

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF MAY 2, 2017 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

10:00 A.M. CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. CONSENT AGENDA

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

A) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (**Community Multisport Events**: 1) Graeagle Fun Run, July 1, 2017; 2) Tri Graeagle Independence Triathlon, July 2, 2017; and 3) Graeagle Century Ride, July 23, 2017); and (**Almanor Recreation and Parks District**: 38th Annual Chester 4th of July Run & Walk, July 4, 2017)

B) CLERK OF THE BOARD

Approve Board minutes for April 2017

C) SHERIFF

Authorize the Auditor/Controller to pay invoice of \$3,400 to Necropsy Services Group for services provided to Plumas County Animal Services

D) FISH & GAME ADVISORY COMMISSION

Authorize payment of \$136.50 to Sierra Institute and reimbursement of \$1,863.50 to Ken Roby for purchase of miscellaneous equipment to help fund the Watershed Fish Survey project

E) SOCIAL SERVICES

- 1) Approve and authorize the Director of Social Services to sign contract between County of Plumas and Laura Morrison, Ph.D. for psychological evaluations for children and/or family members who are in the Child Welfare system; and authorize the Department to extend the agreement for three additional periods, not to exceed twelve months each, subject to the availability of funds for this purpose and an agreement with Dr. Morrison regarding compensation; approved as to form by County Counsel
- 2) Ratify and authorize the Director of Social Services to sign contract between County of Plumas and Plumas Rural Services for transportation of victims of Domestic Violence; and authorize the Department to execute extension of the agreement for three additional periods, no more than twelve months each, and subject to an agreement regarding compensation; approved as to form by County Counsel
- 3) Ratify and authorize the Director of Social Services to sign contract between County of Plumas and Plumas Rural Services for Nurturing Parent classes offered to parents of children who are in the Child Welfare system; and authorize the Department to execute extension of the agreement for two additional periods, no more than twelve months each; approved as to form by County Counsel
- 4) Approve and authorize the Chair to sign the Plumas County Child Welfare Services 2014-2017 System Improvement Plan for the California Child and Family Services Outcome and Accountability System for submittal to the State Department of Social Services
- 5) Approve and authorize the Director of Social Services to sign all documents related to the purchase of a Toyota Highlander from Quincy Auto Sales at a price not to exceed \$37,308.03

F) BEHAVIORAL HEALTH

- 1) Approve and authorize the Director of Behavioral Health to sign agreement between County of Plumas and Pacific Mobile Structures, Inc. for 10x30 mobile office trailer to be used during renovation of the Sierra House; approved as to form by County Counsel
- 2) Authorize the Auditor/Controller to pay an invoice of \$3,000 to Dr. Laura Morrison for services performed after the expiration of the contract
- 3) Approve and authorize the Director of Behavioral Health to sign contract between County of Plumas and Dr. Laura Morrison, not to exceed \$10,000, for psychological evaluations; approved as to form by County Counsel

G) PUBLIC HEALTH AGENCY

Adopt **RESOLUTION** to accept Agreement #16-10792 from the California Department of Public Health, Surveillance Research & Evaluation Branch for various HIV/AIDS services, and authorize the Director of Public Health to sign the Agreement

H) DISTRICT ATTORNEY

Authorize the District Attorney to recruit and fill vacant, funded and allocated 1.0 FTE Deputy District Attorney I/II/III, or Assistant District Attorney, created by resignation

2. DEPARTMENTAL MATTERS

A) TREASURER/TAX COLLECTOR – Julie White

- 1) Presentation by PFM Asset Management LLC of County Investment Pool
- 2) Authorize the Feather River Resource Conservation District to withdraw funds from the County Treasury and determine a mutually acceptable date of May 2, 2017 for withdrawal pursuant to G.C. 61053 (d); discussion and possible action

B) AUDITOR/CONTROLLER – Roberta Allen

Authorize Auditor/Controller to transfer \$77,959.53 from Fund 0001/Department 20426 Building to new Fund 0001V/Department 20447 Abandoned Vehicle Abatement Fund, and approve Supplemental Budget of \$25,000 in Fund 0001V/Account 521911 to facilitate payment of estimated expenditures; discussion and possible action

C) **SHERIFF** – Greg Hagwood

- 1) Authorize the Sheriff to purchase four new vehicles, approved in FY 2016-2017 budget; authorize the Auditor/Controller to pay invoice of \$57,069.98 for two vehicles received on April 13, 2017; and authorize the Sheriff to sign all necessary documents to complete the purchase; discussion and possible action
- 2) Authorize the Sheriff to purchase a used tow vehicle for Boating Safety & Enforcement as approved in FY 2016-2017 budget, not to exceed \$28,500, and authorize the Sheriff to sign all necessary documents to complete the purchase; discussion and possible action
- 3) Approve and authorize the Sheriff to sign contract between County of Plumas and GE2G, not to exceed \$100,000, for work on environmental compliance documents in regard to communication site development; discussion and possible action

D) **HUMAN RESOURCES** – Nancy Selvage

Authorize Human Resources to recruit and fill funded and allocated 1.0 FTE Director of Building Services, vacancy effective May 5, 2017; discussion and possible action

E) **COUNTY COUNSEL** – Craig Settlemyre

Approve and authorize the Chair to sign Legal Services Agreement between County of Plumas and the law firm of Prentice, Long & Epperson to provide short-term legal services assisting the Plumas County Counsel's Office; and approve budget transfer of \$50,000 from savings in salaries and wages, due to vacancy, to professional services to fund contracted legal services; discussion and possible action

F) **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Presentation of Certificate to Care Flight Ground to be designated as Plumas County's first HEARTSafe Community program by the Plumas County Public Health Agency
- 2) Presentation by the Plumas County Friday Night Live Youth Council

3. **BOARD OF SUPERVISORS**

- A. Ratify letter dated April 24, 2017 to Plumas National Forest, Beckwourth Ranger District regarding Crocker Multi-Purpose Trail Project; Scoping Update: April 17, 2017; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

4. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Social Services Director
- B. Personnel: Public employee performance evaluation – Director of Child Support Services (Board only)
- 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, May 9, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.

BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



May 02, 2017

Department of Transportation (Caltrans)
Attn: Permits Engineer
1000 Center Street
Redding, CA 96001

Attention: Permits Engineer

Subject: Encroachment Permit Request
COMMUNITY MULTISPORT EVENTS

Graeagle Fun Run – Saturday, July 1, 2017

Tri Graeagle Independence Weekend Triathlon – Sunday, July 2, 2017

Graeagle Century Ride – Sunday, July 23, 2017

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works



Plumas County Board of Supervisors
520 Main Street
Room 309
Quincy, CA 95971

April 10, 2017

Greetings:

Community MultiSport Events LLC (CME) will host three events in Graeagle in 2017 to boost our local economy and provide family-oriented recreation for our local area:

- Graeagle Fun Run Saturday July 1, 2017
- Tri Graeagle Independence Weekend Triathlon Sunday July 2, 2017
- Graeagle Century Ride Sunday July 23, 2017

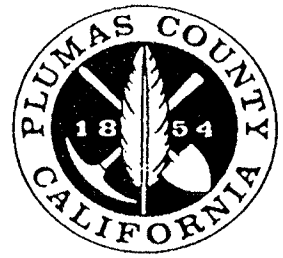
We are notifying you of these events and request a letter of acknowledgment for our Caltrans event applications.

Sincerely,
/s/ **Alice Berg**
Alice Berg
Managing Director, CME

Community Multisport Events
P.O. Box 554 Clio CA 96106
Phone 530-836-1201
Email racedirector@communitymultisport.com
Web www.communitymultisport.com

BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



April 18, 2017

Department of Transportation (Caltrans)
Attn: Permits Engineer
1000 Center Street
Redding, CA 96001

Attention: Permits Engineer

Subject: Encroachment Permit Request
ALMANOR RECREATION AND PARKS DISTRICT
38th Annual Chester 4th of July Run & Walk:
July 4, 2017 at 8:30 a.m.

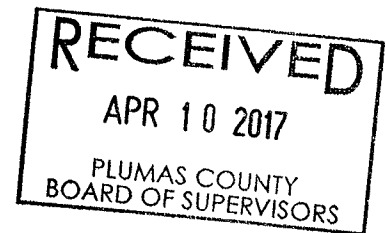
This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works

Shane Bergmann
Almanor Recreation & Parks District
PO Box 325
Chester, CA 96020



April 5, 2017

Mrs. Sherrie Thrall
County Board of Supervisors
520 Main Street Room 309
Quincy, CA 95971

Dear Mrs. Thrall,

Almanor Recreation and Parks District is holding the 38th annual Chester 4th of July Run & Walk on the morning of July 4, 2017 at 8:30am. The run & walk follows the parade route until turning onto Feather River Drive. Participants make a left onto the dirt road that continues over the Feather River onto the trails behind Collins Pine Lumber Mill. A course map is available on our website: chesterfunrun.org.

To attain our Caltrans permit we need a letter of acknowledgement from your office.

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane Bergmann". The signature is fluid and cursive, with a long horizontal stroke at the end.

Shane Bergmann

Race Director, Chester 4th of July Run & Walk




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

1c

Memorandum

DATE: April 11, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of May 2, 2017

It is recommended that the Board:

Authorize Auditor to pay invoice #17022-23 to Necropsy Services Group (NSG) for services provided for Plumas County Animal Services.

Background and Discussion:

Post mortem examinations were required on two canines. This was an unanticipated expense for Animal Services.

The Sheriff's Office respectfully requests approval to submit invoice #17022-23 received from Necropsy Services Group in the amount of \$3,400.00 for post mortem examination services provided without a contract and authorize the Auditor to pay the invoice.

COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/

CLAIMANT **NECROPSY SERVICES GROUP (NSG)**

VENDOR #

ADDRESS **P.O. BOX 1737**

CITY/ST./ZIP **DAVIS, CA 95617**

FUND # **0001**

ACCOUNT OR CUSTOMER # OR DESCRIPTION	INVOICE NUMBER	CASH ACCOUNT	COUNTY DEPARTMENT	COUNTY ACCOUNT	AMOUNT DOLLARS & CENTS
PLUMAS COUNTY	17022-23	10100	20428	521900	3,400.00

Contract Attached

Sales Tax Journal Attached Y/N _____ # _____

Fixed Asset Form Attached Y/N _____

W/9 Form Attached Y/N **YES**

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME

4/11/2017

DATE

BY

TITLE

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only

Vendor #

Audited

Input

Checked

Date Stamp:

DEPARTMENT/DISTRICT APPROVAL:

I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.

Claim is hereby approved for the sum of \$3,400.00

Signed

Title

For Districts

District

If applicable:

Second Signature

NECROPSY SERVICES GROUP (NSG)

INVOICE

PO Box 1737
Davis, CA 95617
Phone 530 297 0470
nsg@necropsyservices.com
www.necropsyservices.com

INVOICE # 17022-23
DATE March 23, 2017

Plumas Co. Sheriff Dept.
% Dwight Cline
1400 East Main St
Quincy, CA 95971

Description	Amount
Postmortem Examination:	
1. Hank, Lab/PitbullX, 4 yr, 45 lb	\$1500.00
2. No name, Husky/wolf hybrid, 6 yr	\$1500.00
Toxicology, heart blood, (GC/Mass Spec) X2	\$400.00
Total	\$3400.00

Make all checks payable to NECROPSY SERVICES GROUP (NSG)

Payment is due within 30 days.

If you have any questions concerning this invoice, contact Dr. Spangler | 530 297 0470 | nsg@necropsyservices.com

THANK YOU FOR YOUR BUSINESS!

10

PLUMAS COUNTY FISH & GAME COMMISSION

P.O. Box 1021, Quincy, CA 95971

360-681-8175

TO: Plumas County Board of Supervisors

FROM: Gary Rotta, Chair *GR*
Fish & Game Commission

RE: Sierra Institute for Community & Environment

DATE: April 18, 2017 *5/2/17*

It is hereby requested that the Board of Supervisors authorize the payment of \$136.50 to Sierra Institute and reimbursement of \$1,863.50 to Ken Roby for his purchase of miscellaneous equipment.

Background & Discussion: In August of 2015 (see attached Minutes), the Plumas County Fish & Game Commission agreed to help fund the Watershed Fish Survey project being conducted by the Sierra Institute for Community and Environment in the amount of \$2,000. A claim was submitted previously for \$136.50, leaving a balance of \$1863.50. Payment of these claims fulfills the Commission's agreement to fund \$2,000 toward this project.

Thank you.

PLUMAS COUNTY FISH & GAME
MEETING MINUTES
August 6, 2015

The meeting was called to order by Chairman Dan Seiler.

Roll Call

Commissioners Seiler, Dutton, Horton, Rotta, Valle, and Williams were present; Commissioners Orange, Rudgers and Pleau were absent.

Approval of Prior Month's Minutes

Commissioner Valle moved to approve the minutes as presented; motion seconded by Commissioner Rotta. *Motion passed by voice vote.*

Guests

Ken Roby, Feather River Trout Unlimited
Amber Rossi, DFW
Zeke Awbrey, DFW Warden

Urgency Items

None were heard.

Correspondence & Bills

Chairman Seiler presented bills from the schools for Watershed Trips from Chester Elementary and Indian Valley Elementary. Commissioner Horton questioned the discrepancy in the amounts billed for the Watershed Trips and was advised it is based on how much the schools have raised and what is still owing. Commissioner Horton also questioned whether \$999 should be guaranteed since the Commission's funds are shrinking. Commissioner Williams questioned the bill and expressed concern regarding what the funds were used for. Commissioner Valle did some research and found that in the April Minutes of 2013, the Commission had approved funding \$999 for every school for this program for 2013 and 2014. In November of 2014, the Commission approved \$999 for Quincy only; however, the dilemma is that the Commission has now received these bills for Chester and Indian Valley. Commissioner Horton feels that Chester is taking advantage of the funding based on the ability of Greenville to raise funds to subsidize the trip. He went on to question whether the Commission can afford \$4,000 per year for these trips. Chairman Seiler suggested offering \$500 to each school, rather than the aforementioned \$999. It was mentioned that the Burlington Northern train derailment may be resolved

which could mean a substantial payment to the Commission. Chairman Seiler suggested that it would be good if the Commission could hear from someone directly involved with the bill to provide substantiation. Commissioner Williams made a motion to request the secretary send a letter to PUSD asking for explanation and details on the statements submitted and to be at the September 3 meeting to provide said information and that the bills be held in abeyance until then; Commissioner Horton seconded. Motion passed by voice vote.

Old Business

- a) **Trout Unlimited Request for Funding:** Ken Roby, Trout Unlimited, addressed the Commission regarding the integrated regional watershed management planning process. They were asked to submit projects. TU is planning to do a basin-wide assessment of fisheries, with an emphasis on native species and brown and brook trout. There should be data available on the Plumas and Lassen from the 1990s. The first part of the project will be to fund an intern to gather the information from the various agencies and put it in a useable format to delineate fish distribution; the second part is to look at the habitat data. With that information, they hope to be able to focus on where to do fisheries work. The biggest threat to the fish, in his opinion, are pathogens. By collecting genetic material in the water, if you have markers you can test for various organisms. Organizationally, it is a partnership with Trout Unlimited, the forests and Sierra Institute. Some money has been committed from the three forests, they've asked for money from the Sierra Nevada Brewery and Patagonia. He understands that the Commission cannot fund the intern, but hopes they can fund some of the expenses involved; such as, printing, GIS software for mapping, postage, etc. The goal is for the intern to start in October and work for a year to 18 months including the environmental DNA testing. Amber Rossi, CDFW, asked whether there was a potential for a time extension and was advised in the affirmative. Commissioner Williams commented on the massive amounts of data that is out there. Commissioner Valle questioned Rossi with regard to the accessibility of data held by the Department; she replied that the data is all public information, but there are many locations for the data. The Commission, as a whole, feels this is a great, if overwhelming, project. Chairman Seiler questioned the Commission on what they feel their contribution should be. Commissioner Williams feels that this project is of such value to the County as a whole, that they should not be limited by the \$999 spending cap. Roby advised that their request is for \$2,000. The Commissioners discussed whether to present this amount for payment to the Board of Supervisors. Commissioner Valle asked

how much money has been contributed so far. Roby advised that \$30,000 is definite, with another \$20,000 almost certain to be forthcoming. Commissioner Valle moved to fund up to \$2000.00 to Sierra Institute and Trout Unlimited for their Feather River Watershed Fish Survey project for field equipment and supplies and software for data collection and entry; seconded by Commission Horton. *Motion passed by voice vote.*

New Business

- a) **JR Pheasant Hunt 2015:** Chairman Seiler advised the Commission on the e-mail from Terri Weist advising that the Pheasant Hunt has been scheduled with Zach Harrison for November 7. She also advised that her time now would not be funded to put on the event and that her continued involvement may be in question. Commissioner Horton questioned whether the birds would still be funded and was advised by Commissioner Williams in the affirmative. Warden Awbrey advised that he would handle the hunt if Terri wasn't able to. Commissioner Valle suggested carrying this matter over to next month to finalize more details. Chairman Seiler asked whether insurance was purchased for this event and was advised that the liability was handled by the State. Warden Awbrey will follow up with regard to the insurance and who provides the birds and will report back at the next meeting.
- b) **Possible Rescheduling of the October Meeting to the 8th:** Chairman Seiler advised that the secretary will be in Quincy in October but not until the 8th and suggested pushing the meeting to the 8th from the usual first Thursday's date. After discussion, it was decided that an e-mail would be sent to the Commissioners to determine their availability for that date and this matter would be placed on the September agenda for an official motion.

Reports:

Warden Reports: Warden Awbrey advised that he'd been busy with marijuana grows, discovering a grow with 24,000 plants near the Moonlight Fire. The marijuana plants are planted next to manzanita bushes to camouflage them. The fertilizer is left behind in the fields and streams and many dead birds are usually found in the area. To keep the bears away, sardine cans are put out with a poison in it that will kill a bear. There have been a few deer out-of-season cases as well. Commissioner Williams questioned how the Veteran's fishing derby had gone. Warden Awbrey advised that he had about 70 in attendance, plus

COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/
CLAIMANT **Ken Roby**

TAX ID/SSN #
Employee #

ADDRESS **P.O. Box E261**

CASH ACCOUNT # **n/a**

CITY/ST./ZIP **Greenville, CA 95947**

FUND # **0003**

ACCOUNT OR CUSTOMER # OR DESCRIPTION	INVOICE NUMBER	COUNTY DEPARTMENT	COUNTY ACCOUNT	PROJECT NUMBER	AMOUNT DOLLARS & CENTS
Reimburse Filter Funnels and Flasks		20500	52440		\$1,863.50

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME

03/29/17

DATE

BY

TITLE

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only

Vendor #
1099 NEC
Audited
Input
Checked
Date Stamp:

DEPARTMENT/DISTRICT APPROVAL:

I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.

Claim is thereby approved for the sum of **\$1,863.50**
Signed
Title **D. Miller, Secretary Fish & Game Comm.**

For Districts

District

If applicable:

Second Signature

November 3, 2016

Greenville, CA

To: Plumas County Fish and Game Commission

Re: Invoice for Materials for Feather River Basin Fish Assessment Project

Dear Plumas County Fish and Game Commission Board,

This memo will serve as an invoice for nearly all of the supplies and materials listed on the attached Invoice from VWR Scientific. These items are used in collection of water samples for eDNA analysis.

Previously, Sierra Institute submitted an invoice for \$136.50 for materials purchased for the project.

We wish to apply the balance (\$1863.50) of our grant from the Commission to pay for some of the materials listed on the VWR invoice, namely:

The Filter Funnels (1546.10)

The Filter Flasks (158.92)

And 158.48 of the cost for the Whirl Paks

The total of these items comes to \$1863.50.

I purchased these items using my credit card, and ask that reimbursement be sent to me at this address:

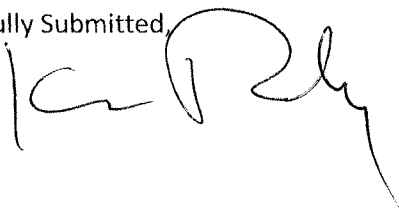
Ken Roby

PO Box E261

Greenville, California

Respectfully Submitted,

Ken Roby

A handwritten signature in black ink, appearing to read 'Ken Roby', is written over a vertical line that separates the signature from the printed name 'Ken Roby' to its left.



PO Box 117
Wayne, PA
19087

ORIGINAL INVOICE

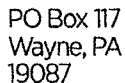
INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
09/23/2016	8046288185	W6226762	09/22/2016
CUSTOMER ACC #	SALES ORDER #	TERMS	
80482980	8350036150	30 days net	
PAYMENT DUE DATE	10/23/2016	PLEASE PAY THIS AMOUNT	\$ 0.00

BILL TO:

SIERRA INSTITUTE FOR COMMUNITY &
ENVIR
CARE OF KEN ROBY
PO BOX E261
GREENVILLE CA 95947-0137

2 of 2

Reference: W6226762		Reference 2:			Credit Card : MC				
ORDERED BY		DATE SHIPPED	WHSE	VIA		CURRENCY	DUNS #	TAX CODE	
KEN ROBY - 530-284-6534		09/23/2016	8017	UPS 1 Day Ground		USD	15-098-2189	56-2445503	
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION		ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
4		COO: US US HTS: 3923.21.0095		2	2	PK	27.34	54.68	4.10
		414004-430							
		VWR GLOVE LATEX PF M PK100 Packing Slip: 8350036150 7970 COO: TH US HTS: 4015.19.0510							
		Merchandise Total Freight Charges							
		ATTN: Ken Roby						1,939.15 86.17	0.00
Visit our web site at www.vwr.com Questions? 1-800-932-5000							TAX	\$ 145.44	
							TOTAL	\$ 2,170.76	



SIERRA INSTITUTE FOR COMMUNITY &
ENVR
CARE OF KEN ROBY
PO BOX E261
GREENVILLE CA 95947-0137

Unless governed by a separate written agreement, sales are subject to VWR standard terms and conditions. Visit www.vwr.com for complete details.

1 of 2

ORIGINAL INVOICE			
INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
09/23/2016	8046288185	W6226762	09/22/2016
CUSTOMER ACC #	SALES ORDER #	TERMS	
80482980	8350036150	30 days net	
PAYMENT DUE DATE		PLEASE PAY THIS AMOUNT	
	10/23/2016		\$ 0.00

Ken Roby
SIERRA INSTITUTE FOR COMMUNITY &
ENVIR
4438 MAIN ST
TAYLORSVILLE CA 95983

Reference: W6226762		Reference 2:			Credit Card: MC			
ORDERED BY		DATE SHIPPED	WHSE	VIA		CURRENCY	DUNS #	TAX CODE
KEN ROBY - 530-284-6534		09/23/2016	8017	UPS 1 Day Ground		USD	15-098-2189	56-2445503
LINE #	CUST LINE #	CATALOG NUMBER AND DESCRIPTION	ORDERED	SHIPPED	U/M	UNIT PRICE	EXTENSION	TAX
1		28198-865 FILTER FUNNEL .45UM 250ML CS50 Packing Slip: 8350036150 7970 COO: US US HTS: 3926.90.9910	5	5	CS	309.22	1,546.10	115.96
2		29417-048 FILTERING FLASK PP 1000ML CS1 Packing Slip: 8350036150 7970 COO: US US HTS: 3926.90.9910	4	4	CS	39.73	158.92	11.92
3		11216-920 BAG WHIRLPK 24OZ STANDUP PK500 Packing Slip: 8350036150 7970	1	1	PK	179.45	179.45	13.46

John Gove pr 12
158.48

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT

total Fish and Game Comm request \$1863⁵⁰



SIERRA INSTITUTE FOR COMMUNITY &
ENVIR
CARE OF KEN ROBY
PO BOX E261
GREENVILLE CA 95947-0137

INVOICE DATE	INVOICE #	PURCHASE ORDER #	ORDER DATE
09/23/2016	8046288185	W6226762	09/22/2016
CUSTOMER ACC #	SALES ORDER #	TERMS	
80482980	8350036150	30 days net	
PAYMENT DUE DATE	10/23/2016	PLEASE PAY THIS AMOUNT	\$ 0.00

VWR INTERNATIONAL LLC
P.O. BOX 640169
PITTSBURGH PA 15264-0169

00804628818570000000000000000000

COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/
CLAIMANT **Sierra Institute**

TAX ID/SSN #
Employee #

ADDRESS **P.O. Box 11**

CASH ACCOUNT # **n/a**

CITY/ST./ZIP **Taylorsville, CA 95983**

FUND # **0003**

ACCOUNT OR CUSTOMER # OR DESCRIPTION	INVOICE NUMBER	COUNTY DEPARTMENT	COUNTY ACCOUNT	PROJECT NUMBER	AMOUNT DOLLARS & CENTS
Microsoft Office & ArcGIS Desktop		20500	52440		\$136.50

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME

03/29/17

DATE

BY

TITLE

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only

Vendor #
1099 NEC
Audited
Input
Checked
Date Stamp:

DEPARTMENT/DISTRICT APPROVAL:

I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.

Claim is thereby approved for the sum of

\$136.50

Signed

Title


D. Miller, Secretary Fish & Game Comm.

For Districts

District

If applicable:

Second Signature

Sierra Institute for Community and Environment

4438 Main St
Taylorsville, CA, 95983
Phone: (530)284-1022 Fax: (530)284-1023

Box 11

Financial Manager: Amy Hafsrud
ahafsrud@gmail.com
Project Contact: Courtney Gomola,
cgomola@sierrainstitute.us

Invoice

Bill To: **Plumas County Fish And Game Commission**
P.O. Box 89
Crescent Mills, CA 95934

Invoice No.: **1**

Date: **December 3, 2015**

Project Name: **Upper Feather River
Basin-wide Fish
Assessment**

Quantity	Item	Description	Unit Price	Total
1	Microsoft Office Suite	Software purchase to support organization of data and development of outreach materials associated with the Upper Feather River Basin-wide Fish Assessment	\$29.00	\$29.00
1	ArcGIS Desktop	Mapping software to be used to organize and develop maps of fisheries in the Upper Feather River Watershed	\$107.50	\$107.50
Total:				\$136.50



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: APRIL 17, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: APPROVE AND AUTHORIZE THE SOCIAL SERVICES DIRECTOR TO
SIGN A CONTRACT WITH LAURA MORRISON Ph.D. FOR
PSYCHOLOGICAL EVALUATIONS

It is Recommended that the Board of Supervisors

1. Approve a contract between the County, through the Department of Social Services, and Laura Morrison Ph.D. for psychological evaluations for children and/or family members who are in the Child Welfare system.
2. Authorize the Director of the Department to sign the agreement as the Board's designee.
3. Authorize the Department to extend this agreement for three additional periods, not to exceed twelve months each, subject to the availability of funds for this purpose and an agreement with Dr. Morrison regarding compensation.

Background and Discussion

In nearly all cases involving new families coming into the Child Welfare and Child Protective Services systems, the Juvenile Court will require a psychological evaluation of the parent(s) and/or the child, depending on the circumstances. The Department contracts with several independent contractors to meet our need for securing such services. One such contractor is Laura Morrison, Ph.D. The enclosed contract secures such services from Dr. Morrison for a period of one year. Subject to the availability of funding and an agreement regarding compensation, the agreement may be extended for three additional 12 month periods.

Financial Impact

The proposed agreement requires the Department of Social Services to compensate Ms. Morrison at the rate of \$1,500 per evaluation. It also requires payment of \$100 per hour for any court related testimony connected with her evaluation. The Department expects that over the course of the agreement that there will be about 1 evaluation per month. The Department's 2016-2017 budget has funding for this purpose.

Other Agency Involvement

The office of County Counsel has reviewed the agreement and approved it as to form.

Copies: DSS Management Staff

Enclosure

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Social Services and Public Guardian (hereinafter referred to as "County"), and Laura S. Morrison, Ph.D., an individual (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. The total amount paid by County to Contractor under this Agreement shall not exceed Fifteen Thousand Dollars (\$15,000.00) as set forth in Exhibit B, attached hereto.
3. Term. The term of this Agreement shall be from January 1, 2017 through December 31, 2017, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
5. Extension. This Agreement may be extended for an additional periods not to exceed twelve calendar months for a total of 3 years subject to an agreement by the parties regarding compensation. Such an extension shall be evidenced in writing and signed by both parties.
6. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
7. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the

expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:

- i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance

requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this Agreement.
16. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.

20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Dept. of Social Services
270 Co. Hospital Rd., Suite 207
Quincy, CA 95971
Attention: Elliott Smart, Director

Contractor:

Laura S. Morrison
P.O. Box 34405
Reno, NV 89533
Attention: Laura S. Morrison, Ph.D.

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or

to the State Auditor upon the request of either the State Auditor or the County.

NOTE: Only for contracts in excess of \$10,000.]

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Laura S. Morrison, an Individual

By: _____

Name: Laura S. Morrison, Ph.D.

Title: Owner

Date signed:

COUNTY:

County of Plumas, a political subdivision of the State of California

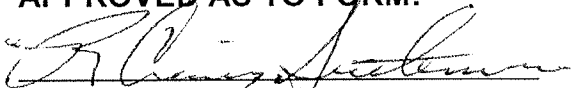
By: _____

Name: Elliott Smart

Title: Director

Date signed:

APPROVED AS TO FORM:



R. Craig Settemire

Plumas County Counsel

EXHIBIT A

Scope of Work

-
1. Contractor shall provide to County psychological evaluations, written reports, and expert witness testimony, for designated adults or children, which might include testing, observation, and/or consultation with the client. Tests to be administered will be determined by the Contractor in consultation with the assigned social worker, based on the individual needs of each client. Contractor may also consult with the client's care provider, the assigned social worker, and other agency professionals as deemed necessary by the Contractor.

 2. Contractor shall provide a written report with results of observations and/or testing within 30 days of the evaluation to Plumas County Department of Social Services, Child Protective Services Division.

EXHIBIT B

Fee Schedule

-
1. Psychological Evaluation: \$1,500.00 per evaluation, including written report.
 2. Court Testimony: \$100.00 per hour, including travel and waiting time.



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: APRIL 13, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR 
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: APPROVAL AND RATIFICATION OF A CONTRACT BETWEEN
PLUMAS RURAL SERVICES AND THE DEPARTMENT OF SOCIAL
SERVICES FOR TRANSPORTATION FOR VICTIMS OF DOMESTIC
VIOLENCE

It is Recommended that the Board of Supervisors

1. Approve and ratify a contract between Plumas Rural Services and the Department of Social Services for transportation of victims of Domestic Violence.
2. Authorize the Department of Social Services to execute extensions of the agreement for three additional periods for no more than twelve calendar months for each individual extension, subject to an agreement regarding compensation.

Background and Discussion

Plumas Rural Services provides transportation services for victims of domestic violence when such services can be relied upon to safely transport a victim and his/her family to a location that improves safety considerations, such as a location with a relative who resides out of the area. The Department of Social Services periodically has family situations in our Child Welfare programs where a victim of domestic violence would benefit from these services.

Under circumstances where transportation would benefit a CWS parent, program funding for Child Welfare services can be utilized to provide it. While these situations don't occur frequently, the Department believes that it is in the interest of families who are in our system and who are also the victims of domestic violence, to have an agreement in place that provides transportation services. With that in mind, the Department is requesting the approval of a continuing agreement with PRS to fund such services when they benefit a family that is in our system.

Financial Impact

Because the use of these services is expected to be infrequent, the proposed agreement is for a total cost of \$2,000 annually. Reimbursement will occur on a per-service basis. Additionally, the Department requests the authority to extend this agreement for additional 12 month periods for up to 3 years, subject to an agreement regarding compensation.

Other Agency Involvement

The Office of County Counsel has reviewed the proposed agreement and has approved the agreement as to form.

Copy: DSS Management Staff (memo only)
 Ms. Michele Piller, Plumas Rural Services (memo only)

Enclosure

Services Agreement

This Agreement is made this by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Social Services (hereinafter referred to as "County" or "DSS"), and Plumas Rural Services (PRS), a California Corporation hereinafter referred to as "Contractor" or "PRS".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Two Thousand Dollars (\$2,000.00).
3. Term. The term of this Agreement shall be from July 1, 2016 through June 30, 2017, unless terminated earlier as provided herein.
4. Extension. This Agreement may be extended for two additional periods not to exceed twelve calendar months for a total of 3 years subject to an agreement by both parties regarding compensation. Such an extension shall be evidenced in writing and signed by both parties.
5. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
6. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
7. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and

- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

- 11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
- 12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or

responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this Agreement.
16. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Department of Social Services
270 County Hospital Road, Suite 207
Quincy, CA 95971
Attention: Elliott Smart, Director

Contractor:

Plumas Rural Services
586 Jackson Street
Quincy, CA 95971
Attention: Michele Piller, Executive Director

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first set forth above.

CONTRACTOR:

Plumas Rural Services a
California Corporation

By: _____

Name: Michele Piller

Title: Executive Director

Date: _____

COUNTY:

County of Plumas, a political
subdivision of the State of
California

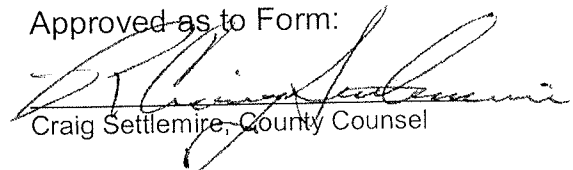
By: _____

Name: Elliott Smart

Title: Social Services Director

Date: _____

Approved as to Form:

A handwritten signature in black ink, appearing to read "Craig Settemire", is written over a horizontal line.

Craig Settemire, County Counsel

EXHIBIT A**TRAVEL ASSISTANCE DVS****SCOPE OF WORK**

Domestic Violence Victims in Plumas County who are involved with Plumas County Department of Social Services (PCDSS) often need assistance traveling out of the County to live near relatives in a safe location.

Plumas Rural Services' Domestic Violence Services (PRS-DVS) and (PCDSS) will work together to provide transportation for mutual clients to accomplish this travel in a joint effort to promote their safety and well being.

PRS-DVS will work closely with PCDSS Social Workers to ensure the safety of the client and their dependent children, if applicable. PRS and PCDSS agree to equally share the cost of travel arrangements for mutual clients.

PRS will be responsible for arranging and overseeing client travel, including managing payments for travel and other travel-related costs. PRS will invoice PCDSS for half of the incurred costs for mutual clients under this scope of work. It is expected that the PCDSS share of these costs will be up to \$2,000.00 for FY 16-17 for these services.

EXHIBIT B**PLUMAS RURAL SERVICES****Domestic Violence Services****7/1/2016 through 6/30/2017**

ITEM	BASIS	AMOUNT
Expenses incurred assisting Domestic Violence clients with transportation services.	50% of incurred expenses	\$2,000.00
TOTAL		\$2,000.00



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: APRIL 13, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR 
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: APPROVE A CONTRACT BETWEEN THE DEPARTMENT OF SOCIAL SERVICES AND PLUMAS RURAL SERVICES FOR PROVIDING PARENTING CLASSES

It is Recommended that the Board of Supervisors

1. Approve and ratify a contract between the Department of Social Services and Plumas Rural Services Nurturing Parent classes offered to parents of children who are in the Child Welfare system.
2. Authorize the Department of Social Services to extend this agreement for two additional periods not to exceed 12 calendar months for each period of extension.

Background and Discussion

Since July, 2005, the Department of Social Services has been engaged in activities associated with the Child Welfare Services Outcome Improvement Project (CWSOIP). Outcome Improvement is a set of systematic steps and program changes that are targeted to improving the safety of children that come into contact with or who are at risk of coming into contact with the child welfare system.

During the ten years that the Department has been engaged in CWSOIP, your Board has approved several Child Welfare Program Self-Assessments and Outcome Improvement Plans. Elements of the projects are focused on shared responsibility (typically with community based partners) to promote child safety and early intervention to keep at-risk families from entering the formal dependency system.

A part of CWSOIP has been a long-standing relationship with Plumas Rural Services (PRS) where PRS has provided parenting classes for parents of children who are either

in the Child Welfare system or could be at risk of coming into the system. Developing skills for being a nurturing parent has been a key component of creating safe and supportive family systems that keep children out of the Child Welfare system and improve outcomes for children who are in the CWS system.

Due to some significant staff turnover, there were delays this year in renewing this agreement. The matter before your Board is to approve and ratify this agreement as services have already been delivered by PRS to CPS families.

Financial Impact

Funding for this agreement comes from the Department's allocation of funds for CWS system improvement and from 2011 Public Safety Realignment. There is no cost to the County General Fund. Under the practice that is in place for these services, PRS invoices the Department periodically for the cost of services. The Department has two invoices that are waiting for payment for this program.

Other Agency Involvement

County Counsel has reviewed the proposed agreement and approved it as to form.

Copies: DSS Management (memo only)
 Ms. Michele Piller, Plumas Rural Services (memo only)

Enclosure

Services Agreement

This Agreement is made this by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Social Services (hereinafter referred to as "County" or "DSS"), and Plumas Rural Services (PRS), a California Corporation hereinafter referred to as "Contractor" or "PRS".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Five Thousand Dollars (\$45,000.00).
3. Term. The term of this Agreement shall be from July 1, 2016 through June 30, 2017, unless terminated earlier as provided herein.
4. Extension. This Agreement may be extended for two additional periods not to exceed twelve calendar months for a total of 3 years subject to an agreement by both parties regarding compensation. Such an extension shall be evidenced in writing and signed by both parties.
5. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
6. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
7. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and

- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or

responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this Agreement.
16. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Department of Social Services
270 County Hospital Road, Suite 207
Quincy, CA 95971
Attention: Elliott Smart, Director

Contractor:

Plumas Rural Services
586 Jackson Street
Quincy, CA 95971
Attention: Michele Piller, Executive Director

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first set forth above.

CONTRACTOR:

Plumas Rural Services a
California Corporation

By: _____

Name: Michele Piller

Title: Executive Director

Date: _____

COUNTY:

County of Plumas, a political
subdivision of the State of
California

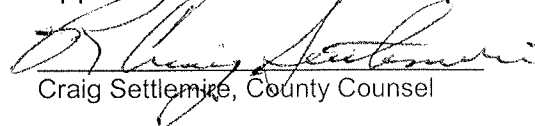
By: _____

Name: Elliott Smart

Title: Social Services Director

Date: _____

Approved as to Form:



Craig Settlemyre, County Counsel

EXHIBIT A**Nurturing Parenting Critical Support****SCOPE OF WORK**

Parents in Plumas County, including those mandated through Child Welfare Services to attend parenting classes, can participate in a 8-week Nurturing Parenting course through Plumas Rural Services using the evidence-based Nurturing Healthy Families curriculum. The scope of work for this proposed effort includes a complementary follow-up piece specifically for mandated parents to receive additional short-term, intensive services to build their positive parenting skills.

All parents participating in the Nurturing Parenting classes take a pre- and post-survey to gather data on the program's efficacy and where improvements can be made. Mandated parents will indicate on their post-survey whether they have in interest in meeting with PRS' Family Educator. Child Welfare Services may also refer parents to the Family Educator for whom in-home critical support would be beneficial. PRS' Family Educator contacts self-referred and CWS-referred parents to review their needs and develop a prioritized plan for in-home support and additional appropriate resources. A wide variety of curriculum is used, including Nurturing Healthy Families, Art Therapy for Trauma, as well as others, depending upon need. PRS' Clinical Manager will provide clinical case consultation as necessary and support for the Family Educator in developing and implementing family plans. The timeline for services depends upon individual family need and involvement.

Beyond those parents mandated to attend parenting classes, PRS will provide the intense, one-on-one parenting assistance for families identified and referred by the Child Welfare Services. These families can receive services for a period of time identified by the Child Welfare Services case worker. While the term of service will depend upon the family, their specific situation, and their case plan, all parties would understand from the beginning that this is not a long-term support situation.

PRS will provide quarterly and annual reports to include number of families served, number of parents/caregivers served, number of children served, number of home visits provided, and number of referred families unserved with the reason.

EXHIBIT B**PLUMAS RURAL SERVICES****Nurturing Parenting Critical Support****7/1/2016 through 6/30/2017**

ITEM	BASIS	AMOUNT
PERSONNEL		
Julie Hatzell, Family Educator	25 hrs/wk X 12 months	\$20,410.00
Heather Caiazzo, Clinical Manager	1 hr/wk X 12 months	542.04
Benefits		8,775.67
Total Personnel		\$29,727.71
OPERATING		
Rent	Federal Formula	\$789.75
Utilities	Based on space allocation use	409.11
Cell Phone	\$39.99/month	479.88
Training		1,250.00
Internet	Based on space allocation use	27.49
Insurance	1.33% of agency FTE's X \$28,000	372.40
Audit	1.33% of agency FTE's X \$27,000	359.10
Therapeutic Supplies	Journals, games, toys, etc.	300.00
Supplies		555.00
Mileage	9,000 miles/year X \$.54/mile	4,860.00
TOTAL OPERATING		\$9,402.73
	SUBTOTAL	\$39,130.44
Indirect	15% of Direct Charges	\$5,869.57
TOTAL		\$45,000.00



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: APRIL 18, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: APPROVAL OF PLUMAS COUNTY'S FOURTH SYSTEM IMPROVEMENT
PLAN FOR CHILD WELFARE SERVICES

It is Recommended that the Board of Supervisors

1. Approve the Plumas County Child Welfare Services 2014-2017 System Improvement Plan for the California Child and Family Services Outcome and Accountability System and authorize the Chair to sign the Plan.
2. Authorize the Director of the Department of Social Services to submit the update to the State Department of Social Services.

Background and Discussion

Assembly Bill 636 (Steinberg), Chapter 678, Statutes of 2001, enacted the Child Welfare Services Outcome and Accountability Act of 2001. This law establishes outcome and accountability mechanisms for California's Child Welfare Services programs. The outcome assessment mechanisms are targeted toward strengthening the accountability system used to monitor and assess the quality of services provided on behalf of abused and neglected children.

The California Outcome and Accountability System (COAS) operates on a philosophy of continuous quality improvement, interagency partnerships, community involvement and public reporting of outcomes. Previous Board agenda items have apprised your Board of the Department's efforts directed toward interagency partnerships (such as the Differential Response Collaborative) and toward community involvement in our outcome improvement efforts (such as the Peer Quality Review Process).

In accordance with the requirements of AB 636, the Department of Social Services in conjunction with the Probation Department conducted a fourth triennial self-assessment of our Child Welfare system during the week of February 2nd, 2015.

A follow-up stakeholders meeting that generated recommendations for both the Department of Social Services and Probation Department that would improve wellness of families and factors that would improve safety and permanence for children.

Briefly, some of the elements of our improvement plan include the following:

- Improving the availability of parenting education in the community.
- Providing in-home parenting using the evidence based Nurturing Families curriculum.
- Providing life skills training for parents with children in the CPS system.
- Utilizing wellness centers in the communities to improve connections with parents and children in the CWS system.

Other Agency Involvement

The self assessment process is targeted primarily to Child Welfare Services but also applies to the Probation Department due to their role as a placing agency. The self assessment is signed by both the Social Services Director and the Chief Probation Officer. Many other community-based and public organizations have contributed to our system improvement planning efforts:

- Plumas County Health Department
- Plumas Children's Council (Child Abuse Prevention Council)
- Plumas Crisis Intervention Resource Center
- Environmental Alternatives Foster Family Agency
- Parent/Family Advocates
- Greenville Rancheria
- Plumas Rural Services
- Mountain Circle Foster Family Agency
- Court Appointed Special Advocate Agency (CASA)
- Plumas Unified School District
- ILP Coordinator
- Healthy Touch Coordinator

Document Availability

Due to the considerable length of the County System Improvement Plan (the full document is 60 pages) an electronic copy has been made available to all Board members via e-mail. The Clerk to the Board will maintain a hard copy for public and Board member review. Board members may also request a hard copy of the document from the Department.

Copies: (cover memo only): Ms. Erin Metcalf, Chief Probation Officer
Mr. Bob Brunson, Behavioral Health Director
Ms. Mimi Hall, Public Health Director
PCDSS Management Staff



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: APRIL 14, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: AUTHORIZATION TO PURCHASE 2017 TOYOTA HIGHLANDER 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 a Toyota Highlander from Quincy Auto Sales at a price not to exceed \$37,308.03.

Background and Discussion

The Department of Social Services has one vehicle approved but not purchased in the current year budget. The Department solicited bids for this remaining vehicle in accordance with the County of Plumas Solicitation Instructions. The Department received a single bid from Quincy Auto Sales.

The Department requests that the Board accept the bid 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 this vehicle is \$37,500. The recommended purchase is within the budget limit. 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

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



W. Robert Brunson - Director

DATE: MAY 2, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: W. ROBERT BRUNSON, DIRECTOR OF BEHAVIORAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR MAY 2, 2017, CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND APPROVE AGREEMENT WITH PACIFIC MOBILE STRUCTURES

Shelley Evans for

It is recommended that the Board: Approve the Agreement with Pacific Mobile Structures, Inc. from March 1, 2017 through March 1, 2018, and authorize the Director of Behavioral Health to sign the contract.

Background and Discussion: The contract is specifically associated with the renovation at the Sierra House location. This trailer will initially be used as temporary additional office space for the Drop-In Center, then used as a construction trailer during upcoming renovations.

Financial Impact:

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

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Behavioral Health Department (hereinafter referred to as "County"), and Pacific Mobile Structures, Inc, a California corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A & B. The total amount paid by County to Contractor under this Agreement shall not exceed Fourteen Thousand Thirty Dollars, (\$14,030.00)
3. Term. The term of this agreement shall be from 3/1/17 through 3/1/18 unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

__COUNTY INITIALS

CONTRACTOR INITIALS 

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

__COUNTY INITIALS

CONTRACTOR INITIALS 

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Mental Health Department
270 County Hospital Road, #109
Quincy, CA 95971

Contractor:

Pacific Mobile Structures, Inc.
4375 Farm Supply Rd.
Ceres, CA. 95307

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. [Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County. **NOTE: Only for contracts in excess of \$10,000.]**
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.


__COUNTY INITIALS

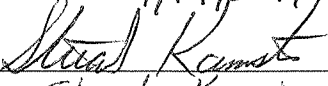
CONTRACTOR INITIALS 

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

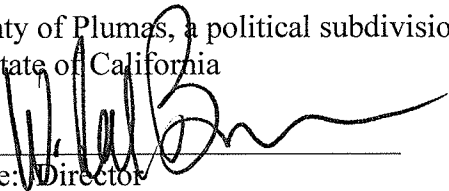
Pacific Mobile Structures, Inc.
a California corporation

By: 
Name: CHERYL THOMPSON VP
Date signed: 4/14/2017

By: 
Name: Stuart Kamstra
Title: Sr. Sales Consultant
Date signed: 4-14-17

COUNTY:

County of Plumas, a political subdivision of
the State of California

By: 
Name: Director

Date signed:

APPROVED AS TO FORM:



Plumas County Counsel
Date Signed: 3/23/2017

EXHIBIT A

SCOPE OF WORK

Provide (1) 10' x 30' mobile office trailer. Contract includes Delivery, set up, break down and return of unit. Also includes ADA ramp delivery, set up, and removal. See attached quote.

This Office will initially be used as temporary additional office space for the Drop in Center, then as a construction trailer during upcoming renovations.

__COUNTY INITIALS

CONTRACTOR INITIALS 

PCBH1617Pacificmobile

EXHIBIT B

EXHIBIT B

Total Price for services is \$ 14,030.00, this includes pick up, delivery and 12 months rent.

__COUNTY INITIALS

- 8 -

CONTRACTOR INITIALS A

RENTAL QUOTE

Date: 2/20/2017
 Quote Number: 111787
 Lease Term: 12 Months

Plumas County Behavioral Health
 270 County Hospital Road #109
 Quincy, CA 95971
 Woody Wilson 530-283-6307 X1033
 wwilson@pcbh.services

Delivery
 Plumas County Behavioral Health
 270 County Hospital Road #109
 Quincy, CA 95971
 Woody Wilson 530-283-6307 X1033
 Date Needed: 2/24/2017



Sales Consultant:
 Stuart Kamstra
 P (209) 524-9128 F (209) 524-3413
 stuart@pacificmobile.com

Description	QTY	9172 Mobile Office	Notes
Please check your desired unit(s) and options	<input type="checkbox"/>	10x30	
Rental Rate	1 <input checked="" type="checkbox"/>	\$295.00	
Ramp - ADA	1 <input checked="" type="checkbox"/>	\$240.00	Refer to layout options
Modular Walls	1 <input checked="" type="checkbox"/>	\$10.00	
Security Kit-Doors & Windows	1 <input checked="" type="checkbox"/>	\$0.00	
Total monthly rental cost (checked items only)		\$545.00	
Delivery Freight	1 <input checked="" type="checkbox"/>	\$1,410.00	
Pilot Cars - Delivery	1 <input checked="" type="checkbox"/>	\$325.00	
Standard Set	1 <input checked="" type="checkbox"/>	\$90.00	Skirting Optional
Tie Downs parts/labor	8 <input checked="" type="checkbox"/>	\$680.00	
ADA Ramp Delivery & Setup	1 <input checked="" type="checkbox"/>	\$1,560.00	
Total setup cost (checked items only)		\$4,065.00	
Return Freight	1 <input checked="" type="checkbox"/>	\$1,410.00	
Pilot Cars - Return	1 <input checked="" type="checkbox"/>	\$325.00	
Standard Breakdown	1 <input checked="" type="checkbox"/>	\$90.00	
Tie Down Removal	8 <input checked="" type="checkbox"/>	\$280.00	
ADA Ramp Removal	1 <input checked="" type="checkbox"/>	\$1,560.00	
Total return cost (checked items only)		\$3,665.00	

Note: Items manually checked will be reflected on your Order Confirmation. Two weeks notice required for pick up of building

**Pricing does not include applicable sales tax, fire ratings or sprinklers, utility connections, low voltage systems, building permits or fees. Quote is good for 30 days and limited to availability of stock on hand. By signing, the customer is authorizing Pacific Mobile Structures to process the order for the selected equipment and services upon approval of credit. This authorization will convert this quotation into an Operating Lease Agreement bound by the Terms and Condition on Page Three (3) of this quotation. An Order Confirmation will be sent to the designated e-mail address on file.

Customer Authorized Representative

Date

LEASE/RENTAL TERMS AND CONDITIONS

This is an agreement between Pacific Mobile Structures, Inc. (PMSI) and Renter.

1. Basic Terms/Quote Form - The basic terms of this Agreement, including but not limited to, rental price, Renter's identity, are set forth in the cover letter and Quote Form accompanying these Terms and Conditions. Additional terms and details agreed upon after Renter returned its signed Quote Form are set forth in the Order Confirmation. Renter acknowledges that absent written notice within 48 hours of receiving the Order Confirmation, the additional terms and details therein are deemed incorporated into this Agreement. The following terms and conditions apply:

Access/Site Conditions/Utility Service - Renter shall provide free and clear access for delivery and return of leased equipment by standard mobile transport vehicles. Renter shall provide firm and level ground on no more than six-inch slope from one end to the other for safe installation of the leased equipment. Site selection is the sole responsibility of Renter and PMSI shall have no liability for determining the adequacy of any site. Furthermore, PMSI solely reserves the right, for any reason, to refuse to release delivery to any site it deems inadequate for use or installation. Renter shall be responsible for obtaining any permits required to install and operate the equipment. Renter shall provide at Renter's expense adequate electrical power, water and other utility services with proper connection to leased equipment.

3. Other Fees, Expenses and Taxes - In addition to the rental payments provided for herein, Renter shall pay all expenses, fees, charges, and fuel surcharges incurred in connection with the leased equipment during its delivery, use and recovery. Additional charges include, but are not limited to, the following instances: (1) where travel permits and/or pilots are required for delivery; (2) where the delivery site is not a level, compacted and accessible site; (3) where tie downs are required - if the tie down option is not taken, Renter assumes liability; (4) where alternate steps are needed (temporary step furnished but steps may not meet all local codes). In addition, return costs are to be at the prevailing rate at termination of lease, thus they are subject to change depending on special circumstances such as fuel costs and delivery routes. Sales tax is not included in the return freight deposit and will be billed on the final invoice. Renter also agrees to pay any fines, servicing costs, sales taxes, use taxes, personal or real property taxes and other use taxes, and all assessments and other governmental charges whatsoever payable on Renter's use, possession, rental, shipment, transportation, delivery or operation thereof. An early termination fee may be assessed if lease is cancelled prior to the term end date.

4. Delivery by PMSI / Location and Return of Leased Equipment - PMSI shall not be liable to Renter for any failure or delay in delivering the leased equipment. By taking delivery thereof Renter acknowledges that the leased equipment is in good working condition, free of any physical defect or damage, and is fit for the purpose for which it is leased. Further, the leased equipment shall remain at the delivery site until the termination of this lease, at which time PMSI shall pick up the leased equipment. The leased equipment shall not be moved without PMSI's prior written consent. Two weeks' notice is required prior to equipment return date.

5. Lawful Use, Assignment, and Subletting - Renter shall use or permit the use of the leased equipment only for lawful purposes and operate in compliance with all laws. If the leased equipment is used by any party in association with unlawful activity prior to it being returned to PMSI, Renter agrees to reimburse PMSI upon demand for any and all incidental costs PMSI incurs, including, but not limited to, time and cost expenses associated with participating in governmental administrative or law enforcement processes, attorney fees, and remedial costs. Renter shall not assign, transfer, sublet, or in any way assign its rights hereunder, and shall not pledge, permit to be lien, mortgage, or otherwise encumber its rights or interests hereunder. All third-party claims of possession, interest or ownership outside those of PMSI's or the Renter, as stated herein, shall be deemed invalid.

6. Insurance - Renter, at its expense, will obtain and keep in force Property damage insurance-special form, replacement cost coverage, with PMSI added as loss payee, ATIMA. Renter will also indemnify PMSI with respect to all liability in accordance with the provision of Paragraph 9 and provide general liability protection in the amount of \$1,000,000 each occurrence listing PMSI as additional insured. If Renter shall fail to produce the required property insurance coverage certificate within ten (10) days from the commencement of the Lease, they are automatically opted into the Property Damage Waiver Program referenced in Section 7 until proof is presented.

7. Property Damage Waiver Program Option - Renter's participation in the Property Damage Waiver program relieves the requirement that Renter provide PMSI with a property damage insurance certificate, as required in the preceding Insurance paragraph. However, general liability insurance still needs to be submitted per the prior paragraph's requirements. Moreover, the waiver fee is not an insurance policy, as Pacific Mobile is not an insurance company. The waiver is specifically for the unit listed and solely limits the customer's property liability in regard to fire, theft, vandalism and malicious mischief. The following limitations also apply: The Renter is responsible for a \$2,000 property damage deductible, per unit/per loss occurrence. The waiver fee only covers the unit itself, and Renter is responsible for insuring the contents. The waiver does not apply if the property damage is caused by any of the following: acts of God (earthquake, seismic activity, high winds, hurricane, tornado, flood), acts of terrorism, building contents, damages caused by Renter or its employees, collision damage from vehicles and other equipment, collision damage while being transported or moved, abuse or neglect by Renter. The responsibility for property damage due to these perils is on the Renter. **Cancellation:** Either party can cancel the waivers with 10 days prior written notice. If the waivers are canceled, the customer must provide insurance. The waiver fees must be paid in order for this option to be valid. If the customer fails to pay their rent or the waiver fees the waivers are terminated automatically. **Claims:** Must be reported by fax or email within 48 hours of their occurrence for the Property damage waiver to be valid.

8. Accidents or Claims - Renter shall within 24 hours after any property damage or casualty event involving the leased equipment notify PMSI by telephone, and within 48 hours notify PMSI in writing. Said report shall state the time, place, and nature of the event, the damage sustained, the names and addresses of persons involved, persons injured and witnesses, and any other information relating to said event and it shall promptly forward to PMSI all correspondence, notices or documents received in connection with any claim or demand relating to the leased equipment or its operation, and shall aid in the investigation and defense of all such claims and demands. Nothing herein shall be deemed to modify the provisions of the paragraph herein in which Renter holds PMSI harmless and indemnifies PMSI against all these matters, and PMSI shall have no responsibility to take any action whatsoever in the event of such casualty.

9. Non-Liability of PMSI and Indemnification - Unless caused solely by PMSI's negligence, PMSI shall not be liable to Renter for any loss, damage, or expense of any kind or nature caused directly or indirectly by the leased equipment or by the use, maintenance, operation, handling or storage thereof, or for the loss of Renter's business or damages whatsoever or howsoever caused. Renter does hereby indemnify PMSI and holds PMSI, its agents and employees harmless from any and all losses, damages, claims, demands, or liability of any kind whatsoever, including legal expenses and attorney's fees arising from the use, condition or operation of the leased equipment.

10. Maintenance, Damage and Destruction - Renter shall at Renter's own expense at all times keep the equipment in good and efficient working order, condition and repair and shall maintain thereon such identification of ownership as PMSI may require. PMSI will maintain and make any repairs required from normal use to the roof, doors, windows, light fixtures, heating, ventilating and air conditioning systems, except that Renter shall replace heating, ventilating and air conditioning filters and burnt out lamps as required and pay for any damage caused by the Renter. Renter shall bear the risk of damage, theft or destruction of the leased equipment from every cause, except as outlined in paragraph 7, if selected, and shall make all replacements, repairs or substitution of parts of equipment thereon at its expense, all of which shall constitute Renter's obligatory maintenance of the leased equipment. If Renter does not adequately maintain the equipment or adequately repair any damage for which Renter is responsible, PMSI shall have the option to perform the maintenance or repair at Renter's expense. Renter shall at its expense provide adequate janitorial service to keep the leased equipment in good condition, fair wear and tear excepted. On termination of this lease, the leased equipment shall be returned to PMSI in the same condition as when delivered, fair wear and tear excepted.

11. Inspection by PMSI - PMSI may inspect the leased equipment at any reasonable time, and may post any notice of non-responsibility or interest protecting notice.

12. Default - Renter defaults on this Agreement if Renter fails to: make timely payment of any rent installment or other amount due and payable; or, comply with the other terms, covenants, or conditions herein. Default also occurs if Renter or its creditors files for relief under any bankruptcy or similar debtor relief law, or if Renter assigns for the benefit of creditors, or if a receiver is appointed to take possession of any assets of Renter. Upon default, PMSI may at its option immediately terminate Renter's right to possession of the leased equipment by giving written notice to Renter. This right is not limited in instances where the unit is being used as commercial office space or for any other commercial purposes. Renter agrees that the essence of this Agreement is that PMSI is leasing equipment. Renter's use of such equipment as commercial office space or other commercial use is incidental. The leased equipment shall remain personal property regardless of its use or manner of attachment to realty and real property laws do not apply to this Agreement. **Upon PMSI's written notice of default to Renter,** Renter agrees that the leased equipment shall be surrendered to PMSI and PMSI may take possession thereof by entering upon Renter's premises without further notice of repossession. **Upon repossession,** PMSI shall retain all rents and any other amounts paid by Renter hereunder. Repossession by PMSI or the surrender of the leased equipment to PMSI shall not affect the right of PMSI to recover from Renter any and all damages which PMSI shall have sustained by reason of Renter's breach. PMSI reserves the right to (a) relet the leased equipment and apply any net proceeds as an offset to any unperformed Renter term, or (b) sell the leased equipment and apply the net proceeds as appropriate under the circumstances to Renter's unperformed financial obligations, or (c) cancel and terminate the lease. In addition to any other remedies provided for herein, PMSI may recover from Renter the worth at the time of the termination of the lease the unperformed value of the lease.

13. Renter's Possession on Termination - If Renter retains possession of the leased property beyond the term expiration date without proper written renewal notice, PMSI shall have the option of (i) repossessing its property at any time without notice or (ii) deeming this Agreement renewed as a month to month tenancy.

14. Attorney's Fees, Collection Fees, Costs, Interest - If Renter defaults on this Agreement, PMSI shall be entitled to recover from Renter all items of damages, costs and expenses, including court costs and reasonable attorney's fees, incurred by PMSI to enforce its rights and remedies hereunder. PMSI shall also be entitled to interest on delinquent payments at the maximum rate permitted by law.

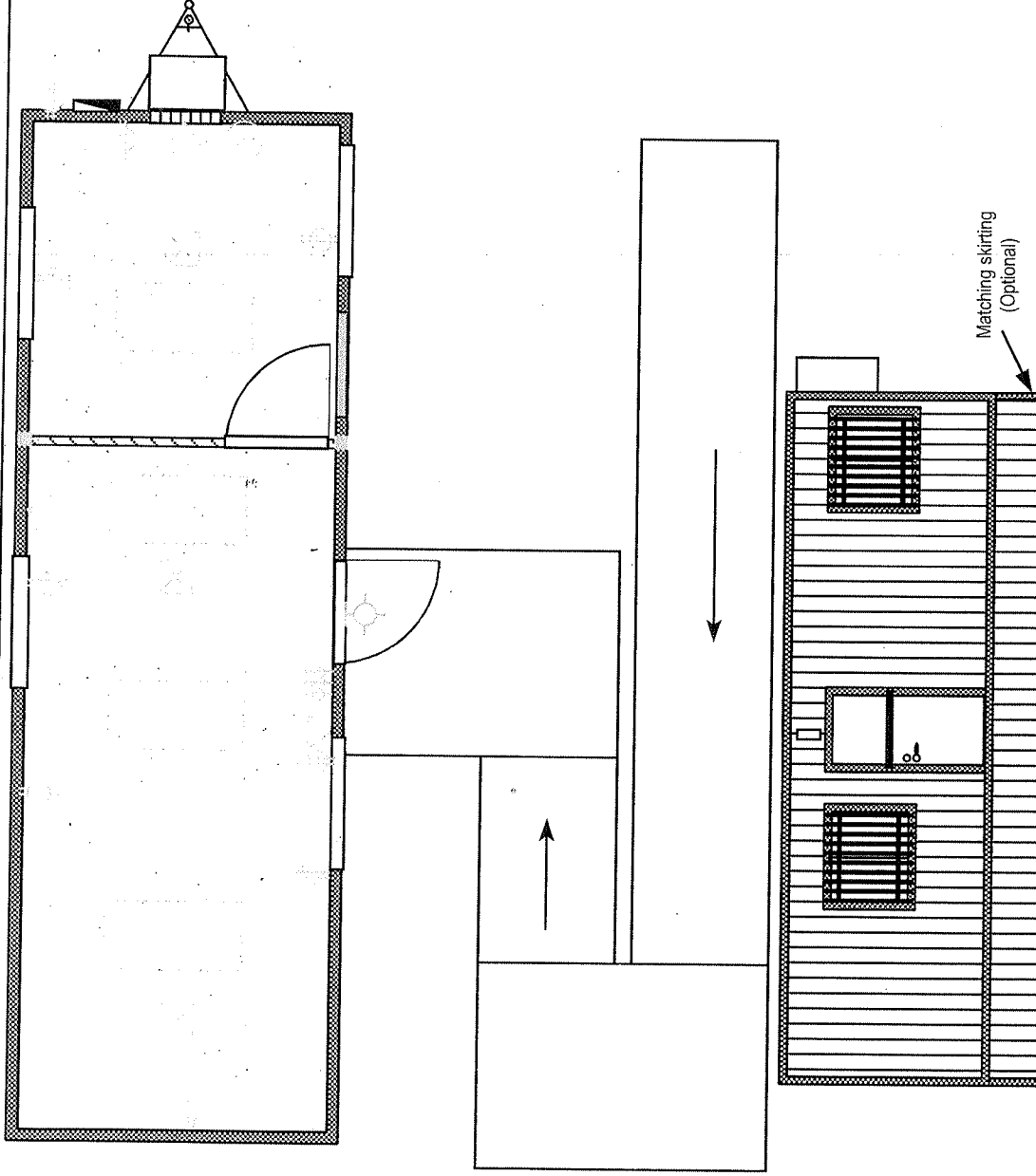
15. Miscellaneous - This Lease shall be construed and interpreted under the laws of the state of California. All signed copies shall constitute duplicate originals.

16. Notices - All notices required under the term and provision of the Lease shall be in writing and shall become effective when: deposited in the United States mail, with proper postage prepaid, addressed to the parties at the respective addresses appearing herein, and/or, upon actual delivery by other means, including electronically.

UNIT#9119

10' x 30' MOBILE BUILDING

SCALE: 3/16" = 1'



PACIFIC MOBILE
STRUCTURES, INC.
800/441-8603

DATE: 4/11/17

DRAWN BY: Stuart

STANDARD FEATURES

- ~ 30 gauge galvanized standing seam roof
- ~ 8' Suspended T-grid ceiling w/ recessed 2'x4' lights
- ~ Dura Temp exterior siding 8" O.C.
- ~ Endwall HVAC w/ t-stat controls

~ 46"x39" Horizontal Sliders

- ~ Wisc. birch paneling interior walls
- ~ 1/8" V.C. Tile flooring
- ~ 36" x 80" steel clad exterior door w/deadbolt, passage, latchguard
- ~ Siding color - PMSI Grey
- ~ Trim color - PMSI Blue

LEGEND

- T-stat
- porch light
- duplex elec. outlet
- light switch
- supply air grill
- return air grill
- 2' x 4' (4-tube) light fixture
- 125 amp panel box

This drawing is the property of Pacific Mobile Structures, Inc. and may not be duplicated without prior approval.

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971

Phone: (530) 283-6307 FAX: (530) 283-6045

W. Robert Brunson Director



DATE: May 2, 2017

TO: The Honorable Board of Supervisors

FROM: W. Robert Brunson, Behavioral Health Director

*Shelley Evans
for*

SUBJECT: Approval to pay invoice for Dr. Laura Morrison and contract between Plumas County and Dr. Laura Morrison for psychological evaluations.

Recommendation:

1. Approve Behavioral Health's request to pay invoice totaling \$3000.00 to Dr. Laura Morrison for services performed after the expiration of the contract.
2. Approve and authorize the Behavioral Health Director to sign a contract between Plumas County and Dr. Laura Morrison for psychological evaluations.

Background:

The Behavioral Health Department contracts with Dr. Morrison to conduct psychological evaluations when requested to do so by the Behavioral Health Director. An evaluation was requested and necessary to be performed after the previous contract had expired. The Plumas County Behavioral Health Department has contracted with Dr. Morrison for many years. A copy of the current contract agreement is on file with the Clerk of the Board.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Behavioral Health, (hereinafter referred to as "County"), and Laura Morrison, Ph.D. a sole proprietor doing business as Morrison Psychotherapy, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Ten Thousand Dollars, \$ 10,000.00.
3. Term. The term of this agreement shall be from July 1, 2016 through June 30, 2018, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Behavioral Health
270 County Hospital Road, # 109
Quincy, California 95971
Attention: W. Robert Brunson

Contractor:

Laura S. Morrison, Ph.D.
Morrison's Psychotherapy
PO Box 34405
Reno, Nevada 89533

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

By: _____
Laura Morrison, Ph.D.
Clinical Psychologist
Date signed:

COUNTY:

County of Plumas, a political subdivision of
the State of California

By: _____
W. Robert Brunson
Director
Date signed:

By: _____
Lori Simpson, Chair
Plumas County Board of Supervisors
as Purchasing Agent
Date signed:

APPROVED AS TO FORM:



R. Craig Settlemyre 4/13/2017
Plumas County Counsel
Date Signed:

EXHIBIT A

Scope of Work

1. When requested to do so by the Mental Health Director or the Continuing Care Coordinator CONTRACTOR shall independently conduct a Psychological Evaluation and complete designated form of their findings. It is the intent of the parties that the reports shall be delivered to the Behavioral Health Department within five (5) calendar days of interviewing the Subject.

- a. The CONTRACTOR shall usually include, but not be limited to, a review of the chart, interviews with the parties involved, including the designated licensed Mental Health clinician, and obtain information from collateral sources.
- b. All evaluations prepared by the CONTRACTOR shall include results of examination of interview, level of care, recommendation on imposition of disabilities according to the Welfare & Institution Code Section 5357, powers granted to conservator and determination of grave disability.
- c. The referring agency shall send demographic information for each case to the CONTRACTOR by the day of the testing, along with other relevant information to be reviewed.

2. CONTRACTOR will provide:

- a. A dedicated telephone line for direct referrals, office space for evaluations and interviews, and all services and supplies related to the preparation of evaluations.
- b. Documentation (invoices) concerning payments from the Behavioral Health Department, to facilitate reimbursement from clients, MediCal, etc.

3. It is the intent of the parties to create an independent contractor relationship. CONTRACTOR acknowledges and agrees that neither the Behavioral Health Department nor the Court will be responsible for the withholding or payment of federal or state income taxes, Social Security, Workers Compensation coverage, unemployment insurance, nor disability insurance. It is understood that CONTRACTOR works as an independent contractor and does not hereby become an employee of the county or the court.

EXHIBIT B

Fee Schedule

Compensation shall be as follows:

- a. Conservator evaluations: CONTRACTOR will be paid One thousand five hundred dollars (\$1500.00) for each full psychological evaluation.

Please make check payable to: MORRISONS PSYCHOTHERAPY
Laura S. Morrison, Ph.D.
P O Box 34405
Reno, Nevada, 89533



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

16

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

☐ Administration & Health Education

Suite 206
Quincy, CA 95971
(530) 283-6337
(530) 283-6425 Fax

☐ Clinic & Nursing Services

Suite 111
Quincy, CA 95971
(530) 283-6330
(530) 283-6110 Fax

☐ Senior Nutrition & Transportation

Suite 206
Quincy, CA 95971
(530) 283-3546
(530) 283-6425 Fax

☐ Veteran's Services Office

Suite 206
Quincy, CA 95971
(530) 283-6275
(530) 283-6425 Fax

Date: April 17, 2017

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Item for May 2, 2017

Item Description/Recommendation: Approve the attached Resolution to accept Agreement #16-10792 from the California Department of Public Health, Surveillance Research & Evaluation Branch for various HIV/AIDS services, and authorize the Director of Public Health to sign the Agreement.

Background Information: As the Board may recall, Plumas County Public Health Agency has had a contract with the State Department of Health Services, Office of AIDS for various HIV/AIDS related services and prevention activities for many years. The Standard Agreement includes a Memorandum of Understanding for each of the two HIV/AIDS Programs. The Programs include; HIV/AIDS Surveillance Program and the HIV Care Program.

The term of the Standard Agreement is from July 1, 2016 through June 30, 2019 in the total amount of \$9,000.00.

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

RESOLUTION NO. 17-_____

A RESOLUTION TO APPROVE AND ACCEPT AGREEMENT NUMBER 16-10792 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, SURVEILLANCE RESEARCH & EVALUATION BRANCH FOR FUNDING FOR VARIOUS HIV/AIDS PROGRAMS.

WHEREAS, PCPHA will provide anonymous and confidential HIV Counseling and Testing services to individuals with perceived risk for HIV;

WHEREAS, PCPHA will provide HIV Care Program and to ensure the provision of the HIV care services;

WHEREAS, PCPHA will provide HIV/AIDS Case Surveillance activities to identify ongoing patterns of infection and to measure burden of disease;

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

1. Approve Standard Agreement Number 16-10792 from the California Department of Public Health, beginning July 1, 2016 through June 30, 2019 and in the amount of \$9,000.00.
2. Authorize the Director of Public Health to sign agreement and execute subsequent documents and amendments pertaining to Standard Agreement Number 16-10792.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of May 2017, by the following vote:

Ayes:

Noes:

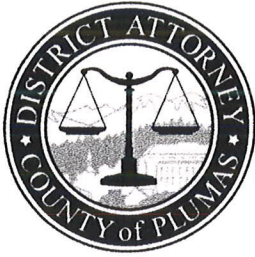
Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors



**OFFICE OF THE DISTRICT ATTORNEY AND PUBLIC
ADMINISTRATOR**

David Hollister, District Attorney
520 Main Street, Room 404 • Quincy, California 95971
(530) 283-6303 • Fax (530) 283-6340

Date: May 2, 2017
To: The Honorable Board of Supervisors
From: David Hollister, District Attorney
Subject: Request to hire a Deputy District Attorney I/II/III or Assistant DA

Recommendation:

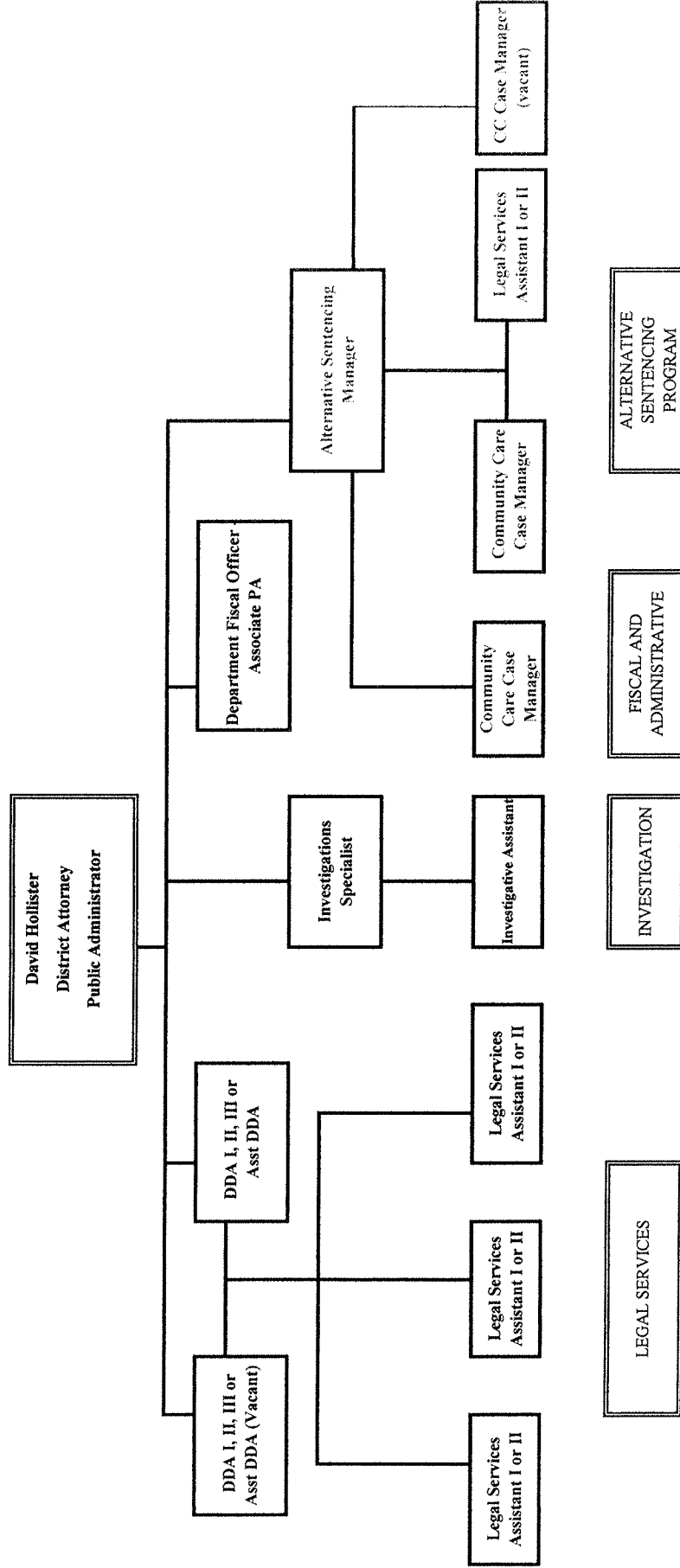
- A. The District Attorney requests approval for starting an open recruitment list for filling the vacant and funded position of Deputy District Attorney I/II/III or Assistant District Attorney.

Background and Discussion

As of March 7, 2017, the District Attorney's office is operating without a crucial Deputy District Attorney FTE. This item was on the board agenda in February of this year resulting in only 7 applications being submitted. The standard two week recruitment failed to produce any qualified candidates. Therefore, the District Attorney's office requested to send out our own recruitment flyers to cast a wider net and create a larger applicant pool of attorney's to interview. Originally the request asked to fill a Deputy District Attorney I/II FTE. I would like to amend the request to include Deputy District Attorney III and Assistant District Attorney applicants. This position is already funded and flexibly allocated in the 2016-17 budget, so there will not be a request for additional funding.

Please approve amending the open recruitment request to include hiring a Deputy District Attorney III or Assistant District Attorney position.

Plumas County District Attorney's Office Organizational Chart 2016-17





Julie A. White

PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283 -6260

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

2A1

DATE: April 24, 2017

TO: The Honorable Board of Supervisors

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

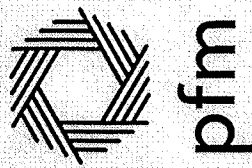
SUBJECT: Plumas County Investment Pool

Action Required: None - Presentation

Background and Discussion: The Plumas County investment pool consists of long term investments and short term investments. The short term investments are held in LAIF (Local Agency Investment Fund), CAMP (California Asset Management Program), PBAA (Plumas Bank Account Analysis) and Umpqua Bank. These are liquid funds used for treasury cash management on a daily basis. The long term investments are managed by PFM Asset Management L.L.C.

On February 1, 2010 the Plumas County Treasurer entered into a contract with PFM Asset Management L.L.C. for their investment services. PFM meets with the County Treasurer on a quarterly basis to review the portfolio, receive economic updates and ensure the strategy and benchmark is appropriate. Sarah Meacham from PFM Asset Management will be presenting the attached information on May 2, 2017. If you have questions prior to the presentation I am available, 283-6410.

Thank you.



Plumas County

Investment Update

Sarah Meacham, Managing Director

PFM Asset
Management LLC

601 South Figueroa
Suite 4500

Los Angeles, CA 90017

(213) 489-4075
pfm.com



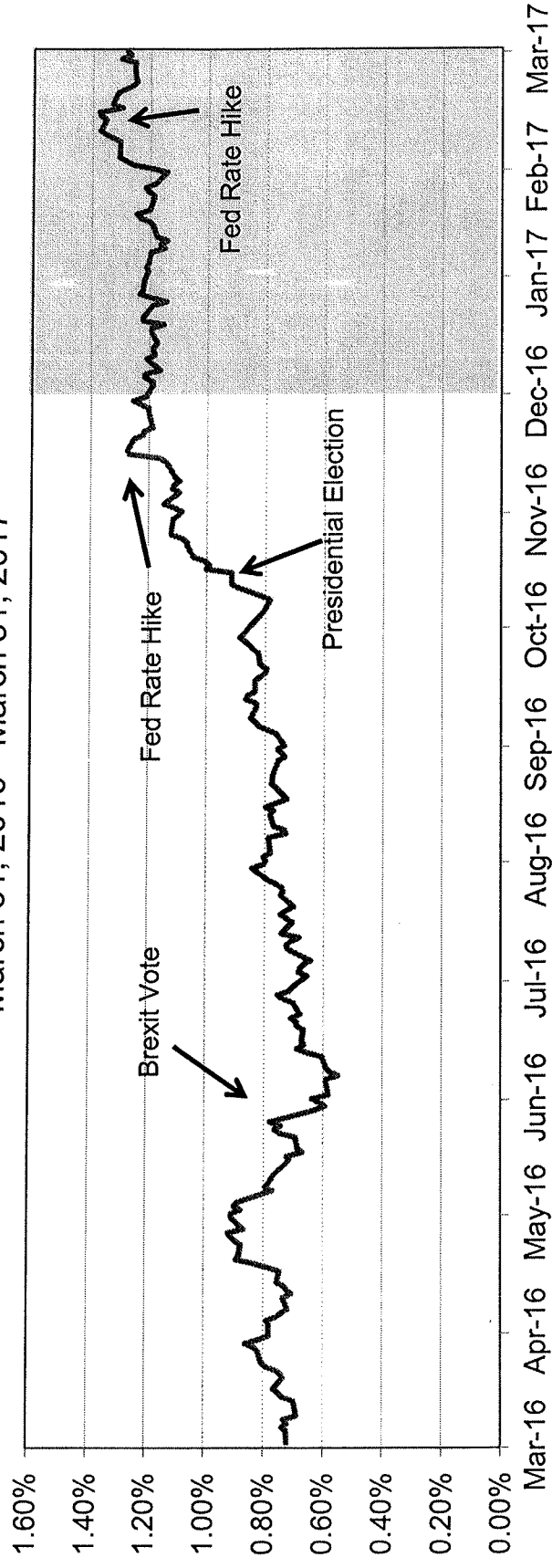
Current Market Themes

- Short-term U.S. Treasury yields moved higher after the Federal Reserve's March decision to hike rates, but longer yields are little changed as markets await clarity from the new Administration and Congress.
- U.S. economic conditions were characterized by:
 - Moderate GDP growth in 2016 and early 2017
 - Labor market continuing to strengthen
 - Inflation picking up slowly
- Federal Reserve officials forecast three rate hikes in 2017 according to the March "dot plot."
- The Trump Administration's economic policies are considered to be pro-business and inflationary, but their rollouts have met resistance and created significant controversy.
- Upcoming 2017 elections in Europe could create additional political uncertainty.



Interest Rate Update

2-Year Treasury Yields
March 31, 2016 - March 31, 2017



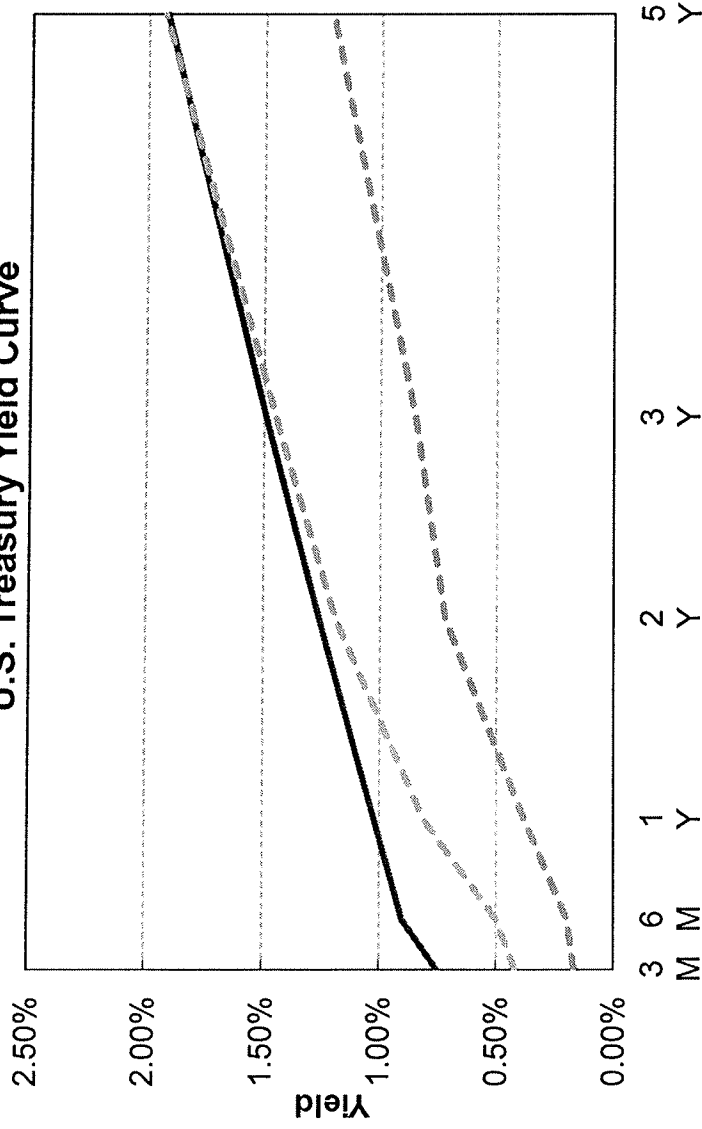
Source: Bloomberg

© PFM



Yield Curve Flatter with Long End Unchanged

U.S. Treasury Yield Curve



Yield Curve History

Maturity	3/31/16	12/31/16	3/31/17
3-Mo.	0.20	0.50	0.75
6-Mo.	0.38	0.61	0.90
1-Yr.	0.58	0.81	1.02
2-Yr.	0.72	1.19	1.26
3-Yr.	0.85	1.45	1.49
5-Yr.	1.21	1.93	1.92
7-Yr.	1.53	2.25	2.21
10-Yr.	1.77	2.45	2.39
30-Yr.	2.61	3.07	3.01

Source: Bloomberg

© PFM



Sector Allocation

- The portfolio is in compliance with the County's Investment Policy and the California Government Code.

Security Type	Market Value March 31, 2017	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasuries	13,169,204	15%	100%	✓
Federal Agencies	5,347,716	6%	100%	✓
Federal Agency Collateralized Mortgage Obligations	1,532,450	2%	100%	✓
Commercial Paper	347,057	<1%	40%	✓
Negotiable Certificates of Deposit	6,655,286	8%	30%	✓
Corporate Notes	7,545,234	9%	30%	✓
PBAA Investments	2,383,836	3%	100%	✓
Umpqua Bank	3,019,328	3%	100%	✓
California Asset Management Program (CAMP)	9,041,471	10%	20%	✓
Local Agency Investment Fund (LAIF)	38,109,504	44%	\$65 million	✓
Totals	\$87,151,086	100%		

Security values excluding accrued interest. Note that values may not add to 100% due to rounding.



Total Return

For Periods Ending March 31, 2017 ^{1,2}						
	Effective Duration	Past Quarter	Past Year	Past 3 Years	Past 5 Years	Since Inception ³
Plumas County	2.64	0.53%	0.35%	0.82%	0.75%	0.97%
Plumas County Custom Index ⁴	2.63	0.37%	-0.10%	0.45%	0.43%	0.65%

1. Performance on trade-date basis, gross (i.e., before fees), in accordance with the CFA Institute's Global Investment Performance Standards (GIPS).
2. Returns for periods greater than one year are annualized.
3. Inception date is March 31, 2010.
4. Up until March 31, 2016, the ML 0-3 U.S. Treasury Index was the benchmark. Since then, the ML 1-5 U.S. Treasury Index has been used as the benchmark.



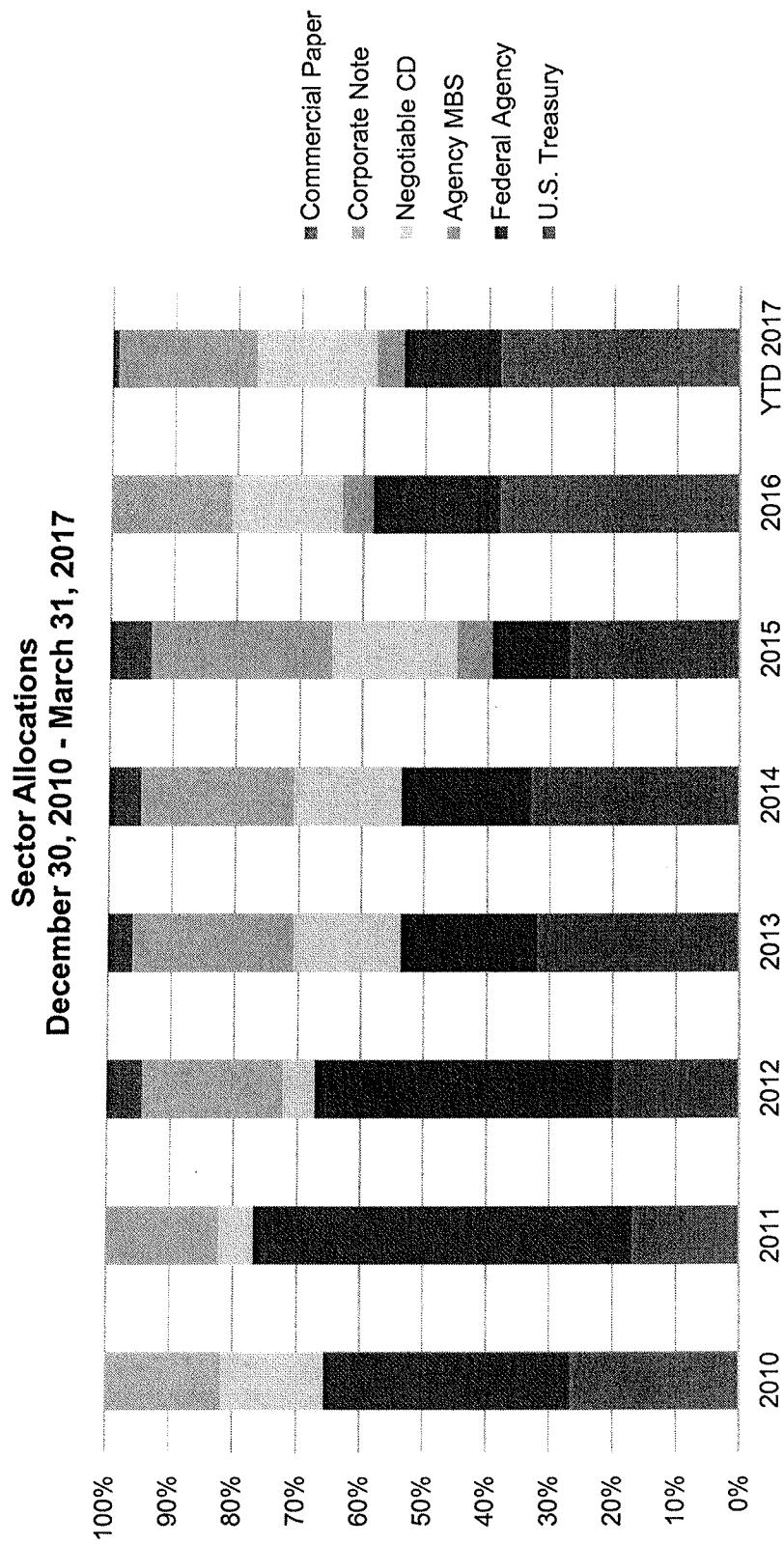
California Government Code vs. Investment Universe

	Overnight	180 Days	270 Days	1 Year	5 Years	Beyond 5 Years
"Conventional" Fixed-Income	U.S. Treasuries	Permitted	Permitted	Permitted	Permitted	Requires Approval
	Federal Agencies	Permitted	Permitted	Permitted	Permitted	Requires Approval
	Municipal Securities	Permitted	Permitted	Permitted	Permitted	Requires Approval
	Negotiable Certificates of Deposit	Permitted	Permitted	Permitted	Permitted	Requires Approval
	Commercial Paper	Permitted	Permitted	Permitted	Permitted	Requires Approval
	Bankers' Acceptances	Permitted	Permitted	Permitted	Permitted	Prohibited
	Medium-Term Corporate Notes ("A" or Better)	Permitted	Permitted	Permitted	Permitted	Prohibited
	Asset-Backed Securities (ABS)	Permitted	Permitted	Permitted	Permitted	Prohibited
	Supranationals ("AA" or Better)	Permitted	Permitted	Permitted	Permitted	Prohibited
	Repurchase Agreements	Permitted	Permitted	Permitted	Permitted	Prohibited
Broader Fixed-Income	Money Market Funds/Bond Mutual Funds	Permitted	Permitted	Permitted	Permitted	Prohibited
	Local Government Investment Pools	Permitted	Permitted	Permitted	Permitted	Prohibited
	Foreign Sovereign	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Fixed-Income ETFs	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	High-Yield Bonds	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Private Placements	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Convertibles	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Non-U.S. Dollar Investment Grade	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Emerging Markets Debt	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Bank Loans	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Equities	Domestic Equities (Large Cap, Mid-Cap, Small Cap)	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	International Equities (Large Cap, Mid-Cap, Small Cap)	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Emerging Markets	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Preferred Stock	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Equity Mutual Funds and ETFs	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Commodities	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Real Estate	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Hedge Funds	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Private Equity	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Venture Capital	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Alternatives	Tangible Assets	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
	Complex Derivatives, Futures and Options	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
		Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
		Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
		Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
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Source: California Government Code §53601



Historical Sector Allocation



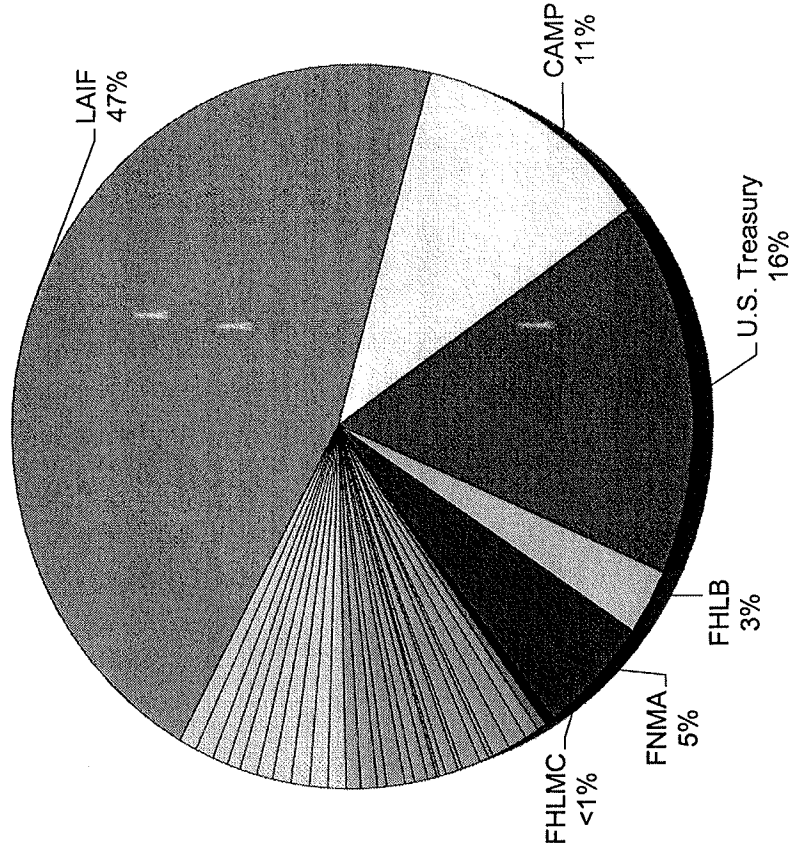
Values are based on December 31 year-end statements, except for YTD 2017 data which is as of March 31, 2017.
Excludes CAMP, LAIF, PBAA, Umpqua and any cash balances.



Issuer Diversification

CD Issuers	
Bank of Nova Scotia Houston	0.9%
Bank of Montreal Chicago	0.9%
Canadian Imperial Bank of Commerce	0.9%
Nordea Bank Finland NY	0.9%
US Bancorp	0.9%
HSBC Holdings PLC	0.9%
Royal Bank of Canada NY	0.8%
Skandinaviska Enskilda Banken NY	0.8%
Toronto Dominion Bank NY	0.7%
Svenska Handelsbanken	0.6%
Total	8.3%

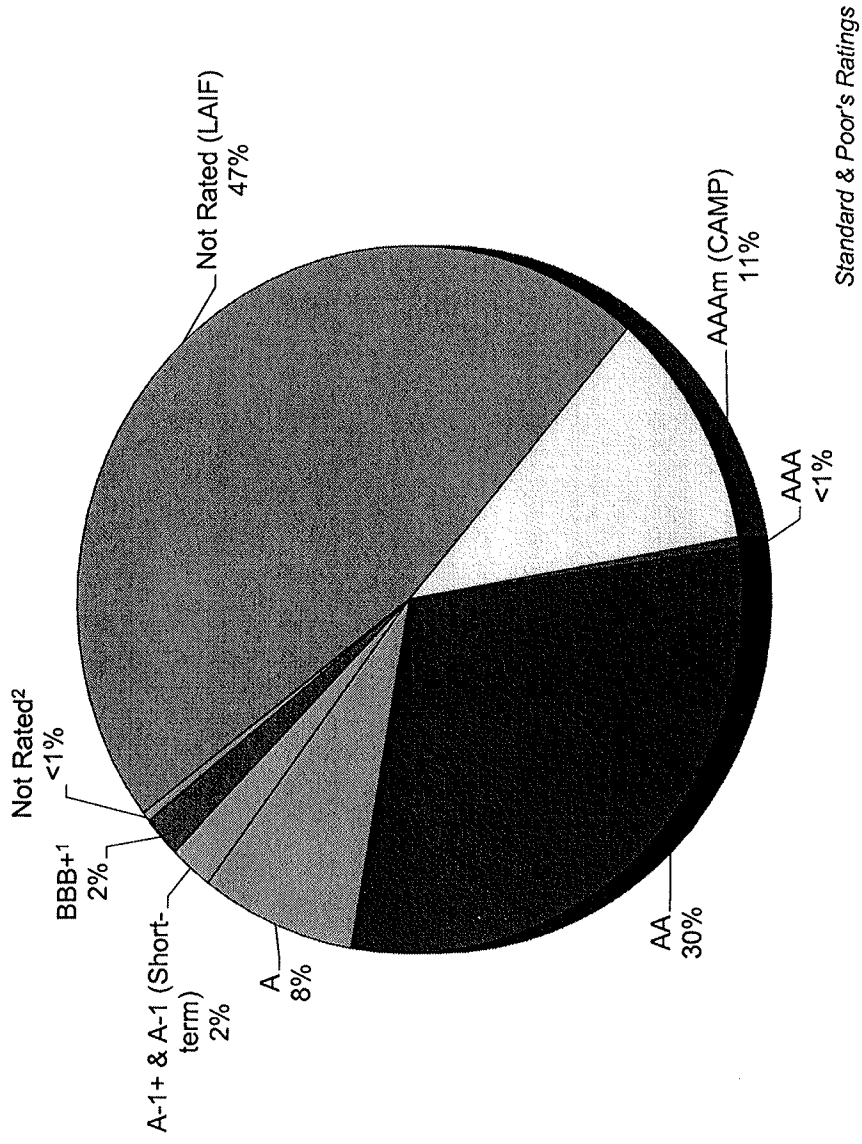
Corporate Issuers	
American Honda Finance	0.9%
Bank of New York Mellon	0.9%
Morgan Stanley	0.9%
Apple Inc	0.8%
Toyota Motor Corp	0.8%
Wells Fargo & Company	0.7%
American Express Co	0.6%
Citigroup Inc	0.6%
JP Morgan Chase & Co	0.6%
Goldman Sachs Group Inc	0.4%
Microsoft Corp	0.4%
State Street Corp	0.4%
Bank of America	0.4%
John Deere Capital Corp	0.3%
Branch Banking & Trust	0.2%
Burlington North Corp	0.2%
Walt Disney Co	0.1%
Total	9.2%



Commercial Paper Issuers	
BNP Paribas	0.4%
Total	0.4%



Credit Quality

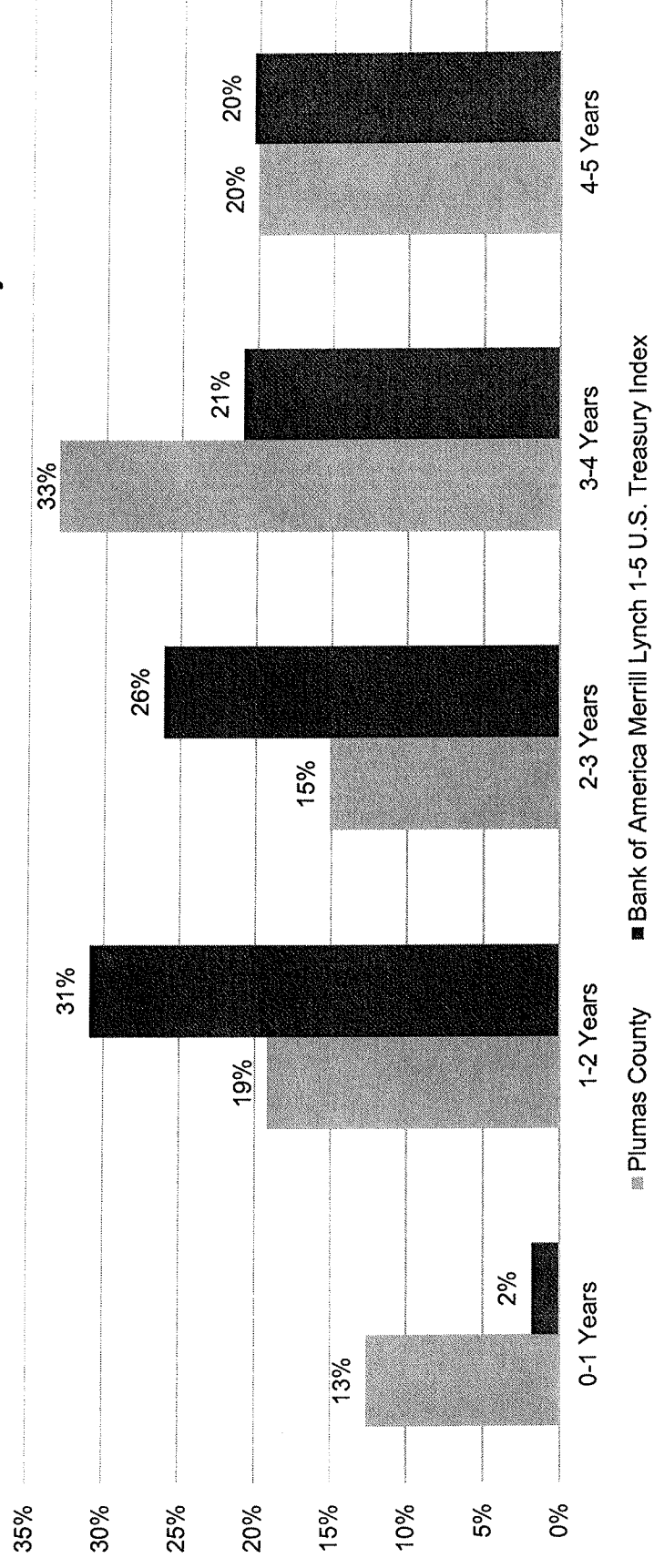


1. BBB+-rated securities include Citigroup, Goldman Sachs and Morgan Stanley. All are A-rated by Fitch or Moody's.
2. Not rated securities include a Bank of New York Mellon corporate note. This security has a rating of A1 by Moody's. Excludes PBAA and Umpqua balances.

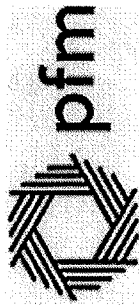


Maturity Distribution

Maturity Distribution vs. Bank of America Merrill Lynch 1-5 Year U.S. Treasury Index



- Callable securities in portfolio are included in the maturity distribution analysis to their stated maturity date, although they may be called prior to maturity.



Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

PLUMAS COUNTY TREASURER'S POOL

Security Type / Description Dated Date / Coupon / Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 07/31/2013 2.000% 07/31/2020	912828VP2	2,000,000.00	AA+	Aaa	04/01/16	04/04/16	2,071,562.50	1.15	6,629.83	2,055,496.40	2,025,156.00
US TREASURY NOTES DTD 09/03/2013 2.125% 08/31/2020	912828VV9	2,000,000.00	AA+	Aaa	01/05/16	01/08/16	2,036,562.50	1.71	3,695.65	2,027,169.30	2,031,484.00
US TREASURY NOTES DTD 10/31/2013 1.750% 10/31/2020	912828WCO	1,000,000.00	AA+	Aaa	02/01/16	02/03/16	1,018,515.63	1.35	7,348.07	1,014,100.51	1,002,188.00
US TREASURY NOTE DTD 12/02/2013 2.000% 11/30/2020	912828A42	1,250,000.00	AA+	Aaa	03/02/16	03/04/16	1,285,693.36	1.38	8,379.12	1,277,802.31	1,262,792.50
US TREASURY NOTES DTD 12/31/2013 2.375% 12/31/2020	912828A83	1,750,000.00	AA+	Aaa	04/01/16	04/04/16	1,843,925.78	1.21	10,448.03	1,824,741.56	1,791,221.25
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	930,000.00	AA+	Aaa	07/06/16	07/08/16	975,482.81	0.92	1,617.39	968,432.12	938,137.50
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	110,000.00	AA+	Aaa	02/01/17	02/03/17	107,825.78	1.86	635.08	107,904.16	108,152.33
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	710,000.00	AA+	Aaa	01/03/17	01/05/17	695,855.47	1.86	4,099.17	696,608.92	698,074.13
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	1,025,000.00	AA+	Aaa	09/01/16	09/02/16	1,061,835.94	1.22	6,870.88	1,057,461.57	1,032,767.45
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	875,000.00	AA+	Aaa	10/03/16	10/05/16	907,846.68	1.21	1,521.74	904,651.37	879,853.63
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,150,000.00	AA+	Aaa	12/01/16	12/05/16	1,153,414.06	1.93	2,000.00	1,153,204.42	1,156,379.05
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	250,000.00	AA+	Aaa	03/14/17	03/16/17	240,703.13	2.10	1,312.15	240,788.40	242,998.00
Security Type Sub-Total		13,050,000.00					13,399,223.64	1.40	54,557.11	13,328,361.04	13,169,203.84

Federal Agency Collateralized Mortgage Obligation

FNMA SERIES 2015-M7 ASQ2 DTD 04/01/2015 1.550% 04/01/2018	3136ANUY4	165,000.00	AA+	Aaa	04/15/15	04/30/15	166,649.41	0.83	213.13	165,403.35	164,856.22
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PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

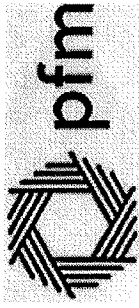
PLUMAS COUNTY TREASURER'S POOL

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation										
FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQS0W1	AA+	Aaa	11/06/15	11/30/15	151,499.99	1.20	237.26	150,735.69	150,195.02
FNMA SERIES 2015-M10 FA DTD 06/01/2015 0.831% 03/01/2019	3136ANA98	AA+	Aaa	06/12/15	06/30/15	513,327.53	0.43	355.74	513,476.14	513,715.68
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQD00	AA+	Aaa	10/07/15	10/30/15	318,729.36	1.08	432.86	317,396.44	315,537.63
FREDDIE MAC SERIES 4459 NB DTD 04/01/2015 4.500% 01/01/2020	3137BHU39	AA+	Aaa	06/08/15	06/11/15	109,015.74	0.77	389.92	106,769.19	105,679.80
FNMA SERIES 2015-M12 FA DTD 09/01/2015 0.924% 04/01/2020	3136AP3Z3	AA+	Aaa	09/10/15	09/30/15	282,317.33	0.54	217.55	282,419.01	282,465.64

Security Type Sub-Total	1,530,443.68	1,541,539.36	0.73	1,846.46	1,536,199.82	1,532,449.99
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Federal Agency Bond / Note										
FHLB NOTES DTD 12/08/2016 1.250% 01/16/2019	3130AAE46	AA+	Aaa	12/07/16	12/08/16	424,983.00	1.25	1,106.77	424,984.33	424,593.70
FNMA BENCHMARK NOTE DTD 01/08/2016 1.375% 01/28/2019	3135G0H63	AA+	Aaa	01/06/16	01/08/16	989,386.20	1.40	2,382.19	989,628.94	991,128.60
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	AA+	Aaa	02/19/16	02/23/16	573,643.00	1.08	559.03	574,136.61	571,241.80
FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	AA+	Aaa	06/02/16	06/03/16	734,691.30	1.14	2,296.88	734,773.29	730,884.00
FHLB REFERENCE NOTE DTD 07/20/2016 0.875% 07/19/2019	3137EAE01	AA+	Aaa	07/19/16	07/20/16	239,419.20	0.96	420.00	239,552.87	237,083.76
FNMA BENCHMARK NOTE DTD 08/02/2016 0.875% 08/02/2019	3135G0N33	AA+	Aaa	07/29/16	08/02/16	529,109.60	0.93	760.03	529,304.58	523,120.60
FHLB GLOBAL NOTE DTD 08/04/2016 0.875% 08/05/2019	3130A8Y72	AA+	Aaa	08/03/16	08/04/16	414,203.20	0.94	564.86	414,376.06	409,644.01

PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

PLUMAS COUNTY TREASURER'S POOL

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FNMA NOTES											
DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	325,000.00	AA+	Aaa	08/31/16	09/02/16	324,493.00	1.05	279.86	324,589.42	321,547.53
FNMA NOTES											
DTD 02/28/2017 1.500% 02/28/2020	3135G0T29	335,000.00	AA+	Aaa	02/24/17	02/28/17	334,785.60	1.52	432.71	334,791.71	334,193.66
FHLB GLOBAL NOTE											
DTD 07/14/2016 1.125% 07/14/2021	3130A8Q55	740,000.00	AA+	Aaa	07/14/16	07/15/16	735,500.06	1.25	1,780.63	736,123.82	716,861.68
FNMA NOTES											
DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	90,000.00	AA+	Aaa	08/17/16	08/19/16	89,635.50	1.33	137.50	89,679.21	87,416.91
Security Type Sub-Total		5,400,000.00					5,389,849.66	1.18	10,720.46	5,391,940.84	5,347,716.25
Corporate Note											
BANK OF AMERICA BANK NOTES											
DTD 06/05/2015 1.750% 06/05/2018	06050TMC3	350,000.00	A+	A1	10/06/15	10/09/15	350,721.00	1.67	1,973.61	350,324.80	350,892.85
TOYOTA MOTOR CREDIT CORP											
DTD 02/19/2016 1.700% 02/19/2019	89236TCU7	625,000.00	AA-	Aa3	02/16/16	02/19/16	624,925.00	1.70	1,239.58	624,952.48	626,051.25
APPLE INC CORP NOTES											
DTD 02/23/2016 1.700% 02/22/2019	037833BO2	210,000.00	AA+	Aa1	02/16/16	02/23/16	209,964.30	1.71	376.83	209,977.28	210,831.60
GOLDMAN SACHS GRP INC CORP NT (CALLABLE)											
DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	45,000.00	BBB+	A3	04/20/16	04/25/16	44,874.90	2.10	390.00	44,913.00	44,916.89
GOLDMAN SACHS GRP INC CORP NT (CALLABLE)											
DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	300,000.00	BBB+	A3	04/21/16	04/26/16	299,808.00	2.02	2,600.00	299,866.45	299,445.90
CITIGROUP INC CORP NOTES											
DTD 06/09/2016 2.050% 06/07/2019	172967KS9	135,000.00	BBB+	Baa1	06/02/16	06/09/16	134,929.80	2.07	876.38	134,948.35	134,884.31
BURLINGTON NIRTH CORP											
DTD 09/24/2009 4.700% 10/01/2019	12189TBC7	150,000.00	A	A3	06/03/16	06/08/16	165,585.00	1.48	3,525.00	161,829.66	160,179.90
CITIGROUP INC											
DTD 01/10/2017 2.450% 01/10/2020	172967LF6	345,000.00	BBB+	Baa1	01/04/17	01/10/17	344,862.00	2.46	1,901.81	344,872.04	346,474.19

PFM Asset Management LLC

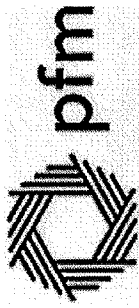


Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

PLUMAS COUNTY TREASURER'S POOL

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
MICROSOFT CORP DTD 02/06/2017 1.850% 02/06/2020	594918BV5	360,000.00	AAA	Aaa	01/30/17	02/06/17	359,758.80	1.87	1,017.50	359,770.80	361,116.72
APPLE INC BONDS DTD 02/09/2017 1.900% 02/07/2020	037833CK4	460,000.00	AA+	Aa1	02/02/17	02/09/17	459,774.60	1.92	1,262.44	459,785.16	461,339.06
AMERICAN EXPRESS CREDIT CORP NOTES DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	320,000.00	A-	A2	02/28/17	03/03/17	319,667.20	2.24	547.56	319,675.59	320,484.48
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 1.950% 03/04/2020	25468PDP8	110,000.00	A	A2	03/01/17	03/06/17	109,971.40	1.96	148.96	109,972.04	110,246.18
JP MORGAN CHASE & CO CORP NT (CALLABLE) DTD 06/23/2015 2.750% 06/23/2020	46625HLW8	500,000.00	A-	A3	04/01/16	04/04/16	512,345.00	2.13	3,743.06	509,488.84	506,521.00
WELLS FARGO & COMPANY NOTES DTD 07/22/2015 2.600% 07/22/2020	94974BGW6	550,000.00	A	A2	01/05/16	01/08/16	551,470.54	2.54	2,740.83	551,090.50	555,438.40
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	350,000.00	A	A1	03/04/16	03/07/16	356,489.00	2.11	1,066.04	354,988.42	354,699.45
AMERICAN HONDA FINANCE CB DTD 09/24/2015 2.450% 09/24/2020	02665WAZ4	700,000.00	A+	A1	02/01/17	02/03/17	704,200.00	2.28	333.47	704,030.75	706,712.30
BANK OF NEW YORK MELLON CORP NOTES DTD 05/02/2016 2.050% 05/03/2021	06406FAB9	350,000.00	A	A1	05/18/16	05/23/16	349,653.50	2.07	2,949.72	349,712.50	345,384.55
AMERICAN EXPRESS CREDIT CORP NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	200,000.00	A-	A2	05/25/16	05/31/16	199,536.00	2.30	1,825.00	199,612.21	198,210.40
BRANCH BANKING & TRUST CORP NOTE DTD 05/10/2016 2.050% 05/10/2021	05531FAV5	175,000.00	A-	A2	05/10/16	05/16/16	174,884.50	2.06	1,405.10	174,904.19	172,303.60
MORGAN STANLEY CORP NOTES DTD 07/28/2011 5.500% 07/28/2021	61747WAL3	625,000.00	BBB+	A3	03/27/17	03/29/17	694,475.00	2.76	6,015.63	694,391.08	693,095.00
JOHN DEERE CAPITAL CORP CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	235,000.00	A	A2	03/10/17	03/15/17	233,963.65	2.75	1,470.38	233,973.33	235,849.06
BANK OF NY MELLON CORP NOTES DTD 02/07/2017 2.600% 02/07/2022	06406RAA5	350,000.00	NR	A1e	02/07/17	02/10/17	350,161.00	2.59	1,365.00	350,156.82	350,157.15



Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

PLUMAS COUNTY TREASURER'S POOL

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total	7,445,000.00					7,552,020.19	2.18	38,773.90	7,543,236.29	7,545,234.24
Commercial Paper										
BNP PARIBAS NY BRANCH COMM PAPER DTD 02/06/2017 0.000% 11/03/2017	09659BY38	A-1	P-1	02/07/17	02/10/17	346,612.19	1.32	0.00	347,249.00	347,056.85
Security Type Sub-Total	350,000.00					346,612.19	1.32	0.00	347,249.00	347,056.85
Certificate of Deposit										
US BANK NA CINCINNATI (CALLABLE) CD DTD 09/11/2014 1.375% 09/11/2017	90333VPF1	AA-	Aa1	09/09/14	09/11/14	723,832.75	1.41	553.82	724,826.41	725,923.65
BANK OF NOVA SCOTIA HOUSTON YCD DTD 11/09/2015 1.560% 11/06/2017	06417GAS7	A+	Aa3	11/06/15	11/09/15	700,000.00	1.55	4,398.33	700,000.00	700,052.50
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 11/17/2015 1.480% 11/16/2017	83050FBG5	A-1	P-1	11/16/15	11/17/15	675,000.00	1.48	3,774.00	675,000.00	674,517.38
HSBC BANK USA NA FLOATING CERT DEPOS DTD 11/18/2015 1.632% 11/17/2017	40428AR41	A-1+	P-1	11/17/15	11/18/15	700,000.00	0.97	1,364.35	700,000.00	701,522.50
ROYAL BANK OF CANADA NY CD DTD 03/15/2016 1.700% 03/09/2018	78009NZZ2	AA-	Aa3	03/11/16	03/15/16	620,000.00	1.69	644.11	620,000.00	620,753.92
TORONTO DOMINION BANK NY CD DTD 03/14/2016 1.720% 03/14/2018	89113ESE2	AA-	Aa1	03/14/16	03/16/16	600,000.00	1.72	516.00	600,000.00	601,406.40
CANADIAN IMPERIAL BANK NY CD DTD 12/05/2016 1.760% 11/30/2018	13606ASZ7	A+	Aa3	12/01/16	12/05/16	699,454.00	1.78	4,004.00	699,542.12	703,873.80
NORDEA BANK FINLAND NY CD DTD 12/05/2016 1.760% 11/30/2018	65558LWA6	AA-	Aa3	12/01/16	12/05/16	700,000.00	1.74	4,004.00	700,000.00	703,873.80
SVENSKA HANDELSBANKEN NY LT CD DTD 01/12/2017 1.890% 01/10/2019	86958JH88	AA-	Aa2	01/10/17	01/12/17	525,000.00	1.91	2,177.44	525,000.00	523,560.98
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 02/09/2017 1.880% 02/07/2019	06427KRC3	A+	Aa3	02/08/17	02/09/17	695,000.00	1.90	1,851.02	695,000.00	699,801.06
Security Type Sub-Total	6,640,000.00					6,638,286.75	1.60	23,287.07	6,639,368.53	6,655,285.99

PFM Asset Management LLC



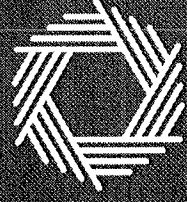
Managed Account Detail of Securities Held

For the Month Ending March 31, 2017

PLUMAS COUNTY TREASURER'S POOL

Security Type/Description Dated Date/ Coupon/Maturity	CUSIP	Par	Rating	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Managed Account Sub-Total		34,415,443.68						34,867,531.79	1.55	129,185.00	34,786,355.52	34,596,947.16
Securities Sub-Total		\$34,415,443.68						\$34,867,531.79	1.55%	\$129,185.00	\$34,786,355.52	\$34,596,947.16
Accrued Interest												\$129,185.00
Total Investments												\$34,726,132.16

Thank You



pfm



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

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283 -6260

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

7A2

DATE: April 21, 2017

TO: The Honorable Board of Supervisors

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

Roberta Allen, Plumas County Auditor-Controller

SUBJECT: Request from Feather River Resource and Conservation District (FRRCD) to remove District funds from the County Treasury Pool

Recommendation: Authorize the FRRCD to withdraw funds from the County Treasury and determine a mutually acceptable date of withdraw (G.C. 61053 (d))

Background and Discussion: The FRRCD has their funds held in the County Treasury within two cash accounts. The 10100 cash account is used for their general services and 10235 is the CalTrans Endowment fund. CalTrans funded the FRRCD for restoration projects in the County in exchange for CalTrans claiming other properties for CalTrans benefit. In return the funds were to accrue interest at a rate that combined would cover costs associated with the management of the mitigation site. Based on the low interest rates and yield, CalTrans has requested the District remove these funds to another financial institution that may provide a higher yield.

Government Code 27136 states that a district shall submit a withdrawal request to the County Treasurer who will evaluate the request to ensure this withdrawal will not adversely affect the interests of the entire treasury pool. On August 30, 2016, a request to withdraw was received accompanied by District Resolution 2016-01. The District has approximately \$450,000 in the Treasury and the County pool is approximately \$89,762,000. The determination was made that removing .5% of the pool would not have an adverse effect and the withdrawal approved by the County Treasurer.

Additionally, G.C. 61053 states guidelines for Districts to move their funds to an Alternative Depository. This section has been reviewed by the County Auditor and the District has provided evidence that the procedures are in place. The Auditor also has guidelines for removing funds that both the Treasurer and Auditor have approved and signed.

We respectfully request a date to transfer the funds to FRRCD's outside bank account. The District would prefer as soon as possible.

Thank you.

Removing Funds from the County Treasury


Memo of intent:

- Tell Auditor/Controller that District wishes to remove funds from County Treasury & that resolution will follow * MEMO/EMAIL DATED AUGUST 30, 2016
- State how funds should be transferred (if standard warrant-give address to mail warrant to. If electronic transfer-state that district agrees to the bank's charge/fee to transfer funds and give name of bank, account and routing number) * MEMO/RESOLUTION STATE TRANSFER TO PLUMAS BANK -X2149
- State that district is aware that they are responsible for all State reporting and for following all applicable code that governs special districts MEMO STATES PARA. 3
- State that District is aware that upon effective date the District assumes all responsibility for any outstanding expenditures (even if claim or request was submitted to Auditor prior to effective date). MEMO STATES PARA. 4
- State that District is aware of the auditing requirements pursuant to Government code 26909 & Plumas County resolution 98-6207.
G.C. 26909 AUDITS OF SPECIAL DISTRICTS/ RESOL. 98-6207 2 YR/5YR AUDITS FOR SPECIAL DISTRICTS

Resolution from Board of Director/Governing Body of the District:

- State that District wishes to remove funds from County Treasury MEMO - August 30, 2016
- Effective date 15 MONTHS FROM DATE OF RESOLUTION, G.C. 61053
- Name of appointed finance officer (treasurer) WILLO VIERRA
- Name designated depository (bank or savings & loan) PLUMAS BANK
- State that District is properly bonded RESOLUTION PARA. 6, CERTIFICATE ON FILE

Signature of approval by Auditor/Controller:

 4/24/17

Signature of approval by County Treasurer:

 4/21/17

Reason for not approving at this time: _____

Date funds will be available for electronic transfer: _____

I have reviewed the request of the Feather River Resource Conservation District to withdraw funds from the Plumas County Treasury. The request complies with Page 4 of the Plumas County Investment Policy with regard to depositing or withdrawing funds from the County Investment Pool. Per G.C. 27136 the request has been reviewed and it has been determined that the withdrawal of funds will not negatively effect the other pool participants. This was based on the dollar amount of approximately \$450,000 being 0.05% of the pooled treasury investment funds. The district has also complied with Government Code 61053 regarding alternative depository for special districts.

MEMO OF INTENT

Date: August 30, 2016

TO: Roberta Allen, Plumas County Auditor/Controller
Julie White, Plumas County Treasurer
Nancy DaForno, Clerk, Plumas County Board of Supervisors

FROM: Feather River Resource Conservation District

RE: Intent to Remove Funds from County Treasury

This Memo is to inform you that the Feather River Resource Conservation District wishes to remove 100% of its funds (Fund # 2058) from the Plumas County Treasury. A Resolution from the District's Board of Directors is attached.

Funds are to be transferred electronically to Plumas Bank account # _____. District agrees to pay bank's charge/fee to transfer funds.

District is aware that is responsible for all State reporting and for following all applicable code that governs special districts.

District is aware that upon effective date of transfer of funds to Plumas Bank, the District assumes all responsibility for any outstanding expenditures (even if claim or request was submitted to Auditor prior to effective date of transfer).

District is aware of the auditing requirements pursuant to Government Code 26909 and Plumas County resolution 98-6207.

The District's reason for removing its funds is because not enough revenue is being generated from the Caltrans Endowment to cover management expenses of the property with which the District holds the Easement.

Feather River Resource Conservation District

Resolution No. 2016-01

**A RESOLUTION FOR REMOVAL OF DISTRICT FUNDS FROM
PLUMAS COUNTY TREASURY**

WHEREAS, the Feather River Resource Conservation District "District" is a government agency organized under Division 9 of the Public Resource Code; and,

WHEREAS, California Government Code, Section 61053, provides that the District's Board of Directors, may, by resolution, establish an alternative depository other than the County Treasury for its funds; and

WHEREAS, the Board of Directors now desires to remove 100% of its funds from the Plumas County Treasury at the soonest possible date following receipt of this Resolution and electronically transfer them to the District's Plumas Bank checking account #111062149; and

WHEREAS, the Board of Directors has appointed a District Treasurer, David Arsenault, and will follow a system of accounting and auditing that shall completely and at all times show the District's financial condition; and

WHEREAS, the Board of Directors has designated the District President and Treasurer to be co-signers on all withdrawals and checks; and

WHEREAS, the Board of Directors is properly bonded and insured by SDRMA in the amount of \$1,000,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Feather River Resource Conservation District hereby requests the removal of 100% of its funds held by Plumas County Treasury Budget.

PASSED AND ADOPTED, by the Board of Directors of the Feather River Resource Conservation District, Plumas County, State of California, on June 17, 2016, by the following roll-call vote:

AYES:

**President Nils Lunder
V. President Russell Reid
Director David Arsenault
Director Michael Hanley**

NOES:

None

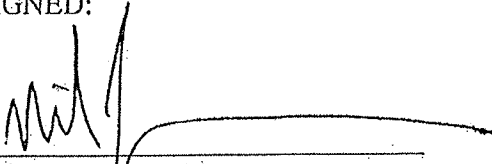
ABSENCE(S):

None

ABSTAIN(S):

None

SIGNED:



Nils Lunden, President



Terri Rust, Board Secretary



Board of Directors: ♦ Nils Lunder ♦ Willo Vieira ♦ Russell Reid ♦ Mike Hanley

Our mission is to advocate resource conservation through education and collaborative efforts with willing landowners and organizations that promote economic and ecological sustainability.

Financial Management Policy & Procedures (Approved March 24, 2017)

The Board of Directors (BOD) is responsible for authorizing all bank accounts and check signers. Financial reports (including bank reconciliations) will be presented to the BOD for review on a monthly basis, and an annual financial compilation, review, or audit, depending upon the size of the budget, will be conducted by a qualified outside accountant. Applicable financial and administrative guidelines relating to specific grant funding shall be followed. The accounting procedures used by the organization, or its designated entity, shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

Deposits:

Cash collection documentation totals will be compared and reconciled to bank deposit receipts on a regular basis. Bank deposit receipts will be compared and attached to the original bank deposit slips. Adequate physical controls will be maintained over cash receipts from the time of receipt to deposit in the bank. Contributions and grants received in bank account electronically via Electronic Funds Transfer (EFT) will be posted within 3 days of receipt. The Feather River Resource Conservation District will use numbered receipts for all deposits that are accepted (except for electronic transfers) and will reconcile receipts on a regular basis.

Receipts should be deposited to Plumas Bank account within 5 working days of receiving. A copy of the deposit record and a copy of the corresponding check or cash documentation for each item will be retained by Board Treasurer or Board Designee. At the end of each bank statement cycle, the Treasurer or other Board designee will reconcile the deposit register and deposit records to the bank statement

Checks

All non-recurring disbursements must be made by check. Recurring disbursements may be set up electronically with vendor via Electronic Funds Transfer with prior BOD approval. Supporting documentation must accompany checks when presented for signature. Original receipts (not copies) should be provided as back up documentation.

Only pre-numbered checks shall be used and always in sequence. Signing of blank checks is strictly prohibited. Checks must be made payable to specific payees based upon appropriate documentation; and never to "cash" or "bearer". Prior to preparing checks, receiving reports should be compared to vendor invoices for accuracy. Checks must be prepared from vendor invoices only and not from a vendor statement. Signature stamps may never be used to sign checks. Dual signatures are required for all checks. Access to blank checks will be limited to persons authorized to prepare checks. Blank check stock must be locked in a secure place when not in use. Any voided/spoiled checks must be marked "Void", and retained in a secure place until shredded. The Treasurer will inquire with the bank to ensure that they will provide copies of cancelled checks and will review payees on the check copies with payees in the check register when doing the bank reconciliation each month.

Bank Reconciliations

Bank accounts must be reconciled by the person responsible, as designated by the BOD, on a monthly basis and reviewed by the Treasurer. The Treasurer must receive the bank statements, including canceled checks, etc., unopened from the bank and all check numbers must be accounted for. Checks outstanding over 90 days must be periodically investigated, with payment stopped and an entry made restoring such items to cash if appropriate. The Board shall review bank statements and reconciliations periodically.

All grants and projects are invoiced each month to capture all billable time and expenses and ensure a regular cash flow for the organization.

Financial Statements

The Board-designated Accountant and Treasurer will work together to prepare financial statements. These statements will summarize all expenditures and receipts for the period covered and compare them to the approved budget. The full Board will review the most up-to-date financial statements available at each Board Meeting.

Annual Budget:

The BOD is responsible for approving an annual budget at a regularly scheduled Board meeting. The budget is to be approved by the (BOD) prior to the start of each fiscal year (July 1 – June 30). The budget is revised during the year only if approved by the (BOD).

Audits

Timing and frequency of audits will be mutually agreed upon by BOD and independent accounting firm.

Note:

Good internal control requires that there be adequate separation of duties between those that are responsible for the custody of cash, responsibility for accepting or spending cash, and also the reconciliation and reporting. However, small organizations often have too few staff members to accomplish adequate separation of duties. For this reason, the Board of the District must be diligent in reviewing bank account activity. The use of the outside accountant to compile the records and prepare financial statements also adds a layer of review that would help to reduce errors or misuse of funds.



Board of Directors: Nils Lunder ♦ David Arsenault ♦ Russell Reid ♦ Michael Hanley ♦ Willo Viera

**Board of Directors Regular Meeting
MINUTES**

November 17, 2016, Noon
Round Table Pizza, Safeway Shopping Center, Quincy, CA

Present: Nils Lunder, President
Michael Hanley, Director
David Arsenault, Director
Willo Viera, Plumas-Sierra Ag Dept
Phil Noia, Assoc Director

Dan Martynn, NRCS
Terri Rust, Project Manager

Absent: Russell Reid, V. President

A. Call Meeting to Order

Determination of a Quorum

After confirming a quorum, the meeting was called to order at 12:30 p.m. by President Lunder.

Acceptance of the Agenda

W. Viera made a motion accepting the Agenda as amended, D. Arsenault seconded the motion and the motion carried unanimously.

B. Public Comment/Introductions:

P. Noia shared information that he had learned at the September CA Forest Stewardship Program meeting held in Willits. There is \$1.8 million (minus \$600,000 encumbered) available to private nonindustrial forested land owners. Calfire is considering building a 3-bay firehouse in Plumas County as a location yet to be determined.

C. Approval of the Minutes

D. Arsenault made a motion to approve the regular meeting minutes of October 20, 2016; N. Lunder seconded and the motion carried unanimously.

D. Financial:

Plumas County Treasury-Fund 2058

T. Rust reported the balances in the Plumas County Treasury-Fund 2058 for accounting periods 17/4:

17/4:	
Cash:	\$ 47,725.64
CalTrans Endowment	\$410,623.80

Expenditures for October 2016

N. Lunder made a motion to approve the October expenditures in the amount of \$13,619.41; M. Hanley seconded the motion and the motion carried unanimously.

Transferring funds out of Plumas County Treasury

The Board reviewed, discussed and made corrections to a draft Financial Management Policy & Procedures document. The corrections will be made by T. Rust and sent to Board and Plumas County Treasurer and Auditor offices.

M. Hanley made a motion to approve the modified Financial Management Policy and Procedures document; D. Arsenault seconded the motion and the motion carried unanimously.

Appointment of new Treasurer

M. Hanley made a motion to approve the W. Viera as District Treasurer (replacing D. Arsenault whose term will be up in December); D. Arsenault seconded the motion and the motion carried unanimously.

E. Agency Reports:

NRCS

D. Martynn gave an update on CSP which has just opened up for sign-ups. He shared a potential opportunity for the District to work with a landowner in American Valley and the Quincy Community Services District to find a mutually agreeable solution that would result in saving the CSD a significant amount of money with their water diffuser in Spanish Creek. He also reported on progress of forage assessment sites in American Valley area.

Plumas-Sierra Ag Dept

W. Viera reported that crop reports are now available on-line. The November 9th Continuing Education Day at Plumas-Sierra Fairgrounds was attended by 28 people.

UC Extension

Upper level positions need to be filled before the position formerly held by Holly George will be flown.

F. Crescent Mills Site:

N. Lunder relayed a report from M. McCrary of Caltrans: They were on the site on November 9th and 10th doing riparian plant inventory and delivering weed free straw. They are planning to also come up in December. EPA is doing an assessment of the adjoining Cinderlite property in response to arsenic findings and Sierra Institute's interest in the property as a biomass facility.

G. New Business:

Transition of Terri Rust

Board continued discussion of how various duties were going to be handled as T. Rust transitions out of her roles as Board secretary and Project Manager.

N. Lunder will contact local accounting firms regarding the fiscal management of District funds.

Potential Projects & Funding Opportunities:

N. Lunder sees an opportunity for the District to become involved in the development of local Ag program in collaboration with Feather River College. The objective would be to connect

student interns with willing local ranches. He and R. Reid met recently; N. Lunder will be meeting with JP (Feather River College, Ranch Management program).

H. Old Business:

Recruitment of New Board Members

N. Lunder has reached out to a potential Director in Indian Valley.

I. IRWM-RWMG:

The IRWM Plan submitted by Plumas County for the Upper Feather River Watershed has been accepted by the Dept of Water Resources and is in compliance with Prop 1A; the only region in California to date.

J. Announcements/Flyers

- a. "Wolves, livestock and people," 9 a.m. – 4 p.m., Serpilio Hall, Plumas Sierra County Fairgrounds; November 18, 2016
- b. IRWM Steering Committee meeting, November 18, 2016, 1 pm Plumas County Planning Dept.

Adjourn/Next Meeting (December 15, 2016)

M. Hanley made a motion to adjourn the meeting; N. Lunder seconded the motion and the motion carried unanimously.

APPROVED:

Nils Lunder, President

Terri M. Rust, Board Secretary

PLUMAS COUNTY AUDITOR / CONTROLLER

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



Date: May 2, 2017

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller 

Subject: Authorize the Auditor/Controller to transfer \$77,959.53 from Fund 0001 /Department 20426 Building to new Fund 0001V /Department 20447 Abandoned Vehicle Abatement Fund.

Approve Supplemental Budget of \$25,000 in Fund 0001V, Account 521911 Vehicle Abatement – Professional Services to facilitate payment of estimated expenditures.

Recommendation:

Authorize the Auditor/Controller to transfer \$77,959.53 from Fund 0001 /Department 20426 Building to new Fund 0001V /Department 20447 Abandoned Vehicle Abatement Fund, and approve Supplemental Budget of \$25,000 in Fund 0001V, Account 521911 Vehicle Abatement – Professional Services to facilitate payment of estimated expenditures.


Analysis:

In May 2006 the Board of Supervisors adopted a Resolution to establish a Service Authority for the Abatement of Abandoned Vehicles pursuant to California Vehicle Code Section 9250.7 and 22710, and a Joint Powers Agreement with the City of Portola defining the terms under which the Service Authority would be established and function. The City of Portola adopted a companion Resolution and the same Joint Powers Agreement. An Abandoned Vehicle Abatement Service Authority was formed, per Plumas County Resolution 2006-7282, with members of both participating agencies serving as the Service Authority for abandoned vehicle abatement in the Plumas County. The Service Authority is funded by \$1 and \$2 vehicle registration fees as provided in Section 9250.7 and as approved by the Board of Supervisors and the City of Portola. The fee will remain in effect for ten years from the inception date unless extended. The fees are distributed quarterly by the State of California, and then distributed by the County Auditor to the County and City based on a formula approved by the Service Authority, the Board of Supervisors, and the City of Portola.

The independent auditors recommended that the Abandoned Vehicle Abatement Funds be accounted for separately from the General Fund. This proposed action would move the Abandoned Vehicle Abatement Funds into new Fund, 0001V and Department 20447 Abandoned Vehicle Abatement Fund.

The Supplemental Budget request is to appropriate \$25,000 of the \$77,959.53 proposed transfer to Fund 0001V and increase the budget in account #521911 Vehicle Abatement – Professional Services to facilitate the payment of estimated expenditures related to abandoned vehicle abatement activities.

PLUMAS COUNTY JOURNAL ENTRY

	Fund	Dept	Account	Debit	Credit	Description		
Cash	10100							
	10100		10100	\$ 8,386.69		Move Curr year Veh Ab. rev from 20426		
			44671		\$ 8,386.69	Move Curr year Veh Ab. rev from 20426		
	10100	20447	10100		\$ 8,386.69	Move Curr year Veh Ab. Rev to 20447		
		20426	44671	\$ 8,386.69		Move Curr year Veh Ab. Rev to 20447		
	10100		10100	\$ 69,572.84		Move prior year Veh Ab. rev. from 20426		
			3000		\$ 69,572.84	Move prior year Veh Ab. rev. from 20426		
	10100		10100		\$ 69,572.84	Move prior year Veh Ab. rev. to 20447		
			3000	\$ 69,572.84		Move prior year Veh Ab. rev. to 20447		
				Total:	\$ 155,919.06	\$ 155,919.06		
	Prepared By	Date	Reviewed	Period	Year	Input Date	Input By	JE #
RMA	04/07/17		10	17	04/07/17			Move Aband. Veh. Abatement from 0001 / 20426 Building to New Fund 0001V / 20447 Aband Veh Abatement Fund

**CASH BALANCES
REVENUE LESS EXPENSES**

	County	General Fund Admin. Fee	City	Amount to be Reported to State Total State Revenue Total Expenses	# of Vehicles County	# of Vehicles City
2007/08						
Beginning Balance	0.00		0.00			
1st, 2nd, & 3rd. Qtr.	10,043.11	2,537.25	528.58		34	0
4th Qtr.	5,457.48	845.75	1,238.81		11	4
Total State Revenue	15,500.59	3,383.00	1,767.39	20,650.98		
Revenue + Beg. Balance	15,500.59		1,767.39			
Cont. from General Fund	4,692.84					
Service Authority Expenses	15,500.59	3,383.00	418.56	19,302.15		
County / City Expenses	4,692.84					
Ending Balance	0.00	0.00	1,348.83	1,348.83		
2008/09						
Beginning Balance	0.00		1,348.83	1,348.83		
1st Qtr.	3,824.76	993.72	2,497.16		8	18
2nd Qtr.	2,928.13	993.72	2,908.01		3	28
3rd. Qtr.	2,510.99	993.72	3,068.99		0	11
4th Qtr.	5,416.64	993.72	1,572.57		11	6
Total State Revenue	14,680.52	3,974.88	10,046.73	28,702.13		
Revenue + Beg. Balance	14,680.52		11,395.56			
Cont. from General Fund			3,589.80			
Service Authority Expenses	10,200.12	3,974.88	11,395.56			
Carryover expenses	4,480.40			30,050.96		
County / City Expenses			3,589.80			
Ending Balance	0.00	0.00	0.00	0.00		
2009/10						
Beginning Balance	0.00		0.00	0.00		
1st Qtr.	4,372.76	759.35	2,153.75		14	18
2nd Qtr.	4,219.20	759.35	1,444.15		20	14
3rd. Qtr.	2,751.13	759.35	3,362.49		0	5
4th Qtr.	2,944.94	759.35	3,599.37		0	5
Total State Revenue	14,288.03	3,037.40	10,559.76	27,885.19		
Revenue + Beg. Balance	14,288.03		10,559.76			
Cont. from General Fund	8,683.65					
Service Authority Expenses	14,288.03	3,037.40	6,532.68			
Carryover expenses			3,589.80	27,447.91		
County / City Expenses	8,683.65		0.00			
Ending Balance	0.00	0.00	437.28	437.28		
2010/11						
Beginning Balance	0.00		437.28	437.28		
1st Qtr.	3,078.51	696.47	3,762.63		0	11
2nd Qtr.	3,975.48	696.46	1,703.78		2	2
3rd. Qtr.	3,041.50	696.47	2,893.14		1	7
4th Qtr.	4,508.79	696.46	733.99		9	2
Total State Revenue	14,604.28	2,785.86	9,093.54	26,483.68		
Revenue + Beg. Balance	14,604.28		9,530.82			
Service Authority Expenses	2,629.19	2,785.86	3,517.39			
Carryover expenses	8,896.09			17,828.53		
Ending Balance	3,079.00	0.00	6,013.43	9,092.43		
2011/12						
Beginning Balance	3,079.00		6,013.43	9,092.43		
1st Qtr.	5,824.98	1,045.60	1,595.38		2	1
2nd Qtr.	2,354.21	1,045.60	2,877.36		0	6
3rd. Qtr.	2,559.33	1,045.60	3,128.06		0	1
4th Qtr.	4,316.43	1,045.61	1,849.90		1	1
Total State Revenue	15,054.95	4,182.41	9,450.70	28,688.06		
Revenue + Beg. Balance	18,133.95		15,464.13			
Service Authority Expenses	888.85	4,182.41	950.31	6,021.57		
Ending Balance	17,245.10	0.00	14,513.82	31,758.92		

	County	General Fund Admin. Fee	City	Total State Revenue Total Expenses	# of Vehicles County	# of Vehicles City
2012/13						
Beginning Balance	17,245.10		14,513.82	31,758.92		
1st Qtr.	2,999.11	213.19	3,665.57		0	5
2nd Qtr.	2,672.88	213.19	3,266.86		0	5
3rd. Qtr.	5,486.37	213.19	1,163.77		0	0
4th Qtr.	3,142.33	213.18	3,840.63		0	5
Total State Revenue	14,300.69	852.75	11,936.83	27,090.27		
Revenue + Beg. Balance	31,545.79		26,450.65			
Service Authority Expenses	0.00	852.75	1,586.45	2,439.20		
Ending Balance	31,545.79	0.00	24,864.20	56,409.99		

2013/14						
Beginning Balance	31,545.79		24,864.20	56,409.99		
1st Qtr.	3,030.87	366.51	3,704.39		0	1
2nd Qtr.	2,572.53	366.51	3,144.21		0	2
3rd. Qtr.	5,414.84	366.51	1,148.60		0	0
4th Qtr.	4,063.47	366.50	2,765.89		2	5
Total State Revenue	15,081.71	1,466.03	10,763.09	27,310.83		
Revenue + Beg. Balance	46,627.50		35,627.29			
Service Authority Expenses	316.36	1,466.03	848.88	2,631.27		
Ending Balance	46,311.14	0.00	34,778.41	81,089.55		

2014/15						
Beginning Balance	46,311.14		34,778.41	81,089.55		
1st Qtr.	2,985.58	314.90	3,649.05		0	7
2nd Qtr.	2,548.77	314.90	3,115.16		0	3
3rd. Qtr.	3,058.11	314.89	3,737.69		0	3
4th Qtr.	5,671.97	314.89	1,203.15		0	0
Total State Revenue	14,264.43	1,259.58	11,705.05	27,229.06		
Revenue + Beg. Balance	60,575.57		46,483.46			
Service Authority Expenses	0.00	1,259.58	1,379.43	2,639.01		
Ending Balance	60,575.57	0.00	45,104.03	105,679.60		

2015/16						
Beginning Balance	60,575.57		45,104.03	105,679.60		
1st Qtr.	5,012.92	903.12	1,063.35		0	0
2nd Qtr.	4,301.50	903.12	912.44		0	0
3rd. Qtr.	4,645.34	903.12	985.37		0	0
4th Qtr.	3,029.51	903.11	3,702.74		0	0
Total State Revenue	16,989.27	3,612.47	6,663.90	27,265.64		
Revenue + Beg. Balance	77,564.84		51,767.93			
Service Authority Expenses	0.00	3,612.47	100.00	3,712.47		
Ending Balance	77,564.84	0.00	51,667.93	129,232.77		

2016/17						
Beginning Balance	77,564.84		51,667.93	129,232.77		
1st Qtr.	4,669.84	2,392.68	378.64		18	1
2nd Qtr.	3,716.85	2,392.68	195.62		5	0
3rd. Qtr.	0.00		0.00			
4th Qtr.	0.00		0.00			
Total State Revenue	8,386.69	4,785.36	574.26	13,746.31		
Revenue + Beg. Balance	85,951.53		52,242.19			
Service Authority Expenses	7,992.00	4,785.36	1,100.00	13,877.36		
Ending Balance	77,959.53	0.00	51,142.19	129,101.72		

FINAL BALANCE 77,959.53 0.00 51,142.19 129,101.72 Total Unspent by County & City

	County/ AVA Fund	General Fund Admin.	City
Total Expenses \$	65,191.63	\$ 29,339.74	\$ 31,419.06
Total Revenue \$	143,151.16	\$ 29,339.74	\$ 82,561.25
Cash Balance Remaining \$	77,959.53	\$ -	\$ 51,142.19

New Fund

City received over life program.

AVA FUND DISTRIBUTIONS
ACTUAL VS. WHAT SHOULD HAVE BEEN DISTRIBUTED

Positive = Too much
Nevative = Too little

Positive = Too much
Nevative = Too little

	County/ AVA Fund ACTUAL	County/ AVA Fund Should Have	Difference (Actual less Should Have)	City ACTUAL	City Should Have	Difference (Actual less Should Have)
2007/08						
1st, 2nd, 3rd Qtr.	12,486.27	10,043.11		622.67	528.58	
4th Qtr.	6,897.20	5,457.48		644.84	1,238.81	
Total Revenue	\$ 19,383.47	\$ 15,500.59	\$ 3,882.88	\$ 1,267.51	\$ 1,767.39	(\$499.88)
2008/09						
1st Qtr.	5,647.67	3,824.76		1,667.97	2,497.16	
2nd Qtr.	3,596.86	2,928.13		3,232.99	2,908.01	
3rd. Qtr.	3,138.94	2,510.99		3,434.76	3,068.99	
4th Qtr.	6,352.42	5,416.64		1,630.51	1,572.57	
Total Revenue	\$ 18,735.89	\$ 14,680.52	\$ 4,055.37	\$ 9,966.23	\$ 10,046.73	(\$80.50)
2009/10						
1st Qtr.	4,932.53	4,372.76		2,353.33	2,153.75	
2nd Qtr.	4,866.80	4,219.20		1,555.90	1,444.15	
3rd. Qtr.	3,281.84	2,751.13		3,591.13	3,362.49	
4th Qtr.	3,487.50	2,944.94		3,816.16	3,599.37	
Total Revenue	\$ 16,568.67	\$ 14,288.03	\$ 2,280.64	\$ 11,316.52	\$ 10,559.76	\$ 756.76
2010/11						
1st Qtr.	3,599.21	3,078.51		3,938.40	3,762.63	
2nd Qtr.	4,558.64	3,975.48		1,817.08	1,703.78	
3rd. Qtr.	3,560.08	3,041.50		3,071.03	2,893.14	
4th Qtr.	5,143.96	4,508.79		795.00	733.99	
Total Revenue	\$ 16,861.89	\$ 14,604.28	\$ 2,257.61	\$ 9,621.51	\$ 9,093.54	\$ 527.97
2011/12						
1st Qtr.	6,736.79	5,824.98		1,729.17	1,595.38	
2nd Qtr.	2,997.35	2,354.21		3,279.82	2,877.36	
3rd. Qtr.	3,215.00	2,559.33		3,517.99	3,128.06	
4th Qtr.	5,156.54	4,316.43		2,055.40	1,849.90	
Total Revenue	\$ 18,105.68	\$ 15,054.95	\$ 3,050.73	\$ 10,582.38	\$ 9,450.70	\$ 1,131.68
2012/13						
1st Qtr.	3,284.18	2,999.11		3,593.69	3,665.57	
2nd Qtr.	2,938.02	2,672.88		3,214.91	3,266.86	
3rd. Qtr.	4,907.28	5,486.37		1,956.05	1,163.77	
4th Qtr.	3,423.17	3,142.33		3,772.97	3,840.63	
Total Revenues	\$ 14,552.65	\$ 14,300.69	\$ 251.96	\$ 12,537.62	\$ 11,936.83	\$ 600.79
2013/14						
1st Qtr.	3,391.10	3,030.87		3,710.67	3,704.39	
2nd Qtr.	2,904.75	2,572.53		3,178.50	3,144.21	
3rd. Qtr.	4,954.91	5,414.84		1,975.04	1,148.60	
4th Qtr.	5,132.05	4,063.47		2,063.81	2,765.89	
Total Revenues	\$ 15,678.01	\$ 15,081.71	\$ 596.30	\$ 11,632.82	\$ 10,763.09	\$ 869.73
2014/15						
1st Qtr.	3,318.40	2,985.58		3,631.13	3,649.05	
2nd Qtr.	2,854.89	2,548.77		3,123.94	3,115.16	
3rd. Qtr.	3,395.35	3,058.11		3,715.34	3,737.69	
4th Qtr.	5,127.88	5,671.97		2,062.13	1,203.15	
Total Revenues	\$ 14,709.50	\$ 14,264.43	\$ 445.07	\$ 12,519.56	\$ 11,705.05	\$ 814.51
2015/16						
1st Qtr.	4,990.26	5,012.92		1,989.13	1,063.35	
2nd Qtr.	0.00	4,301.50		0.00	912.44	
3rd. Qtr.	0.00	4,645.34		0.00	985.37	
4th Qtr.	0.00	3,029.51		0.00	3,702.74	
Total Revenues	\$ 19,494.93	\$ 16,989.27	\$ 2,505.66	\$ 7,770.71	\$ 6,663.90	\$ 1,106.81
2016/17						
1st Qtr.	0.00	4,669.84		0.00	378.64	
2nd Qtr.	0.00	3,716.85		0.00	195.62	
3rd. Qtr.	0.00	0.00		0.00	0.00	
4th Qtr.	0.00	0.00		0.00	0.00	
Total Revenues	\$ -	\$ 8,386.69	(\$8,386.69)	\$ -	\$ 574.26	(\$574.26)
Balance	154,090.69	143,151.16	10,939.53	87,214.86	82,561.25	4,653.61

Note: These are only County AVA funds. They do no include admin. funds.

Amount Overpaid to the City
Needs to be reimbursed to the
County

*Portola will
pay to County
Post to GF
(20020)*

AVA FUND BALANCE

QUARTER	F/Y	STATE REVENUE	COUNTY EXPENSES	ADMIN. EXPENSES	CITY EXPENSES	TOTAL EXPENSES	AVA FUND BALANCE
2007/08							
Quarter 1	11/30/07	\$ 356.06	\$ 20,193.43	\$ 3,383.00	\$ 418.56		
Quarter 2	2/15/08	\$ 6,141.79					
Quarter 3	5/30/08	\$ 6,611.09					
Quarter 4	8/21/08	\$ 7,542.04					
Totals		\$ 20,650.98	\$ 20,193.43	\$ 3,383.00	\$ 418.56	\$ 23,994.99	(\$3,344.01)
2008/09							
<i>Carryover from previous year</i>		<i>(\$3,344.01)</i>					
Quarter 1	11/25/08	\$ 7,315.64	\$ 10,200.12	\$ 3,974.88	\$ 14,985.36		
Quarter 2	2/23/09	\$ 6,829.86					
Quarter 3	5/12/09	\$ 6,573.70					
Quarter 4	8/27/09	\$ 7,982.93					
Totals		\$ 25,358.12	\$ 10,200.12	\$ 3,974.88	\$ 14,985.36	\$ 29,160.36	(\$3,802.24)
2009/10							
<i>Carryover from previous year</i>		<i>(\$3,802.24)</i>					
Quarter 1	11/17/09	\$ 7,285.86	\$ 22,971.68	\$ 3,037.40	\$ 6,532.68		
Quarter 2	2/10/10	\$ 6,422.70					
Quarter 3	5/14/10	\$ 6,872.97					
Quarter 4	8/19/10	\$ 7,303.66					
Totals		\$ 24,082.95	\$ 22,971.68	\$ 3,037.40	\$ 6,532.68	\$ 32,541.76	(\$8,458.81)
2010/11							
<i>Carryover from previous year</i>		<i>(\$8,458.81)</i>					
Quarter 1	11/19/10	\$ 7,537.61	\$ 2,629.19	\$ 2,785.86	\$ 3,517.39		
Quarter 2	2/7/11	\$ 6,375.72					
Quarter 3	5/12/11	\$ 6,631.11					
Quarter 4	8/23/11	\$ 5,939.24					
Totals		\$ 18,024.87	\$ 2,629.19	\$ 2,785.86	\$ 3,517.39	\$ 8,932.44	\$9,092.43
2011/12							
<i>Carryover from previous year</i>		<i>\$9,092.43</i>					
Quarter 1	11/23/11	\$ 8,465.96	\$ 888.85	\$ 4,182.41	\$ 950.31		
Quarter 2	2/23/12	\$ 6,277.17					
Quarter 3	5/21/12	\$ 6,732.99					
Quarter 4	9/26/12	\$ 7,211.94					
Totals		\$37,780.49	\$ 888.85	\$ 4,182.41	\$ 950.31	\$ 6,021.57	\$31,758.92
2012/13							
<i>Carryover from previous year</i>		<i>\$31,758.92</i>					
Quarter 1	11/27/12	\$ 6,877.87	\$ -	\$ 852.75	\$ 1,586.45		
Quarter 2	2/21/13	\$ 6,152.93					
Quarter 3	5/28/13	\$ 6,863.33					
Quarter 4	8/26/13	\$ 7,196.14					
Totals		\$58,849.19	\$ -	\$ 852.75	\$ 1,586.45	\$ 2,439.20	\$56,409.99
2013/14							
<i>Carryover from previous year</i>		<i>\$56,409.99</i>					
Quarter 1	11/27/13	\$ 7,101.77	\$ 316.36	\$ 1,466.03	\$ 848.88		
Quarter 2	2/21/14	\$ 6,083.25					
Quarter 3	5/19/14	\$ 6,929.95					
Quarter 4	8/29/14	\$ 7,195.86					
Totals		\$83,720.82	\$ 316.36	\$ 1,466.03	\$ 848.88	\$ 2,631.27	\$81,089.55
2014/15							
<i>Carryover from previous year</i>		<i>\$81,089.55</i>					
Quarter 1	12/2/14	\$ 6,949.53	\$ -	\$ 1,259.58	\$ 1,379.43		
Quarter 2	2/25/15	\$ 5,978.83					
Quarter 3	5/26/15	\$ 7,110.69					
Quarter 4	9/21/15	\$ 7,190.01					
Totals		\$108,318.61	\$ -	\$ 1,259.58	\$ 1,379.43	\$ 2,639.01	\$105,679.60
2015/16							
<i>Carryover from previous year</i>		<i>\$105,679.60</i>					
Quarter 1	12/1/15	\$ 6,979.39	\$ -	\$ 3,612.47	\$ 100.00		
Quarter 2	3/4/16	\$ 6,117.06					
Quarter 3	6/6/16	\$ 6,533.83					
Quarter 4	9/14/16	\$ 7,635.36					
Totals		\$132,945.24	\$ -	\$ 3,612.47	\$ 100.00	\$ 3,712.47	\$129,232.77
2016/17							
<i>Carryover from previous year</i>		<i>\$129,232.77</i>					
Quarter 1	11/28/16	\$ 7,441.16	\$ 7,992.00	\$ 4,785.36	\$ 1,100.00		
Quarter 2	3/9/2017	\$ 6,305.15					
Quarter 3							
Quarter 4							
Totals		\$142,979.08	\$ 7,992.00	\$ 4,785.36	\$ 1,100.00	\$ 13,877.36	\$129,101.72
		\$ -	\$ -				\$ -
Grand Totals		\$ 255,052.15	\$ 65,191.63	\$ 29,339.74	\$ 31,419.06	\$	\$ 129,101.72

Fund Balance

\$ 129,101.72

Amount received by State & not spent.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Abandoned Vehicle Abatement Fund Dept. No: 20447 Date 5/2/2017

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
0001V	20447	44671	State - Vehicle Abatement	8,386.69
0001V	20447		Fund Balance (PPA)	16,613.31
Total (must equal transfer to total)				25,000.00

☐ **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
0001V	20447	521911	Vehicle Abatement - Prof. Services	24,000.00
0001V	20447	521800	Office Expense	1,000.00
Total (must equal transfer to total)				25,000.00

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Cash moved from Fund 0001 to Fund 0001V = \$77,959.53, estimated expenditures in Fund 0001V = \$25,000

B) Cash transferred to new fund

C) Expenditures will be paid from new Fund 0001V

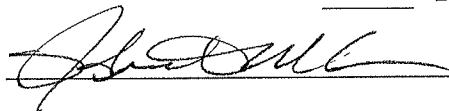
D) Transfer

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 _____

INSTRUCTIONS:

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

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

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

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

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

MID-YEAR BUDGET REPORT
DEPARTMENT DETAIL

DATE: 04/20/2017 TIME: 19:36

UN: 2 PUBLIC PROTECTION
ACTIVITY: 20 PROTECTION INSPECTION

FUND: 0001V ABAND VEH ABATEMT FUND
DEPARTMENT: 20447 ABANDND VEHICLE ABATEMENT

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
ACCOUNT		2014-15 ACTUAL	2015-16 ACTUAL	2016-17 APPROVED	2016-17 AMENDMENTS	2016-17 AMENDED	PERIOD 10 ACTUAL	PERIOD 10 % USED	REMAINING BALANCE
44 STATE & FEDERAL AID									
44671 STATE- VEH ABATE				0		0	JE 0 77,959.53		0
44 STATE & FEDERAL AID				0		0	0		0
46 OTHER REVENUE									
46251 REIMBURSEMENTS/REFUNDS				0		0	0		0
46 OTHER REVENUE				0		0	0		0
48 TRANSFER									
48000 TRANSFER				0		0	0		0
48 TRANSFER				0		0	0		0
20447 REVENUES				0		0	0		0
52 SERVICES & SUPPLIES									
520210 POSTAGE/SHIP, MAIL COST				0		0	0	1,000	0
521800 OFFICE									
521911 VEH ABATE-PROF SVC				0		0	0	24,000	0
527400 TRAVEL- IN COUNTY				0		0	0		0
527500 TRAVEL- OUT OF COUNTY				0		0	0		0
52 SERVICES & SUPPLIES				0		0	0		0
20447 EXPENDITURES				0		0	0		0
*20447 ABANDND VEHICLE ABATEMENT									*
EXPENDITURES				0		0	0		0
LESS REVENUES				0		0	0		0
PRIOR YEAR FUND BALANCE				0		0	0		0

> Supp BT

Need Supp BT for 521911



GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR


Office of the Sheriff

Office of Emergency Services

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

2c1

Memorandum

DATE: April 24, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of May 2, 2017

It is recommended that the Board:

Authorize Sheriff to purchase four new vehicles as approved in FY 16/17 budget. Authorize Auditor to pay for two vehicles already received on 04/13/17.

Background and Discussion:

The Sheriff's FY 16/17 budget included the funds to purchase of four new vehicles in the Sheriff's Grant Fund. The vehicles are not being purchased out of the County General Fund.

Please authorize the Sheriff to purchase the four new vehicles as requested in the FY 16/17 adopted budget and authorize the Auditor to pay the invoices dated 04/13/17 for vehicles already received.



GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR


Office of the Sheriff

Office of Emergency Services

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

7C2

Memorandum

DATE: April 26, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of May 2, 2017

It is recommended that the Board:

Authorize Sheriff to purchase a tow vehicle for Boating Safety & Enforcement as approved in FY 16/17 budget.
Authorize Auditor to pay for vehicle with cost not to exceed \$28,500.

Background and Discussion:

The Boating Safety & Enforcement FY 16/17 budget included the funds to purchase of a tow vehicle. The vehicle is not being purchased out of the County General Fund.

Please authorize the Sheriff to purchase the tow vehicle as requested in the FY 16/17 adopted budget and authorize the Auditor to pay the invoice not to exceed \$28,500.



GREGORY J. HAGWOOD
SHERIFF/CORONER


Office of the Sheriff

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

1c3

DATE: April 24, 2017

TO: Honorable Board of Supervisors

FROM: Sheriff Gregory Hagwood 

RE: Agenda Item for the meeting of May 9, 2017

Recommended Action:

Review and authorize the Sheriff to sign a contract with GE2G for work on environmental compliance documents in regards to communication site development.

Background and Discussion:

The Sheriff's Office has previously contracted with GE2G for Environmental Consulting Services for our Radio Hill tower project. They worked, on the County's behalf, dealing with numerous federal and state entities as well as Indian tribes and developed an environmental document that each entity accepted, allowing the project to move forward.

GE2G's work was completed a little ahead of schedule and under budget.

The Sheriff's Office desires to retain GE2G again for the necessary environmental work needed on other communication projects similar to Radio Hill. Dyer Mountain, which is the next project to be developed, is becoming time sensitive and we need to start taking the environmental work we have already completed and use a consultant to develop the same into a NEPA document to move the project forward.

This contract has been before County Counsel and has already went through one significant modification that addressed many concerns. Unfortunately Counsel has some additional items he would like changed or clarified. While it is possible that the vendor could be convinced to change some of the language,



April 13, 2017

Plumas County Sheriff's Office
Mr. Mike Grant
1400 E Main Street
Quincy, Plumas County, California 95971

**Re: Environmental Compliance Contract
Two Year Duration from the Contract Execution Date
Various Locations throughout Plumas County, California**

Contract Reference # G041317A (This revised Contract quote is valid for 120-days)

Dear Mr. Grant,

Geist Engineering and Environmental Group, Inc. (GE²G), appreciates the opportunity to submit this compliance agreement to provide Plumas County with State and Federal Environmental Consulting Services (Contract). The purpose of this Contract is to have a pre-approved financial allotment that will last for two years from the Contract execution date. Once location specific documents are received GE²G will prepare a quote with the environmental compliance needed to allow each location to receive the required approvals. As each project specific GE²G quote is approved the approved funds will be deducted from the Contract preapproved amount. The Contract will allow GE²G move ahead only if the individual quote for each location is approved. If funds are not fully utilized within the two year period the County and GE²G may agree to an extension, end the contract, or if needed approve additional funds with an addendum as needed.

Plumas County Various Facility Compliance Options	
List of Potentmmntial Scope Description Servcies(Title Description in Bold)	
NEPA for a Replacement Tower	(NEPA Checklist -Section 106 Review Form 621)
NEPA for a New Tower	(NEPA Checklist -Section 106 Review Form 620)
Historical Architectural Review	(building or structural assessment as needed)
Archaeological Review	(File Reviews, Site Walks, Shovel Tests)
Avian Survey	(Nest Survey, Avian Monitoring)
Surveyor	(1A, 2C Survey, other specific Survey request)
Biological Survey	(File Reviews, Initial Study, Biologist Site Walk, Species specific Study)
Wetland Study	(Initial Study, Site Walk, Consultation with the Army Corp)
Phase I ESA	(Environmental Due Diligence Review)
Phase II	(Soil, Groundwater, Lead Paint, Asbestos, & Operations and Maintenance Plans)
Consultation with State of Federal Agencies	(specific approvals or communication)
Radio Frequency (RF) analysis	
FAA Reporting	(applications and permits)
Electromagnetic interference (EMI)	(analysis)
Radio Frequency – Electromagnetic Energy (RF-EME)	(safety analysis)
Unmanned Aircraft System (UAS)	(aerial drone operation with licensed FAA drones)
Noise Analysis (Noise study)	

(This table list options which may or may not be required. The above list is abbreviated as we can complete additional compliance tasks as needed.)

Total Approval Cost of Contract for Services (Not to Exceed- and funds approved per site location with task specific quotes

Standard Timeline Scope (One Hundred Thousand Dollars)

= \$ 100,000.00



GE²G looks forward to the opportunity to work with the County of Plumas on this two year Contract. GE²G is prepared to commence work upon receipt of this authorization and the Required Project Data. Please note that all pages of this contract must be initialed/ signed and returned with the signed authorization prior to the start of work on this project. Alternatively, Plumas County may issue a Purchase Order. (Receipt of a Purchase Order (PO) or this signed contract will confirm the receipt of this 4 page work scope and Standard Terms and Conditions.)

In the event that an adverse compliance condition is discovered during completion of the above activities, GE²G will promptly report our findings to Plumas County or GE²G will issue a change order for the pertinent task items as warranted. If you have any inquiries or questions, please contact me at (510) 238-8851.

(Signed Contract or PO direct delivery sgeist@geistenvironmental.com or 510-238-8644)

Sincerely,
GE²G,

Authorization and acceptance of terms:
Plumas County Representative


Mr. Stephen Geist
GE²G President

Signature

Date

Name

Title

Attachments:

Standard Terms & Conditions for Third Party Compliance Services Revised April 13, 2017



GE²G STANDARD TERMS AND CONDITIONS FOR THIRD PARTY COMPLIANCE SERVICES

The Client and Geist Engineering and Environmental Group, Inc. (herein, GE²G or Contractor)) hereby agree as follows:

1. **CONTRACT-** The Contract is signed and dated by GE²G and the Client including these Standard Terms and Conditions for Third Party Compliance Services which are appended and incorporated by reference. The Client is defined as the entity that signs the Proposal or Contract.
2. **COMPENSATION FOR SERVICES AND PAYMENT TERMS-** The Client agrees to pay in accordance with payment terms provided in the Contract.
Invoices will be submitted upon submittal of the final report described in the Proposal. Invoices are due and payable within 30-days. If payments are not made as agreed, the Client agrees to pay reasonable collection costs and a handling charge of one and one-half percent (1 1/2%) per month.
3. **RIGHT OF ENTRY-** The Client agrees to furnish GE²G with the right-of-entry on the land and into any structures, if the site is not owned by the Client, that permission has been granted to make site reconnaissance and observations pursuant to the scope of services in the Contract.
4. **DOCUMENTS-** All reports, drawings, field data and notes, laboratory test data, calculations, estimates, and other documents that GE²G prepares as instruments of service as part of this Agreement shall remain the County of Plumas property for which GE²G may use as needed on future projects. The Client agrees that GE²G 's services are on behalf of and for the exclusive use of the Client and that all reports and other documents furnished to the Client or its agents shall be utilized solely for this project(s). The Client will indemnify GE²G for errors or omissions with information or documents that are used in the final end product. That indemnification also covers potential third parties. GE²G will retain pertinent records relating to the services performed for a period of three (3) years following submission of our report or other documents.
5. **STANDARD OF CARE-** GE²G 's services will be performed in accordance with generally accepted practices of the engineers and/or scientists providing similar services at the same time, in the same locale, and under like circumstances. The Consultant makes no other representations or warranties, whether express or implied, with respect to the services rendered hereunder.
6. **INSURANCE-** GE²G is protected by Worker's Compensation Insurance and General Commercial Liability Insurance. GE²G will furnish certification upon written request. The Client agrees that GE²G will not be liable or responsible to the Client for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with a minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
7. **PROFESSIONAL LIABILITY-** In recognition of the limited fees associated with this Contract, the Client agrees to limit GE²G's professional liability to an amount of \$25,000 per location or a combined accrued amount of \$100,000 for all sites under this contract. Client agrees that to the fullest extent permitted by law, GE²G shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether



caused by GE²G's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause of causes whatsoever.

8. PUBLIC RESPONSIBILITY- The Client acknowledges that the Client or the Site Owner, as the case may be, is now and shall remain in control of the Site for all purposes at all times. Except as required by law, GE²G does not undertake to report to any federal, state, county, or local public agencies having jurisdiction over the subject matter any conditions existing at the Site from time to time that may present a potential danger to public health, safety, or the environment. The Client agrees to notify each appropriate federal, state, county, and local public agency, as they each may require, of the existence of any condition at the Site parcel that may present a potential danger to public health, safety, or the environment.

Notwithstanding the provisions of the foregoing, GE²G will comply with subpoenas, judicial orders or government directives, and federal, state, county and local laws, regulations and ordinances, and applicable codes regarding the reporting to the appropriate public agencies of findings with respect to potential dangers to public health, safety, or the environment. GE²G shall have no liability or responsibility to the Client or to any other person or entity for reports or disclosures made in accordance with such statutory or other lawful requirements. The Client shall defend, indemnify, and hold GE²G harmless from and against all claims, demands, liabilities and expense, including reasonable attorneys' fees incurred by GE²G and arising directly or indirectly out of GE²G 's reporting such information under a bona fide belief or upon advice of counsel that reporting or disclosure is required by law.

9. SUSPENSION OF WORK- The Client may, at any time, by a ten (10) day written notice, suspend further work for GE²G as such work is defined by this Agreement. The Client shall remain fully liable for and shall promptly pay GE²G the full amount for all services rendered by GE²G to the date of suspension of services plus suspension charges. Suspension charges shall include the cost of putting documents and analyses in order, personnel and equipment rescheduling or reassignment adjustments, and all other related costs and charges directly attributable to suspension.

If payment of invoices by the Client is not maintained on a thirty (30) day current basis, GE²G may, by providing a ten (10) day written notice to the Client, suspend further work until payments are restored to a current basis. In the event GE²G engages counsel to enforce overdue payments, the Client shall reimburse GE²G for all reasonable attorney's fees and court costs related to enforcement of overdue payments. The Client shall indemnify and save harmless GE²G from any claim or liability resulting from suspension of the work due to non-current payments.

10. ASSESSMENT PROCESS-Client understands and agrees that the information reported will be obtained through sources deemed reliable, a visual site survey of areas readily observable, easily accessible or made accessible by the property contact and interviews with owners, agents, occupants, or other appropriate persons involved with the site or property. Municipal information will be obtained through file reviews of reasonably ascertainable standard government record sources, and interviews with the authorities having jurisdiction over the property. Findings, conclusions and recommendations included in the report will be based on our visual observations in the field, the municipal information reasonably obtained, information provided by the Client, by agents of the site owner, and/or a review of readily available and supplied drawings and documents. No disassembly of systems or building components or physical or invasive testing will be performed. GE²G will render no opinion as to the site or property condition at un-surveyed and/or inaccessible portions of the site or property. GE²G will rely completely on the information, whether written, graphic or verbal, provided by the property contact or as shown on any documents reviewed or received from the property contact, owner or agent, or municipal source, and assumes that information to be true and correct. The observations in the report will be valid on the date of the survey. The report will speak only as of its date, in the absence of a specific written update of the report, signed and delivered by GE²G.



11. TERMINATION- Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons: substantial failure by the other party to perform in accordance with the terms of this agreement and through no fault of the terminating party and/or material changes in the conditions under which this Agreement was entered into, the scope of services or the nature of the project or the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

12. OTHER- This Agreement shall be deemed executed and delivered within the State of California and all rights and obligations of the parties under this Agreement, and any disputes hereunder, shall be governed by the laws of California.

13. Non-Appropriation of Funds- It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

GE²G standard 2-1-17 (Revised and Updated 4/13/17)



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

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

R. CRAIG SETTLEMIRE
COUNTY COUNSEL

MARI SNYDER
PARALEGAL/SMALL CLAIMS ADVISOR

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

April 24, 2017

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

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

A handwritten signature in black ink, appearing to read "R. Craig Settlemyre", is written over a horizontal line.

SUBJECT: Request for (1) approval of: (1) "Legal Services Agreement" with the law firm of Prentice, Long & Epperson to provide short-term legal services assisting the Plumas County Counsel's Office; and (2) Budget transfer from savings in salaries and wages due to vacancy to professional services to fund contracted legal services.

For the Meeting on May 2, 2017

Background:

As your Board is aware, the Plumas County Counsel's office experienced a vacancy on September 17, 2016, when Deputy County Counsel Steve Mansell resigned to accept a similar position with the El Dorado County Counsel's Office.

The Office of Plumas County Counsel currently consists of two (2) full-time attorney positions, the County Counsel and one Deputy County Counsel (that can be filled at the I, II, or III levels); and support staff consisting of one full-time Paralegal III/small claims advisor and one part-time clerical extra-help (averaging less than 8 hours per week).

For approximately seven (7) months, Human Resources has been actively recruiting to fill the Deputy County Counsel position at either the I, II, or III levels. The response to the recruitment has limited both in terms of the number of applicants and the breadth of the applicants' experience. While a number of the applicants meet minimum qualifications, and a few applicants have experience in a couple of the practice areas of the County Counsel's office, none of the applicants has the experience or qualifications of the prior incumbent. However, with your Board's approval of an adjustment in the compensation of the Deputy County Counsel series along with the creation of an Assistant County Counsel position, we expect to be successful in filling the vacancy. Nevertheless, it is likely to be two (2) months or more before the position is actually filled.

While the remaining staff in the County Counsel's Office has worked hard prioritize critical needs, the longstanding vacancy has resulted in a backlog of routine matters, such as contract review and approval as to form, that is slowing service to other County departments. In addition, at this time of the year, we receive numerous requests for service to review contracts for the new fiscal year beginning July 1.

TO: Honorable Board of Supervisors, County of Plumas
FROM: R. Craig Settlemyre, *Plumas County Counsel*
SUBJECT: Request for (1) approval of: (1) "Legal Services Agreement" with the law firm of Prentice, Long & Epperson to provide short-term legal services assisting the Plumas County Counsel's Office; and (2) Budget transfer from savings in salaries and wages due to vacancy to professional services to fund contracted legal services.

For the Meeting on May 2, 2017

Page 2 of 2

Use of Short-term Contract Legal Services During Recruitment to Fill Vacancy:

The Government Code authorizes the Board of Supervisors to employ or contract with other legal counsel to assist the County Counsel in providing legal advice and service in civil matters to the Board of Supervisors and the officers and employees of the County (see, for example, Gov. C. sec. 25203, 27644, and 31001).

The County Counsel's Office has contacted the law firm of Prentice, Long & Epperson to see if they are available to provide such legal services at the request, and under the supervision of the County Counsel. PL&E are experienced in providing legal services of the sort typically provided by county counsel offices. They currently serve as contract county counsel to the counties of Sierra, Alpine, Trinity, and Modoc. They also provide more limited services in other counties such as juvenile dependency representation for Lassen County.

David Prentice has advised that PL&E is available to provide short-term, as-needed assistance to the Plumas County Counsel's Office. It is expected that this work would primarily involve contract review, but may also include 1) legal advice to Code Enforcement, 2) possible representation in juvenile dependency where the contracted counsel has a conflict of interest, and 3) representation in Public Guardian cases. Services will be provided at an hourly rate of \$165 for routine deputy county counsel services and \$180 for litigation matters. A proposed "Legal Services Agreement" is attached hereto.

Use of Salary Savings due to Vacancy to Fund Contracted Professional Services

The vacancy in the position of Deputy County Counsel has resulted in a salary and benefit savings in the County Counsel's FY 2016-2017 budget of approximately \$65,000 to March 31, 2017. Such savings can be used to substantially fund contracted legal services. A proposed budget transfer accompanies this request to transfer \$50,000 from regular wages and benefits to professional services.

Recommendation:

That the Board of Supervisors approve the accompanying "Legal Services Agreement between the County of Plumas and Prentice, Long & Epperson" and authorize the Chair to sign the same on behalf of the County of Plumas; and further approve the accompanying budget transfer request.

END OF MEMORANDUM

[Y:\Administrative\BOS Memo Re Prentice contract.doc]

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: COUNTY COUNSEL

Dept. No: 20080

Date 4/24/2017

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
0001	20080	51000	Regular Wages	33,000.00
0001	20080	51100	FICA/Medicare	2,000.00
0001	20080	51080	Retirement	7,000.00
0001	20080	51090	Group Insurance	8,000.00
Total (must equal transfer to total)				50,000.00



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
0001	20080	521900	Professional Services	50,000.00
Total (must equal transfer to total)				50,000.00

Supplemental budget requests require Auditor/Controller's signature

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

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

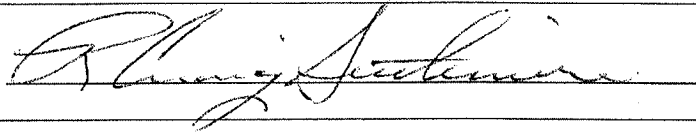
A) To enlist services of Outside Counsel to assist County Counsel & other Departments with contract review & other legal services.

B) Sufficient balances in affected account due to resignation of Deputy County Counsel, Steve Mansell.

C) Services to be provided during current, 2016-2017, Fiscal Year.

D) N/A

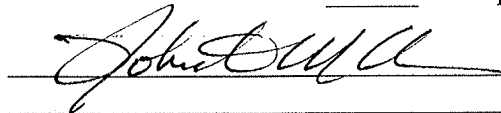
Approved by Department Signing Authority:



☒ 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 _____

INSTRUCTIONS:

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

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

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

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

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

.TION: 1 GENERAL
_TIVITY: 12 COUNSELFUND: 0001 GENERAL
DEPARTMENT: 20080 CO COUNSEL

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
ACCOUNT		2014-15 ACTUAL	2015-16 ACTUAL	2016-17 APPROVED	2016-17 AMENDMENTS	2016-17 AMENDED	PERIOD 10 ACTUAL	PERIOD 10 % USED	REMAINING BALANCE
45	CHARGES FOR SERVICES								
45010	ASSM-TAX COLLECTOR FEES			0		0	0		0
45390	SMALL CLAIMS FEES	2,186	328	1,600		1,600	166	10.38%	1,434
45	CHARGES FOR SERVICES	2,186	328	1,600		1,600	166	10.38%	1,434
46	OTHER REVENUE								
46193	PUBLIC GUARDIAN FEES	1,018		500		500	826	165.20%	-326
46	OTHER REVENUE	1,018		500		500	826	165.20%	-326
20080	REVENUES	3,205	328	2,100		2,100	992	47.24%	1,108
51	SALARIES & BENEFITS								
51000	REGULAR WAGES	289,946	287,146	276,244		276,244	187,055	67.71%	89,189
51020	OTHER WAGES	3,024	3,280	24,500		24,500	1,617	6.60%	22,883
51070	UNEMPLOYMENT INSURANCE	4,055	3,047	1,206		1,206	1,206	100.00%	0
51080	RETIREMENT	56,154	64,113	64,278		64,278	41,791	65.02%	22,488
51081	OPEB LIABILITY	2,089	2,089	2,089		2,089	2,089	100.00%	0
51090	GROUP INSURANCE	46,146	53,476	54,686		54,686	33,631	61.50%	21,056
51100	FICA/MEDICARE OASDI	18,942	18,260	20,925		20,925	11,816	56.47%	9,109
51110	COMPENSATION INSURANCE	4,377	5,599	7,206		7,206	7,206	100.00%	0
51120	CELL PHONE ALLOW			0		0	0		0
51128	BILINGUAL ALLOWANCE	210		0		0	0		0
51150	LIFE INSURANCE	587	609	609		609	415	68.14%	194
51	SALARIES & BENEFITS	425,531	437,618	451,744		451,744	286,826	63.49%	164,918
52	SERVICES & SUPPLIES								
520201	PHONE - LAND LINE (S)	907	968	1,000		1,000	544	54.40%	456
520204	INTERNET SEARCH ENGINE	2,289	2,381	2,506		2,506	1,829	72.98%	677
520210	POSTAGE/SHIP, MAIL COST	163	84	390		390	148	37.95%	242
520220	PAPER/PAPER SUPPLIES			0		0	0		0
520221	ENVELOPES			0		0	0		0
520227	FOLDERS/FILES/BINDERS			0		0	0		0
520230	COPY CHARGES			175		175	0	.00%	175
520234	PRINTER SUPPLIES	183		300		300	0	.00%	300
520250	COPY MACHINE LEASE	960	1,151	1,500		1,500	1,105	73.67%	395
521600	MEMBERSHIPS/ANNUAL DUES	3,766	3,341	3,960	2,500	6,460	3,575	55.34%	2,886
521750	FITNESS & WELNESS			0		0	0		0
521800	OFFICE EXP	2,831	1,995	3,031		3,031	193	6.37%	2,838
521900	PROFESSIONAL SVC			0		0	0		0
523710	ANNUAL PUB/REF MANUALS	7,761	6,853	5,071		5,071	4,703	92.74%	368

MID-YEAR BUDGET REPORT
DEPARTMENT DETAIL

DATE: 04/24/2017 TIME.

FUNCTION: 1 GENERAL
ACTIVITY: 12 COUNSELFUND: 0001 GENERAL
DEPARTMENT: 20080 CO COUNSEL

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
ACCOUNT		2014-15 ACTUAL	2015-16 ACTUAL	2016-17 APPROVED	2016-17 AMENDMENTS	2016-17 AMENDED	PERIOD 10 ACTUAL	PERIOD 10 % USED	REMAINING BALANCE
52 SERVICES & SUPPLIES	(CONTINUED)								
524600	LITIGATION COSTS	1,079	1,622	2,000		2,000	0	.00%	2,000
525000	OVERHEAD			0		0	0		0
525119	LIABILITY SELF-FND INS	186	617	1,605		1,605	1,605	100.00%	0
527040	SMALL CLAIM ADVSR COSTS			700		700	0	.00%	700
527500	TRAVEL- OUT OF COUNTY	2,916	3,434	4,853	-2,500	2,353	952	40.46%	1,401
52 SERVICES & SUPPLIES		23,041	22,446	27,091		27,091	14,654	54.09%	12,437
20080 EXPENDITURES		448,572	460,065	478,835		478,835	301,479	62.96%	177,356
*20080 CO COUNSEL									*
	EXPENDITURES	448,572	460,065	478,835		478,835	301,479	62.96%	177,356
	LESS REVENUES	3,205	328	2,100		2,100	992	47.24%	1,108
	PRIOR YEAR FUND BALANCE	445,367	459,737	476,735		476,735	300,487	63.03%	176,248

**LEGAL SERVICES AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND PRENTICE, LONG & EPPERSON PC**

THIS AGREEMENT for legal services is entered into by and between the County of Plumas, a political subdivision of the State of California ("County"), and Prentice, Long & Epperson PC ("Law Firm"), effective May 2, 2017.

SECTION 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Law Firm shall provide to County the services described in the Scope of Work attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the agreement shall prevail.

1.1 Terms of Services. The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2017, and law firm shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated, as provided for in Section 7. The time provided to Law Firm to completed the services required by the Agreement shall not affect the County's right to terminate the Agreement, as provided for in Section 7.1.

1.2 Standard of Performance Law Firm shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Law Firm is engaged in the geographical area in which Law Firm practices its profession. Law Firm shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Law Firm's profession.

1.3 Assignment of Personnel. Law Firm shall assign only competent personnel to perform services pursuant to this agreement. In the event that County, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Law Firm shall, immediately upon receiving notice from County of such desire of County, reassignment of any such persons. Margaret E. Long is assigned as the primary contact.

1.4 Time. Law Firm shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.2 above and to satisfy Law Firm's obligations hereunder.

SECTION 2. COMPENSATION. County hereby agrees to pay Law Firm a sum not to exceed the amounts described in Exhibit B, notwithstanding any contrary indications that may be contained in Law Firm's proposal, for services to be performed and reimbursable costs incurred under this agreement. In the event of a conflict between this Agreement and Law Firm's proposal regarding the amount of compensation, the Agreement shall prevail. County

shall pay Law Firm for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from County to Law Firm for services rendered pursuant to this Agreement. Law Firm shall submit all invoices to County in the manner specified herein. Except as specifically authorized by County, Law Firm shall not bill County for duplicate services performed by more than one person.

Law Firm and County acknowledge and agree that compensation paid by the County to Law Firm under this agreement is based upon Law Firm's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Law Firm. Consequently, the parties further agree that compensation hereunder is intended to include the cost of contributions to any pensions and/or annuities to which the Law Firm and its employees, agents, and subcontractors may be eligible. County therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Law Firm shall submit invoices, not more often than once a month during the term of this agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At County's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense; and
- The total number of hours of work performed under the Agreement by Law Firm.

2.2 Monthly Payment. County shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. County shall have 60 days from the receipt of an invoice that complies with all of the requirements above to pay Law Firm.

2.3 Total Payment. County shall pay for the services to be rendered by Law Firm pursuant to this Agreement. County shall not pay any additional sum for any expense or cost whatsoever incurred by Law Firm in rendering services pursuant to this Agreement. County shall may no payment for any extra, further, or additional services pursuant to this agreement.

In no event shall Law Firm submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless

the Agreement is modified prior to the Submission of such invoice by a properly executed change order or amendment approved by the County Administrative Officer.

2.4 Fees. Fees for work performed by Law Firm on an hourly basis shall not exceed the amounts shown on the Compensation Schedule attached hereto and incorporated herein as Exhibit B.

2.5 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B, and expenses not listed in Exhibit B are not chargeable to the County.

2.6 Payment of Taxes. Law Firm is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.7 Payment upon Termination. In the event that the County or Law Firm terminates this Agreement pursuant to Section 7 of this Agreement, the County shall compensate the Law Firm for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Law Firm shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.8 Authorization to Perform Services. Except as expressly provided in the Agreement, Law Firm is not authorized to perform any services or incur any costs whatsoever without receipt of authorization from the Chairperson of the Board of Supervisors or County Counsel.

SECTION 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Law Firm shall, at its sole cost and expense, provide facilities and equipment that may be necessary to perform the services required by this Agreement. County shall make available to Law Firm only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

County shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonable necessary for Law Firm's use while consulting with County employees and reviewing records and the information in possession of the County. The location, quantity and time of furnishings those facilities shall be in the sole discretion of the County. In no event shall the County be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long distance telephone or other communication charges, vehicles, and reproduction of facilities.

SECTION 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Law Firm, at its own cost and expense, shall procure and maintain professional malpractice insurance in the amount of not less than \$2 million per occurrence throughout the term of this Agreement. Law Firm shall provide proof satisfactory to County of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the County, and that such insurance is in effect prior to commencing work under this Agreement. Law Firm shall maintain the insurance policy required by this section

throughout the term of this Agreement. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

4.1 Variation. The County may approve a variation in the insurance requirements, upon a determination that the coverage, scope, limit, and form of such insurance is either not commercially available, or that the County's interests are otherwise fully protected.

4.2 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Law Firm shall provide written notice to County at Law Firm's earliest possible opportunity and in no case later than five days after Law Firm is notified of the change in coverage.

4.3 Remedies. In addition to any other remedies County may have if Law Firm fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, County may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies County may have and are not the exclusive remedy for Law Firm's breach:

4.3.1 Order Law Firm to stop work under this Agreement or withhold any payment that becomes due to Law Firm hereunder, or both stop work and withhold any payment, until Law Firm demonstrates compliance with the requirements hereof; and/or

4.3.2 Terminate this Agreement.

SECTION 5. STATUS OF LAW FIRM.

5.1 Independent Contractor. At all times during the term of this Agreement, Law Firm shall be an independent contractor and shall not be an employee of County. County shall have the right to control Law Firm insofar as the results of Law Firm's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise County shall not have the right to control the means by which Law Firm accomplishes services rendered pursuant to this Agreement. Notwithstanding any other County, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Law Firm and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of County and entitlement to any contribution to be paid by County of employer contributions and/or employee contributions for PERS benefits.

5.2 Law Firm, Not Agent. Except as County may specify in writing or as provided by law, Law Firm shall have no authority, express or implied, to act on behalf of County in any capacity whatsoever as an agent. Law Firm shall have no authority, express or implied, pursuant to this Agreement to bind County to any obligation whatsoever.

5.3 California Tort Claims Act. Notwithstanding the foregoing provisions, should Law Firm or any of its attorneys, professionals, or staff be named as parties to any civil action or administrative proceedings brought by any third party, based on advice the Firm or such individuals have given to County or actions they have taken on behalf of the County, the County shall defend and indemnify Law Firm and such individuals in the same manner in which it must defend County Employees pursuant to the California Tort Claims Act, California Government Code section 810 *et seq.* However, the County shall have no duty to defend or indemnify Law Firm or any of its attorneys, professionals, or staff if the advice given or actions taken did not occur within the course and scope of their duties under this Agreement.

SECTION 6. LEGAL REQUIREMENTS

6.1 Governing Law. The laws of the State of California shall govern this Agreement.

6.2 Compliance with Applicable Law. Law Firm and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

6.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Law Firm and any subcontractors shall comply with all applicable rules and regulations to which County is bound by the terms of such fiscal assistance program.

6.4 Licenses and Permits. Law Firm represents and warrants to County that Law Firm and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Law Firm represents and warrants to County that Law Firm and its employees, agents, any subcontractors shall at their sole cost and expense, keep in effect at all times during the term of this Agreement all licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Law Firm and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from County.

6.5 Nondiscrimination and Equal Opportunity. Law Firm shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Law Firm under this Agreement. Law Firm shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

SECTION 7. TERMINATION AND MODIFICATION.

7.1 Termination. County may cancel this Agreement at any time and without cause upon written notification to Law Firm.

Law Firm may cancel this Agreement upon 60 days written notice to County and shall include in such notice the reasons for cancellation.

In the event of termination, Law Firm shall be entitled to compensation for services performed to the effective date of termination; County, however, may condition payment of such compensation upon Law Firm delivering to County any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Law Firm or prepared by or for Law Firm or the County in connection with this Agreement.

7.2 Amendments. The parties may amend this Agreement only by a writing signed by all the parties.

7.3 Assignment and Subcontracting. County and Law Firm shall recognize and agree that this Agreement contemplates personal performance by Law Firm and his based upon a determination of Law Firm's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to County for entering into this Agreement was and is the professional reputation and competence of Law Firm. Law Firm may not assign the Agreement or any interest therein without the prior written approval of the Contract Administrator. Law Firm shall not subcontract any portion of the performance contemplated and provided herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

7.4 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between County and Law Firm shall survive the termination of this Agreement.

7.5 Options Upon Breach by Law Firm. If Law Firm materially breaches any of the terms of this Agreement, County's remedies shall include, but not be limited to the following:

7.5.1 Immediately terminate the Agreement;

7.5.2 Retain the plans, specifications, memoranda, correspondence, and any other work product prepared by Law Firm pursuant to this Agreement; or

7.5.3 retain a different Law Firm to complete the work described in Exhibit A not finished by Law Firm.

SECTION 8. KEEPING AND STATUS OF RECORDS.

8.1 Records Created as Part of Law Firm's Performance. All reports, data, maps, models, charts, studies, photographs, memoranda, plans, specifications, records, files or any other documents or materials, in electronic or any other form, that Law Firm prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the County. Law Firm hereby agrees to deliver those documents to the County upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above,

prepared pursuant to this Agreement are prepared specifically for the County and are not necessarily suitable for any further or other use. County and Law Firm agree that, until final approval by County, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

8.2 Law Firm's Books and Records. Law Firm shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Law Firm to this Agreement.

8.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Law Firm to maintain shall be made available for inspection, audit, and/or copying at any time during business hours, upon oral or written request of the County.

SECTION 9. MISCELLANEOUS PROVISIONS.

9.1 Attorney's Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

9.2 Venue. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the Superior Court for the County of Plumas.

9.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjusted shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

9.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

9.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

9.6 Conflict of Interest. Law Firm may serve other clients, but none whose activities within the corporate limits of County or whose business, regardless of location, would place Law Firm in a "conflict of interest," as that term is defined in the rules of professional responsibility governing Law Firm's professionalism, unless such conflict may be waived by County and County chooses to waive such conflict in writing.

Law Firm shall not employ any County official in the work performed to this Agreement. No officer or employee of County shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Law Firm hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the County. If Law Firm was an employee, agent, appointee, or official of the County in the previous twelve months, Law Firm warrants that it did not participate in any manner in the forming of this Agreement. Law Firm understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Law Firm will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Law Firm will be required to reimburse the County for any sums paid to the Law Firm. Law Firm understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

9.8 Solicitation. Law Firm agrees not to solicit business at any meeting, focus group, or interview related to this Agreement either orally or through any written materials.

9.9 Notices.

Any written notices to Law Firm shall be sent to:

Prentice, Long & Epperson, PC
Margaret Long
1716 Court Street, Suite B
Redding, CA 96001

Any written notices to County shall be sent to:

R. Craig Settlemyre
County Counsel
520 Main Street
Room 301
Quincy, CA 95971

9.10 Integration. This Agreement, including the attachments, represents the entire and integrated agreement between County and Law Firm and supersedes all prior negotiations, representations, or agreements, either written or oral.

9.11 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

9.12 Authorized Signature. Each person and party signing this Agreement warrants that he/she has the authority to execute this Agreement on behalf of the principal and that the party will be bound by such signature.

The parties have executed this Agreement as of the Effective Date.

COUNTY

COUNTY OF PLUMAS,
a municipal corporation

LAW FIRM

Prentice, Long & Epperson, PC

By: _____

Chair

Board of Supervisors


By: 
David A. Prentice, Partner

EXHIBIT A
Scope of Work

The following services shall be provided under this Agreement:

- Represent County of Plumas as Deputy County Counsel as assigned.

Exhibit B

COMPENSATION

County shall compensate Law Firm as follows:

Other Services

Attorney Rate – Litigation	\$180.00/hour
Attorney Rate - Deputy County Counsel	\$165.00/hour

Necessary Travel charged at one-half of applicable hourly rate from Redding Office.

Costs and Expenses

Voluminous Duplication or Printing (charged for each page beyond 350 pages in any month)	\$0.10/page
Travel expenses for approved, non-standard trips related to attendance of regular County meetings, office hours, and appointments	Best available rate for overnight stays and meal diems at County policy and IRS
extraordinary postage or overnight delivery costs when expedited delivery is necessary	Actual Cost
Necessary costs incurred for the following:	Actual Cost
<ul style="list-style-type: none">• Court filing fees• Courtcall expenses• Attorney services (includes services of process fees, arbitrators, and mediators)• Messenger services• Westlaw research outside of our prepaid service fee• Fed-ex, OnTrac Overnight, or other one-day delivery services• Reasonable travel expenses and parking fees for court appearances, dispositions, arbitrations, mediations, and other necessary appointments• Actual costs for large reproduction projects if performed by an outside service, or \$0.10 per page if performed in-house	

- Any other expenses not listed above that becomes necessary for the successful resolution of a particular litigation matter.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

2FI

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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DATE: March 27, 2017

TO: Honorable Board of Supervisors

FROM: Mimi Hall

AGENDA: Presentation Item for May 2, 2017

Presentation of a Certificate to Care Flight Ground to be designated as Plumas County's first HEARTSafe Community program by the Plumas County Public Health Agency."

Sam Blesse, of Care Flight Ground, sought out the assistance of Plumas County Public Health Agency to be the local government entity sponsor for their application to designate Plumas County as a HeartSafe Community. If approved with the HeartSafe Community designation, Care Flight Ground to oversee and implement the program. Care Flight Ground, Plumas County and the American Heart Association encourage and promote community awareness regarding cardiovascular health and the potential for saving the lives of persons with cardiac emergencies. It is the hope of Car Flight Ground and its community partners that by being identified as a HeartSafe Community, there will be increased community awareness about cardiovascular emergencies and cardiovascular health in general.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

2F2

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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Date: April 15, 2017

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Presentation Item for May 2, 2017

Presentation Item for May 2, 2017, by the Plumas County Friday Night Live Youth Council"

The Plumas County Friday Night Live Youth Council is a youth development group comprised of youth leaders from throughout the county. What's unique about Friday Night Live is the youth work to gain leadership skills and educate themselves about issues in the community, then they decide what programs to implement with the assistance of their advisors and adult allies. The Plumas County Friday Night Live Youth Council conducted an assessment on how youth access alcohol and prescription drugs. Their photovoice project consists of photographs depicting how youth access alcohol and prescription drugs and what steps parents can take to reduce youth access to these substances. This photovoice project is part of the youth council's more widespread effort to prevent underage drinking and youth prescription drug misuse in Plumas County. A component of this project is a Count Me In! campaign, which allows parents and community members to sign a pledge stating that they will not provide alcohol to minors. These pledges will be displayed as the Plumas-Sierra Fair this summer.

BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



April 24, 2017

Matt Jedra, District Ranger, Beckwourth Ranger District
Plumas National Forest
23 Mohawk Road
Blairsden, CA 96103

Submitted via Facsimile on April 24, 2017 to (530) 836-0493

RE: Crocker Multi-Purpose Trail Project; Scoping Update: April 17, 2017

Dear Ranger Jedra:

This letter is submitted in response to your "Revised scoping update," received via e-mail on April 17, 2017, and having a deadline for comments thereto on April 24, 2017!

As a stakeholder signatory to the "California Forest Highway 177, Beckwourth-Clover Valley Project Agreement, CA PFH 177-1(0)," as fully executed on 1/23/2007, as signed by the Federal Highway Administration, the County of Plumas and the Plumas National Forest, coupled with the August 13, 2012 letter of commitment by Earl Ford, the Plumas National Forest must recognize that it has a higher duty than merely acting as an agency commentator on perceived impacts associated with the yellow-legged frog at high elevations or stream buffer zone concerns, also limited to high elevations.

Additionally, having benefit of the last 2 formal letters * from Plumas County on this matter, it is inconceivable to Plumas County officials that the Plumas National Forest would propose an alternative project scope of work, as set forth in your "scoping update" document, that does not mitigate the highway OHV impacts associated with the recently constructed highway project (of which your agency is a signatory stakeholder).

Please be advised that the Plumas County Board of Supervisors will consider this matter, as well as possible action, on its Agenda scheduled for Tuesday, May 2, 2017.

Sincerely,

A handwritten signature in cursive script that reads "Lori Simpson".

Lori Simpson, Chair
Board of Supervisors

* Letter, dated August 13, 2017, from PNF Forest Supervisor to Director of Public Works
Letter, dated June 8, 2016, from BOS Chair to Acting Forest Supervisor, and
Letter, dated March 6, 2017, from Director of Public Works to Beckwourth Ranger



United States
Department of
Agriculture

Forest
Service

Plumas
National
Forest

159 Lawrence Street
P. O. Box 11500
Quincy, CA 95971-6025
(530) 283-2050 Voice
(530) 534-7984 Text (TDD)

File Code: 2300

Date: August 13, 2012

Bob Perreault
Director of Public Works
Plumas County
1834 E. Main Street
Quincy, CA 95971

RECEIVED
AUG 13 2012

R. Perreault

Dear Bob,

As we discussed at our August 8th meeting, the Plumas National Forest has identified the Crocker Campground to Clover Valley OHV routes as a priority for completing NEPA during the 2013 fiscal calendar. This project is to provide OHV access from the Crocker Campground north to Clover Valley Road and Dotta Canyon. The Forest plans to have NEPA completed by the end of fiscal year 2013 and work with Plumas County to identify and acquire funding from different sources to pay for the construction of the proposed trail prior to the completion of the 177 road paving project in 2016.

Sincerely,

Earl W. Ford

EARL W. FORD
Forest Supervisor

cc: Joseph M Garrotto



BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



June 8, 2016

Daniel Lovato, Acting Forest Supervisor
Plumas National Forest
159 Lawrence Street
Quincy, CA 95971

RE: Beckwourth-Crocker Multi-Purpose Trails Project

Dear Mr. Lovato:

This letter is submitted in response to your May 23, 2016 letter, same subject. As you know, there has been a multiple-year litany of meetings, correspondence, discussions and reports at the meetings of the Board of Supervisors and the Coordinating Council that appear only to re-hash the same circumstances over and over again. Throughout the years, the County has been consistent, as was respectfully summarized in Mr. Perreault's April 28th letter. The position reflected in the recent Public Works letter reflects the policy of the Board of Supervisors and is once again endorsed by this letter.

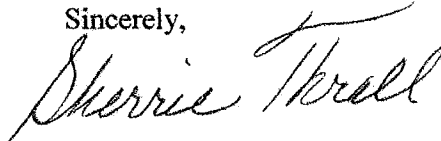
Plumas County officials remain convinced that:

1. The FHWA "Finding of No Significant Impact" ("FONSI") was achieved only because a new 5-mile OHV Trail (parallel and adjacent to the proposed new highway) had been a part of the FHWA proposal.
2. The location of the present proposed trails project was to solely accommodate the request of the PNF to construct the Multi-Purpose Trail away from the FHWA highway corridor.
3. In a letter dated August 13, 2012, the Plumas National Forest clearly committed to completing the NEPA environmental documentation by the end of fiscal year 2013.
4. Substituting two (2) new staging areas for the proposed 5-mile OHV Trail does not adequately provide the mitigation necessary to mitigate the highway project's elimination of about 5 miles of an existing OHV route.
5. The PNF staff should eliminate the approximately 15-mile alternate route (known as the Bagley Pass option) because that alternative is unreasonable as it does not satisfy the project's objective.

Daniel Lovato, Acting Forest Supervisor, PNF
Beckwourth-Crocker Multi-Purpose Trails Project
June 8, 2016
Page 2

In summary, it is Plumas County's continued position that the NEPA should be completed, after which the parties will better know, at that time, the basis for establishing the appropriate environmental document that will be required for the new Trails Project and set forth the rationale for the selection of a project alternative..

Sincerely,

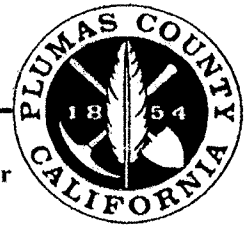
A handwritten signature in cursive script that reads "Sherrie Thrall". The signature is written in dark ink and is positioned above the printed name and title.

Sherrie Thrall
Chair

cc: Bob Perreault, Public Works
Randy Moore, USFS
Matt Jedra, PNF

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 John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



March 6, 2017

Mr. Matthew Jedra, District Ranger
Beckwourth Ranger District, Plumas National Forest
P.O. Box 7
Blairsden, CA 96103

**SUBJECT: Crocker Multi-Purpose Trail Project
Plumas National Forest (PNF)**

Dear Matt:

This letter follows a meeting in your office on February 23, 2017. Thank you for taking the time to meet with Jim Graham and me regarding the status of the Crocker Multi-Purpose Trail Project.

Last Fall, after meeting with PNF Forest Supervisor Daniel Lovato and Acting Beckwourth District Ranger Janine, a field meeting between Public Works staff and PNF staff (along the multi-use trail proposed from the Crocker area to the area near the northern terminus of the recently FHWA-constructed Beckwourth-Genesee Road) was promised to be scheduled. The purpose of that field meeting was intended to enable development of alternatives or mitigations to preliminary concerns regarding the proposed trail location. Despite several scheduling attempts by Public Works staff, PNF staff was unable to meet before winter weather conditions set in late last year.

At the February 23rd meeting, you informed Jim and me that the PNF staff field findings reports had been completed. Following review by PNF management, you suggested that our proposed trail route be eliminated from further consideration as our multi-use trail route was determined to be in conflict with stream buffer zones, yellow-legged frog habitat and sensitive soil conditions. You further indicated that due to these constraints, the proposed multi-use trail would not be selected as the preferred alternative. Furthermore, the remaining project report, now being finalized by PNF staff, would focus only on 2 alternates, thus: 1) "No Action" and, 2) One new staging area to include a 700'-800' new trail segment connecting the staging area to the new highway project, the improvements being located near the north terminus of the recently constructed FHWA highway project.

Matt, as part of our discussions at that point, you could not explain how the new PNF alternative fully mitigates the elimination of approximately 5 miles of the previous unpaved OHV trail that appears in the existing County ordinance. As a result of the recent PNF decision, we further discussed the additional challenge created by such decision in that the grant funding source (California Department of Parks and Recreation – OHV Grant) needs to review and approve a significantly downsized scope-of-work. There is also the compelling fact that it is not clear that such a new PNF alternative could satisfy the mitigation needs created by the FHWA highway project.

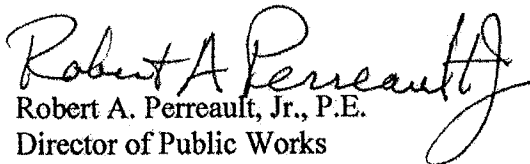
Mr. Matthew Jedra, District Ranger
Crocker Multi-Purpose Trail Project
March 6, 2017
Page 2

Public Works staff was extremely disappointed to learn that the proposed trail, including its minor variations, will be eliminated from further consideration by PNF staff, due to the identification of the aforementioned environmental constraints.

In terms of a timetable for issuance of the latest position of the PNF, we were informed that the proposed action and corresponding NEPA documentation would be publicly distributed about mid-April 2017.

In order to better understand the scope and severity of the aforementioned environmental constraints, Plumas County Department of Public Works staff is respectfully requesting that a copy of the technical environmental studies that support the identification of the above-mentioned constraints as they pertain to the proposed multi-use trail be submitted to Public Works as soon as possible.

Sincerely,


Robert A. Perreault, Jr., P.E.
Director of Public Works

cc: Board of Supervisors
PCCC Members
County Counsel
Corky Lazzarino, SAC