

## **BOARD OF SUPERVISORS**

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

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

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

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

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

**AGENDA FOR REGULAR MEETING OF MARCH 6, 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. CONSENT AGENDA**

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

#### **A) BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Christian Encounter Ministries: 36<sup>th</sup> Annual Agony Ride in the Sierra Valley, July 27-28, 2018)

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

Approve Board minutes for February 2018

#### **C) INFORMATION TECHNOLOGY**

Approve payment of software support fees of \$10,800, without a contract, to Strategy 7 Corp (IBM Genero Software Support); and \$3,846.38 to CDW (E-mail Security Software), included in the FY 17-18 budget

#### **D) PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign the following service agreements related to the Ryan White Part B & PART C Programs for Fiscal Year 2018-2019:

- Lassen County Public Health (PARTB1819LCPH) \$10,889.00
- Lassen County Public Health (PARTC1819LCPH) \$11,260.00
- Siskiyou County HIV/AIDS Foundation (PARTC1819SCAF) \$10,900.00

**E) SOCIAL SERVICES**

Approve and authorize the Director of the Department of Social Services and the Acting Public Health Director to execute and agreement for the provision of public health nursing services in the Department of Social Services Child Welfare Services programs; and authorize the Department of Social Services and the Public Health Agency to execute extensions of the agreement annually provided that the Department of Social Services budgets funds for these purposes; approved as to form by County Counsel

**2. ALLIANCE FOR WORKFORCE DEVELOPMENT – Traci Holt**

Report and update on business and job seeker services provided to Plumas County residents

**Convene as the Plumas County Board of Equalization**

**3. BOARD OF EQUALIZATION**

Set dates for hearing of Assessment Appeals; discussion and possible action

**Adjourn as the Plumas County Board of Equalization and reconvene as the Board of Supervisors**

**4. DEPARTMENTAL MATTERS**

**A) 11:15 A.M. PUBLIC WORKS – Robert Perreault**

**PUBLIC HEARING:** Adopt **RESOLUTION** amending Portions of the Master Fee Schedule to Establish New, and amend Existing Public Works Department Fees for Development Applications, Encroachments Permits, Transportation Permits and Disposal Fee; approved as to form by County Counsel. **Roll call vote**

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

1) Accept funding of \$79,548 from Aegis Treatment Centers, LLC to support ongoing efforts of the Northern Sierra Opioid Safety Coalition; and approve supplemental budget of \$30,500 for receipt of unanticipated revenues for Fiscal Year 2017-2018; **four/fifths required roll call vote**

2) Pursuant to provision of the County Purchasing Policy 3-1(n) allow an exception to the competitive bid process due to time constraints; and authorize Public Health to purchase a Class B Camper Van from Quincy Auto not to exceed \$80,000; adopt **RESOLUTION** to accept Standard Agreement Amendment #15-11068 A01 from the California Department of Public Health, Office of AIDS for the Ryan White HIV Care Program; approve supplemental budget of \$80,000 into Budget Unit 70560 (Public Health) line Item 541500 (Vehicle) for receipt of unanticipated revenue in FY 2017-2018; and authorize the Acting Director of Public Health to sign all related contracts and any other necessary documents; **four/fifths required roll call vote**

**C) AUDITOR/CONTROLLER – Roberta Allen**

Authorize the Auditor/Controller to process budget transfers for FY 2017-2018 mid-year budget; discussion and possible action

**D) SHERIFF – Greg Hagwood**

Adopt **RESOLUTION** to amend Fiscal Year 2017-2018 Job Classification Plan and Position Allocation for Jail Commander Job Description, Range 3072 for Sheriff Department 70330. **Roll call vote**

**E) HUMAN RESOURCES – Nancy Selvage**

Adopt **RESOLUTION** to amend Fiscal Year 2017-2018 Job Classification for Director of Facility Services, Department 20120. **Roll call vote**

**F) ENVIRONMENTAL HEALTH – Jerry Sipe**

Presentation of 2017 Annual Report on Environmental Health Programs and Activities

## **5. BOARD OF SUPERVISORS**

- A. Presentation by Plumas County students of "Rural to Rural"; Supervisor Goss
- B. Discussion and possible action regarding the position of County Administrative Officer and supporting job description
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

### **CRESCENT MILLS FIRE DISTRICT**

Appoint Marsha Ebersole to the Crescent Mills Fire District Board of Directors to form a quorum necessary to conduct business

### **PLANNING COMMISSION**

Appoint Bob Orange to the Plumas County Planning Commission, representing District 2

### **EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT**

Appoint Glen Mallory and Vanessa Fatheree to the Eastern Plumas Rural Fire Protection District Board to form a quorum necessary to conduct business

## **6. 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
  - Director of Facility Services
- B. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

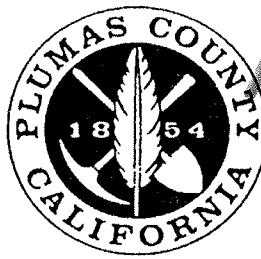
### **REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

### **ADJOURNMENT**

Adjourn meeting to Tuesday, March 13, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California.

# BOARD OF SUPERVISORS

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



March 6, 2018

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

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
**CHRISTIAN ENCOUNTER MINISTRIES**

36<sup>TH</sup> Annual Agony Ride in the Sierra Valley on July 27-28, 2018, Plumas County, CA

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

Sincerely,

Jeff Engel, Chair

Cc: Plumas County Director of Public Works

## **DaForno, Nancy**

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**From:** Caryn Galeckas <caryn@christianencounter.org>  
**Sent:** Friday, February 09, 2018 11:02 AM  
**To:** DaForno, Nancy  
**Subject:** CEM Agony Ride fundraiser  
**Attachments:** Plumas county 022118.doc; Plumas county permit 2018.pdf; Operating plan 2018.doc; ACORD Form 20171214-133639.pdf; Agony Route Map 2011.doc; RIDER SAFETY.doc

Board Chair,

Christian Encounter Ministries is planning our 36th annual Agony ride in the Sierra Valley July 27-28, 2018. As in the past few years, Caltrans will require a letter of resolution from Plumas County for our use permit for Hwys 49 and 70. I've attached the information that I will be sending to the Plumas County Dept of Public Works as soon as I receive letters of notification from the Sheriff and Highway Patrol.

Please send a Plumas County letter of resolution for the Agony Ride to me at:

[caryn@christianencounter.org](mailto:caryn@christianencounter.org)

or

Caryn Galeckas  
Christian Encounter Ministries  
PO Box 1022  
Grass Valley, CA 95945

Thank you very much for your assistance.

**Caryn Galeckas**  
*Office Manager*  
**Phone 530-268-0877 | Fax 530-268-9077**  
**Web [christianencounter.org](http://christianencounter.org)**



TENDING LIVES • TRAINING LEADERS

February 21, 2018

Mark Cruz  
Plumas County Dept of Public Works  
1834 E Main St  
Quincy, CA 95971

Dear Mark,

Christian Encounter Ministries is planning our 35<sup>th</sup> annual Agony ride, July 28-29, 2017, and we would like to apply for a permit, as usual. I've enclosed all of the pertinent information as follows:

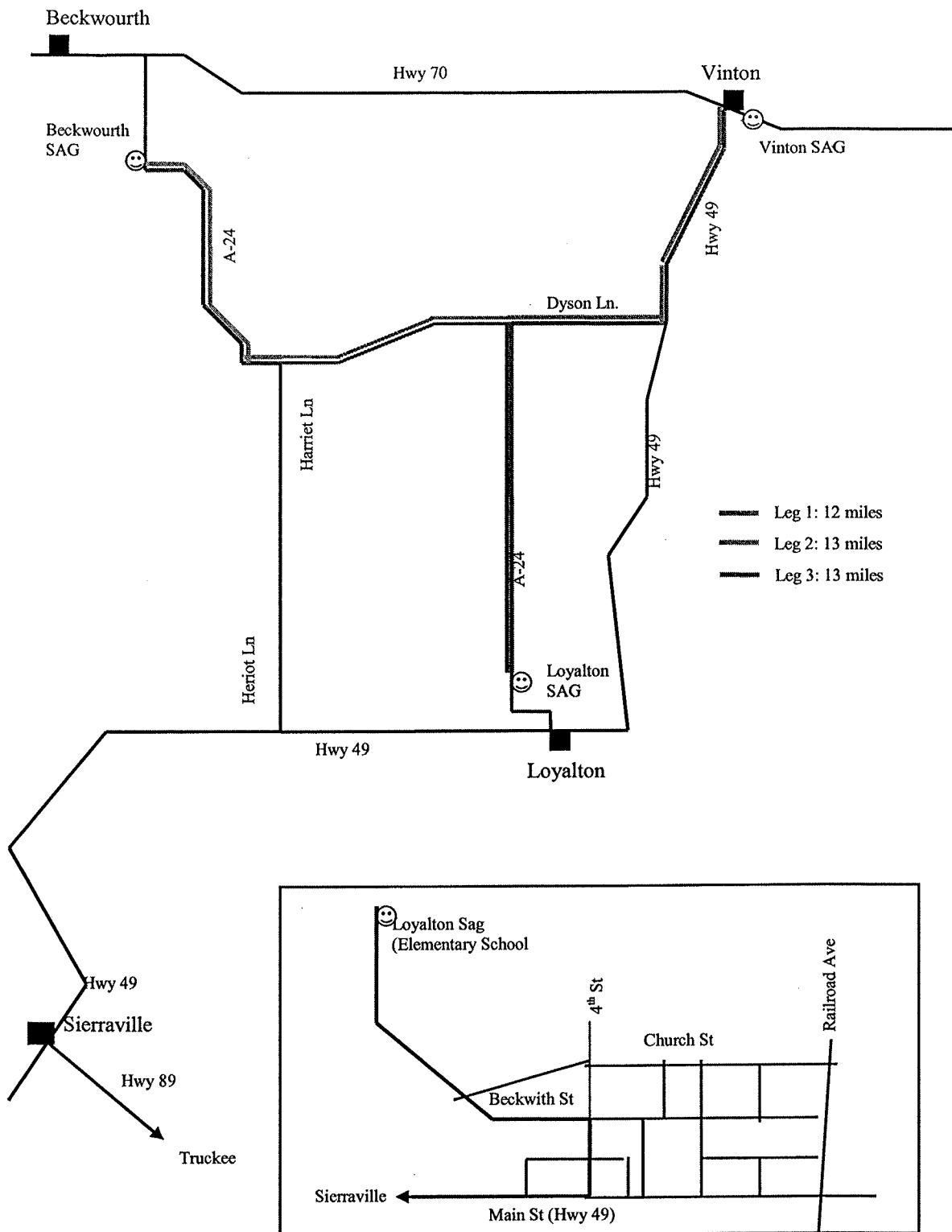
- Permit form
- operating plan
- Verification of Notification from Sheriff and Highway Patrol
- Certificate of Insurance
- route map
- rider safety rules

Please let me know if you need anything else. Thank you for your help with this each year.

Sincerely,

Caryn Galeckas  
Administrative Assistant, CEM

# Agony Route Map



# Plumas County Department of Information Technology



David M. Preston  
Information Systems Manager

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

DATE: March 6, 2018  
TO: Honorable Board of Supervisors  
FROM: Dave Preston, Information Systems Manager  
SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF MARCH 6, 2018 RE:  
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Approval of payment for software maintenance/support as specified below.

## **Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask the Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Strategy 7	IBM Genero Software Support	\$ 10,800.00
CDW	Ironport Email Security Software Support	\$ 3,846.38

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



# 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

1D

**Date:** February 8, 2018

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Consent Item for March 6, 2018

**Item Description/Recommendation:** Approve and direct the Chair to sign the following service agreements related to the Ryan White Part B & PART C Programs for Fiscal Year 2018-2019:

Lassen County Public Health	PARTB1819LCPH	\$10,889.00
Lassen County Public Health	PARTC1819LCPH	\$11,260.00
Siskiyou County HIV/AIDS Foundation	PARTC1819SCAF	\$10,900.00

**History/Background:** As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the Ryan White Programs.

Ryan White Part B funds provide for the planning, development and delivery of comprehensive outpatient and support services for people with HIV/AIDS and their families within the five (5) county regions of Modoc, Lassen Plumas Siskiyou, and Sierra counties. The program is designed to provide direct medical and psychosocial care, support services such as food, housing and utilities, and case management services. The goal of the program is to prolong the health and productivity of those living with AIDS and reduce or avoid future HIV/AIDS health care costs.

Ryan White Part C funds provide for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services. The program maintains four HIV clinic sites within the five county regions to provide these services. Services available to clients include primary medical care, HIV specialty care, laboratory services, medications, dental care, nutrition counseling, psychosocial counseling, health education and risk reduction counseling, medication adherence counseling and nutritional supplements.

**Fiscal Impact:** There is no financial impact on the County General fund. The Ryan White PART B subcontracts are fully funded through the California Department of Public Health (CDPH). The Ryan White PART C subcontracts are fully funded through the Health Resources and Service Administration (HRSA). The funding is included in the approved County Budgets as follows: Budget Units 70559 (HRSA) and 70560 (PH) line item 521900 (Professional Services).

These subcontracts have 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 any questions, or need additional information. Thank you.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

IE

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

(530) 283-6350

Fax: (530) 283-6368

Toll Free: (800) 242-3338

ELLIOTT SMART  
DIRECTOR

DATE: FEBRUARY 23, 2018

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR,  
DEPARTMENT OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, which appears to be "ES".

SUBJ: BOARD AGENDA ITEM FOR MARCH 6, 2018, CONSENT AGENDA

RE: APPROVE AND AUTHORIZE THE DIRECTOR OF THE DEPARTMENT OF  
SOCIAL SERVICES AND THE ACTING PUBLIC HEALTH DIRECTOR TO  
EXECUTE AN AGREEMENT THAT PROVIDES FOR PUBLIC HEALTH  
NURSING SERVICES IN THE CHILD PROTECTIVE SERVICES PROGRAMS

## It is Recommended that the Board of Supervisors

1. Approve and authorize the Director of the Department of Social Services and the Acting Public Health Director to execute and agreement for the provision of public health nursing services in the Department of Social Services Child Welfare Services programs.
2. Authorize the Department of Social Services and the Public Health Agency to execute extensions of the agreement annually provided that the Department of Social Services budgets funds for these purposes.

## Background and Discussion

In September, 1997, the Plumas County Department of Social Services received approval from the State Department of Social Services to initiate an innovative program within the Child Welfare system. The approval provided at that time authorized the Department to include within the Child Welfare staffing structure, a Public Health Nurse and to pay for that addition to the staffing complement utilizing state and federal funds dedicated to Child Protective Services (CPS) programs.

Shortly after receiving this approval, the Department of Social Services executed an agreement with the Public Health Agency to provide a Public Health Nurse within the CPS staffing structure. An MOU with the Public Health Agency was necessary because the nursing position must be supervised by a health professional, i.e. a Supervising Public Health Nurse or similar position.

In February 2004, the Board received a recommendation for changes in the agreement and the scope of work. Additionally, the Board authorized the Departments to execute continuing 12-month extensions of the agreement without further Board approval subject to the availability of funds for this purpose.

The agreement has remained in place since then, unchanged. Recently, with the transition of the leadership in the Public Health Agency, the agreement was reviewed to determine whether it still fully reflects the scope of work and other terms pertinent to the relationship between the Departments. Several non-substantive changes have been made to more accurately reflect current services provided. With those changes in place, the agreement is submitted to the Board with a recommendation for approval and a recommendation that the Board authorize annual extensions without further Board approval subject to the availability of funds for this purpose.

### **Financial Impact**

The maximum compensation available for the current period is \$118,250. As is described above, funding for this enhancement to CPS comes from federal, state and County 2011 Protective Services Realignment sources. There is no impact to the County General Fund.

### **Other Agency Involvement**

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

Copies:      DSS Management  
                  Andrew Woodruff, Acting Public Health Director

Enclosure

### Discussion Paper:

#### Briefing on the Alliance for Workforce Development, Inc. operations in Plumas County

**1. Purpose:** It is with pleasure that I take this opportunity to update you on the activities at the Plumas County Employment Center, your local America's Job Center of California (AJCC). Our mission is to serve as a common point of access for job seekers, employers and community members for the purpose of education, training, employment, referral and other supportive services. AFWD delivers federal and state Workforce Innovation and Opportunity Act (WIOA) programs for Adults, Dislocated Workers and Youth of Plumas County.

**2. Discussion:** AFWD is one of four service providers for the Northern Rural Training and Employment Consortium (NoRTEC) providing various workforce development programs in six of NoRTEC's 11 counties, Butte, Lassen, Modoc, Nevada, Plumas and Sierra counties. Supervisor Thrall represents Plumas County on the NoRTEC Governing Board. AFWD's purpose is to create an atmosphere for both the job seeker and the employer – A place where they can succeed in all endeavors by using the services available to them. We continue to put an emphasis on our "business first" philosophy, as embraced by NoRTEC and also by the new legislation, which increases the focus on business outreach and requiring that businesses be in the forefront of our service delivery models.

As we advance with the WIOA programs, we have strengthened our collaborative partnerships within the workforce system for the job seekers and employer needs alike. The AFWD team continues to grow and support these endeavors with our partners with continued outreach and participation as the circle of resources in Plumas County expands.

Staff continue to work with job seekers and local businesses to ensure that employers find the most qualified individuals for the job and our job seeking customers obtain sustainable work. All efforts are tied to enhancing the workforce development, economic vitality, and a *stable and prosperous business community* throughout Plumas County.

- Plumas County's unemployment rate for December of 2017 stood at 8.8%, while the state's unemployment rate is at 4.2%. This is close to two percent lower than this time last year, when Plumas County's unemployment rate stood at 10.6%.
- Customers July 1, 2017– December 31, 2017: A total of 1,649 visits took place by individuals utilizing the many services available through the Plumas Business and Career Network.

- Business Services: We provided 72 businesses with a range of services including, business retention, expansion, recruitment, job postings, labor market information, human resource support, layoff assistance and access to interviewing and meeting space. A total of 389 services were provided to these businesses, indicating that multiple contacts/services are being provided to these employers. This demonstrates that AFWD is succeeding in what WIOA envisioned, which is the development of long-term relationships with our local employers in order to better understand their needs.

### **3. Program Highlights:**

Medical Leadership Training: “Leading in a Healthcare Environment” consisted of a four session course sponsored and brought to Plumas County by the Northern Rural Training and Employment Consortium, (NoRTEC) and AFWD. This course was developed by the Health Workforce Initiative, a program of the Workforce and Economic Development Division of the California Community College Chancellor’s office. The training was conducted by instructors from Butte College’s The Training Place. Participants from four Healthcare entities committed 45 staff members to attend the training which focused on four areas of leadership: “Communicating for Leadership Success”, “Coaching for Peak Performance”, “Your Leadership Journey”, and “Maximizing Team Performance”.

Employer Based Training: AFWD worked with numerous employers throughout the county to provide employer based training to individuals who lacked all of the necessary skills for their new jobs. The On the Job Training (OJT) program reimburses employers a percentage of an individual’s wages to assist with the additional costs associated with the extra training. A total of 2 clients were placed in OJTs that totaled \$7,875.00 of funds that were paid out for employer reimbursements.

Classroom Training: Many of our clients require additional training and or certifications in a specific field in order to obtain full-time employment. To date, AFWD enrolled 11 clients into some form of classroom training for certification. Currently the total amount funded for classroom training leading to a certification this year is \$7,152.50.

Temporary Job Creation/Storm 2017: In early 2017, the president signed an emergency disaster declaration for the State of California as a result of the ongoing storms and floods. With this declaration, federal funding was made available to assist with clean-up efforts in counties that were designated disaster areas. Plumas County was one of the counties included. With these funds, temporary jobs were created for long-term unemployed job seekers to assist public and non-profit organizations with their clean-up projects related to the winter storms of 2017. AFWD has provided approximately \$154,060.00 in salaries to workers placed in Plumas County.

Plumas County Community Corrections Partnership, (CCP): AFWD staff provides weekly life skills and job development workshops within the Plumas County Detention facility. Participants are provided with information on local resources available to assist with education, training, job search, behavioral health, etc. A total of 30 individuals have participated in these workshops.

Conclusion: AFWD is pleased to continue offering Workforce Development services in Plumas County and providing valuable services to both businesses and job seekers. All of our efforts are geared towards creating a solid workforce, economic vitality and a stable and prosperous business community throughout Plumas County. If you have any questions, please feel free to contact me at (530) 283-1606.

For more information about AFWD activities, please visit our website, [www.afwd.org](http://www.afwd.org) and click on CC Reports. Here you will find quarterly reports for each of AFWD's county operations.

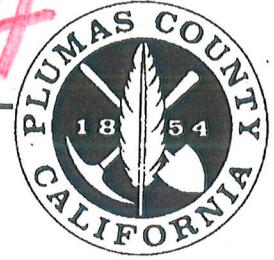
Thank you for your time.

Valerie Bourque  
Business Service Representative

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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

Robert A. Perreault Jr., Director John Mannle, P.E., Asst Director Joe Blackwell, Deputy Director



## AGENDA REQUEST

for the March 6, 2018 Meeting of the Plumas County Board of Supervisors

Date: February 26, 2018

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Public Hearing for the Consideration and Adoption of a Resolution amending the Master Fee Schedule to establish new, and revise existing, Public Works Department fees for development applications, encroachment permits, transportation permits and disposal fees. Discussion and possible action.

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

### Background:

The Department of Public Works is proposing a new fee category related to Consultation Services. Similar to the fee charged by the Environmental Health Department, “**Consultation – Initial**,” is a no-fee service in which an applicant may request an initial consultation to meet with appropriate Public Works staff to identify various requirements, procedures, necessary permits, etc., associated with their proposed project. The initial consultation shall not be longer than one (1) hour. “**Consultation – on-going**,” is for consultations longer than one (1) hour. Applicants that request to engage in on-going consultations with Public Works staff will be required to submit an “Escrow Deposit” of \$1,000. Public Works staff will charge their time spent on providing consultation services against this deposit. Any unused funds will be returned to the applicant. If additional funds are needed, the applicant will be required to supplement the deposit as appropriate. Consultation – on-going is not mandatory and will be scheduled only at the request of an applicant.

Additionally, the Department of Public Works is proposing a new fee for the disposal of commercial green waste at the Chester Land Fill. This fee is for disposal that occurs outside of normal green waste receiving hours, by appointment only. The commercial green waste receiving fee is independent of the fee based on the volume of green waste received. This **Commercial Green Waste Disposal Fee** covers costs of Public Works staff associated with the oversight of commercial green waste disposal at the Chester Land Fill.

A new fee is also proposed for the **Disposal of Inert Material** at the Quincy Maintenance Yard and the Chester Land Fill.

Other existing fees have been adjusted to reflect increases in hourly rates and adjustments to estimates in processing time of various applications.

The attached Resolution sets forth the recommended fees for performing these services. Exhibit 1 is a list of all of the various application fees with a description of the issues subject to review by the Public Works Department. Exhibit 2 lists the proposed development review, encroachment, transportation and disposal fees and indicates the previous fee amount. Exhibit 3 is the backup material which details the methodology for establishment of the fees.

Deputy County Counsel has reviewed and approved the fee methodology and the Resolution as to form.

Notice of the public hearing pertaining to amendment of the Plumas County Master Fee Schedule has been satisfied with the publication of a Notice of Public Hearing (copy attached) in the February 21, 2018 editions of the *Chester Progressive, Indian Valley Record, Feather River Bulletin* and the *Portola Reporter*.

The subject of this Agenda Request pertains only to fees associated with the Road Division and Solid Waste Division of the Department of Public Works. At a later date, fees associated with the Engineering Department will be submitted to the Board of Supervisors for consideration.

**RECOMMENDATION:**

The Director of Public Works respectfully requests that the Board of Supervisors adopt the attached Resolution, amending the Master Fee Schedule to establish new, and revise existing, Public Works Department fees for development applications, encroachment permits, transportation permits and disposal fees.

Attachments: Resolution Amending Master Fee Schedule  
Exhibit 1 - Description of proposed fees  
Exhibit 2 - Comparison of new fees to previous fees  
Exhibit 3 – Fee calculation methodology  
Notice of Public Hearing

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

**RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO  
ESTABLISH NEW, AND AMEND EXISTING, PUBLIC WORKS DEPARTMENT FEES  
FOR DEVELOPMENT APPLICATIONS, ENCROACHMENT PERMITS,  
TRANSPORTATION PERMITS AND DISPOSAL FEES.**

**WHEREAS**, the Board of Supervisors of the County of Plumas, State of California, has previously adopted a Master Fee Schedule establishing service fees for county departments, and

**WHEREAS**, the Master Fee Schedule needs further revision to establish new and amend existing Public Works Department fees associated with development applications, Encroachment Permits, Transportation Permits, and Disposal Fees.

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

1. The Master Fee Schedule adopted by Resolution 16-8122 on January 12, 2016 is hereby amended as referenced by Exhibit A.
2. The fees set forth in Exhibit A shall take effect 60 days from the date of adoption of this resolution as provided in Section 66017 of the Government Code of the State of California.
3. Existing fees not included in this Resolution or amended thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, resolution, ordinance, or State Law.

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 the Board held on the 6th day of March, 2018, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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Chairperson, Board of Supervisors

Attest:

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Clerk of the Board of Supervisors

## Exhibit A

### Department of Public Works Development Application Review Fees

Application	Proposed Total Fee
Campground Permit	\$186.31
Consultation - On-going <sup>4</sup>	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Development Agreement	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Development Agreement Amendment	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
EIR Review	\$236.01
Hydro-Electric Project	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Modification of a Recorded Map	\$186.31
Modification of Development Standards	\$354.88
Negative Declaration Review	\$168.58
Permit to Mine/Reclamation Plan	\$354.88
Planned Development Permit	\$354.88
Reversion to Acreage	\$118.88
Site Development Permit	\$186.31
Special Use Permit	\$118.88
Tentative Map	\$422.31
Tentative Map per lot fee	\$16.86
Reconsideration of Approved Application	1/2 Current Fee
Technical Report Review <sup>1</sup>	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>

**Notes:**

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

4- For consultation services longer than 1-hour

## Department of Public Works Encroachment Permit Fees

Application	Proposed Total Fee
Residential Driveway Encroachment	\$104.68
Commercial Driveway Encroachment	\$133.29
Utility Repair (Minor) <sup>1</sup>	\$95.82
Major Utility Project <sup>2,3</sup>	\$500.00 Deposit billed at \$57.22/hour <sup>4</sup>
Special Event	\$0.00
Tree Removal Permit	\$104.68
Permit Administrator Inspection	\$57.22/hour + Vehicle Rate of \$17.73/hour
Engineer Inspection	\$63.16/hour + Vehicle Rate of \$17.73/hour

### Notes:

1- Performed by special district in-house crew

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

\* - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

## **Department of Public Works Transportation Application Fees**

<b>Application</b>	<b>Proposed Total Fee</b>
Single Trip Transportation Permit	\$18.24
Blanket Transportation Permit	\$9.12
Site Inspection	\$58.51/hour <sup>2</sup>
Site Inspection Vehicle Rate	\$17.73/hour

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.

2 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

## **Public Works Department Disposal Fees**

<b>Application</b>	<b>Proposed Fee</b>
Commercial Green Waste Disposal - Chester Land Fill	\$66.00
Inert Disposal Fee - Chester	\$66.00
Inert Disposal Fee - Quincy	\$33.00

# Department of Public Works

## Fee Description

The following listing is a description of various fees that pertain to applications requiring review and comment, and/or approval by the Department of Public Works.

- **Consultation – Initial** - An applicant may request an initial consultation to meet with appropriate Department staff to identify various requirements, procedures, necessary permits, etc., associated with a proposed project.
- **Consultation Ongoing – (Continuation of Initial Consultation)** Consultation regarding proposed or anticipated development activity or information acquisition, including, but not limited to, site development, drainage plan design, grading, and roadway and traffic circulation impacts.
- **Campground Permit Application Review Fee**– Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Amendment Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **EIR Review Fee** - Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Public Works Hourly Rate** – Average Public Works Department hourly rate. Actual cost is based on the cost of the employee performing the service.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of a Recorded Map Application Review Fee** – Review and comment on application related to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of Development Standards Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Negative Declaration Review Fee**- Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.

- **Permit to Mine/Reclamation Plan** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Planned Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reversion to Acreage Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Site Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Special Use Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Tentative Map & Per Lot Review Fee**-Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reconsideration of Approved Application Review Fee**– Focused review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Technical Report Review Fee**- Review and comment on Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

#### **Encroachment Permit Review and Issuance**

- **Residential Driveway** - Review and processing of a permit that covers the construction of a new or the replacement of an old single family driveway connection to a publicly maintained roadway.
- **Commercial Driveway** - Review and processing of a permit that covers the construction of a commercial driveway or road connection to a publicly maintained roadway.
- **Utility Repair** - Review and processing of a permit that covers underground excavation for private utility connections to main service lines that are not constructed by the Utility Company.
- **Large Utility Project** - Review and processing of a permit that covers the construction of large utility project which impact multiple roadways.
- **Special Event** - Review and processing of a permit that allows the use of the Public Right-of-Way for parades, races, or other similar events.
- **Tree Removal** - Review and processing of a permit that allows tree removal .

### Transportation Permit Review

- **Single Trip Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over County roadways.
- **Annual Blanket Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over certain pre-determined County roadways.
- **Site Inspection** – Inspection oversight associated with crossing of weight restricted infrastructure

### Disposal Fees

- **Commercial Green Waste Disposal Fee (Chester Land Fill)** – Commercial businesses may schedule disposal of green waste at the Chester Land Fill outside of normal green waste receiving hours. This fee covers staff time associated with the oversight of green waste disposal at the Chester Land Fill.
- **Inert Material Disposal** – This fee covers staff time associated with the oversight of inert material disposal.

**Department of Public Works**  
**Development Review Fees**

<u>Development Review Applications</u>	<u>Existing Fee</u>	<u>2018 Proposed Fee</u>
Campground Permit	\$156	\$186
Consultation - Initial	N/A	\$0
Consultation - On-going	N/A	\$1000.00 Deposit billed at \$67.43/hour*
Development Agreement	\$1000.00 Deposit billed at \$68.32/hour*	\$1000.00 Deposit billed at \$67.43/hour*
Development Agreement Amendment	\$1000.00 Deposit billed at \$68.32/hour*	\$1000.00 Deposit billed at \$67.43/hour*
EIR Review	\$204	\$236
Hydro-Electric Project	\$1000.00 Deposit billed at \$68.32/hour*	\$1000.00 Deposit billed at \$67.43/hour*
Modification of a Recorded Map	\$156.00	\$186.00
Modification of Development Standards	\$292.00	\$354.00
Negative Declaration Review	\$136.00	\$168.00
Permit to Mine/Reclamation Plan	\$292.00	\$354.00
Planned Development Permit	\$292.00	\$354.00
Project Consultation	\$1000.00 Deposit billed at \$68.32/hour*	\$1000.00 Deposit billed at \$73.95/hour*
Reversion to Acreage	\$87.00	\$118.00
Site Development Permit	\$156.00	\$186.00
Special Use Permit	\$87.00	\$118.00
Tentative Map	\$292.00	\$422.00
Tentative Map per lot fee	\$17.00	\$16.86
Reconsideration of Approved Application	1/2 Current Fee	1/2 Current Fee
Technical Report Review	\$1000.00 Deposit billed at \$68.32/hour*	\$1000.00 Deposit billed at \$73.95/hour*

\* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

**Department of Public Works**  
**Encroachment, Transportation and Disposal Fees**

<u>Encroachment Permit Fees</u>	<u>Existing Fee</u>	<u>2018 Proposed</u>
Residential Driveway Encroachment	\$98.00	\$104.00
Commercial Driveway Encroachment	\$125.00	\$133.00
Utility Repair (Minor)	\$88.00	\$95.00
Major Utility Project	\$500.00 Deposit billed at \$52.70/hour*	\$500.00 Deposit billed at \$57.22/hour*
Special Events	\$0.00	\$0.00
Tree Removal Permit	\$98.00	\$104.00
Permit Administrator Inspection	\$52.70/hr.	\$57.22/hour + Vehicle Rate of \$17.73/hour
Engineer Inspection	\$68.32/hr.	\$63.16/hour + Vehicle Rate of \$17.73/hour

<u>Transportation Permit Fees</u>	<u>Existing Fee</u>	<u>2018 Proposed</u>
Single Trip Transportation Permit	\$21.00	\$18.00
Blanket Transportation Permit	\$54.00	\$9.00
Site Inspection	\$52.70/hr.	\$58.51/hr.
Site Inspection - Vehicle Rate	0	\$17.73/hr.

\* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

<u>Public Works Disposal Fees</u>	<u>Existing Fee</u>	<u>2018 Proposed</u>
Commercial Green Waste Disposal - Chester Land Fill	N/A	\$66.00
Inert Disposal Fee - Chester	N/A	\$66.00
Inert Disposal Fee - Quincy	N/A	\$33.00

**Exhibit 3**  
**Fee Calculation Methodology**  
**Backup Material**

The following fee calculation methodology utilizes the State of California Accounting Standards and Procedures for Counties Road Fund Cost Accounting Procedures to establish the Road Department's labor, equipment and overhead rates.

The Department files include copies of the Indirect Cost Rate Plans for fiscal years: 2011/12 through 2016/17. These plans are available for viewing by the public during regular office hours of the Department of Public Works, 1834 E. Main Street, Quincy, CA; telephone: (530) 283-6268

# Calculation Backup Sheet for Estimated Public Works/Road Local Development Application Review Fees

<u>Application</u>	Hours Spent on Service	Works/Road Hourly Rate <sup>3</sup>	Staff Fee Total	Vehicle Cost per Hour	Proposed Total Fee
Campground Permit	2.5	\$67.43	\$168.58	\$17.73	\$186.31
Consultation - On-going <sup>4</sup>	Variable	\$67.43	Variable	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Development Agreement	Variable	\$67.43	Variable	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Development Agreement Amendment	Variable	\$67.43	Variable	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
EIR Review	3.5	\$67.43	\$236.01	N/A	\$236.01
Hydro-Electric Project	Variable	\$67.43	Variable	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Modification of a Recorded Map	2.5	\$67.43	\$168.58	\$17.73	\$186.31
Modification of Development Standards	5	\$67.43	\$337.15	\$17.73	\$354.88
Negative Declaration Review	2.5	\$67.43	\$168.58	N/A	\$168.58
Permit to Mine/Reclamation Plan	5	\$67.43	\$337.15	\$17.73	\$354.88
Planned Development Permit	5	\$67.43	\$337.15	\$17.73	\$354.88
Reversion to Acreage	1.5	\$67.43	\$101.15	\$17.73	\$118.88
Site Development Permit	2.5	\$67.43	\$168.58	\$17.73	\$186.31
Special Use Permit	1.5	\$67.43	\$101.15	\$17.73	\$118.88
Tentative Map	6	\$67.43	\$404.58	\$17.73	\$422.31
Tentative Map per lot fee	0.25	\$67.43	\$16.86	N/A	\$16.86
Reconsideration of Approved Application	1/2 Current Fee	Variable	\$67.43	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>
Technical Report Review <sup>1</sup>	Variable	Variable	Variable	N/A	\$1000.00 Deposit billed at \$67.43/hour <sup>2</sup>

## Notes:

- 1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

- 2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposited in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

- 3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

- 4- For consultation services longer than 1-hour

**Calculation Backup Sheet for  
Public Works/Road Transportation Review Application Fees**

<u>Application</u>	<u>Hours Spent on Service</u>	<u>Administrator Hourly Rate<sup>1</sup></u>	<u>Permit Administrator Hourly Rate<sup>1</sup></u>	<u>Proposed Total Fee</u>
Single Trip Transportation Permit	0.5	\$36.47	\$36.47	\$18.24
Blanket Transportation Permit	0.25	\$36.47	\$36.47	\$9.12
Site Inspection	1	\$58.51	\$58.51/hour <sup>2</sup>	
Site Inspection Vehicle Rate	1	\$17.73	\$17.73/hour	

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.

2 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

# Calculation Backup Sheet for Public Works Disposal Fees

Application	Staff Hours to perform service	Maintenance Hourly Rate	Crew Supervisor Sub-total	Vehicle Hours	Vehicle Cost per Hour	Cost Sub-total	Calculated Fee	Proposed Fee
Commercial Green Waste Disposal - Chester Land Fill	1	\$57.22	\$57.22	0.5	\$17.73	\$8.87	\$66.09	\$ 66.00
Inert Disposal Fee - Chester	1	\$57.22	\$57.22	0.5	\$17.73	\$8.87	\$66.09	\$ 66.00
Inert Disposal Fee - Quincy	0.5	\$57.22	\$28.61	0.25	\$17.73	\$4.43	\$33.04	\$ 33.00



# 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

4B1

**Date:** January 30, 2018  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Item:** Consent Item for March 6, 2018

**Recommendation:** It is recommended that the Board of Supervisors accept funding in the amount of \$79,548.00 from Aegis Treatment Centers, LLC to support ongoing efforts of the Northern Sierra Opioid Safety Coalition; and approve the attached Supplemental Budget of unanticipated revenues in the amount of \$30,500 for Fiscal Year 2017/2018.

**History and Discussion:** Plumas County Public Health Agency has been awarded the amount of \$79,548.00 from Aegis Treatment Centers, LLC. Funds received will be used to provide additional support for the ongoing efforts of the Northern Sierra Opioid Safety Coalition. Services will include funding for a VISTA Volunteer; provide an Administrative Assistant which will oversee the coalition efforts in Lassen and Modoc Counties, additional Naloxone, Naloxone distribution, media, safe disposal of controlled substances and travel for meetings and to attend the Harm Reduction Conference in New Orleans in October.

The Board action today will accept funding in the amount of \$79,548.00 from Aegis Treatment Centers, LLC to support ongoing efforts of the Northern Sierra Opioid Safety Coalition.

The Supplemental Budget with line item detail was approved by the Auditor/Controller a copy of which is attached or your review.

Please contact me should you have any questions. Thank you.

C:\Documents and Settings\rpenn\My Documents\BOS\AEGIS Funding.doc

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: **Public Health**      Dept. No. 70560      Date **2/7/2018**

The Reason for this request is (check one):

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

**Approval Required**

Board  
Board  
Board  
Auditor  
Auditor

**TRANSFER FROM OR**

**SUPPLEMENTAL REVENUE ACCOUNTS**

UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	45143	Misc Health Contracts	\$ 30,500.00
			Total (must equal transfer total)	\$ 30,500.00

**TRANSFER TO OR**

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	527500	Travel	\$ 3,000.00
0015	70560	527380	Non Employee Travel	\$ 2,000.00
0015	70560	521900	Professional Services	\$ 13,500.00
0015	70560	529500	Computer	\$ 2,000.00
0015	70560	524400	Special Dept. Outreach	\$ 8,000.00
0015	70560	527550	In County Hosting	\$ 1,000.00
0015	70560	523000	Promotional	\$ 1,000.00
			Total (must equal transfer total)	\$ 30,500.00

Supplemental budget requests require Auditor/Controller's signature

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



# 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

4B2

**Date:** February 26, 2018

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Acting Director of Public Health

**Agenda:** Item for March 6, 2018

**Recommendation:** It is recommended that the Board of Supervisors :

- a. Pursuant to the provision of the County Purchasing Policy # 3-1(n) allow an exception to the competitive bid process: authorize the Acting Director of Public Health to purchase a Class B Camper Van from Quincy Auto not to exceed \$80,000 due to time constraints; and
- b. Approve a Resolution to accept Standard Agreement Amendment #15-11068 A01 from the California Department of Public Health, Office of AIDS for the Ryan White HIV Care Program; and
- c. Approve a Supplemental Budget for unanticipated revenue in the amount of \$80,000.00 into Budget Unit 70560 (Public Health) line Item 541500 (Vehicle), and
- d. Authorize the Acting Director of Public Health to sign all related contracts and any other necessary documents.

**History and Discussion:** As the Board is aware; Plumas County Public Health Agency has had a contract with the California Department of Public Health State Office of AIDS (CDPH OA) for various HIV/AIDS related services and prevention activities for many years.

The Plumas County Public Health Agency Mountain Counties HIV Care and Treatment Program have been awarded an additional \$80,000 through the State Office of AIDS to purchase a cargo van for mobile HIV testing. The purchase must be made by March 31, 2018, which is the end of the term of the grant. Due to the limited time frame, we are asking for a waiver of the competitive bid process. We have been in touch with Quincy Auto who has been able to secure the specific type of vehicle that we need with the available funding. This vehicle will be housed at Plumas County Public Health Agency, but will be used through Sierra, Plumas, Lassen, Modoc, and Siskiyou counties to reach high-risk communities for HIV and Hepatitis C testing. It will also be used in conjunction with other public health programs in each county and may include STD testing, vaccinations, Naloxone distribution, and referral to services for persons living in remote areas. The enhanced testing project is a partnership between the Mountain County HIV Care and Treatment Program and the Northern Sierra Opioid Safety Coalition. The Van specifications are attached.

This Amendment increases the funding amount by \$80,000.00, due to a revised state allocation that reflects the annual Ryan White PART B HIV Care Grant award to California. The term of the Agreement Amendment is April 1, 2016 through March 31, 2019 in the total amount of \$626,917.00.

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



The Plumas County Public Health Agency (PCPHA) is looking for one (1) new or used class B cargo camper with an Out-the-Door price of \$80,000. PCPHA is seeking a vehicle that either meets or exceeds the specifications provided below.

**Vehicle Specifications:**

- Automatic transmission
- Traction control
- Air conditioning
- Antilock brakes
- Power steering
- Power brakes
- Power windows
- Power door locks
- Cruise control
- Table with seats
- Refrigerator
- Sink
- Toilet
- Prefer exit out back as well as out the side
- Ample storage

RESOLUTION NO. 18-

A RESOLUTION TO APPROVE AND ACCEPT STANDARD AGREEMENT AMENDMENT NUMBER 15-11068 A01 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR ADDITIONAL FUNDING FOR RYAN WHITE PART B HIV CARE PROGRAM.

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

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

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

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

1. Approve Standard Agreement Amendment Number 15-11068 A01 from the California Department of Public Health, beginning April 1, 2016 through March 31, 2019 and in the amount of \$626,917.00.
2. Authorize the Acting Director of Public Health to sign the standard agreement amendment and execute subsequent documents and amendments pertaining to Standard Agreement Amendment Number 15-11068 A01.

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 6th day of March 2018, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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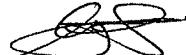
Chair, Plumas County Board of Supervisors

Attest:

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Clerk, Plumas County Board of Supervisors

Approved as to Form:



2/8/2018

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Gretchen Stuhr, Deputy County Counsel III

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health      Dept. No. 70560      Date 2/1/2018

The Reason for this request is (check one):

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

Approval Required

Board  
Board  
Board  
Auditor  
Auditor

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	44141	State Office of Aids	\$ 80,000.00
			Total (must equal transfer total)	\$ 80,000.00

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	541500	Vehicle	\$ 80,000.00
			Total (must equal transfer total)	\$ 80,000.00

Supplemental budget requests require Auditor/Controller's signature

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

# 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)

4D



**DATE:** January 26, 2018

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
March 6, 2018  
RE: APPROVE RESOLUTION TO AMEND THE JOB  
CLASSIFICATION FOR JAIL COMMANDER AND WAGE  
RANGE 3073

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

Approve Resolution to amend Jail Commander Job classification and wage range of for  
Fiscal Year 2017/2018.

### **BACKGROUND AND DISCUSSIONS**

The Under Sheriff, Dean Canalia, approached Human Resources requesting assistance with updating their Jail Commander Job classification and wage range to meet the current needs of the Sheriff department's organizational structure.

The updated job classification will provide the organizational re-alignment to include the supervision of Court Sergeant, who is responsible for supervising Court security positions assigned to provide security services located in two locations, Courthouse and County Annex locations. This position will be responsible for moving forward with the construction of the new county correctional facility that is estimated to be built in the next three years.

The obligation of the meet and confer with the Plumas County Sheriff's Employee Association has been completed and there are no issues with the re-classification for the Jail Commander.

I recommend that the Board adopt the attached Resolution for the Jail Commander job classification and wage range of 3073.

Attachments:

Exhibit A:

Jail Commander Job classification

Mark-up of current Jail Commander/Sheriff Sergeant job classification

Exhibit B:

Organizational Chart

Five Year Projected Expenses

**RESOLUTION TO AMEND FISCAL YEAR 2017-2018 JOB CLASSIFICATION PLAN  
AND POSITION ALLOCATION FOR JAIL COMMANDER JOB DESCRIPTION,  
RANGE 3073 FOR SHERIFF DEPARTMENT #70330**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Job Classification Plan covering all positions in the County service; and

**WHEREAS**, this position are necessary in the daily operational needs of the Sheriff Department #70330; 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 Jail Commander range - 3073; and

**WHEREAS**, Plumas County has met the meet and confer obligations for this position with Plumas County Sheriff's Employee Association; and

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

Approve the amendments to the Fiscal Year 2017/2018 Job Classification Plan for the following position:

<b><u>Sheriff Department #70330</u></b>	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Jail Commander/Sheriff Sergeant, range – 2857	1.00	0.00
Jail Commander, range – 3073	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 6<sup>th</sup> day of March, 2018 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

# Exhibit A

PLUMAS COUNTY

REVISED: 1/2018

## JAIL COMMANDER

### DEFINITION

Under general direction, serve as the Jail Commander with responsibility for the supervision and management of the County Correctional Facility, serves as training coordinator, to the Correctional Division; and to do related work as required. In addition to the Jail Commander duties this position is also under general direction, to provide supervision and training for an assigned shift or unit of Deputy Sheriffs assigned to Courts and related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a management and supervisory classification for the position, which has a day-to-day responsibility for the County Correctional Facility.

### REPORTS TO

Under Sheriff

### CLASSIFICATIONS SUPERVISED

Correctional Sergeant, Court Sergeant and Deputy Sheriff I and II

## JAIL COMMANDER -2

### EXAMPLES OF DUTIES

- Direct, oversees and participates in the development of the correctional division's work flow plan which includes mandatory shift and additional duty assignments.
- Ensures that inmates are properly classified and transported to pose the least threat to the public, staff, other inmates and themselves.
- Reviews and approves accelerated releases due to overcrowding.
- Reviews all incident reports, inmate grievances and use of safety cells for self-abusive inmates.
- Completes annual performance evaluation and monthly assessments of Court Sergeant and Correctional Sergeants in accordance with established standards.
- Ensures timely completion of all required evaluations for all staff.
- Over sees all disciplinary actions taken to ensure compliance with policy and equitable treatment of inmates.
- Serves as a member of qualifications appraisal and promotional boards.
- Assigns special work activities.
- Selects and trains personnel to meet specific duty assignments.
- Review work products, methods, and procedures.
- Manages the career progression, development, education and evaluation of all assigned jail and Court staff.
- Functions as primary trainer responsible for the mid-management and project coordination within the Jail Training Officer Program.
- Develops a formal, standardized training program and accompanying manual for the usage of jail training officers during the period of on-the-job training for new hires.
- Ensures that each officer meets Board of Corrections Standards and Training for Corrections mandates for required hourly annual training for all affected staff.
- Completes all required reports including STC quarterly reports, annual training plan, and annual fiscal report.
- Coordinates all logistics of mandated training including sites, per diem, reservations, rental, materials and required equipment supplies.
- Insures that all divisions' staff receive training and remain in compliance with dictates of the Federal Consent Decree as to staffing, laundry, grievance, and program schedules.
- Makes necessary changes and adaptations to program schedules and policy within the division while ensuring full compliance to mandated notification deadlines to those individuals (attorneys) appointed in the Federal Consent Decree as compliance officers.
- Take action to increase inmate programming services through grant contact with community college, local, state and federally funded agencies.
- Enhances inmate library through the selection and purchase of new reading material to meet the spiritual, educational and entertainment needs of those incarcerated.
- Participates in budget preparation and administration.
- Reviews cost estimates prepared for budget recommendations.
- Reviews justifications submitted for jail operations and make recommendations to the Under Sheriff.

**EXAMPLES OF DUTIES CONTIUED**

- Supervises the work of Court-assigned shift or unit of Deputy Sheriffs and law enforcement support staff.
- Provides training and work evaluations for assigned personnel.
- Ensures that staff assignments are conducted in accordance with departmental rules and regulations.
- Ensures proper use of Department equipment.
- Assists with calls for the protection of life and property.
- Enforcement of local and State laws.
- Supervises and assists with conducting preliminary investigations of crimes; interviews victims, complainants, and witnesses.
- Cooperates with other law enforcement agencies in the apprehension of criminals and suspects.
- May establish and maintain record and identification systems.
- May search, collect and preserve evidence from crime scenes.
- Locate suspects, makes arrests and searches for and seizes criminal evidence.
- Interrogates suspects.
- Prepares evidence and reports of investigations and arrests.
- Conducts research and assists with drafting departmental policies and procedures.
- May coordinate and oversee Deputy Coroner functions; may investigate deaths and prepare follow-up reports.
- May be responsible for special enforcement programs such as Special Weapons and Tactics.
- Performs the full scope of professional law enforcement work as needed.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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 office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- California Code of Regulations Title 15.
- Procedures, methods, and techniques in jail operations and law enforcement records and reports.
- Procedures and methods and techniques in Court.
- First aide principles and practices.
- Principles and procedures of record keeping and reporting.
- Department general orders, policy and ethics, County Personnel Rules and the department's current Memorandum of Understanding (MOU), along with all other pertinent Federal, State, and local laws, codes and regulations.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department-authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

**Ability to**

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.

JAIL COMMANDER -5

**Ability to - continued**

- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under unusual and critical conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

**Training and Experience:**

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Plumas County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

**Special Requirements:**

Must complete California Peace Officer Standards and Training Commissions (P.O.S.T.) course within eight (8) months of appointment.

Possession of a Basic and Intermediate Post Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T.).

Must complete P.O.S.T. Management Course for Law Enforcement with eighteen months after appointment.

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

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

REVISED: 1/2018

### **JAIL COMMANDER**

#### **DEFINITION**

Under general direction, serve as the Jail Commander with responsibility for the supervision and management of the County Correctional Facility, serves as training coordinator, to the Correctional Division; and to do related work as required. In addition to the Jail Commander duties this position is also under general direction, to provide supervision and training for an assigned shift or unit of Deputy Sheriffs assigned to Courts, and related work as required.

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#### **DISTINGUISHING CHARACTERISTICS**

This is a management and supervisory classification for the position, which has a day-to-day responsibility for the County Correctional Facility.

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**Deleted:** ; and is the first supervisory level in the professional law enforcement class series.

#### **REPORTS TO**

Under Sheriff.

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#### **CLASSIFICATIONS SUPERVISED**

Correctional Sergeant, Court Sergeant and Deputy Sheriff I and II

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## EXAMPLES OF DUTIES

- Direct, oversees and participates in the development of the correctional division's work flow plan which includes mandatory shift and additional duty assignments.
- Ensures that inmates are properly classified and transported to pose the least threat to the public, staff, other inmates and themselves.
- Reviews and approves accelerated releases due to overcrowding.
- Reviews all incident reports, inmate grievances and use of safety cells for self-abusive inmates.
- Completes annual performance evaluation and monthly assessments of Court Sergeant and Correctional Sergeants in accordance with established standards.
- Ensures timely completion of all required evaluations for all staff.
- Over sees all disciplinary actions taken to ensure compliance with policy and equitable treatment of inmates.
- Serves as a member of qualifications appraisal and promotional boards.
- Assigns special work activities.
- Selects and trains personnel to meet specific duty assignments.
- Review work products, methods, and procedures.
- Manages the career progression, development, education and evaluation of all assigned jail and Court staff.
- Functions as primary trainer responsible for the mid-management and project coordination within the Jail Training Officer Program.
- Develops a formal, standardized training program and accompanying manual for the usage of jail training officers during the period of on-the-job training for new hires.
- Ensures that each officer meets Board of Corrections Standards and Training for Corrections mandates for required hourly annual training for all affected staff.
- Completes all required reports including STC quarterly reports, annual training plan, and annual fiscal report.
- Coordinates all logistics of mandated training including sites, per diem, reservations, rental, materials and required equipment supplies.
- Insures that all divisions' staff receive training and remain in compliance with dictates of the Federal Consent Decree as to staffing, laundry, grievance, and program schedules.
- Makes necessary changes and adaptations to program schedules and policy within the division while ensuring full compliance to mandated notification deadlines to those individuals (attorneys) appointed in the Federal Consent Decree as compliance officers.
- division while insuring full compliance to mandated notification deadlines to those

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treatment of inmates.

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- individuals (attorneys) appointed in the Federal Consent Decree as compliance officers.

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#### EXAMPLES OF DUTIES CONTINUED

- Take action to increase inmate programming services through grant contact with community college, local, state and federally funded agencies.
- Enhances inmate library through the selection and purchase of new reading material to meet the spiritual, educational and entertainment needs of those incarcerated.
- Participates in budget preparation and administration.
- Reviews cost estimates prepared for budget recommendations.
- Reviews justifications submitted for jail operations and make recommendations to the Under Sheriff.
- Supervises the work of Court-assigned shift or unit of Deputy Sheriffs and law enforcement support staff.
- Provides training and work evaluations for assigned personnel.
- Ensures that staff assignments are conducted in accordance with departmental rules and regulations.
- Ensures proper use of Department equipment.
- Assists with calls for the protection of life and property.
- Enforcement of local and State laws.
- Supervises and assists with conducting preliminary investigations of crimes; interviews victims, complainants, and witnesses.
- Cooperates with other law enforcement agencies in the apprehension of criminals and suspects.
- May establish and maintain record and identification systems.
- May search, collect and preserve evidence from crime scenes.
- Locate suspects, makes arrests and searches for and seizes criminal evidence.
- Interrogates suspects.
- Prepares evidence and reports of investigations and arrests.

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#### Example of Duties as Sheriff Sergeant

- Conducts research and assists with drafting departmental policies and procedures.
- May coordinate and oversee Deputy Coroner functions; may investigate deaths and prepare follow-up reports.
- May be responsible for special enforcement programs such as Special Weapons and Tactics.
- Performs the full scope of professional law enforcement work as needed.

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#### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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 office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

- California Code of Regulations Title 15.
- Procedures, methods, and techniques in jail operations and law enforcement records and reports.
- Procedures and methods and techniques in Court.
- First aide principles and practices.
- Principles and procedures of record keeping and reporting.
- Department general orders, policy and ethics, County Personnel Rules and the department's current Memorandum of Understanding (MOU), along with all other pertinent Federal, State, and local laws, codes and regulations.
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- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

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#### Knowledge of continued:

- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department-authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

#### Ability to

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under unusual and critical conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.

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- Establish and maintain cooperative relationship with those contacted during the course of work.
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**Training and Experience:**

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Plumas County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

**Special Requirements:**

Must complete California Peace Officer Standards and Training Commissions (P.O.S.T.) course within eight (8) months of appointment.

Possession of a Basic and Intermediate Post Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T.)

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Possession of First Aid and CPR certificates.

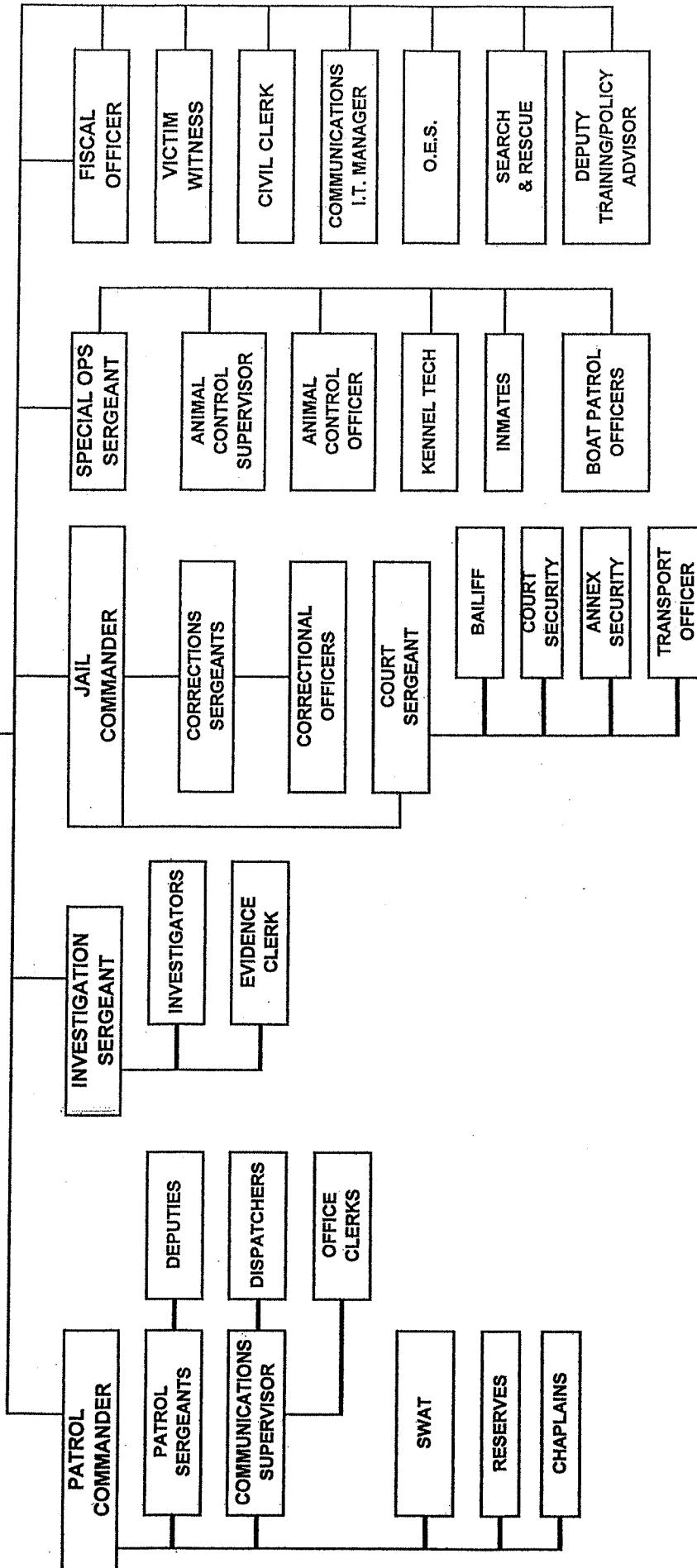
Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

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.

# **SHERIFF**

## **UNDERSHERIFF**

# **Exhibit B**



## Jail Commander

1

Jail Commander/Sheriff Sergeant - 2857  
Jail Commander wage - 3073

Prepared 02/02/2018

# **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)

4E



**DATE:** February 28, 2018

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
March 6, 2018

**RE: APPROVE RESOLUTION TO AMEND FISCAL YEAR  
2017/2018 JOB CLASSIFICATION FOR DIRECTOR OF  
FACILITY SERVICES #20120**

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

Approve Resolution to amend Director of Facility Services Job Classification for Fiscal Year 2017/2018.

## **BACKGROUND AND DISCUSSIONS**

The current Director of Facility Services has given notice to the Board of Supervisors to terminate his employment agreement with the County. After reviewing the current job description for the position of Director of Facility Services, it is found to be outdated and needed to be updated. The Director of Facility Services is a flat monthly wage of \$6,832.

I am recommending the Board approve the attached draft job description for Director of Facility Services job classification and to use for the current recruitment.

Thank you for considering this matter.

Attachment:

### Exhibit A:

- Draft job description for Director of Facility Services
- Current job description

RESOLUTION NO. 2018- \_\_\_\_\_

**RESOLUTION TO AMEND FISCAL YEAR 2017-2018 JOB CLASSIFICATION FOR  
DIRECTOR OF FACILITY SERVICES #20120**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Job Classification Plan covering all positions in the County service; and

**WHEREAS**, this position is necessary in the daily operational needs of the Director of Facility Services #20120; 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 Director of Facility Services -- flat monthly 6,832 Fund #20120; and

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

Approve the amendment to the Fiscal Year 2017/2018 Job Classification Plan for the following position:

**Facility Services Department #20120, #20891, #20756**  
**Director of Facility Services**

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 6<sup>th</sup> day of March, 2018 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

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Clerk, Board of Supervisors

# Exhibit A

**DIRECTOR OF FACILITY SERVICES****DEFINITION**

Under administrative direction, plan, organize, direct and manage the County's building and grounds maintenance functions for County facilities and Airports; plan, organize and direct the activities of facility services; to provide professional and technical staff assistance as it pertains to facilities planning; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a department director position with responsibility for policy development; capital improvement programs planning, oversees and directs the functions and activities of the Plumas County Facility Services department; Airports maintenance and management of three (3) General Aviation Airports including logistic and fuel support for USFS Air Attack Base and Rogers Field Airport. This position has the responsibility for directing, coordinating, training and supervising the work of department staff from ground maintenance and snow removal to advanced building controls, mechanical equipment maintenance, installation, new construction and asset management. The Director is responsible for preparing and administering the department's budget and is responsibility for the upkeep and maintenance for 25 or more County facilities located throughout Plumas County.

**REPORTS TO**

Board of Supervisors through the County Administrative Officer.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Building & Grounds Maintenance Supervisor I/II, Department Fiscal Officer, Building & Grounds Maintenance Technician, Building & Grounds Maintenance Worker I/II and Airport Managers.

## **DIRECTOR OF FACILITY SERVICES - 2**

### **EXAMPLES OF DUTIES**

- Responsible for three (3) General Aviation Airports maintenance and management, inspects and determines necessary work for optimal maintenance.
- Manages the County Airports including lease management and fuel delivery systems, including ordering and quality control of aviation fuel and fuel inventory.
- Responsible for maintenance and repairs, including painting and roof repairs of County facilities comprised of Courthouse and Annex offices, libraries, correctional facility, Sheriff's Office, three (3) County parks, parking lots, sidewalks, four ball fields, one campground, four (4) memorial/town halls, and determines work needed to maintain facilities.
- Formulates systematic programs for preventive maintenance.
- Determines the need for contract projects following County policies and procedures for Request for Proposal (RFP) and contracts negotiations.
- Determines equipment and materials needed for Facility Service operations.
- Develops and maintains department inventories of equipment and supplies.
- May organizes and assists with moves and relocations of County offices.
- Ensures that work completed by assigned staff, conforms to established work standards.
- Hires, supervises, evaluate employee performance in accordance with County Personnel Rules, EEO, and State and federal labor laws.
- Identifies and coordinates appropriate training for department staff according to Personnel policies and other applicable labor laws.
- Prepares and administers department budget cost allocations following audit and accounting principles.
- Confers with department heads and elected officials for facilities planning and operational problems.

### **TYPICAL PHYSICAL REQUIREMENTS**

Lift and move objects up to 25 pounds; climb ladders and stairs; sit for extended periods; frequently walk, stand, crouch, stoop, kneel or bend; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and out door environments; some exposure to controlled and hazardous substances, Aviation fuel, pesticides, herbicides, and chemicals; some exposure to dust; work is performed in varying temperatures and humidity; continuous contact with staff and public.

## **DIRECTOR OF FACILITY SERVICES – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of capital project planning and development, and real property acquisition and development.
- Principles and practices of project management, capital finance, contract administration and negotiation, following County policies.
- Applicable provisions of building, electrical and plumbing codes.
- Principles and practices of policy development and implementation.
- Working knowledge of local, State, and federal laws, rules, and regulations.
- Safe work practices.
- Methods of supervision, training, and personnel management.
- Budgeting procedures and techniques.
- Federal and State Safety Regulations (CAL/OSHA).
- Design and principles of Energy Management.
- Aviation refueling systems and hazardous materials handling.
- Principles of project planning, management, coordination and direction.
- Landscaping, plant propagation, plant and soil maintenance.
- Heating and ventilation systems, air conditioning, and boilers.
- Principles and practices of business correspondence, report writing, organizational analysis, and management.
- Americans with Disabilities Act (ADA) and ensure County facilities comply

#### **Ability to:**

- Plan, organize, direct and coordinate the function of the full services Facility Services Department and the Airport facilities.
- Provide supervision, training and evaluations for assigned staff.
- Prepare department budgets, analyze budget and technical reports.
- Prepare clear and concise written reports.
- Read and interpret plans, specifications, blueprints, and drawings.
- Assist with design and layout of contracts maintenance and repair work.
- Recognize and locate conditions which require maintenance and repair work.
- Prepare estimates of materials and labor for maintenance projects.
- Effectively represent the Facility Services department and the Airports in contact with the public, contractors, Government agencies and other county departments.
- Coordinate and monitor Capital Improvement Projects for the Airport Facilities.
- Establish and maintain cooperative working relationship.
- Operate all facility services equipment, ensure employees are competent and use safe operating procedures at all times.

## **DIRECTOR OF FACILITY SERVICES – 4**

### **Training and Experience:**

Experience: Six (6) years of increasing responsible experience in infrastructure or facilities design and construction, including three (3) years of management responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, environmental studies, humanities, civil or sanitary engineering, landscape architecture, architecture, construction management, real estate or a related field. Additional training in management is highly desirable.

Substitution: Relevant work experience may be substituted for the education at a rate of two (2) years of experience for each year of education requirement.

### **Special Requirements:**

Possession of 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.

## **DIRECTOR OF FACILITY SERVICES**

### **DEFINITION**

Under administrative direction, to plan, organize, direct and manage the County's building and grounds maintenance functions for County facilities and Airports; provide professional and technical staff assistance as it pertains to facilities planning; and to perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director position with responsibility for policy development, capital project improvement planning, oversees and directs the functions and activities of the Plumas County Facility Services department and Airports. This position has the responsibility for directing, coordinating, and supervising the work of department staff, preparing and administering the budget, and having the responsibility for the upkeep and maintenance for 25 or more County facilities and 3 General Aviation Airports located throughout Plumas County.

### **REPORTS TO**

Board of Supervisors through the County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Building & Grounds Maintenance Supervisor II, I, Department Fiscal Officer, Building & Grounds Maintenance Technician, Building & Grounds Maintenance Worker II, I and Airport Managers.

## **DIRECTOR OF FACILITY SERVICES - 2**

### **EXAMPLES OF DUTIES**

- Inspects Airports, County facilities, and determines work needed to maintain them.
- Formulates systematic programs for preventive maintenance.
- Determines the need for contract projects and locates contractors to complete work requirements.
- Manages the County Airports including lease management and fuel delivery systems, including ordering and quality control of aviation fuel and fuel inventory.
- Develops and administers contracts.
- Determines equipment and materials needed for Facility Service operations.
- Develops and maintains department inventories of equipment and supplies.
- Organizes moves and relocations of County offices.
- Assesses needs for painting and roof repairs.
- Ensures that work completed by assigned staff, conforms with established work standards.
- Hires, supervises, evaluates and insures proper training of department staff.
- Prepares and administers department budget.
- Confers with department heads for facilities planning and operational problems.

### **TYPICAL PHYSICAL REQUIREMENTS**

Lift and move objects up to 25 pounds; climb ladders and stairs; sit for extended periods; frequently walk, stand, crouch, stoop, kneel or bend; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and out door environments; some exposure to controlled and hazardous substances, Aviation fuel, pesticides, herbicides, and chemicals; some exposure to dust; work is performed in varying temperatures and humidity; continuous contact with staff and public.

## DIRECTOR OF FACILITY SERVICES – 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Methods, practices, and techniques required for the management, maintenance and repair of County facilities and Airports.
- Principles and methods of building and plant maintenance.
- Applicable provisions of building, electrical and plumbing codes.
- Safe work practices.
- Methods of supervision and training.
- Budget development techniques.
- Federal and State Safety Regulations (CAL-OSHA).
- Design and principles of Energy Management.
- Aviation refueling systems and hazardous materials handling.
- Principles of project planning, management, coordination and direction.
- Landscaping, plant propagation, plant and soil maintenance.
- Heating and ventilation systems, air conditioning, and boilers.

#### Ability to:

- Plan, organize, direct and coordinate the function of the Facility Services Department and the Airport facilities.
- Provide supervision, training and evaluations for assigned staff.
- Prepare department budgets
- Prepare clear and concise written reports.
- Read and interpret plans, specifications, blueprints, and drawings.
- Assist with design and layout of contracts maintenance and repair work.
- Recognize and locate conditions which require maintenance and repair work.
- Prepare estimates of materials and labor for maintenance projects.
- Effectively represent the Facility Services department and the Airports in contact with the public, contractors, Government agencies and other county departments.
- Coordinate and monitor Capital Improvement Projects for the Airport Facilities.
- Establish and maintain cooperative working relationship.

## **DIRECTOR OF FACILITY SERVICES – 4**

### **Training and Experience:**

Four (4) years of increasing experience in construction management, maintenance, repair, landscaping and design, and construction of buildings and facilities, including at least 2 years in supervision.

College courses or certificates in building construction, landscape design, maintenance or grounds keeping is preferred.

### **Special Requirements:**

Possession of 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.



4F

# Plumas County Environmental Health

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

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

**Date:** February 23, 2018

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe 

**Agenda:** Agenda Item for March 6, 2018

**Item Description/Recommendation:** Receive the 2017 Annual Report on Environmental Health Programs and Activities.

**Background and Discussion:** Environmental Health administers a variety of local and state mandated environmental health and safety programs throughout Plumas County. The 2017 Annual Report showcases the work of Environmental Health staff, summarizes major EH program objectives, and highlights some notable accomplishments of the past year.

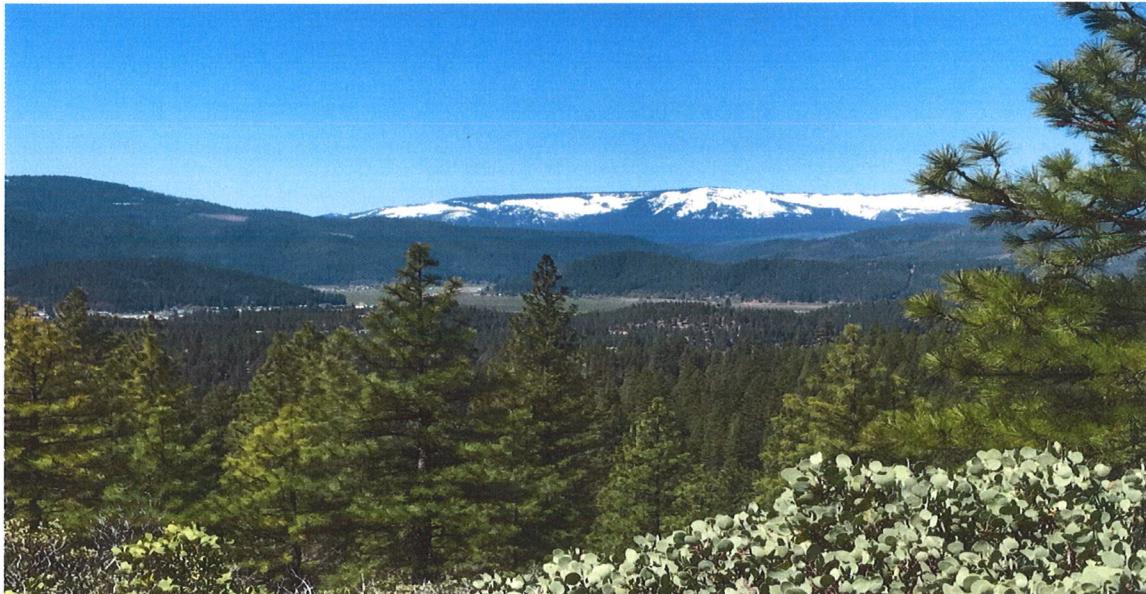
The Board is asked to receive Environmental Health's 2017 Annual Report and is invited to discuss program objectives and activities.

A copy of the Annual Report is attached for your review. If you have any questions, please contact me at 283-6367.

Thank you.

# Plumas County Environmental Health

## 2017 Annual Report



View Southwest Overlooking American Valley

### OVERVIEW

Environmental Health is pleased to provide this report of activities for the calendar year 2017. This is the first time that staffing and workload have allowed completing a report since 2014. I hope to make it a regular document.

Environmental Health can best be described as those aspects of human health and disease that are influenced by conditions in the environment. Chemical, physical and biological conditions are all important variables in determining human health. Promoting an environment that enhances human health and well-being is the foundation of environmental health.

Environmental Health's mission is to preserve the environment and enhance public health through outreach, education, planning and sensible application of environmental health principles, laws and statutes. Our primary role is to implement programs and enforce regulations that protect human health and the environment.

### STAFFING

To accomplish this mission, Environmental Health strives to hire the best people and train them well.

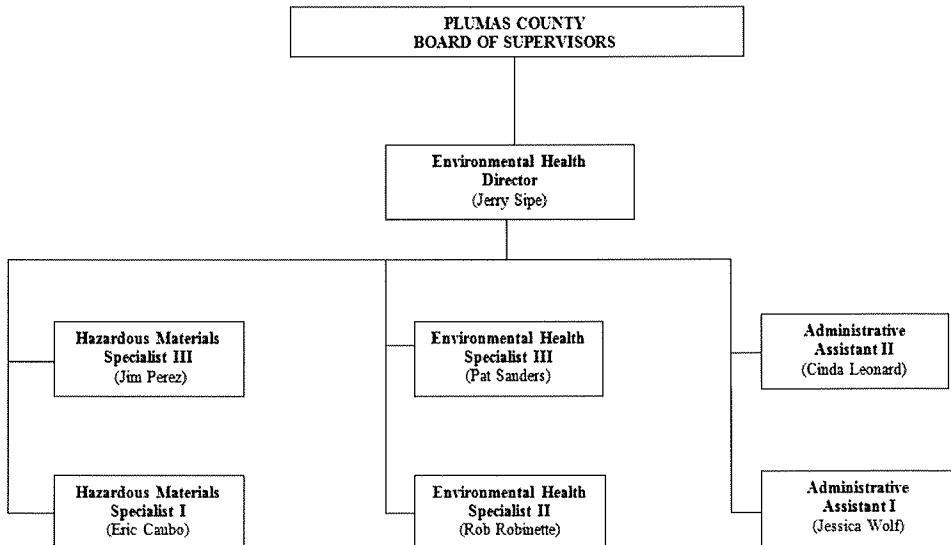
After a decade of stable staffing with essentially no turnover, half of Environmental Health staff have been with the department for less than two years. While one of the

clerical staff brought county experience from the Engineering Department, both are new to Environmental Health and the range of services we provide. This has created both a challenge and opportunity. The primary challenge has been to maintain a high level of customer service throughout this transition. With fresh eyes, we've also had the opportunity to re-evaluate our processes and determine if there are better, more efficient ways to complete our work.

After an unsuccessful recruitment to fill an Environmental Health Specialist vacancy due to retirement, the Board approved a salary increase for all of our field staff positions. This increase allowed us to favorably recruit for staff in a competitive job market. Thanks in large part to this increase, we have a new Hazardous Materials Specialist I who was hired last fall.

Currently at full staffing, Environmental Health once again has a full-time director (Office of Emergency Services duties have transitioned to the Sheriff's Department), two clerical, and four field staff. Field staff are Hazardous Materials Specialists and Registered Environmental Health Specialists, who have background, education, training and state certification in their field of practice.

### **ENVIRONMENTAL HEALTH Organization Chart FY 17-18**



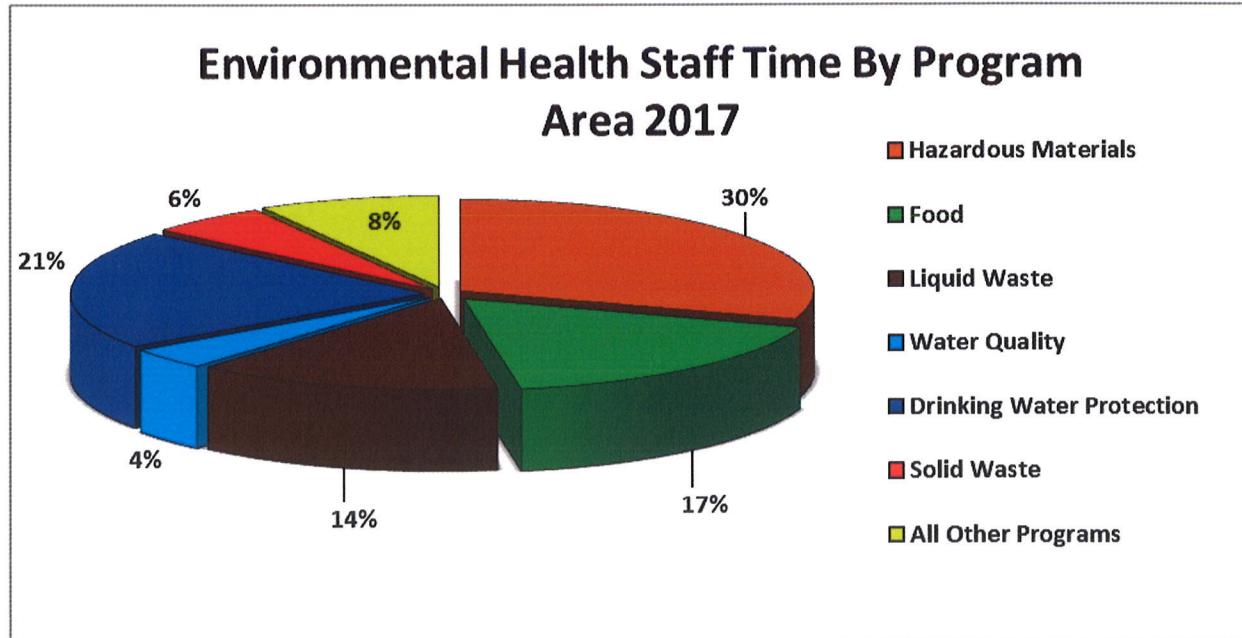
Environmental Health's office is in the Health and Human Services Center in Quincy. This office is generally staffed Monday through Friday, 8am to 5pm. Field staff can also be seen after business hours, often inspecting weekend community events or responding to hazardous materials incidents. The former branch office in the Chester Civic Center is no longer open to the public but this site is used occasionally by field staff for appointments or completing paperwork between field inspections.

## PROGRAMS

In Plumas County, Environmental Health services are generally grouped into one of ten core program areas. The amount of time spent in each program area depends on a variety of risk factors, state mandates, and the service needs of the community. In Plumas County these ten environmental health programs include:

- Hazardous Materials Management
- Drinking Water Protection
- Food Safety
- Liquid Waste Management
- Solid Waste Management
- Water Quality Protection
- Land Use and Development
- Rabies and Vector Control
- Recreational Health
- Housing and Institution Safety

In 2017, staff time was allocated as shown in the following chart and some notable programs and activities are summarized below.



## HAZARDOUS MATERIALS MANAGEMENT

The hazardous materials management program helps ensure the safe and proper handling of hazardous materials. Environmental Health staff permit and inspect hazardous materials at fixed facilities and provide technical assistance, planning and support for hazardous materials releases. In 2017, approximately thirty percent of Environmental Health staff time was dedicated to hazardous materials management, including training the new Hazardous Materials Specialist.

Environmental Health is the Certified Unified Program Agency (CUPA) for Plumas County. We maintain state certification through the California Environmental Protection Agency (CalEPA). CalEPA evaluates Environmental Health's program to ensure it complies with state program standards and performance. The five main elements of the program include the following:



Simple Fuels Biodiesel Facility, Chilcoot

### Hazardous Materials Business Plan Program (HMBP)

- Assuring that businesses electronically report hazardous material handling, use and storage (volumes greater 55 liquid gallons, 500 solid pounds, or 200 cubic feet of gases) and develop release response plans.
- Coordinating with local fire departments and other emergency responders on preparedness and response to chemical emergencies.

### Above Ground Storage Tank (AST) Program

- Tracking, permitting and inspecting AST facilities, operations and equipment.
- Reviewing and verifying Spill Prevention Control and Countermeasure Plans (SPCC) are in place.



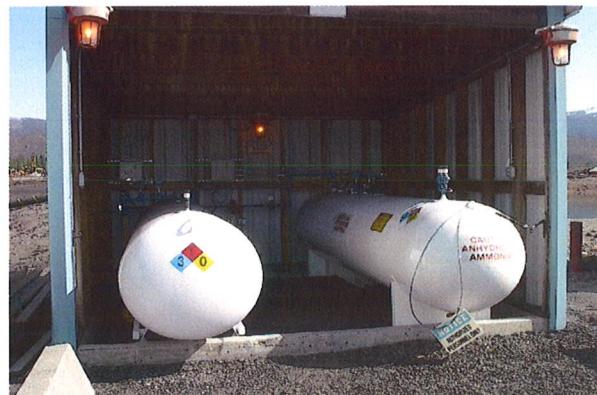
Aboveground Tank, Gansner Field, Quincy



Underground Tanks, Fuel Star Gas Station, Quincy

### Underground Storage Tank (UST) Program

- Tracking, permitting, and inspecting UST facilities and equipment.
- Ensuring underground tanks are properly operated, monitored and maintained to avoid risks of spills, leaks, or releases.
- Inspecting the construction, repair, upgrade and removal of underground tanks.
- Verifying that closed and removed tanks have not leaked and do not pose a risk to the environment.



Anhydrous Ammonia Tanks at Sierra Pacific Industries, Quincy

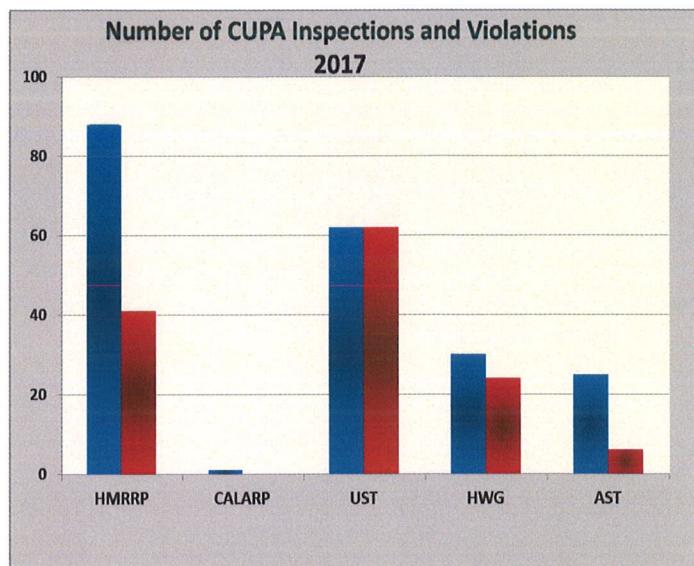


Hazardous Waste Accumulation, USFS Mt Hough Ranger Station

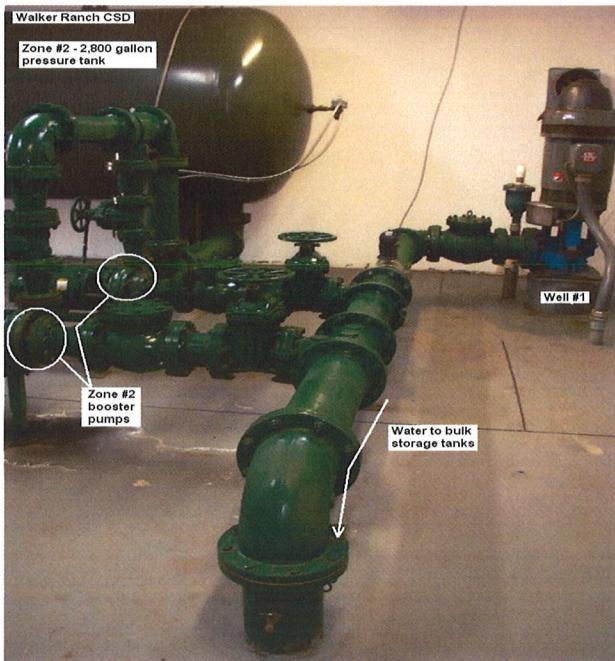
### Hazardous Waste Generator Program

- Tracking, permitting, and inspecting facilities that generate hazardous wastes such as waste oil, solvents, and used chemicals.
- Ensuring the proper storage, management, handling and disposal of these wastes.

Since Cal EPA implemented the California Electronic Data Reporting System for this program in 2014 (aka CERS), Environmental Health tracks the number of inspections and violations cited each year in this program. The attached chart shows a high percentage of our inspections result in violations, especially for underground storage tanks and hazardous waste generators. These are extremely complex hazmat programs and maintaining full compliance can be challenging, especially for 'mom and pop' businesses like we have in Plumas County. Through continuing outreach and education, we hope to reduce the number of violations observed in future years. It is also worth noting that Environmental Health provides the full range of CUPA services to Sierra County under contract.



## DRINKING WATER PROTECTION



Drinking Water Plumbing for Walker Ranch CSD

Ensuring safe and potable drinking water supplies is a vital function of Environmental Health. During 2017, over 20 percent of EH staff time was spent in this program. Environmental Health maintains state certification as the Local Primacy Agency (LPA) for drinking water systems. Annual program evaluations by State Water Resources Control Board (SWRCB) ensure this program meets state and federal oversight requirements. EH staff serve as a local resource for water system operators, helping ensure that our drinking water remains the highest quality possible.

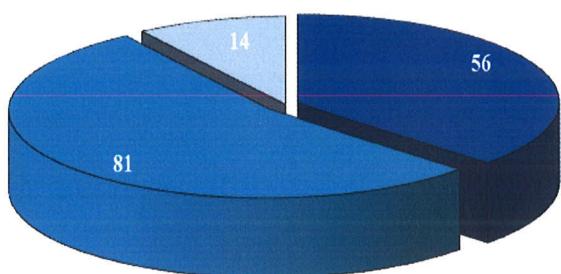
Environmental Health is responsible to oversee the operation and maintenance of non-community water systems such as resorts and campgrounds, local water systems serving less than 15 connections, and community systems with up to 200

connections. Combined, these systems serve drinking water to over twenty-two thousand residents and visitors to Plumas County each year. Oversight of the largest community systems is performed by SWRCB as required by law.

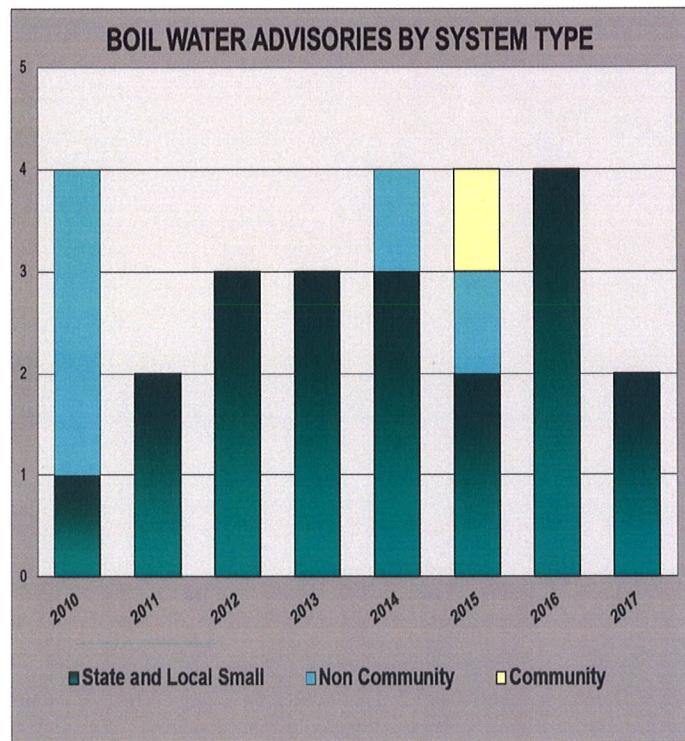
Environmental Health monitors the water quality of 151 systems located throughout the county. To ensure the water provided by these systems is safe to drink, we review and track nearly two thousand (2,000) bacteriological reports each year. In addition, we also track numerous chemical data for each system.

### Plumas County Drinking Water Systems

2017



■ State and Local Small ■ Non Community Water System ■ Community Water System



If there is an immediate risk to human health, the system operator is required to issue a Boil Water Advisory. The number of Boil Water Advisories issued is a good indicator of overall drinking water quality, and is a key part of public health protection. Data on the number of Boil Water Advisories posted for the past few years is shown on the graph. In 2017, after reviewing almost 2000 bacteriologic data points, only two Boil Water Advisories were issued. This confirms the high quality of our drinking water and also is a reflection of good water system management by water purveyors.

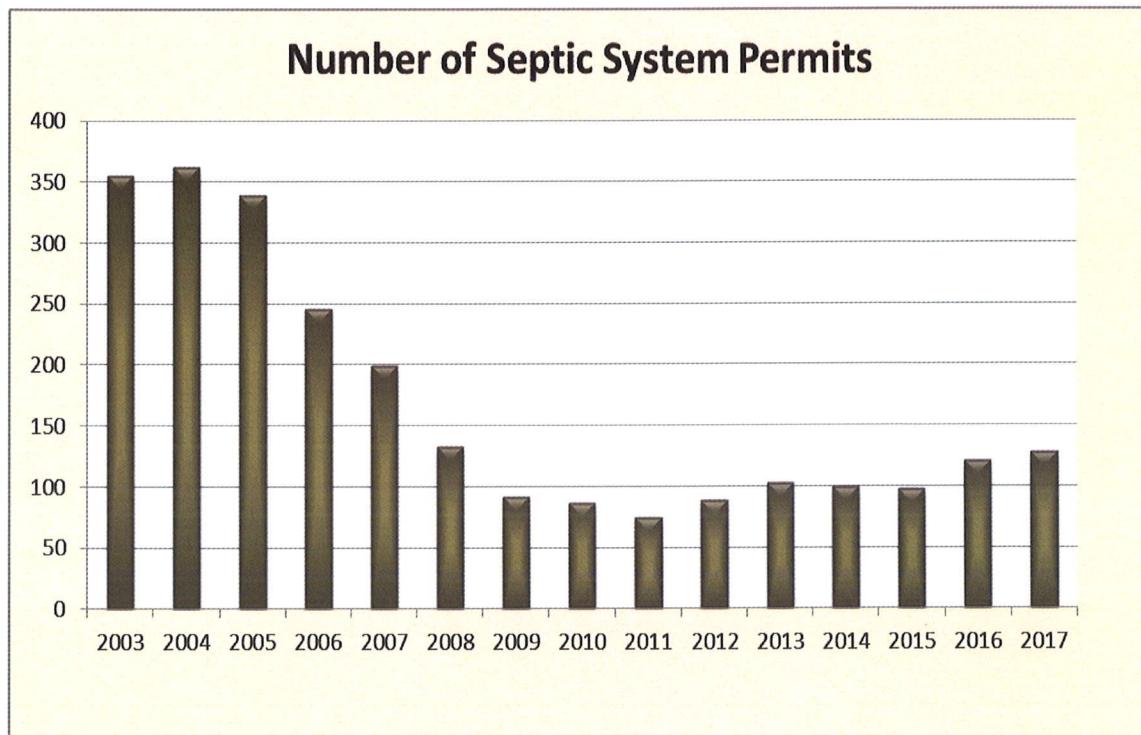
## LIQUID WASTE MANAGEMENT



Wastewater Treatment System at Fork Campground near Caribou

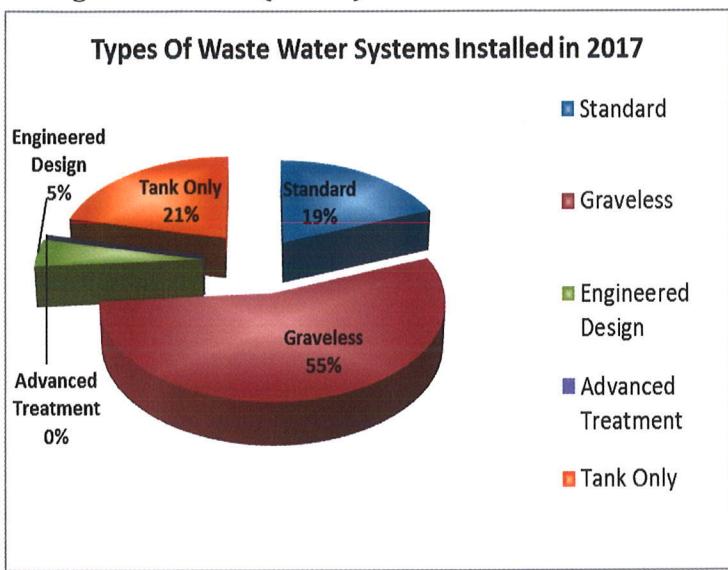
Our liquid waste program ensures that wastes are properly handled, treated and disposed to protect public health and the environment. This includes preventing exposure to contaminated wastewater as well as preventing contamination of surface and groundwater. We review and approve the location, design, construction, installation and repair of all on-site sewage disposal systems through a permit and inspection program.

The following chart tracks the number of onsite wastewater treatment system permits Environmental Health has issued since 2002. The economic downturn is clearly reflected in these annual numbers, bottoming out in 2011 with only 75 permits processed. The numbers have rebounded somewhat with 128 permits issued in 2017.



In 2016, the State Water Board approved Plumas County's Local Agency Management Plan (LAMP) for Onsite Wastewater Treatment Systems. The LAMP

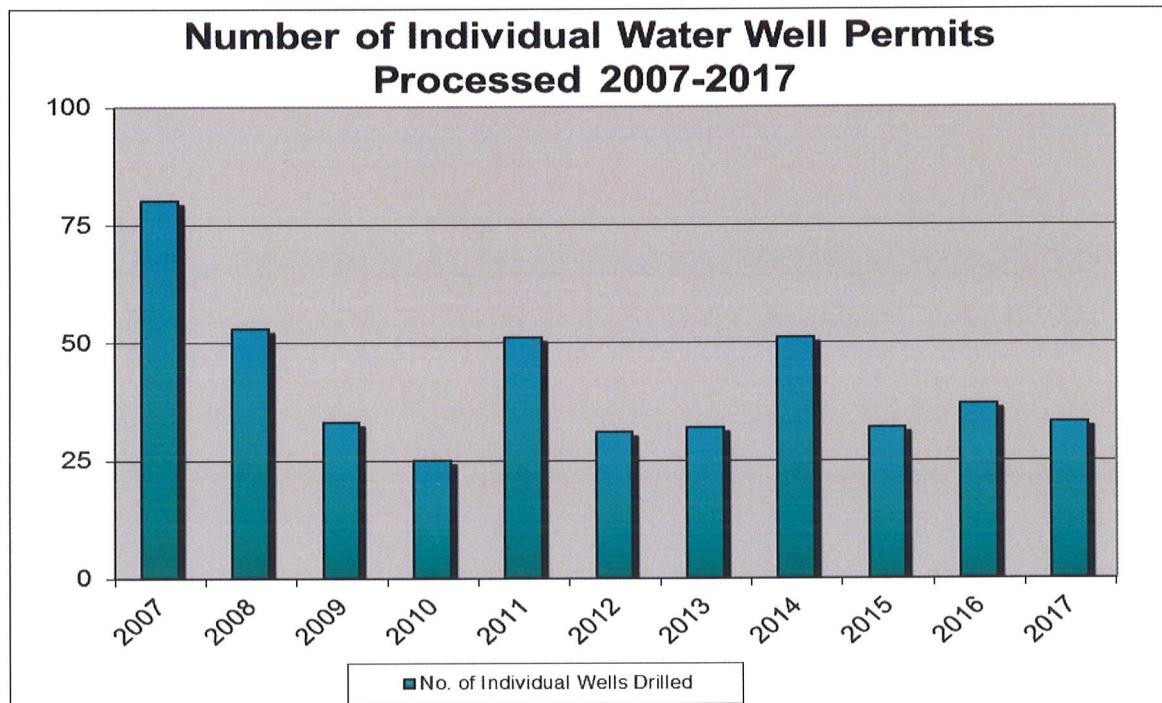
satisfies the old AB 885 requirements for onsite system construction, design, maintenance, and ground water quality monitoring and analysis.



In 2017, EH began recording data on the type of onsite wastewater systems that are installed in Plumas County. A comprehensive report to the State Water Board will be required at the end of 2018.

## WATER QUALITY ASSURANCE

Protecting the quality of Plumas County's lakes, streams and groundwater supplies is a core function of Environmental Health. An important part of this program is the well permit process since improperly located or constructed wells can compromise groundwater quality. The annual number of permits issued is shown below.



In 2014, Environmental Health began closely tracking the number of drought-impacted wells. A handful of older, shallow domestic wells had water quality and water shortage problems, but these were typically widespread and not isolated to a specific area of the county. Also in 2014, some new ag wells were drilled in response to reduced surface water allocations. That year, 11 of the 51 new wells drilled were for agricultural uses such as field irrigation or stock watering. Following the record wet winter of 2016-17, the number of new wells installed decreased to 33 which is consistent with the numbers seen over the past several years. With the apparent return of the drought, it will be important to continue tracking these numbers and trends.

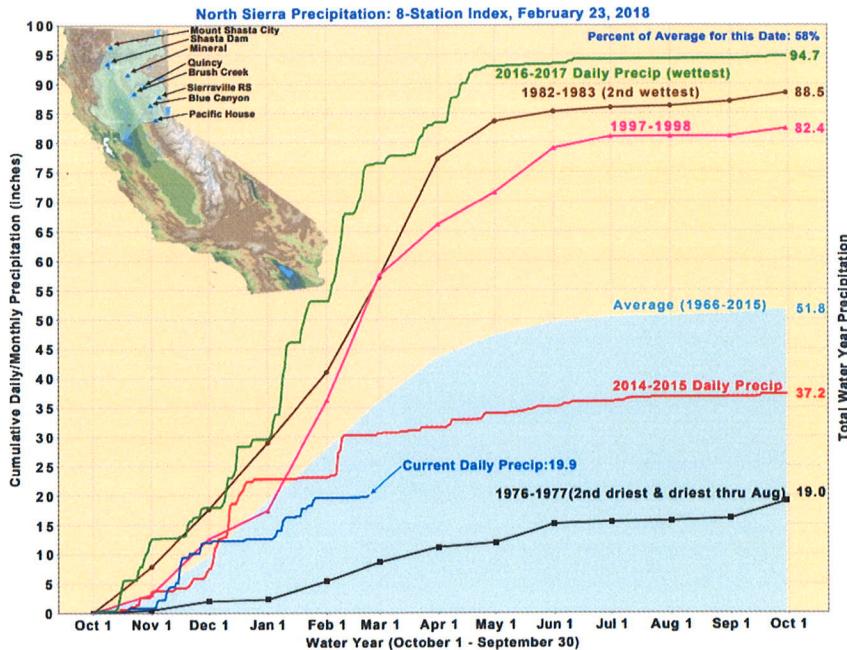
## FOOD SAFETY

Our food safety program helps protect the public from food-borne illness. Food safety is achieved through education, outreach, and inspection of retail food facilities countywide. Facilities are evaluated for compliance with the California Retail Food Code. Registered Environmental Health Specialists are authorized to

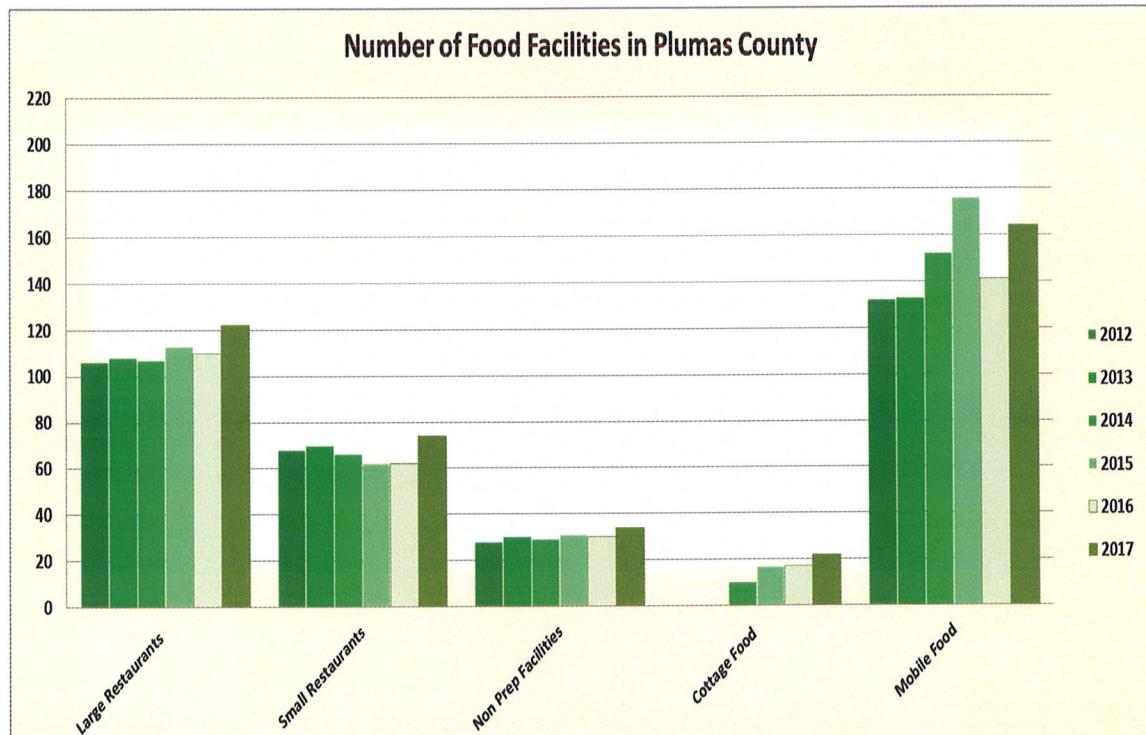
inspect, record and correct violations of safe food handling practices, and even close the facility if necessary to protect public health.

A big part of our food safety program includes public education and outreach. As part of that effort, all fixed food facility inspection reports are available to the public through Environmental Health's Food Facility Inspection page on the county's website at [www.plumascounty.us](http://www.plumascounty.us). On-line access to these inspection reports continues to be very popular.

In Plumas County, the inventory of retail food facilities includes large restaurants (with a seating capacity of more than 25 or food preparation area in excess of 500 square feet), small restaurants, non-prep facilities such as convenience markets,



cottage foods (limited foods prepared in home kitchens), and mobile or temporary facilities serving community events and the county fair. The inventory of facilities operating in Plumas County since 2012 is shown below. The number of fixed facilities shows a steady increase over the past 6 years. The number of mobile facilities reflects the number of vendors participating in various fairs, festivals and community events.



## SOLID WASTE

Designated as the Local Enforcement Agency or LEA by CalRecycle, Environmental Health is responsible for ensuring the proper, safe, and sanitary handling of the county's solid waste. We inspect and permit county landfills, transfer sites, and investigate old or abandoned sites for hazards. Environmental Health staff also investigates complaints about litter, debris, and illegal dumping.

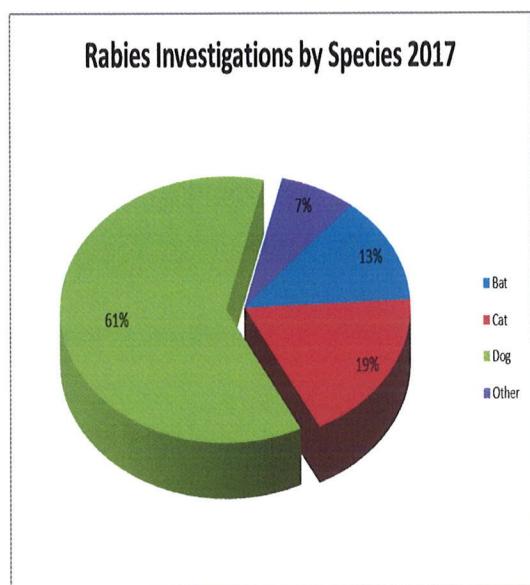
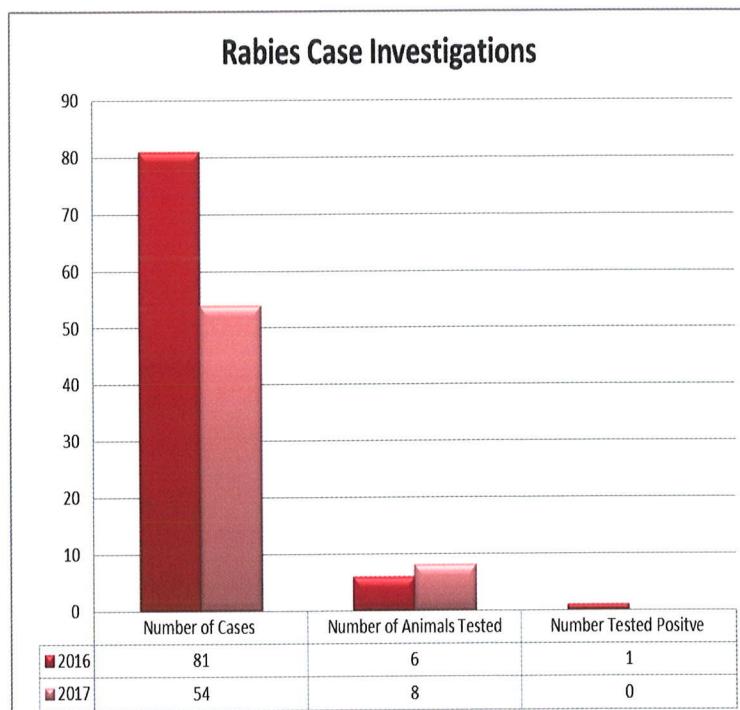


East Quincy Transfer Station

In 2017, Environmental Health staff completed 38 inspections of county transfer sites, 20 inspections of landfills, and 29 inspections of closed facilities. Results of these inspections are available on line at the facilities link on the CalRecycle website at <http://www.calrecycle.ca.gov/SWFacilities/Directory/>. In 2017 we also successfully completed CalRecycle's program audit which confirms the local inspection and enforcement program complies with state standards.

## RABIES AND VECTOR CONTROL

Our rabies and vector control program protects the public from exposure to vector-borne diseases such as Hantavirus, plague and West Nile Virus, but the majority of our time in this program is spent on rabies case investigation. We closely coordinate with state, federal and local partners while performing exposure investigations, environmental surveillance, consultation and other activities.



In 2017, Environmental Health tracked and investigated 54 animal contact cases for potential rabies exposure. Preventing rabies through the timely investigation, testing and risk assessment is a critical function for Environmental Health. Although no animals tested positive for rabies in 2017, one bat tested positive in 2016. The rabies virus is considered active and present in wild animal populations such as bats, skunks and raccoons. Quickly identifying this deadly disease through case investigation and working with Public Health Nursing on proper patient care is an essential role for Environmental Health.

## RECREATIONAL HEALTH

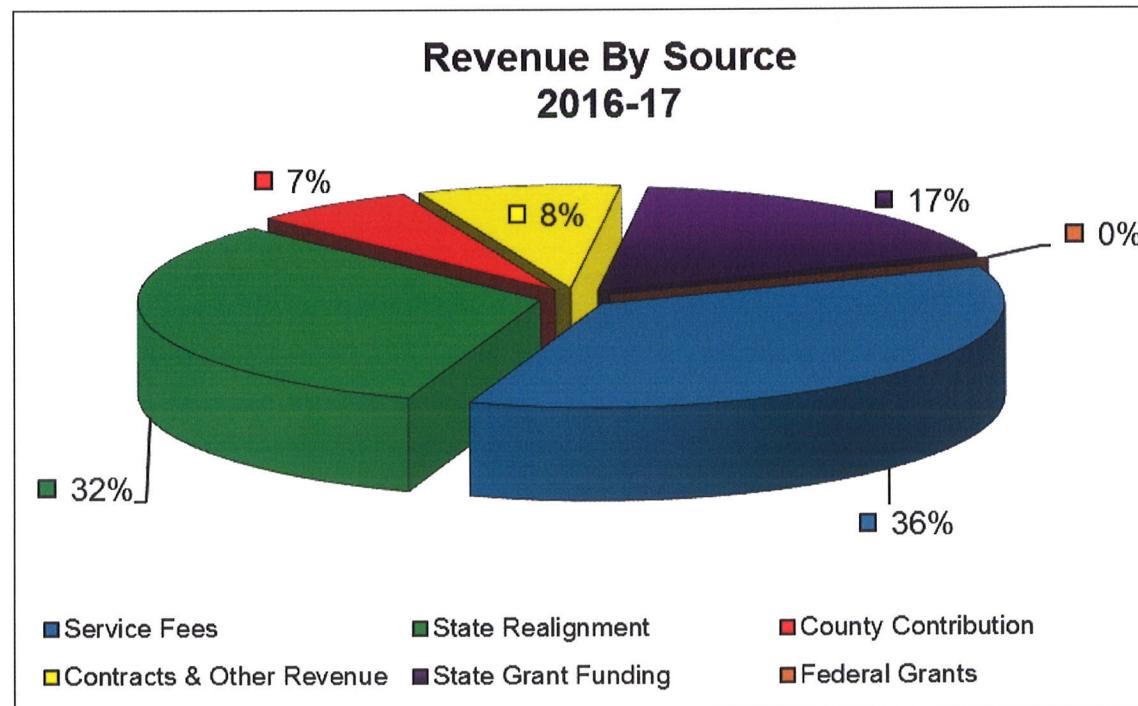
Our recreational health program helps protect bather safety and prevent disease by ensuring the safe and sanitary operation of public swimming places. Environmental Health provides routine permitting and inspections for the 29 existing pools countywide. We also spend time working with prospective pool owners to ensure the proposed construction and operation of proposed pools meets the minimum standards of the new and changing California pool code.



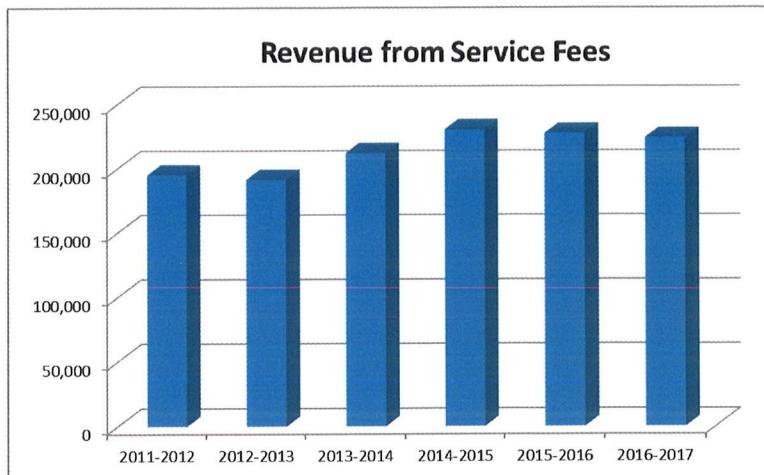
Greenhorn Ranch Swimming Pool

## BUDGET AND REVENUE

Environmental Health revenue sources include Fees for Service, State Realignment, State Program Grants (most notably CUPA, Solid Waste and Drinking Water Protection), and Contracts for Services (Sierra County CUPA and LEA services). The 2017 funding sources are summarized below.



Service fees and Realignment have long been the primary funding sources for Environmental Health, making up over half the annual revenue. In April 2017, the Board of Supervisors approved the first fee increase for EH services since 2013. Revenue from fees for the past six years is charted on the attached graph. With over half of fiscal year in the books, Environmental Health is predicting service fees could increase \$15,000 over the total collected in fiscal year 2016-17.



## LOOKING FORWARD

As can be seen from the range of programs that we administer, Environmental Health staff have backgrounds, skills and abilities that uniquely contribute to resolving a variety of situations. While not serving as the lead program agency, in 2018 EH anticipates playing important supporting roles in illegal cannabis regulation and sustainable groundwater management to name just a few. In addition to continuing our routine work, Environmental Health is also gearing up for a few important projects in 2018.

The first project is maintaining compliance with the statewide onsite wastewater treatment system policy (OWTS Policy), passed into law as AB 885 several years ago. While the requirements on homeowners were significantly reduced, including the elimination of ongoing individual well testing, groundwater monitoring and reporting are now the responsibility of the county. Last year, the Board of Supervisors approved the Local Agency Management Plan or LAMP, and revised County Code to ensure our local program satisfies these requirements. Beginning this year, Environmental Health must report various onsite wastewater oversight activities and groundwater monitoring data to the Central Valley Regional Water Quality Control Board. Compliance with this new law is important so that Plumas County can retain local control of the onsite wastewater program and not subject property owners to the one-size-fits-all statewide requirements. Fortunately, Plumas County does not have any water bodies that are impacted by poorly functioning wastewater systems. However, we do have an abundance of surface and groundwater, and we must continue working to protect these critical resources.

Another important project is our work to develop sustainable funding for public drinking water oversight. Plumas County received a grant from the Department of Public Health to offset the high costs of state-mandated drinking water

management. Specifically, this funding helped us keep oversight fees for small and disadvantaged communities reasonable for the number of system users. With this regulatory program transferring from the Department of Public Health to State Water Resources, this funding may not be renewed. Environmental Health is working with the Rural Counties of California (RCRC) and other stakeholders to restore this funding, and help ensure our local communities are able to spend their limited resources on maintaining safe drinking water and not on administrative tasks such as data management.

Finally, staff succession planning is critical for Environmental Health. As noted above, half the current staff have been with EH for less than two years. Compare this with the remaining three staff, who have more than 50 years of combined experience! Taking advantage of this knowledge base through skills development and cross training will be an ongoing priority. Another important part of the succession plan is the flexible staffing proposal approved by the Board last summer. It allows EH to flexibly staff either Environmental Health Specialists or Hazardous Materials Specialist as needed. This flexibility allows us to reach more potential candidates, fill positions with individuals that have more diverse backgrounds, and also find candidates that are a good fit for not only for the work but the community as well.



Sunset over Beckwourth Peak, Sierra Valley

Thanks to our dedicated staff, we had a successful and productive 2017. We are committed to continuing the high quality service to the residents and guests of Plumas County in 2018.



Jerry Sipe, Director  
Plumas County Environmental Health

## COUNTY ADMINISTRATIVE OFFICER

### DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all County functions and activities; provides policy guidance and program evaluation to the Board of Supervisors and management staff; encourages and facilitates provision of services to County residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

Receives administrative and general policy direction from the Board of Supervisors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision to the entire County staff through subordinate levels of management and supervision.

### DISTINGUISHING CHARACTERISTICS

The County Administrative Officer, appointed by the Board of Supervisors, serves as the Chief Executive Officer of the County, accountable to the Board of Supervisors and responsible for enforcement of all County codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the County's operations. The County Administrator is accountable for establishing and accomplishing County goals and objectives, and developing general policy guidelines.

### CLASSIFICATIONS DIRECTLY SUPERVISED

General Services, Administrative/Personnel Analyst, all Appointed Department Heads

## COUNTY ADMINISTRATIVE OFFICER - 2

### **EXAMPLES OF DUTIES**

- Plans, organizes, and administers operations of the County either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the County in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board of Supervisors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the County; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Supervisors.
- Attends all Board meetings and advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for County service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future County needs.
- Represents the County and the Board in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the County government.
- Performs such investigations, studies or surveys as the Board of Supervisors may request or as deemed necessary for the efficient and effective use of the County's resources.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the County; has responsibility for enforcement of all County codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of County staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings; recommends the selection of department heads to the Board.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official County files.
- Ensures that the Board is kept informed of County functions, activities, and financial status, and of legal, social, and economic issues affecting County activities.
- Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

## COUNTY ADMINISTRATIVE OFFICER – 3

### **EXAMPLE OF DUTIES** **continued:**

- Performs other related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a County setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board of Supervisors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of County government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to County government administration.
- Current social, political, and economic trends affecting County government and service provision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.

COUNTY ADMINISTRATIVE OFFICER – 4

**Knowledge of continued:**

- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

**Ability to:**

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Supervisors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Supervises the administrative activities of County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors.
- Directs the analysis and evaluation of annual budget requests of all County departments.
- Directs the preparation of the budget recommendations to the Board of Supervisors.
- Reviews department head performance and recommends pay adjustments for Board approval.
- Directs the continuous review of County expenditures through the fiscal year, develops fiscal and organizational plans for the Board of Supervisors.
- Attends meeting of the Board of Supervisors and makes recommendations on administrative and budgetary matters.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board of Supervisors.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.

## COUNTY ADMINISTRATIVE OFFICER – 5

### **Ability to continued:**

- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform mathematical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Training and Experience:**

Qualifications needed for this position:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field and five (5) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an organization. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

**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.