director has concurred with the CEQA determination.

At this time, actions for the Board's consideration are:

1. Adopt the CEQA Notice of Exemption and authorize the Chair of the Board of Supervisors to sign, and
2. Introduce and waive the first reading of an Ordinance amending Title 6 Chapters 6, 8, and 11 of Plumas County Code.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosures: CEQA Notice of Exemption
Proposed Ordinance

NOTICE OF EXEMPTION

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

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

☐ County Clerk
County of Plumas

Project Title: Amendments to Title 6, Chapters 6, 8, and 11 of the Plumas County Code

Project Location: Unincorporated Area of Plumas County

Description of Project: Amend local regulations for sewage disposal and onsite wastewater treatment systems (OWTS) for consistency with the minimum standards established by the State Water Resources Control Board's Resolution No. 2012-0032.

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

Name of Person or Agency Carrying Out Project: Plumas County

Exempt Status (Check one)

☒ No possible significant environmental effect (Sec. 21082.2; 15061(b)(3));

☐ Ministerial (Sec. 21080(b)(1); 15268);

☐ Categorical Exemption.

☐ Statutory Exemptions. State Code Number: CEQA 15264

☐ Emergency Project (Section 15269)

Reason why project is exempt: This project consists of amendments to the Plumas County Code to bring the County Code into compliance with the sewage and onsite wastewater treatment standards established by the State Water Resources Control Board and in doing so there is no potential for the project to cause a significant effect on the environment as the State Water Resources Control Board analyzed these standards in a Substitute Environmental Document and found no significant effects on the environment. Further the purpose of these standards is protect the environment.

Date

Sherrie Thrall (Chair, Board of Supervisors)

Date Filed

Kathleen Williams, County Clerk/Deputy

Certificate of Posting

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

By _____
KATHLEEN WILLIAMS, County Clerk/Deputy

Date: _____

ORDINANCE NO. 16- _____

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING CHAPTERS 6, 8 AND 11 OF TITLE 6 OF THE PLUMAS COUNTY CODE REGARDING SANITATION AND HEALTH

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

Section 1:

Purpose. The purpose of this ordinance is to:

- (a) Protect public health and groundwater quality throughout Plumas County.
- (b) Amend local regulations for sewage disposal and onsite wastewater treatment systems (OWTS) for consistency with the minimum standards established by the State Water Resources Control Board's Resolution No. 2012-0032, which in part approves the Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems. Along with other minor changes, this amendment will:
 - (1) Limit onsite wastewater treatment systems under county regulation to those receiving 10,000 gallons of wastewater per day or less.
 - (2) Exclude high strength wastes and recreational vehicle tank wastes, as defined, from disposal in onsite wastewater treatment and disposal systems under county regulation.
 - (3) Establish setback requirements for public drinking water wells and surface water intakes from onsite wastewater treatment systems, and establish notification requirements to owners of drinking water systems within specified distances of failing onsite wastewater treatment systems.
 - (4) Clarify the advanced treatment operating permit requirements including the need for a new permit whenever a property with an advanced treatment system is sold or otherwise falls under new ownership.
 - (5) Specify waiver and variance procedures that comply with the OWTS Policy.
- (c) When approved by the Central Valley Regional Water Quality Control Board, authorize Plumas County to implement a Tier 2 wastewater treatment and disposal program as provided for in the Policy.
- (d) When approved by the Central Valley Regional Water Quality Control Board, serve as the conditional waiver of waste discharge requirements as described in the Local Agency Management Plan or LAMP, which was approved by the

Plumas County Board of Supervisors for submittal to the Central Valley Regional Water Quality Control Board by Resolution Number 16-8148 on May 3, 2016.

Findings. Now, therefore, the Board of Supervisors of Plumas County (hereinafter **Board**) hereby **FINDS** that the safe treatment and disposal of sewage and onsite wastewater throughout Plumas County is an essential aspect of the county's domestic wastewater management program, and that the interests of the residents and property owners of Plumas County are best served by local administration of this program, and

Furthermore, the **Board** hereby **FINDS**, that in order to administer a Tier 2 onsite wastewater treatment and disposal program that is in compliance with State Water Resources Control Board's Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems, it must amend Chapters 6, 8 and 11 of Title 6 of the Plumas County Code as previously identified in the Local Agency Management Plan and submitted to the Central Valley Regional Water Quality Control Board, and

Furthermore, the **Board** hereby **FINDS** that since the State Water Resources Control Board prepared an Onsite Wastewater Treatment System Policy Final Substitute Environmental Document dated June 19, 2012 and the proposed amendments to County Code are not growth inducing, compliance with the California Environmental Quality Act (CEQA) has been assured.

Section 2. Chapter 6 of Title 6 of the Plumas County Code entitled "Sewage Disposal" is hereby amended in its entirety to read as follows:

CHAPTER 6. SEWAGE DISPOSAL

Sec. 6-6.01. - Scope.

- (a) The provisions of this chapter shall apply to all territory of the County.
- (b) Every onsite wastewater treatment and disposal system shall be designed, located, constructed, and maintained to treat, and adequately and safely dispose of all the wastewater generated from the structure or facility it is serving.
- (c) Every onsite wastewater treatment and disposal system shall be designed, located, constructed and maintained to prevent discharge of sewage or partially treated sewage, into the structure served, on the ground surface, into surface waters, or in the subjacent groundwater.
- (d) The Plumas County Local Agency Management Plan (LAMP) for wastewater disposal, adopted by the Plumas County Board of Supervisors by Resolution on May 3, 2016 is hereby adopted as a part of this Code by reference.
- (e) This chapter, Chapter 11 of Title 6 of Plumas County Code, and the Plumas County Local Agency Management Plan (LAMP) comprise the domestic wastewater management program for Plumas County. This program complies with the State Water Resources Control Board's June 19, 2012 Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (OWTS) and thereby conditionally waives the requirement for owners of OWTS to apply for and receive Waste Discharge Requirements in order to operate their systems.

Sec. 6-6.02. - Definitions.

- (a) Domestic Wastewater: Means wastewater with a measured strength less than high strength wastewater and is the type of wastewater normally discharged from, or similar to, that discharged from plumbing fixtures, appliances, and other household devices including but not limited to toilets, bathtubs, showers, laundry facilities, dishwashing facilities, and garbage disposals. Domestic wastewater may include wastewater from commercial buildings such as office buildings, retail stores, and restaurants, or from industrial facilities where domestic wastewater is segregated from industrial wastewater. Domestic wastewater may include incidental recreational vehicle holding tank dumping but does not include significant portions of recreational vehicle holding tank wastewater such as at commercial dump stations. Domestic wastewater does not include wastewater from industrial processes.
- (b) Engineered system: A wastewater treatment and disposal system designed by a California Registered Professional Civil Engineer, Geologist or Environmental Health Specialist.
- (c) Environmental Health: Shall mean the Plumas County Department of Environmental Health.
- (d) High Strength Wastewater: Means wastewater having a 30-day average concentration of biochemical oxygen demand (BOD) greater than 300 milligrams per liter; of total suspended solids greater than 330 milligrams per liter; or a fats, oil, and grease concentration greater than 100 milligrams per liter prior to the septic tank or other OWTS treatment component.
- (e) Onsite Wastewater Treatment System (OWTS): Means individual disposal systems, community collection and disposal systems, engineered collection and disposal systems, and advanced collection and disposal systems that use subsurface disposal. An OWTS includes 'sewage disposal system' or 'septic system'. OWTS do not include graywater systems pursuant to Health and Safety Code Section 17922.12. OWTS do not include systems that treat or dispose of high strength wastewater, or treat or dispose of greater than 10,000 gallons of wastewater per day.
- (f) OWTS Policy (Policy): Means the Water Quality Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems promulgated by the California State Water Resources Control Board. The Policy conditionally waives the requirement for owners of OWTS to apply for and receive Waste Discharge Requirements in order to operate their system when they meet the requirements of this Chapter and the conditions set forth in the Policy.
- (g) Public Water System: Means a system for providing water for human consumption through pipes or other constructed conveyances that has 15 or more service connections or regularly serves at least 25 individuals daily at least 60 days out of the year as defined in Section 116275 (h) of the California Health and Safety Code.

(h) Public Water Well: Means a well connected to and supplying a public water system as a primary or alternate source.

(h) Sewage: Means wastewater flow or drainage containing solid or liquid infectious or putrescible matter. Sewage includes toilet, bath, shower, laundry, lavatory and kitchen-sink wastes. It includes water solutions that contain waste substances dangerous and injurious to human health.

Sec. 6-6.03. - Facilities required.

- (a) It shall be unlawful to construct, maintain or use any residence, place of business, or other building, structure or facility where any individual resides, or where people congregate, or are employed, which is not provided with means for sewage disposal approved by the Director of Environmental Health.
- (b) It shall be unlawful to occupy or reside upon any private property or any public place for a period of seventeen (17) consecutive days or more unless it is served by an onsite wastewater treatment system that meets the requirements of this chapter.

Sec. 6-6.04. - Public sewer connection.

Every building or structure where persons reside, congregate or are employed which is within 200 feet of an approved public sanitary sewer, provided right-of-way can be obtained, shall be connected to the public sanitary sewer and all private sewage disposal facilities shall be abandoned. This requirement shall not apply until the manager of the public sanitary sewer certifies that adequate capacity exists to serve the building or structure.

Sec. 6-6.05. - Failing Onsite Wastewater Treatment Systems.

- (a) A failing or malfunctioning OWTS shall be repaired, or replaced, or its use shall be discontinued.
- (b) No person shall maintain or use any septic tank, cesspool, leach line or other drainage system, sewage treatment works, sewer pipes or conduits, or other pipes or conduits for the treatment or disposal of sewage, whereby such facilities overflow any land surface, discharge to any surface waters, or discharge into any structure served.
- (c) If a failing OWTS is within 150 feet of a public water well or within 2,500 feet of a public water system intake point and located such that the failing system could potentially impact water quality at the intake point, Environmental Health shall notify the water system owner and the State Water Board Division of Drinking Water within 72 hours of the discovery.

Sec. 6-6.06. - Permit required.

- (a) No person shall abandon, construct, build, install, repair or replace or allow any other person to abandon, construct, build, install, repair or replace, any OWTS without first obtaining a valid permit for completion of such work from the Environmental Health Department.
- (b) It shall be unlawful to construct any building or structure, where an individual or individuals will congregate, reside or be employed, without first obtaining from the Environmental

Health a permit for installation of an OWTS, unless the building or structure will be connected to a public sanitary sewer.

- (c) It shall be unlawful to rebuild or remodel, or change the use of building or structure in any way that increases anticipated or estimated sewage flows, without first obtaining from Environmental Health a permit for installation of an OWTS, unless the building or structure will be connected to a public sanitary sewer. This requirement may be waived by the Director of Environmental Health if it is satisfactorily demonstrated that the existing OWTS, including leachfield replacement area, is adequate to dispose of the sewage generated.
- (d) Whenever any work for which a permit is required by this section has been commenced without first obtaining said permit, a special investigation shall be made. An investigation fee, in addition to the permit fee, shall be collected. The investigation fee shall be equal to the amount of the permit fee that would be required by this section if a permit were to be issued.

Sec. 6-6.07 – Permit Notifications

- (a) Prior to issuing an installation or repair permit for an OWTS, if the OWTS is located within 1,200 feet of an intake point for a surface water treatment plant serving a public water system, Environmental Health shall notify the owner of the public water system in writing.
- (b) Prior to issuing an installation or repair permit for an OWTS, if the OWTS is located within 150 feet of a public water well, Environmental Health shall notify the owner of the public water system in writing.

Sec. 6-6.08 - Required permit application information.

Applications for a permit to construct an OWTS shall include all applicable site information. A preliminary plot plan, drawn to scale on an 8½ inch × 11 inch sheet shall be submitted at time of application and shall include:

- (a) Owner's name.
- (b) Assessor's Parcel Number and subdivision unit and lot number as applicable.
- (c) Indicate scale of plot plan (example 1 inch = 20 feet).
- (d) True north arrow.
- (e) Property boundary lines showing accurate configuration and dimension of the parcel. Indicate location of any property monuments and how property corners/lines can be located in the field by the Environmental Health representative;
- (f) Show location of all preliminary site information such as percolation test locations, soil profile excavations, etc.
- (g) Show location(s) of proposed OWTS, and any existing systems (if applicable) with appropriate replacement areas.
- (h) Show all of the following that are within 200 feet of the proposed OWTS location: existing or proposed water wells, geothermal heat exchange wells, public water mains or laterals; year-round and seasonal water courses and streams; springs, bodies of water, meadows, wet marshy area(s);

- (i) Show all of the following that are within 100 feet of the proposed OWTS location: cut or fill banks, including proposed cuts for driveways and building pads; and natural escarpments in excess of fifty (50%) percent slope.
- (j) Show area(s) of current and/or future buildings, structures, roadways, easements, areas of vehicular traffic and driveways.

Sec. 6-6.09. - Record information required.

Once an OWTS is installed, an accurate description of the system location must be submitted to Environmental Health at the time of or prior to the construction inspection. A sewage disposal system shall not be covered or backfilled until the required information is submitted to and approved by Environmental Health. The submitted information shall identify the location of the absorption field or trench in relation to the septic tank. Distance triangulation shall be recorded from the center of the manhole access risers of the septic tank to each corner of the absorption field or trench. Alternatively, distance triangulation may be performed from the corners of the residence to each corner of the absorption field or trench. This information can be submitted as:

- (a) A record plot plan consistent with Section 6-6.08 (a) through (j); or
- (b) In a table format approved by Environmental Health.

The submitted plot plan or table must contain sufficient information, as determined by Environmental Health, in order to accurately locate the sewage disposal system once it has been backfilled.

Sec. 6-6.10. - Surface suitability standards.

All sites proposed for an OWTS must satisfy the surface suitability standards set forth in this section.

- (a) Separation distances. Table No. 1 lists the minimum separation distances for installation of OWTS.
- (b) Slope. No drainage system shall be installed on slopes greater than thirty (30%) percent. Benching of such slopes for disposal system installation may be permitted provided all other installation criteria, including but not limited to, depth to bedrock, groundwater or impermeable soil, and percolation rate can be satisfied.
- (c) Replacement area. One hundred (100%) percent drainage system replacement area must also be available which satisfies the location requirements of this section.
- (d) Exclusion area. Drainage systems shall not be located in any area designated as leach exclusion on any map or additional information map recorded with the County Recorder unless the conditions which necessitated the exclusion have changed or are outdated as determined by the Director of Environmental Health.
- (e) Flood hazard. In an area of special flood hazard identified by the Federal Insurance Administration of the Federal Emergency Management Agency:
 - (1) All new OWTS installations proposed in an area identified as a special flood hazard shall be monitored for groundwater. If acceptable groundwater monitoring data is obtained and all applicable OWTS requirements can be met, a California Engineer,

Geologist or Environmental Health Specialist shall submit sewage disposal plans for review by Environmental Health.

- (2) Any replacement OWTS proposed in an area identified as a special flood hazard shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the system into flood waters. A California Registered Civil Engineer, Geologist or Environmental Health Specialist shall submit sewage disposal plans for review by Environmental Health.
- (3) OWTS shall be located to minimize impairment to them or contamination from them during flooding.
- (f) A new or replacement OWTS located within the horizontal setback of a public water well or surface water intake point for a public water system as shown on Table No. 1 may only be considered if the system is equipped with advanced treatment for nitrogen and pathogens.

Table No. 1
Minimum Separation Distances in Feet

Facility	Septic Tank or Sewer Lines	Drainage System
Water supply well serving other than a public water system	50	100
Public water well	100	150
Perennial streams or springs	50	100 from the 10 year high water mark
Drainage courses, ephemeral streams	25	50
Meadows, wet marshy areas	25	50
Lakes, reservoirs, ponds or other surface water impoundments	50	200 from high water line**
Lakes, reservoirs, ponds or other water with a surface water intake point for a public water system	50	400 from high water mark if the drainage system is within 1,200 feet of the intake and within the catchment of the drainage
Cut or fill banks	10	4 × vertical bank height or a maximum of 100
Natural escarpments in excess of 50%	25	4 × vertical bank height or a maximum of

slope		100
Private property lines	5	5***
Buildings or structures	5	8
Public water supply main	25	25
Individual water line	10	10
Sewage drain systems	3	6****
Roads, driveways, areas of vehicular traffic, or utility easements	Clear	Clear
Geothermal Heat Exchange Wells	25	50

** Lake Almanor drainage system separation shall be 100 feet from high water line.

*** Distance shall be increased to 50 feet where wells have not been installed or well sites have not been designated on the subject and adjacent properties.

**** 15-foot minimum separation required for deep trench disposal systems.

Sec. 6-6.11. - Subsurface suitability evaluation.

All sites proposed for sewage disposal must be evaluated for suitability on a case-by-case basis. When required, percolation testing, soil profile testing and groundwater level testing shall be in accordance with the provisions of this section.

- (a) Percolation testing. A percolation test is required on every lot where an OWTS will be used as the means of sewage disposal. Percolation testing must be performed at the depth of the proposed drainage system. Percolation testing must be conducted by a California Registered Civil Engineer, Geologist, or Environmental Health Specialist. Percolation testing procedures shall be performed pursuant to recognized published standard methods. Any customized procedure based upon professional judgment and site conditions must be approved by the Director of Environmental Health. Percolation test data must include at a minimum: the name and license/registration of the professional performing the test, the percolation testing procedure performed and a site map which clearly delineates the scope of the area represented by the test. The submitted percolation data is only valid for the specific area identified on the site map.
- (b) Soil depth evaluation: Soil depth evaluation may be required at the discretion of the Environmental Health Director when inadequate soil depth information is available for a particular site or parcel. When required, a soil profile excavation must be performed under the direction of and recorded by a California Civil Engineer, Geologist, or Environmental

Health Specialist. When a soil profile reveals signs of an elevated groundwater table within seven feet of the ground surface, groundwater monitoring will be required according to the provisions of this chapter.

- (c) Groundwater level testing: Groundwater level testing shall be required in those areas where site characteristics, soil profile data and/or existing information indicate the potential for an elevated seasonal groundwater table. The depth to groundwater shall be determined by actual measurements of groundwater in observation wells (piezometers) from November 1 to May 31 each year. Piezometer construction methods must be approved by Environmental Health. This testing period may be modified by the Environmental Health Director based on seasonal weather variations and other unusual circumstances in order to assess groundwater conditions during periods of maximum soil moisture content.

- (1) Direct observation measurements. Measurements shall be taken as presented below, unless otherwise approved by the Environmental Health Director.

Measurements shall be taken at two-week intervals until seasonal high groundwater starts to recede, and at four-week intervals thereafter, except that weekly observations shall be recorded for any periods when groundwater is less than eight (8') feet below the ground surface.

At least one (1) piezometer shall be included within each proposed disposal area suspected of having groundwater less than seven (7') feet below the ground surface, except where a nearby piezometer shows groundwater contours representative of the proposed disposal area.

- (2) Qualifications. All groundwater monitoring shall be performed by a California Registered Engineer, Geologist or Environmental Health Specialist.
 - (3) Permit required. All groundwater monitoring shall be performed under permit by Environmental Health.

Sec. 6-6.12. - Subsurface suitability standards.

The type of OWTS that is suitable for a particular site is based on the results of the subsurface suitability evaluation as follows:

- (a) Percolation. Percolation test results, in conjunction with projected sewage flows or the number of bedrooms served, determine the absorption area sizing requirements of the drainage system. Areas with percolation rates ranging from five (5) minutes per inch to sixty (60) minutes per inch will be considered acceptable for a standard sewage disposal system. Areas with percolation rates faster than five (5) minutes per inch or ranging from sixty-one (61) minutes per inch to 120 minutes per inch will require an engineered design or alternative treatment system. Areas where percolation rates exceed 120 minutes per inch are unacceptable.
- (b) Vertical separation to impermeable layer or bedrock. The minimum vertical separation between the existing ground surface and an impermeable layer or bedrock shall be five (5') feet for all standard sewage disposal systems. This distance may be reduced to not less than three (3') feet with an engineered design or not less than two (2') feet when an alternative treatment system is utilized. Table 2 compares separation distances to an impermeable layer for various OWTS designs.

Table No. 2
Separation Distances for Impermeable Layers

	Distance Between Ground Surface and an Impermeable Layer	Distance Between Bottom of Disposal Area and an Impermeable Layer
Standard System	≥ 5 ft.	4 ft.
Engineered System	3—5 ft.	4 ft.
Advanced Treatment System	2—3 ft.	3 ft.

- (c) Vertical separation to groundwater. Minimum vertical separation between the existing ground surface and the highest recorded seasonal groundwater elevation shall be no less than six (6') feet for all standard sewage disposal systems. The minimum vertical separation between the existing ground surface and the highest recorded seasonal groundwater elevation may be reduced to no less than three (3') feet provided an engineered sewage disposal system is utilized. The minimum vertical separation between the existing ground surface and the highest recorded seasonal groundwater elevation may be reduced to no less than eighteen (18") inches provided an advanced treatment system is utilized. Table 3 compares separation distances to highest groundwater level for various system designs.

Table No. 3
Separation Distances for Groundwater

	Distance Between Ground Surface and Highest Groundwater Elevation	Distance Between Bottom of Disposal Area and Highest Groundwater Elevation
Standard System	≥ 6 ft.	5 ft.
Engineered System	3—6 ft.	5 ft. for gravity distribution, OR 4 ft. for pressure distribution
Advanced Treatment System	1.5—3 ft.	3 ft.

Sec. 6-6.13. - Standard OWTS.

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

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

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

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

- (c) Septic tank effluent pumping system. Where the septic tank effluent cannot be delivered to the drainage system via gravity-flow piping, a septic tank effluent pumping system may be utilized. The effluent pump must be installed in a water-tight sewage holding vault which is separate from the septic tank, or in the second compartment of a modified-design septic tank. When using an integral septic tank pump system, the septic tank shall be oversized to account for the volume displaced by the pump and hardware.

Access to an effluent pump shall be provided by a twenty-inch minimum dimension manhole riser. Manhole risers shall be constructed of polyethylene, concrete or other equally durable water and corrosion resistant material. Manhole risers shall have a securable cover to prevent unauthorized entry and be appropriately sealed to prevent odors from escaping. Maintenance of an effluent pump system is to be performed per the manufacturer's specifications. Electrical connections to a sewage pump must be to the satisfaction of the County Building Official.

- (d) Drainage systems. A standard drainage system shall provide five (5') feet of separation to highest groundwater elevation and four (4') feet of separation to an impermeable layer. Standard drainage systems consist of one (1) of the following:

- (1) Leach bed. A leach bed consists of a shallow, level, rectangular bed-like soil excavation, leachrock, perforated distribution pipe, barrier material and soil cover. The excavation bottom area is used to calculate the absorptive area of this type of system. At least twelve (12") inches of clean-washed drainage rock ($\frac{3}{4}$ " to $2\frac{1}{2}$ " diameter) are placed beneath a four-inch diameter perforated distribution pipe, and at least (2") inches cover the pipe, giving a total rock depth of not less than eighteen (18") inches. In lieu of drainage rock, geo-synthetic aggregate is acceptable however no reduction in excavation bottom absorptive area is given. Perforated pipes are installed a minimum of three (3') feet from the excavation sidewall and a maximum of six (6') feet center to center. Each perforated pipe is fitted with an end cap or plug, all lines are installed level, and all are provided with equal distribution via direct connection to a distribution box or manifold system as needed for multiple perforated lines. Maximum length of each line is 100 feet. The entire leach rock bed area is covered with untreated paper, straw, Geotextile fabric or other suitable material to prevent cover soils from penetrating the leach rock. A minimum of twelve (12") inches of soil is used to cover the bed in a manner which will facilitate surface water run-off. When installed on sloping ground, the bed should be configured and installed so as to parallel slope contour.
- (2) Leach trench. A trench system consists of a narrow, deep trench-like excavation, leachrock, perforated distribution pipe, barrier material and soil cover. The excavation sidewall area is used to calculate the absorptive area of this type of system. Up to six (6') feet of clean-washed drainage rock ($\frac{3}{4}$ " to $2\frac{1}{2}$ " diameter) are placed beneath a four-inch diameter perforated pipe, and at least two (2") inches of rock cover the pipe. In lieu of drainage rock, geo-synthetic aggregate is acceptable however no reduction in excavation sidewall absorptive area is given. The perforated pipe is installed in the center of the eighteen (18") to twenty-four-inch wide excavation. Each perforated pipe is fitted with an end cap or plug, all lines are installed level, and all lines are provided with equal distribution via direct connection to a distribution box or manifold system as needed for multiple perforated lines. Maximum length of each perforated line is 100 feet. The trench is covered with untreated paper, straw, Geotextile fabric or other suitable material to prevent cover soils from penetrating the leach rock. A minimum of twelve (12") inches of soil is used to cover the trench in a manner which will facilitate surface water run-off.
- (3) Gravel-less leaching chambers. A gravel-less leaching system consists of prefabricated interlocking effluent receiving chambers installed in a shallow, level, rectangular bed-like or narrow trench excavation. All gravel-less chambers must be UPC/IAPMO approved and certified. The bottom absorption area (nominal chamber unit width) with a 0.70 multiplier is used to calculate the absorptive area of this type of system. The bottom and sides of the bed or trench excavation are to be raked to eliminate any smearing that has occurred during excavation. All large rocks and debris is to be removed from the excavation prior to installation of the leaching chambers. The first and last leaching chambers are to be fitted with an end plate, all chambers are installed level, and all chambers are provided with equal distribution via direct connection to a distribution box or manifold system as needed for multiple leaching chambers systems. Maximum length of each leaching chamber system is 100 feet. A minimum of twelve (12") inches of soil is used to cover a leaching chamber system in a manner which will facilitate surface water

run-off. All gravel-less leaching chamber systems are to be installed per the manufacturer's design.

- (4) Serial distribution. Serial distribution is an acceptable alternative to equal distribution. Serial distribution is achieved by the use of a modified distribution box(s) connecting individual leach trenches of the absorption system so that each trench is forced to pond to the full depth of the gravel fill before effluent flows into the succeeding trench. All construction specifications of the disposal trenches are the same as (c)(1), (2) and (3).

Sec. 6-6.14. - Engineered OWTS.

- (a) Design criteria. Areas in which the percolation rates are less than five (5) minutes per inch or exceed sixty (60) minutes per inch, where seasonal high groundwater table is closer than six (6') feet below the existing ground surface, or where an impermeable layer is closer than five (5') feet below the existing ground surface are not suitable for standard sewage disposal systems. Such areas may be suitable for an engineered OWTS provided percolation rates do not exceed 120 minutes per inch, and the depth to seasonal high groundwater or an impermeable strata is not less than three (3') feet below the existing ground surface. Engineered OWTS must provide, from the bottom of the disposal system, a minimum five (5') feet vertical separation to groundwater and a minimum four (4') feet vertical separation to an impermeable layer unless otherwise specified in this section. Engineered systems must be designed according to the surface suitability standards contained in Section 6-6.09 of this chapter.
- (b) Submittal. Plans for an engineered system must be submitted by a California Registered Civil Engineer, Geologist or Environmental Health Specialist for review by Environmental Health.
- (c) Approved designs. Engineered systems that will be considered by Environmental Health for application in areas deemed unacceptable for a standard OWTS include:
 - (1) Elevated mound systems. Elevated mound systems may be applied in areas where vertical separation to groundwater and/or an impermeable strata or bedrock cannot be satisfied for a standard system. For an elevated mound system to be utilized, the minimum vertical separation to groundwater or an impermeable strata cannot be less than three (3') feet below undisturbed ground surface.
 - (2) Pressure distribution. Pressure distribution leach disposal systems may be applied to areas where vertical separation to groundwater and/or standard percolation rates cannot be obtained. Vertical separation between the bottom of the drainage system and the highest recorded groundwater level through native soil may be reduced to four (4') feet when pressure distribution is utilized. Pressure distribution may also be applied to areas where percolation rates fall between the sixty (60) minutes per inch and 120-minute per inch range.
- (d) Alternate designs. OWTS technologies and alternative construction methods not specifically referenced in this section will be considered by Environmental Health on a case by case basis provided such systems are submitted by a California Registered Civil Engineer, Geologist or Environmental Health Specialist.

Sec. 6-6.15. - Advanced OWTS.

- (a) Submittal. Advanced OWTS and alternative technologies not specifically referenced in this chapter will be considered on a case-by-case basis provided such proposals are submitted by a California Registered Civil Engineer, the installation is completed under the direction of the design engineer and provided such proposals satisfy Section 6-6.01 of this chapter.
- (b) Design criteria. Areas deemed unacceptable for standard and engineered OWTS as described in this chapter may be suitable for an advanced treatment system provided: groundwater is no closer than eighteen (18") inches below the existing ground surface; an impermeable layer is not closer than two (2') feet below the existing ground surface; and percolation rates do not exceed 120 minutes per inch. An advanced treatment system must provide a minimum three (3') feet vertical separation to groundwater or an impermeable layer unless otherwise specified in this section. Advanced treatment systems must be capable of routinely producing treated effluent with biological oxygen demand (BOD) and total dissolved solids (TDS) concentrations less than thirty (30) milligrams per liter (mg/L) and total coliform concentrations less than 240 MPN/100mL. Advanced treatment systems must be designed according to the surface suitability standards contained in Section 6-6.09 of this chapter.
- (c) System operation and maintenance. Due to the complexity of advanced treatment systems, proper operation and maintenance of these systems is essential. An Operation and Maintenance Manual shall be developed by the system designer and/or manufacturer and provided to the applicant and Environmental Health at time of permit application. This Manual shall include diagrams of system components, descriptions of normal system functions, schedules for routine annual maintenance, descriptions on how to correct common operational problems and other items necessary to ensure proper system function.
- (d) System performance monitoring. A monitoring plan shall be developed by the system designer and provided to Environmental Health for approval at time of permit application. The monitoring plan shall specify proposed effluent sampling, constituent analysis and frequency to ensure proper system performance and must be approved by Environmental Health.
- (e) Maintenance and monitoring service provider. A contract with a qualified service provider for specified system maintenance and monitoring shall be in place prior to final inspection and approval for use of any advanced treatment system. The system owner must notify Environmental Health within thirty (30) days of any revision to or cancellation of the service agreement.
- (f) Operating permit. All advanced treatment systems shall be operated under a renewable permit issued by Plumas County Environmental Health. This permit will specify conditions for system operation including maintenance, monitoring, and reporting that will ensure protection of public health and the environment. A new operating permit is also required any time a property with an advanced treatment system is sold or otherwise falls under new ownership.
- (g) Approved designs.
 - (1) Intermittent sand filters (ISF). An intermittent sand filter may be utilized in areas where the vertical separation between the ground surface and highest seasonal groundwater is at least eighteen (18") inches. All ISFs must be constructed in accordance with Plumas County Environmental Health's Intermittent Sand Filter Design Manual, current Industry Standards, and all the requirements of this chapter.

- (2) Aerobic treatment systems (ATU). An aerobic treatment unit may be used to replace failing sewage disposal systems for residential and small commercial facilities, where site conditions are deemed unsuitable for standard or engineered OWTS. Aerobic Treatment Units may replace a conventional septic tank in some applications, based on the engineer's design. ATUs shall be certified by the National Sanitation Foundation (NSF) pursuant to Standard 40 Class I requirements. Evidence of NSF certification shall be submitted at time of application.

All ATUs shall be installed according to the manufacturer's approved design and specifications under the direction of a California Registered Engineer and must satisfy all the requirements of this section.

Sec. 6-6.16. - Community sewage disposal systems.

Disposal systems serving multiple structures, residential or commercial, are considered community systems. For systems serving one (1) or two (2) structures, variations of the septic tank-leach bed systems are typically employed. Where the number of structures served is three (3) or more, an engineered sewage disposal system is required. Where the number of structures served is five (5) or more, concurrence from the Central Valley Regional Water Quality Control Board is required. Where the estimated wastewater flows for the community sewage disposal system exceed 10,000 gallons per day, Waste Discharge Requirements or other authorizations or permits from the Central Valley Regional Water Quality Control Board are required.

Sec. 6-6.17. - Abandonment and reuse of sewage disposal facilities.

- (a) Any person permanently discontinuing use of a septic tank, sewage holding vault, pit privy or cesspool shall properly abandon it. Abandonment shall consist of pumping and properly disposing of the contents of each compartment as applicable. Subsequently, each compartment shall be filled with an inert solid material such as sand, gravel or soil.
- (b) No septic tank, cesspool, sewage holding vault or pit privy may be considered for reuse at any other location.

Sec. 6-6.18. - Prohibited sewage disposal facilities.

- (a) Cesspools. It shall be unlawful to construct, use, or maintain a cesspool as a means for sewage disposal.
- (b) Pit privies. It shall be unlawful to construct, use or maintain a pit privy as a means of sewage disposal.
- (c) Sewage holding vaults. It shall be unlawful to construct, use, or maintain a sewage holding vault without a special written permit from the director of Environmental Health.
- (d) Onsite Wastewater Treatment Systems dedicated to recreational vehicle waste. OWTS dedicated to receiving significant amounts of wastes dumped from recreational vehicle holding tanks are prohibited. For the purposes of this section, significant amounts of recreational vehicle waste means amounts greater than incidental dumping such that volume, frequency, overall strength or chemical additives preclude definition as domestic wastewater. The Central Valley Regional Water Quality Control Board may approve systems dedicated to such waste if under special waste discharge permit or other authorization.

Sec. 6-6.19 – Waivers and Variances

- (a) Waivers: Requirements of this chapter may be waived by the Director of Environmental Health if sufficient information is available to ensure protection of public health and the environment and provided the waiver does not include prohibitions included in Section 9.4 of the state OWTS Policy.
- (b) Variances. Variances from the requirements of this chapter may be granted by the Board of Supervisors or another duly appointed board, acting as a board of appeal in consultation with the Director of Environmental Health. Variances can only be granted upon finding of unusual circumstances and upon finding that the variance will ensure protection of public health and the environment. In no case can variances be granted that are prohibited by the OWTS Policy including:
 - (1) Use of cesspools of any kind or size;
 - (2) Permits to construct OWTS receiving a projected flow of over 10,000 gallons per day without Regional Water Quality Control Board approval;
 - (3) OWTS that utilize effluent disposal on or above the post installation ground surface;
 - (4) OWTS installation on slopes greater than 30 percent without a slope stability report signed by a registered professional;
 - (5) Gravel-less disposal technologies using an absorption area multiplier less than 0.70;
 - (6) OWTS utilizing supplemental treatment without requirements for periodic monitoring and inspections;
 - (7) OWTS dedicated to receiving significant amounts of wastes dumped from recreational vehicle holding tanks;
 - (8) Separation of the bottom of the dispersal system to groundwater less than two (2) feet for new construction;
 - (9) Installation of new or replacement OWTS where public sewer is available in accordance with section 6-6.04 of this chapter provided connection and construction costs are not more than twice the total cost of a replacement OWTS and Environmental Health has determined the replacement OWTS would not adversely impact public health or groundwater quality; and
 - (10) Installation of new or replacement OWTS located within the prescribed setback to public water wells or surface water intakes without advanced treatment unless alternate siting and operational criteria for the proposed OWTS will similarly mitigate the potential adverse impact to the public water source.

Sec. 6-6.20. - Violations and enforcement.

- (a) A violation of this chapter is an infraction punishable as set forth in Section 1-2.01 of this Code, each day a violation occurs is deemed a separate citable offense. A continuing violation shall constitute a public nuisance to be summarily abated pursuant to Section 1-2.01.
- (b) The administration and enforcement of the laws in this chapter shall be the duty of the Director of Environmental Health of Plumas County. The Director may designate employees of Environmental Health and the Department of Code Compliance to be enforcement

officers for purposes of premises inspections and issuance of citations. The Director may seek the assistance of any peace officer in carrying out enforcement responsibilities.

Section 3. Section 6-8.05 of Chapter 6 of Title 6 of the Plumas County Code entitled "Water Wells" is hereby amended in its entirety to read as follows:

Sec. 6-8.05. - Standards.

Standards for the construction, repair, reconstruction, destruction or abandonment of wells shall be as set forth in the State Department of Water Resources Bulletin No. 74-90 "California Water Well Standards" with the following modifications:

- (a) The minimum domestic well or public water well depth shall be fifty (50') feet, except in those areas where, demonstrated to the Director of Environmental Health, an impervious clay blanket at a lesser depth is sufficient to preclude well contamination from surface waters.
- (b) All domestic and public water wells must be located away from known or potential sources of contamination. The minimum required separation distances are set forth in Table I.

TABLE NO. I
MINIMUM SEPARATION DISTANCES IN FEET

Sources of Contamination	Public Water Well	Domestic Water Well	Geothermal Heat Exchange Wells
Septic Tank	100	50	25
Leachfield, Leach trench or other sewage infiltration system	150	100	50
Sewer lines	50	50*	25
Perennial Surface Water including lakes, streams, and ponds	100	50	25
Community Water system mains and laterals	n/a	n/a	10

* May be reduced to twenty-five (25') feet if the sewer line is constructed of materials approved for use in a building

- (c) In an area of special flood hazard identified by the Federal Insurance Administration of the Federal Emergency Management Agency, all new and replacement water supply wells shall be designed to minimize or eliminate infiltration of flood waters into the system.

- (d) Open loop geothermal heat exchange wells are prohibited.

Section 4. Sections 6-11.01, 6-11.02, 6-11.03, 6-11.04, 6-11.05, 6-11.06, 6-11.07, 6-11.08, and 6-11.09 of Chapter 11 of Title 6 of the Plumas County Code entitled "Waste Disposal From and Water Supply to Land Developments" are hereby amended to read as follows:

Sec. 6-11.01. - Basis for adoption.

- (a) This chapter is adopted in order to implement the "Guidelines for Wastewater Disposal from Land Developments" adopted by the California Regional Water Quality Control Board, Central Valley Region.
- (b) This chapter, Title 6 Chapter 6 of Plumas County Code and the Plumas County Local Agency Management Plan (LAMP) comprise the wastewater management program for Plumas County. This program complies with the State Water Resources Control Board's June 19, 2012, Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (OWTS).
- (c) This chapter also establishes standards for water supply and protection, and provides for the long-term protection of public health, safety and welfare and the environment.

Sec. 6-11.02. - Scope.

- (a) Requirements. The requirements of this chapter shall apply to new developments and land divisions where individual, shared or community sewage disposal systems are to be used and where individual wells, shared water supplies, State Small Water Systems or public water systems are to be used. These requirements are applicable to single-family residential, commercial and industrial zoned property and shall supersede any less restrictive requirements of the Uniform Plumbing Code, Manual of Septic Tank Practice, Regional Water Quality Control Board Guidelines or Title 6, Chapter 6 of Plumas County Code.
- (b) Data submittal. All the information and test data required by this chapter shall be submitted to the Planning Director as part of the planning and land use application. Testing locations shall also be shown on the tentative map, and marked prominently in the field, if applicable. This includes:
 - (1) All percolation tests, soil profile and groundwater monitoring data, and location of tests performed,
 - (2) Location of the designated sewage disposal area for each proposed lot,
 - (3) Submittal of all quantity and quality data for the proposed water supply,
 - (4) Location of the water supply source, piping, storage and other infrastructure,
 - (5) Other data as required to determine project compliance with this chapter.

Sec. 6-11.03. - Definitions.

- (a) Additional information map: Part of the final recorded map. An additional information map shall show specific data to demonstrate compliance with this chapter, including the location of the designated sewage disposal area and the designated well site.
- (b) Common sewage disposal area: A location for the disposal of wastewater from 2 or more separate parcels or lots. Such areas may have any combination of individual or shared sewage disposal systems but cannot exceed 10,000 gallons of estimated daily wastewater flows without Waste Discharge permit or other approval from the Regional Water Quality Control Board.
- (c) Community sewage disposal system: A system that receives liquid waste from five (5) or more connections. This may include centralized sewers, community leachfields and/or any combinations thereof.
- (d) Designated sewage disposal area: Area acceptable for sewage disposal based on slope, soil depth, percolation data and other siting requirements. This area must be designated for the exclusive use of liquid waste disposal.
- (e) Development: For the purposes of this chapter, development includes subdivisions, parcel maps, other land divisions that create new parcels, and lot line adjustments where sewage disposal or water supply are affected.
- (f) Engineered system: A wastewater treatment and disposal system designed by a California Registered Civil Engineer, Geologist or Environmental Health Specialist.
- (g) Final map: The map that is officially recorded by the County Surveyor-Engineer.
- (h) Groundwater: Water found at any depth below the ground surface that is capable of flowing into a well or piezometer.
- (i) Groundwater level monitoring: The direct observation of groundwater in a piezometer to determine the highest seasonal groundwater level. The monitoring season extends through the rainy season from November 1 to May 31.
- (j) Impermeable layer: A layer of soil or rock that does not allow the penetration of water or other liquids. Defined as a percolation rate of 120 minutes per inch or slower.
- (k) Normal year: A year in which seventy-five (75%) percent or more of the average annual precipitation for the entire year falls prior to April 15.
- (l) OWTS Policy: The Water Quality Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems promulgated by the State Water Resources Control Board. The Policy conditionally waives the requirement for owners of OWTS to apply for and receive Waste Discharge Requirements in order to operate their system when they meet the requirements of this Chapter, Chapter 6 of Title 6 of Plumas County Code and the conditions set forth in the Policy.
- (m) Percolation test: A measure of how quickly soil will absorb fluid under saturated conditions, with the units of minutes per inch (mpi).
- (n) Piezometer: A perforated pipe installed in the soil to a depth of approximately eight feet below grade for direct observation and measurement of groundwater.
- (o) Public water system: A water system that serves fifteen (15) or more connections or regularly serves at least twenty-five (25) individuals daily at least sixty (60) days per year. The California Water Resources, Division of Drinking Water provides oversight and

permitting for public water systems serving two hundred (200) or more connections and Environmental Health provides oversight and permitting for public water systems serving less than two hundred (200) connections.

- (p) Public water well: A well connected to and supplying a public water system as a primary or alternate source.
- (q) Separation distance: The minimum horizontal distance required between a designated sewage disposal area and any other feature, including wells, seasonal drainages, lakes etc. See Table I.
- (r) Shared sewage disposal system: A system that receives liquid waste from two (2) to four (4) lots or parcels.
- (s) Shared water supply: A drinking water source that serves two (2) to four (4) connections.
- (t) Slope: The natural grade of the ground surface measured in percent, or rise over run; the gain in elevation (rise) per horizontal distance (run).
- (u) Soil depth: The vertical thickness of soil present between the ground surface and the highest seasonal groundwater level, fractured bedrock and/or an impermeable layer.
- (v) Soil profile: A backhoe excavation to examine subsurface features such as: soil types, depth to an impermeable layer and/or to groundwater, soil color, mottling, root zones etc.
- (w) State small water system: A water system that serves between five (5) and fourteen (14) connections.
- (x) Tentative map: The first map submitted to the Planning Department along with the land division or development application.

Sec. 6-11.04. - Designated sewage disposal area.

For every development and land division utilizing individual sewage disposal, a single sewage disposal area shall be designated on each lot. This area shall be reserved for the exclusive use of disposing of liquid waste and shall not be developed for any other purpose without specific prior approval by Environmental Health. Designated sewage disposal areas shall satisfy the surface and subsurface suitability requirements specified in Sections 6-11.05 and 6-11.06. This requirement shall apply to all lots or parcels of a development unless the resultant lot or parcel has existing dwellings. In this case, only adequate leachfield and replacement area must be designated.

Sec. 6-11.05. - Surface suitability and evaluation.

The designated sewage disposal area shall be located on natural ground with acceptable slope and shall meet all applicable separation distances.

- (a) Slope. Natural ground slopes greater than thirty (30%) percent shall be unacceptable.
- (b) Separation distances. Designated sewage disposal areas shall meet the separation distances specified in Table I.

Table I: Separation Distances in Feet

Feature	Designated Sewage Disposal Area
Individual, shared, or State Small Water System supply wells	100'
Public water wells	150'
Perennial streams	100' from high water line
Seasonal drainages, marshy meadows, ephemeral streams	50' from edge of channel or meadow
Springs	100'**
Cut or fill banks; natural escarpments >50% slope	Four times the vertical bank height as measured from the top of the bank; 100' maximum
Lakes or ponds	200'
Lakes, reservoirs, ponds or other water with a surface water intake point for a public water system	400' from high water mark if the drainage system is within 1,200 feet of the intake and within the catchment of the drainage
Property lines where individual wells are used*	50'
Existing or proposed structures	8'
Vehicular traffic areas and easements	Clear

* This may be reduced to five feet if well sites are designated on every parcel.

**If the spring supplies a public water system, the setback shall be increased to 150 feet.

Sec. 6-11.06. - Subsurface suitability and evaluation.

The designated sewage disposal area shall have adequate soil permeability and sufficient soil depth to a limiting layer.

- (a) Percolation testing. A minimum of one percolation test per designated sewage disposal area is required. Percolation rates less than five (5) minutes per inch (mpi) or greater than 120 mpi shall be unacceptable. For designated sewage disposal areas requiring an engineered design per Section 6-11.07(b), additional percolation data may be required to demonstrate consistent soil percolation rates throughout the designated sewage disposal area.
- (b) Soil depth to an impermeable layer. Designated sewage disposal areas shall have adequate soil depth from the ground surface to an impermeable layer. A minimum of one soil profile per designated sewage disposal area is required. Soil depth less than three (3') feet from grade to an impermeable layer shall be unacceptable. For designated sewage disposal areas requiring an engineered design per Section 6-11.07(b), additional soil profile data may be required to demonstrate sufficient soil depth throughout the designated sewage disposal area.
- (c) Soil depth to groundwater. Designated sewage disposal areas shall have adequate soil depth from the ground surface to the highest seasonal groundwater level. Soil depth less than three (3') feet from existing ground surface to the highest seasonal groundwater level shall be unacceptable. Groundwater monitoring via piezometer shall be required if signs of high groundwater are present, including soil mottling or other signs from the soil profile data, hydrophilic vegetation, certain geological and/or topographical features, or as otherwise determined by the Director of Environmental Health.
- (d) Professional required. A California Registered Professional Engineer, Geologist or Environmental Health Specialist shall conduct all percolation testing, soil profile evaluations and groundwater monitoring.

Sec. 6-11.07. - Minimum area required.

- (a) Sizing. Each designated sewage disposal area shall be sized according to the surface and subsurface characteristics identified in Sections 6-11.05 and 6-11.06. The minimum size of the designated sewage disposal area shall be 4,000 square feet. Additional contiguous square footage shall be added based on the percolation rate(s), slope, soil depth to groundwater and soil depth to an impermeable layer, to a maximum size of 18,000 square feet. See Table II for sizing requirements and specifications. Commercial and industrial zoned parcels may require additional area to accommodate the maximum daily flows from these businesses.
- (b) Standard design. Parcels acceptable for a standard sewage disposal system design have percolation values between five (5) to sixty (60) mpi, slope between zero (0) to thirty (30%) percent, soil depth greater than six (6') feet from the existing ground surface to the highest recorded groundwater table, and soil depth greater than five (5') feet from the existing ground surface to any impermeable layer. Parcels with soil depth between six (6') to eight (8') feet from the existing ground surface to the highest groundwater table, and/or soil depth five (5') to seven (7') feet from the existing ground surface to an impermeable layer shall record on the Additional Information Map the following restriction: "These parcels require a shallow sewage disposal system, not to exceed a total installation depth of twelve (12) inches below the existing ground surface. Otherwise, an engineered sewage disposal system is required."
- (c) Engineered design. Parcels acceptable for an engineered sewage disposal system design have any or all of the following characteristics: percolation values between sixty (61) to 120 mpi, soil depth three (3') to six (6') feet from the existing ground surface to the highest recorded groundwater table, and/or soil depth three (3') to five (5') feet from the existing

ground surface to any impermeable layer. Parcels with six (6') feet or less of soil depth from the ground surface to a limiting layer such as groundwater or an impermeable layer shall record on the Additional Information Map the following restriction: "These parcels require an engineered design."

Table II: Sizing Requirements for the Designated Sewage Disposal Area
Based on Surface and Subsurface Evaluations

Surface/Subsurface Evaluation	Value	Additional Sq. Ft. Required (use 4,000 sq. ft. as minimum size)
Percolation Data	5—60 mpi	Add 0 sq. ft.
	61—90 mpi	Add 2,000 sq. ft.
	91—120 mpi	Add 4,000 sq. ft.
Slope	0—20%	Add 0 sq. ft.
	20—30%	Add 2,000 sq. ft.
Separation to Groundwater (from grade)	≥ 8 ft.	Add 0 sq. ft.
	6—8 ft.	Add 2,000 sq. ft.
	3—6 ft.	Add 4,000 sq. ft.
Separation to an Impermeable Layer (from grade)	≥ 7 ft.	Add 0 sq. ft.
	5—7 ft.	Add 2,000 sq. ft.
	3—5 ft.	Add 4,000 sq. ft.

Sec. 6-11.08 - Common sewage disposal areas serving two (2) to four (4) lots.

- (a) Location and sizing. The Common Sewage Disposal Area shall meet the surface and subsurface suitability requirements specified in Sections 6-11.05 and 6-11.06. The Common Sewage Disposal Area shall be sized pursuant to Section 6-11.07 and the resultant area shall then be multiplied by the number of parcels that will be served by the area. This requirement applies when wastewater disposal will be via a shared system or individual systems.
- (b) Design. When a Shared Sewage Disposal system serves two (2) lots, a standard sewage disposal system design is acceptable, provided all other site characteristics are acceptable for a standard design. When a Shared Sewage Disposal system serves three (3) to four (4) lots, an engineered sewage disposal system design is required. Four (4) or fewer individual waste disposal systems in a common sewage disposal area do not require an engineer design provided the individual systems can be clearly identified as to ownership, proper operation, and other owner responsibilities and provided all other site characteristics are acceptable for a standard design.
- (c) Management agreement. An Additional Information Document shall be recorded concurrently with the final map that details the legal responsibility of each individual owning a parcel that utilizes the Common Sewage Disposal Area. This document shall identify each parcel and their right to dispose of liquid waste, and when applicable shall specify each parcel owner's obligation to share cost with regards to system maintenance and operation of any shared sewage disposal works.

Sec. 6-11.09. - Common sewage disposal areas serving five (5) or more lots.

New developments and land divisions where five (5) or more lots are served by a common sewage disposal area, whether through community or individual systems, shall have an engineered system or systems. Community sewage disposal systems shall be reviewed and approved by Environmental Health and the Central Valley Regional Water Quality Control Board. Community sewage disposal system serving developments with more than 10,000 gallons daily flows shall require a Waste Discharge Permit or other authorization from the Central Valley Regional Water Quality Control Board.

Section 5. Section 6-11.16 is hereby added to Chapter 11 of Title 6 of the Plumas County Code entitled "Waste Disposal From and Water Supply to Land Developments" to read as follows:

Sec. 6-11.16. - Variances.

Variances to this chapter may be granted by the Board of Supervisors acting as a board of appeal in consultation with the Director of Environmental Health. Variances can only be granted upon finding of unusual circumstances and upon finding that the variance will ensure protection of public health and the environment. In no case can variances be granted that are prohibited by the OWTS Policy including:

- (a) Use of cesspools of any kind or size;

- (b) Land developments generating projected wastewater flows of over 10,000 gallons per day without Regional Water Quality Control Board approval and permit;
- (c) Land developments that utilize effluent disposal on or above the post installation ground surface without Regional Water Quality Control Board approval and permit;
- (d) Designated sewage disposal area on slopes greater than 30 percent without a slope stability report signed by a registered professional;
- (e) Designated area based on gravel-less disposal technologies using an absorption area multiplier less than one (1);
- (f) Use of individual disposal or common sewage disposal area utilizing supplemental treatment without requirements for periodic monitoring and inspections;
- (g) Land developments dedicated to receiving significant amounts of wastes dumped from recreational vehicle holding tanks without Regional Water Quality Control Board approval and permit;
- (h) Designated sewage disposal area with separation from the bottom of the dispersal system to groundwater less than two (2) feet in which case advanced treatment is required;
- (i) New developments where public sewer is available in accordance with section 6-6.04 of Title 6 Chapter 6; and
- (j) Designated sewage disposal area located within the prescribed setback to public water wells or surface water intakes without advanced treatment unless alternate siting and operational criteria for the proposed OWTS will similarly mitigate the potential adverse impact to the public water source.

Section 6. Sections 2 through 5 of this ordinance, which amends the Plumas County Code, shall be codified. The remainder of the ordinance shall not be codified.

Section 7. The Board of Supervisors finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project that has the potential for causing a significant effect on the environment. The Board therefore directs staff to file a Notice of Exemption with the Plumas County Clerk, as authorized by law, and hereby authorizes the Chair of this Board to execute the Notice of Exemption on behalf of the County of Plumas.

Section 8. This ordinance shall be published, pursuant to Section 25124 (a) of the Government Code of the State of California, before the expiration of fifteen days after the passage of the ordinance, once, with the names of the supervisors voting for and against the ordinance, in the Feather River Bulletin, a newspaper of general circulation in the County of Plumas.

Section 9. This ordinance shall become effective thirty (30) days after its date of final adoption.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 15th day of November, 2016, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 13th day of December, 2016, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

ATTEST:

Chair, Board of Supervisors

Clerk of said Board of Supervisors

JE



Plumas County Management Council

A Commitment to Coordinated Public Service

Board Date: November 15, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Chair

Subject: Executive Report, November 2016, Plumas County Management Council

Background

Plumas County Management Council wishes to present to the Board of Supervisors a monthly report regarding activities and topic discussions. Material to report include items such as departmental matters, policy development and recommendations thereof, objective analysis of county related issues and efforts of successful coordination between county departments.

RESOLUTION NO. 16 –

3A

“Stepping Up to Reduce the Number of People with Mental Illnesses in Jails”

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year;

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general public;

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders;

WHEREAS, adults with mental illnesses tend to stay longer in jail and, upon release, are at a higher risk of recidivism than people without these disorders;

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs;

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

WHEREAS, Plumas County and all counties take pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

WHEREAS, Plumas County has developed programs with the county Behavior Health Department, Probation Department, Alternative Sentencing Program, various local non-profits and agencies, pre-trial release and community court which helps people stay out of jail by offering mental health and substance use disorder treatment as well as other life skills and supports to address the whole person with their needs.

WHEREAS, through Stepping Up, the National Association of Counties, The Council of State Governments Justice Center, and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails.

NOW, THEREFORE, LET IT BE RESOLVED, THAT THE PLUMAS COUNTY BOARD OF SUPERVISORS do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees, and residents to participate in Stepping Up. We resolve to utilize the comprehensive resources available through Stepping Up to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails;
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels;
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community;
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers;
- Implement research-based approaches that advance the plan; and
- Create a process to track progress using data and information systems, and to report on successes.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 15th day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Sharon Thrall, Chair

ATTEST:

Clerk of the Board

THE STEPPING UP INITIATIVE

STEPPING UP: A National Initiative to Reduce the Number of People with Mental Illnesses in Jails

THERE WAS A TIME WHEN NEWS OF JAILS serving more people with mental illnesses than in-patient treatment facilities was shocking. Now, it is not surprising to hear that jails across the nation serve an estimated 2 million people with serious mental illnesses each year¹—almost three-quarters of whom also have substance use disorders²—or that the prevalence of people with serious mental illnesses in jails is three to six times higher than for the general population.³ Once incarcerated, they tend to stay longer in jail and upon release are at a higher risk of returning than individuals without these disorders.

The human toll—and its cost to taxpayers—is staggering. Jails spend two to three times more on adults with mental illnesses that require intervention than on people without those needs,⁴ yet often do not see improvements in recidivism or recovery. Despite counties' tremendous efforts to address this problem, they are often thwarted by significant obstacles, such as coordinating multiple systems and operating with minimal resources. Without change, large numbers of people with mental illnesses will continue to cycle through the criminal justice system, often resulting in missed opportunities to link them to treatment, tragic outcomes, inefficient use of funding, and failure to improve public safety.

The National Initiative

Recognizing the critical role local and state officials play in supporting change, the National Association of Counties (NACo), the Council of State Governments (CSG) Justice Center, and the American Psychiatric Association Foundation (APA Foundation) have come together to lead a national initiative to help advance counties' efforts to reduce the number of adults with mental and co-occurring substance use disorders in jails. With support from the U.S. Justice Department's Bureau of Justice Assistance, the initiative will build on the many innovative and proven practices being implemented across the country. The initiative engages a diverse group of organizations with expertise on these issues, including those representing sheriffs, jail administrators, judges, community corrections professionals, treatment providers, people with mental illnesses and their families, mental health and substance use program directors, and other stakeholders.

The initiative is about creating a long-term, national movement—not a moment in time—to raise awareness of the factors contributing to the over-representation of people with mental illnesses in jails, and then using practices and strategies that work to drive those numbers down. The initiative has two key components:

1. **A CALL TO ACTION** demonstrating strong county and state leadership and a shared commitment to a multi-step planning process that can achieve concrete results for jails in counties of all sizes.

The Call to Action is more than a vague promise for reform; it focuses on developing an actionable plan that can be used to achieve county and state system changes. As part of this Call to Action, county elected officials are being asked to pass a resolution and work with other leaders (e.g., the sheriff, district attorney, treatment providers, and state policymakers), people with mental illnesses and their advocates, and other stakeholders on the following six actions:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.

- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

In addition to county leaders, national and state associations, criminal justice and behavioral health professionals, state and local policymakers, others with jail authority, and individuals committed to reducing the number of people with mental illnesses in jails should sign on to the Call to Action. Stepping Up participants will receive an online toolkit keyed to the six actions, with a series of exercises and related distance-learning opportunities, peer-to-peer exchanges, and key resources from initiative partners.⁵ The online toolkit will include self-assessment checklists and information to assist participants working in counties in identifying how much progress they have already made and a planning template to help county teams develop data-driven strategies that are tailored to local needs.

2. **A NATIONAL SUMMIT** to advance county-led plans to reduce the number of people with mental illnesses in jails.

Supported by the APA Foundation, a summit will be convened in the spring of 2016 in Washington, DC, that includes counties that have signed on to the Call to Action, as well as state officials and community stakeholders such as criminal justice professionals, treatment providers, people with mental illnesses and their advocates, and other subject-matter experts. The summit will help counties advance their plans and measure progress, and identify a core group of counties that are poised to lead others in their regions. Follow-up assistance will be provided to participants to help refine strategies that can be used in counties across the nation. After the 2016 summit, participants will be notified of potential opportunities for sites to be selected for more intensive assistance through federal and private grant programs.

Although much of the initiative focuses on county efforts, states will be engaged at every step to ensure that their legislative mandates, policies, and resource-allocation decisions do not create barriers to plan implementation.

To learn more about the initiative or to join the Call to Action, go to StepUpTogether.org.

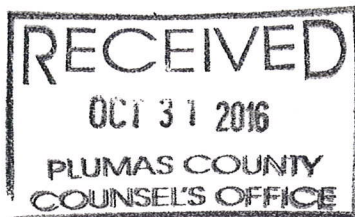
Endnotes

1. Steadman, Henry, et al., "Prevalence of Serious Mental Illness among Jail Inmates." *Psychiatric Services* 60, no. 6 (2009): 761–765. These numbers refer to jail admissions. Even greater numbers of individuals have mental illnesses that are not "serious" mental illnesses, but still require resource-intensive responses.
2. Abram, Karen M., and Linda A. Teplin, "Co-occurring Disorders Among Mentally Ill Jail Detainees," *American Psychologist* 46, no. 10 (1991): 1036–1045.
3. Steadman, Henry, et al., "Prevalence of Serious Mental Illness among Jail Inmates."
4. See, e.g., Swanson, Jeffery, et al., *Costs of Criminal Justice Involvement in Connecticut: Final Report* (Durham: Duke University School of Medicine, 2011).
5. Among the key partners are the [National Alliance on Mental Illness](#); [Major County Sheriffs' Association](#); [National Association of County Behavioral Health & Developmental Disability Directors](#); [National Association of State Alcohol and Drug Abuse Directors](#); [National Association of State Mental Health Program Directors](#); [National Council for Behavioral Health](#); [National Sheriffs' Association](#); and [Policy Research Associates](#).



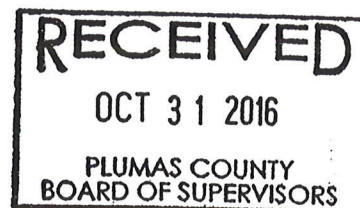
FARMERS
INSURANCE

Toll Free: (800) 435-7764
Email: myclaim@farmersinsurance.com
National Document Center
P.O. Box 268992
Oklahoma City, OK 73126-8992
Fax: (877) 217-1389



10/25/2016

Plumas County
Attn: Clerk Of The Board
520 Main St, Rm 309
Quincy, CA 95971



Re: Our Insured:	Denny D'Autremont
Our Claim #:	099 SUB 3007242985-1
Date of Loss:	08/17/2016
Your Insured:	Plumas County Dpw
Your Claim #:	
Deductible Amount:	\$500.00
Loss of Use Amount:	\$0.00
Rental Amount:	\$0.00
Total Amount Owed:	\$3,830.92

Dear Clerk Of The Board:

Our investigation has established that the above loss was caused by your negligence or someone employed by you. It has been determined that you are responsible for all or part of the material damage, bodily injury, property damage, medical, and/or related expense payments paid on our insured's behalf. The current amount we have paid on our insured's behalf may increase or decrease due to additional bodily injury, property damage, medical and/or other related expense payments. The amount for which we are seeking reimbursement for property damage is \$3,830.92.

You have the right to dispute any or all of our claim. If you do not dispute it within seven (7) days of receiving this letter, Mid-Century Insurance Company will assume that it is valid.

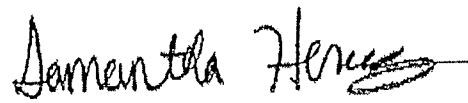
Be advised that no partial payment, which is less than the full amount, will be considered in any way an acceptance of benefits, a novation or an accord and satisfaction of this claim without the express written release of our claim executed by an individual who identifies himself/herself as a member of our subrogation department. Therefore, our legal rights to enforce collection on the remaining amount of the claim shall not be waived or estopped due to a partial payment by you.

If you need additional support for our claim or require further information, please contact me.
Please send payment to:

National Document Center
PO Box 268992
Oklahoma City, Ok 73126

S5MB6P0F

Sincerely,

A handwritten signature in black ink that reads "Samantha Hermez". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

Samantha Hermez
Auto Subrogation Representative
Mid-Century Insurance Company
616-977-6385
samantha.hermez@farmersinsurance.com

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

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

MAIL TO:

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

CLAIMANT INFORMATION

1. Name of Claimant: Farmers Insurance as subrogee of Denny D'Autremont
2. Date of Birth: 1/14 3. Gender (circle one): ☐ Male ☐ Female
4. Mailing Address of Claimant:
PO Box 268994 Oklahoma City OK, 73126
- | Address | City | State | Zip |
|--|------|-------|-----|
| 5. Mailing Address where notices are to be sent (if different than mailing address of claimant): | | | |
| Address | City | State | Zip |
6. Telephone Number of Claimant: (616) 977-6385

INFORMATION ABOUT CLAIM

7. Incident Date: Month 08 Day 17 Year 2016
8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):
Gold lake Hwy 7 miles west of Highway 89
9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):
County workers working on the road. Yellow paint overspray from workers damaged insured vehicle. Insurance has paid for repairs and is seeking reimbursement

10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:
please see attached

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ 3,830.92
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☐ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:

unknown county road crew

CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☒ YES ☐ NO
15. Name of insurance carrier and telephone number (including area code):

Farmers insurance

616-977-6385

Name

Telephone Number

PO Box 268994

Oklahoma City

OK

73126

Address

City

State

Zip

16. Policy Number: 186373123
17. Are you the registered owner: ☐ YES ☒ NO
18. Amount of deductible: \$ 500.00
19. Make: Ford Model: F350 Year: 1999

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

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

James M. D'Antremon

Signature

10/28/2016

Date

James Middle

Printed Name of Person Completing Claim