

## **BOARD OF SUPERVISORS**

Michael Sanchez, 1<sup>st</sup> District

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

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

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

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

**AGENDA FOR REGULAR MEETING OF JANUARY 9, 2018 TO BE HELD AT 11:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

[www.countyofplumas.com](http://www.countyofplumas.com)

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **1. BOARD OF SUPERVISORS**

Selection of Chair and Vice Chair of the Board of Supervisors for 2018

### **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) ELECTIONS**

- 1) Certify Results of the UDEL Election conducted on November 7, 2017
- 2) Adopt **RESOLUTION** authorizing the Plumas County Clerk-Recorder/Registrar of Voters to Conduct all Federal, State and Local Elections for 2018

#### **B) CLERK OF THE BOARD**

Approve Board minutes for November 2017

#### **C) PROBATION**

Approve and authorize the Chair to sign contract amendment between County of Plumas and Redwood Toxicology, not to exceed \$140,000, for drug testing Probation clients

#### **D) MUSEUM**

Authorize closure of the Plumas County Museum for the month of January 2018 for staff to catalog, file and store archives and artifacts

**E) PUBLIC HEALTH AGENCY**

- 1) Approve and direct the Chair to sign the following agreements:
  - i) Fiscal Experts, Inc., (PCPHA1718TSB) in the amount of \$18,000, to be ratified effective 7/1/17; and
  - ii) Plumas County Office of Education (SNAP1718PCOE) in the amount of \$10,000, to be ratified effective October 1, 2017; approved as to form by County Counsel
- 2) Approve and direct the Chair to sign Subcontract Number PHEP2018REMSA with Regional Emergency Medical Services Authority, not to exceed \$20,000, related to the Public Health Emergency Preparedness Program for Fiscal Year 2017-2018; approved as to form by County Counsel
- 3) Approve an Agreement between Plumas County Public Health Agency (PCPHA) and Tulare County Superintendent of Schools for the Betting On Our Future Program, and authorize the Acting Director of Public Health to sign as the Board's designee; approved as to form by County Counsel
- 4) Adopt **RESOLUTION** to accept Standard Agreement Amendment Number 16-10305 A01 from the California Department of Public Health, Office of AIDS for Housing Opportunities for Persons with AIDS (HOPWA), and authorize the Acting Director of Public Health to sign the Amendment as the Boards designee; approved as to form by County Counsel
- 5) Adopt **RESOLUTION** to accept Grant Agreement Number 17-10713 from the California Department of Public Health for funding the Local Oral Health Program, and authorize the Acting Director of Public Health to sign as the board's designee; and approve and direct the Chair to sign the related subcontract #OHP2018ELLIS with Ellis Planning and Associates, not to exceed \$50,336; approved as to form by County Counsel
- 6) Authorize the Department of Public Health to recruit and fill a vacant, funded and allocated .625 FTE Assistant Cook position at the Portola Nutrition Site due to a promotion, effective October, 2017

**F) COUNTY COUNSEL**

Approve Subscription Agreement for online legal research services for County Counsel's Office, not to exceed \$465 per month; approved as to form by County Counsel

**G) SOCIAL SERVICES**

- 1) Authorize the Department of Social Services to recruit and fill an upcoming vacancy in the Eligibility Specialist Supervisor series following resignation of incumbent on March 1, 2018
- 2) Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Social Worker I/II/III position
- 3) Ratify Agreement between County of Plumas and Mornewa Shepell BDA, Limited, not to exceed \$3,000, for drug testing services; and authorize the Department to execute extensions of the agreement

**H) SHERIFF**

- 1) Approve service agreement with PG&E; and authorize the Auditor/Controller to pay claim of \$12,587.95 for Radio Hill project
- 2) Approve and authorize the Chair to sign Agreement between County of Plumas and Levi Pence, dba Hi-Tech Frame and Finish, not to exceed \$45,000, for Sheriff's vehicle repairs; approved as to form by County Counsel
- 3) Approve and authorize the Sheriff to sign contract between County of Plumas and Department of Justice (DOJ) Bureau of Criminal Identification & Information, not to exceed \$25,000, for fingerprint images and related information; approved as to form by County Counsel

**I) COUNTY OFFICE OF EDUCATION**

Plumas Early Education and Child Care Council: Approve and authorize the Chair to sign Certification Statement of Local Planning Council Membership for 2018

**J) AUDITOR/CONTROLLER**

Authorize the Auditor/Controller to fill vacant funded and allocated 1.0 FTE Accountant position, created by retirement

**K) BEHAVIORAL HEALTH**

- 1) Authorize Behavioral Health to recruit and fill vacant, funded and allocated 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior; 1.0 FTE Administrative Assistant I/II; 1.0 FTE Behavioral Health Site Coordinator; and 1.0 FTE Behavioral Health Support Services Tech I/II
- 2) Approve and authorize the Chair to sign Memorandum of Understanding with California Health and Wellness Plan for participation in the Whole Person Care Pilot Program; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Memorandum of Understanding with Blue Cross of California Partnership Plan, Inc. for participation in the Whole Person Care Pilot Program; approved as to form by County Counsel
- 4) Approve and authorize the Chair to sign Standard Agreement with the California Department of Health Care Services for providing Community Mental Health Services; approved as to form by County Counsel
- 5) Approve and authorize the Chair to sign Standard Agreement with the California Department of Health Care Services for providing Substance Abuse Prevention and Treatment Services; approved as to form by County Counsel
- 6) Approve and authorize the Chair to sign an Addendum to existing Memorandum of Understanding with California Health and Wellness Plan; approved as to form by County Counsel

**L) PUBLIC WORKS**

- 1) Authorize Public Works/Road Department to recruit and fill vacant, funded and allocated 1.0 FTE Lead Maintenance Worker position in the La Porte Maintenance District
- 2) Authorize Execution of a Professional Services Agreement, not to exceed \$1,200, between the County of Plumas and Plumas Corporation for performance of a Sierra Nevada yellow-legged frog survey associated with the "Lindan Channel" flood control maintenance project; approved as to form by County Counsel

**3. DEPARTMENTAL MATTERS**

**A) 11:00 A.M. – BECKWOURTH COUNTY SERVICE AREA – Robert Perreault**

- 1) Staff report on the proposed Sewer Rate Increase
- 2) **PUBLIC HEARING:** Conduct Public Hearing as required by Proposition 218 for proposed Sewer Rate Increase
- 3) Adopt **RESOLUTION** Revising Beckwourth CSA Sewer Rates. **Roll call vote**

**PUBLIC WORKS – Robert Perreault**

- 4) Adopt **ORDINANCE**, first introduced on November 14, 2017, Amending Sections of Chapter 3 of Title 4 of the Plumas County Code Concerning Parking on Bucks Lake Road. **Roll call vote**

**B) ENGINEERING – Robert Perreault**

Graeagle Unit 9 Subdivision (APN 130-050-013):

- 1) Accept new drainage easement as present; discussion and possible action
- 2) Adopt **RESOLUTION** to accept Constructed Roadways within the Subdivision into the Plumas County List of Maintained Mileage Roadways. **Roll call vote**
- 3) Authorize the County Engineer to Release all Guarantee Funds associated with the Graeagle Unit 9 Subdivision; discussion and possible action

C) **SHERIFF** – Greg Hagwood

Authorize the Sheriff to purchase three 2018 Ford F150 patrol vehicles, not to exceed \$115,373.31, approved in the FY 2017-2018 budget; discussion and possible action

D) **PUBLIC HEALTH AGENCY** – Andrew Woodruff

Authorize the Acting Public Health Director to make budgeted fixed asset purchases of two vehicles, not to exceed \$50,000, and authorize the Chair to sign related documents and contracts; discussion and possible action

E) **HUMAN RESOURCES** – Nancy Selvage

- 1) Adopt **RESOLUTION** to amend Job Classifications for District Attorney Investigations Specialist, Range 2396; District Attorney Investigations Assistant, Range 1920; and amend FY 2017-2018 Position Allocation for District Attorney Department 70301. **Roll call vote**
- 2) Adopt **RESOLUTION** amending the Position Allocation for Planning Department 20490 and Geographical Information Systems (GIS) 20510 (changing the Job Classification from GIS Planner II to GIS Coordinator; and Senior Planner to Assistant Planning Director). **Roll call vote**

**4. BOARD OF SUPERVISORS**

A. Approve and authorize the Chair to sign Employment Agreement between County of Plumas and Lindsay Fuchs, County Librarian, effective January 9, 2018

B. Declare Chester Fire Station as Safe Surrender Site for a baby; discussion and possible action

C. Correspondence

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

E. Appointments

**RURAL COUNTY REPRESENTATIVE OF CALIFORNIA (RCRC)**

- Select 2018 Delegate and Alternate for the RCRC Board of Directors
- Select 2018 Delegate and Alternate for the Golden State Finance Authority Board of Directors
- Select 2018 Delegate and Alternate for the Rural Counties Environmental Services Joint Powers Authority (ESJPA)

**FIRST 5 PLUMAS**

Appoint Kendrah Fredricksen to the First 5 Plumas County Children & Families Commission, as recommended

## **5. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment
  - Behavioral Health Director
  - Behavioral Health Deputy Director
  - Public Health Director
- B. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 (one case)
- C. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Ruscelli v. County of Plumas, Plumas Superior Court, Case No. CV15-00137)
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, January 16, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California.

CERTIFICATION OF ELECTION RESULTS OF THE  
UNIFORM DISTRICT ELECTION  
HELD ON NOVEMBER 7, 2017

*JAI*

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the Uniform District Election held November 7, 2017 and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

**LOCAL PLUMAS COUNTY RACE AS FOLLOWS:**

**EASTERN PLUMAS RURL FIRE PROTECTION DISTRICT**

MEASURE C - SPECIAL TAX FOR FIRE PROTECTION AND EMERGENCY SERVICES

Yes	155
No	175

\*\* MEASURE DID NOT PASS DUE TO NOT RECEIVING THE REQUIRED 2/3 VOTE.

**QUINCY LIGHTING DISTRICT**

MEASURE D - SPECIAL TAX

Yes	459
No	556

\*\* MEASURE DID NOT PASS DUE TO NOT RECEIVING THE REQUIRED 2/3 VOTE.

**CRESCENT MILLS LIGHTING DISTRICT**

MEASURE E - SPECIAL TAX

Yes	13
No	14

\*\* MEASURE DID NOT PASS DUE TO NOT RECEIVING THE REQUIRED 2/3 VOTE.

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT DIRECTOR**

Four Year Term - Vote for Three

	<u>TOTAL</u>
Stephen Janovick	70
S. Frank Shepard	107
Dave Stone	95
Richard Machado	68
Write-In Votes	2

The Official Final Canvass of votes cast is attached hereto and made a part hereof.  
The total turnout of voters was 43.58%.

*Kathy Williams*  
Kathy Williams, Plumas County Clerk-Recorder

Dated: November 17, 2017

**PLUMAS COUNTY  
UNIFORM DISTRICT ELECTION  
UDEL  
NOVEMBER 7, 2017  
OFFICIAL FINAL**

Date: 11/17/17  
Time: 11:30:25  
Page: 1 of 1

Registered Voters 3437 - Cards Cast 1498 43.58%

Num. Report Precinct 7 - Num. Reporting 7 100.00%

**Plumas Eureka Community Services District - Three 4 Year Terms**

	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Vote For	3
Total Votes	342
<b>Steve Janovick</b>	70 20.47%
<b>S. Frank Shepard</b>	107 31.29%
<b>Dave Stone</b>	95 27.78%
Richard Machado	68 19.88%
Write-in Votes	2 0.58%

**Eastern Plumas Rural Fire Protection District - Special Tax - Measure C**

	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Vote For	1
Total Votes	330
<b>YES</b>	155 46.97%
<b>NO</b>	175 53.03%

**Quincy Lighting District - Special Tax - Measure D**

	Total
Number of Precincts	4
Precincts Reporting	4 100.0 %
Vote For	1
Total Votes	1015
<b>YES</b>	459 45.22%
<b>NO</b>	556 54.78%

**Crescent Mills Lighting District - Special Tax - Measure E**

	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Vote For	1
Total Votes	27
<b>YES</b>	13 48.15%
<b>NO</b>	14 51.85%

2A2

A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK-RECORDER,  
REGISTRAR OF VOTERS, TO CONDUCT ALL  
FEDERAL, STATE AND LOCAL ELECTIONS IN THE YEAR 2018.

BE IT RESOLVED that the Plumas County Board of Supervisors hereby authorizes Kathy Williams, Plumas County Clerk-Recorder, Registrar of Voters, to conduct all federal, state and local elections throughout the calendar year 2018, as may be required or requested of said office, to appoint all election officers, purchase necessary election supplies and perform all election related duties as necessary, and

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to canvass all election returns, certifying the results to the Plumas County Board of Supervisors at a regular meeting of said Board, and,

BE IT FURTHER RESOLVED that pursuant to Elections Code Section 13307, a Candidate's Statement of Qualifications to be included with the Sample Ballot shall not exceed 200 words; with printing and mailing costs to be paid by the candidate or jurisdiction, and,

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to submit a statement to any of the governmental jurisdictions for which costs for any election services provided are incurred.

The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 2nd day of January, 2018 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

ATTEST:

\_\_\_\_\_  
Chair of the Board of Supervisors

\_\_\_\_\_  
Nancy L. DaForno,  
Clerk to the Board



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

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



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

DATE: January 9, 2018

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request to approve and authorize the Chair to sign contract amendment between Plumas County Probation and Redwood Toxicology.

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### Recommendation

Approve and Authorize Chair Engel to sign a contract between Plumas County Probation and Redwood Toxicology for the purpose of drug testing Probation clients.

### Background and Discussion

It is unknown if the original 2 year Redwood Toxicology contract for \$70,000 was meant to be a cumulative amount over the span of 2 years or an annual amount. This amendment is intended to clarify the dollar value of the contract to be a cumulative amount over the life of the contract. Further, the original contract is set to expire on January 31, 2018; this amendment extends the expiration of the contract to June 30, 2018 to coincide with the closing of the Fiscal Year.

Therefore, we respectfully request the approval of the Redwood Toxicology amendment.



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

2E1

**Date:** December 5, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for January 9, 2018

**Recommendation:** Approve and direct the Chair to sign the following agreements:

- a. Fiscal Experts, Inc., (PCPHA1718TSB) in the amount of \$18,000, to be ratified effective 7/1/17; and
- b. Plumas County Office of Education (SNAP1718PCOE) in the amount of \$10,000, to be ratified effective October 1, 2017.

**Background and Discussion:** As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for a number of different programs with diverse funding sources from the State Department of Health Services, private foundations, local sources, realignment and other county departments. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

Fiscal Experts, Inc., will provide Time Study Buddy software for the Medi-Cal Administrative Program. Funding is included in the approved County Budget Unit 70585 (MAA), Line Item 521900 (Professional Services).

Plumas County office of Education will provide nutritional education sessions to students for the SNAP-Education Program. Funding is included in the approved County Budget Unit 70650 (Public Health), Line Item 521900 (Professional Services).

**Fiscal Impact:** These agreements are fully funded through Public Health Programs, so there is no financial impact on the County General Fund.

County Counsel Office has reviewed and approved these contracts, a copy of which is on file with the Clerk of the Board for your review.

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

C:\users\rosieolney\My Documents\BOS\Agreements-PCPHA-Ratify.doc



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

2E2

**Date:** December 12, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for January 9, 2018

**Item Description/Recommendation:** Approve and direct the Chair to sign Subcontract Number PHEP2018REMSA with Regional Emergency Medical Services Authority in the amount of \$20,000.00 related to the Public Health Emergency Preparedness Program for Fiscal Year 2017-2018.

**History/Background:** As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Public Health, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently, Public Health contracts with providers to extend programs and/or provide services for various programs.

**Fiscal Impact:** This subcontract is fully funded through Public Health Programs, so there is no financial impact on the County General Fund. The funding is included in the approved 2017-2018 County Budget as follows: Budget Unit 70561 (PHEP) Line Item 521900 (Professional Services).

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

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

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2EB

## Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

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**Date:** December 15, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for January 9, 2018

**Recommendation:** Approve an Agreement between Plumas County Public Health Agency (PCPHA) and Tulare County Superintendent of Schools for the Betting On Our Future Program, and authorize the Acting Director of Public Health to sign as the Board's designee.

**Background Information:** As the Board may recall, since 2015 PCPHA has received funding from the Tulare County Superintendent of Schools through its program the California Center Youth Development and Health Promotion (collectively referred to as "CCYDHP"), to support the "Betting On Our Future" youth-led multimedia program. The CCYDHP has an agreement with the California Department of Public Health; Office of Problem Gambling (CDPH) to administer progress-based contracts. Expectation of the "Betting On Our Future" Program to execute interactive, high-energy presentations to communicate the risks and signs of problem gambling and under aged gambling. The objective is to empower youth to be advocates of change by raising awareness not only about the risks of problem gambling but also by informing others about existing resources through presentations.

This agreement term is October 1, 2017 through June 30, 2018 in the amount of \$6,700.00. This agreement has been reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your Review.

Please feel free to contact me should you have any questions or need additional information. Thank you.

C:\Documents and Settings\rosieolney\My Documents\BOS\BOOF 10-17 - 6/18 Agreement.doc



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

JK4

**Date:** December 6, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for January 9, 2018

**Item Description/Recommendation:** Approve the attached Resolution to accept Standard Agreement Amendment Number 16-10305 A01 from the California Department of Public Health, Office of AIDS for Housing Opportunities for Persons With AIDS (HOPWA), and authorize the Acting Director of Public Health to sign the Amendment as the Boards designee.

**Background Information:** Plumas County Public Health Agency has a contract with the State Department of Public Health, Office of AIDS for various HIV/AIDS related services and prevention activities, one of which, HOPWA is addressed today. The goal of Housing Opportunities for Persons Living with AIDS (HOPWA) is to assist individuals with advanced HIV infection and AIDS to remain safely in their homes thus reducing the need for costly and inappropriate hospitalization. The program, which is administered for the Mountain Counties AIDS Consortium by Plumas County Public Health Agency, has been immensely successful in our five county regions. Clients in Plumas, Siskiyou, Sierra, Modoc and Lassen Counties access HOPWA funds for emergency rental assistance and partial payment of utilities through the Plumas County Public Health Agency contract with the State Office of AIDS. The program which is 100% State funded covers costs for the five counties and is fully utilized each year.

This amendment increases the funding amount from \$82,497.00 to \$89,546.00, which is an increase of \$7,049.00.

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

C:\Documents and Settings\Rosie Olney\My Documents\BOS\HOPWA-Standard Agreement Amendment A01 FY 16-19 -Resolution.doc

RESOLUTION NO. 18-\_\_\_\_\_

A RESOLUTION TO ACCEPT STANDARD AGREEMENT AMENDMENT NUMBER 16-10305 A01, FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING FOR HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM FOR FISCAL YEARS JULY 1, 2016 THROUGH JUNE 30, 2019.

WHEREAS, Plumas County Public Health Agency will assist in alleviating or preventing homelessness among people living with HIV/AIDS and their families by providing housing assistance and supportive services;

WHEREAS, Plumas County Public Health Agency will provide resources and incentives to devise comprehensive strategies for meeting various types of housing needs;

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

1. Approve and Accept Standard Agreement Amendment Number 16-10305 A01 from the California Department of Public Health, Office of AIDS for Fiscal Years 2016-2019 in the amount of \$89,546.00.
2. Authorize the Director of Public Health to sign the agreement amendment and execute subsequent documents pertaining to Agreement Number 16-10853.

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 9<sup>th</sup> day of January 2018, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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Chair, Plumas County Board of Supervisors

Attest:

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Clerk, Plumas County Board of Supervisors



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

JE5

**Date:** December 6, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Consent Item for January 9, 2018

**Item Description/Recommendation:** Approve the attached Resolution to accept Grant Agreement Number 17-10713 from the California Department of Public Health for funding the Local Oral Health Program, and authorize the Acting Director of Public Health to sign as the board's designee; and approve and direct the Chair to sign the related subcontract #OHP2018ELLIS with Ellis Planning and Associates in the amount of \$50,336.00.

**Background Information:** Through Proposition 56, The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56) the California Department of Public Health (CDPH), Oral Health Program (OHP) has a unique opportunity to build capacity at the local level to address oral health which is essential for overall health. Tooth decay is the number one chronic disease of childhood.

The purpose of this agreement is to support the California Oral Health Plan activities. In collaboration with the Local Health Jurisdictions (LHJ) CDPH/OHP, we will strive to achieve improvements in oral health and accomplish the state oral health objectives within Plumas County. The activities will address problems identified by specific needs assessments and will reflect the California Oral Health Plan priorities. The activities in Year 1 will be focused on planning for implementation of interventions in subsequent years. The term of this agreement is from January 1, 2018 through June 30, 2022 in the total amount of \$720,715.00.

**Fiscal Impact:** The subcontract with Ellis Planning and Associates to provide consulting services is fully funded through Public Health's Oral Health Program (Budget Unit 70560, Line Item 521900), so there is no financial impact on the County General Fund.

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

RESOLUTION NO. 18-\_\_\_\_\_

**RESOLUTION TO ACCEPT GRANT AGREEMENT NUMBER 17-10713 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH FOR FUNDING THE LOCAL ORAL HEALTH PROGRAM FROM JANUARY 1, 2017 THROUGH JUNE 30, 2022.**

**WHEREAS**, Plumas County public Health Agency (PCPHA) will provide activities to support the state oral health plan;

**WHEREAS**, PCPHA will facilitate and implement oral health education, prevention, linkage to treatment, surveillance and case management services in the community;

**WHEREAS**, PCPHA will assess the oral health needs of the communities, develop a strategic action plan to address the oral health needs of the population groups within the communities and implement evidence based or evidence informed programs.

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

1. Approve and Accept Grant Agreement Number 17-10713 from the California Department of Public Health, beginning January 1, 2018 through June 30, 2022 in the amount of \$720,715.00.
2. Authorize the Acting Director of Public Health to sign agreement and execute subsequent documents and amendments pertaining to this Agreement.

**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 9<sup>th</sup> day of January 2018, by the following vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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Chair, Plumas County Board of Supervisors

**Attest:**

---

Clerk, Plumas County Board of Supervisors



# Plumas County Public Health Agency

JEB

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** December 5, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Cc:** Nancy Selvage, HR Director  
**Agenda:** Consent Item for January 9, 2018

**Recommendation:** Approve and direct Human Resources to recruit and fill a vacant, funded and allocated .625 FTE Assistant Cook position at the Portola Nutrition Site due to a promotion, effective October, 2017.

**Background and Discussion:** As the Board is aware; Plumas County Public Health Agency receives funding from the Area Agency on Aging to provide low cost services to the elderly of Plumas County. These services include; providing nutritious meals at the congregate sites in Plumas County and delivery of meals to seniors who are homebound in Plumas County.

The Assistant Cook aids with cooking, packaging, serving, and cleaning at the site, but also filling in as the Head Cook when necessary. The assistant cook must have knowledge of proper preparation and food handling methods as well as kitchen safety and sanitation practices.

A copy of the Critical Staffing Request and organizational charts are attached for your review.

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

C:\Documents and Settings\Rosie Olney\My Documents\BOS\HR-SS-Assistant Cook 1-18.doc

JF

 <b>THOMSON REUTERS®</b>	<b>Order Form</b> Contact your representative <a href="mailto:ryan.galvin@thomsonreuters.com">ryan.galvin@thomsonreuters.com</a> with any questions. Thank you.	<b>Order ID: Q-00152797</b>
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**Account Address**

Account #: 1000030333

PLUMAS COUNTY COUNSEL  
**LIZ CORTEZ** *MARI SNYDER*  
 520 MAIN ST RM 302  
 QUINCY  
 CA, 95971-9115  
 US

**Shipping Address**

Account #: 1000030333

PLUMAS COUNTY COUNSEL  
**LIZ CORTEZ**  
 520 MAIN ST RM 302  
 QUINCY  
 CA, 95971-9115  
 US

**Billing Address**

Account #: 1000030333

PLUMAS COUNTY COUNSEL  
**LIZ CORTEZ**  
 520 MAIN ST RM 302  
 QUINCY  
 CA, 95971-9115  
 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

**ProFlex Products***See Attachment for details*

Service Material	Product	Monthly Charges	Minimum Term (Months)	Year Over Year Increase During Minimum Term
40757482	WEST PROFLEX	\$465.00	36	3%

**Product Bridge**

Service Material	Product	Bridge Monthly Charges	Bridge Term (Months)
40757482	WEST PROFLEX	\$0.00	1

**Bridge Terms**

Bridge Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. The Bridge Monthly Charges will continue for the number of complete calendar months listed in the Bridge Term column above. At the end of the Bridge Term, your Monthly Charges and the Minimum Term will be as described in the Product grid above. All other terms and conditions of the Order Form remain unchanged.

**Minimum Term**

**Online/ Practice Solution/Software/ProFlex Products :** Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the number of complete calendar months listed in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Subscriber ("you" or "I") is also responsible for all Excluded Charges. Excluded Charges are for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

**For Window Products:** Monthly Charges begin on the date we process your order and will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window amount stated above. In addition to the Monthly Charges you are responsible for transactional usage charges in excess of the Monthly Window. Transactional charges are calculated based upon our then-current Schedule A rates. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing a service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

**Post Minimum Terms**

**For NON-ProFlex Online/Practice Solutions/Software Products:** Your subscription will change to a month-to-month status at the end of the Minimum Term, and your Monthly Charges will be billed at up to our then-current retail rate. Thereafter, we may modify the Monthly Charges after at least 30 days notice. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or

online notice. Either of us may cancel the month-to-month subscription by sending at least 30 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803

**Post Renewal Term for ProFlex Products**. Your subscription will change to a month-to-month status at the end of the Minimum Term, and your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase 7% every 12 months unless we notify you of a different rate at least 60 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the month-to-month subscription by sending at least 30 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803

**Automatic Renewal Term for Window Products**. Your subscription will change to a month-to-month status at the end of the Minimum Term and your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges after at least 30 days notice. The Monthly Window will remain unchanged. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window. In addition to the Monthly Charges, you are responsible for transactional usage charges in excess of the Monthly Window. Transaction charges are calculated based upon our then-current Schedule A rate. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the month-to-month subscription by sending at least 30 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

**Federal Government Subscribers Optional Minimum Term**. Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

**Charges, Payments & Taxes**. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Credit Verification**. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms**. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

**Returns and Refunds**. You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS and Serengeti charges are not refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Applicable Law**. This Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

**The General Terms and Conditions**, apply to all products ordered, except print and is located at <http://static.legalsolutions.thomsonreuters.com/static/general-terms-conditions.pdf>

The General Terms and Conditions for Federal Subscribers are located at <http://static.legalsolutions.thomsonreuters.com/static/federal-general-terms-conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Banded Product Subscriptions** You certify the total number of attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in the applicable Quantity column. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable

**Product Specific Terms**. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <http://static.legalsolutions.thomsonreuters.com/static/product-specific-terms.pdf>. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express

- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- Westlaw Doc & Form Builder
- West km Software
- West LegalEdcenter
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

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Additional Order Form Terms and Conditions

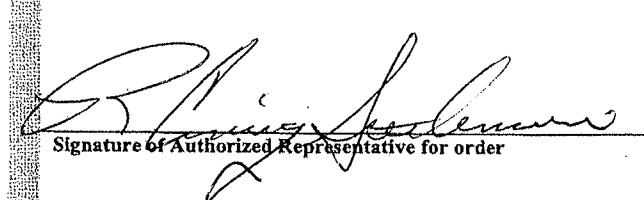
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**Government Non Availability of Funds for Online, Practice Solutions or Software Products**

You may cancel a product or service with at least 30 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document,(e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

**ACKNOWLEDGEMENT**

I have read all pages and attachments to this Order Form and I accept the terms on behalf of Subscriber. I warrant that I am authorized to sign this Order Form on behalf of the Subscriber.

  
Signature of Authorized Representative for order  
County Counsel

Printed Name

Title

12/21/2017  
Date

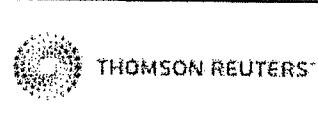
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This Order Form will expire and will not be accepted after 2/18/2018.

Approved as to form:

  
12/20/2017

Gretchen Stuhr  
Deputy Plumas County Counsel



## Attachment

## Order ID: Q-00152797

Contact your representative [ryan.galvin@thomsonreuters.com](mailto:ryan.galvin@thomsonreuters.com) with any questions. Thank you.

Order ID: Q-00152797

### Payment, Shipping and Contact Information

#### Payment Method:

Payment Method: Bill to Account

Account Number: 1000030333

PO Number:

SA ID:

GSA Funding:

#### Order Confirmation Contact (#28)

Contact Name: Mari Snyder

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

#### Shipping Information:

Shipping Method: Ground Shipping - U.S. Only

Profile Maintenance Details			
Account Number	Account Name	Account Address	Action
1000030333	PLUMAS COUNTY COUNSEL	520 MAIN ST RM 302 QUINCY CA, 95971-9115	New

Order Product Details			
Quantity	Unit	Service Material #	Description
2	Attorneys	42077751	Gvt National Primary Core
2	Attorneys	42077868	Gvt State Analytical
2	Attorneys	41933492	Gvt Know How For Government (Westlaw PRO™)

Contact Information			
User		Email Address	Contact Description
Mari		<a href="mailto:marisnyder@countyofplumas.com">marisnyder@countyofplumas.com</a>	EML PSWD CONTACT

IP Address					
From IP Address	To IP Address	From IP Address	To IP Address	From IP Address	To IP Address



# 261 DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART  
DIRECTOR

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

DATE: DECEMBER 11, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR JANUARY 9, 2018 CONSENT AGENDA

RE: APPROVAL TO FILL AN UPCOMING VACANCY IN THE ELIGIBILITY SPECIALIST SERIES IN THE DEPARTMENT OF SOCIAL SERVICES

A handwritten signature in black ink, appearing to read "ES".

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

Authorize the Department of Social Services to fill an upcoming vacancy in the Eligibility Specialist Supervisor series following the resignation of the incumbent on March 1, 2018.

### **Background and Discussion**

The Department of Social Services has been notified that an incumbent employee in the class of Eligibility Specialist Supervisor will resign her position with the Department effective March 1, 2018. As is shown on the enclosed Table of Organization, the Eligibility Specialist Supervisor is the supervisor for a unit of seven Eligibility Specialists and a lead Eligibility Specialist. The staff in this unit processes applications and continuing eligibility 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. Depending upon how recruitment goes for the position, it could be that there will be a short overlap period.

### **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 adopted County budget.

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

Enclosures (2)

**Position Classification:** Eligibility Specialist Supervisor

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

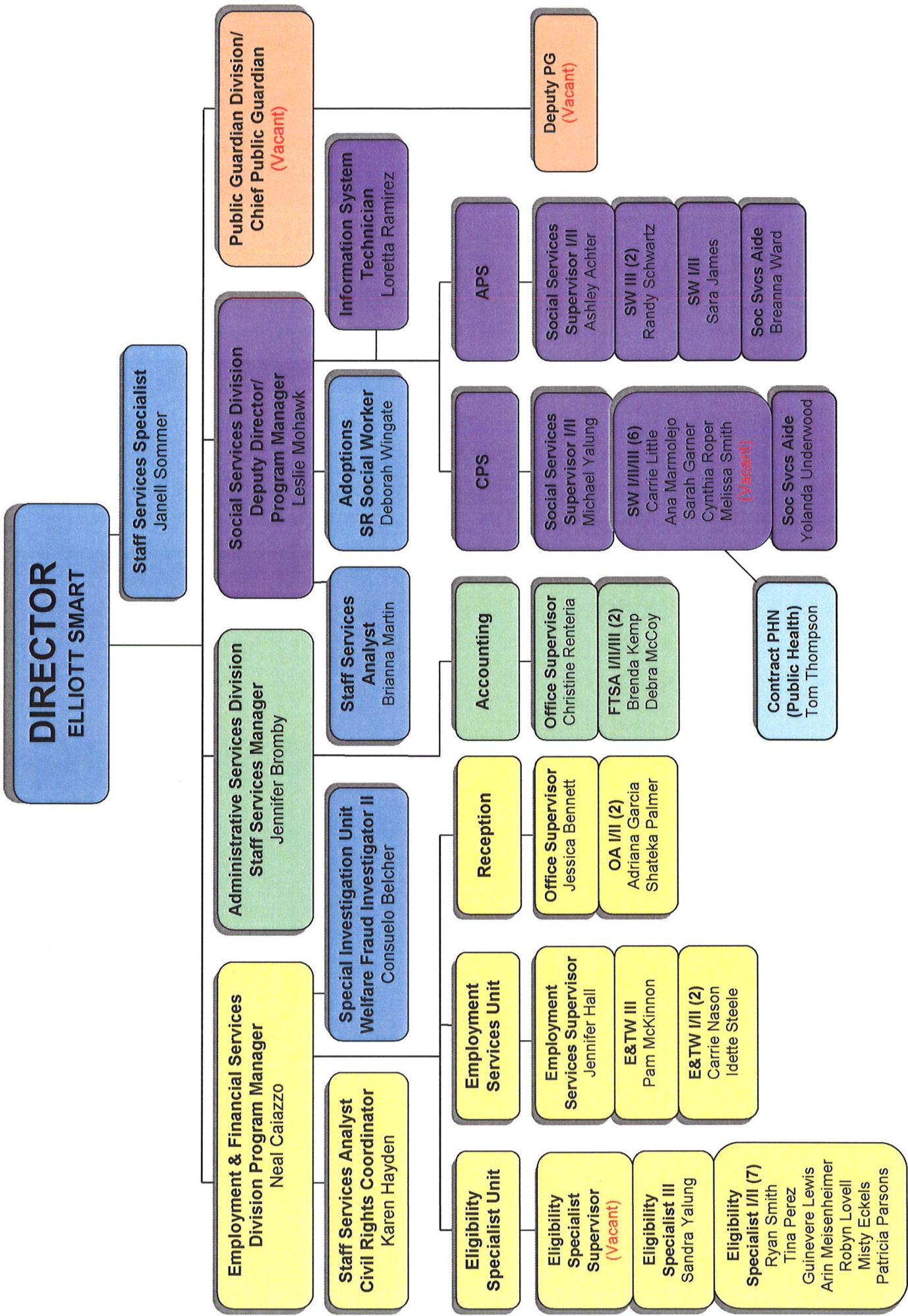
This position is primarily responsible for supervising staff that perform eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical 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.

**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 incumbent will be leaving county service effective March 1, 2018..

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

*162*

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

ELLIOTT SMART  
DIRECTOR

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

DATE: DECEMBER 20, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  


SUBJ: BOARD AGENDA ITEM FOR JANUARY 9, 2018, CONSENT AGENDA

RE: AUTHORIZATION TO FILL A VACANT AND FUNDED SOCIAL WORKER  
I/II/III POSITION IN THE DEPARTMENT'S CHILD PROTECTIVE SERVICES  
PROGRAM

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

Authorize the Department of Social Services to fill a vacant and funded Social Worker I/II/III position in the Department of Social Services as soon as administratively possible.

### **Background and Discussion**

The Department of Social Services has experienced a recent vacancy in the class of Social Worker I/II/III. This position became vacant October, 2017 when the incumbent left County service. As explained more completely in the accompanying documents, this position is part of our Child Welfare Services system and is therefore, critical for assuring the safety of abused or neglected children.

A Table of Organization showing the vacancy is also attached

### **Financial Impact**

This position is funded in this year's County budget. There is no impact to the County General fund as the position is funded by State, Federal and Realignment dollars.

Copy: DSS Management Staff

Enclosures

**Position Classification:** Social Worker I/II/III

**FTE:** 1.00

**Budgeted Position:** Yes

CWS is funded through Federal (50%), 2011 Realignment (35%) and 1991 Realignment (15%) dollars for the basic program.

This allocation of 2011 Realignment funds is specifically for Child Welfare Services. It cannot be spent on other programs.

**Mandated Program:** Yes.

Child Welfare Services is a state-mandated, county-administered public protection program. The mandate for Child Protective Services is found at Welfare and Institutions Code Section 16500, *et seq.* The mandated services include 24 hour, 7 days per week emergency response services for allegations of abuse or neglect of children, case management services to families whose children are removed from the home (including mandatory visits to both children and parents), reunification services to reunite families, and permanency services when reunification avenues are exhausted.

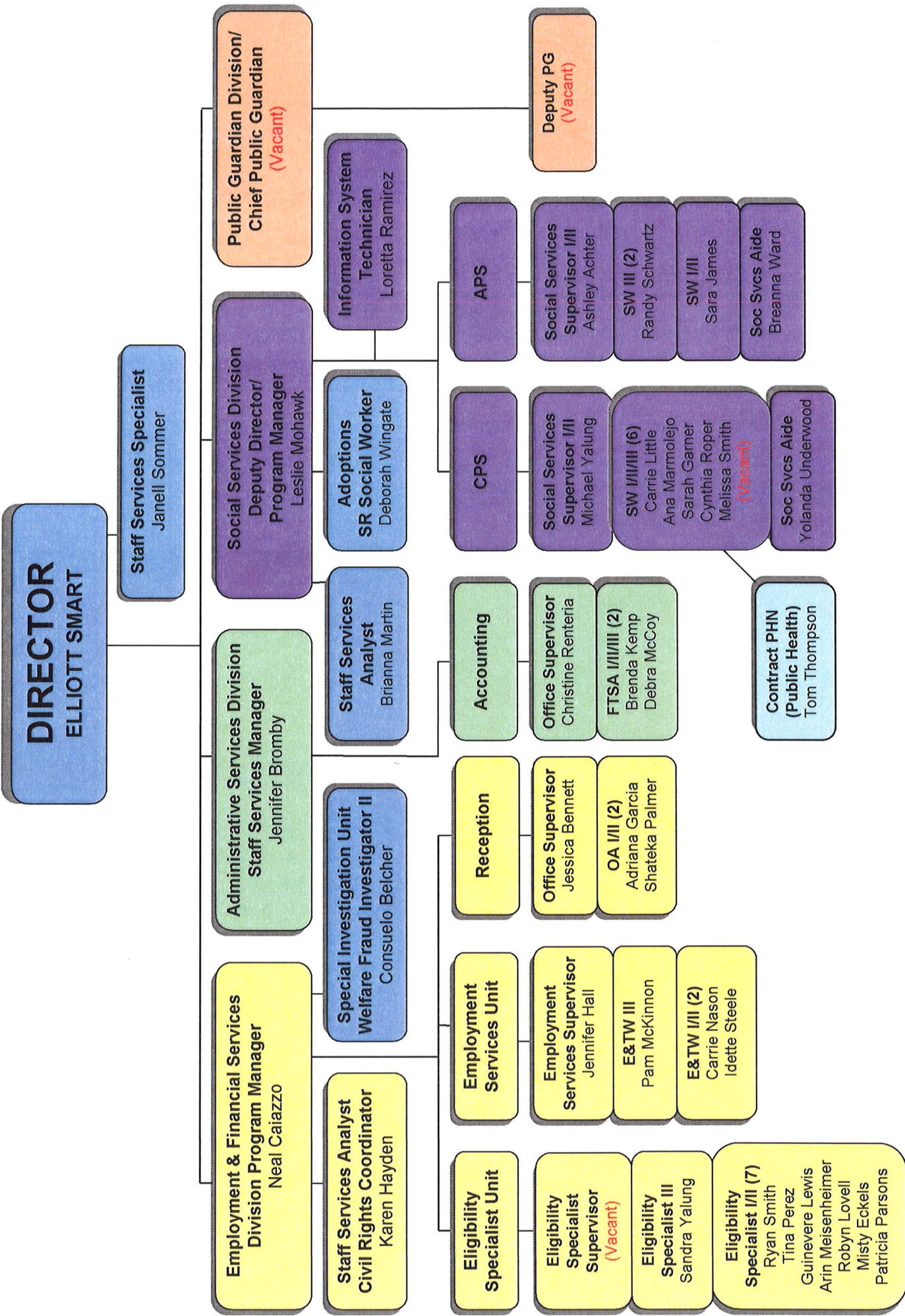
**Position Description:**

This position is responsible for the investigation of allegations of abuse or neglect of children. The incumbents also perform case management activities that support mitigation of the systemic family elements that have led to abuse or neglect of children. A significant component of the job includes reporting to the Plumas County Superior Court regarding the status of families who have had children removed from their care and custody. There is typically a significant amount of interaction with community based partner organizations that work with the Department towards goals associated with strengthening families.

**Funding Sources:**

The funding to support these positions comes from federal pass through dollars and county 1991 and 2011 Realignment dollars. There is no cost to the County's General Fund associated with this position.

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

763

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

ELLIOTT SMART  
DIRECTOR

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

DATE: DECEMBER 19, 2017  
TO: HONORABLE BOARD OF SUPERVISORS  
FROM: ELLIOTT SMART, DIRECTOR   
DEPT. OF SOCIAL SERVICES  
SUBJ: BOARD AGENDA ITEM FOR JANUARY 9, 2018, CONSENT AGENDA  
RE: RATIFY A CONTRACT AGREEMENT WITH MORNEAU SHEPELL, BDA,  
LIMITED

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

1. Ratify a contract agreement with Morneau Shepell BDA, Limited (formerly Bensinger Dupont) for drug testing services effective January 1, 2017 through December 31, 2017.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.
3. Authorize the Department to execute extensions of the agreement in the future subject to an agreement regarding compensation.

### **Background and Discussion**

The Department of Social Services has had a long standing agreement with a firm known as Bensinger Dupont. That agreement provided for certain types of drug testing for the Department. Typically, the compensation rate for the agreement was under \$3,000 so under the County Purchasing Policy, the Department could execute the agreement without coming before your Board for approval.

This year, the firm has been renamed Morneau Shepell, BDA, Limited. Due to this change there has been a delay in processing the agreement and a requirement to bring the agreement before your Board. We are, therefore, requesting that the Board approve the enclosed agreement and authorize the Director of the Department of Social Services to sign the agreement as the Board's designee. In addition, the Department requests authority to execute annual extensions of the agreement subject to an agreement regarding compensation.

### **Financial Impact**

There is no financial impact to the County General fund. The annual compensation rate is \$3,000. All funds are derived for Federal, state and Realignment sources.

**Other Agency Involvement**

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

Copy: 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 (hereinafter referred to as "County"), and Morneau Shepell BDA, Limited, 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, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed THREE THOUSAND Dollars (\$3,000.00).
3. Term. The term of this Agreement commences January 1, 2017 and shall remain in effect through December 31, 2017, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Morneau Shepell BDA, Limited from January 1, 2017 to date of approval of this Agreement by the Board of Supervisors.
4. Extension. This Agreement may be extended for three 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.
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 California Constitution supersedes any conflicting law, rule, regulation or statute.

- 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

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

Contractor:

MORNEAU SHEPELL BDA, LIMITED  
27715 Jefferson Avenue, Suite 103  
Temecula, CA 92590  
Attention: PAM POWELL

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.



## Exhibit A

### Services

1. All service support is provided by BDA/San Diego, 106 W. Hawthorne, Ste. A, Fallbrook, CA 92028, Telephone 888-577-3784, Fax 760-723-3057.
2. Our testing services include providing supplies to ship the specimen, testing the specimen at Omega Laboratories and reporting results via email, fax or web site. A standard panel tests the hair sample for:
  1. Amphetamines (includes methamphetamines and ecstasy)
  2. Cocaine
  3. Marijuana
  4. Opiates (heroin)
  5. PCP
 All of the above substances can be tested at Level of Detection (LOD) to determine exposure to each drug.
3. Description of services
  - a. The specimen is collected and sent to Omega by your collection facility.
  - b. Omega screens the specimen for the presence of drugs. A 1 1/2" hair sample will provide a 90 day window of detection. Negative results are reported immediately. If a substance is detected at or above the cut-off levels for that drug, the specimen is sent for confirmation using gas chromatography/mass spectrometry (GC/MS).
  - c. If LOD testing is requested, the sample goes directly to GC/MS and is tested only for the requested drug.
  - d. Test results are available immediately following completion of the testing.
4. Cost of Services
  - a. \$65.00 per test for standard 5 panel test
  - b. \$100.00 per LOD test
5. Billing
  - a. Invoicing is generated at our San Diego location for all services.
  - b. The remit to address is: Bensinger, DuPont & Associates, 20 North Wacker Drive, Ste. 920, Chicago, IL 60606.

Thank you for your interest in Bensinger, DuPont & Associates. For additional information on BDA, please take a look at our web site [www.bensingerdupont.com](http://www.bensingerdupont.com). Please don't hesitate to contact me at 888-577-3784 with any questions.

Sincerely,

  
Pamela Powell

Manager, Client Development

INVESTIGATIVE SERVICES

CHICAGO

WASHINGTON, DC

LITTLE ROCK

SAN DIEGO

SPOKANE



# Office of the Sheriff

## Office of Emergency Services

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

241

## Memorandum

**DATE:** December 11, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood *(Signature)*  
**RE:** Agenda Item for the meeting of January 2, 2018

**Recommended Action:**

Approve service agreement with PG&E and authorize the Auditor to pay the claim to PG&E in the amount of \$12,587.95 for the Radio Hill project.

**Background and Discussion:**

The Sheriff's Office has been working on a Title III communications project on Radio Hill. The expenses related to this project are reimbursed to the county by Title III.

The PG&E payment is for getting the needed utilities to the Radio Hill site. The payment amount is a 10-year refundable advance option.

This agreement has been reviewed by County Counsel.



## Customer Payment Coupon

PLUMAS COUNTY SHERIFF OFC, A Government Agency

1400 E MAIN ST  
QUINCY, CA 95971

For Internal Use	
Notification #	112420356
Contract #	1234581
E-PM #	31352438
G-PM #	
E-Prior MLX/PM#	1949
G-Prior MLX/PM#	
Customer #	1465747

677 RADIO HILL RD, QUINCY, 95971

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement and enclose payment.

<b>10-Year Refundable Advance Option Gas and Electric</b>	\$12,587.95	<b>\$12,587.95</b>
<b>Non-Refundable 50 percent Discount Option for Gas and Electric</b>	\$6,280.01	<b>\$6,280.01</b>
<b>10-Year Refundable Advance Option for Gas and Non-Refundable 50 percent Discount Option for Electric</b>	\$6,280.01	<b>\$6,280.01</b>
<b>Non-Refundable 50 percent Discount Option for Gas and 10-Year Refundable Advance Option for Electric</b>	\$12,587.95	<b>\$12,587.95</b>

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement.

### Important Payment Information

#### To complete your contract ONLINE

- Follow the instructions provided with your electronic contract
- Submit payment at [pge.com/contractpayments](http://pge.com/contractpayments)

#### To complete your contract BY MAIL

- Please make check payable to: **PG&E or Pacific Gas and Electric**
- Complete, sign and return the enclosed agreement(s), the SACAC form and this customer payment coupon with your payment

#### **Remit payment and SACAC form to:**

PG&E CFM/PPC Department  
PO BOX 997340  
Sacramento, CA 95899-7340

### IMPORTANT MESSAGE

Please review the enclosed information and total due.

If you complete your contract ONLINE, a copy will be saved to your Customer Connections Online (CCO) account at [pge.com/cco](http://pge.com/cco).

To learn more about PG&E's gas and electric safety initiatives and resources please visit [pge.com/safety](http://pge.com/safety).

**Have Questions?**

**Please Call**

**1-800-422-0436**



112420356



39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

November 28, 2017

PLUMAS COUNTY SHERIFF OFC, A Government Agency

1400 E MAIN ST  
QUINCY CA 95971

Re: 677 RADIO HILL RD, QUINCY 025971

<b>For Internal Use</b>	
Notification #	112420356
Contract #	1234581
E-PM #	31352438
G-PM #	
E-Prior MLX/PM#	1949
G-Prior MLX/PM	
Customer #	1465747

We are writing to let you know Pacific Gas and Electric Company (PG&E) will extend its facilities to provide the requested gas and electric service to the project address listed above. PG&E's costs have been developed based on the choices and information provided in your application and may change if you make changes. This letter, including PG&E's tariffs, which are incorporated by reference below, will serve as our contract. As required by the California Public Utilities Commission (CPUC), special facilities will be handled in a separate contract. Please complete the following four steps to execute this contract.

 Review the following work responses/billables and cost information.

All amounts include the Income Tax Component of Contribution (ITCC) PG&E is required to charge customers, where applicable.

## DEFINITIONS AND NOTATION

(For more detail see rules 15 and 16):

Total non-refundable project costs include costs for work such as electric trench and excavation, conduits, inspections, streetlights, conversion from overhead to underground and contract processing.

**Refundable extension costs** include costs for facilities such as electric conductor, transformers and poles, gas pipe, gas share of distribution trench and regulators, and meters.

**Allowances** are a credit against refundable extension costs. They are based upon the number of residential units expected to be connected within the first six months and the expected annual non-residential net (distribution) revenue from your project.

Allowances granted under either option are subject to **deficiency billing** if the number of residential units connected or the annual non-residential net revenue falls below the forecast used to calculate the allowances.

**Net refundable amount** is the portion of overall costs eligible for refund to you based upon additional residential meters being set or upon increases in non-residential annual net (distribution) revenue. A cost-of-ownership charge is assessed against the Net refundable amount (except for individual residential applicants) per Rule 15.

**Potential refund per residential lot/unit** is for those lots/units for which you did not already receive an allowance (i.e. units not expected to be connected in the first six months). Any refunds may be decreased or eliminated by cost-of-ownership charges assessed under the provisions of Rule 15.

**Potential reimbursement** per service completion is the amount to which a customer may be entitled for performing certain service connection work PG&E would otherwise perform when installing service extensions and are not to be confused with refunds.

**Reimbursement for other work performed is**  
**available to customers who may be eligible**  
**for performing certain work (other than service**  
**completions) that normally is PG&E's responsibility.**



14-6790356-1



## Gas and Electric Extension Agreement\*

### 1 Select one of the following payment options.

- 10-Year Refundable Option for Gas and Electric
- Non-Refundable 50 Percent Discount Option for Gas and Electric
- N/A 10-Year Refundable Option for Gas and Non-Refundable 50 Percent Discount Option for Electric
- N/A Non-Refundable 50 Percent Discount Option for Gas and 10-Year Refundable Option for Electric

	Gas	Electric	Advance	Total Due
10-Year Refundable Option for Gas and Electric	\$0.00	\$15,087.95	\$2,500.00	\$12,587.95
Non-Refundable 50 Percent Discount Option for Gas and Electric	\$0.00	\$8,780.01	\$2,500.00	\$6,280.01
10-Year Refundable Option for Gas and Non-Refundable 50 Percent Discount Option for Electric	N/A	N/A	N/A	N/A
Non-Refundable 50 Percent Discount Option for Gas and 10-Year Refundable Option for Electric	N/A	N/A	N/A	N/A

### 2 Review those important terms and conditions.

This Gas and Electric Extension Agreement is controlled by, and incorporates by reference, PG&E's tariffs, including Gas and Electric rules 2, 15, and 16; the Distribution and Service Extension Agreement-Provisions (Form 62-0982) and the General Terms & Conditions for Gas and Electric Extension & Service Construction by Applicant (Form 79-716), all as approved and authorized by the CPUC. This agreement at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

You can view PG&E's tariffs online at [pge.com/tariffs](http://pge.com/tariffs) or contact the PG&E representative listed below. Additional details underlying the amounts shown in this agreement, as well as the calculation of allowances, refunds or deficiency bills can also be provided by your local PG&E representative.

### 3 After completing steps 1, 2 and 3 and having checked one, but only one, of the four payment options above, please complete and return the following items to PG&E.

- Sign and return this contract as indicated below.
- Submit the Payment Coupon with Total Due based on your option selected.
- Sign and return the enclosed Statement of Applicant's Contract Anticipated Costs (SACAC) [Form 79-1003] (explanation in box to the right).

**Please provide your payment and required forms within 90 days from 28-NOV-17. PG&E is not bound by the costs set forth above if payment and the signed forms are not received by PG&E within 90 days.**

If you have any questions, please contact Amy Husted at 530-894-4733 or by email at [ALHT@pge.com](mailto:ALHT@pge.com)

**Pacific Gas and Electric Company**

**This contract has been reviewed and approved by:**

David Barrios  
Industrial Power Engineer

**Customer**

**Agreed and accepted by:**

PLUMAS COUNTY SHERIFF OFC, A Government Agency

Authorized Signatory MIKE GRANT

Title

Signature

Date

Approved as to form:

R. Craig Settemire  
Plumas County Counsel

Automated document  
Prepared statement, Part A  
Form M1169  
Adylo 3879-9/16/07-6  
March 2016



1124203562

Page 1 of 3



## STATEMENT OF APPLICANT'S CONTRACT ANTICIPATED COSTS.\*

Project Name: COMMUNICATION SHELTER VAULT

Project Location: 677 RADIO HILL RD, QUINCY, 95971

Notification Number: 112420356

PM Number(s): (Gas)

(Electric) 31352438

### APPLICANT COSTS

The following statement must only include the contracted anticipated installed costs of facilities installed by the Applicant that are refundable and that are PG&E's responsibility under its tariffs.

The costs provided by the Applicant must be taken from the Applicant's contract with its contractor. If the Applicant will be performing the work itself, the Applicant must also complete and sign this form.

The Applicant's statement of costs will be compared with PG&E's estimated installed costs of the same facilities, the lower of which will be used to determine the amount subject to allowances and refunds in accordance with the provisions of PG&E's Gas and Electric Rules 15 and 16.

If the Applicant chooses not to provide its costs, it must complete the last section of this form. Until the Applicant either provides the refundable cost from its contract with its contractor (or its own cost, if applicable), or returns this form indicating that it will not do so, PG&E will not proceed with any work on the Applicant's project.

### GAS

Residential Service Facilities:

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

Number of gas service: 0      Stubs: 0

### ELECTRIC

Residential Service Facilities:

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

Number of Electric service: 0

- Applicant's statement of costs include: overhead or underground service conductors, poles, service transformers, connection fittings, service pipe, valves, service connections, and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16.
- Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.



112420356

Page 1 of 2

\* Automated document if Preliminary Statement Part A

Form 79-1003  
Tariffs and Compliance  
Advice: 80-G-C2379-E  
Division 03-01-032  
Effective: July 1, 2004

**GAS**

Gas Distribution Facilities  
and Non-Residential Service Services:

Applicant: \$ \_\_\_\_\_

PG&E: **\$0.00**

**ELECTRIC**

Electric Distribution Facilities  
and Non-Residential Service Services:

Applicant: \$ \_\_\_\_\_

PG&E: **\$10,249.15**

**GAS DISTRIBUTION TRENCH**

Applicant: \$ \_\_\_\_\_

PG&E: **\$0.00**

- Applicant's statement of costs include: cables, switches, transformers, distribution main, valves, regulators, nonresidential service costs, and other distribution facilities required to complete the distribution line extension, as detailed in Gas and Electric Rule 15 as PG&E's responsibility.
- Applicant's statement of costs DOES NOT include: inspection fees, tie-in of system by PG&E, distribution substructures, electric trench, conduits, feeder conduits, or protective structures, as detailed in Gas and Electric Rule 15.

I declare under penalty of perjury that the foregoing is true and correct.

**APPLICANT'S ELECTION NOT TO PROVIDE COSTS:** (if this option selected, box must be checked)

I choose not to provide to the utility my refundable costs for this project as taken from my contract with my contractor, or as performed by myself, and acknowledge that PG&E will use its estimate of the refundable costs for this project in the contract between it and me.

Executed on \_\_\_\_\_ at **QUINCY, CA**  
(Date) (City)

By:

Print Applicant Name: **MIKE GRANT**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



112420056E

Page 2 of 2

\* Automated document, Preliminary Statement, Part A

Form 79-1003  
Tariff and Compliance  
Addendum G-CR379-E  
Division 03-03-032  
Effective July 1, 2004



Pacific Gas and Electric Company  
Detailed Cost Sheet- Electric Distribution and  
Service Extension Costs

REFERENCES:

Notification #	112420356
Contract #	1234581
PM #	31352438
E-Prior MLXiPM #	1949

Applicant: PLUMAS COUNTY SHERIFF OFC, A Government Agency  
Project Location/Nam: 677 RADIO HILL RD, QUINCY, 95971

### Cost Breakdown

Total number of residential lots/units for this project:

Total number of non-residential lots/units for this project: 6  
Total number of combined meters: 6

#### Cost of Services:<sup>(5)</sup>

Engineering & Administrative Costs				\$0.00
Value of Applicant Design Work		(+)		\$0.00
Service Tie-In Cost (Energized) by PG&E		(+)		\$0.00
Electric Metering		(+)		\$0.00
Others (N/A)		(+)		\$0.00
Inspection Fees		(+)		\$0.00 <sup>(4)</sup>
Service Cost - PG&E installed	# Services	0	(+)	\$0.00
Service Cost - Applicant installed	# Services	0	(+)	\$0.00 <sup>(5)</sup>
Total Estimated Cost of Service Subject to Allowance				<u>\$0.00</u>

#### Cost of Service Within Allowance:

less Total Residential Service Allowance

<u>\$2,431.00</u>	x	<u>0</u>	=	<u>(-)</u>	<u>\$0.00<sup>(1)</sup></u>
Excess Service Cost				(=)	<u>\$0.00</u>
Estimated Service Cost Within Allowance (Total less Excess)				(=)	<u>\$0.00</u>

Average Cost per Lot or Unit Within Allowance

<u>\$0.00</u>	/	<u>0</u>	=	<u>\$0.00</u>
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#### Excess Service Allowance Applied to Distribution Line Extension Refundable

Amount per Lot or Unit:

<u>\$2,431.00</u>	-	<u>\$0.00</u>	=	<u>\$0.00</u> <sup>**</sup>
Allowance		Ave. Cost / Unit		

## Advances

### Residential:

\$2,431.00	x	0	(=)	\$0.00
Allowance		Lots / Units		
plus ITCC @ 22%		Residential Allowances	(+)	\$0.00
SUB TOTAL Residential Allowance			(=)	\$0.00
Non-Residential: \$2,275.00	/	0.1512	(=)	\$15,046.30
Net Annual Revenue		Cost-of-Service-Factor		
plus ITCC @ 22%		Non-Residential Allowances	(+)	\$3,310.12
SUB TOTAL Non-Residential Allowances			(=)	\$18,356.48
less Residential Service Allowance:				
( 0	x	\$0.00	) + 22% =	\$0.00
Lots/Units		Ave. Cost / Unit		

Total Distribution Line Extension Allowance \$18,356.48

## Amount Subject to Refund

Engineering & Administrative Costs	\$7,702.07
Value of Applicant Design Work	\$0.00
Tie-In of Distribution Line Extension by PG&E	\$6,308.60
Electric Metering (Non-Residential Projects)	\$1,127.37
Other Taxable Charges: N/A	\$0.00
PG&E installed - Cost of Distribution Line and Non-Res Svcs.	\$10,249.15
Applicant installed - Cost of Distribution Line and Non-Res Svcs.	\$0.00 <sup>(5)</sup>
Value of Distribution Substructures	\$0.00
Inspection Fees	\$0.00 <sup>(4)</sup>
SUB TOTAL	\$25,387.18
plus ITCC @ 22%	\$5,585.18
Total Refundable Amount	\$30,972.36
Less Total Allowances (not to exceed Total Refundable Amount)	\$18,356.48
Balance: Net Refundable Amount	\$12,615.88

## 10 Year Refundable Advance Option

Balance: Net Refundable Amount	\$12,615.88
Less Credit for Value of Applicant Design Work	\$0.00
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant	\$0.00 <sup>(5)</sup>
Less Distribution Substructures by Applicant	\$0.00
Net 10 Year Refundable Advance Option Amount	(=) \$12,615.88 <sup>(2)</sup>

## Non-Refundable Discount Option

Balance: Net Refundable Amount	\$12,615.88
less Discount \$12,615.88	x 0.50 =
Balance	Discount Rate
(-) \$12,615.88	(-) \$6,307.94
Less Credit for Value of Applicant Design Work	(-) \$0.00
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant	(-) \$0.00 <sup>(5)</sup>
Less Distribution Substructures by Applicant	(-) \$0.00
Net Non-Refundable Discount Option Amount	(=) \$6,307.94 <sup>(2)</sup>

### Non-Refundable Payments

### Rule 16 Non-Refundable Payments

Excess Service Costs		\$0.00
Service Costs Beyond Preferred Service Location	(+)	\$0.00
Service Riser	(+)	\$694.66
Value of Rule 16 Land Rights Costs	(+)	\$0.00
Value of Service Trench, Conduits & Substructures in the Franchise Area or on 3rd Party Property	(+)	\$0.00
Inspection Fees	(+)	\$716.88
Rule 16 Trench Permits Obtained by PG&E	(+)	\$0.00
Other Taxable Charges: N/A	(+)	\$0.00
Cost of Additional Rule 16 Applicant Design Plan Checks	(+)	\$0.00
<b>SUB TOTAL</b>	(=)	<b>\$1,411.53</b>
Plus ITCC @ 22%	(+)	\$310.54
Other Non-taxable Charges: N/A	(+)	\$0.00
Residential Per Meter Charge=	unit(s)	\$0.00
Non-Residential Per Meter Charge 6	unit(s)	\$750.00
Inspection Fees (not subject to ITCC)	(+)	\$0.00
Plus Service Trench, Conduits, & Substructures installed by PG&E on Private Property	(+)	\$0.00
Less Excess Service Facilities Installed by Applicant	(-)	\$0.00
Less Service Costs Beyond Preferred Location by Applicant	(-)	\$0.00
Less Service Riser Installed by Applicant	(-)	\$0.00
Less Service Trench, Conduits, & Substructures in the Franchise Area & 3rd Party Property installed by Applicant	(-)	\$0.00
Less Rule 16 Applicant Design Work Associated with Excess Total Rule 16 Non-Refundable Amount	(-)	\$0.00
	(=)	<b>\$2,472.07</b>

## Rule 15 Non-Refundable Payments

Inspection Fees		\$0.00
Re-estimating/Composite Preparation	(+)	\$0.00
Cost of Additional Applicant Design Plan Checks	(+)	\$0.00
Value of Distribution Conduits	(+)	\$0.00
Distribution Risers Installed by PG&E	(+)	\$0.00
Value of Distribution Trench	(+)	\$0.00
PG&E Land Rights Costs	(+)	\$0.00
Rule 15 Trench Permits Obtained by PG&E	(+)	\$0.00
Other	(+)	\$0.00
<b>SUB TOTAL</b>	(=)	\$0.00
Plus ITCC @ <u>22%</u>	(+)	\$0.00
Less Distribution Conduits Installed by Applicant	(-)	\$0.00
Less Distribution Trench Provided by Applicant	(-)	\$0.00
<b>Total Non-Refundable Electric Rule 15 Amount</b>	(=)	<b>\$0.00</b>

## Relocation / Rearrangement of PG&E Facilities

Value of Relocation/Rearrangement Facilities		\$0.00
Value of Relocation/Rearrangement Conduits & Substructures	(+)	\$0.00
Value of Relocation/Rearrangement Trench & Excavation	(+)	\$0.00
Engineering & Administrative Costs	(+)	\$0.00

Value of Relocation Applicant Design Work	(+)	\$0.00
Cost of Additional Applicant Design Plan Checks	(+)	\$0.00
Tie-In of Relocation/Rearrangement by PG&E	(+)	\$0.00
Relocation/Rearrangement Trench Permits Obtained by PG&E	(+)	\$0.00
Relocation/Rearrangement Land Rights	(+)	\$0.00
Relocation/Rearrangement Inspection Fees	(+)	\$0.00
<b>SUB TOTAL</b>	(=)	\$0.00
Plus ITCC @ 22%	(+)	\$0.00
Plus Relocation/Rearrangement - Non Taxable	(+)	\$0.00
Less Relocation/Rearrangement Facilities Installed by Applicant	(-)	\$0.00
Less Conduits & Substructures Installed by Applicant	(-)	\$0.00
Less Trench & Excavation Provided by Applicant	(-)	\$0.00
Less Value of Relocation Applicant Design Work	(-)	\$0.00
Less Relocation/Rearrangement Salvage	(-)	\$0.00
<b>Total Relocation / Rearrangement of PG&amp;E Facilities Amount</b>	(=)	<b>\$0.00</b>

---

(1) Total Service Allowance not to exceed the Cost of Service  
 (2) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff.  
 (3) 10 Year Refundable and Discount Option credit amounts do not offset Other Non-Refundable or Relocation Fees. See Reimbursement Summary for a total of Reimbursements and Credits to be paid upon acceptance of facilities.  
 (4) Inspection Fees (Only Refundable if Applicant's Actual Cost is Used. Applicant's Actual Cost + Inspection Cannot Exceed PG&E's Estimate)  
 (5) The lower of PG&E's estimated costs or the Applicant's Contract Anticipated Costs (as documented on Form 79-1003 "Statement of Contract Anticipated Costs") will be used to establish the cost of Service and Distribution Line Extension subject to Allowance

---

**Note:** This supplemental detailed cost sheet is for reference only and is not intended for use in place of the actual contract for the project listed.



Pacific Gas and Electric Company  
Detailed Cost Sheet - Reimbursement Costs

REFERENCES:

Notification #	112420356
Contract #	1234581
E15-PM #	31352438
E16R-PM #	31352438
E20B-PM #	
E20C-PM #	
G15-PM #	
G16R-PM #	

Cost Breakdown

Applicant: PLUMAS COUNTY SHERIFF OFC, A Government Agency  
Project Location/Name: 677 RADIO HILL RD, QUINCY, 95971

**Electric Rule 15**

10 Year Refundable Advance Credit Amount		<u>\$0.00</u> <sup>(1)</sup>
- or -		
Non-Refundable Discount Option Credit Amount		<u>\$0.00</u> <sup>(1)</sup>
Joint Pole Credits	(+)	<u>\$0.00</u>
PG&E Betterments	(+)	<u>\$0.00</u>
SUB TOTAL: w/ 10 Year Refundable Advance Credit Amount		(=) <u>\$0.00</u>
- or -		
w/ Non-Refundable Discount Credit Amount		(=) <u>\$0.00</u>

**Electric Rule 16**

Joint Pole Credits		<u>\$0.00</u>
Applicant Design Work within the Allowance	(+)	<u>\$0.00</u>
SUB TOTAL:		(=) <u>\$0.00</u>

**Reimbursements per Service Completion - Electric**

Energized System	<u>\$0.00</u> /service <sup>(2)</sup>
Non-energized System	<u>\$0.00</u> /service <sup>(2)</sup>

**Electric Rule 20B**

Joint Pole Credits		<u>\$0.00</u>
Rule 20B Payment Credit	(+)	<u>\$0.00</u>
SUB TOTAL:		(=) <u>\$0.00</u>

**Electric Rule 20C**

Joint Pole Credits		<u>\$0.00</u>
Rule 20C Payment Credit	(+)	<u>\$0.00</u>
SUB TOTAL:		(=) <u>\$0.00</u>

## Streetlights

### LS-1

Standard Luminaries		\$0.00
Standard Poles & Arms	(+)	\$0.00
Protective Tubes	(+)	\$0.00
Internal Wiring	(+)	\$0.00
Overhead Conductor	(+)	\$0.00
Underground Conductor	(+)	\$0.00
Connections	(+)	\$0.00

### LS-2

Connections	(+)	\$0.00
SUB TOTAL:	(=)	\$0.00

## Gas Rule 15

10 Year Refundable Advance Credit Amount		\$0.00 <sup>(1)</sup>
- or -		
Non-Refundable Discount Option Credit Amount		\$0.00 <sup>(1)</sup>
PG&E Betterments	(+)	\$0.00
SUB TOTAL: w/ 10 Year Refundable Advance Credit Amount	(=)	\$0.00
- or -		
w/ Non-Refundable Discount Credit Amount	(=)	\$0.00

## Gas Rule 16

Stub Services		\$0.00
Applicant Design Work within the Allowance	(+)	\$0.00
SUB TOTAL:	(=)	\$0.00

## Reimbursements per Service Completion - Gas

Pressurized System	\$0.00 /service <sup>(2)</sup>
Non-Pressurized System	\$0.00 /service <sup>(2)</sup>

(1) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff. (3)

(2) This Reimbursement will be paid on a per service basis as each service is completed. (3)

(3) Excludes service completion reimbursements made under Rule 16. Service completion reimbursements will be made as each service is connected, on a per service basis. (3)

**Note:** This supplemental detailed cost sheet is for reference only and is not intended for use in place of the actual contract for the project listed.



# Office of the Sheriff

## Office of Emergency Services

2H2

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** December 19, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**RE:** Agenda Items for the meeting of January 9, 2018

**It is recommended that the Board:**

Approve and sign contract #PCSO00011 between the Plumas County Sheriff's Office (PCSO) and Levi Pence, dba Hi Tech Frame & Finish in the amount of \$45,000.

**Background and Discussion:**

The term of this contract is 02/01/18-01/31/19. This purpose of this agreement is for Sheriff vehicle repairs.

Agreement has been approved as to form by County Counsel.

**Services Agreement**

This Agreement is made this 1st day of February 2018, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Levi Pence, an individual, doing business as Hi Tech Frame & Finish, (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 (the "Work").
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 and No/100 (\$45,000.00).
3. **Term.** The term of this agreement shall be from February 1, 2018 through January 31, 2019, 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. **Labor and Materials.** Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. 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, 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.

\_\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

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:

Sheriff's Department  
County of Plumas  
1400 E. Main Street  
Quincy, CA 95971  
Attention: Roni Towery

Contractor:

Hi Tech Frame & Finish  
1229 Industrial Way  
Quincy, CA 95971  
Attention: Levi Pence

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. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

26. 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.

COUNTY INITIALS

CONTRACTOR INITIALS

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

CONTRACTOR:

By:

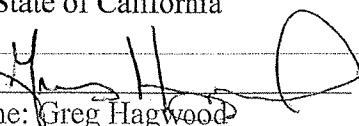
Levi Pence, an individual doing business as Hi Tech Frame & Finish

Date:

COUNTY:

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

By:

  
Name: Greg Hagwood  
Title: Sheriff

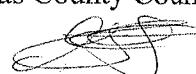
By:

Name:  
Title: Chair, Board of Supervisors  
Date signed:

Approved as to form:

Plumas County Counsel

By:

 10/15/2007

COUNTY INITIALS

**EXHIBIT A**

**Scope of Work**

1. Provide the following automotive body repair services on an as-needed basis upon request of the County:
  - a. Body repair and refinishing of automobiles and light trucks.
  - b. Frame repairs of automobiles and light trucks.
  - c. Maintenance work on provided by County during body repairs.
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

**EXHIBIT B**

**Fee Schedule**

1. Labor shall be charged at the following per hour rates:

Body repair work	\$72.00
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Painting	\$72.00
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Frame repair work	\$72.00
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Mechanical repair work	\$72.00
------------------------	---------

2. Parts shall be charged at the following rates: paint at a flat rate of \$36.00 per painting hour; body parts and supplies at Contractor's cost plus 25%.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



# Office of the Sheriff

## Office of Emergency Services

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

2H3

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** December 12, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood A handwritten signature of Sheriff Greg Hagwood in black ink.  
**RE:** Agenda Items for the meeting of January 2, 2017

**It is recommended that the Board:**

Approve contract #PCSO00097 between the Plumas County Sheriff's Office (PCSO) and the Department of Justice (DOJ), Bureau of Criminal Identification & Information (BCII) in the amount of \$25,000 and authorize the Sheriff to sign.

**Background and Discussion:**

The term of this contract is 01/01/18-12/31/18. This purpose of this agreement with the DOJ is to submit fingerprint images and related information electronically and having DOJ provide PCSO with DOJ and FBI Criminal Offender Record Information (CORI). PCSO will be billed for live scan fingerprint submissions monthly and payments will be made to DOJ under this agreement.

County Counsel has reviewed and approved this agreement.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
STD 213 (Rev 06/03)

AGREEMENT NUMBER
PCSO00097
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Business/Entity named below:

BUSINESS/ENTITY NAME

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

CONTRACTOR'S NAME

DEPARTMENT OF JUSTICE (DOJ)

2. The term of this Agreement is: 01/01/18 through 12/31/18

3. The maximum amount of this Agreement is: \$25,000.00 Twenty Five Thousand Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibit A -- Scope of Work 2 page(s)

Exhibit B -- Invoicing and Payment Provisions 2 page(s)

Exhibit C\* -- General Terms and Conditions page(s)

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) page(s)  
 Exhibit - D Special Terms and Conditions

Exhibit E -- Additional Provisions page(s)

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

DEPARTMENT OF JUSTICE (DOJ)

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

DAVID HARPER, DIRECTOR, OFFICE OF BUDGETS & MANAGEMENT

ADDRESS

1300 I STREET, ROOM 810

SACRAMENTO, CA 95814

*California Department of Justice  
Use Only*

**BUSINESS/ENTITY**

BUSINESS/ENTITY NAME

COUNTY OF PLUMAS (PCSO)

BY (Authorized Signature)

DATE SIGNED (Do not type)

12/7/17

PRINTED NAME AND TITLE OF PERSON SIGNING

GREGORY HAGWOOD, SHERIFF

Approved as to form:

ADDRESS

1400 E. MAIN STREET QUINCY, CA 95971

12/5/17

Gretchen Stuhr

Deputy Plumas County Counsel

## **EXHIBIT A** **SCOPE OF WORK**

The County of Plumas hereinafter referred to as PCSO and the Department of Justice, hereinafter referred to as DOJ, hereby enter into this agreement for the purpose of submitting fingerprint images and related information electronically and having the DOJ provide the PCSO with DOJ and FBI Criminal Offender Record Information (CORI).

**1. DOJ Responsibilities:**

- A. The DOJ is responsible to receive and process the PCSO CORI requests via electronic submissions. The DOJ shall provide the PCSO with the following information when the DOJ receives and processes CORI requests submitted by PCSO, for PCSO:

DOJ CORI or a no record response and (if authorized) subsequent arrest notifications  
 FBI CORI or a no record response for initial submissions (as applicable)  
 Child Abuse Central Index (CACI – as applicable)  
 Peace Officer Carry Concealed Weapon (CCW – as applicable)  
 Other – Custodian of Records (as applicable)

- B. The DOJ is responsible to receive and process CORI requests submitted by PCSO on behalf of an applicant and/or an applicant agency. The DOJ shall provide the applicant and/or the applicant agency with the CORI requested and submitted through PCSO.

**2. The PCSO Responsibilities:**

- A. The PCSO will request CORI electronically. The PCSO is statutorily authorized to request and receive CORI under ORI Number CA0320000. Accordingly, the DOJ will deal exclusively with the PCSO for all issues associated with these responses.
- B. The PCSO agrees to maintain the confidentiality of all information submitted to the DOJ and of all DOJ and FBI no record responses or CORI received from the DOJ. The PCSO, any official or employee of the PCSO, shall not divulge any State or Federal level CORI information provided by the DOJ, except upon written authorization of the DOJ.
- C. The PCSO, if operating a live scan device, will also be responsible for payment if their live scan operator fails to input a billing/customer account number or inputs an incorrect billing/customer account number and/or applicant agency information, and the DOJ cannot determine which agency should be billed for the transaction.

3. The contact representatives during the term of this agreement will be:

Program Inquiries:

**Requesting Agency:**

COUNTY OF PLUMAS (PCSO)  
Livescan Account

Name: Roni Towery

Address: 1400 E. Main Street  
Quincy, CA 95971

Phone: (530) 283-6396

FAX: (530) 283-6344

E-Mail: [ronitowery@countyofplumas.com](mailto:ronitowery@countyofplumas.com)

**Providing Agency:**

DEPARTMENT OF JUSTICE (DOJ)  
CJIS/OSP – Electronic Billing Unit

Name: Yvonne F.R. Muñoz

Address: 4949 Broadway, Rm. C217  
Sacramento, CA 95820

Phone: (916) 210-5336

FAX: (916) 227-1149

E-Mail: [yvonne.munoz@doj.ca.gov](mailto:yvonne.munoz@doj.ca.gov)

Contract inquiries:

**Requesting Agency:**

PCSO  
Livescan Account

Name: Roni Towery

Address: 1400 E. Main Street  
Quincy, CA 95971

Phone: (530) 283-6396

FAX: (530) 283-6344

E-Mail: [ronitowery@countyofplumas.com](mailto:ronitowery@countyofplumas.com)

**Providing Agency:**

DEPARTMENT OF JUSTICE (DOJ)  
CJIS/OSP – Electronic Billing Unit

Name: Yvonne F.R. Muñoz

Address: 4949 Broadway, Rm. C217  
Sacramento, CA 95820

Phone: (916) 210-5336

FAX: (916) 227-1149

E-Mail: [yvonne.munoz@doj.ca.gov](mailto:yvonne.munoz@doj.ca.gov)

4. Either party reserves the right to terminate this agreement without cause upon thirty (30) days written notice to the other party. No amendment or variation of the terms of this agreement shall be valid unless made in writing, signed by both parties, and approved as required. An oral understanding or agreement that is not incorporated into this agreement is not binding on either of the parties.
5. This agreement shall be subject to the examination and audit of the California State Auditor for a period of three years after final payment under this agreement (Government Code Section 8546.7).

This agreement shall be governed by the laws of the State of California and shall be interpreted according to California law.

## **EXHIBIT B** **Invoicing and Payment Provisions**

### **Invoicing**

Under the provisions of Penal Code section 11105, the DOJ is authorized to charge agencies requesting CORI a fee sufficient to cover the cost of processing. It is understood that CORI requests will be processed by the DOJ at the rates established by State and Federal agencies. These rates are subject to change with 30-days written notice.

Current CORI costs and related fees:

State Level Response	\$32	X
Federal Level Response	\$17	X
Federal Level Response (Volunteer)	\$15	
California Child Abuse Index (CACI)	\$15	X
Trustline CACI	\$15	
Adoption CACI	\$15	X
Peace Officer Carry Concealed Weapon (CCW)	\$19	X
Employment CCW	\$22	X
Private Patrol/Security Guard CCW	\$38	
Standard CCW	\$44	X
Judge CCW	\$66	X
Reserve/Custodial Peace Officer CCW	\$88	X
Fingerprint Roller Certification	\$25	
DOJ Fingerprint Rolling Fee	\$10	
Record Review	\$25	
DSS Fee	\$10	
CS DSS Fee	\$20	
Custodian of Records	\$62	

CORI submissions specific to the PCSO, as delineated in paragraph 1. A. of Exhibit A, are indicated here with an X.

The PCSO agrees to compensate the DOJ for services rendered upon receipt of the DOJ invoice. All invoices will state the services provided, the time period covered, the contract number, and the billing/customer account number, 120112, with a tear-off bottom that must be returned with payment. The PCSO is responsible for the use of its billing/customer account number. All costs associated to the billing/customer account number will be the responsibility of the PCSO, and reflected on the DOJ invoice. The total amount payable for each invoice shall not exceed the sum of the costs for each CORI request submitted for the period covered by the invoice excluding corrections, other changes, or amounts overdue.

The DOJ will mail invoices to the following address:

Plumas County Sheriff's Office  
ATTN: Roni Towery  
1400 E. Main Street  
Quincy, CA 95971

#### **Budget Contingency Clause**

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the business/entity shall have no liability to pay any funds whatsoever to the DOJ or to furnish any other considerations under this agreement and the DOJ shall not be obligated to perform any provisions of this agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the business/entity shall have the option to either cancel this agreement with no liability occurring to the business/entity, or offer an agreement amendment to the DOJ to reflect the reduced amount.

#### **Prompt Payment Clause**

This is an agreement to pay the processing fees associated to the transmission of electronic criminal offender record information requests, including fees incurred by duplicate transmissions or other errors on the part of the PCSO or its representative(s).

The PCSO agrees to compensate the DOJ monthly, in arrears, upon receipt of an invoice, computed in accordance with the State Administrative Manual Section 8752 and 8752.1.

Nothing herein contained shall preclude advance payments pursuant to Article I, Chapter 3, Part 1, Division 3, Title 2, of the Government Code.

21

**PLUMAS EARLY EDUCATION AND CHILD CARE COUNCIL**  
**1446 EAST MAIN STREET, QUINCY CA 95971 – 530.283.6557 X 5334**

TO: The Honorable Board of Supervisors  
FROM: Brenda Lory, Council Coordinator  
DATE: December 22, 2017  
RE: Certification of Council Membership

**Background and Discussion**

Education Code, Sections 8499.3 and 8499.4 requires that the County Board of Supervisors and the County Superintendent of Schools appoint members to the Local Planning Council. Locally the Council is known as the Plumas Early Education and Child Care Council.

**Recommendation**

The Council recommends that the following Plumas County residents be appointed beginning January 1, 2018:

Kelly Holland	Parent/Child Care Consumer
Helen Woodlee	Parent/Child Care Consumer
Debbie Guy	PRS-Child Care Resource & Referral
Lucie Kreth	Portola Kids, Inc.
Ellen Vieira	First 5 Plumas
Merle Rusky	FRC Early Childhood Education Program
Inge Stock	Plumas Charter School
Elisabeth Welch	PRS-First 5 IMPACT
Kathy Whitaker	Quincy Elementary School
Shelley Miller	FRC Adult Education Block Grant
Dorrie Philbeck	Plumas County Public Health – Family First

The Certification Statement is attached for signature of the Chair of the Board of Supervisors. Thank you for your time and attention to this matter.

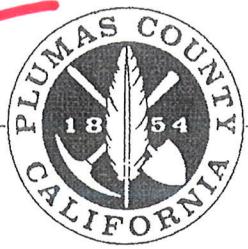
Sincerely,



Brenda Lory

# 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: 1/9/18

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ROBERTA M. ALLEN – AUDITOR/CONTROLLER

SUBJECT: AUTHORIZE AUDITOR/CONTROLLER TO FILL POSITION OF ACCOUNTANT. POSITION  
VACATED DUE TO RETIREMENT

**Recommendation:**

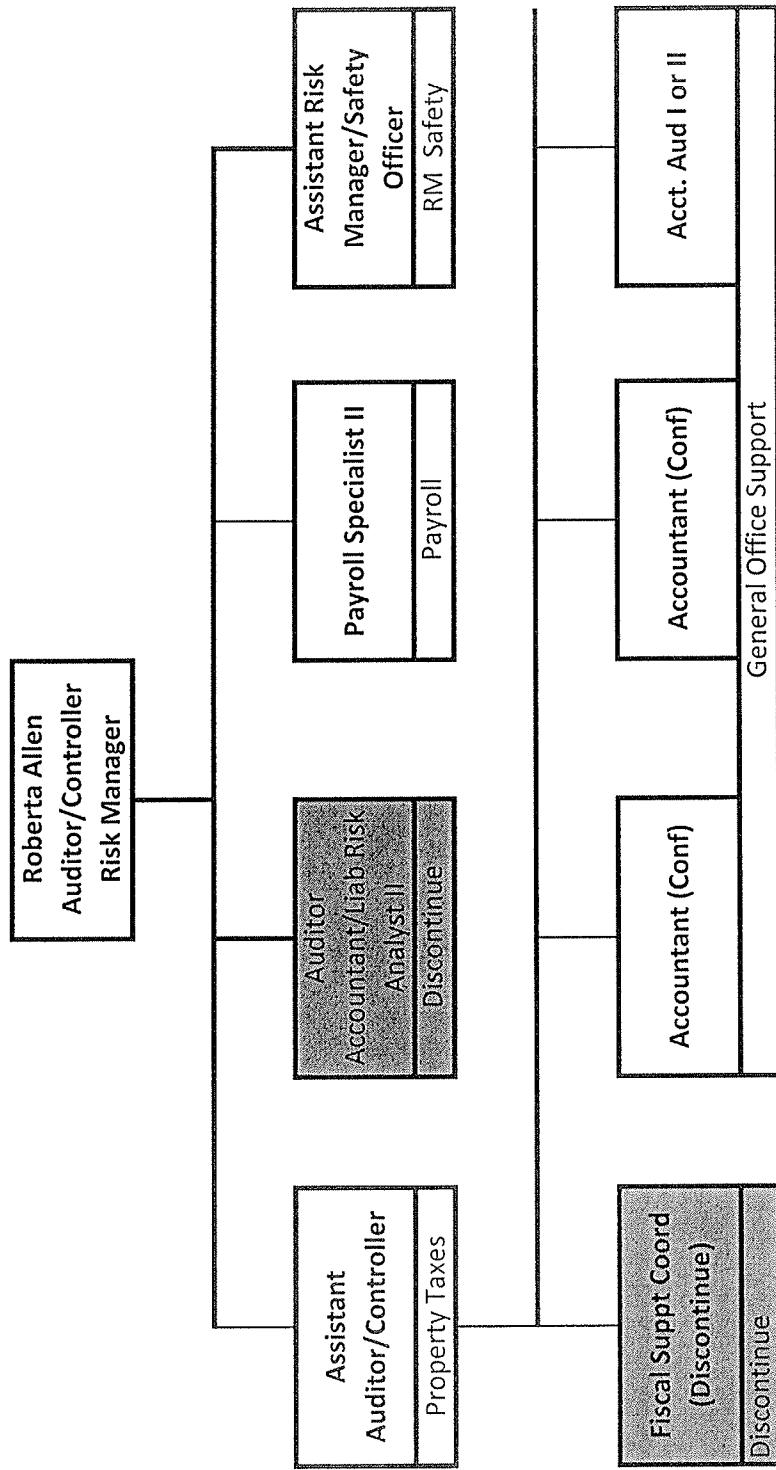
Authorize Auditor/Controller to refill 1.0 FTE Accountant. Position was vacated due to retirement, effective December 31, 2017.

**Background:**

The Auditor/Controller would like to begin recruitment to fill the vacant position created by retirement of a staff member. There will be no overall cost due to the proposed recruitment, and in fact a reduction in the cost for salary and benefits is expected.

# Auditor Department

## Organizational Chart



# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

2K1



*Louise Steenkamp, Acting Director*

DATE: January 9, 2018

TO: Honorable Board of Supervisors

FROM: Louise Steenkamp, Behavioral Health Acting Director *LS*

SUBJECT: Request for approval to recruit and fill fully funded two (2) vacant 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior, one (1) vacant 1.0 FTE Administrative Assistant I/II, one (1) vacant 1.0 FTE Behavioral Health Site Coordinator, and one (1) vacant 1.0 FTE Behavioral Health Support Services Tech I/II

---

## Recommendation

1. Approve the filling of the vacant, allocated positions of two (2) 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior that were each allocated .50 FTE in Department 70570 and .50 FTE in Department 70571 and funded in the 2017-2018 budget.
2. Approve the filling of the vacant, allocated position of one (1) 1.0 FTE Administrative Assistant I/II within Department 70570, which was already allocated and funded in the 2017-2018 budget.
3. Approve the filling of the vacant, allocated position of one (1) 1.0 FTE Behavioral Health Site Coordinator within Department 70571 (MHSA), which was already allocated and funded in the 2017-2018 budget.
4. Approve the filling of the vacant, allocated position of one (1) 1.0 FTE Behavioral Health Support Services Tech I/II within Department 70571 (MHSA), which was already allocated and funded in the 2017-2018 budget

---

## Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, two (2) 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior positions which became vacant due to retirements on December 29, 2017. These positions were approved in the 2017-2018 budget and both were funded .50 FTE Department 70570 and .50 FTE Department 70571 (MHSA).

The Behavioral Health Department is requesting approval to refill the allocated and funded, one (1) 1.0 FTE Administrative Assistant I/II position which became vacant due to a promotion on December 5, 2017. This position was approved in the 2017-2018 budget and is funded in Department 70570.

The Behavioral Health Department is requesting approval to refill the allocated and funded, one (1) 1.0 FTE Behavioral Health Site Coordinator position which became vacant due to a resignation on October 20, 2017, 2017. This position was approved in the 2017-2018 budget and is funded completely in Department 70571 (MHSA).

The Behavioral Health Department is requesting approval to refill the allocated and funded, one (1) 1.0 FTE Behavioral Health Support Services Tech I/II position which became vacant due to a promotion on December 10, 2017. This position was approved in the 2017-2018 budget and is funded completely in Department 70571 (MHSA).

All positions would be filled without the use of any General Fund monies. Completed Critical Staffing questions are included for the above requested positions along with a Departmental Organization Chart.

Thank you.

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

### **Case Management Specialist I/II/Senior**

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? With the loss of the Case Management Specialists, delivery of services to the at-risk population will be severely delayed.
- How long has the position been vacant? Both positions became vacant due to a retirement on December 29, 2017.
- Can the department use other wages until the next budget cycle? The department is currently using other wages; however, due to training requirements and timely delivery of critical services, the Case Management Specialist must be a permanent FTE.
- What are staffing levels at other counties for similar departments and/or positions? The same or greater.
- What core function will be impacted without filling the position prior to July 1?
- Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or

negatively, the need for general fund support? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

## BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I

### **DEFINITION**

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training level of the Behavioral Health Case Management Specialist series. It is distinguished from the Community Care Case Manager classification in that incumbents work under supervision of a licensed clinical professional, are responsible for charting and case notes in an electronic health record system. Incumbents also provide a range of services beyond assistance in daily living, basic counseling, and therapeutic activities, such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 2**

### **EXAMPLES OF DUTIES**

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs crisis management services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 3**

### **EXAMPLES OF DUTIES - Continued**

- Provides client transportation to and from program activities.
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
  - Intakes and Assessments
  - Treatment Planning
  - Chart Updates

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 4**

### **Ability to:**

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed health or alcohol and drug clients, their families, and other significant care providers.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

### **TRAINING AND EXPERIENCE**

Qualifications needed for this position:

Two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

Completion of educational training in Behavioral or Social Sciences is highly desirable. College level coursework is highly preferred.

### **SPECIAL REQUIREMENTS**

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II**

### **DEFINITION**

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the mid-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist I classification in that incumbents have advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist I. Incumbents provide a range of services such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 2**

### **EXAMPLES OF DUTIES**

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 3**

### **EXAMPLES OF DUTIES - CONTINUED**

- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
  - Intakes and Assessments
  - Treatment Planning
  - Chart Updates

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and techniques of case management interventions.
- Psychological and sociological aspects and characteristics of mentally and emotionally disturbed individuals.
- The needs, problems and attitudes of mentally or emotionally disturbed individuals; community resources and available rehabilitative services relevant to the needs of the client.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 4**

### **Knowledge of - continued**

- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

### **Ability to:**

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients, their families and other significant care providers
- Analyze situations accurately, make decisions and take effective action
- Speak and write in a clear and accurate manner
- Work with socially or economically disadvantaged individuals.
- Coordinates or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 5**

### **TRAINING AND EXPERIENCE**

Qualifications needed for this position:

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least two (2) of which were at the level of Behavioral Health Case Management Specialist I;

OR

Associate's Degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field.

### **SPECIAL REQUIREMENTS**

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST - SENIOR****DEFINITION**

Under direct clinical supervision of a licensed clinical professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, with primary responsibilities as an outpatient substance abuse use counselor in various program settings; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist II classification in that incumbents are certified as an alcohol and other drug counselor with one of the State-approved certifying bodies in addition to having advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist II. Incumbents provide direct services to adults, children, individuals, families and groups, including working with the collaborative drug court team and participants. Services include assessments, crisis intervention, counseling, case management, referrals, treatment plan adherence, evaluation, plan development, placement services, assistance in daily living, access to health services, client health and wellness advocacy, and documentation in electronic health records.

**REPORTS TO**

Supervising Behavioral Health Specialist; Mental Health Clinical Specialist; Behavioral Health Clinical Specialist; Division Director – Behavioral Health.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 2**

### **EXAMPLES OF DUTIES**

- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress.
- May provide drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (i.e. mental illness, HIV, or other acute/chronic medical conditions).
- Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies.
- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 3**

- Assists clients with the development of independent living skills.

### **EXAMPLES OF DUTIES – CONTINUED**

- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.
- Exhibits counselor competency.
- Under the supervision of a licensed clinician, participates or assists with the following activities:
  - Substance abuse groups
  - Intakes and Assessments
  - Treatment Planning
  - Chart Updates

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 4**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Policies, rules, laws and regulations of the Plumas County Behavioral Health Department, Federal, State and local governments regarding alcohol/drug abuse and treatment.
- Theories and causes of drug and alcohol dependence.
- Psychological and sociological aspects, characteristics, and needs of mentally and emotionally disturbed individuals.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer and time management skills.

#### **Ability to:**

- Analyze drug/alcohol abuse related emotional/behavioral disorders and carry out effective treatment plans.
- Perform group counseling.
- Evaluate the effectiveness of drug/alcohol abuse programs.
- Develop and maintain the confidence and cooperation of substance abuse and mentally and emotionally disturbed clients, their families and other significant care providers.
- Analyze situations accurately, make decisions and take effective action.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Communicate effectively, both orally and in writing.
- Prepare clear, relevant and accurate reports.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies,

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 5**

- and the public.
- Maintain electronic health records.

### **TRAINING AND EXPERIENCE**

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

OR

Associate's degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Possession of Six (6) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least three (3) of which were at the level of Behavioral Health Specialist II;

### **SPECIAL REQUIREMENTS**

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

Requires possession of a valid California Drug/Alcohol Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCAA) to register and certify Alcohol and Other Drug (AOD) Counselors in California.

Must complete periodic continuing education coursework as required to maintain active certification.

Must possess or be willing to obtain a national provider identifier (NPI).

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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

### **Administrative Assistant I/II**

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Administrative Assistant position is a legitimate business need due to the assistance in claiming revenue and grant management within the Behavioral Health Department.
- Why is it critical that this position be filled at this time? The main function of this position is covering a wide range of required office duties, such as assisting the Administrative Services Officer and Department Fiscal Officer in financial matters and grant requirements.
- How long has the position been vacant? The former Administrative Assistant vacated the position on December 5, 2017. Since that time, an extra help employee has been working part-time to handle urgent matters.
- Can the department use other wages until the next budget cycle? Other wages are currently being used; however, a permanent employee in this position is crucial to the department's ability to provide consistent assistance to the Director, Administrative Services Officer and Department Fiscal Officer.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health departments of similar size use a comparable number of Administrative Assistants, Fiscal Technicians, and Legal Secretaries.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of claims and related accounting documents and time sensitive grant requirements would be negatively impacted without the Administrative Assistant's assistance. The Department is currently operating under the Acting Director, which requires an additional workload for support, which would normally be handled by the Administrative Assistant.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Behavioral Health Department to suffer the loss of revenue funds without the Administrative Assistant who helps with billing responsibilities expenditure reconciliation.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?  
None

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There is no fiscal impact on the general fund.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes, Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

## BEHAVIORAL HEALTH ADMINISTRATIVE ASSISTANT I/II

### **DEFINITION**

Under general supervision, to perform a full range of clerical duties in a clinical business office and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Behavioral Health Administrative Assistant I: This is an entry level class and the incumbent learns to perform a variety of clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Assist the public or other County staff with specialized Department procedures; to learn and provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required. Incumbents in this class are expected to have substantial general office support and public assistance experience and be capable of quickly learning a specialized and technical support area. When sufficient knowledge has been demonstrated and experience requirements are met they may expect promotion to Behavioral Health Administrative Assistant II.

Behavioral Health Administrative Assistant II: This is an advanced level class in the administrative series Incumbents perform a variety of specialized and confidential administrative, secretarial and clerical work requiring to perform multiple business office clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Processing financial claims to various vendors and hospitals. Assist the public or other County staff with specialized Department procedures; Provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related support work as required.

### **REPORTS TO**

Behavioral Health Fiscal Officer and Department Administrative Services Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 2

### **EXAMPLES OF DUTIES:**

- Serves as an office receptionist greeting visitors and answering the telephone.
- Providing information and referring calls and visitors to appropriate staff.
- Interview patients to obtain financial, social, and medical information for admission and billing purposes.
- Reviews, evaluates, verifies, and enters admission documents and information into the electronic health record system (EHR).
- Evaluates medical and billing documents to determine charges, accuracy, completeness, and conformance with applicable rules and regulations.
- Tabulates and balances charges; investigates and resolves errors; obtains missing billing information from other medical records and/or patients.
- Determines insurance carrier for billing; figures proration of liability between patient, insurance carrier, Medi-Cal, Medicare, or Short-Doyle.
- Keeps a variety of financial, accounting, and statistical records.
- Answers routine questions from patients and insurance companies.
- Reviewing and determining file scanning classification. Scanning documentation into EHR.
- Database and records management.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures, and equipment and business writing.
- Basic interviewing techniques.
- Practices and terminology used in clerical, accounting, and in a medical setting.

## BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 3

### **Ability to:**

- Make arithmetical computations of moderate difficulty.
- Ability to elicit information from patients related to admissions and billing.
- Learn computerized and manual private and program (Med-iCal and Medicare) regulations and insurance billing procedures.
- Interpret rules and regulations for patients and others.
- Ability to perform responsible, confidential, clerical work with speed and accuracy.
- Ability to monitor and control patient records to ensure required confidentiality, following HIPAA regulations.
- Use standard medical office equipment including electronic health record system.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.
- Work cooperatively with other departments and outside agencies.
- Work independently in the absence of supervision.

### **TRAINING AND EXPERIENCE**

#### **Behavioral Health Administrative Assistant I:**

- Equivalent to completion of the twelfth grade.
- At least two (2) years of responsible experience performing a variety of administrative and office work, including substantial experience in public contact. Education or work experience performing admissions, billing, and/or duties related to billing and collections work is highly desirable.
- Other combinations of education and experience may be considered.

#### **Behavioral Health Administrative Assistant II:**

- At least one (1) year of responsible experience performing a variety of administrative and office support work at a level equivalent to Behavioral Health Administrative Assistant I with Plumas County. At least one (1) year of experience performing admissions, billing, and/or duties related to billing and collections work.
- Special training and education in the business administration related fields is highly desirable.
- Other combinations of education and experience may be considered.

## BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 4

### **SPECIAL REQUIREMENTS**

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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

### Site Coordinator – IT Services

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? Currently, we have an Extra Help Employee of up to 29 hours per week to provide back-up to the Behavioral Health Systems Analyst at the Annex and the Drop-In Center. Now that the Wellness Centers are in full implementation, a full-time employee is required to serve the expanded IT and hardware needs for staff located in the communities of Chester, Greenville and Portola.
- How long has the position been vacant? The Site Coordinator position became vacant due to a resignation on October 20, 2017. Previously, this position was used for bringing the Wellness Centers to full implementation. The focus of this position will now be on IT, electronic health records, and hardware needs of all the centers.
- Can the department use other wages until the next budget cycle? The department has been using other wages for Extra Help staffing.
- What are staffing levels at other counties for similar departments and/or positions? The staffing levels for IT and hardware services are greater. With the merger of AOD and Mental Health electronic health systems and the expansion of IT needs to community Wellness Centers, the need for IT staffing has increased. The department's client base and as a result electronic health records has also increased.
- What core function will be impacted without filling the position prior to July 1?
- Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There is no fiscal impact on the general fund.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

## BEHAVIORAL HEALTH SITE COORDINATOR

### **DEFINITION**

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the "face" of the agency to clients and the general public in Plumas County's outlying areas.

### **REPORTS TO**

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

### **EXAMPLES OF DUTIES:**

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department's office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

## BEHAVIORAL HEALTH SITE COORDINATOR – 2

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

#### **Ability to:**

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

## **BEHAVIORAL HEALTH SITE COORDINATOR – 3**

### **TRAINING AND EXPERIENCE**

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

One (1) year of experience in a supervisory capacity.

### **SPECIAL REQUIREMENTS**

Must possess a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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

### **Support Services Tech I/II**

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? This position provides transportation services for the department's clients to meet their Telemed/psychiatric appointments, counseling appointments, doctor's appointments and medications management appointments. We have a current vacancy due to a promotion to a Case Management position.
- How long has the position been vacant? The became vacant on December 10, 2017, due to promotion.
- Can the department use other wages until the next budget cycle? The department has been using other wages for Extra Help staffing.
- What are staffing levels at other counties for similar departments and/or positions? The staffing levels align with other comparable counties.
- What core function will be impacted without filling the position prior to July 1?
- Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or

negatively, the need for general fund support? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

## BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I / II

### DEFINITION

Under general supervision to be responsible for the safe operation of a light vehicle in accordance with County Policies and all other applicable state and federal guidelines; to transport clients to and from designated locations within the County as well as outside the Plumas County area; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Behavioral Health Department. Incumbents are responsible for the transportation of Behavioral Health clients to and from appointments, treatment programs, and out of area psychiatric hospitals. Due to transportation needs of clients, work schedules may vary. Other assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by the Director or Deputy Director of Behavioral Health or his/her designee.

***Behavioral Health Supportive Services Tech II:*** This is the experienced level in the Behavioral Health Driver series. In addition to the responsibilities of transportation of Behavioral Health clients to and from appointments, treatment programs, and psychiatric hospitals, the Behavioral Health Driver / Supportive Services II is responsible to assist in the monitoring and maintaining the Behavioral Health vehicles. This includes maintaining the service and maintenance records of the department's fleet of vehicles.

### REPORTS TO

Behavioral Health Supportive Services Coordinator or Behavioral Health Administrative Services Officer

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

## **BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 2**

### **EXAMPLES OF DUTIES**

- Operates and drives a motor vehicle to transport clients to and from day treatment programs, scheduled appointments, selected hospitals, treatment facilities.
- Follows time and transportation schedules to ensure clients are able to meet their scheduled appointments.
- May pick up and deliver paperwork, equipment, materials and supplies at various locations as assigned.
- Checks the gas, oil and tires of assigned vehicle regularly to ensure safety and good mechanical condition.
- Reports any vehicle maintenance issues to the Behavioral Supportive Services Coordinator.
- Clean, washes and polishes vehicles periodically as assigned.
- May use assigned vehicle to move client belongings from one location to another as directed.
- Submits accurate records and reports in timely manner as required.
- Assists with clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.
- May sit with hospitalized clients while waiting for confirmation of transporting to outlying hospitals while clients are held on a 5150.
- May assist with program preparation and implementation as requested.
- Maintain records, logs and ability to accurately follow regulations and guidelines.
- Assist clients with supportive services as identified and coordinated with Case Management Specialist or other Behavioral Health Department staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb, bend, stoop, twist, crouch and kneel to conduct vehicle inspections; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication. Lift up to 50 pounds

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment, vehicle, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public, clients and staff.

## **BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of problems and emotions of Behavioral/Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.
- Knowledge of safe driving transport practices.
- Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.
- Basic preventive maintenance and requirements of automotive equipment.
- First Aid.

#### **BEHAVIORAL HEALTH DRIVER / SUPPORTIVE SERVICES TECH II - Additional Knowledge of:**

- General preventive maintenance and requirements of automotive equipment.
- Procedures and tracking of department vehicles to insure the safety of these vehicles.
- Training techniques of safe transport methods and procedures.

#### **Ability to:**

- Drive and operate a vehicle safely and efficiently.
- Maintain responsibility for the safe transport of clients.
- Maintain composure in stressful situations.
- Ability to interact with clients in a professional and friendly manner.
- Ability to communicate clearly with a variety of clients, staff and agencies.
- Ability to read road maps.
- Maintain and update accurate records and travel logs.
- Ability to read, write and communicate effectively.
- Establish and maintain cooperative working relationships.
- Maintain a professional attitude at all times.
- Assist in the training of Behavioral Health Supportive Services Tech I.
- Track preventive maintenance of department vehicles and any other maintenance or repairs needed to ensure the safe operation of vehicles.

## **BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I & II – 4**

### **Training and Experience:**

Qualifications needed for these positions:

Education - High school diploma or equivalent.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH I – One (1) year driver experience.

BEHAVIORAL HEALTH SUPPORTIVE SERVICES TECH II – Two (2) years driver experience with general knowledge of automobile maintenance.

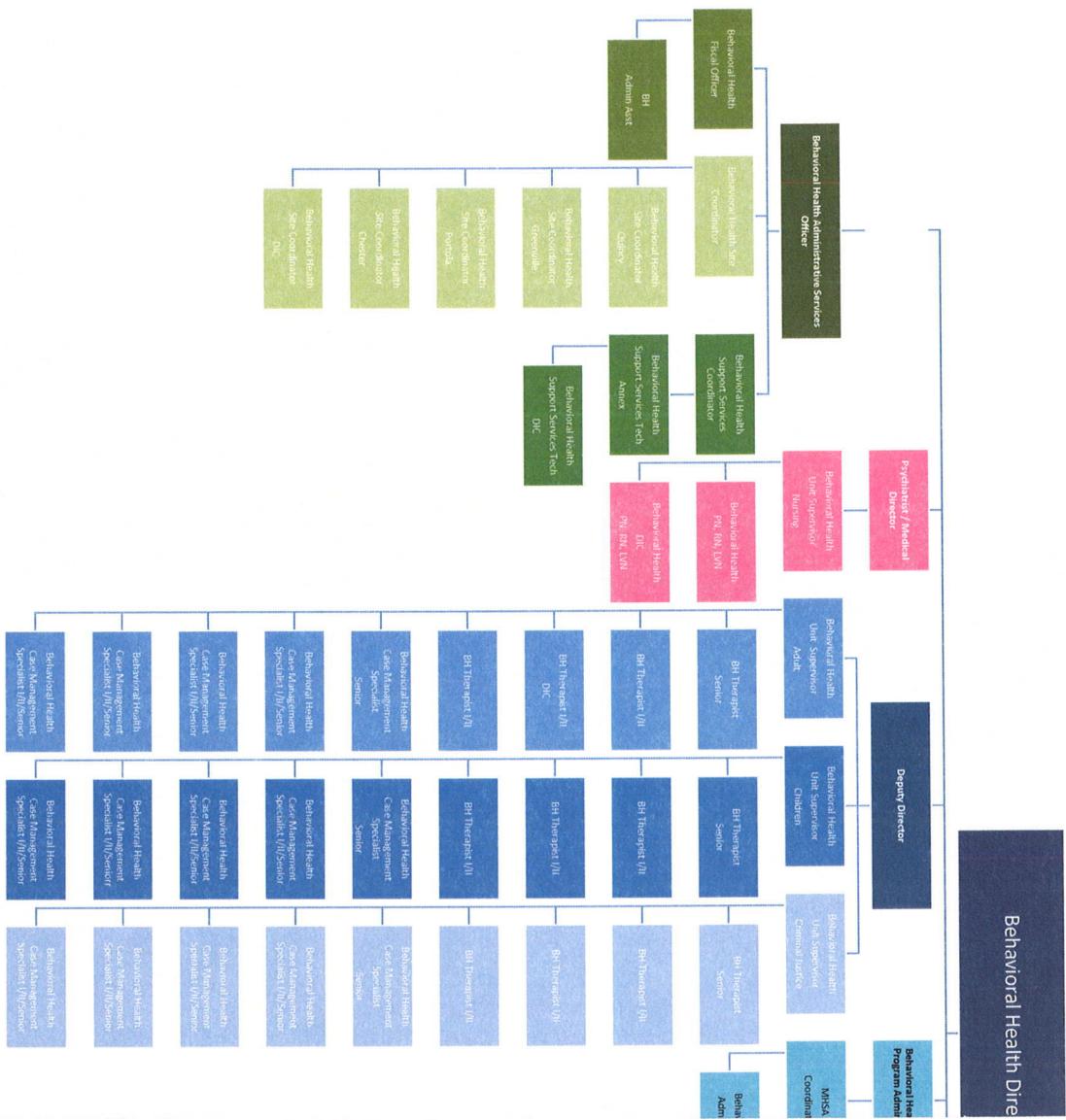
Experience in working with Behavioral Health clients is desirable.

### **Special Requirements:**

Must have a valid Class "C" California Driver's License issued by the Department of Motor Vehicles with a good driving record and must have DOJ (Department of Justice) fingerprint clearance. The Class "C" License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# Plumas County Behavioral Health Dept.



# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

K2-6



*Louise Steenkamp, Acting Director*

DATE: December 27, 2017

TO: Honorable Board of Supervisors

FROM: Louise Steenkamp, Behavioral Health Acting Director

SUBJECT: (1) Approve and authorize a Memorandum of Understanding with the California Health and Wellness Plan, partner for the Whole Person Care Pilot Program; (2) Approve and authorize a Memorandum of Understanding with Blue Cross of California Partnership Plan, Inc., partner for the Whole Care Person Pilot Program; (3) Approve and authorize a Standard Agreement with the California Department of Health Care Services for providing Community Mental Health Services; (4) Approve and authorize a Standard Agreement with the California Department of Health Care Services for providing Substance Abuse Prevention and Treatment Services; (5) Approve and authorize an Addendum to existing Memorandum of Understanding with California Health and Wellness Plan.

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## Recommendation

1. It is respectfully requested that the Board of Supervisors approve and authorize the signing of the Memorandum of Understanding with the California Health and Wellness Plan, a partner in the Whole Person Care Pilot Program. The main purpose of the MOU is to allow the exchange of data of Plumas County Medi-Cal persons covered by the Managed Care Organization with the goal of improving Plumas residents' health and coordinating their care.
2. It is respectfully requested that the Board of Supervisors approve and authorize the signing of the Memorandum of Understanding with Blue Cross of California Partnership Plan, Inc. a partner in the Whole Person Care Pilot Program. The main purpose of the MOU is to allow the exchange of data of Plumas County Medi-Cal persons covered by the Managed Care Organization with the goal of improving Plumas residents' health and coordinating their care.
3. It is respectfully requested that the Board of Supervisors approve and authorize the signing of the Agreement with the California Department of Health Care Services (DHCS) for the fiscal year beginning July 1, 2017 and ending June 30, 2018. This annual agreement is the Performance Contract between Plumas County and DHCS for the

provision of community mental health services.

4. It is respectfully requested that the Board of Supervisors approve and authorize the signing of the Multi-Year Agreement with the California Department of Health Care Services (DHCS) for the term beginning July 1, 2017 and ending June 30, 2020, for a maximum amount of \$1,332,324. This agreement is a multi-year contract between Plumas County and DHCS for the provision of Substance Use Disorder Treatment and Prevention Services.
5. It is respectfully requested that the Board of Supervisors approve and authorize the signing of the Addendum to Coordination of Services Mental Health Memorandum of Understand with the California Health and Wellness Plan. The main purpose of the MOU is to describe the responsibilities for coordination of Medi-Cal alcohol and other drug services for Plan Members served under the Department of Health Care Services Medi-Cal Managed Care program.

### **Background and Discussion**

- (1) The California Health and Wellness MOU will allow the exchange of data and the identification of Medi-Cal beneficiaries who are frequent users of emergency departments or inpatient services and are experiencing homelessness, mental health and substance use disorders and chronic physical health conditions. Under the MOU, California Health and Wellness will provide encrypted information to the Behavioral Health Department for outreach and engagement activities under the Whole Person Care Pilot program. Effective July 1, 2017, the State of California adopted the Managed Care Final Rule, seeking to align Medicaid with Medicare Advantage and Exchange regulations, which requires the California Health and Wellness Plan to execute a Memorandum of Understanding with county departments for alcohol and substance use disorder treatment services defining specific roles and responsibilities.
- (2) Blue Cross of California Partnership Plan, Inc., MOU will allow the exchange of relevant data, collaborating on program planning and development efforts and coordinate services for mutual clients and or members in connection with the Whole Person Care Pilot Program. Beneficiaries are those who are frequent users of emergency departments or inpatient services and have poor outcomes. Whole Person Care Pilot is designed to address the needs of high utilizing Medicaid members who are not currently receiving similar services through other programs. Whole Person Care Pilot places a strong emphasis on identifying target populations, establishing strong infrastructures for data sharing and care coordination, and on evaluating individual and population health progress. Under the MOU, Blue Cross of California Partnership Plan Inc., will provide encrypted information to the Behavioral Health Department for outreach and engagement activities under the Whole Person Care Pilot program.

(3) The California Department of Health Care Services (DHCS) oversees county provision of community mental health services provided with realignment funds. The County must meet certain conditions and requirements to receive funding for these programs and community mental health services. This annual Agreement, which is the County's performance contract, as required by Welfare and Institutions Code sections 5650(a), 5651, 5666, 5897, and Title 9, California Code of Regulations Title 9, section 3310, sets forth conditions and requirements that the County must meet in order to receive this funding. This Agreement does not cover federal financial participation or State general funds as they relate to Medi-Cal services provided through the Mental Health Plan contracts.

(4) The Multi-Year Agreement between the County and DHCS is authorized by Chapter 3 of Part 1, Division 10.5 of the Health and Safety Code (HSC) for the purpose of providing alcohol and other drug prevention, treatment and recovery support services. By authority of Title 45 of the Code of Federal Regulations Part 96 (45 CFR Part 96), Substance Abuse Prevention and Treatment Block Grants (SABG) are for the purpose of planning, carrying out, and evaluating SABG authorized activities to prevent and treat substance abuse. The objective is to prevent and treat substance abuse through utilization of Federal SABG funds pursuant to Section 1921 of Title XIX, Part B, Subpart II and III of the Public Health Services (PHS) Act, for services rendered by county operated or county contracted substance use disorder service providers.

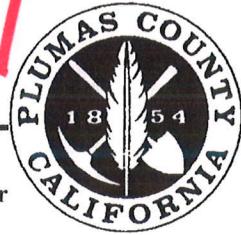
(5) There is a current Memorandum of Understanding in place with the California Health and Wellness Plan, this addendum has the purpose of describing the responsibilities of the county and California Health and Wellness Plan for coordination of Medi-Cal alcohol and other drug services for Plan Members serviced by both parties under the Department of Health Care Services Medi-Cal Managed Care Program. Effective July 1, 2017, the State of California adopted the Managed Care Final Rule, seeking to align Medicaid with Medicare Advantage and Exchange regulations, which requires the California Health and Wellness Plan to execute a Memorandum of Understanding with county departments for alcohol and substance use disorder treatment services defining specific roles and responsibilities.

No county general funds are used for any of the above programs and staffing. County Counsel has reviewed and approved all above agreements.

Thank you.

**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 Mannie, P.E., Asst. Director Joe Blackwell, Deputy Director



**CONSENT AGENDA REQUEST**

For the January 9, 2018 meeting of the Plumas County Board of Supervisors

January 2, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

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

**Background:**

One (1) FTE PW Lead Maintenance Worker has voluntarily demoted to become a Road Maintenance Worker III in the Chester Maintenance district to fill a vacancy created by promotion.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY17/18 budget of the Department of Public Works.

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

**Recommendation:**

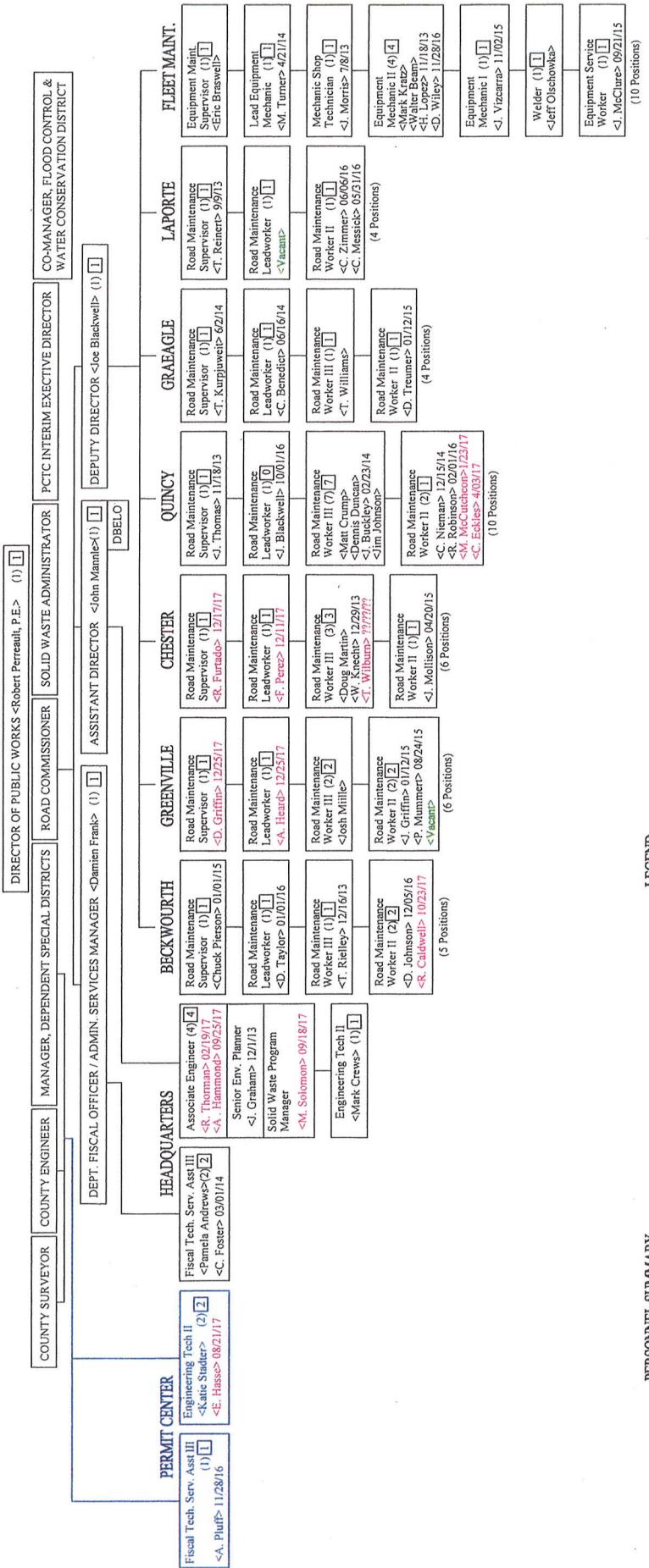
The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Lead Maintenance Worker in the LaPorte Maintenance District.

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

### Public Works Lead Maintenance Worker Position for LaPorte

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges. Lead Workers help direct the workforce**
- Why is it critical that this position be filled at this time?  
**Lead Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal.**
- How long has the position been vacant?  
**Position became vacant effective December 11, 2017.**
- Can the department use other wages until the next budget cycle?  
**The department’s wage and benefits portion of the 17/18 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department’s reserve account for the last three years?  
14/15 (\$3,070,755)      15/16 (\$1,000,000)      16/17 \$0

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS  
ORGANIZATION CHART

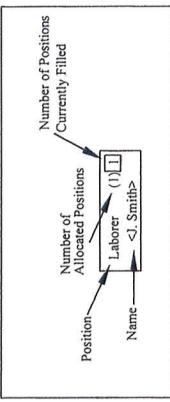


LEADERSCOMMUNITY

Total	Road Dept.	Engineering
Allocations:	(60)	(57)
Currently Filled:	(5)	(2)
	(3)	(1)

\*Note: Total Allocated Positions For Combined Road Maint. Workers 1-11-(22)

\*\*Note: Total Allocated Positions For Combined Equipment Mechanics 1-11-(7)



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Director of Public Works  
Revision Date: October 24, 2017

# 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



## CONSENT AGENDA REQUEST

for the January 9, 2018 Meeting of the Plumas County Board of Supervisors

Date: January 2, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature of Robert Perreault in black ink.

Subject: Authorize Execution of a Professional Services Agreement in the amount of \$1,200.00, between the County of Plumas and Plumas Corporation for performance of a Sierra Nevada yellow-legged frog survey associated with the "Lindan Channel" flood control maintenance project.

### Background:

The Public Works Department has been working with the residents of Lindan Avenue to perform maintenance on "Lindan Channel" in an effort to improve the efficiency and capacity of the Lindan Channel to convey flood waters through the system.

The proposed flood control maintenance activities include the replacement of two man-made vehicle crossings and the removal of five beaver dams. Please see the attached Streambed Alteration Agreement and related maps (Exhibit 1).

Prior to issuance of the Streambed Alteration Permit, the California Department of Fish & Wildlife required a survey to determine whether the project area included the endangered Sierra Nevada yellow-legged frog. As the proposed work needed to be completed before 2017/18 winter conditions, Public Works staff contacted Plumas Corporation who indicated that they have the experience and resources to perform this survey work in a timely manner.

Plumas Corporation performed the survey on October 24, 2017, finding that no Sierra Nevada yellow-legged frogs were observed. A copy of this report accompanied the Streambed Alteration Agreement application to the California Department of Fish & Wildlife.

Because the work performed by Plumas Corporation occurred prior to the execution of the subject Professional Services Agreement, a "ratification" clause has been inserted in the subject contract at Paragraph 4.1.

The attached Professional Services Agreement has been approved as to form by County Counsel.

**Recommendation by Public Works:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute the Professional Services Agreement between the County of Plumas and Plumas Corporation in the amount of \$1,200.00, for performance of a Sierra Nevada yellow-legged frog survey associated with the "Lindan Channel" flood control maintenance project.

Attachments: Professional Services Agreement for Sierra Nevada yellow-legged frog survey  
California Department of Fish & Wildlife Streambed Alteration Agreement Permit

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
SIERRA NEVADA YELLOW-LEGGED FROG SURVEY  
ALONG "LINDAN CHANNEL" IN QUINCY**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date"), by and between PLUMAS COUNTY, a political subdivision of the State of California (hereinafter referred to as "County"), and Plumas Corporation, a California Corporation, (hereinafter referred to as "Consultant").

**WITNESSETH:**

**WHEREAS**, the County, in order to satisfy the requirements of the California Department of Fish & Wildlife, proposes to have Consultant perform Sierra Nevada yellow-legged frog surveys along specified locations along the "Lindan Channel" in order to determine the absence or presence of the frog in vicinity of planned removal of (2) man-made impoundments and 5 beaver dams;

**WHEREAS**, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

**WHEREAS**, County and Consultant desire to contract for specific services in connection with the project described below (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

**WHEREAS**, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Work and Cost Proposal attached hereto as Exhibit "A" and incorporated herein by reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional Consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise County of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless County from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against County for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. Non-Exclusive Agreement. Consultant acknowledges that County may enter into agreements with other Consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of County. Consultant may engage a sub-Consultant(s) as permitted by law and may employ other personnel to perform ancillary services contemplated by this Agreement at Consultant's sole cost and expense.

## 2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the Scope of Work and Cost Proposal set forth in Exhibit "A," attached hereto and made a part of this Agreement (the "Fee Schedule"). Consultant's compensation shall in no case exceed One Thousand Two Hundred Dollars and No Cents (\$1,200.00).

2.2 Contingency of Funding. Consultant acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds by the State of California, to County. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may immediately terminate or modify this Agreement without penalty.

(a) 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 Consultant or furnish any other consideration under this Agreement and

Consultant 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 Consultant 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. Consultant acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

2.3. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in Exhibit "A" unless the County or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.4. Method of Billing. Consultant may submit invoices to County's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to County's sole satisfaction. County shall pay Consultant's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of four (4) years from the Effective Date.

### 3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Due to the urgent need to perform said services before winter conditions, the professional services performed pursuant to this Agreement were performed on October 24, 2017 and November 2, 2017. The Board of Supervisors have retroactively authorized the performance of said services and payment thereof. Said services shall be performed in strict compliance with the Scope of Work and Cost Proposal approved by County as set forth in Exhibit "A," attached hereto and incorporated herein by this reference. The Scope of Work and Cost Proposal may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

#### 4.0. TERM AND TERMINATION

4.1. The termination date of this Agreement shall be February 1, 2018. The Plumas County Board of Supervisors hereby ratifies this Agreement with an Effective Date of October 24, 2017, and further approves and authorizes payment for services provided by Consultant from October 24, 2017 through December 1, 2017.

4.2. Notice of Termination. The County reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the County.

4.3. Compensation. In the event of termination, County shall pay Consultant for professional services satisfactorily performed up to and including the date of County's written notice of termination.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the County within ten (10) days of delivery of termination notice to Consultant, at no cost to County. Any use of uncompleted documents without specific written authorization from Consultant shall be at County's sole risk and without liability or legal expense to Consultant.

#### 5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Comprehensive general liability, including but not limited to premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent Consultants, and personal injury with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with minimum policy limits of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Consultant shall obtain and maintain, said E&O liability insurance

during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Additional Requirements. Consultant and County agree to the following with respects to insurance provided by Consultant:

- (a) 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.
- (b) All coverage available under such policy to Consultant, as the named insured, shall also be available and applicable to the County, as the additional insured.
- (c) All of Consultant'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.
- (d) Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement.
- (e) Consultant'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 Consultant'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.
- (f) To the extent that Consultant 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..
- (g) Consultant agrees to require insurers to provide notice to County thirty (30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Consultant shall assure that this provision also applies to any subConsultants, joint venturers or any other party engaged by or on behalf of Consultant in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to County of any cancellation of coverage.
- (h) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or

avoid coverage to the other insureds.

- (i) No liability insurance coverage provided to comply with Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to loss, Consultant waives its right to subrogation against the County.
- (j) Consultant shall require all sub-Consultants to comply with all indemnification and insurance requirements of this agreement, and Consultant shall verify sub-Consultant's compliance.

5.3. Certificates of Insurance. Consultant shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement. 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.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

## 6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The Director of Public Works or his/her designee shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. County hereby designates the Public Works Senior Environmental Planner to be the Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant hereby designates Gia Martynn, Chief Administrative Officer, as the Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by County.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below, unless the recipient party has, by written notice to the other, provided alternate contact information. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Jim Wilcox, Executive Director  
Plumas Corporation  
47 Trilogy Lane  
Quincy, CA 95971

Tel: (530) 283-3739  
Fax: (530) 283-5465

IF TO COUNTY:

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

Tel: (530) 283-6268  
Fax: (530) 283-6323

6.5. Drug Free Workplace. Consultant certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Consultant's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the fullest extent permitted by law, Consultant shall protect, defend with counsel approved in writing by County, indemnify and hold harmless County and its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of, pertaining to, or relating in any way with the intentional or negligent acts, error or omissions of Consultant, its employees, agents or sub-Consultants in the performance of this Agreement. If judgment is entered against Consultant and County by a court of competent jurisdiction because of concurrent active negligence of Consultant and County Indemnitees, Consultant and County agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve Consultant of any insurance requirements or obligations created elsewhere in this Agreement.

6.10. Independent Consultant. Consultant is and shall be acting at all times as an independent Consultant and not as an employee of County. Consultant shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or sub-Consultant of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the County, Consultant shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or sub-Consultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and sub-Consultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.11. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its sub-Consultants in the course of performance of this Agreement, shall be and remain the sole property of County. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Consultant shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by County or its authorized representative, at no additional cost to the County.

6.12. Public Records Act Disclosure. Consultant has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its sub-Consultants, and provided to County may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.13. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no additional cost to County. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to County, provide all necessary professional services necessary to rectify and correct the matter to the sole satisfaction of County and to participate in any meeting required with regard to the correction.

6.14. Prohibited Employment. Consultant will not employ any regular employee of County while this Agreement is in effect.

6.15. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Exhibits such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.16. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.17. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.18. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.19. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.20. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.21. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.22. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.23. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.24. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

**FOR PLUMAS CORPORATION**

John Kolb  
Chairman

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

Michael Jackson  
Secretary Treasurer

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

Taxpayer ID Number: 68-0016418

**FOR PLUMAS COUNTY**

**APPROVED AS TO SCOPE OF WORK:**

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

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

**APPROVED AS TO FORM:**



County Counsel

Date: 11/17/2017

**CONCURRENCE:**

Lori Simpson, Chair  
Board of Supervisors

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

Exhibits: Scope of Work and Cost Proposal

## Exhibit A

*Scope of Work and Cost Proposal*  
For  
Plumas County Department of Public Works  
Sierra Nevada yellow-legged frog Survey and Report Preparation  
For  
The Lindan Channel Flood Control Maintenance Project

**Scope of Work**

This proposal entails the Survey of the "Lindan Channel" from and including Crossing # 1 downstream to and including Crossing #2, as shown on the attached map, to determine the absence or presence of the Sierra Nevada yellow-legged frog and preparation of a report of the survey findings.

**Cost Proposal**

The cost to conduct the survey and prepare the survey report is a lump sum fee of \$1,200.00



State of California – Department of Fish and Wildlife  
NOTIFICATION OF LAKE OR STREAMBED ALTERATION  
FISH AND GAME CODE SECTION 1602  
DFW 2023 (REV. 10/01/16) Page 1

FOR DEPARTMENT USE ONLY				
Date Received	Amount Received	Amount Due	Date Complete	Notification No.
	\$	\$		
Assigned to:				

## NOTIFICATION OF LAKE OR STREAMBED ALTERATION

Complete EACH field, unless otherwise indicated, following the enclosed instructions and submit ALL required enclosures. Attach additional pages, if necessary.

### 1. APPLICANT PROPOSING PROJECT

Name	Robert A. Perreault		
Business/Agency	Plumas County Public Works Department		
Mailing Address	1834 E. Main Street		
City, State, Zip	Quincy, CA 95971		
Telephone	(530) 283-6268	Fax	(530) 283-6323
Email	bobperreault@countyofplumas.com		

### 2. CONTACT PERSON (Complete only if different from applicant)

Name	James Graham		
Street Address	1834 E. Main Street		
City, State, Zip	Quincy, CA 95971		
Telephone	(530) 283-6268	Fax	(530) 283-6323
Email	jimgraham@countyofplumas.com		

### 3. PROPERTY OWNER (Complete only if different from applicant)

Name	See attachment A for a listing of property owners		
Street Address			
City, State, Zip			
Telephone		Fax	
Email			

### 4. PROJECT NAME AND AGREEMENT TERM

A. Project Name		Lindan Channel Maintenance Project		
B. Agreement Term Requested		<input checked="" type="checkbox"/> Regular (5 years or less) <input type="checkbox"/> Long-term (greater than 5 years)		
C. Project Term		D. Seasonal Work Period		E. Number of Work Days
Beginning (year)	Ending (year)	Start Date (month/day)	End Date (month/day)	
2017	2018	11/1	12/15	5



State of California – Department of Fish and Wildlife  
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FISH AND GAME CODE SECTION 1602  
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##### 5. AGREEMENT TYPE

Check the applicable box. If box B, C, D, E, or F is checked, complete the specified attachment.

A.	<input checked="" type="checkbox"/> Standard <i>(Most construction projects, excluding the categories listed below)</i>
B.	<input type="checkbox"/> Gravel/Sand/Rock Extraction <i>(Attachment A)</i> Mine I.D. Number: _____
C.	<input type="checkbox"/> Timber Harvesting <i>(Attachment B)</i> THP Number: _____
D.	<input type="checkbox"/> Water Diversion/Extraction/Impoundment <i>(Attachment C)</i> SWRCB Number: _____
E.	<input type="checkbox"/> Routine Maintenance <i>(Attachment D)</i>
F.	<input type="checkbox"/> Remediation of Marijuana Cultivation Sites <i>(Attachment E)</i>
G.	<input type="checkbox"/> Department Grant Programs Agreement Number: _____
H.	<input type="checkbox"/> Master
I.	<input type="checkbox"/> Master Timber Operations

##### 6. FEES

See the current fee schedule to determine the appropriate notification fee. Itemize each project's estimated cost and corresponding fee. *Note: The Department may not process this notification until the correct fee has been received.*

	A. Project	B. Project Cost	C. Project Fee
1	Removal/Replacement of Crossing #1	\$ 2,800.00	\$ 561.00
2	Removal/Replacement of Crossing #1	\$ 3,500.00	\$ 561.00
3	Beaver Dam Removal	\$ 2,000.00	\$ 561.00
4			
5			
6			
7			
8			
9			
10			

Calculator also available at: <https://www.wildlife.ca.gov/Conservation/LSA/Forms>

	D. Base Fee <i>(if applicable)</i>
	E. TOTAL FEE* \$ 1,683.00

\* Check, money order, and Visa or MasterCard payments are accepted. When payment is made by credit card, CDFW shall assess a separate credit card processing fee of 1.6% to the Total Fee. Credit card payment must be submitted with a completed Credit Card Payment Authorization Form (DFW 1443b (Rev. 8/15)) available online at: <https://www.wildlife.ca.gov/Conservation/LSA/Forms> or at a Department regional office.



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## 7. PRIOR NOTIFICATION AND ORDERS

A. Has a notification previously been submitted to, or a Lake or Streambed Alteration Agreement previously been issued by, the Department for the project described in this notification?

Yes (Provide the information below)  No

Applicant	Notification Number	Date

B. Is this notification being submitted in response to a court or administrative order or notice, or a notice of violation (NOV) issued by the Department?

No  Yes (Enclose a copy of the order, notice, or NOV. If the applicant was directed to notify the Department verbally rather than in writing, identify the person who directed the applicant to submit this notification and the agency he or she represents, and describe the circumstances relating to the order.)

Continued on additional page(s)

## 8. PROJECT LOCATION

A. Address or description of project location.

(Include a map that marks the location of the project with a reference to the nearest city or town, and provide driving directions from a major road or highway)

The Lindan drainage channel is located north of Quincy northwest of the intersection of Quincy Junction Road and State Route 70/89. Please see attached map.

Directions:

East on SR 70/89 to Quincy. In Quincy, turn left on Quincy Junction Road. Proceed down Quincy Junction Road approximately .25 miles to driveway located on the west side of roadway. Proceed along Lindan Channel to project locations.

Continued on additional page(s)

B. River, stream, or lake affected by the project.	Lindan Drainage Channel			
C. What water body is the river, stream, or lake tributary to? Spanish Creek				
D. Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Unknown
E. County	Plumas			
F. USGS 7.5 Minute Quad Map Name		G. Township	H. Range	I. Section
Quincy, CA		24N	9E	13, 14
<input type="checkbox"/> Continued on additional page(s)				

K. Meridian (check one)	<input type="checkbox"/> Humboldt	<input checked="" type="checkbox"/> Mt. Diablo	<input type="checkbox"/> San Bernardino
L. Assessor's Parcel Number(s)			
115-160-083, 005-290-052			
<input type="checkbox"/> Continued on additional page(s)			



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NOTIFICATION OF LAKE OR STREAMBED ALTERATION  
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M. Coordinates (If available, provide at least latitude/longitude or UTM coordinates and check appropriate boxes)			
Latitude/Longitude	Latitude: 39° 56' 39.29" N		Longitude: 120° 56' 02.00" W
	<input checked="" type="checkbox"/> Degrees/Minutes/Seconds <input type="checkbox"/> Decimal Degrees <input type="checkbox"/> Decimal Minutes		
UTM	Easting:	Northing:	<input type="checkbox"/> Zone 10 <input type="checkbox"/> Zone 11
Datum used for Latitude/Longitude or UTM		<input type="checkbox"/> NAD 27	<input checked="" type="checkbox"/> NAD 83 or WGS 84

9. PROJECT CATEGORY

WORK TYPE	NEW CONSTRUCTION	REPLACE EXISTING STRUCTURE	REPAIR-MAINTAIN-OPERATE EXISTING STRUCTURE
Bank stabilization – bioengineering/recontouring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank stabilization – rip-rap/retaining wall/gabion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat dock/pier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat ramp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Channel clearing/vegetation management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Culvert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debris basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filling of wetland, river, stream, or lake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat enhancement – revegetation/mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Levee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low water crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road/trail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sediment removal: pond, stream, or marina	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
flood control	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storm drain outfall structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary stream crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility crossing: horizontal directional drilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
jack/bore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
open trench	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water diversion without facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water diversion with facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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#### 10. PROJECT DESCRIPTION

A. Describe the project in detail. Include photographs of the project location and immediate surrounding area.

- Written description of all project activities with detailed step-by-step description of project implementation.
- Include any structures (e.g., rip-rap, culverts) that will be placed or modified in or near the stream, river, or lake, and any channel clearing.
- Specify volume, and dimensions of all materials and features (e.g., rip rap fields) that will be used or installed.
- If water will be diverted or drafted, specify the purpose or use.
- Enclose diagrams, drawings, plans, and maps that provide all of the following: site specific construction details; dimensions of each structure and/or extent of each activity in the bed, channel, bank or floodplain; overview of the entire project area (i.e., "bird's-eye view") showing the location of each structure and/or activity, significant area features, stockpile areas, areas of temporary disturbance, and where the equipment/machinery will access the project area.

This project involves the removal of two existing man-made vehicle crossings over the "Lindan Channel" and removal of 5 beaver dams.

Crossing #1 - Two partially collapsed culverts, a concrete low-water crossing and a flat car will be removed from the channel with an excavator and replaced with a flat car supported on new concrete abutments.

Crossing #2 - A partially collapsed culvert and earthen fill will be removed from the channel with an excavator and replaced with a flat car supported on new concrete abutments.

The removal of the aforementioned materials will occur from the roadway approached and adjacent levee roadway. No equipment will enter into the channel. Old culverts and concrete will be removed from the site. Earthen fill will be stockpiled on adjacent agricultural land or along levee roadway in such a manner as to not impede vehicular travel.

Public Works is seeking to remove 5 beaver dams located between the two man-made crossings. The attached map identifies the location of these dams. The dams are proposed to be removed with a reach-in excavator. The material would be piled along the levee road so that it does not interfere with vehicular travel on the levee roadway.

Public Works believes that removing these impoundments will greatly improve the flooding conditions on the north end of Lindan Avenue experienced during last winter's storms.

A excavator and hand tools will be utilized to complete this project.

Please see attached construction drawings for Crossings #1 and #2.

*Continued on additional page(s)*

B. Specify the equipment and machinery that will be used to complete the project.

A excavator and hand tools will be utilized to complete this project.

*Continued on additional page(s)*

C. Will water be present during the proposed work period (specified in box 4.D) in the stream, river, or lake (specified in box 8.B).

Yes     No (Skip to box 11)

D. Will the proposed project require work in the wetted portion of the channel?

Yes (Enclose a plan to divert water around work site)  
 No



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## 11. PROJECT IMPACTS

A. Describe impacts to the bed, channel, and bank of the river, stream, or lake, and the associated riparian habitat. Specify the dimensions of the modifications in length (linear feet) and area (square feet or acres) and the type and volume of material (cubic yards) that will be moved, displaced, or otherwise disturbed, if applicable.

Crossing #1 and #2 will have only minimal impacts as the replacement crossing will have a similar footprint as the existing crossings. The beaver crossings involve removal of mud, and vegetative debris that comprise the beaver dams. The volume of vegetation and mud for each beaver dam is between 1 and 3 cubic yards. Vegetation along the banks will be preserved.

*Continued on additional page(s)*

B. Will the project affect any vegetation?	<input checked="" type="checkbox"/> Yes (Complete the tables below) <input type="checkbox"/> No (Include aerial photo with date supporting this determination)
--------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Vegetation Type	Temporary Impact	Permanent Impact
Some willows and grasses (See photos)	Linear feet: 80 Total area: 160 sq. ft.	Linear feet: None Total area: None
	Linear feet: _____ Total area: _____	Linear feet: _____ Total area: _____

Tree Species	Number of Trees to be Removed	Trunk Diameter (range)

*Continued on additional page(s)*

C. Are any special status animal or plant species, or habitat that could support such species, known to be present on or near the project site?

Yes (List each species and/or describe the habitat below)    No    Unknown

The potential for SNYLF was identified. A SNYLF survey was performed which confirmed that no SNYLF were present within the project area. Please see the attached SNYLF survey report.

*Continued on additional page(s)*

D. Identify the source(s) of information that supports a "yes" or "no" answer above in Box 11.C.

See attached report.

*Continued on additional page(s)*

E. Has a biological study been completed for the project site?

Yes (Enclose the biological study)    No

*Note: A biological assessment or study may be required to evaluate potential project impacts on biological resources.*



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**F. Has a hydrological study been completed for the project or project site?**

Yes (*Enclose the hydrological study*)       No

*Note: A hydrological study or other information on site hydraulics (e.g., flows, channel characteristics, and/or flood recurrence intervals) may be required to evaluate potential project impacts on hydrology.*

**G. Have fish or wildlife resources or waters of the state been mapped or delineated on the project site?**

Yes (*Enclose the mapped results*)       No

*Note: Check "yes" if fish and wildlife resources or waters of the state on the project site have been mapped or delineated. "Wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles and related ecological communities, including the habitat upon which the wildlife depends." (Fish & G. Code, § 89.5.) If "yes" is checked, submit the mapping or delineation. If the mapping or delineation is in digital format (e.g., GIS shape files or KMZ), you must submit the information in this format for the Department to deem your notification complete. If "no" is checked, or the resolution of the mapping or delineation is insufficient, the Department may request mapping or delineation (in digital or non-digital format), or higher resolution mapping or delineation for the Department to deem the notification complete.*

**12. MEASURES TO PROTECT FISH, WILDLIFE, AND PLANT RESOURCES**

**A. Describe the techniques that will be used to prevent sediment from entering watercourses during and after construction.**

No heavy equipment will be allowed to enter the channel. Stream side vegetation will be preserved as all work will be accomplished with a reach-in excavator from the adjacent roadway approaches and levee roadway. No excavation of the natural channel will occur. Site monitors will be present to ensure natural vegetation is preserved to the maximum extent possible.

*Continued on additional page(s)*

**B. Describe project avoidance and/or minimization measures to protect fish, wildlife, and plant resources.**

See mitigations above.

*Continued on additional page(s)*

**C. Describe any project mitigation and/or compensation measures to protect fish, wildlife, and plant resources.**

See mitigations above.

*Continued on additional page(s)*



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### 13. PERMITS

List any local, State, and federal permits required for the project and check the corresponding box(es). Enclose a copy of each permit that has been issued.

A. ACOE (No permit necessary) Applied Issued

B. Water Quality Certification (No permit necessary) Applied Issued

C. \_\_\_\_\_ Applied Issued

D. Unknown whether local, State, or federal permit is needed for the project. (Check each box that applies)

Continued on additional page(s)

### 14. ENVIRONMENTAL REVIEW

A. Has a draft or final document been prepared for the project pursuant to the California Environmental Quality Act (CEQA) and/or National Environmental Protection Act (NEPA)?

Yes (Check the box for each CEQA or NEPA document that has been prepared and enclose a copy of each.)

No (Check the box for each CEQA or NEPA document listed below that will be or is being prepared.)

<input checked="" type="checkbox"/> Notice of Exemption	<input type="checkbox"/> Mitigated Negative Declaration	<input type="checkbox"/> NEPA document (type): _____
<input type="checkbox"/> Initial Study	<input type="checkbox"/> Environmental Impact Report	
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Notice of Determination (Enclose)	
<input type="checkbox"/> THP/ NTMP	<input type="checkbox"/> Mitigation, Monitoring, Reporting Plan	

B. State Clearinghouse Number (if applicable)

C. Has a CEQA lead agency been determined? Yes (Complete boxes D, E, and F) No (Skip to box 14.G)

D. CEQA Lead Agency Plumas County Planning Department

E. Contact Person Randy Wilson F. Telephone Number (530) 283-7011

G. If the project described in this notification is not the "whole project" or action pursuant to CEQA, briefly describe the entire project (Cal. Code Regs., tit. 14, § 15378).

Continued on additional page(s)

H. Has a CEQA filing fee been paid pursuant to Fish and Game Code section 711.4?

Yes (Enclose proof of payment) No (Briefly explain below the reason a CEQA filing fee has not been paid)

Note: If a CEQA filing fee is required, the Lake or Streambed Alteration Agreement may not be finalized until paid.



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#### 15. SITE INSPECTION

Check one box only.

In the event the Department determines that a site inspection is necessary, I hereby authorize a Department representative to enter the property where the project described in this notification will take place at any reasonable time, and hereby certify that I am authorized to grant the Department such entry.

I request the Department to first contact (insert name) James Graham at (insert telephone number) (530) 283-6169 to schedule a date and time to enter the property where the project described in this notification will take place. I understand that this may delay the Department's determination as to whether a Lake or Streambed Alteration Agreement is required and/or the Department's issuance of a draft agreement pursuant to this notification.

#### 16. DIGITAL FORMAT

Is any of the information included as part of the notification available in digital format (i.e., CD, DVD, etc.)?

Yes (Please enclose the information via digital media with the completed notification form)

No

#### 17. SIGNATURE

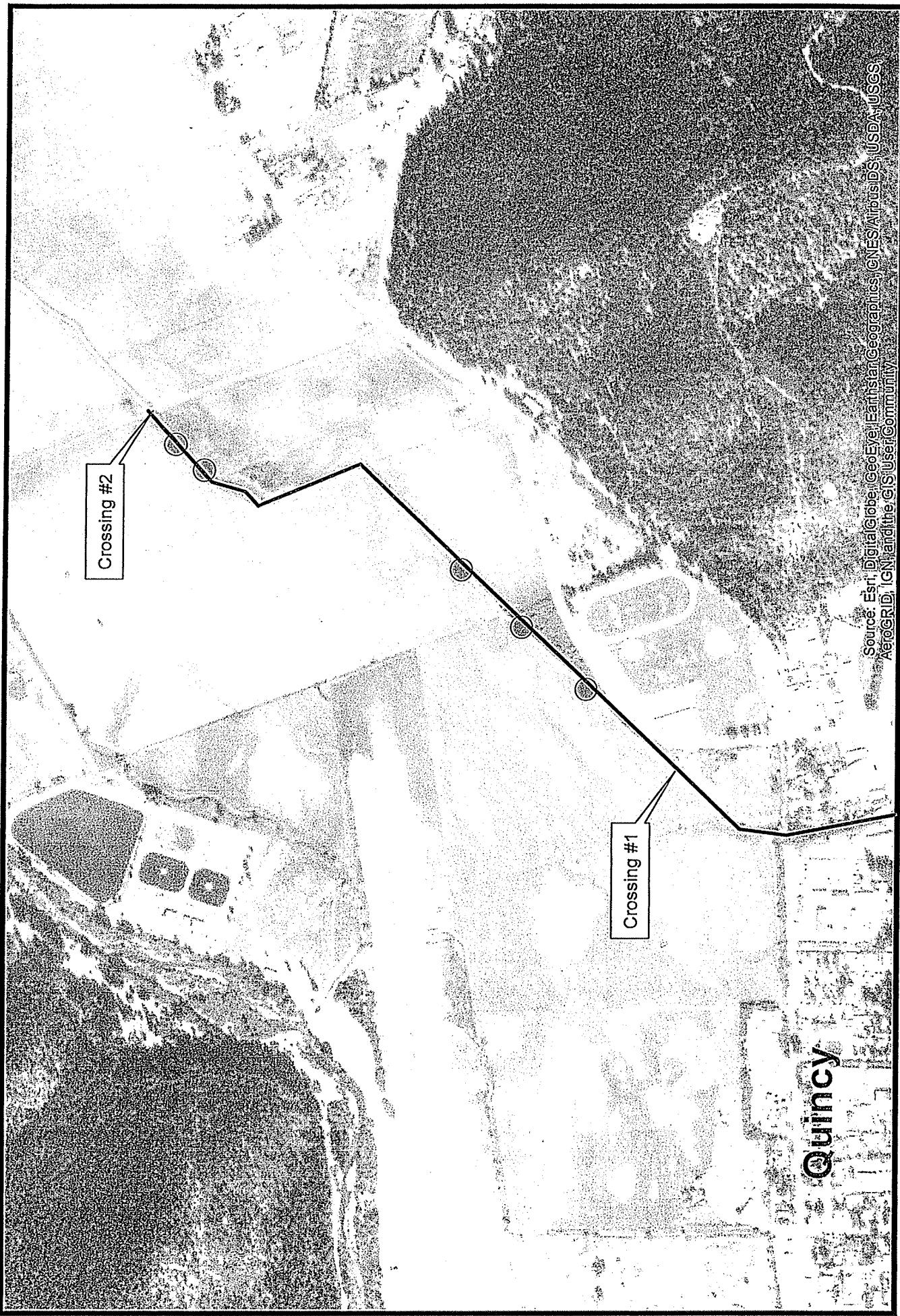
I hereby certify that to the best of my knowledge the information in this notification is true and correct and that I am authorized to sign this notification as, or on behalf of, the applicant. I understand that if any information in this notification is found to be untrue or incorrect, the Department may suspend processing this notification or suspend or revoke any draft or final Lake or Streambed Alteration Agreement issued pursuant to this notification. I understand also that if any information in this notification is found to be untrue or incorrect and the project described in this notification has already begun, I and/or the applicant may be subject to civil or criminal prosecution. I understand that this notification applies only to the project(s) described herein and that I and/or the applicant may be subject to civil or criminal prosecution for undertaking any project not described herein unless the Department has been separately notified of that project in accordance with Fish and Game Code section 1602 or 1611.

\_\_\_\_\_  
Signature of Applicant or Applicant's Authorized Representative

\_\_\_\_\_  
Date

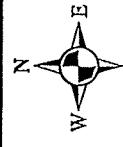
\_\_\_\_\_  
Print Name

## Lindan Drainage Channel



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

● Lindan Drainage Channel



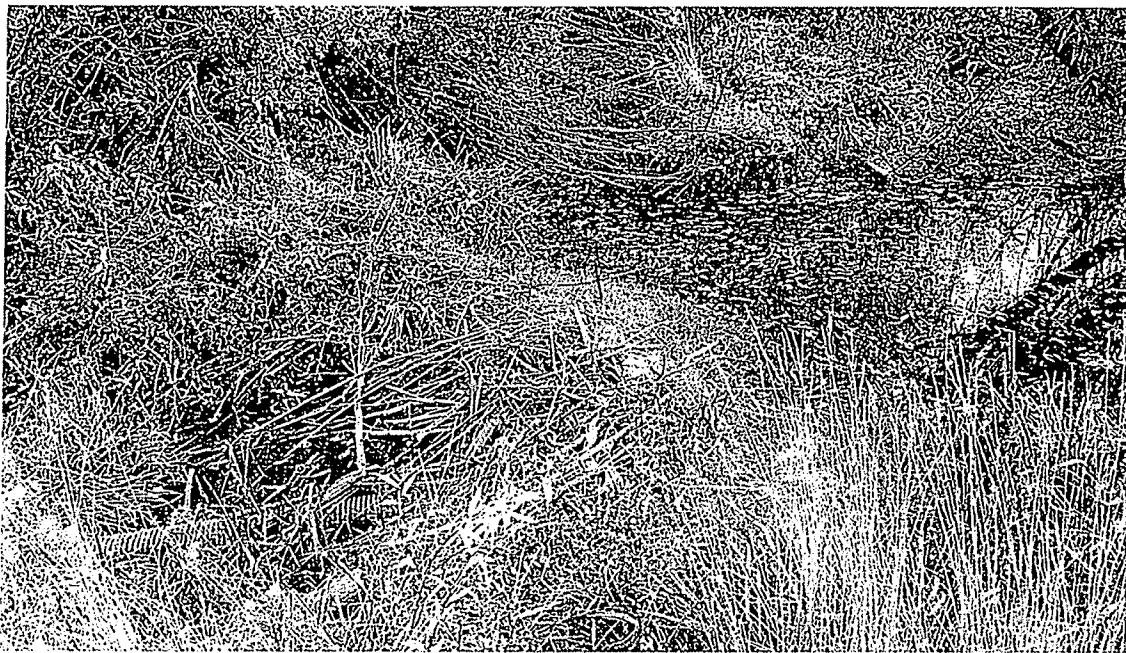
1 inch - 207 feet



Crossing #1  
(Debris stacked up against instream impoundments)



Crossing #1  
(Two culverts located underneath concrete low-water crossing with flat car on top)



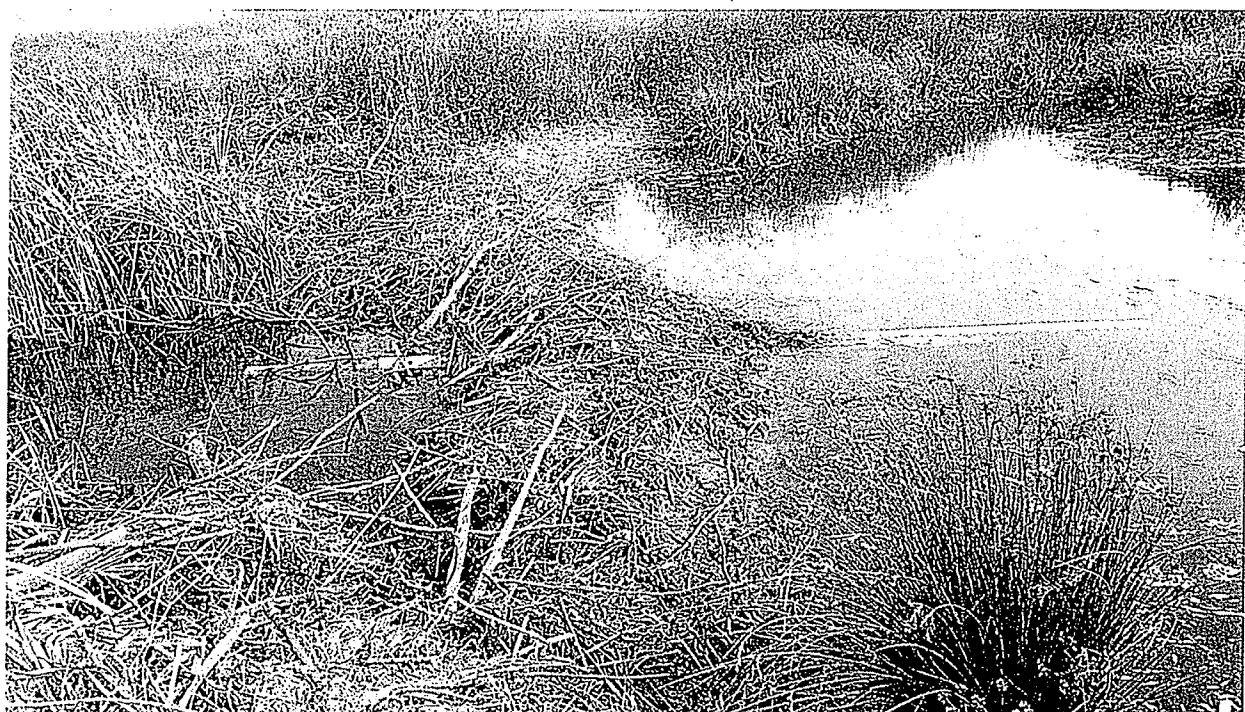
Beaver Dam 1



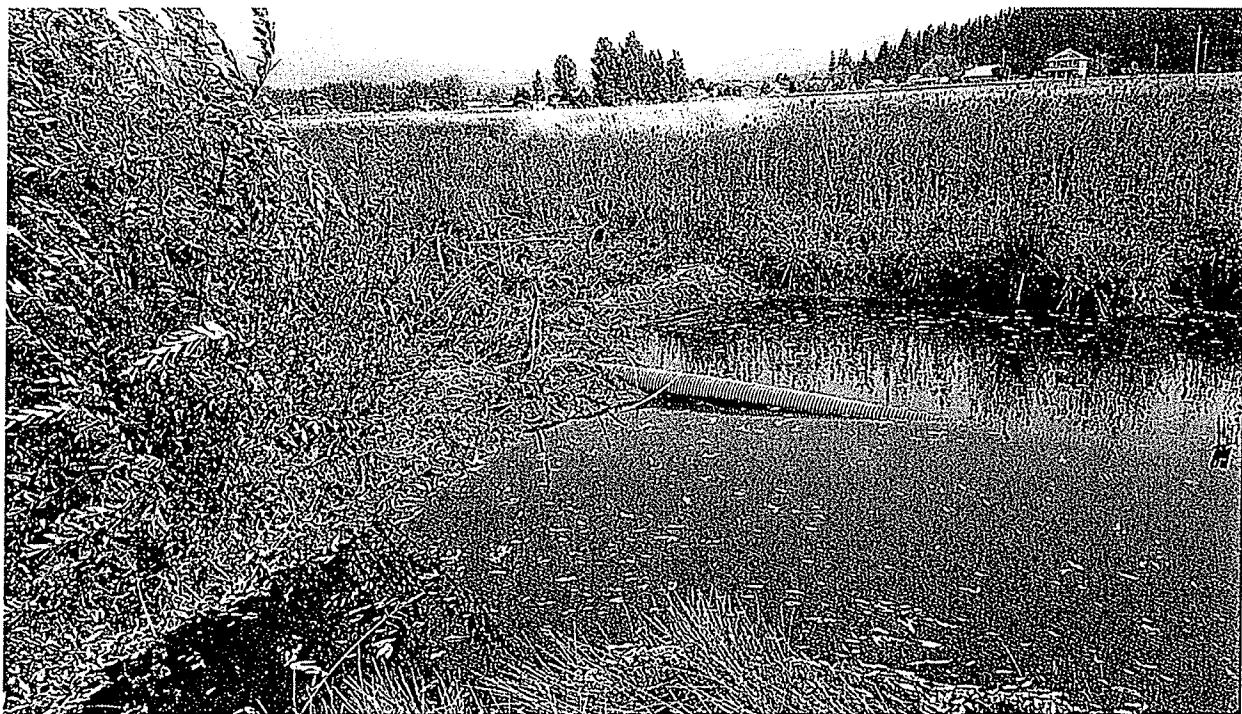
Beaver Dam 2



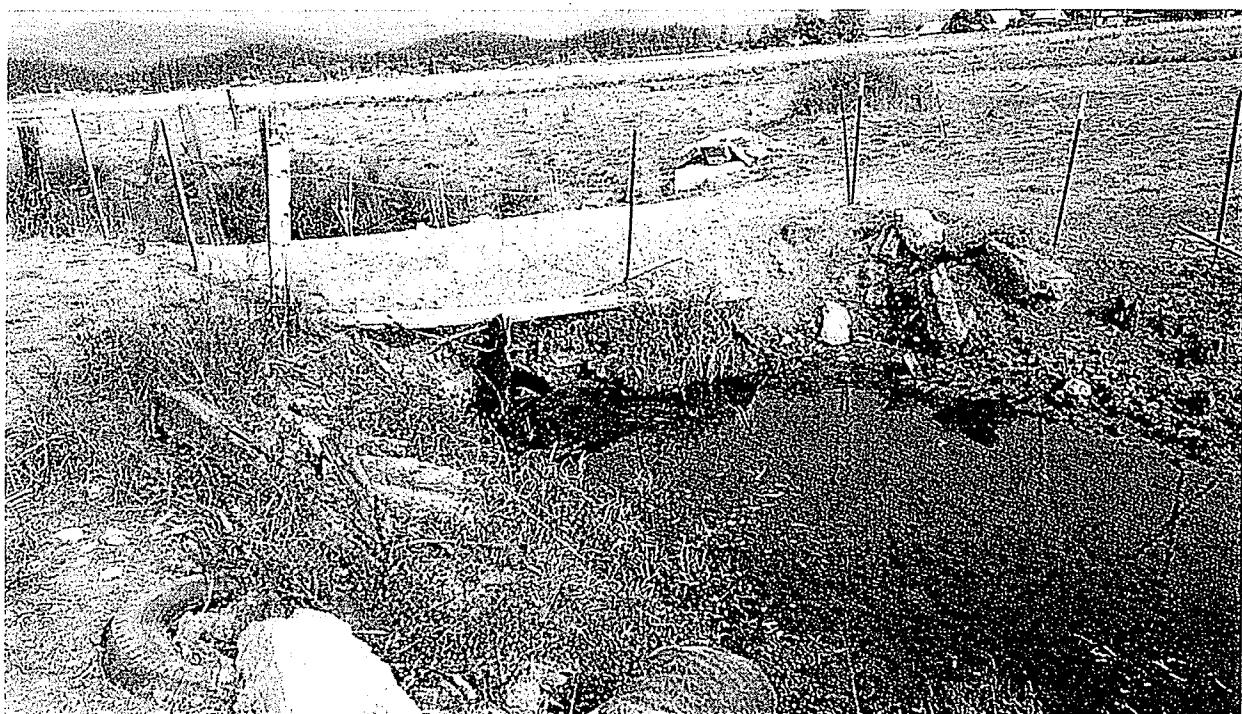
Beaver Dam 3



Beaver Dam 4



Beaver Dam 5



Crossing #2

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

3A

**AGENDA REQUEST**

For the January 9, 2017 meeting of the Plumas County Board of Supervisors

January 2, 2018

To: Honorable Governing Board, Beckwourth Community Service Area (BCSA)

From: Robert Perreault, Manager, Beckwourth CSA

Subject: Consideration of the following Sewer-related Matters:

- A. Staff Report on the Proposed Sewer Rate Increase, and
- B. Public Hearing, as required by Proposition 218, and
- C. Consideration of a Resolution Revising BCSA Sewer Rates

Discussion and possible action.

**Background:**

On November 14, 2017, the BCSA Governing Board adopted the BCSA Engineer's Report and Resolution 17-8299, A Resolution Revising Beckwourth CSA Sewer Rates, both pertaining to a proposed increase to the Beckwourth CSA sewer rates.

Accordingly, a Proposition 218 Public Notice was mailed by BCSA staff to all parcel owners within the district and all BCSA customers on November 20, 2017, establishing a minimum 45-day notice prior to a Proposition 218 Hearing. Attached is a copy of the Public Notice for reference.

BCSA Staff will report on Sewer Rate increase protest letters that have been received in response to the Proposition 218 notice.

Also attached for consideration by the Governing Board is a proposed Resolution to increase the BCSA Sewer Rates.

Agenda Request to BCSA Governing Board on January 9, 2018

Consideration of 3 Sewer-related Matters

January 2, 2018

Page 2

It is noted that the Sewer Rate Study, adopted by the Governing Board as part of the November 14, 2017 "Engineer's Report" assumes that **necessary** capital improvements will be **funded in the future**, 97% by grants and 3% by District matching funds. The approved rate study calculation on Page 13 (copy attached) of the October, 2017 "Sewer Rate Study" shows the rate necessary to balance the budget, starting at \$44.50 per EDU per month and then holding steady at \$44.50 per EDU per month, enabling loans from the County to be paid off and then enable reserves to increase.

In order to consider that information in proper context, BCSA staff requested RCAC staff to prepare an alternative cost option in which a scenario of "no grant funding" is considered, i.e., capital improvement funding is set at 100% by the District, using loans, but no grants. The alternative calculation of rates starts at the same \$55.22 rate per EDU per month, but then increases significantly up to \$67.25 per EDU per month by the year 2021 and the rate continues to rise as more capital improvement loans are taken out. Therefore, the monthly rate would need to be substantially increased, i.e., much more than \$67.25 per month, to make the District sustainable. BCSA staff opposes support of this scenario as it is obvious that the acquisition of grant funds for infrastructure improvements is the best scenario for the BCSA and its constituents.

In conjunction with the BCSA sewer rate proposed increase, BCSA staff respectfully reminds all Stakeholders that a reasonable and sustainable operating budget is an important criteria in the future application for State and/or Federal grants pertaining to a new replacement pump station and other projects.

### **Recommendations:**

The Manager of the BCSA respectfully recommends that the Governing Board vote to:

1. Consider a staff report on January 9, 2018 pertaining to the proposed sewer rate increase, and
2. Conduct a proposition 218 Public Hearing, and
3. Adoption Resolution revising BCSA sewer rates.

### Attachments:

1. Proposition 218 Public Notice, Notice of Proposed Sewer Rate Increase
2. A Resolution Revising Beckwourth CSA Sewer Rates
3. Sewer Rate Calculation (Page 13 from the Sewer Rate Study)
4. Alternative Calculation Sheet, assuming no grants for capital improvements

## **PROPOSITION 218 PUBLIC NOTICE**

### **NOTICE OF PROPOSED SEWER RATE INCREASE**

November 20, 2017

This notice is to advise that the Beckwourth Community Service Area (BCSA) Governing Board intends to adopt a new sewer rate schedule. The purpose of the new rate schedule is to properly fund the activities of the District and to repay debt which the District incurred from the County General Fund

**A Public Hearing will be held by the Beckwourth CSA Governing Board on Tuesday, January 9, 2018 at 11:00 AM**

**The Public Hearing will be conducted at the Plumas County Courthouse at 520 Main Street, Room 308, Quincy, CA.**

The purpose of the Public Hearing will be to consider public comments on the rate increase. All ratepayers are invited to attend the Public Hearing and present written and/or oral comments related to the proposed rate increase.

The following information is provided to inform ratepayers of the pertinent facts related to the proposed rate increase and about the process of raising rates.

#### **CURRENT RATES AND FINANCIAL CONDITIONS**

The current rate for sewer service in the BCSA is \$4.25 per month per single family home, \$11 per month for government and commercial, \$6 per month for gas station or garage, and \$1 per month per trailer park space. This rate has not been raised since inception in 1983 and is not generating sufficient income to satisfy District expenses, pay District debts, or adequately maintain District facilities.

#### **WHY RATES MUST BE RAISED**

The District is not currently collecting enough funds to satisfy its obligations. For the District to be eligible to apply for grant funding for replacement of the sewer pump station, the District must raise its sewer rates sufficient to repay the existing loan from the County General Fund, meet its other financial obligations, and maintain the sewer system into the future.

The proposed increase in sewer rates will result in the following advantages:

- Qualify the District for State grants,
- Restore a sustainable financial base for regular District operations.

## **2017 RATE STUDY**

In March 2017, work began on a Rate Study for the District. The Rate Study was prepared by Rural Community Assistance Corporation (RCAC) with input from the County Engineer and staff. RCAC services were provided to the District at the request of the California State Water Resources Control Board.

The Rate Study Team considered four general financial categories:

- Income to the District
- Expenses and financial obligations of the District
- Operating Budgets
- Reserve Funds

The following paragraphs summarize each of these categories.

Income to the District relies on a combination of property tax and sewer fee based revenue. Current sewer fees have not been updated since 1983 and the property tax revenue has remained a constant percentage of the 1% tax.

Expenses and Financial Obligations of the District include items such as labor and benefits for employees, consulting fees, permitting fees, rental expenses, office expenses, and debt payments on existing and future loans. Generally, expenses were projected by using the actual historical figures and increasing them 2% per year to account for inflation, and reasonable assumptions were introduced where indicated.

Operating Budgets were projected to allow District employees to adequately maintain the significant assets and infrastructure that are currently owned by the District. This includes items such as regular maintenance of pumps and motors, cleaning buried pipelines, servicing treatment plant equipment, etc. Because so much of the equipment in a sewer system operates in a harsh environment, it requires regular and thorough maintenance to maximize its life and minimize total costs to ratepayers.

Reserve Funds are designated for specific needs. Reserve accounts are required to be set aside for specific needs and can only be used for those needs. In addition, the District has followed recommended operating practice by planning to reserve funds for operating and capital improvements and capitol contingencies.

## PROPOSED RATE SCHEDULE

**It is proposed that the cost of sewer service be set at \$44.50 per month, per single family home.**

The following table illustrates the effect of the proposed change:

<b>Sewer Service Class Type</b>	<b>Proposed New Sewer Service Charge</b>
Residential	\$44.50/mo
Motel/	\$13.92/mo
Trailer Park	Per space
Commercial/	\$44.50 to
Multiple Use/	\$133.50/mo
Government	Based on EDU's

The cost of sewer service for commercial/multi-use is based on the number of EDU's assessed. The assessed EDU's are listed in the Rate Study, Exhibit 4. The Engineer's Report, including rate study and income study, is available on the County Website. A hard copy of the Engineer's Report is also available for viewing at the Department of Public Works Headquarters Building at 1834 East Main Street, East Quincy, CA, the Office of the County Engineer at 555 West Main Street, Quincy, CA, and the Clerk of the Board of Supervisors Office at 520 West Main Street, Courthouse Room 309, Quincy, CA.

The new rate is proposed to go into effect upon adoption and remain indefinitely.

## RATE INCREASE PROCEDURE

The process of raising rates is controlled by the provisions of the California Constitution, Article XIII, Section 6, Subdivisions (a) and (c), enacted by Proposition 218 in 1996. In summary, the process of raising sewer rates is as follows:

- The Governing Board commissioned a Rate Study to determine the recommended rate that should be charged to meet District financial obligations.
- November 14, 2017 – the Rate Study team presented the Median Household Income Study, Rate Study, and Engineers Report to the Governing Board and to the public. The purpose of the November 14<sup>th</sup> meeting was to educate all interested parties on the financial status of the District and present notice of proposed rate increase. The Board voted to continue the process of raising rates and directed the District staff to mail this Notice to all property owners within the District. This written notice is a requirement of Proposition 218.

- January 9, 2018 – The Board will hold a Public Hearing to receive written protests and consider adopting new sewer rates. According to the requirements of Proposition 218, this Public Hearing may be held no sooner than 45 days following mailing of a written notice to all property owners. If a majority protest does not occur, the Board may vote to adopt the new rate schedule at the January 9, 2018 meeting.

### **PROTEST PROCEDURE**

Ratepayers wishing to protest the proposed rate increase must do so in writing. Letters may be mailed to the BCSA office at: 555 West Main Street, Quincy, CA 95971 or letters may be submitted in person in person at the January 9, 2018 Public Hearing, so long as written protests are received prior to the start of the Public Hearing.

All protests must include the following minimum information:

- The property owners signature and date;
- The property owners name printed or typed under the signature;
- The address or parcel number of the property;
- A written statement that the author of the protest letter is the owner of the property;
- A written statement that the letter constitutes a protest to the proposed sewer rate increase.

If the District receives written protests from a majority of property owners, it cannot adopt the proposed rates.

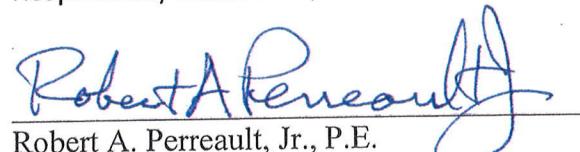
In the event that a majority protest does not occur, following the Public Hearing, the BCSA Governing Board is expected to vote on adopting the new rate schedule.

Adoption of a new rate schedule may not occur at the January 9 Board Meeting if time is needed to verify and count letters of protest.

### **QUESTIONS**

Questions can be directed to Rob Thorman, Associate Engineer, at (530) 283-6495 or to Bob Perreault, County Engineer, at (530) 283-6268.

Respectfully submitted,



Robert A. Perreault, Jr., P.E.  
County Engineer, and  
Manager, Beckwourth CSA

## **RESOLUTION NO. 18-**

### **A RESOLUTION REVISING BECKWOURTH CSA SEWER RATES**

**WHEREAS**, the Board of Supervisors of the County of Plumas acting as the Beckwourth CSA Governing Board, is required to adopt sewer service fees for the Beckwourth County Service Area as required by section XIV of the Ordinance No. 73-18 and,

**WHEREAS**, the Rate Study, dated October 2017, establishes the needed sewer rate for the District to be sustainable.

**WHEREAS**, the Engineer's Report, dated November 14, 2017, adopted by the BCSA Governing Board at the November 14, 2017 meeting, establishing sewer fee assessments.

**WHEREAS**, Resolution 17-8299 dated November 14, 2017, establish procedures under proposition 218 for a proposed increase of the Beckwourth County Services Area sewer rate and Proposition 218 protest hearing. Public hearing notices were postmarked November 20, 2017, satisfying the 45 day notice requirement and sewer rate protests received are less than 50% of parcels within the Beckwourth CSA, allowing the Governing Board to establish new sewer rate.

**WHEREAS**, such sewer service fee is necessary for the operation of the Beckwourth County Service Area, and to accumulate a reserve for capital improvements; and,

**WHEREAS**, this Board determines that said fees shall be payable monthly,

**NOW, THEREFORE, BE IT RESOLVED** that Resolution No. 83-3666, dated June 7, 1983, "RESCINDING Resolution 82-3568 and Setting Quarterly Sewer Service Fees in Beckwourth County Service Area", is hereby rescinded; and,

**BE IT FURTHER RESOLVED** that the following fees, payable monthly, shall be charged to all public, private and residential properties within the Beckwourth County Service Area including service provided within the sphere of influence:

\$44.50 per assessed equivalent dwelling unit (EDU) per month

All customers are to be assessed pursuant to the Sewer Rate Study at 1 EDU excepting the following:

- 223 Main Street assessed 2 EDU based on residence and office, \$89.00 per month
- 91 Beckwourth-Genesee Road assessed 3 EDU based on 2 residences and 1 church, \$133.50 per month
- 81247 State Route 70 assessed 9.7 EDU based on 31 R.V. spaces, \$431.65 or \$13.92 per space per month
- 81027 State Route 70 assessed 3 EDU based on number of assumed employees at Water Resources Building, \$133.50 per month
- 81590 State Route 70 assessed 2 EDU based on residence and retail store, \$89.00 per month
- 81296 State Route 70 assessed 2 EDU based on residence and office building, \$89.00 per month
- 548 Industrial Way assessed 2.5 EDU based on Forest Service Fire Station use, \$111.25 per month

The foregoing resolution was duly passed and adopted by the Governing Board of Beckwourth County Services Area, State of California, at a regular meeting of said Board held on the 9th day of January, 2018, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSTAIN:** Supervisors:

---

Chair, Board of Supervisors

**ATTEST:**

---

Clerk of the Board of Supervisors

## SEWER RATE CALCULATION

Number of EDUs	92				
Current Rate per EDU, per month	\$4.25				
Year	2017	2018	2019	2020	2021
Expenses	\$69,380	\$69,925	\$57,577	\$44,544	\$45,122
Rate Necessary to Balance the Budget	\$55.22	\$55.63	\$44.31	\$32.38	\$32.75
Rate Increase Needed to Balance	1202%	0.73%	-20.33%	-26.93%	1.13%
<b>Rate Recommended (per EDU)</b>	<b>\$44.50</b>	<b>\$44.50</b>	<b>\$44.50</b>	<b>\$44.50</b>	<b>\$44.50</b>
Percentage Increase	949.5%	0.0%	0.0%	0.0%	0.0%
Income Generated by Selected Rates	\$57,516	\$57,615	\$57,782	\$57,953	\$58,127
<b>Net Loss or Gain</b>	<b>(\$11,863)</b>	<b>(\$12,310)</b>	<b>\$205</b>	<b>\$13,409</b>	<b>\$13,005</b>
Balanced Budget?	No	No	Yes	Yes	Yes
<b>Contributions to Reserves</b>	\$9,100	\$8,653	\$15,765	\$24,035	\$23,631
Target Contribution to Reserves	\$20,963	\$20,963	\$15,559	\$10,626	\$10,626
Meet Target Contribution?	No	No	Yes	Yes	Yes
<b>Positive Cashflow?</b>	Yes	Yes	Yes	Yes	Yes
<b>Affordability</b>					
Median Household Income	30,000				
Affordability	1.78%	1.78%	1.78%	1.78%	1.78%
Affordable? (Between 1.5% and 4%)	Yes	Yes	Yes	Yes	Yes

### Number of customers and EDU

There are 75 parcels connected to the sewer system. However, some have commercial operations, which bring the total EDUs to 92 (See Exhibit 4.)

The only parcels not billed are tax exempt parcels, as determined by the County (Southern Pacific Co. and County-owned property.)

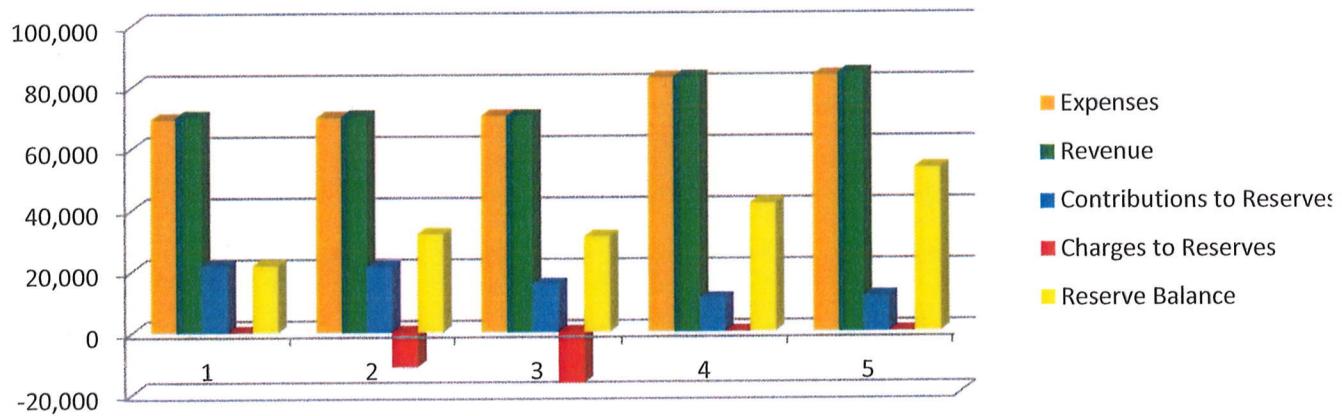
There is no “standby” or “availability” fee. Parcels without a connection (or a capped connection) are not billed.

The total number of connections and EDUs is not expected to change over the next five years.

## Calculating the Rates

Number of EDUs	92				
Current Rate per EDU, per month	\$4				
Year	2017	2018	2019	2020	2021
Expenses	\$69,380	\$69,925	\$70,444	\$82,721	\$83,299
Rate Necessary to Balance the Budget	\$55.22	\$55.63	\$55.94	\$66.88	\$67.25
Rate Increase Needed to Balance	1202%	0.73%	0.57%	19.56%	0.55%
<b>Rate Selected (per EDU)</b>	<b>\$56.00</b>	<b>\$56.00</b>	<b>\$56.00</b>	<b>\$67.00</b>	<b>\$68.00</b>
Percentage Increase	1220.8%	0.0%	0.0%	19.6%	1.5%
Income Generated by Selected Rates	\$70,240	\$70,339	\$70,506	\$82,848	\$84,129
<b>Net Loss or Gain</b>	<b>\$861</b>	<b>\$414</b>	<b>\$63</b>	<b>\$127</b>	<b>\$830</b>
Balanced Budget?	Yes	Yes	Yes	Yes	Yes
<b>Contributions to Reserves</b>	<b>\$21,824</b>	<b>\$21,377</b>	<b>\$15,622</b>	<b>\$10,753</b>	<b>\$11,456</b>
Target Contribution to Reserves	\$20,963	\$20,963	\$15,559	\$10,626	\$10,626
Meet Target Contribution?	Yes	Yes	Yes	Yes	Yes
<b>Positive Cashflow?</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Affordability</b>					
Median Household Income	30,000				
Affordability	2.24%	2.24%	2.24%	2.68%	2.72%
Affordable? (between 1.5% and 4%)	Yes	Yes	Yes	Yes	Yes

### 5 Year Budget Summary



**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING  
SECTIONS OF CHAPTER 3 OF TITLE 4 OF THE PLUMAS COUNTY CODE CONCERNING  
PARKING ON BUCKS LAKE ROAD.**

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

**Section 1.** Add Section 4-3.506. (v) to Article 5 of Chapter 3 of Title 4 of the Plumas County Code.

CHAPTER 3. TRAFFIC  
Article 5. Parking

Sec. 4-3.506 (v) Bucks Lake Road

(1) It shall be unlawful for any person to park any vehicle at any time at the following locations on Bucks Lake Road:

- (i) On the north side of Bucks Lake Road from a point 250 feet west of the intersection of Meadow Way to the intersection of Bellamy Lane.
- (ii) On the south side of Bucks Lake Road from a point 250 feet west of the intersection of Meadow Way to the intersection of Bellamy Lane.

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

**Section 3.** The County finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15061(b)(3) (there is no possibility the activity in question may have a significant effect on the environment).

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

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

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 14th day of November, 2017, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the \_\_\_\_\_ day of January 2018, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

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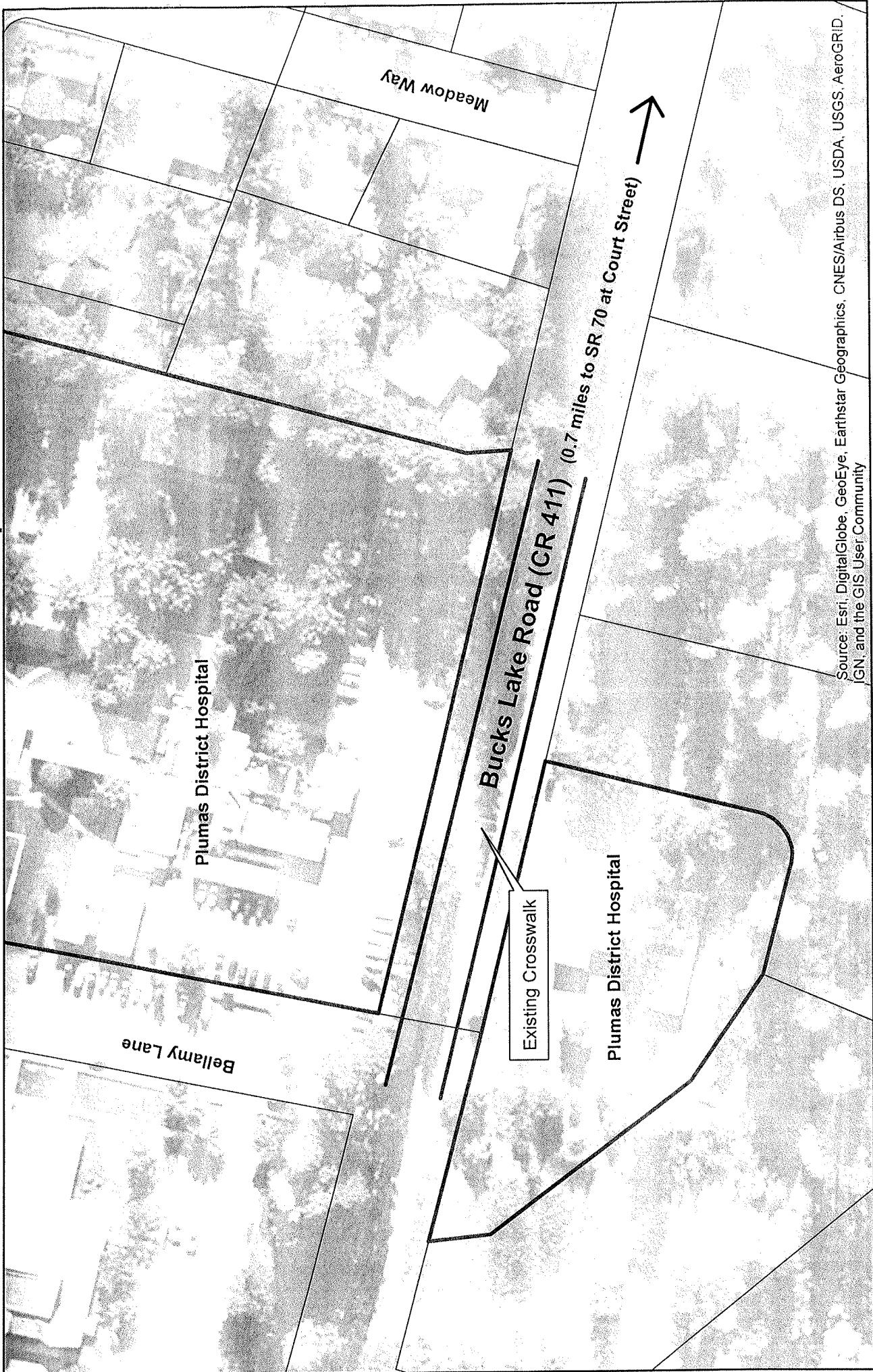
Chair, Board of Supervisors

ATTEST:

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Clerk of said Board of Supervisors

# Proposed Parking Restrictions on Bucks Lake Road (County Road 411) in Quincy Near Plumas District Hospital

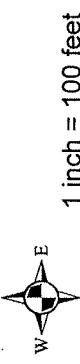


**Legend:** Proposed no parking segment of Bucks Lake Road

Prepared by: J.G.

Date: September 22, 2017

Plumas County Department of Public Works



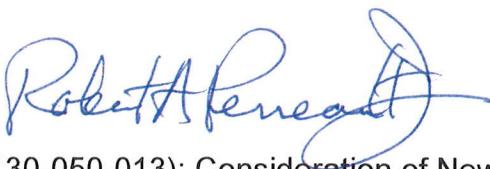
3B

## **AGENDA REQUEST**

For the January 9, 2018 Meeting of the Plumas County Board of Supervisors

January 2, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer 

Subject: Graeagle Unit 9 Subdivision (APN 130-050-013): Consideration of New Drainage Easement, Accept Roadways into Maintained Mileage, and Authorize the County Engineer to release all Guarantee Funds; discussion and possible action.

### **Background:**

On May 12, 2004, the Plumas County Zoning Administrator conditionally approved a Tentative Subdivision Map, Entitled, "Tentative Subdivision Map, Graeagle Subdivision, Unit 9." The subdivision consisted of 399.29 acres, divided into 99 lots for single-family use, with a Designated Remainder. The subdivision is located at 5379 Highway 89, Graeagle, CA. The Assessor Parcel Number is 130-050-013.

Thereafter, the Developer, Graeagle Land & Water Company, received an Encroachment Permit, dated August 17, 2007, from Caltrans. The Developer also prepared a Set of Improvement plans, dated September 21, 2007, which was reviewed and approved by the County Engineer. At that time, the Developer commenced construction.

It is noted that the Developer decided to suspend its construction activities from approximately October 2007 to August 2016

On March 13, 2017 the Board of Supervisors authorized reduction of the Project Security Amount from \$47,750 to \$26,250. This security was to be held for the one year warranty period.

On October 3, 2017, at the request of the Developer, the Board of Supervisors authorized to extend the Graeagle Unit 9 Subdivision one-year warranty period for one-month, to expire on November 9, 2017.

On November 7, 2017, at the request of the Developer, the Board of Supervisors authorized to extend the Graeagle Unit 9 Subdivision one-year warranty period for two-months, to expire on January 9, 2018.

On November 27, 2017, Public Works staff met with Dan Bastian, P.E., and Mr. Harvey West, III, representing Graeagle Land and Water, onsite to discuss the previous repairs to the roadside drainage berm and the roadside ditch diversion constructed in October 2017. The Developer agreed to add additional compacted soil to strengthen the roadside ditch berm. The Developer also agreed to reroute a drainage crossing off of Ishi Trail to keep the easement on one lot. Dan Bastian has provided a proposed drainage easement for review and approval. As of the writing of this Agenda Request, Dan Bastian, P.E., is coordinating with the Engineering Department to complete all administrative requirements, associated with the Graeagle Unit 9 Subdivision.

On December 5, 2017, Engineering staff inspected the roadside drainage work and the roadside ditch diversion on Ishi Trail. All drainage work completed is acceptable to the County Engineer. This completed work fulfills the extended one year guarantee period, thus, the remaining security may be completely returned to the developer.

With the completion of construction, the subdivision roadways are now ready for inclusion in the Plumas County Road System. Accordingly, a proposed Resolution has been prepared for consideration by the Board of Supervisors. A copy of the Resolution is attached.

**Recommendation:**

The County Engineer respectfully recommends that the Plumas County Board of Supervisors:

1. Adopt a motion to accept the new drainage easement and
2. Adopt a motion to authorize the County Engineer to release all guarantee funds, and
3. Adopt a motion to accept the constructed roadways into the Maintained Mileage and to authorize the Chair to sign the attached "Resolution Accepting Certain Roads Located in the Graeagle Unit 9 Subdivision in the County System."

Attachments: 1. Drainage Easement Legal Description  
2. Map of Lot 82, depicting Location of new Drainage Easement  
3. "Resolution Accepting Certain Roads Located in the Graeagle Unit 9 Subdivision Into the County Road System"



# Cal-Sierra Title Company

## ACCOMMODATION INSTRUCTIONS

To: Cal-Sierra Title Company

Date: December 29, 2017

YOU ARE HEREBY AUTHORIZED AND INSTRUCTED TO DRAW AND RECORD AN EASEMENT GRANT DEED FROM GRAEAGLE LAND & WATER COMPANY, A CALIFORNIA CORPORATION to COUNTY OF PLUMAS OF THE STATE OF CALIFORNIA, A POLITICAL SUBDIVISION for the following properties located in the County of Plumas, State of California, APN: POR 130-440-010.

YOU ARE TO DRAW AND RECORD THIS EASEMENT GRANT DEED AS AN ACCOMMODATION ONLY WITH NO TITLE INSURANCE BEING EITHER ISSUED OR REQUESTED IN THIS MATTER. YOU ARE NOT TO COLLECT ANY CONSIDERATION FOR SAID EASEMENT GRANT DEED FOR ANY OF THE UNDERSIGNED OR BE CONCERNED WITH ANY MATTERS OF RECORD OR THE STATUS OF TAXES OR ASSESSMENTS IN REGARDS THERETO.

WE AGREE TO SAVE AND HOLD HARMLESS, CAL-SIERRA TITLE COMPANY AND ITS EMPLOYEES FOR ANY LOSS OR DAMAGE WHICH MAY RESULT BY REASON OF THE USE OF THE EASEMENT GRANT DEED AND AGREE THAT CAL-SIERRA TITLE COMPANY AND ITS EMPLOYEES HAVE ACTED IN THE CAPACITY OF A SCRIVENER ONLY AND HAVE NOT RENDERED AN OPINION OR ADVICE RELATIVE TO THIS DOCUMENT OR ITS INTENDED USE OR CONSEQUENCES.

GRANTOR(S):

GRAEAGLE LAND & WATER COMPANY:

BY: \_\_\_\_\_  
DANIEL E. WEST, PRESIDENT

BY: \_\_\_\_\_  
HARVEY WEST III, CHIEF FINANCIAL OFFICER

GRANTEE(S):

COUNTY OF PLUMAS OF THE STATE OF CALIFORNIA

BY: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

Recording Requested by  
Graeagle Land and Water Company

WHEN RECORDED MAIL TO:

County of Plumas

Engineering Department  
555 Main Street  
Quincy, CA 95971

## EASEMENT GRANT DEED

APN: POR 130-440-010

THE UNDERSIGNED GRANTOR(s) DECLARE(s)

DOCUMENTARY TRANSFER TAX is \$0.00 CITY TAX \$0.00

(X) Computed on full value of property conveyed, or    computed on full value less value of liens or encumbrances remaining at time of sale,  
(X) Unincorporated area: City of \_\_\_\_\_, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, GRAEAGLE LAND & WATER COMPANY, A CALIFORNIA CORPORATION

hereby GRANT(s) to COUNTY OF PLUMAS OF THE STATE OF CALIFORNIA, A POLITICAL SUBDIVISION

Drainage For installation and maintenance

the following described EASEMENT in the County of PLUMAS, State of California:

See Exhibit "A" attached hereto and made a part hereof.

GRAEAGLE LAND & WATER COMPANY:

Dated: December 29, 2017

BY: \_\_\_\_\_  
DANIEL E. WEST, PRESIDENT

BY: \_\_\_\_\_  
HARVEY WEST III, CHIEF FINANCIAL OFFICER

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ (S.S.)

On \_\_\_\_\_ before me, \_\_\_\_\_, A Notary Public,

personally appeared \_\_\_\_\_

\_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Exhibit "A"  
Grant of Easement

Legal Description

That certain real property situated in an unincorporated area of the County of Plumas, State of California, within Section 23 of Township 22 North, Range 12 East, M.D.M., described as follows:

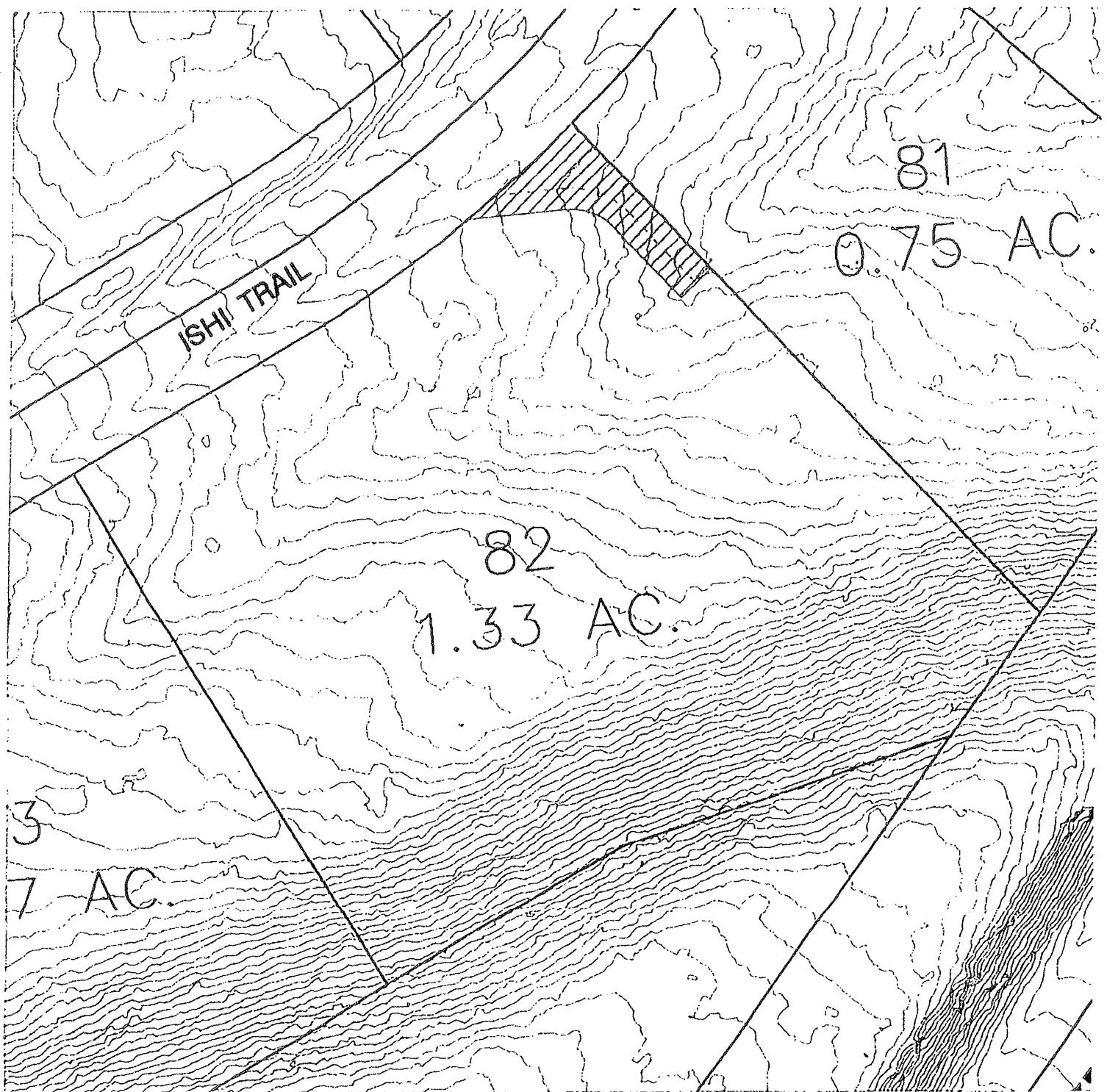
A non-exclusive easement for ingress, egress, construction, reconstruction, maintenance and repair of the existing drainage channel within a portion of Lot 82, as shown on the map of Graeagle Subdivision Unit 9, filed in Book 10 of Maps at Page 135, Plumas County Records, more particularly described as follows:

Beginning at the most northerly corner of said Lot 82, said corner also being the most westerly corner of Lot 81, as shown on said map of Graeagle Subdivision Unit 9; thence southerly along the easterly line of said Lot 82, South 44°31'44" East 72.30 feet; thence leaving said easterly line of said Lot 82, South 45°28'16" West 15.00 feet; thence North 44°31'44" West 34.62 feet; thence along a tangent curve concave to the southwest with a radius of 22.50 feet, a central angle of 51°06'36", along an arc length of 20.07 feet; thence South 84°21'40" West 36.12 feet, more or less, to a point on the southerly right-of-way line of Ishi Trail, as shown on said map of Graeagle Subdivision Unit 9; thence easterly along said southerly right-of-way line along a curve concave to the north with a back tangent of North 51°02'46" East, a radius of 530.00 feet, a central angle of 5°34'29", along an arc length of 51.57 feet to the Point of Beginning.

Containing 1,589 square feet, more or less.

APN 130-440-010 (portion)

The Basis of Bearings for this Easement is the easterly line of Lot 82 shown as North 44°31'44" West on the map of Graeagle Subdivision Unit 9, filed in Book 10 of Maps at Page 135, Plumas County Records.



GRAEAGLE SUBDIVISION UNIT 9  
LOT 82 DRAINAGE EASEMENT  
NOV. 28, 2017



SCALE: 1"=50'

## CERTIFICATE OF ACCEPTANCE

THIS IS TO CERTIFY that the interest in the real property owned by the deed or grant dated December 29, 2017 from GRAEAGLE LAND & WATER COMPANY, A CALIFORNIA CORPORATION to COUNTY OF PLUMAS OF THE STATE OF CALIFORNIA, A POLITICAL SUBDIVISION, is hereby accepted by the undersigned officer or agent on behalf of the Board of Directors of COUNTY OF PLUMAS OF THE STATE OF CALIFORNIA, A POLITICAL SUBDIVISION, pursuant to authority conferred by a minute order of the said Board of Directors adopted on \_\_\_\_\_ and the grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

County of Plumas of the State of California, a Political Subdivision

BY: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF  
COUNTY OF \_\_\_\_\_ ( S.S.

On \_\_\_\_\_ before me, \_\_\_\_\_, A Notary Public,  
personally appeared \_\_\_\_\_

\_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

## PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

County of Plumas  
Charles Leonhardt, Assessor  
1 Crescent St, Quincy, CA 95971  
(530) 283-6380

NAME AND MAILING ADDRESS OF BUYER/TRANSFeree  
(Make necessary corrections to the printed name and mailing address)

County of Plumas

ASSESSOR'S PARCEL NUMBER  
Por: 130-440-010

SELLER/TRANSFEROR  
Graeagle Land & Water Company

BUYER'S DAYTIME TELEPHONE NUMBER  
( )

BUYER'S EMAIL ADDRESS

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

Portion of APN: 130-440-010

MAIL PROPERTY TAX INFORMATION TO (NAME)

County of Plumas

ADDRESS	CITY	STATE	ZIP CODE
<input type="checkbox"/> YES <input type="checkbox"/> NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.	MO	DAY	YEAR

## PART 1. TRANSFER INFORMATION

Please complete all statements.

This section contains possible exclusions from reassessment for certain types of transfers. County of Plumas Charles Leonhardt, Assessor

YES NO

- A. This transfer is solely between spouses (*addition or removal of a spouse, death of a spouse, divorce settlement, etc.*).
- B. This transfer is solely between domestic partners currently registered with the California Secretary of State (*addition or removal of a partner, death of a partner, termination settlement, etc.*).
- \*C. This is a transfer:  between parent(s) and child(ren)  from grandparent(s) to grandchild(ren).
- \*D. This transfer is the result of a cotenant's death. Date of death \_\_\_\_\_
- \*E. This transaction is to replace a principal residence by a person 55 years of age or older.  
Within the same county?  YES  NO
- \*F. This transaction is to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5. Within the same county?  YES  NO
- G. This transaction is only a correction of the name(s) of the person(s) holding title to the property (*e.g., a name change upon marriage*).  
If YES, please explain: \_\_\_\_\_
- H. The recorded document creates, terminates, or reconveys a lender's interest in the property.
- I. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (*e.g., cosigner*). If YES, please explain: \_\_\_\_\_
- J. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
- K. This is a transfer of property:
  - 1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of  
 the transferor, and/or  the transferor's spouse  registered domestic partner.
  - 2. to/from a trust that may be revoked by the creator/grantor/trustor who is also a joint tenant, and which  
names the other joint tenant(s) as beneficiaries when the creator/grantor/trustor dies.
  - 3. to/from an irrevocable trust for the benefit of the  
 creator/grantor/trustor and/or  grantor's/trustor's spouse  grantor's/trustor's registered domestic partner.
- L. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
- M. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
- N. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions.
- \*O. This transfer is to the first purchaser of a new building containing an active solar energy system.

\* Please refer to the instructions for Part 1.

Please provide any other information that will help the Assessor understand the nature of the transfer.

**PART 2. OTHER TRANSFER INFORMATION***Check and complete as applicable.*

A. Date of transfer, if other than recording date: \_\_\_\_\_

B. Type of transfer:

Purchase  Foreclosure  Gift  Trade or exchange  Merger, stock, or partnership acquisition (Form BOE-100-B)  
 Contract of sale. Date of contract: \_\_\_\_\_  Inheritance. Date of death: \_\_\_\_\_  
 Sale/leaseback  Creation of a lease  Assignment of a lease  Termination of a lease. Date lease began: \_\_\_\_\_  
Original term in years (*including written options*): \_\_\_\_\_ Remaining term in years (*including written options*): \_\_\_\_\_  
 Other. Please explain: Easement Deed

C. Only a partial interest in the property was transferred.  YES  NO If YES, indicate the percentage transferred: \_\_\_\_\_ %**PART 3. PURCHASE PRICE AND TERMS OF SALE***Check and complete as applicable.*

A. Total purchase price \$ \_\_\_\_\_

B. Cash down payment or value of trade or exchange excluding closing costs

Amount \$ \_\_\_\_\_

C. First deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_

Amount \$ \_\_\_\_\_

FHA ( Discount Points)  Cal-Vet  VA ( Discount Points)  Fixed rate  Variable rate  
 Bank/Savings & Loan/Credit Union  Loan carried by seller  
 Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_

D. Second deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

Fixed rate  Variable rate  Bank/Savings & Loan/Credit Union  Loan carried by seller  
 Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_

E. Was an Improvement Bond or other public financing assumed by the buyer?  YES  NO Outstanding balance \$ \_\_\_\_\_

F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price \$ \_\_\_\_\_

G. The property was purchased:  Through real estate broker. Broker name: \_\_\_\_\_ Phone number: ( ) \_\_\_\_\_

Direct from seller  From a family member-Relationship \_\_\_\_\_  
 Other. Please explain: \_\_\_\_\_

H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

**PART 4. PROPERTY INFORMATION***Check and complete as applicable.*

A. Type of property transferred

<input type="checkbox"/> Single-family residence	<input type="checkbox"/> Co-op/Own-your-own	<input type="checkbox"/> Manufactured home
<input type="checkbox"/> Multiple-family residence. Number of units: _____	<input type="checkbox"/> Condominium	<input type="checkbox"/> Unimproved lot
<input type="checkbox"/> Other. Description: (i.e., timber, mineral, water rights, etc.)	<input type="checkbox"/> Timeshare	<input type="checkbox"/> Commercial/Industrial

B.  YES  NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.

If YES, enter the value of the personal/business property: \$ \_\_\_\_\_ Incentives \$ \_\_\_\_\_

C.  YES  NO A manufactured home is included in the purchase price.

If YES, enter the value attributed to the manufactured home: \$ \_\_\_\_\_

 YES  NO The manufactured home is subject to local property tax. If NO, enter decal number: \_\_\_\_\_D.  YES  NO The property produces rental or other income.If YES, the income is from:  Lease/rent  Contract  Mineral rights  Other: \_\_\_\_\_E. The condition of the property at the time of sale was:  Good  Average  Fair  Poor

Please describe: \_\_\_\_\_

**CERTIFICATION***I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.*

SIGNATURE OF BUYER/TRANSFeree OR CORPORATE OFFICER ►	DATE	TELEPHONE ( )
NAME OF BUYER/TRANSFeree/LEGAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)	TITLE	EMAIL ADDRESS
Daniel E. West, President		

## RESOLUTION NO. 18-

### A RESOLUTION ACCEPTING CERTAIN ROADS LOCATED IN THE GRAEAGLE UNIT 9 SUBDIVISION INTO THE COUNTY ROAD SYSTEM

**WHEREAS**, the following described roads within the County of Plumas are not yet in the County Road System; and,

**WHEREAS**, it appears that all necessary right of way have been obtained by formal grants to the County so as to permit the width of said roads to be at least forty feet as prescribed by Section 906 of the Streets and Highway Code of the State of California; and,

**WHEREAS**, it appears that said roads are necessary for public convenience,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Plumas that the roads hereinafter described, and they are hereby accepted into the County Road System.

**Nomlaki Trail (GE47):** Beginning at a point on the westerly edge of pavement of State Route 89, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence westerly and southerly along centerline of said road, 4373 feet (0.828 miles) to the northerly edge of pavement of Gold Lake Highway, County Road 519.

**Yuki Trail (GE48):** Beginning at a point on the northerly right-of-way line of Nomlaki Trail, County Road GE47, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence northerly and easterly along centerline of said road, 175.09 feet (0.033 miles) to the end.

**Ishi Trail (GE49):** Beginning at a point on the southerly right-of-way line of Nomlaki Trail, County Road GE47, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence southerly and westerly and then northerly and westerly along centerline of said road, 2617.97 feet (0.496 miles) to the southerly right-of-way line of Nomlaki Trail, County Road GE47.

**Konkow Trail (GE50):** Beginning at a point on the northerly right-of-way line of Nomlaki Trail, County Road GE47, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence northerly and westerly and then southerly and westerly along centerline of said road , 1249.28 feet (0.237 miles) to the northerly right-of-way line of Nomlaki Trail, County Road GE47.

**Yahi Trail (GE51):** Beginning at a point on the southerly right-of-way line of Nomlaki Trail, County Road GE47, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence southerly and easterly and then southerly and westerly along centerline of said road, 659.92 feet (0.125 miles) to the end.

**Wiyot Trail (GE52):** Beginning at a point on the easterly right-of-way line of Nomlaki Trail, County Road GE47, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence westerly along centerline of said road, 432.64 feet (0.082 miles) to the end.

**Monache Trail (GE53):** Beginning at a point on the northerly edge of pavement of Gold Lake Highway, County Road 519, as shown in the Graeagle Subdivision, Unit 9 in Book 10 Maps at Page 136, thence southerly and westerly along centerline of said road, 776.73 feet (0.147 miles) to the end.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the    day of January, 2018, by the following vote:

**AYES:**      Supervisors:

**NOES:**      Supervisors:

**ABSTAIN:**      Supervisors:

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Chair, Board of Supervisors

**ATTEST:**

Clerk of the Board of Supervisors



# Office of the Sheriff

## Office of Emergency Services

3c

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** December 12, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood *(Handwritten signature of Sheriff Greg Hagwood)*  
**RE:** Agenda Items for the meeting of January 2, 2018

**It is recommended that the Board:**

Authorize Sheriff to purchase three (3) 2018 Ford F150 patrol vehicles as approved in FY 17/18 adopted budget.  
Authorize Auditor to pay for this fixed asset purchase.

**Background and Discussion:**

The Sheriff's FY 17/18 budget included the funds to purchase of three new vehicles in the Sheriff's Grant Fund. The vehicles are not being purchased out of the County General Fund.

The anticipated cost per vehicle will be \$38,457.77 for a total expense of \$115,373.31.

Please authorize the Sheriff to purchase the three new vehicles as requested in the FY 17/18 adopted budget and authorize the Auditor to pay for this fixed asset purchase.

Prepared For:  
Mike Grant  
Plumas County Sheriff's Dept  
Phone: (530) 283-7440

Prepared By:  
Dwane Galatti  
Fleet Sales Officer  
Phone: (916) 429-4702

## 2018 Ford F-150

W1E XL 4WD SuperCrew 5.5' Box

STATE CONTRACT 1-16-23-20F F.O.B. SACRAMENTO LINE 10 RANK 3

\$27,327.00

8,122.90 Options (see attached)

400.00 Extra Key w/Fob

\$35,849.90

2,599.12 Sales Tax @ 7.25%

8.75 Title Fee

\$38,457.77

X 3 units

\$115,373.31

ELK GROVE FORD  
9645 Auto Center Drive  
Elk Grove, CA 95757

## **STANDARD EQUIPMENT**

### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box**

#### **ENTERTAINMENT**

- Radio: AM/FM Stereo w/6 Speakers -inc: auxiliary audio input jack (not available w/SYNC)
- Fixed Antenna
- 2 LCD Monitors In The Front

#### **EXTERIOR**

- Wheels: 17" Silver Steel
- Tires: P265/70R17 OWL A/T
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Rear Step Bumper
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Manual Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Manual Tailgate/Rear Door Lock
- Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

#### INTERIOR

- Cloth 40/20/40 Front Seat -inc: 2-way manual driver/passenger adjustment and armrest
- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
- Manual Rear Windows
- Front Cupholder
- Rear Cupholder
- Manual Air Conditioning
- HVAC -inc: Underseat Ducts
- Glove Box
- Interior Trim -inc: Cabback Insulator and Chrome Interior Accents
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 3 12V DC Power Outlets
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Pickup Cargo Box Lights
- Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins
- Manual 1st Row Windows
- Outside Temp Gauge
- Analog Display
- Front Center Armrest
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer

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## SELECTED MODEL & OPTIONS

### SELECTED MODEL - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

<u>Code</u>	<u>Description</u>
W1E	2018 Ford F-150 XL 4WD SuperCrew 5.5' Box

### SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

### SELECTED OPTIONS - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

#### CATEGORY

<u>Code</u>	<u>Description</u>	
ENGINE 99G	ENGINE: 3.5L V6 ECOBOOST -inc: auto start-stop technology, 3.31 Axle Ratio, GWR: 7,000 lbs Payload Package (Requires 44G)	\$ 2,426.30
TRANSMISSION 44G	TRANSMISSION: ELECTRONIC 10-SPEED AUTOMATIC -inc: selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport	
OPTION PACKAGE 101A	EQUIPMENT GROUP 101A MID -inc: SYNC, enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port, 4.2" Productivity Screen in Instrument Cluster, compass, XL Power Equipment Group, Power Glass Sideview Mirrors w/Black Skull Caps, manual-folding, Power Door Locks, flip key and integrated key transmitter keyless-entry (includes Autolock), Illuminated Entry, Power Front & Rear Windows, Perimeter Alarm, Power Tailgate Lock, MyKey, Radio: AM/FM Stereo/Single-CD Player, 6 speakers, Cruise Control *GROSS* (Requires Equipment Group 101A Mid savings)	\$ 2,288.50
AXLE RATIO XL3	ELECTRONIC LOCKING W/3.31 AXLE RATIO	
WHEELS 64C	WHEELS: 17" SILVER STEEL (STD)	
TIRES T7C	TIRES: LT245/70R17E BSW A/T REQUIRES valid FIN code.	\$ 299.20
PRIMARY PAINT YZ	OXFORD WHITE	
PAINT SCHEME —	STANDARD PAINT	
SEAT TYPE		

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## 2018 Ford F-150 Crew Cab 4WD

State of California Contract # 1-16-23-20F

Major Standard Equipment: 3.3L V6 FFV Engine, 6-speed automatic transmission w/OD & Tow/Haul, Tilt, Air Conditioning & vinyl 40/20/40 split bench seat, am/fm radio, vinyl floor

**Item# 10 Rank 3 FOB Sacramento \$27,237.00 Page 1**

Available Options	Price	X
99P- 2.7L V6 ECOBOOST	\$1,007.60	
995- 5.0L V8 FFV w/Payload Package	\$2,019.60	
99G 3.5L V6 ECOBOOST w/Payload Package	\$2,626.80	X
101A- 4.2" Productivity Screen, SYNC, Bluetooth, XL Power Equipment Package	\$2,288.50	X
413- Skid Plates	\$159.50	
XL3- Electronic Locking w/3.31	\$425.70	
XL9- Electronic Locking w/3.55 (w/99F Requires 53A or 53C)	\$476.30	
XL6- Electronic Locking w/3.73	\$577.30	
55A- FX4 Off Road Package (Requires 101A)	\$779.90	X
642—20" Machine Aluminum Wheels (Requires 61S)	\$2,019.60	
T7C- LT245/70R17E A/T Tires	\$299.20	X
CG- Gray Cloth 40/20/40 Front Bench Seat	N/C	
WG- Dark Gray Cloth 40/Console/40 Front Bench Seat	\$299.20	
53C- Max Trailer Tow Package (Requires 85A) (N/A w/995)	\$1,186.90	
85A- XL Power Equipment Group; P/W, P/L, P/M, Keyless Entry	\$1,184.70	
53A- Trailer Tow Package (Requires X26 3.73 Axle Ratio)	\$1,007.60	
53C- Max Trailer Tow Package (Requires 99G)	\$906.40	
622- 2.7L V6 ECOBOOST Payload Package (Requires 53A & 99P)	\$745.80	
861- XL Sport Appearance Package; Includes Fog Lamps	\$770.00	
86A- XL Chrome Appearance Package; Includes Fog Lamps	\$770.00	
68G- CNG/Propane Prep Package	N/A	
41H- Engine Block Heater	\$91.30	
53B- Class IV Trailer Hitch	\$96.80	
67T- Integrated Trailer Brake Controller (Requires 53A or 53B or 53C)	\$278.30	

### Accessories

DMV Documentation and Plates Fee	\$80.00	
Delivery Fees Will Be Charged Outside of FOB points	\$TBD	

### Extended Service Plans

ESP BaseCare 5years/100,000 miles 0 deductible	\$1,450.00	
ESP PremiumCare 5years/75,000 miles 0 deductible	\$1,980.00	
ESP PremiumCare 5years/100,000 miles 0 deductible	\$2,400.00	

Elk Grove Ford

8575 Laguna Grove Drive

Elk Grove, Ca. 95757

916-429-4702/fax 530-884-441/ e-mail dwanefleet@hotmail.com

## 2018 Ford F-150 Crew Cab 4WD

State of California Contract # 1-16-23-20F

Major Standard Equipment: 3.3L V6 FFV Engine, 6-speed automatic transmission w/OD & Tow/Haul, Tilt, Air Conditioning & vinyl 40/20/40 split bench seat, am/fm radio, vinyl floor

**Item# 10 Rank 3 FOB Sacramento \$27,237.00 Page 2**

Available Options	Price	X
655- Extended Range 36 Gallon Fuel Tank w/924	\$449.90	
17C- Chrome Front and Rear Bumpers (Requires 595 or 86A)	\$177.10	
59S- LED Side Mirror Spotlights	\$177.10	X
54M- Manual Trailer Tow Mirrors (Requires 53A or 53C)	\$91.30	
54Y- Power Glass Trailer Tow Mirrors (Requires 59S, 85A and 53A or 53C)	\$400.40	
54R- Power Heated Mirrors	\$308.00	X
924- Rear Window Fixed Privacy Glass (Requires 435 or 57Q)	\$101.20	
57Q- Rear Window Defroster (Requires 435 or 924)	\$223.30	
435- Power Sliding Rear Window	N/A	
63S- Box Side Steps	\$328.90	
63T- Tailgate Step w/Tailgate Assist	\$299.20	
96W- Sprayed in Bed Liner	\$501.60	
96P- Drop in Plastic Bed Liner	\$355.30	
94S- LED Amber Warning Strobes	\$683.10	
96X- Hard Tonneau Box Cover	\$1,007.60	X
96T- Soft Tonneau Box Cover	\$531.30	
91A- Smoker Pack	\$96.80	
18B-Black Platform Running Boards	\$254.10	
595- Fog Lamps	\$140.80	X
942- Daytime Running Lamps	\$45.10	X
58B- Radio AM/FM with CD	\$293.70	
58C- Radio AM/FM with CD and Sirius	\$491.70	
52P- Radio SYNC Voice Recognition	\$425.70	
55B- Boxlink; 4 Premium Locking Cleats	\$80.30	X

### Accessories

DMV Documentation and Plates Fee	\$80.00	
Delivery Fees Will Be Charged Outside of FOB points	\$TBD	

### Extended Service Plans

ESP BaseCare 5years/100,000 miles 0 deductible	\$1,450.00	
ESP PremiumCare 5years/75,000 miles 0 deductible	\$1,980.00	
ESP PremiumCare 5years/100,000 miles 0 deductible	\$2,400.00	

Elk Grove Ford

8575 Laguna Grove Drive

Elk Grove, Ca. 95757

916-429-4702/fax 530-884-4411/ e-mail dwanefleet@hotmail.com

2018 Ford F-150 Crew Cab 4WD

State of California Contract # 1-16-23-20F

**Major Standard Equipment:** 3.3L V6 FFV Engine, 6-speed automatic transmission w/OD & Tow/Haul, Tilt, Air Conditioning & vinyl 40/20/40 split bench seat, am/fm radio, vinyl floor

Item# 10 Rank 3 FOB Sacramento \$27,237.00 Page 3

## Accessories

DMV Documentation and Plates Fee	\$80.00	
Delivery Fees Will Be Charged Outside of FOB points	\$TBD	

## Extended Service Plans

ESP BaseCare 5years/100,000 miles 0 deductible	\$1,450.00
ESP PremiumCare 5years/75,000 miles 0 deductible	\$1,980.00
ESP PremiumCare 5years/100,000 miles 0 deductible	\$2,400.00

Elk Grove Ford

8575 Laguna Grove Drive

Elk Grove, Ca. 95757

916-429-4702/fax 530-884-441/ e-mail dwanefleet@hotmail.com

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

#### MECHANICAL

- Engine: 3.3L V6 PDFI -inc: auto start-stop technology and flex-fuel capability
- Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport
- 3.73 Axle Ratio
- GVWR: 6,500 lbs Payload Package
- Transmission w/SelectShift Sequential Shift Control
- Electronic Transfer Case
- Part-Time Four-Wheel Drive
- 70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection
- 200 Amp Alternator
- Towing w/Harness and Trailer Sway Control
- 1680# Maximum Payload
- Gas-Pressurized Shock Absorbers
- Front Anti-Roll Bar
- Electric Power-Assist Speed-Sensing Steering
- Single Stainless Steel Exhaust
- 26 Gal. Fuel Tank
- Auto Locking Hubs
- Double Wishbone Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

#### SAFETY

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Safety Canopy System Curtain 1st And 2nd Row Airbags
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- Rear Child Safety Locks
- Dynamic Hitch Assist Back-Up Camera

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## SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2018 Fleet/Non-Retail W1E XL 4WD SuperCrew 5.5' Box

### CATEGORY

<u>Code</u>	<u>Description</u>	
SEAT TYPE		
SG	DARK EARTH GRAY, CLOTH 40/BLANK/40 FRONT-SEATS -inc: Center-section deleted, restraint control module cover and vinyl rear bench seat (Requires 66S)	
ADDITIONAL EQUIPMENT		
85A	XL POWER EQUIPMENT GROUP -inc: Power Glass Sideview Mirrors w/Black Skull Caps, manual-folding, Power Door Locks, flip key and integrated key transmitter keyless-entry (includes Autolock), Illuminated Entry, Power Front & Rear Windows, Perimeter Alarm, Power Tailgate Lock, MyKey w/100A, REQUIRES valid FIN code. *GROSS* (With the selection of 53C, requires XL Power Equipment Group savings) (With the selection of 53A, requires XL Power Equipment Group savings)	
55A	FX4 OFF-ROAD PACKAGE -inc: Hill Descent Control, Off-Road Tuned Front Shock Absorbers, Skid Plates, fuel tank, transfer case and front differential, 4x4 FX4 Off-Road Bodyside Decal	* 779.90
66S	XL SSV (SPECIAL SERVICE VEHICLE) PACKAGE -inc: 240 Amp Alternator REQUIRES valid FIN code.	* 51.70
422	CALIFORNIA EMISSIONS SYSTEM -inc: Required code for California Emissions States registration, Optional code for Cross Border State dealers (Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia) (Requires 93N)	
413	SKID PLATES -inc: fuel tank, transfer case and front differential GVWR: 7,000 LBS PAYLOAD PACKAGE	
59S	LED SIDEVIEW MIRROR SPOTLIGHTS -inc: high-intensity LED security approach lamps (Restrictions apply - See Order Guide)	* 177.10
54R	POWER GLASS HEATED SIDEVIEW MIRRORS -inc: manual folding, turn signal, auto-dimming feature (driver's side) and black skull caps, Auto-Dimming Rearview Mirror (Restrictions apply - See Order Guide)	* 303.00
96X	HARD FOLDING TONNEAU BOX COVER (DEALER INSTALLED) -inc: Factory Invoiced Accessories (FIA), Shipped separately from the vehicle for dealer installation	* 1007.60
595	FOG LAMPS	* 140.80
942	DAYTIME RUNNING LAMPS -inc: Non-controllable REQUIRES valid FIN code.	* 45.10
55B	BOXLINK -inc: 4 premium locking cleats	* 80.30
58B	RADIO: AM/FM STEREO/SINGLE-CD PLAYER -inc: 6 speakers w/100A, REQUIRES valid FIN code.	
52P	SYNC -inc: enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port w/100A, REQUIRES valid FIN code. (With the selection of 100A, requires 50S)	
50S	CRUISE CONTROL w/100A, REQUIRES valid FIN code.	
76R	REVERSE SENSING SYSTEM (Requires 53A or 53A or 53B or 53C or 53C or 53C or 53A)	* 278.30
90L	MANUAL DRIVER LUMBAR REQUIRES valid FIN code.	* 39.60

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Customer File:



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

3D

**Date:** December 5, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Consent Item for January 9, 2018

**Recommendation:** Authorize the Acting Public Health Director to make budgeted fixed asset purchases of two vehicles, total cost not to exceed \$50,000.00, and direct the Chair to sign related documents and contracts as the Board's designee.

**History and Discussion:** As the Board is aware, Public County Public Health Agency approved Fiscal Year 2017-2018 budget Unit 70560 includes \$50,000.00 for the cost of two vehicles.

The vehicles were purchased through a public solicitation of competitive bids in accordance with the Plumas County purchasing Policy. The awards have been made and the following contracts need BOS approval: 2017 Jeep Compass in the amount of \$16,218.84 from Quincy Auto Company; and a 2017 Toyota Sienna from Folsom Lake Toyota in the amount of \$33,755.69.

Copies of the Contracts are on file with the Clerk of the Board for your review.

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

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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** December 27, 2017

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JANUARY 9, 2018.

RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST RANGE 2396, DISTRICT ATTORNEY INVESTIGATIONS ASSISTANT RANGE 1920, AND AMEND FISCAL YEAR 2017/2018 POSITION ALLOCATION FOR DISTRICT ATTORNEY DEPARTMENT #70301

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

Adopt Resolution to amend the job classifications for the District Attorney Investigations Specialist range 2396 and District Attorney Investigations Assistant range 1920. I am also requesting to approve the recommendations to amend the Fiscal Year 2017/2018 Position Allocation for the District Attorney's Department # 70301 to flexibly allocate these positions.

### **BACKGROUND AND DISCUSSIONS:**

The updated job descriptions for the job classifications of District Attorney Investigations Specialist and Investigative Assistant were previously approved by Operating Engineers Union Local #3 and the end of 2015. Human Resources Department had been approached to update the wage ranges for these two positions and after review of the current job classifications realized the descriptions needed to be edited by correcting typos and formatting issues. We again conducted a meet and confer with OE3 with the recommended wage ranges and the cleaned up job descriptions in March 2017.

Surveys of the ten (10) county comparable wages indicate that our Investigative Specialist job classification is more unique to Plumas County. There are only two counties with an Investigative Assistant job classification and related wage ranges.

The Investigative Assistant recommended wage is \$19.20 an hour as the entry range which is an increase from the current range of \$17.80. The recommendation for the range wage for the Investigative Specialist is \$23.96 an increase from \$19.58, the current wage listed for this classification. The District Attorney's Investigator classification series are extremely low paying positions in comparison to other Counties within the State of California.

These job classifications are in Operating Engineers Union Local #3 and have been submitted for review for our meet and confer obligation. The Union has approved both the updated job descriptions and the associated wage ranges for both job classifications. We are now requesting approval the Board of Supervisors approval to update our job classification with the job descriptions and new wage ranges as well as approval of the amended Fiscal Year 2017/2018 position allocation.

Thank you for considering this request.

#### **ATTACHMENTS**

Exhibit A:

- Proposed and current job descriptions:
  - District Attorney Investigations Specialist – range 2396
  - District Attorney Investigations Assistant – range 1920

Exhibit B:

- Five Year Cost Projections:
  - District Attorney Investigations Specialist – range 2396
  - District Attorney Investigations Assistant – range 1920

Exhibit C:

- District Attorney Organization Chart

RESOLUTION NO. 2018- \_\_\_\_\_

**RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR DISTRICT ATTORNEY  
INVESTIGATION SPECIALIST RANGE 2396,  
DISTRICT ATTORNEY INVESTIGATIONS ASSISTANT RANGE 1920,  
AND AMEND FISCAL YEAR 2017-2018 POSITION ALLOCATION  
FOR DISTRICT ATTORNEY DEPARTMENT #70301**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, these positions are necessary in the daily operational needs of the District Attorney's Department; and

**WHEREAS**, the Human Resources Director has amended job classifications for the District Attorney Investigations Specialist wage range 2396 and Investigations Assistant wage range 1920; and

**WHEREAS**, this correction was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation for department #70301; and

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

1. Approve the amendments to the Fiscal Year 2017/2018 Position Allocation to allocate the following positions:

<b><u>District Attorney #70301</u></b>	<b><u>Current FTE</u></b>
Senior District Attorney Investigator or District Attorney Investigator	1.00
District Attorney Investigative Specialist or District Attorney Investigative Assistant	1.00

<b><u>District Attorney #70301</u></b>	<b><u>Proposed FTE</u></b>
Senior District Attorney Investigator or District Attorney Investigator	0.00
District Attorney Investigative Specialist or District Attorney Investigative Assistant	2.00

2. Approve the revised job classifications for District Attorney Investigations Specialist range 2396 and District Attorney Investigations Assistant wage range 1920.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 9<sup>th</sup> day of January, 2018 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

---

Chair, Board of Supervisors

---

Clerk, Board of Supervisors

# Exhibit A

**DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST**

**DEFINITION**

Under general direction administers, plans, organizes, and supervises the coordination of a variety of District Attorney investigative and trial functions; is responsible and provides Administrative leadership; leads investigations in fraud and financial crime, represents the District Attorney with state, local, and community organizations and other government agencies; and does related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position is an advanced investigative position with responsibility for managing witness coordination during the investigation and prosecution of crime; with investigating financial crime and for organizing data and evidentiary documents for use by the prosecution and for presentation to a jury. The incumbent investigates white collar crime, fraud and complex financial crimes and coordinates with other law enforcement agencies, with financial institutions and professional organizations in collecting, analyzing and organizing evidence. This position represents the District Attorney with the victims of crime and arranges travel and other services for victims and witnesses during hearings and trials.

**REPORTS TO**

The District Attorney or the Senior DA Investigator

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Legal Services Assistant I or II, or District Attorney Investigative Assistant.

## DA INVESTIGATIONS SPECIALIST - 2

### EXAMPLES OF DUTIES

- Plans, directs, coordinates, and conducts criminal, family support, child abduction, and other investigations.
- Gathers, assembles, preserves, and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Investigates financial crimes and analyses financial statements, preparing complex financial reports for use by the prosecutor.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search or arrest.
- Uses and maintains surveillance devices, photographic equipment, and recording equipment.
- Works closely with the Plumas County Sheriff's Office on criminal investigations.
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis.
- Provides trial attorneys with paralegal assistance in evidence review and evaluation, as well as preparation of cases for trial.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions.
- Assists with Grand Jury investigations and presentations.
- Researches hidden assets and actual ownership of suspect business enterprises.
- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.
- Keep statistics and provides records and reports for use by prosecutors.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction instances.
- Coordinates witness appearances, working closely with the prosecutor to arrange travel, schedule testimony, provide care for them while waiting and sometimes to persuade and assure witnesses to keep them engaged.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye- hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

## **DA INVESTIGATIONS SPECIALIST - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Assign, schedule, supervise and evaluate staff.
- Analyze and evaluate financial and statistical data, researching and gathering information from a wide variety of sources.
- Interpret and analyze possible financial fraud and summarize data for use by prosecutors.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships with various agencies involved in these criminal justice and related activities.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

## **DA INVESTIGATIONS SPECIALIST - 4**

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of experience performing criminal or civil investigations,

**OR**

Successful completion of the courses required for a major from an accredited four (4) year college or university in criminology, law enforcement, criminal justice or related field.

### **Special Requirements:**

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

Completion of a course outlined in Penal Code §832 with qualifications to testify in court.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY  
Approved 01/14/2014

## **DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST**

### **DEFINITION**

Under general direction administers, plans, organizes, and supervises the coordination of a variety of District Attorney investigative and trial functions; is responsible and provides Administrative leadership; leads investigations in fraud and financial crime, represents the District Attorney with state, local, and community organizations and other government agencies; and does related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This position is an advanced investigative position with responsibility for managing witness coordination during the investigation and prosecution of crime; with investigating financial crime and for organizing data and evidentiary documents for use by the prosecution and for presentation to a jury. The incumbent investigates white collar crime, fraud and complex financial crimes and coordinates with other law enforcement agencies, with financial institutions and professional organizations in collecting, analyzing and organizing evidence. This position represents the District Attorney with the victims of crime and arranges travel and other services for victims and witnesses during hearings and trials.

### **REPORTS TO**

The District Attorney or the Senior DA Investigator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Legal Services Assistant I or II, or District Attorney Investigative Assistant.

## DA INVESTIGATIONS SPECIALIST - 2

### EXAMPLES OF DUTIES

- Plans, directs, coordinates, and conducts criminal, family support, child abduction, and other investigations.
- Gathers, assembles, preserves, and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Investigates financial crimes and analyses financial statements, preparing complex financial reports for use by the prosecutor.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search or arrest.
- Uses and maintains surveillance devices, photographic equipment, and recording equipment.
- Works closely with the Plumas County Sheriff's Office on criminal investigations.
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis.
- Provides trial attorneys with paralegal assistance in evidence review and evaluation, as well as preparation of cases for trial.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions.
- Assists with Grand Jury investigations and presentations.
- Researches hidden assets and actual ownership of suspect business enterprises.
- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.
- Keep statistics and provides records and reports for use by prosecutors.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction instances.
- Coordinates witness appearances, working closely with the prosecutor to arrange travel, schedule testimony, provide care for them while waiting and sometimes to persuade and assure witnesses to keep them engaged.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

## **DA INVESTIGATIONS SPECIALIST - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Assign, schedule, supervise and evaluate staff.
- Analyze and evaluate financial and statistical data, researching and gathering information from a wide variety of sources.
- Interpret and analyze possible financial fraud and summarize data for use by prosecutors.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships with various agencies involved in these criminal justice and related activities.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

## **DA INVESTIGATIONS SPECIALIST - 3**

### **Training and Experience:**

Two (2) years of experience performing criminal or civil investigations.

OR

Successful completion of the courses required for a major from an accredited four (4) year college or university in criminology, law enforcement, criminal justice or related field.

**Special Requirements:** Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Completion of a course outlined in Penal Code §832 with qualifications to testify in court.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**DISTRICT ATTORNEY INVESTIGATIVE ASSISTANT****DEFINITION**

Under supervision provides investigative support to the District Attorneys Department, assists the District Attorney investigator, assists in the service of court documents, locating and interviewing witnesses; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents provide investigative support to attorneys or investigators by assisting in the service of court documents, locating and interviewing witnesses, locating missing parents and abducted children, and retrieving certified documents and reports. The Investigative Assistant differs from the District Attorney Investigator in that the latter has full responsibility for independently planning and performing investigations. The Investigative Assistant assists with the routine aspects of non-criminal investigations. The Investigative Assistant is a non-safety classification.

**REPORTS TO**

Supervising Investigator or District Attorney

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **INVESTIGATIVE ASSISTANT – 2**

### **EXAMPLES OF DUTIES**

- May assists District Attorney Criminal Investigator in research of case evidence.
- Recording crime scenes and in providing investigative support to attorneys in trial.
- Performs field work locating witnesses, abducted children, and/or missing parents.
- Services court documents.
- Interviews witnesses.
- Assists attorneys in case development.
- Provides information to persons seeking assistance for abducted children.
- Prepares file records and reports.
- Retrieves certified documents and reports.
- And performs case report tracking.
- Safely operate vehicle to serve court documents and perform routine field work assignments.
- Operate computer keyboard.
- Interview witnesses to obtain needed information.
- Write concise and accurate reports.
- Prioritize casework assignments.
- Work independently in locating missing persons and in obtaining information.

### **KNOWLEDGE OF:**

- Criminal Judicial system;
- Laws governing domestic violence and custody of minors

### **ABILITY TO:**

- Operate computer terminal;
- Operate vehicle

## **INVESTIGATIVE ASSISTANT – 3**

### **MINIMUM QUALIFICATIONS:**

One (1) year of experience performing criminal or civil investigations.

**OR**

Completion of 50 college units with a major in administration of justice, social work, law enforcement or a closely related field.

**OR**

Successful completion of California P.O.S.T. training (Level 1 Reserves) and thirty (30) college units with a major in administration of justice or law enforcement

### **SPECIAL REQUIREMENTS:**

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## INVESTIGATIVE ASSISTANT

### **DEFINITION**

Under supervision provides investigative support to the District Attorneys Department, assists the District Attorney investigator, assists in the service of court documents, locating and interviewing witnesses; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents provide investigative support to attorneys or investigators by assisting in the service of court documents, locating and interviewing witnesses, locating missing parents and abducted children, and retrieving certified documents and reports. The Investigative Assistant differs from the District Attorney Investigator in that the latter has full responsibility for independently planning and performing investigations. The Investigative Assistant assists with the routine aspects of non-criminal investigations. The Investigative Assistant is a non-safety classification.

### **REPORTS TO**

Supervising Investigator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

- Assists District Attorney Criminal Investigator in research of case evidence.
- Recording crime scenes and in providing investigative support to attorneys in trial.
- Performs field work locating witnesses, abducted children, and/or missing parents.
- Services court documents.
- Interviews witnesses.
- Assists attorneys in case development.
- Provides information to persons seeking assistance for abducted children.
- Prepares file records and reports.
- Retrieves certified documents and reports.
- And performs case report tracking.

## INVESTIGATIVE ASSISTANT – 2

### ESSENTIAL FUNCTIONS:

- Safely operate vehicle to serve court documents and perform routine field work assignments;
- Operate computer keyboard;
- Interview witnesses to obtain needed information;
- Write concise and accurate reports;
- Prioritize casework assignments;
- Work independently in locating missing persons and in obtaining information

### KNOWLEDGE OF:

- Criminal Judicial system;
- Laws governing domestic violence and custody of minors

### ABILITY TO:

- Operate computer terminal;
- Operate vehicle

### MINIMUM QUALIFICATIONS

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience performing criminal or civil investigations.

OR

Completion of 50 college units with a major in administration of justice, social work, law enforcement or a closely related field.

OR

Successful completion of California P.O.S.T. training (Level 1 Reserves) and thirty (30) college units with a major in administration of justice or law enforcement

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

# Exhibit B

**District Attorney Investigative Specialist**  
Wage range - 2396

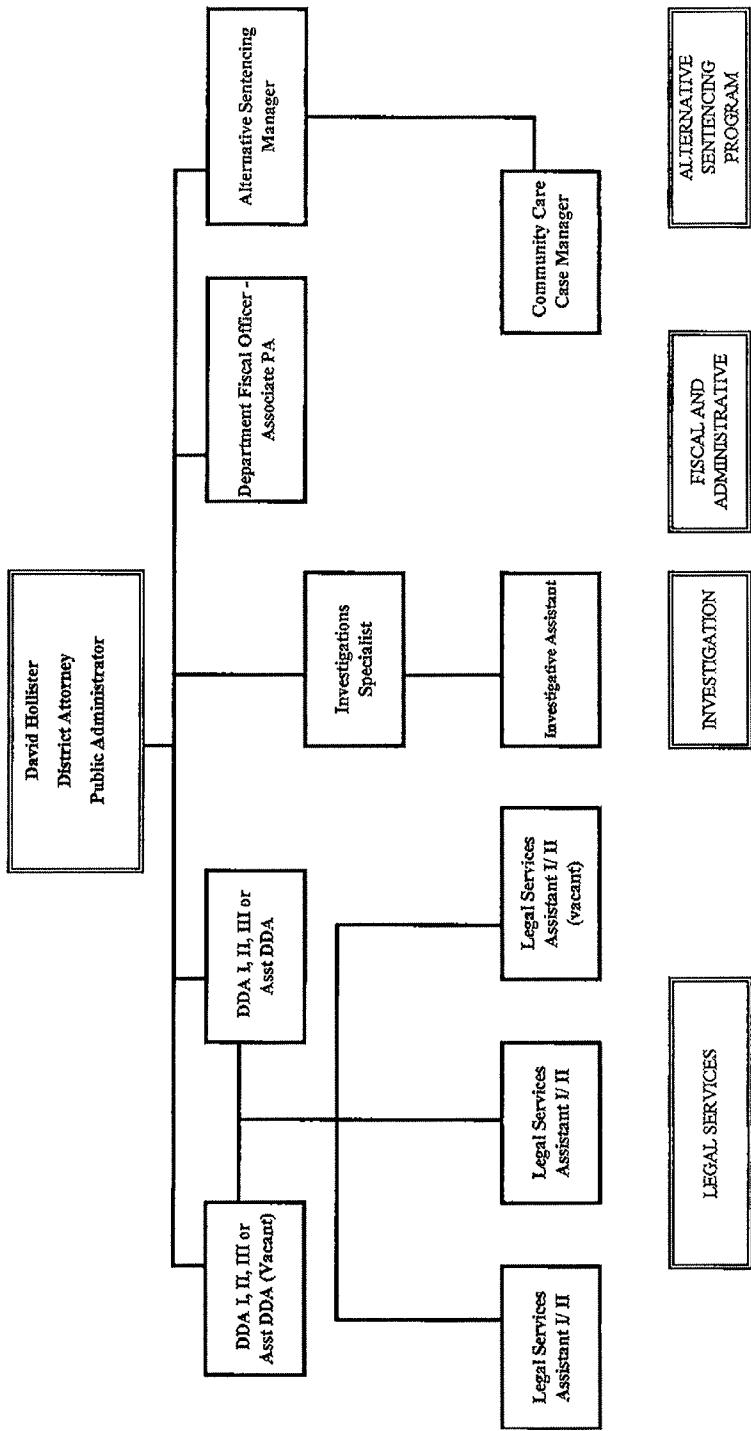
Wage range - 2396	FY 17/18	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current wages - 1958	\$ 54,642.00	\$ 57,387.00	\$ 57,387.00	\$ 57,387.00	\$ 57,387.00
DA/ Investigations Specialist					
Retirement (Classic Rate)	\$ 10,566.67	\$ 12,969.46	\$ 14,518.91	\$ 15,724.04	\$ 16,757.00
FICA / Medicare	\$ 4,180.11	\$ 4,390.11	\$ 4,390.11	\$ 4,390.11	\$ 4,390.11
<b>Total</b>	<b>\$ 69,388.78</b>	<b>\$ 74,746.57</b>	<b>\$ 76,296.02</b>	<b>\$ 77,501.14</b>	<b>\$ 78,534.11</b>
Proposed Increase - 2396					
DA/ Investigations Specialist	\$ 66,830.00	\$ 70,179.00	\$ 70,179.00	\$ 70,179.00	\$ 70,179.00
Retirement	\$ 12,923.59	\$ 15,860.45	\$ 17,755.29	\$ 19,229.05	\$ 20,492.27
FICA / Medicare	\$ 5,112.50	\$ 5,368.69	\$ 5,368.69	\$ 5,368.69	\$ 5,368.69
<b>Total</b>	<b>\$ 84,866.08</b>	<b>\$ 91,408.15</b>	<b>\$ 93,302.98</b>	<b>\$ 94,776.74</b>	<b>\$ 96,039.96</b>
<b>Total</b>					
Five Year Differential	<b>Difference</b>	<b>\$ (15,477.30)</b>	<b>\$ (16,661.58)</b>	<b>\$ (17,006.96)</b>	<b>\$ (17,275.60)</b>
Five year increase to Personnel Budget	<b>\$ (83,927.29)</b>				<b>\$ (17,505.85)</b>

Prepared March 30, 2017  
Updated December 2017



# Exhibit C

**Plumas County District Attorney's Office  
Organizational Chart  
2017-18**



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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** December 21, 2017

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JANUARY 9, 2018.

RE: APPROVE RESOLUTION AMENDING THE POSITION ALLOCATION FOR PLANNING DEPARTMENT #20490 AND GIS #20510

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

Approve Resolution to amend the FY 2017/2018 Position Allocation by replacing the GIS Planner and the Senior Planner positions with the GIS Coordinator and Assistant Planning Director job classifications.

### **BACKGROUND AND DISCUSSION:**

The Human Resources Department has been asked to review two positions within the Planning Department's allocated positions. After review of the job activities and position demands for both the Senior Planner and the GIS Planner, it is recommended to reallocate these two positions by amending the current position allocation by adding the Assistant Planning Director and GIS Coordinator job classifications to the Fiscal Year 2017/2018 Position Allocation Plan. The Plumas County Personnel Rule 5 -- Classification, provides guidelines for review of position classifications prior to Board approval.

#### **GIS Planner position review:**

When the former GIS Coordinator retired in January 2011, this left the department with one position, the GIS Planner. Over time, the GIS Planner II position has taken on more of the management duties for this department's workload. Many of the current duties are considered GIS Coordinator examples of duties. Including the overseeing of the development of specialized database links to the GIS, producing custom reports / maps for various County Departments, and evaluate software, just to mention a few of the coordinator position duties that the GIS Planner II has taken on due to the needs of the position and with the absence of the GIS Coordinator.

The demand for specialized or new maps that are created out of the GIS department continues to grow and be in demand for this position. County departments' depend on this customized map work in order to meet needs within their own departments.

Example of this work includes, but is not limited to, designing web interface to define mapping needs, and Sheriff's department "911" system and evacuation maps. Engineering, Environmental Health, and Elections also depend on the maps generated from the GIS department. This department also supports Public Works with data information on a routine basis.

The GIS Coordinator is responsible for analyzing and developing the Districts maps. This position also works directly with County departments, creating fee schedules, writes policies and maintains the entire data backup for the Planning department.

A five year cost projection has been completed comparing the position of GIS Planner and GIS Coordinator for the current employee in this position. If Board approved to promote the current position from a GIS Planner II to a GIS Coordinator, this would be an additional cost to the department's budget for FY 2017/2018 for six (6) months of \$6,629.76 (\$1,104.96 per month) expense to the GIS Fund #20510, general funded department.

**Exhibit A:**

1. GIS Coordinator job description
2. Five (5) year cost plan

**Senior Planner position review:**

In addition to reviewing the positon of the GIS Planner, Human Resources department was also asked to review the Senior Planner position comparing the scope of work to the Assistant Planning Director position. It is apparent that this positon has also grown into more responsibilities, providing independent decisions and recommendations not only to the Planning Director but the Board of Supervisors as well.

Although the Senior Planner by definition may be assigned to represent the Planning Director on standing committees, it is within the job description of the Assistant Planning Director that this position provides the administrative and technical support, and acts on behalf of the Planning Director, in his/her absence.

One of the distinguishing duties, of the Planning Director is to be hearing officer. But the Planning Director needs to separate himself/herself from this process. The Assistant Planning Director reviews the issues and makes recommendations. This is critical for the Planning department to separate the duties between the hearing officer and the staff person who is reviewing and making recommendations.

The need for the Assistant Planning Director has become critical due to new laws such as the legalization of Cannabis the additional work to be done because of this emerging industry. Such as development and revision of County ordinances, zoning code enforcement, project

management, providing Assistant Planner position training and oversight, and writes procedure manuals (such as lot line adjustments and building permits, and special use permits).

I have provided a five (5) year cost plan and have provided the breakdown of the additional cost to the department's budget for FY 2017/2018. Effective January 9, 2017 through June 30, 2018, a six (6) month period is an additional \$8,055.96 (\$1,342.66 per month) to the Planning Department Fund #20490.

Exhibit B:

3. Assistant Planning Director
4. Five (5) year cost plan
5. Organizational Chart

In summary, it is my recommendation to approve the amended Fiscal Year 2017/2018 Position Allocation changing the job classifications from GIS Planner II to a GIS Coordinator and Senior Planner to the Assistant Planning Director. I am aware that the Planning Director has requested a reorganization of the Planning Department and I am currently in support of the two promotions for the positions I have reviewed and highlighted in this memo.

Thank you for your consideration with this matter.

RESOLUTION NO. 2018-\_\_\_\_\_

**RESOLUTION TO AMEND FISCAL YEAR 2017-2018 POSITION ALLOCATION FOR  
PLANNING DEPARTMENT #20490 AND GIS #20510**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Position Allocation Plan covering all positions in the County service; and

**WHEREAS**, these position are necessary in the daily operational needs of the Planning and GIS Departments; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation for fund #20490 and #20510; and

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

Approve the amendments to the Fiscal Year 2017/2018 Position Allocation for the following positions:

<b><u>Planning Department #20490</u></b>	<b><u>Current FTE</u></b>	<b><u>Proposed FTE</u></b>
Senior Planner	1.00	0.00
Assistant Planning Director	0.00	1.00

<b><u>GIS #20510</u></b>	<b><u>Current FTE</u></b>	<b><u>Proposed FTE</u></b>
GIS Planner II	1.00	0.00
GIS Coordinator	0.00	1.00

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 9<sup>th</sup> day of January, 2018 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

---

Clerk, Board of Supervisors

# Exhibit A

PLUMAS COUNTY

Adopted: 6/05

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR**

### **DEFINITION**

Under general supervision to coordinate the development and continuing improvement of the County's geographic information system, serve as staff to the GIS Committee, identify and coordinate fulfilling the GIS needs of the County Departments; and, do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly technical senior position and requires extensive knowledge and experience with ArcInfo, ArcView, and AutoCAD map; strong project management skills; strong time management skills; strong oral and written communication skills; ability to establish and maintain effective interpersonal relationships at all organizational levels; ability to quickly learn new skills; overall knowledge of computer systems and networks; ability to remain knowledgeable in developments in the geographic information systems field.

### **REPORTS TO**

Director of Planning & Building Services

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

(GIS) Geographic Information Systems Planner I, II; (GIS) Planning Technician

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Coordinate the development and maintenance of the County's base parcel map and enterprise data
- Supervise GIS Planners and Technicians
- Work with County Departments and other public agencies to develop new layers in the County GIS which may incorporate utilizing global positioning software (GPS) and hardware
- Coordinate, prioritize, and manage the creation and maintenance of GIS applications and layers
- Oversee the development of specialized database links to the GIS
- Make presentations demonstrating the uses of GIS and GPS
- Develop training programs to assist users with basic or web-based GIS and GPS applications
- Assist in data collection
- Produce custom reports for County Departments
- Evaluate GIS software
- Perform SQL functions
- Write reports for the County's computer users in Crystal Reports or similar software
- Train County employees in GIS application use, and, assist with specialty projects.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, digitizers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 3**

### **KNOWLEDGE OF**

- Windows family of operating systems
- Geographic Information Systems
- ArcView, ArcInfo, and AutoCAD mapping software
- Cartography
- GIS data entry and digitizing procedures
- Trimble GPS hardware and software

### **ABILITY TO**

- Work under general supervision
- Manage projects
- Manage time
- Represent the County at meetings or product demonstrations
- Communicate effectively
- Train, coordinate, and supervise the efforts of others
- Collect, interpret, and integrate cartographic data from different sources
- Collect, compile, analyze, and present technical, statistical, and other data related to GIS
- Perform a variety of technical support assignments for County departments

### **SKILL TO**

- Complete tasks and assignments with deadlines
- Acquire and maintain a good working knowledge of GIS applications
- Use personal computers, servers, PC operating systems, off-line storage mediums, printers, and network hardware
- Develop GIS solutions
- Work effectively with groups

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 4**

### **TRAINING AND EXPERIENCE**

Four (4) years of full-time experience consisting of progressively responsible duties performing work equivalent to a GIS Technician is required.

Graduation from an accredited college or university with a Bachelor's or Master's degree in computer science, geographic information systems, geology, cartography, or a closely related field may substitute for a portion of the required work experience.

At least three (3) years supervisory experience training, organizing, and motivating staff in developing creative and practical solutions to complex problems is highly desirable.

### **SPECIAL REQUIREMENT**

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

L3		L4	
GIS Coordinator	\$32.03	GIS Planner	FY 21/22
Proposed wage range	\$37.05	Proposed wage range	FY 20/21
<b>Current range:</b> \$32.03		<b>Current</b>	
	\$ 66,622.00	\$ 66,622.00	\$ 69,971.00
Retirement	\$ 12,883.36	\$ 15,056.57	\$ 19,172.05
FICA / Medicare	\$ 5,096.58	\$ 5,096.58	\$ 5,352.78
<b>Total:</b>	<b>\$ 84,601.95</b>	<b>\$ 86,775.16</b>	<b>\$ 94,495.84</b>
Proposed range			
<b>Proposed wage:</b> \$37.05		<b>Proposed</b>	
	\$ 77,064.00	\$ 77,064.00	\$ 80,933.00
Retirement	\$ 14,902.64	\$ 17,416.46	\$ 22,175.64
FICA/Medicare	\$ 5,895.40	\$ 5,895.40	\$ 6,191.37
<b>Total:</b>	<b>\$ 97,862.03</b>	<b>\$ 100,375.86</b>	<b>\$ 109,300.02</b>
Five Year Differential	<b>Difference</b>	<b>\$ (13,260.09)</b>	
		\$ (13,600.71)	\$ (13,882.64)
			\$ (14,804.18)
			\$ (15,001.50)
Five year increase to Personnel		<b>\$ (70,549.11)</b>	

GIS Planner II: Hourly wage range 2273

*GIS Coordinator: Hourly wage range 2630*

Updated 12/21/2017

# Exhibit B

## ASSISTANT PLANNING DIRECTOR

### **DEFINITION**

Under general direction, to perform a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of planning reports; to represent the County Planning and Building Services with groups and organizations as delegated; perform technical reviews of land use and permit applications, environmental impact reports, and environmental statements; to assist with planning policy formulation and implementation; explains ordinances, resolutions, regulations and County policies to the public; manages and administers the assigned staff; provides administrative support for the Director of Planning and Building; acts for the Director of planning and Building in his/her absence or at his/her direction; performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class for a mid level management position which assists the Director of Planning and Building in providing direction and supervision within the County's Planning and Building Services. An incumbent may be assigned to represent the Director of Planning and Building on standing committees.

### **REPORTS TO**

Director of Planning and Building.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Senior Planner, Associate Planner, Assistant Planner, Geographic Information System Planner I & II, Planning Technician and Executive Assistant and other department staff as assigned.

## ASSISTANT PLANNING DIRECTOR - 2

### **EXAMPLES OF DUTIES**

- Manages and administers the submittal, review and permit processing functions.
- Assists the Director of Planning and Building in enforcement of codes, laws and regulations.
- Assists in recommending, developing and implementing goals, objectives and policies.
- Assists in hiring staff.
- Assists in supervising, evaluating and insuring proper training of staff in accordance with County Personnel Rules.
- Provides input to the Director of Planning and Building in the development and revision of County ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Planning and Building to special County committees and task forces as required.
- Represents the Director of Planning and Building with groups and organizations as delegated.
- Advises the Director of Planning and Building regarding all matters concerning the Planning Division.
- Fulfills all Planning Division responsibilities when the Director of Planning and Building is unavailable.
- Performs special assignments as directed.
- In the absence of the Director of Planning and Building and the Assistant Planning Director assumes responsibility for departmental operations.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

ASSISTANT PLANNING DIRECTOR - 3

**DESIRABLE QUALIFICATIONS**

**KNOWLEDGE OF:**

- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Federal, State, and local laws, regulations, and ordinances governing planning, zoning, and land use.
- Principles, techniques, and trends of land use planning.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Mapping methods and techniques.
- Contract preparation and administration.
- Budget development and administration.
- Principles of work coordination, lead direction, and training.

**ABILITY TO:**

- Perform a variety of the most complex planning studies and environmental reviews.
- Provide work direction, coordination, and training for other staff.
- Perform special assignments representing the Planning Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Prepare comprehensive and concise planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Make effective written and oral presentations.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Department and County Land Use Ordinances and policies in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Provide supervision and lead direction for other staff.

ASSISTANT PLANNING DIRECTOR - 4

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner with Plumas County.

**SPECIAL REQUIREMENT:**

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

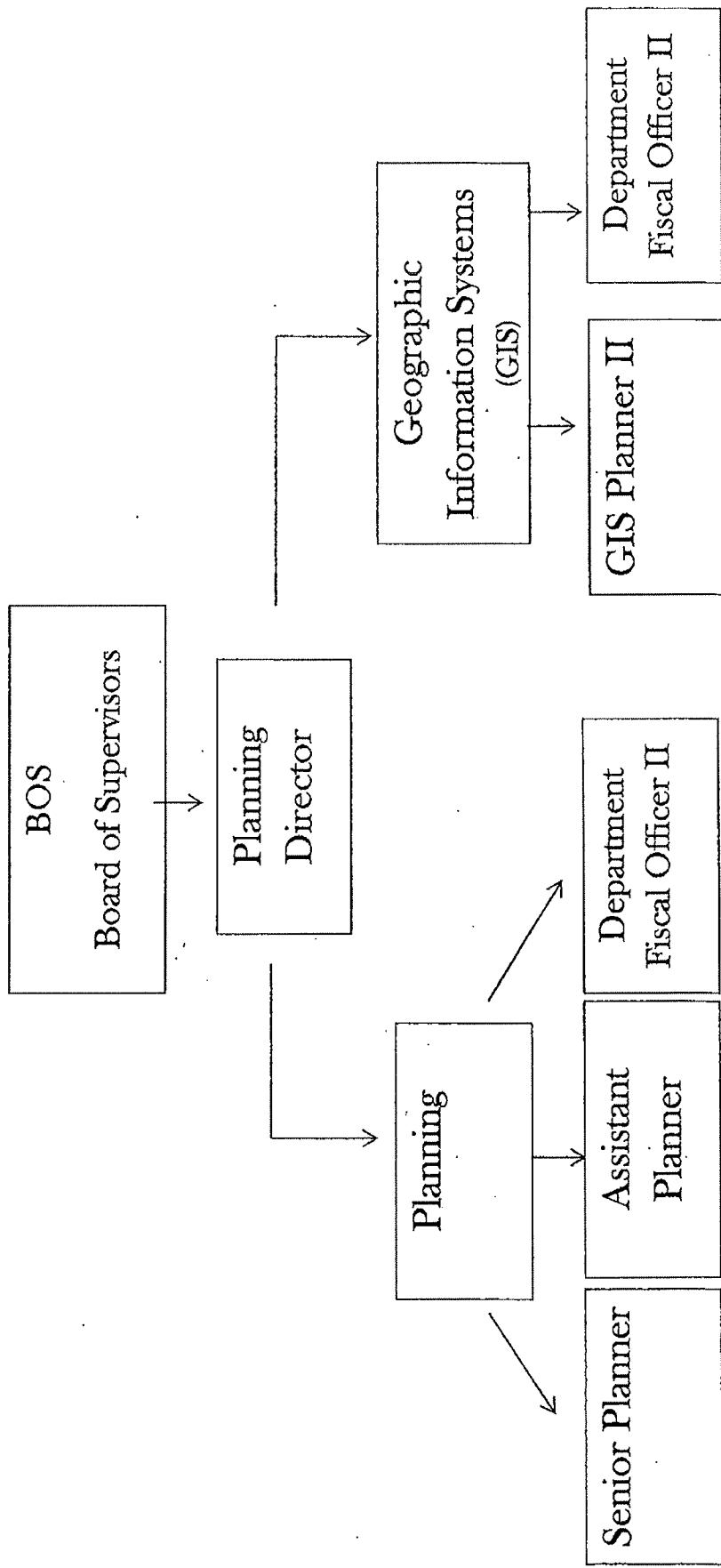
**Assistant Planning Director**

		L5		FY 21/22	
		FY 17/18	FY 18/19	FY 19/20	FY 20/21
Proposed wage range - \$45.04	Current				
<b>Current range: \$38.94</b>		\$ 80,995.00	\$ 80,995.00	\$ 80,995.00	\$ 80,995.00
Retirement		\$ 15,662.81	\$ 18,304.87	\$ 20,491.74	\$ 22,192.63
FICA / Medicare		\$ 6,196.12	\$ 6,196.12	\$ 6,196.12	\$ 6,196.12
<b>Total</b>		<b>\$ 102,853.93</b>	<b>\$ 105,495.99</b>	<b>\$ 107,682.85</b>	<b>\$ 110,841.66</b>
Proposed range					
<b>Proposed wage \$45.04</b>		<b>\$ 93,683.00</b>	<b>\$ 93,683.00</b>	<b>\$ 93,683.00</b>	<b>\$ 93,683.00</b>
Retirement		\$ 18,116.42	\$ 21,172.36	\$ 23,701.80	\$ 25,669.14
FICA/Medicare		\$ 7,166.75	\$ 7,166.75	\$ 7,166.75	\$ 7,166.75
<b>Total</b>		<b>\$ 118,966.17</b>	<b>\$ 122,022.11</b>	<b>\$ 124,551.55</b>	<b>\$ 126,518.89</b>
Five Year Differential	Difference	<b>\$ (16,112.24)</b>			
			<b>\$ (16,526.12)</b>		
				<b>\$ (16,868.70)</b>	
					<b>\$ (17,135.14)</b>
					<b>\$ (17,363.53)</b>
Five year increase to Personnel		<b>\$ (84,005.73)</b>			

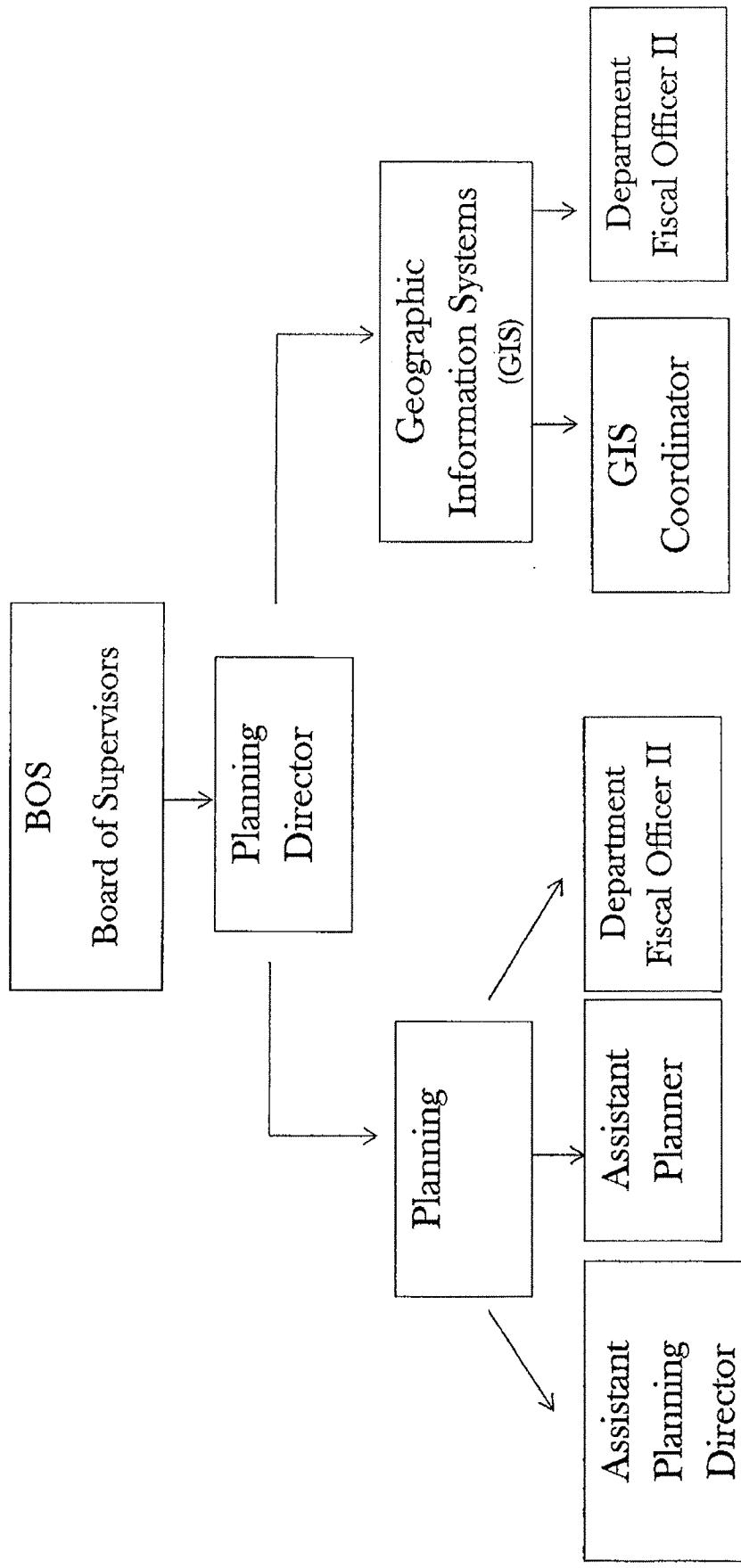
*Senior Planner: Hourly wage range 2505**Assistant Planning Director: Hourly wage range 2900*

Updated 12/21/2017

# Planning Department Organizational Chart



# Planning Department Proposed Organizational Chart



4A

## EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and LINDSAY MICHELLE FUCHS, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY of Plumas in the capacity of County Librarian.

The parties agree as follows:

### 1. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Plumas County Librarian, and other duties as may be assigned. A copy of the Plumas County Librarian's job description is set forth in Exhibit A, and incorporated herein by this reference. CONTRACT EMPLOYEE's employment with COUNTY shall be full-time. Any outside employment shall not interfere with CONTRACT EMPLOYEE's duties and responsibilities of county employment. CONTRACT EMPLOYEE shall advise the County Administrative Officer (CAO), or in the absence of the CAO, the Chairperson of the Board of Supervisors, of any outside employment. Location of principle place of work is the Plumas County Library Branch located in Quincy, California.

### 2. TERM

CONTRACT EMPLOYEE shall be retained as the Plumas County Director of Building Services, effective January 9, 2018, and continuing until this Agreement is terminated as set forth in paragraph 3, below.

### 3. TERMINATION

CONTRACT EMPLOYEE may terminate this Agreement and separate from employment in good standing, by giving at least thirty (30) days prior written notice of the proposed effective date of termination.

COUNTY may terminate this Agreement at any time, with or without cause, upon a thirty (30) days prior written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to notice of dismissal and to any rights to hearing or appeal thereon. Further, COUNTY may "buy-out" any part of the 30-day notice period, by providing the equivalent of the monthly salary, or portion thereof equivalent to the notice not provided, (hereinafter "Severance") to CONTRACT EMPLOYEE.

The Severance payment shall only be based on the following (1) CONTRACT EMPLOYEE'S salary at the time of termination and (2) the monetary value of the hours that would have otherwise been earned for vacation and administrative leave. Severance shall not include any payment for sick leave or any credit towards retirement. Severance will be paid bi-weekly for the remainder of the notice period; however, subsequent to twelve (12) months continuous employment at County's option the Severance may be paid in one payment.

Further, this contract may be terminated for cause for reasons that shall include, but not be limited to:

1. Conviction of any felony, or conviction of any misdemeanor involving dishonesty or moral turpitude.
2. Any material breach of this Agreement, including but not limited to a serious dereliction of, or inexcusable failure to perform, the duties set forth by this contract.
3. Gross insubordination.
4. Misappropriation or theft.
5. Intentional misrepresentation or willful failure to disclose a material fact to the Board of Supervisors (Board) or County Administrative Officer (CAO).
6. A serious violation of the County's personnel rules.

Any termination for cause shall be made in good faith. Upon such termination, Contract Employee shall immediately cease providing service pursuant to this contract and will not be provided the Severance pay described above.

#### 4. SALARY

CONTRACT EMPLOYEE shall be considered a full-time employee paid at an hourly rate, on bi-weekly basis, in the same manner as appointed department heads. Effective beginning January 9, 2018, CONTRACT EMPLOYEE shall be paid at the annual salary rate of Sixty Four Thousand Nine Hundred Eight and No/100 Dollars (\$64,908.00) per year (or \$5,409.00 per month). Salary and benefits costs shall be apportioned according to the personnel allocation and approved annual budget for Plumas County Department of Building Services. CONTRACT EMPLOYEE is subject to unpaid furlough as determined by the Board of Supervisors, consistent with the provisions of COUNTY's Personnel Rules and law.

#### 5. PERFORMANCE EVALUATION

The Board of Supervisors shall conduct an annual performance evaluation of the CONTRACT EMPLOYEE at which time modifications of these terms of employment may be discussed. The annual performance evaluation will be conducted in a closed session of the Board of Supervisors consistent with the requirements of the Brown Act Open Meeting Law.

#### 6. BENEFITS

Except as otherwise provided in this Agreement, CONTRACT EMPLOYEE shall be generally entitled to receive the same benefits package as is received by the County's appointed department heads under the personnel rules and other county policies. Benefits are subject to

change from time-to-time as negotiated between the CONTRACT EMPLOYEE and the Board of Supervisors. Currently, CONTRACT EMPLOYEE's benefits include the following:

- a. Sick leave accrual: (based on 15 days per year/no limit on accrual).
- b. Vacation accrual: 10 days per year based on 0 - 2 years of service; 15 days per year based on 3 -7 years of service; and 21 days per year during the 8th year of compensated and continuous services and each year thereafter.
- c. CalPERS retirement: 2% at 55, provided that CONTRACT EMPLOYEE is qualified as a "classic member" under the California Public Employee Retirement Law; otherwise, 2% at 62 if a PEPRA member.
- d. Forty (40) hours of administrative leave per year. Administrative leave shall not accumulate from year to year. Unused administrative leave at the end of the year shall expire. Unused administrative leave at separation from employment expires unpaid.
- e. Holidays: Thirteen (13) paid holidays per year as listed in the County personnel rules.
- f. Bereavement Leave: Five (5) days per incident for defined family members.
- g. Longevity advancement based on years of service from original hire date as a continuous county employee in accordance with Rule 6.06.
- h. Moving Expense Reimbursement: Upon presentation of receipts acceptable to the Auditor's Office, COUNTY will reimburse CONTRACT EMPLOYEE for her actual moving expenses incurred to relocate her personal residence from Los Angeles County to Plumas County in an amount not to exceed the sum of one thousand and No/100 dollars (\$1,000.00). Should CONTRACT EMPLOYEE leave employment within one (1) year from CONTRACT EMPLOYEE's starting date, she will immediately repay to COUNTY the full amount of the moving expense reimbursement. Should CONTRACT EMPLOYEE leave employment within two (2) years from CONTRACT EMPLOYEE's starting date, she shall immediately repay to COUNTY fifty percent (50%) of such moving expense reimbursement paid to CONTRACT EMPLOYEE.

COUNTY shall pay professional dues, memberships and related conference travel for approved professional development memberships and activities as approved in the annual budget process.

CONTRACT EMPLOYEE shall receive cost of living adjustments based on the COUNTY'S agreement with other County appointed department heads.

Upon separation from County employment, CONTRACT EMPLOYEE shall be paid off for all accrued vacation time, sick leave, and compensatory time (if any) in accordance with County policy. Payment of sick time shall be based on total years of county service in accordance with Rule 20.01 of the Plumas County Personnel Rules. Notwithstanding Rule 21.05, the CONTRACT EMPLOYEE may, at her sole discretion, choose to convert unused sick leave accumulation to prepaid health premiums in accordance with Rule 21.02 or Rule 21.05. For the purposes of Rule 21.02, the total years of service is based on date of employment separation between CONTRACT EMPLOYEE and COUNTY and shall be the end of the 30-day notice period specified in section 3 of this Agreement.

7. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to this Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental procedures. See attached job description and scope of work (Exhibit A).

8. NON-ASSIGNABLE:

This Contract is personal to CONTRACT EMPLOYEE and is not assignable under any circumstances.

9. MODIFICATION

This Agreement may be modified only by a written amendment hereto, executed by both parties.

10. ATTORNEY'S FEES AND COSTS

If any court action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other relief, to which such party may be entitled.

11. INTEREST OF CONTRACT EMPLOYEE

CONTRACT EMPLOYEE hereby declares that he has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to this Agreement, and that he shall not in the future acquire any such interest.

CONTRACT EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Sections 87100 et seq., including regulations promulgated by the California Fair Political Practices Commission.

12. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

**13. ENTIRE AGREEMENT**

This written instrument constitutes the entire agreement between the parties, and supersedes any other promises or representations, oral or written, which may have preceded it.

**14. RIGHT TO CONSULT WITH COUNSEL**

CONTRACT EMPLOYEE and COUNTY acknowledge that each has read and understood the contents of this written instrument, and have had the opportunity to consult with legal counsel prior to entering into this Agreement. Each warrants that it has either so consulted with legal counsel of its choice, or has elected not to so consult.

**15. INTERPRETATION OF AGREEMENT**

No portion of this written instrument shall be construed against the other, and all portions shall be construed as though drafted by each party.

**16. NOTICES**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of the personal service, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Notice to the COUNTY shall be given to The Board of Supervisors, 520 Main Street, Room 309, Quincy, CA 95971, with a copy to the County Counsel, 520 Main St., Room 301, Quincy, CA 95971. Notice to CONTRACT EMPLOYEE shall be given to the last address on file with the Human Resources Department for CONTRACT EMPLOYEE.

**17. INDEMNIFICATION**

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of the COUNTY.

**18. REPORTING**

CONTRACT EMPLOYEE will report directly to the County Board of Supervisors through the County Administrative Officer (CAO). If the office of CAO is vacant, CONTRACT EMPLOYEE will report directly to the County Board of Supervisor through the Chairperson of the Board of Supervisors.

**19. GENERAL PROVISIONS**

This Agreement shall be binding upon, and inure to the benefit of the heirs, successors, assigns, executors, and personal representatives of the parties hereto.

This Agreement is entered into in Quincy, California, and shall be governed by California law. Venue for any action arising out of this Agreement shall lie in Plumas County, California. If a court determines that venue is not proper in Plumas County, the parties agree that venue shall be Sierra County.

This Agreement reflects the entire agreement of the parties and supersedes any prior agreements, promises or commitments. This Contract may be amended in writing by mutual consent of the parties.

**20. EFFECTIVE DATE**

This Agreement shall be effective on January 9, 2018, (the "Effective Date") if approved by both parties.

**21. SIGNATURES**

**COUNTY:**

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

By \_\_\_\_\_  
Lori Simpson, Chair  
Plumas County Board of Supervisors

Dated: \_\_\_\_\_

**CONTRACT EMPLOYEE:**

\_\_\_\_\_  
LINDSAY MICHELLE FUCHS  
"Contract Employee"

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Nancy DaForno,  
Clerk of the Board of Supervisors

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

R. Craig Settemire  
Plumas County Counsel

Dated: \_\_\_\_\_

Exhibit A

PLUMAS COUNTY

APPROVED: 07/2017

COUNTY LIBRARIAN

**DEFINITION**

Under administrative direction, to plan, organize, manage, direct, and supervise the activities, programs, and services of the County Public Library, including fiscal management, personnel management, program planning and evaluation, and public relations; to represent library activities, programs, and services with the public; to represent the County Library System with the public, boards, and other government agencies; to perform professional library services; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class for the position which oversees and directs the functions and activities of the County Library System. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

**REPORTS TO**

Board of Supervisors through the County Administrative Officer

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

## COUNTY LIBRARIAN - 2

### EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers a program of Library services for the County; develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
- Counsels staff as warranted.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
- Plans and develops new library services.
- Represents the Library with the community, other County staff, North State Cooperative Library System, and other organizations.
- Serves as the Library advocate.
- Deals with the most sensitive public complaint issues.
- Establishes guidelines and directs the selection and maintenance of the Library collection.
- Performs a wide range of professional Library services.
- Develops workshops.
- Coordinates Library functions with other libraries.
- Performs a wide range of administrative and management responsibilities.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

## COUNTY LIBRARIAN - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles of library management and administration.
- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Public and community relations.
- Principles of budget development and administration.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services.
- Principles of program development, management, supervision, and training.

#### Ability to:

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Provide patron assistance.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

**COUNTY LIBRARIAN - 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive experience in professional work, including at least two (2) years of experience in a management or supervisory capacity.

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, preferably with additional study library, business, and/or public administration.

**Special Requirement:** Possession of a valid California Driver's License issued by the Department of Motor Vehicles.



## Safely Surrendered Baby



The Safely Surrendered Baby Law responds to the increasing number of newborn infant deaths due to abandonment in unsafe locations. First created in January 2001, the Safely Surrendered Baby Law was signed permanently into state law in January 2006. The law's intent is to save lives of newborn infants at risk of abandonment by encouraging parents or persons with lawful custody to safely surrender the infant within 72 hours of birth, with no questions asked.

From January 1, 2001, to December 31, 2015, 770 newborns have been surrendered in California, and 84 newborns were surrendered during the 2015 calendar year. This is compared with 169 infants abandoned since 2001, five of which occurred in the 2015 calendar year. Available data indicates a generally decreasing trend of abandonments since enactment of the SSB Law, from 25 cases in 2002 to five or less cases per year since 2010, representing a decrease of at least 80% (see the "SSB Data" tab for more detail). The CDSS continues to identify abandonment cases from various sources and will continue to report updates to this trend.

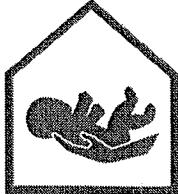
**The OCAP now offers Safely Surrendered Baby Kits for designated fire stations FREE of charge.**

Safe surrender sites are hospitals or other locations, typically fire stations, approved by the board of supervisors or fire agency in each county. To request Safely Surrendered Baby Kits, please complete the order form, Safely Surrendered Baby Kit Order Form.

The toll-free telephone hotline number provides information and the locations of safe surrender sites **DIAL 1.877.BABY.SAF (1-877-222-9723)**.

## Other SSB Resources

- SSB Data
- SSB Legislative Report
- SSB Publications
- SSB Site Locations



**now there's a way  
to safely surrender  
your baby**

<http://www.babysafe.ca.gov>

**What is the  
Safely Surrendered Baby  
Law?**

This law establishes a procedure for the voluntary surrender of a baby within 72 hours of birth. Under this law, parent(s) can safely surrender their baby and be protected from prosecution for child abandonment. This law makes it easier for a parent to surrender a baby who might otherwise abandon their baby in an unsafe place.

**TOLL-FREE**

For Safe Surrender Site locations within your county, dial:

**211**

Or if outside the county call:

**1-877-BABY SAF  
(1-877-222-9723)**

**The California Safely  
Surrendered Baby Law:**

- ✓ Permits the parent(s) or surrendering person to safely and confidentially surrender a baby within three days of birth.
- ✓ Provides a safe place for babies.
- ✓ Protects the parent(s) or surrendering person from prosecution for child abandonment.
- ✓ Does not require that names be given when the baby is surrendered.
- ✓ Allows the parent(s) or surrendering person at least 14 days to reclaim the baby.

**In California, no one ever  
has to abandon a baby again.**



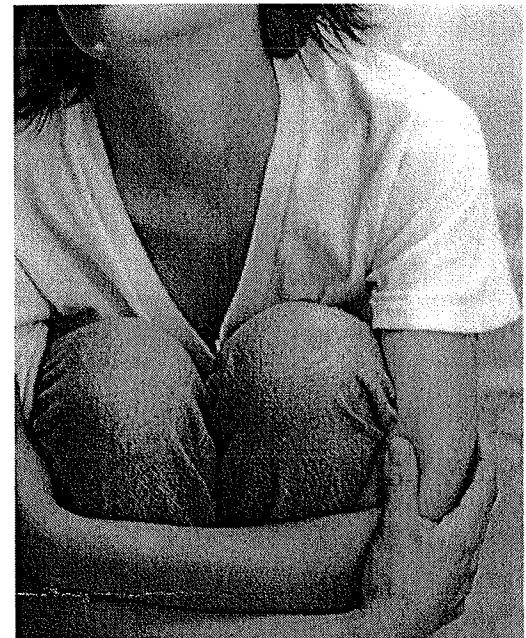
State of California

Health and Human Services Agency

Department of Social Services



PUB 400A (11/10)



**There is an option.**

**Don't abandon  
your baby.**



now there's a way  
to safely surrender  
your baby

### **How does it work?**

A parent who is unable or unwilling to care for their baby can safely surrender the baby within three days of birth. All that is required is that the baby be given to an on-duty employee of a hospital or safe surrender site in California. A confidentially coded ID bracelet will be placed on the baby's ankle and a matching bracelet offered to the surrendering person. The bracelets help connect the parent to the baby if the parent wants the baby back.

### **Can only a parent bring in the baby?**

**No.** The law allows another person to safely surrender the baby if the person has permission from the parent(s.)

### **What is a "Safe Surrender" Site?**

A hospital or other location designated by the Board of Supervisors in each county. A safe surrender site will display this logo:



### **What information must be given to the people accepting the baby?**

**None.** No information is required but the person surrendering the baby will be given a medical information questionnaire to complete. Completion of the questionnaire is voluntary, although the information regarding family medical history can assist in properly caring for the baby. The questionnaire may be mailed in later.

### **What happens to the baby?**

After receiving a confidentially coded ankle bracelet, the baby is examined and given medical treatment, if needed. The baby is then placed in a foster or pre-adoptive home.

### **What happens to the parent?**

Once the parent or surrendering person has safely turned over the baby, they are free to go, without any questions asked.

### **What happens if a parent wants the baby back?**

Under the law, a parent or surrendering person has at least 14 days to reclaim the baby. They should bring their copy of the coded bracelet back to the safe surrender site.

### **Why is California doing this?**

You may have heard stories about babies being left in dumpsters, public toilets or other unsafe locations. The parents abandoning their babies may have been under severe emotional or financial stress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and felt they had nowhere to turn for help, they abandoned their baby. Abandoning a baby puts the baby in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

### **Is there another choice?**

**Yes.** Adoption is always a choice and should be considered first.

Whenever parents have decided that they are unable to care for a baby, whatever the reason, adoption is by far the best choice. Adoption protects the rights of all involved, including the baby. In fact, parents may be able to assist in selecting the adoptive parents and may be allowed to have contact with the baby after the adoption.

It's important for women to seek help while they are pregnant, not after giving birth.

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**Every baby deserves  
a healthy life.**

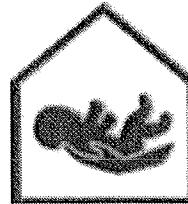
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## Social Services

### SSB Data

From January 1, 2001 to December 31, 2015, 770 newborns have been surrendered in California. This is compared with 164 infants abandoned since 2001, identified according to [CDSS Methodology](#). Available data indicates a generally decreasing trend of abandonments since enactment of the SSB Law, from 25 cases in 2002 to five or fewer cases per year since 2010, representing a decrease of at least 80% (calendar year 2006 appears to be an exception to the trend of decreasing abandonments). The CDSS continues to identify abandonment cases from various sources and will continue to report updates to this trend.



#### Safely Surrendered Babies and Abandoned Infants

Year	Reclaimed	Safely	Total	Abandoned	
		Surrendered	Abandoned	Surviving	Deceased
2001	0	2	20	7	13
2002	0	17	25	13	12
2003	0	25	13	5	8
2004	1	33	19	7	12
2005	0	52	11	4	7
2006	0	65	26	10	16
2007	1	47	8	4	4
2008	0	61	12	3	9
2009	1	57	8	2	6
2010	5	71	5	2	3
2011	2	48	5	1	4
2012	4	72	3	0	3
2013	2	62	6	2	4**
2014	0	74	5	4	2**
2015	7	83	5	5	0
<b>TOTAL</b>	23	<b>769*</b>	<b>171</b>	<b>69***</b>	<b>103***</b>



## Social Services

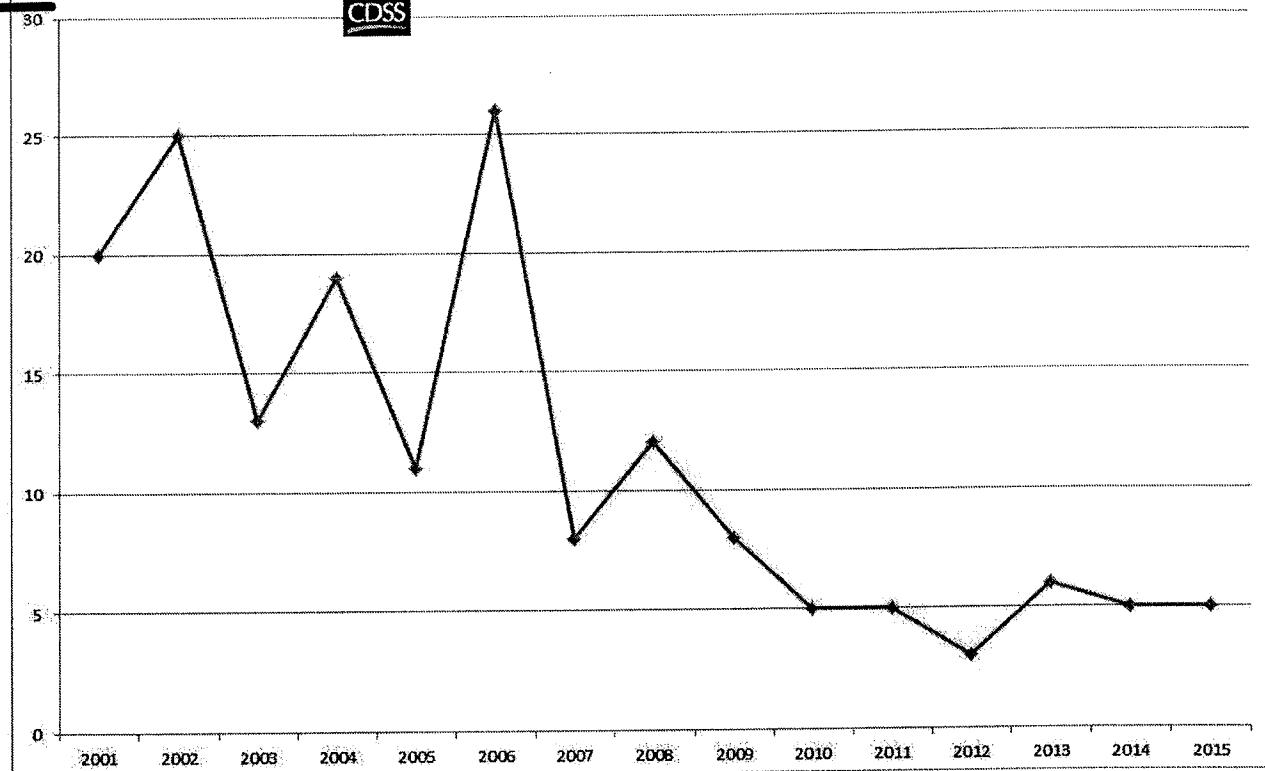


Chart Updated March 2017

\* Safely Surrendered total includes Safely Surrendered Reclaims

\*\*This data has been reconciled with child death numbers available from CDPH and the FCANS system and reflects an update on numbers reported in the prior Safely Surrendered Baby Report to the Legislature .

\*\*\* Prior to 2014, CDSS reported 152 abandoned surviving cases. This count was determined inaccurate due to a problematic scope of identification that led to inclusion of cases unrelated to monitoring the effectiveness of the SSB Law. In July 2014, CDSS reconciled data from statewide media sources, from the Inter-Agency Council on Child Abuse and Neglect and from prior data extracted from the Child Welfare Services Case Management System database, to positively identify 56 Abandoned Surviving cases.

Similarly, 9 Abandoned Surviving and 20 Abandoned Deceased cases were newly identified through a reconciliation project in December 2014. Combining this information with the duplicate records of 2 Abandoned Surviving and 1 Abandoned Deceased cases that were also recognized, a total of 7 Abandoned Surviving and 19 Abandoned Deceased children were added to this annual totals table.

4E



**To:** RCRC Board of Directors  
RCRC Alternates  
RCRC CAO's  
RCRC Clerks of the Board

**From:** Greg Norton, President & CEO

**Date:** November 17, 2017

**Re:** Designation of the 2018 RCRC Delegates and Alternates -  
**ACTION REQUIRED**

---

As we're approaching the end of another year, this is a reminder that annually the Rural County Representatives of California (RCRC) requires confirmation of each member county's Delegate and Alternate to the RCRC Board of Directors. The first RCRC Board Meeting of 2018 will be held on January 17th in Sacramento. That same evening, RCRC will hold its Annual Installation of Officers and Rural Leadership Awards Reception.

To ensure we have the necessary Delegate and Alternate confirmations, once determined, please utilize the attached designation form to provide your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail PDF to [mchui@rcrcnet.org](mailto:mchui@rcrcnet.org), or mailed to:

Rural County Representatives of California  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

**Attachment**

- RCRC Designation Form



Golden State Finance Authority (GSFA)  
1215 K Street, Suite 1650 • Sacramento, California 95814  
Phone: (855) 740-8422 • Fax: (916) 444-3219 • [www.gsfahome.org](http://www.gsfahome.org)

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**To:** GSFA Board of Directors  
GSFA Alternates  
GSFA CAO's  
GSFA Clerks of the Board

**From:** Greg Norton, Executive Director

**Date:** November 17, 2017

**Re:** Designation of the 2018 GSFA Delegates and Alternates -  
**ACTION REQUIRED**

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Annually the Golden State Finance Authority (GSFA) requires confirmation of each member county's Delegate and Alternate to the GSFA Board of Directors. The first GSFA Board Meeting of 2017 will be held on January 17th in Sacramento.

Upon determination, please provide confirmation of your county's election/appointment. Once determined, please forward the formal confirmation to GSFA as soon as possible. The confirmation can be sent via e-mail PDF to [mchui@crcnet.org](mailto:mchui@crcnet.org) or mailed to:

Golden State Finance Authority  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

**Attachment**

GSFA Designation Form



**To:** ESJPA Board of Directors  
ESJPA Alternates  
RCRC CAO's  
RCRC Clerks of the Board

**From:** Greg Norton  
President & CEO

**Date:** November 27, 2017

**Re:** Designation of the 2018 ESJPA Delegates and Alternates -  
**ACTION REQUIRED**

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As we're approaching the end of another year, this is a reminder that annually the Environmental Services Joint Powers Authority (ESJPA) requires confirmation of each member county's Delegate and Alternate to the ESJPA Board of Directors. The first ESJPA Board Meeting of 2018 will be held on March 15<sup>th</sup> in Sacramento.

To ensure we have the necessary Delegate and Alternate confirmations, once determined, please utilize the attached designation form to provide your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail to [mpitto@rcrcnet.org](mailto:mpitto@rcrcnet.org), or mailed to:

Rural County Representatives of California  
1215 K Street, Suite 1650  
Sacramento, CA 95814  
Attn: Mary Pitto

Please note that the ESJPA bylaws require that a Supervisor be the Delegate. Alternates are generally a staff member who oversees solid waste/recycling programs for the county. While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate from each county will have voting rights.

Additionally, please note that all Delegates and Alternates will be required to comply with the ESJPA conflict of interest code and file a Form 700.

Please do not hesitate to contact me at [gnorton@rcrcnet.org](mailto:gnorton@rcrcnet.org) or Mary Pitto, ESJPA Program Manager, at [mpitto@rcrcnet.org](mailto:mpitto@rcrcnet.org) if you have any questions or require additional information. Thank you for your assistance in this matter.

**Attachments**

- ESJPA Designation Form

## RCRC 2018 Meeting Calendar

### January 2018

Thursday, January 11  
Wednesday, January 17  
Wednesday, January 17

CSAC Executive Committee  
**RCRC Board Meeting**  
**RCRC Installation Reception**

Sacramento  
**RCRC Board Room**  
Sacramento

### February 2018

Thursday, February 15  
Wednesday, February 21

CSAC Board Meeting  
RCRC Executive Committee

Sacramento  
RCRC Board Room

### March 2018

March 3-7  
**Wednesday, March 14**  
Thursday, March 15

NACo Legislative Conference  
**RCRC Board Meeting**  
ESJPA Board Meeting

Washington D.C.  
**RCRC Board Room**  
RCRC Board Room

### April 2018

Thursday, April 5  
**Wed. & Thurs., April 25 and 26**

CSAC Executive Committee  
**RCRC Board Meeting**

Sacramento  
**Humboldt County**

### May 2018

Wednesday, May 9  
May 16-17  
Thursday, May 17  
May 23-25

RCRC Executive Committee  
CSAC Legislative Conference  
CSAC Board Meeting  
NACo WIR Conference

Sacramento  
Sacramento  
Sacramento  
Blaine County, Idaho

### June 2018

**Wednesday, June 20**  
Thursday, June 21

**RCRC Board Meeting**  
ESJPA Board Meeting

**RCRC Board Room**  
RCRC Board Room

### July 2018

Wednesday, July 11  
July 13 - 16

RCRC Executive Committee  
NACo Annual Conference

RCRC Board Room  
Nashville, Tennessee

### August 2018

Thursday, August 2  
**Wednesday, August 15**  
Thursday, August 16

CSAC Executive Committee  
**RCRC Board Meeting**  
ESJPA Board Meeting

Sacramento  
**RCRC Board Room**  
RCRC Board Room

### September 2018

Thursday, September 6  
**September 19-21**  
**Friday, September 21**

CSAC Board Meeting  
**RCRC Annual Meeting**  
**RCRC Board Meeting**

Sacramento  
**Napa County**  
**Napa County**

### October 2018

October 3-5  
Wednesday, October 17  
Thursday, October 18

CSAC Executive Retreat  
RCRC Executive Committee  
ESJPA Board Meeting

TBA  
RCRC Board Room  
RCRC Board Room

### November 2018

Wednesday, November 14  
November 27-30  
Thursday, November 29

RCRC Executive Committee  
CSAC Annual Meeting  
CSAC Board Meeting

RCRC Board Room  
San Diego County  
San Diego County

### December 2018

**Wednesday, December 5**  
Thursday, December 6  
December 12-14

**RCRC Board Meeting**  
ESJPA Board Meeting  
CSAC Officers' Retreat

**RCRC Board Room**  
RCRC Board Room  
Napa County



4E

**BOS Meeting: 12-18-17**  
**Consent Agenda Item**

**DATE:** 12-11-17

**TO:** Honorable Board of Supervisors

**FROM:** Ellen Vieira, Director

**RE:** **The Appointment of Kendrah Fredricksen to the First 5 Plumas County Commission**

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**RECOMMENDATION:**

Approve the appointment of Kendrah Fredricksen to the First 5 Plumas County Children and Families Commission.

**HISTORY:**

Kendrah Fredricksen applied for membership on the Commission in September 2017. She is currently the Program Manager of the Court Appointed Special Advocate Program (CASA), which operates under the umbrella of Plumas Crisis Intervention and Resource Center (PCIRC). The CASA Program provides advocacy and support to children ages 01-18 in the foster care and court system. The program currently serves children ages 1-5.

On September 18, 2017, an Ad Hoc Committee consisting of Carol Burney, Chair, Rachelle Hines, At-Large Commissioner and Director Vieira met with Ms. Fredricksen to interview her for an At-Large Commission membership position. She applied for membership to the Commission so that she would have the opportunity to share and disseminate relevant information that pertains to the health and welfare of children birth through age five, and to learn about available services and activities within Plumas County that benefit, serve and support children.

Through the various home visiting First 5 contracts, the Commission's services to children in the foster care system have increased, so there is linkage between CASA and the children that First 5 serves. During the interview process, it was noted that Ms. Fredricksen has current and past policy level experience on boards and commission's and is well versed in the public meeting laws (Brown Act). She currently a member of the Juvenile Justice and Prevention Commission. Ms. Fredricksen has the time to dedicate to the meetings, reading, and committee work that the Commission requires. The Commission voted in October 2017 to recommend to the Board of Supervisors a recommendation for the appointment of Kendrah Fredricksen.

An updated Commission Matrix for the Board's review is attached.

Please contact me should you have any questions.

Thank you.