

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 SEPTEMBER 12, 2017 TO BE HELD AT 9:00 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.

9:00 A.M. **CALL TO ORDER/ROLL CALL**

1. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

Personnel: Public employee appointment or employment – County Librarian

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

STANDING ORDERS

10:00 A.M. **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

2. CONSENT AGENDA

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

A) INFORMATION TECHNOLOGY

Approve and authorize the Chair to sign contract between County of Plumas and Complete Document Management Solutions Inc., dba Precision Document Imaging, not to exceed \$30,992, for image software and storage; approved as to form by County Counsel

B) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit, (Greenville High School Homecoming Parade and Rally, Friday, September 22, 2017, Greenville, CA)

C) PUBLIC HEALTH AGENCY

Approve and authorize the Chair to sign Memorandum of Understanding with Plumas Unified School District to provide school based health education, outreach and oral health preventive health services; approved as to form by County Counsel

D) SOCIAL SERVICES

Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Eligibility Specialist I/II/III position

E) HUMAN RESOURCES

Authorize the Department of Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Human Resources Analyst I/II, created by resignation

3. DEPARTMENTAL MATTERS

A) SHERIFF – Greg Hagwood

Accept a \$20,000 donation from PG&E for emergency communications equipment; discussion and possible action

B) PUBLIC WORKS

Consider revision to a Maintenance Agreement, previously approved on April 18, 2017, pertaining to the Caltrans State Route 89 Highway Rehabilitation and Streetscape Project in Greenville, including features known as the “Greenville Streetscape Project;” discussion and possible action

C) AUDITOR/CONTROLLER – Roberta Allen

Adopt **RESOLUTION** adopting the Basic Tax Rate for Plumas County and the Rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2017-2018. **Roll call vote**

4. BOARD OF SUPERVISORS

- A. Accept letter of resignation from Robert Brunson, Director of Behavioral Health, effective October 14, 2017; discussion and possible action
- B. Discussion and possible action regarding request of Quincy Fire Protection District for property tax exchange relating to previous completed annexations
- C. Report and update on the Annex Biomass Boiler project; discussion and possible action
- D. Discussion and possible action regarding response to 2016-2017 Plumas County Grand Jury Report
- E. Discussion and possible action regarding "scope of direction" for the Plumas County Planning Commission
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. AFTERNOON SESSION

5. BOARD OF SUPERVISORS

- A. **CONTINUED PUBLIC HEARING:** The Plumas County Board of Supervisors will continue its public hearing on the FY 2017-2018 County Budget
- B. Report and update by Susan Scarlett, Budget Consultant on the FY 2017-2018 Budget; discussion and possible action regarding various county departments and programs
- C. Continue discussion regarding salaries of Plumas County Elected Officials; discussion and possible action
- D. Discussion and possible action regarding Administrative and Budgetary Controls Consistent with Government Code §29092 and §29125, during FY 2017-2018

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Museum Director (Board only)
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code §54956.9 (one case)
- 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, September 19, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.

Plumas County Department of Information Technology



County Courthouse, 520 Main Street, Room 208
Quincy, California 95971
Phone: (530) 283-6263
Fax: (530) 283-0946

David M. Preston
Information Systems Manager

DATE: September 12, 2017
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF SEPTEMBER 12, 2017 RE:
APPROVAL SOFTWARE CONTRACT FOR DOCUMENT IMAGING.**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of contract with Precision Document Imaging.

Background and Discussion:

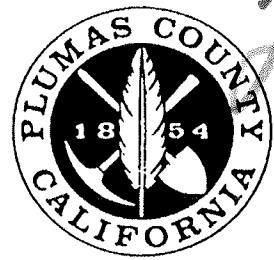
Plumas County Records Management was created in 1997 and over the past twenty years it has scanned over 100,000 historical documents for various County Departments. All of these documents were scanned and indexed with the Application Extender software product and stored on a computer server maintained and managed by the County Information Technology Department. The Application Extender software product has reached the end of its life cycle and the computer server that the images and software reside on was last replaced in 2004. The I.T. department in working with the Clerk Recorder researched different options for the upgrading of the image system, including the feasibility of replacing the computer server hardware alone, replacing the hardware and upgrading the software independently and concluded the best solution was the OnBase image system as proposed by Precision Document Imaging of Reno NV. The OnBase solution includes the migration of all existing document images and their associated indexing to the OnBase software as well as the implementation of the OnBase scanning system and the training of County staff on its use. A key component is the "train the trainer" aspect that will include I.T. staff being trained so that our document scanning can be supported in-house. The other key upgrade is the move to hosted service for our image storage. In place of purchasing a new computer server (Typically around \$7,500) the OnBase system will reside on "Cloud Based" servers provided by the software provider.

The cost for the OnBase project as defined in this contract includes a one-time fee of \$11,984 for the set up migration and training and a monthly cost of \$1584.00. For a total first year cost of \$24,656 (based on 8 months of projected service). This amount has been included in the 2018 proposed I.T. budget. For comparison the existing software support for the Application Extender product is \$12,000 annually not including the cost to replace the outdated hardware.

These funds have been budgeted as part of the 2017/2018 IT budget.

BOARD OF SUPERVISORS

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



September 12, 2017

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

Attention: Permits Engineer

Subject: Encroachment Permit Request
GREENVILLE HIGH SCHOOL
Annual Greenville High School Homecoming Parade and Rally, Friday,
September 22, 2017 at 11:30 a.m., Greenville, CA

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

8-30-17

Plumas County Board of Supervisors
Quincy, CA 95971

Dear Supervisors,

This is a request from Greenville High School for a letter from you acknowledging you have been informed of our homecoming parade and rally to be held Friday Sept. 22nd. This event will require an encroachment permit from Caltrans and Plumas County Road Dept.

The annual parade will start at approx. 11:30 am and end at approx. 1:00 pm. We will assemble in front of the school on Grand Street. Floats will enter onto Highway 89 from the GHS parking lot to get onto Grand Street. This is a quick right/right turn. We will then proceed onto Bush Street and turn left on Main Street. Once all floats have reached Main and Hwy 89 they will park and the school will proceed to hold their homecoming activities mainly in front of Hunter's Hardware store. The reverse will happen when the parade comes back to the school.

We will need to block the street at the cross walk of Main and Highway 89, at the left turn from Bush onto Main and at Pine St. for traffic control.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Judy Dolphin".

Judy Dolphin
ASB Teacher
Greenville High School
117 Grand Street
Greenville, CA
284-7197 ext. 2213/ Fax 284-6710



JC

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Andrew Woodruff, MPH, Acting 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: September 1, 2017

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Agenda Item for September 12, 2017

Recommendation: Approve and Direct the Chair to sign Memorandum of Understanding with Plumas Unified School District to provide school based health education, outreach and oral health preventive health services.

History/Background: This Memorandum of Understanding (MOU) between Plumas Unified School District, and Plumas County Public Health Agency is for the purpose of 1) Coordinating health education activities provided to PUSD high school students in the context of the Comprehensive Health and Sexual Health Education (EC51933) curriculum; and 2) Providing school based health education and preventative services to elementary and middle school students.

This MOU is for use with organizations that are partners with PUSD to provide Comprehensive Sexual Health Education (EC51933) and HIV/AIDS Prevention Education (EC51934); and organizations that are partners with PUSD and Plumas County Public Health Agency to provide oral health screenings, fluoride varnish, sealants, and immunizations. This MOU is not applicable to any other activities. It is recognized that this MOU will be construed in a manner consistent with the California Education Code, Federal Law and other applicable laws and regulations. Neither party shall charge for activities/service performed in connection with this MOU.

A copy of the Memorandum of Understanding is on file with the Clerk of the Board for your review.

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



ELLIOTT SMART
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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

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

DATE: AUGUST 30, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR SEPTEMBER 12, 2017, CONSENT AGENDA

RE: APPROVAL TO FILL A VACANT ELIGIBILITY SPECIALIST POSITION

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacant Eligibility Specialist I/II/III position as soon as administratively possible.

Background and Discussion

The Department of Social Services has experienced a vacancy in the class of Eligibility Specialist I/II/III. This position became vacant on September 8, 2017.

The Eligibility Specialist is the position in the Department that performs eligibility determinations and ongoing case management for economic assistance programs such as CalFresh, Medi-Cal and county General Assistance. As your Board is aware, demands for these programs have been high due to the expansion of the Medicaid Program and due to the recessionary economy. While some of these elements have shown positive signs of change, it is the Department's expectation that our need for BAC's will remain in place for some time.

Financial Impact

There is no financial impact to the County's General Fund as a result of taking this action because all funds to support this position come from federal, state and Realignment sources. The position is funded in the Department's 2017-2018 proposed budget.

Copies: PCDSS Management Staff
Ms. Nancy Selvage, Human Resources Director

Enclosures (3)

Position Classification: Eligibility Specialist I/II

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

Funding Sources: Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent left county service.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Eligibility Specialist – Medi-Cal/CalFresh Program

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

Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Benefits Assistance Counselor performs eligibility determinations for these services

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

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.

- How long has the position been vacant?

Answer: The position became vacant effective September 8, 2017.

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

Answer: No.

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

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

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

Answer: We will not be able to process applications for Medi-Cal, CalFresh in accordance with the state requirements.

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

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.

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

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

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

Answer: No.

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

Answer: No.

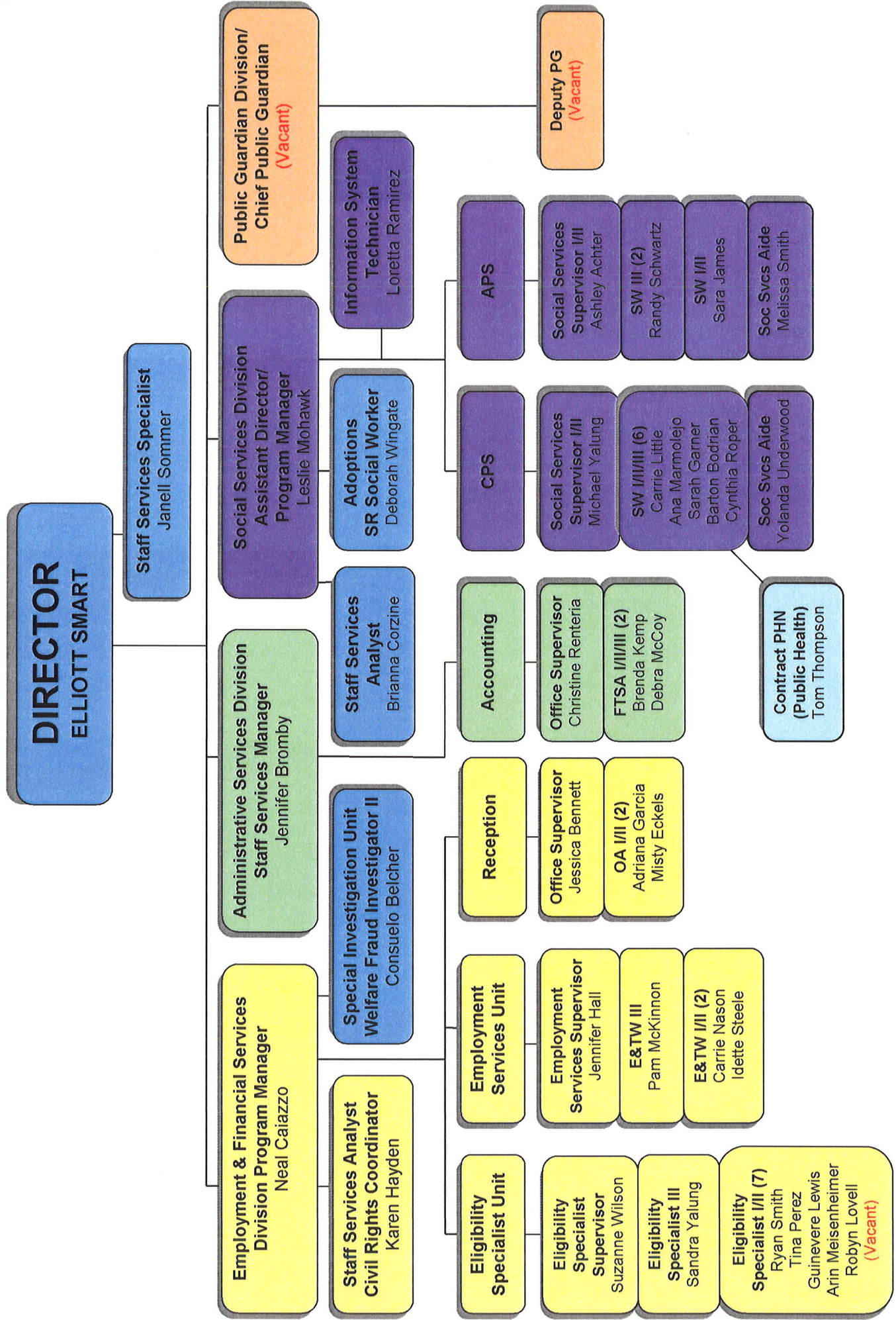
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

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

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

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com



DATE: September 6, 2017

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Acting Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
SEPTEMBER 12, 2017.
RE: AUTHORIZE TO FILL 1.0 FTE HUMAN RESOURCES
ANAYLST I OR II.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Human Resources Director to fill 1.0 FTE Human Resources Analyst I or II position due to employee resignation.

BACKGROUND AND DISCUSSIONS

As the Board is aware, the Human Resources department has many responsibilities and critical employee functions for the County. The Human Resources Analyst position is critical to the overall goals of this department. One critical aspect of this position, is the tracking of employee records for the requirements for the Affordable Care Act 1095-C and 1094-C IRS reports. These reports are required on an annual basis and require great detail of tracking of employee's health insurance coverage, premium expenses ensuring accuracy for report details. There is a great deal of detail involved with tracking and maintaining this data base. In addition to the ACA requirements, the Analyst position provides to the HR Director with budget calculations, labor law reviews, policy development, departmental matters and performs a variety of complex analytical tasks.

I have attached the Critical Staffing Questionnaire to provide further information for this Board on the reasons that I need this position filled. At this time, I am requesting that the Board approve the refilling of the Human Resources Analyst I/II allocated position.

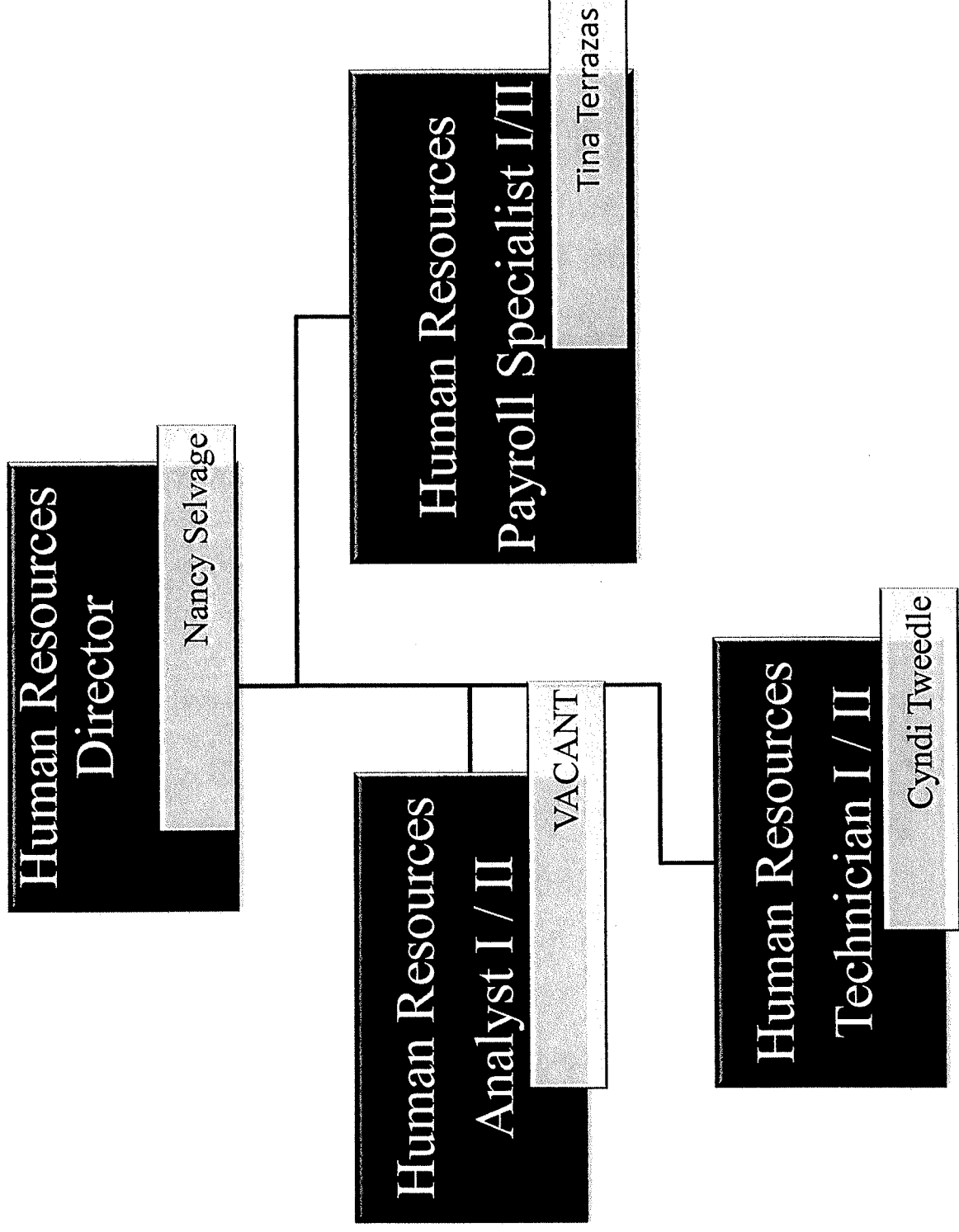
Thank you for your consideration.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? *Yes, the position was allocated and funded within the 2017-2018 fiscal year budget. This position is critical to the department in processing the data Affordable Care Act, department budget, completing State reporting requirements, and the required IRS ACA reporting. Under supervision to perform a variety of complex analytical tasks related to Human Resources operations, to develop, implement and evaluate policies, regulations and do related work as required. This position also supervises HR Tech I and II.*
- Why is it critical that this position be filled at this time? *The processing of employee data for the required ACA tracking and calendar year end reporting on the 1095-C and 1094-C forms are critical and compliance driven. If we do not meet our ACA reporting requirements, provide employees with affordable health insurance options, the County is eligible for expensive fines. If reporting is not up to date this is a major issue for this department. Therefore, all key tracking and data entry at this time will be completed by me as well as all other Analyst job duties.*
- How long has the position been vacant? *The position will be vacant off on September 15, 2017.*
- Can the department use other wages until the next budget cycle? *It takes approximately one year to train someone for this position due to the complexity of the reporting functions. Due to the training involved I do not feel that it would be in the best interest of the County to start that training with a temporary hire.*
- What are staffing levels at other counties for similar departments and/or positions? *This is a difficult question to answer due to the variations of other Human Resources Departments. With the new ACA requirements and the implementation of required reporting for 2017, most all other counties have addressed the need for staffing to cover these duties.*
- What core function will be impacted without filling the position prior to July 1? *This position has a very heavy workload and has various timelines. Until this position can be filled the Human Resources Director will need to complete the majority of these functions. The other HR staff can provide limited support but are dedicated to their positions with recruitment and the data base payroll functions.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *We would do our best to see that the County did not suffer any negative fiscal impact. However, if reporting requirements are not completed in a timely manner, penalties could be received.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
- Does the department have a reserve? *No, Human Resources is funded totally by the General Fund.* If yes, provide the activity of the department's reserve account for the last three years?

Human Resources Department Organizational Chart



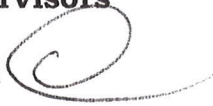


GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

3A

DATE: August 21, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Gregory Hagwood 
RE: Agenda Item for the meeting of Sept. 12, 2017

Recommended Action:

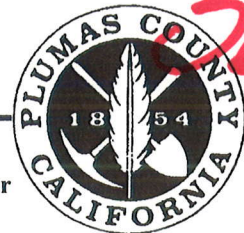
Accept a \$20,000 donation from PG&E for emergency communications equipment.

Background and Discussion:

Last week the Sheriff's Office/OES requested the BOS sign a resolution authorizing the Sheriff to administer a grant made available by PG&E for emergency communications equipment. PG&E has request the BOS forum to present the award to the County.

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



AGENDA REQUEST

for the September 12, 2017 meeting of the Plumas County Board of Supervisors

September 5, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Consider revision to a Maintenance Agreement, previously approved on April 18, 2017, pertaining to the Caltrans State Route 89 Highway Rehabilitation and Streetscape Project in Greenville, including features known as the "Greenville Streetscape Project;" discussion and possible action.

BACKGROUND

On April 18, 2017, three (3) draft Agreements were submitted to the Plumas County Board of Supervisors for consideration. The 3 agreements were:

1. Agreement between the County and Caltrans for highway maintenance responsibilities, and
2. Agreement between the County and Indian Valley Community Services District (IVCSD) for highway maintenance responsibilities, and
3. An update to the Agreement between the County and Caltrans for sharing the cost of electrical facilities between Caltrans and Plumas County.

On April 18, 2017, the Board of Supervisors approved the 3 agreements and authorized the Chair to sign said agreements.

The electrical facilities agreement has been fully executed by the County officials and has been submitted to the Caltrans Redding Office. However, in regard to the 2 highway maintenance agreements, the following is pertinent:

The Department of Public Works has long been working to finalize a maintenance agreement between Plumas County and the IVCSD in which the IVCSD would assume maintenance responsibility of the SR 89 Rehabilitation Project streetscape amenities, including decorative lighting, landscaping and sidewalks.

AGENDA REQUEST for the September 12, 2017 meeting of the Plumas County Board of Supervisors
Subject: Consider revision to a Maintenance Agreement, previously approved on April 18, 2017, pertaining to the Caltrans State Route 89 Highway Rehabilitation and Streetscape Project in Greenville, including features known as the "Greenville Streetscape Project;" discussion and possible action.
September 5, 2017
Page 2

Unfortunately, it was only after the April 18, 2017 vote of the Board of Supervisors that Public Works staff was informed by IVCSD staff that maintenance of sidewalks is outside the authority of the IVCSD's powers under their LAFCO charter.

Upon receipt of such information, the Department was unable to immediately resolve the dilemma with IVCSD due to some extraordinary schedules and rules of IVCSD/personnel. In the meantime, however, the Director of Public Works has concluded, and so recommends, that it is in the best interest of the County to accept responsibility on the sidewalk maintenance matter in order to move forward without disruption to the Caltrans project.

Accordingly, the matter still requires revision to the highway maintenance agreement between the County and the IVCSD, previously considered and approved on April 18th by the Plumas County Board of Supervisors. The revision explicitly removes sidewalk maintenance responsibilities from the responsibility of the IVCSD. (See strikethrough text, in red, in the attached, proposed revised Agreement.)

As this Agenda Request is being written, Public Works staff is attempting to schedule the matter at the September 13, 2017 meeting of the IVCSD Governing Board.

RECOMMENDATION

The Director of Public Works respectfully recommends that the Board of Supervisors approve the proposed revisions and to authorize the Chair to execute said revisions that are attached to this Agenda Request.

**MAINTENANCE AGREEMENT BETWEEN
PLUMAS COUNTY AND INDIAN VALLEY COMMUNITY SERVICES DISTRICT
WITHIN STATE HIGHWAY RIGHT OF WAY
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS**

“GREENVILLE STREETSCAPE”

THIS AGREEMENT is made effective this _____ day of _____, 2017, by and between the County of Plumas, acting by and through the Department of Public Works, hereinafter referred to as “COUNTY” and the Indian Valley Community Services District, hereinafter referred to as “DISTRICT” and collectively referred to as “PARTIES”.

SECTION I

RECITALS

- A. PARTIES desire to work together to allocate their respective obligations relative to newly constructed or revised improvements within STATE’s right of way by STIP Amendment number 14S-17, dated June 25, 2015.
- B. COUNTY and the State of California, acting by and through its Department of Transportation (“STATE”), intend to enter into a “Maintenance Agreement with the State Right of Way on Route 89 within the County of Plumas –Greenville Streetscape: a copy of which is attached hereto as Exhibit A, and made a part hereof by this reference.
- C. This Agreement addresses responsibility for the irrigation components, planters, mulch, litter and weed removal, sidewalks, curb ramps, ~~decorative concrete sidewalks including the aesthetic treatments, bulb-outs,~~ decorative street lighting, decorative intersection lighting, metal tubular railing, paint (located on the decorative lighting system and metal tubular railing), hardscape and boulders (collectively the “FACILITIES”) placed within State Highway right of way on State Route 89, as shown on Exhibit A.
- D. This Agreement reflects STATE’S policy that Caltrans may enter into only one Maintenance Agreement for the highway features within the right-of-way area on State Route 89 in Greenville (Plumas County), California, and that any third party Agreement be separate from the Agreement between Caltrans and Plumas County. This Agreement is such a third party Agreement between the COUNTY and the DISTRICT, created for establishing the fair-share costs to be borne by the DISTRICT.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION II

AGREEMENT

1. In consideration of the mutual covenants and promises herein contained, COUNTY and DISTRICT agree as follows:

- 1.1. PARTIES have agreed to an allocation of maintenance responsibilities that includes, but is not limited to, inspection, providing emergency repair, replacement, and maintenance, (collectively hereinafter "MAINTAIN/ MAINTENANCE") of FACILITIES as set forth Exhibit "A."

- 1.2 DISTRICT acknowledges that the COUNTY, now or in the future, is not to be responsible to bear the costs (including associated permit-related cost) associated with features that benefit the DISTRICT, regardless of whether such costs are result of mutual request, or by mandate or sole decision of Caltrans.

2. COUNTY agrees to do the following:

- 2.1 To MAINTAIN all FACILITIES, as set forth under Section 4 of Caltrans Maintenance Agreement No. 02-MTC15-002, entitled,

**MAINTENANCE AGREEMENT BETWEEN
CALTRANS AND PLUMAS COUNTY
WITHIN STATE HIGHWAY RIGHT OF WAY
ON ROUTE 89 WITHIN THE COUNTY OF PLUMAS**

"GREENVILLE STREETSCAPE".

3. DISTRICT agrees to reimburse the COUNTY, for all costs incurred by COUNTY, for the following:

- 3.1. All items that are set forth in Exhibit "A," attached to this Agreement, as may be modified from time to time.

- 3.2. Reimbursement shall include all costs incurred by COUNTY pursuant to COUNTY's performance of Maintenance Agreement No. 02-MTC15-002, attached hereto as Exhibit A.

4. LEGAL RELATIONS AND RESPONSIBILITIES:

- 4.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or COUNTY facilities different from the standard of care imposed by law.

- 4.2. Any action, pursuant to this AGREEMENT, requiring NOTICE to the COUNTY shall be in writing and addressed to:

Director of Public Works
Plumas County
1834 East Main Street
Quincy, CA 95971

- 4.3. Any action, pursuant to this AGREEMENT, requiring NOTICE to the DISTRICT shall be in writing and addressed to:

Manager
Indian Valley Community Services District
127 Crescent Street, #1
Greenville, CA 95947

- 4.4 For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail. E-mail communications that are not replied to are not effective.

5. PREVAILING WAGES:

5.1 Labor Code Compliance – If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. COUNTY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. COUNTY agrees to include prevailing wage requirements in its contracts for public work. Work performed by COUNTY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.

5.2 Requirements in Subcontracts – COUNTY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in COUNTY's contracts

5.3 Work Performed by the DISTRICT – If there is a mutual agreement between COUNTY and DISTRICT that DISTRICT crews will perform certain work, then the arrangement will be documented in a separate agreement before any work commences. Work performed by DISTRICT's own forces is exempt from the Labor Code's Prevailing Wage requirements.

6. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, following discussions by the PARTIES with the State (Caltrans).
7. TERM OF AGREEMENT – The Term of this Agreement shall be coextensive with the term of the agreement between COUNTY and STATE as set forth in Exhibit A, or until amended or terminated at any time upon mutual consent of the PARTIES.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

COUNTY OF PLUMAS

By: _____
Chair, Board of Supervisors Date

INDIAN VALLEY COMMUNITY SERVICES DISTRICT

By: _____
Chair, Governing Board Date

Approved as to Form:

By: _____
County Counsel

Approved as to Form:

By: _____
Attorney for District

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: September 5, 2017

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / Controller

Subject: Adoption of Basic and Bond Tax Rates for Fiscal Year 2017/18, Tax Year 2017

RECOMMENDATION:

Adopt a Resolution adopting the Basic Tax Rate for Plumas County and the rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2017/18 Tax Year 2017.

BACKGROUND:

Government Code §29100 requires that the board shall adopt by resolution the rates of taxes on the secured roll on or before October 3 of each year.

RESOLUTION NO. 17-

**A RESOLUTION ADOPTING THE BASIC TAX RATE FOR PLUMAS COUNTY AND THE RATES FOR
THE PLUMAS UNIFIED SCHOOL DISTRICT AND THE PLUMAS DISTRICT HOSPITAL BONDS FOR
FISCAL YEAR 2017/18**

WHEREAS, Government Code §29100 requires that the tax rates be set and approved by the Board of Supervisors.

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

The ad valorem property tax rate for Plumas County is 1% of the assessed value (\$1,000.00 per \$100,000 of assessed value) for the 2017/18 year, tax year 2017, with the bond rates to be ADDED to the 1% rate as follows:

The additional tax rates for the **Plumas Unified School District Bond** are affixed at 0.03961% of the Secured assessed value (\$39.61 per \$100,000 of assessed value) for Measure A, and **Plumas Unified School District Bond** are affixed at 0.05885% of the Secured assessed value (\$58.85 per \$100,000 of assessed value) for Measure B, and 0.03028% of the Unsecured assessed value for the fiscal year 2017/16 tax year 2017.

The additional tax rates for the **Plumas District Hospital Bond**, as calculated and approved, by resolution No. 2017.2, by the Plumas District Hospital's Board, are affixed at 0.03375% of the Secured assessed value (\$33.75 per \$100,000 of assessed value) and 0.03748% of the Unsecured assessed value for the fiscal year 2017/18 tax year 2017.

The additional tax rates for the Plumas Unified School District and Plumas District Hospital Bonds is affixed at 0.04030% (\$40.30 per \$100,000 of assessed value) of the assessed value of the Unitary/State Board Roll for the fiscal year 2017/18, tax year 2017.

The foregoing, Resolution No. 17-_____ was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 12th day of September, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

PLUMAS COUNTY

DEBT SERVICE

**Measure A School Bond with 2016 General
Obligation Bonds**

FY 2017/18 Tax Year 2017

FY 2017/18 Bond Debt Requirement	\$ 3,179,711.95	1 Reserves:	
Unitary portion of Debt Service	\$ 208,558.83	2	
Total Debt	\$ 3,179,711.95		
Total left in fund from Prior Year	\$ 238,764.00	3	
Unitary Portion	\$ (208,558.83)		
Unsecured Portion	\$ (28,098.88)	FY1718 GO only	1,999,676.25
Total Debt for Secured	\$ 3,181,818.24	FY1718 2002,2005,2016 Ref	1,180,035.70
		3,181,818.21	3,179,711.95
Total Unsecured Value	\$ 107,514,072.00	4	
Minus 13.7% Delinquent Rate	\$ (14,729,427.86)	note: historical delq rate 2004	
Unsecured Rate (Prior Year Sec Rate)	0.03028%	5 note: was FY15/16 Secured Bond Rate	
Unsecured Portion	\$ 28,098.88		
Total Secured / Utility Value	\$ 3,334,795,990.00	6	
Plus HOE	\$ 30,191,151.00	7	
Minus 4% Delinquent Rate	\$ (133,391,839.60)		
Total Value to collect on	\$ 3,231,595,301.40		
Secured Debt Service	\$ 3,181,818.24	3,181,818.21	
FY 2017/18 Secured Bond Rate	0.09846%		
FY17/18 w/o 2016 GO	0.03961%		\$ 98.46
FY17/18 2016 GO only	0.05885%		\$ 39.61
	0.00000%		\$ 58.85
			98.46

\$ 3,179,711.95
Needs to equal total debt
requirement on Allocation
of Debt Service Revenue

Note: Use AUD70-2360-100 Auditor Certified Values by Tax Base, Aircraft Excluded tax code 10070
TRA 055-xxx excluded Plumas-Sierra JT

Plumas County Voters approved Plumas Unified School Districts Measure B on November 8, 2016 authorizing the sale of up to \$50 million in bonds for specific school facility projects. Bond sales are expected to occur every two years for the next ten years, with the first issuance of \$9,920,000 closing on June 7, 2017. The bonds are to be repaid through the ad valorem property taxes on the enclosed tax bill. The complete Bond Language (Resolution #1495) is available online at [www.pcoe.k12.ca.us/pages/Plumas Unified under Measure B Information](http://www.pcoe.k12.ca.us/pages/Plumas_Unified_under_Measure_B_Information).

For questions regarding Measure B, please contact Lisa Cavin, Associate Superintendent Business Services, at lcavin@pcoe.k12.ca.us or 530-283-6500 ext. 5230.

Sample - insert for tax bills

Debt Service - Plumas Hospital District

2017/18 bond debt service	2017-18
1 Total Debt (Feb 2018 & Aug 2018)	253,734.90
2 Total left in fund after Aug 2017 pymt	(52,915.65)
3 Unitary Portion	0.00
4 Unsecured Portion	(12,411.86)
5 Total Debt for Secured Portion	188,407.39
6 Total Unsecured Value	38,064,319.00
7 Minus 13% delq rate	(4,948,361.47)
8 Unsec rate (prior yr sec rate)	0.0003748
9 Unsecured's portion	12,411.86
10 Total Secured/utility Value	596,092,671.00
11 Plus HOE/HOX	9,816,238.00
12 Minus 8% delq rate	(47,687,413.68)
13 Total Value to collect on	558,221,495.32
14 Secured Debt Svc	188,407.39
15 Secured Bond Rate	0.0003375

PLUMAS HOSPITAL DISTRICT

RESOLUTION No. 2017.2

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLUMAS HOSPITAL DISTRICT
GENERAL OBLIGATION BONDS SERIES B
PROPERTY TAX RATE 2017-2018**

NOW, THEREFORE BE IT RESOLVED that the President and Secretary of the Board of the Plumas Hospital District Board of Directors are hereby authorized and empowered to take all actions necessary or appropriate:

1. To authorize the Plumas County Tax Assessor's office to set the 2017-2018 Property Tax Rate for the Plumas District Hospital General Obligation Bond Series B at 0.0003375

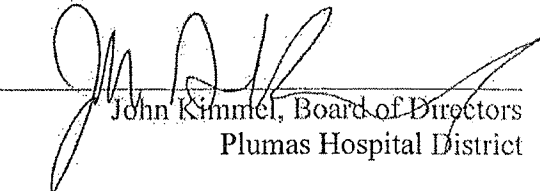
PASSED AND ADOPTED this 3rd day of August, 2017 by the following vote:

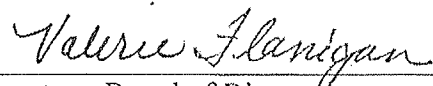
AYES: Bill Wickman
Valerie Flanigan
John Kimmel

NAYES: None

ABSENT: Mark Satterfield MD
Kathy Price

ATTEST:


John Kimmel, Board of Directors
Plumas Hospital District


Secretary, Board of Directors
Plumas Hospital District

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



Lori Simpson, Chair
Plumas County Board of Supervisors
County Building
Quincy, CA 95971

Lori,

I am tendering my official written resignation from the position of Director of Behavioral Health. I am planning on separating from County employ at the end of the pay period on October 14th, 2017.

It has been an honor and privilege to work with you and the rest of the Board of Supervisors, as well as with Craig, our County Counsel. I have a much greater appreciation for the hard work and dedication found at this level of local government in this county.

I trust I have performed well the duties for which I was hired and know you find the Behavioral Health Department in a better place than a year ago. We have more than doubled the number of clients served and have greatly improved those services, including the emergency services. In addition, we have instituted a robust billing practice that should continue to improve the overall fiscal health of the agency. Finally, there are fiscal and clinical systems in place that need only be continued to ensure future success.

I want to thank you for this opportunity and will do what I can in the time before my departure to ensure continued success under the next leader of the department.

Sincerely,

W. Robert Brunson

W. Robert Brunson

CC: Nancy Selvage

QUINCY FIRE PROTECTION DISTRICT

505 Lawrence Street, Quincy, CA 95971 quincyfire@sbcglobal.net (530) 283-0870 Fax: (530) 283-0897



July 27, 2017

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

Subject: December 8, 2016 letter on Revenue and Taxation Code Section 99 (K)

Dear Honorable Board of Supervisors,

This letter is to follow up on the letter sent to you on December 6, 2016 (copy attached). We are aware that you are busy, but feel that this issue deserves your attention and hopefully an outcome.

Thank you in advance for your prompt consideration of this request. Feel free to contact me should you have any questions.

Sincerely,

Michael Taborski
Chairman
Quincy Fire Protection District

QUINCY FIRE PROTECTION DISTRICT

505 Lawrence Street, Quincy, CA 95971 quincyfire@sbcglobal.net (530) 283-0870 Fax: (530) 283-0897



Dec. 8, 2016

Plumas County Board of Supervisors

520 Main Street, Room 309

Quincy, Ca. 95971

Subject: Revenue and Taxation Code Section 99 (K)

Dear Honorable Board of Supervisors,

The Quincy Fire Department and Fire Protection District has served the residents in the Quincy and American Valley area since 1878. In those 138 years, the Department and District have agreed to expand our service to newly developing areas within the region as a matter of public service. Historically, funding for fire protection service within the District is predominately local property tax dollars. As you know, in recent years the District has found it necessary to augment the property tax revenue stream with additional support in the form a Special Tax Assessment. With the ever increasing regulatory requirements and the strain of the inflationary pressures on costs the District has a fiduciary responsibility to continually review both income streams and expenditures.

With your board's full cooperation and support, the Quincy Protection District recently annexed and negotiated a Tax Exchange Agreement (TEA) with Plumas County in conjunction with the Chandler Ranch Homesites Subdivision. That subdivision was initially developed without being annexed to a fire protection district. This situation is typical of developments that occurred during that era. Fortunately, the new leadership at LAFCO appears to be committed to insuring that problems of this nature and the lack of proper tax negotiations will not occur going forward. As our District studied that annexation, it was noted that the district provides service in a number of Tax Rate Areas. It was also noted by County Counsel during the Chandler negotiations — and for reasons not clearly understood by those present at that meeting — that the District is currently not receiving a revenue share in seven of the tax rate areas we serve. We believe it's not only important, but certainly fair that we "level the playing field" and correct this oversight for all concerned. It is for that reason that the District is making a formal request to open Tax Negotiations as authorized in Revenue and Taxation Code section 99 (K).

QUINCY FIRE PROTECTION DISTRICT

505 Lawrence Street, Quincy, CA 95971 quincyfire@sbcglobal.net (530) 283-0870 Fax: (530) 283-0897



For your review, here are the tax rate areas and our estimated incremental share for 2017:

Quincy Fire Protection District

Tax Rate Areas with No Current Revenue Share

				1% Tax
				QFPD
				Tax Share@
<u>Tax Rate Area</u>	<u>2016</u> <u>Net Value</u>	<u>2017</u> <u>EST. Net Value (+2%)</u>	<u>(2016)</u> <u>Increment</u>	<u>7.785975%</u>
053-000	\$606,936	\$619,075	\$ 12,139	\$ 9.45
053-092	\$11,296,463	\$11,522,392	\$225,929	\$ 175.90
053-105	\$3,374,831	\$3,442,327	\$67,496	\$ 52.55
053-106	\$272,747	\$278,202	\$5,455	\$ 4.25
053-110	\$6,338,070	\$6,464,831	\$126,761	\$ 98.70
053-113	\$1,303,049	\$1,329,110	\$26,061	\$ 20.29
053-136	\$1,448,169	\$1,477,132	\$28,963	\$ 22.55
Estimated New Revenue due to increment in above TRAs for 2017				\$382.97

As you can see, the revenue impact of these negotiations to the county's general fund is minimal and prospective in nature. Successful completion of these tax negotiations will resolve historic lapses in the LAFCO process. Clearly, these negotiations will not replace the revenues to the District that would have been received had proper negotiations been completed at the time of the annexations. That said, the District makes this request looking forward.

Thank you in advance for your prompt consideration of this request. Feel free to contact me should you have any questions.

Sincerely

A handwritten signature in cursive script, appearing to read "Michael Taborski".

Michael Taborski
Chairman
Quincy Fire Protection District

**ADMINISTRATIVE AND BUDGETARY CONTROLS CONSISTENT WITH
GOVERNMENT CODE SECTIONS 29092 AND 29125,
DURING FISCAL YEAR 20176-20187**

5D

Consistent with Government Code Section 29092, the Board of Supervisors adopts these Administrative and Budgetary Controls for the administration of the Plumas County 20176-20187 Budget.

County Owned Personal Property

Sole authority for the disposition, lease, sale, or trade-in of all County-owned personal property shall rest with the Purchasing Agent or the Board of Supervisors, within the delegated authority, consistent with Government Code Section 25504 and Plumas County Code 3-1.19.

Contracts and Leases

A County Department Head may approve contracts for which an appropriation is budgeted, not exceeding five thousand dollars (\$5,000) in value, subject to approval by County Counsel.

Budget Transfers

The Auditor/Controller has authority to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased. Provided, however, no budget transfers in amounts greater than \$5,000 shall be allowed to, from or within Salaries and Benefits (all 51XXX series accounts) without prior approval of the Board of Supervisors.

Critical Staffing

The filling of all positions vacated during the 20176-20187 fiscal year shall be approved by the Board of Supervisors and supported by the Critical Staffing Questionnaire.

Mid-Year Budget Review

The Auditor/Controller shall provide the Board of Supervisors a mid-year budget report ~~on or before~~ in the month of February ~~16, 2016~~.

Department Head and Auditor/Controller Responsibility

Department Heads shall insure that no expenditure is made or obligation incurred in excess of the specific budget appropriation approved by the Board of Supervisors. Any expenditure or obligation incurred, in excess of the specific budget appropriation, shall be the personal obligation of the Department Head authorizing the expenditure or obligation. The Auditor/Controller shall issue no warrants unless specifically approved by the Board of Supervisors or the County Purchasing Agent, within the delegated authority.

Policies

Department Heads and County employees are referred to existing County policies as provided in the County Policy Manual.