

## **BOARD OF SUPERVISORS**

Vacant, 1<sup>st</sup> District  
Kevin Goss, Chair 2<sup>nd</sup> District  
Sharon Thrall, Vice Chair, 3<sup>rd</sup> District  
Lori Simpson, 4<sup>th</sup> District  
Jeff Engel, 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF AUGUST 20, 2019 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

**9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

### **PLEDGE OF ALLEGIANCE**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

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

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

## **ACTION AGENDA**

### **1. CONSENT AGENDA**

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

#### **A) FACILITY SERVICES**

- 1) Approve and authorize the Chair to sign contract. Not to exceed \$15,000, between County of Plumas and Durkin Construction, Inc. for snow removal at the county Chester facilities; approved as to form by County Counsel
- 2) Approve "standing fee waiver" for the Boy Scouts of America to use the Taylorsville Campground for outdoor recreation, camping, comradely, and scout training **View Item**

#### **B) SOCIAL SERVICES**

Authorize the Department of Social Services to fill 2.0 FTE vacant, funded and allocated Eligibility Specialist I/II/III positions **View Item**

#### **C) PUBLIC WORKS**

Approve and authorize the Chair to sign Amendment No. 10 to Professional Services Agreement, not to exceed \$99,646, between County of Plumas and Stantec Consulting Services, Inc. for On-Call Environmental/CEQA & NEPA Services for the Chester Warner Valley Road at Kings Creek Bridge Replacement Project; approved as to form by County Counsel **View Item**

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

- 1) Approve and authorize the Chair to sign Subcontract Number HPP1920PCFS, not to exceed \$2,000, with Plumas County Facilities and #PAN1920Fair with Plumas County Fair, not to exceed \$4,999, related to the Hospital Preparedness Program for Fiscal Year 2019-2020; and ratify agreement effective July 1, 2019, approved as to form by County Counsel. **View Item**
- 2) Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Licensed Vocational Nurse I/II (LVN) or Registered Nurse I/II (RN) or Public Health Nurse I/II/III (PHN), created by resignation **View Item**

## **2. DEPARTMENTAL MATTERS**

### **A) PROBATION – Erin Metcalf**

Community Corrections Partnership: Approve the recommended Community Corrections Partnership (CCP) Public Safety Realignment AB109 Budget for FY 2019-2020 as submitted; discussion and possible action **View Item**

### **B) HUMAN RESOURCES – Nancy Selvage**

- 1) Adopt **RESOLUTION** Ratifying the Memorandum of Understanding between the County of Plumas and the Probation Association and the Mid-Management Association. **Roll call vote View Item**
- 2) Adopt **RESOLUTION** to amend the Plumas County Job Classifications Plan for the Plumas County Animal Control Officer I/II and Animal Control Supervisor. **Roll call vote View Item**

## **3. BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign letter to Ricardo Lara, California Insurance Commissioner regarding concern of availability and affordability of homeowners' fire insurance; discussion and possible action **View Item**
- B. Status report on the new Plumas County Correctional Facility project
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

## **4. CLOSED SESSION**

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

- A. Conference with Legal Counsel: Claim Against the County filed by Joe Flores on July 3, 2019 **View Item**
- B. Conference with Legal Counsel: Existing litigation – County of Plumas v. American Valley Aviation, Plumas Superior Court Case No. to be assigned
- C. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- D. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- E. Conference with Legal Counsel: Existing litigation - California Department of Water Resources, Plaintiff, vs. All Persons Interested in the Matter of the Authorization of California WaterFix Revenue Bonds, the Issuance, Sale and Delivery of California WaterFix Revenue Bonds Series A, Series B and Subsequent Series, the Adoption of the California WaterFix Revenue Bond General Bond Resolution and the Supplemental Resolutions Providing for the Issuance of California WaterFix Revenue Bonds, and the Proceedings Related Thereto, Defendants, Superior Court of California, County of Sacramento, Case No. 34-2017-00215965
- F. 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
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

### **ADJOURNMENT**

Adjourn meeting to Tuesday, September 3, 2019, Board of Supervisors Room 308, Courthouse, Quincy, California



Kevin Correira  
Director

## County of Plumas Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: August 20, 2019

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve a standing fee waiver for the Boy Scouts of America for use of the Taylorsville Campground.

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### **Recommendation**

Approve a standing fee waiver for the Boy Scouts of America for use of the Taylorsville Campground for scouting events.

### **Background and Discussion**

The Boy Scouts of America use the Taylorsville Campground annually for scouting events. The central location of the campground makes it possible for scouts from multiple districts to attend the training/campout. The attendees (scouts and scout leaders) pay for all costs out-of-pocket associated with their scouting events so, in the interest of promoting adolescent outdoor recreation, camping, comradely, and scout training, it would be of great assistance to the group for Plumas County to allow them the use of the campground for all of their future events without having to pay the daily use fees. It's important to note that the Boy Scouts' tradition is to coordinate a service project at every site they use.



## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

**NEAL CAIAZZO**  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368  
Toll Free: (800) 242-3338

DATE: AUGUST 7, 2019

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR AUGUST 20, 2019, CONSENT AGENDA

RE: APPROVAL TO FILL 2 VACANT ELIGIBILITY SPECIALIST POSITIONS

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

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

### **Background and Discussion**

The Department of Social Services has experienced vacancies in the class of Eligibility Specialist I/II/III. The positions became vacant on due to promotion of one incumbent and as the result of another incumbent leaving to care for a family member.

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

### **Financial Impact**

There is no financial impact to the County's General Fund as a result of taking this action because all funds to support this position come from federal, state and Realignment sources. The position is funded in the Department's 2019-2020 proposed budget.

Copies: PCDSS Management Staff  
Nancy Selvage, Human Resources Director

Enclosures (3)

**Position Classification:** Eligibility Specialist I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

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

**Funding Sources:**

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

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

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

### **Position: Eligibility Specialist – Medi-Cal/CalFresh Program**

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

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

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

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

- How long has the position been vacant?

**Answer: The position became vacant effective July 18, 2019.**

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

**Answer: No.**

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

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

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

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

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

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

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

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

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

**Answer: No.**

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

**Answer: No.**

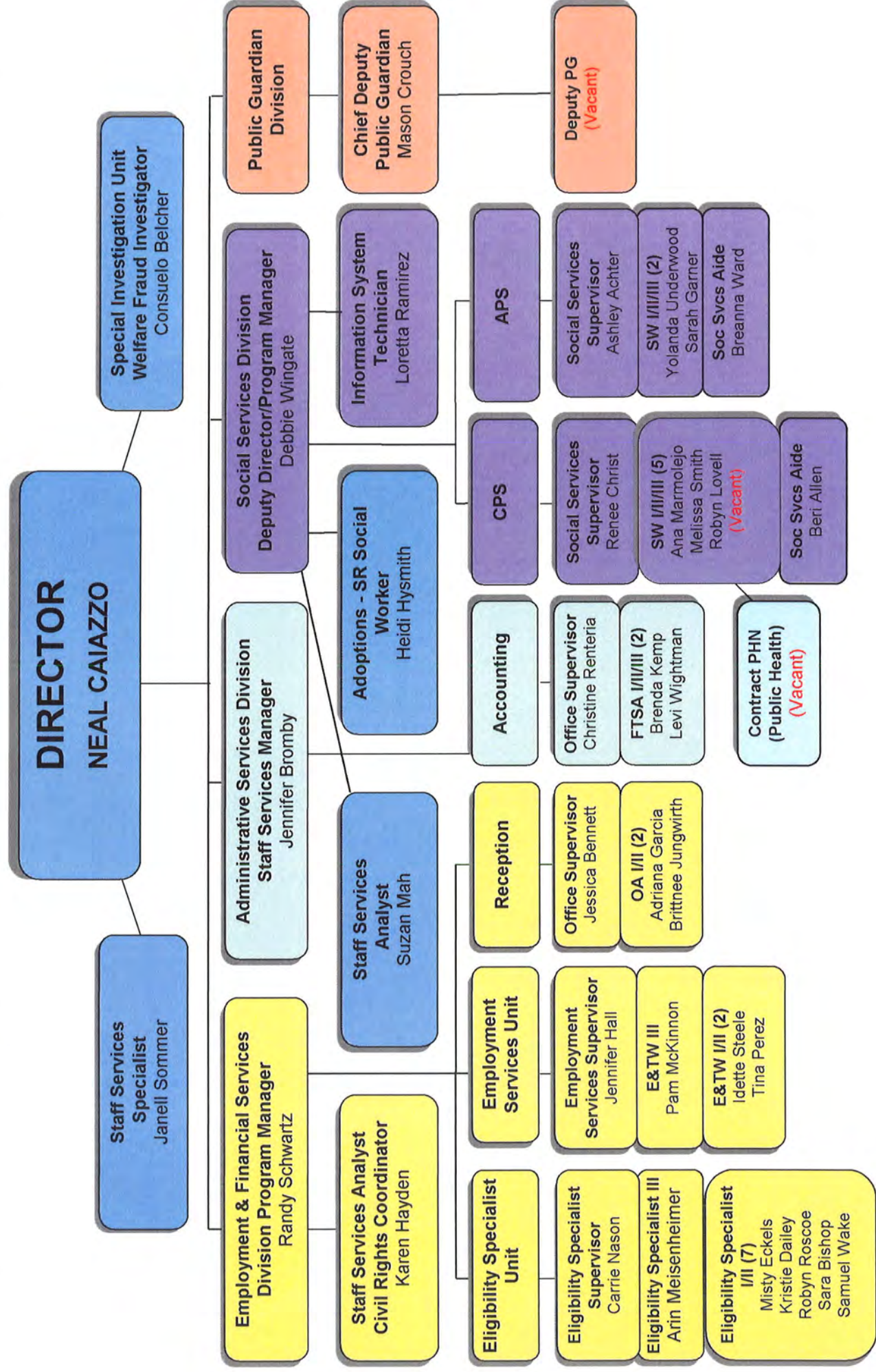
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

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

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

# **PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN**



# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS



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

## CONSENT AGENDA REQUEST

For the August 20, 2019 meeting of the Plumas County Board of Supervisors

Date: August 12, 2019

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: **Authorize Execution of Amendment No. 10 to Professional Services Agreement for “On-call Environmental/CEQA & NEPA Services” for the “Chester-Warner Valley Road at Kings Creek Bridge Replacement Project” in the amount of \$99,646.17.**

### Project Background:

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Chester-Warner Valley Road at Kings Creek Bridge (#9C-0067) Replacement Project. The project site is located on County Road 312 (Chester-Warner Road), at post mile 13.4, northwest of the community of Chester. This road provides the only vehicular access to the southern portion of Lassen Volcanic National Park. The existing structure is a single-span steel girder bridge that California Department of Transportation (Caltrans) has deemed structurally deficient. The County proposes to replace the old bridge with a new, two-lane bridge approximately 18-feet wide and 60-feet long. The new proposed bridge type is a cast-in-place, pre-stressed concrete slab seated on concrete abutments on driven steel piles with a clear-width span that approximately doubles the current hydraulic capacity.

The project is federally funded through the Highway Bridge Program (HBP), which is administered by Caltrans. The technical studies completed under this task order will be reviewed and approved by the County and Caltrans.

Based on the findings presented in the signed Preliminary Environmental Studies (PES) form provided by the County, Stantec will complete the following tasks.

The Scope of Work shall include five (5) Base Tasks and one (1) Optional Task as identified in the Scope of Work, which is attached to the attached contract as Exhibit “A”. The Optional Task will be undertaken upon authorization to proceed by the County.

The attached Amendment No. 10 to the Professional Service Agreement has been approved as to form by the County Counsel's Office.

As a point of clarification, the County official that will determine if the Optional Task is authorized to proceed will be the Director of Public Works.

**Recommendation by Public Works:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Amendment No. 10 to the Professional Services Agreement between the County of Plumas and Stantec Consulting Services, Inc. for On-call Environmental/CEQA & NEPA Services for the "Chester-Warner Valley Road at Kings Creek Bridge Replacement Project" in the amount not to exceed \$99,646.17.

Attachment: Amendment No. 10 to the Professional Services Agreement between the County of Plumas and Stantec Services, Inc.

**AMENDMENT NO. 10**  
**to the**  
**PROFESSIONAL SERVICES AGREEMENT**

**On-Call Environmental/CEQA & NEPA Services**  
**for the**  
**Chester-Warner Valley Road at Kings Creek Bridge Replacement Project**

The September 19, 2018 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and Stantec Consulting Services, Inc., a California Corporation ("Consultant"), County Contract No. P.W.R.D. 19-002 is hereby amended as follows:

**Project Background**

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Chester-Warner Valley Road at Kings Creek Bridge (#9C-0067) Replacement Project. The project site is located on County Road 312 (Chester-Warner Road), at post mile 13.4, northwest of the community of Chester. This road provides the only vehicular access to the southern portion of Lassen Volcanic National Park. The existing structure is a single-span steel girder bridge that California Department of Transportation (Caltrans) has deemed structurally deficient. The County proposes to replace the old bridge with a new, two-lane bridge approximately 18-feet wide and 60-feet long. The new proposed bridge type is a cast-in-place, pre-stressed concrete slab seated on concrete abutments on driven steel piles with a clear-width span that approximately doubles the current hydraulic capacity.

The project is federally funded through the Highway Bridge Program (HBP), which is administered by the Caltrans. The technical studies completed under this task order will be reviewed and approved by the County and Caltrans.

**Scope of Work**

The Scope of Work shall include five (5) Base Tasks and one (1) Optional Task as identified in the Scope of Work, which is attached to the attached contract as Exhibit "A". The Optional Task will be undertaken upon authorization to proceed by the County.

**Compensation**

Consultant shall be paid in accordance with the Fee Schedule, which is attached hereto as Exhibit "B" and incorporated herein by this reference. The cost of the five (5) Base Tasks and one (1) Optional Tasks is Ninety Nine Thousand, Six Hundred and Forty-Six Dollars and Seventeen Cents (\$99,646.17).

\_\_\_\_\_ Consultants Initials

\_\_\_\_\_ County Initials

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County's receipt of an undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

**Project Schedule.**

The Consultant shall complete the project as specifically set forth in the Project Schedule, which is attached hereto as Exhibit "C" and incorporated herein by this reference.

**Other Contract Provisions.**

All other contract provisions set forth in the September 19, 2018 Professional Services Agreement first referenced above remain unchanged.

[Signatures on next page]

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 10 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS

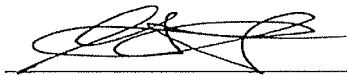
A political subdivision of the State of California

**APPROVED AS TO SCOPE OF WORK:**

\_\_\_\_\_  
Director of Public Works

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

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Gretchen Stuhr,  
Deputy County Counsel

Date: 8/8/19

**CONCURRENCE BY:**

\_\_\_\_\_  
Michael Sanchez, Chair  
Board of Supervisors

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

CONSULTANT:  
STANTEC CONSULTING SERVICES, INC.

\_\_\_\_\_  
Signature  
Timothy A. Reilly, Principal

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

\_\_\_\_\_  
Signature  
Wirt Lanning, Principal

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

Taxpayer ID Number – 11-2167170

Attachments: Exhibits A - Scope of Work, Exhibit B – Fee Schedule & Exhibit C – Project Schedule

**PLUMAS COUNTY PUBLIC WORKS DEPARTMENT  
Chester-Warner Road at Kings Creek Bridge Replacement Project  
Environmental Services Support  
March 14, 2019**

**EXHIBIT A  
Scope of Work**

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Chester-Warner Road at Kings Creek Bridge (#9C-0067) Replacement Project. The project site is located on County Road 312 (Chester-Warner Road), at post mile 13.4, northwest of the community of Chester. This road provides the only vehicular access to the southern portion of Lassen Volcanic National Park. The existing structure is a single-span steel girder bridge that California Department of Transportation (Caltrans) has deemed structurally deficient. The County proposes to replace the old bridge with a new, two-lane bridge approximately 18-feet wide and 60-feet long. The new proposed bridge type is a cast-in-place, pre-stressed concrete slab seated on concrete abutments on driven steel piles with a clear-width span that approximately doubles the current hydraulic capacity.

The project is federally funded through the Highway Bridge Program (HBP), which is administered by the Caltrans. The technical studies completed under this task order will be reviewed and approved by the County and Caltrans. Based on the findings presented in the signed Preliminary Environmental Studies (PES) form provided by the County, Stantec will complete the following tasks.

***Task 1: Prepare Natural Environment Study Report – Minimal Impact***

Stantec will prepare a Natural Environment Study – Minimal Impact (NES-MI) report in accordance with the Caltrans Standard Environmental Reference (SER) (Chapter 14) and that utilizes the current Caltrans template (<http://www.dot.ca.gov/ser/forms.htm>). The NES-MI report will characterize biological resources in the biological study area (BSA) (generally corresponds to the area of potential effects [APE]) and vicinity; assess project impacts on biological resources; identify mitigation measures, if necessary; and discuss the status of any required agency consultations. Preparation of the NES-MI report will entail:

- Review existing biological resources information obtained during previous investigations for nearby projects, review the California Natural Diversity Database (CNDDB) and the California Native Plant Society (CNPS) database for reported occurrences of special-status plant and animal species within the project vicinity (approximately 5 miles), and review an official species list obtained from the U.S. Fish and Wildlife Service (USFWS);
- coordination with resource agencies, including the California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), and USFWS, as necessary;
- a reconnaissance-level field investigation, including an assessment of habitat for special-status wildlife, including nesting raptors and roosting bats;



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

- conduct a single-visit botanical survey or habitat assessment for special-status plant species within the BSA;
- prepare a discussion that includes a comprehensive list of all vascular plant species observed within the BSA and a figure showing location(s) and acreage(s) for any special-status plant occurrence(s);
- noxious and invasive weed species populations will be discussed and evaluated in the NES-MI to comply with Federal Executive Order 13112 (Invasive Species); and
- based on project site plans and wetland impact calculations provided by the County, Stantec will evaluate impacts to jurisdictional waters affected by the project and provide recommendations for avoidance, minimization, and mitigation measures.

Following the completion of the literature review, communications with resource agency staff (if needed), and field surveys, Stantec will prepare an NES-MI report. An internal draft NES-MI will be submitted to the County for review. Once County comments are addressed, Stantec will then submit the revised NES-MI report to Caltrans for review/approval. Stantec will address comments provided by Caltrans and submit a final NES-MI report for approval.

**Deliverables:** Electronic copies (Word.doc, PDF) of the internal draft and revised draft NES-MI report; one (1) up to three (3) hard copies and an electronic copy (PDF) of the final NES-MI report

**Meeting(s):** Not Applicable

### ***Task 2: Conduct Wetland Delineation***

Stantec will conduct a delineation of waters of the United States, including identification of the ordinary high water mark of Kings Creek and Warner Creek, and prepare a report that can be submitted to the U.S. Army Corps of Engineers (Corps) for verification in support of Clean Water Act Section 404 permitting. The delineation will entail a review of aerial imagery, topographic maps, and available wetlands data for the study area; a field survey to delineate the boundaries of waters of the United States using methods prescribed by the Corps; and preparation of a report. For the field survey, Stantec will perform a routine delineation within the study area and acquire coordinates of wetland/other waters boundaries and other relevant features with GPS.

Maps will be prepared, utilizing geographic information systems technology, on base topographic maps of the study area or aerial imagery provided by the County. The delineation report will contain background information, data sheets, site photographs, and a delineation map (minimum scale of 1"=200').

A draft delineation report will be submitted to the County for review and approval. Following incorporation of comments provided by the County, Stantec will submit the delineation report to Caltrans District 2 Local Assistance for review and approval. Following approval by Caltrans, Stantec will submit a final copy (in electronic format) to the County. If requested by the County, Stantec will submit the delineation report to Corps (Sacramento District) for verification. Stantec will be available to attend a field verification visit with the Corps, as directed by the County, and prepare a final, revised wetland delineation map based on comments provided by the Corps.



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

- Deliverables:** Electronic copies (Word.doc, PDF) of internal draft and revised draft wetland delineation report; up to three (3) hard copies and an electronic copy (PDF) of the final wetland delineation report
- Meeting(s):** Field verification visit with Corps at project site, if requested

### ***Task 3: Prepare Archaeological Survey Report/Historic Property Survey Report***

The Caltrans programmatic agreement process per the Caltrans/FHWA/SHPO MOU (amended January 2014) will be followed. Stantec will conduct an inventory of cultural resources and prepare an Archaeological Survey Report (ASR) and Historic Property Survey Report (HPSR) in Caltrans format and in compliance with Section 106 of the National Historic Preservation Act (Section 106). Stantec assumes that the County will provide a project description with a description of the vertical and horizontal APE and if possible, the depth, quantity, and location of excavation. Stantec assumes that an archaeological survey permit from Plumas National Forest will not be required to conduct the field inventory.

**Records Search:** In accordance with the State Historic Preservation Officer (SHPO), FHWA, and Caltrans guidance, Stantec will conduct a review of archival sources including, but not necessarily restricted to, the following:

- National Register of Historic Places
- California Register of Historical Resources
- California Inventory of Historic Resources
- California Historical Landmarks
- General Land Office plat maps, survey notes, and patents
- USGS Historical Topographic Map Collection
- The Northeast Information Center (NEIC) (California State University, Chico) of the California Historical Resources Information System

The collection of NEIC data on archaeological surveys, excavations and site records, and mapped historical data for the area of potential effects APE may be supplemented with additional research. In order to provide significant contextual and thematic background information archival historical research may be conducted at local historical societies and libraries. As part of the archival research, soils surveys and other geological information will be reviewed to determine the age of local landforms and the potential for naturally buried archaeological resources to occur in the project area.

**Native American and Stakeholder Consultation:** Section 106 requires consultation with parties that might have an interest in or be affected in some way by a proposed federal undertaking. In California, this consultation is typically conducted with Native American groups. However, additional stakeholders such as local historical societies and other cultural organizations may be contacted as well. To satisfy the consultation provisions, Stantec will contact the Native American Heritage Commission to request a search of the Sacred Lands File and a list of Native American tribal representatives from the region, including an AB 52-specific list of contacts. Stantec will contact each individual/group on the Section 106 and AB-52 lists with letters and follow-up phone calls (if necessary) to solicit any information or concerns that they might have regarding the proposed project. In addition, Stantec will contact the Plumas County Historical Society for information on the APE and surrounding vicinity and ask if the Society has any concerns regarding the project and cultural resources that might be affected by construction activities.



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

**Field Inventory:** Once the APE map is approved by the County and Caltrans, an intensive archaeological inventory will be conducted utilizing pedestrian transects spaced no greater than 15 meters apart over the defined APE. In areas determined to be less sensitive (e.g., steep hillsides), transects may be spaced wider or other suitable survey methods may be employed. The field inventory will identify:

- the presence or absence of cultural resources visible on the ground surface at the project site;
- the present condition of the local environment;
- environmental factors that may have affected use of the areas by prehistoric and historic occupants (e.g., elevation, food or material resources, proximity to water); and
- environmental factors that may have limited the survival or visibility of archaeological remains (e.g., erosion, or modern disturbance).

Any newly identified archaeological sites, including linear features, encountered within the APE will be recorded in a manner consistent with the *Secretary of the Interior's Standards and Guidelines for Identification of Cultural Resources* (48CFR 44720-23). California Department of Parks and Recreation (DPR) Series 523 forms will be prepared, along with appropriate supporting forms (e.g., Archaeological Site Record, Linear Feature record, Site Sketch Map, Location Map). For the purposes of this scope of work, it is assumed that no more than two sites will need to be recorded.

**Archaeological Survey Report:** Results of the discovery process will be presented in the standard Caltrans Archaeological Survey Report (ASR) format. The ASR will document both positive and negative archaeological survey results (it does not evaluate sites or significance of impacts). The ASR demonstrates that a reasonable effort has been made to identify historic properties, commensurate with the scale and scope of the undertaking. Stantec will provide an administrative draft ASR for review and approval by the County, incorporate revisions, and provide the County with a draft ASR for submittal to Caltrans for review and approval. Stantec will review and respond to Caltrans comments and prepare a final ASR.

**Historic Property Survey Report:** Stantec will prepare a Historic Property Survey Report (HPSR), which summarizes the findings discussed in the ASR. The HPSR is used by Caltrans to document completion of the cultural resource identification phase. Stantec will provide an administrative draft HPSR for County review and approval, incorporate revisions, and provide the County with a draft HPSR for submittal to Caltrans for review and approval. Stantec will review and respond to Caltrans comments and prepare a final HPSR. It is assumed that completion of a National Register eligibility evaluation or preparation of a Finding of Effects document will not be required.

**Deliverables:** Electronic copy (Word.doc, PDF) of internal draft and revised draft ASR/HPSR; up to three (3) hard copies and an electronic copy (PDF) of the final ASR/HPSR

**Meeting(s):** Not Applicable

### ***Task 4: Conduct Initial Site Assessment***

Lawrence & Associates (L&A), as a subconsultant to Stantec, will conduct an Initial Site Assessment (ISA). The ISA will be conducted to evaluate the potential for hazardous materials and if hazardous materials are found, the materials will be evaluated for the potential to result in hazardous waste impacts. The ISA will be supplemented by a records review conducted in accordance with ASTM E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment (ESA) Process. The ISA will include (at a minimum):



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

The Phase I ESA component of the ISA will include reporting the results of the following, at a minimum:

- Review of environmental records from:
  - Environmental databases and
  - State and local agency records;
- Review of historical use of the project site and encroaching parcels, including records, maps, and aerial photographs;
- Site reconnaissance of the project site, observing:
  - Uses,
  - Topography, hydrology, and geology,
  - Presence of hazardous substances and petroleum products, including tanks, odors, discoloration, pools of liquid, drums, and other containers;
- Interviews with owners, occupants, and local government officials; and
- Compilation of all information into reports, including narrative, maps, historical information, proximity to significant contaminated sites, and other findings and conclusions. The ISA for the site will address environmental-related activities documented at adjoining and other vicinity properties.

Site reconnaissance to observe the site and surrounding site conditions to evaluate the potential for hazardous materials in structure construction. This evaluation will include:

- Lead-Based Paint - Paint on structures may contain lead. Based on the size of the project and construction history, an appropriate quantity of samples may be collected and analyzed using EPA 7000B/3050B for total lead. Specifications for management and removal of structure paint are included in this scope of work and will be prepared if it is determined that lead is present. Standard Special Provisions (SSPs) per Caltrans, to address hazardous waste (CCR Title 22) regulatory requirements, will be required.
- Thermoplastic/Paint Stripe/Pavement Marking – Thermoplastic paint may contain lead of varying concentrations depending on color, type and year of manufacture; the removal of any stripe/markings, concurrent with the removal of existing AC, will require a lead compliance plan. Standard Special Provisions (SSPs) per Caltrans, to address hazardous waste (CCR Title 22) regulatory requirements, will be required.
- Asbestos Containing Material (ACM) - There is potential that ACM could be present in shims within the guardrail assembly, joint filler material, abutment joints, and/or expansion joints. If there is any disturbance of these materials, the County will need to ensure that the removal and management of ACM is performed by a contractor who is a registered Asbestos Contractor with CalOSHA. In addition, recent tests of some bridges during construction have found asbestos in the concrete aggregate of the bridge structure.

Site reconnaissance to observe the site and surrounding site conditions to evaluate the potential for hazardous materials in the project site soils. If the project includes ground disturbance with earthmoving equipment, evaluation of soils at the project site is needed to evaluate lead and perchlorate in soils.



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

- **Lead in Soil** - It is expected that lead may be present in soils within the project. Caltrans SSP 15-027 should be considered and included in the report narrative to require the Contractor to have and implement a lead compliance plan prepared by a Certified Industrial Hygienist (CIH). SSP 15-027 must be used whenever any disturbance of earth material (e.g., soil) that could result in lead exposure will occur, but if the lead concentrations are below hazardous waste thresholds (below 1,000 mg/kg total lead and below 5 mg/l soluble lead) and disposal in a permitted landfill is not required. To use SSP 15-027 there must be knowledge of lead concentrations.
- **Perchlorate in Soil** - An evaluation regarding perchlorate will be conducted within the project limits. This evaluation will include a field inspection of the project area, physical collection and analysis of soil samples for perchlorate for projects where soil disturbance by earthwork will occur. Samples will be analyzed using analytical method EPA 314.
- **Naturally Occurring Asbestos** - Naturally occurring asbestos (NOA) may possibly be present in native rocks and gravels located within the project limits. L&A will examine vicinity geologic maps for the presence of ultramafic rock formation. NOA is more likely to be encountered in, and immediately adjacent to, areas of ultramafic rocks.

Based on the results of the ISA, a preliminary remediation evaluation to address potentially contaminated sites within the project boundary may be prepared and submitted under separate cover. The information to be provided will discuss potential remediation processes, timeline, and remedial action costs of contaminated sites found within the project limits.

L&A will prepare an ISA report for review and approval by the County. A revised report addressing County comments will be submitted to Caltrans for review and approval. A final ISA report that addresses Caltrans' comments will be submitted for final review and approval.

**Deliverables:** Electronic copy (PDF) of internal draft and revised draft ISA; up to three (3) hard copies and an electronic copy (PDF) of the final ISA  
**Meeting(s):** Not Applicable

### ***Task 5: Prepare CEQA/NEPA Documentation (OPTIONAL)***

Based on the assumption that there are no significant, unmitigable environmental impacts or significant public controversy associated with the project, CEQA documentation will be an Initial Study (IS), and NEPA documentation will be a Categorical Exclusion (CE) supported by technical studies. CEQA approval will be in the form of a mitigated negative declaration (MND), with mitigation based on the IS and technical studies identified under Tasks 1 through 4. NEPA approval will be in the form of a CE supported by technical studies.

**Prepare Administrative Draft Initial Study:** Stantec will prepare an Administrative Draft IS/MND using the environmental checklist form included as Appendix G of the CEQA guidelines (or other format preferred by the County). The document will be prepared in a narrative format that describes the environmental setting for the study area, summarizes the results of the technical studies (e.g., ASR/HPSR, NES-MI, wetland delineation, ISA), identifies potential impacts resulting from the proposed project, and recommends mitigation measures (as appropriate). Each issue area covered in the environmental checklist (Appendix G) will be evaluated at a suitable level of detail to



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

address the potential impacts of the proposed project. The IS will only analyze the preferred project alternative at a full level of detail. An administrative draft IS will be submitted to the County for review.

**Prepare Draft Initial Study and Notice of Intent to Adopt a Mitigated Negative Declaration:** After the County completes their review of the administrative draft IS, Stantec will address comments and prepare a public draft IS. Stantec will also prepare a Notice of Intent to Adopt a Mitigated Negative Declaration (NOI). Stantec will bind this document together with the public draft IS. A screen-check copy of the IS/MND and NOI will be submitted to the County for approval prior to distribution to the public. In addition, Stantec will complete the Notice of Completion (NOC) form on behalf of the County and submit to the State Clearinghouse along with 15 copies of the IS/MND. Stantec recommends that the County provide a 30-day public comment period.

**Prepare Final Initial Study/Mitigated Negative Declaration:** After the close of the public comment period and assuming comments warranting substantial revision or recirculation of the IS are not received, Stantec will review the public and agency comments with the County, compile and number all substantive comments, and provide written responses for each comment provided. Note: the level of effort to respond to comments assumes up to 16 hours of technical staff time. Stantec will provide the County with a draft set of responses to comments for review and approval. The draft IS/MND will become the final IS/MND and the final written responses to comments will be included as an appendix.

**Prepare Mitigation Monitoring and Reporting Plan:** Stantec will prepare a Mitigation Monitoring and Reporting Plan (MMRP) that summarizes all of the project mitigation measures, the responsible parties for implementing each measure, and the timing for each measure. The MMRP will be an appendix to the final document.

**Coordinate Final CEQA and NEPA Approval:** Stantec will coordinate the final stages of the CEQA process with the County. CEQA approval, via adoption of a mitigated negative declaration, would be obtained at a County Board of Supervisors' meeting. Stantec will prepare the notice of determination. It is assumed that Stantec's attendance at the Board of Supervisors' meeting will not be required. Stantec will also complete the Categorical Exclusion Determination Form, including a summary of environmental commitments (ECR), and submit to Caltrans for approval of the NEPA CE.

**Deliverables:** Electronic copy (Word.doc, PDF) of the administrative draft IS/MND, public draft IS/MND, NOI, MMRP, and NOC; Up to thirty (30) bound copies of public draft IS/MND, NOI, and MMRP; up to fifteen (15) bound copies of final IS/MND (responses to comments) and MMRP; NOD and ECR in electronic form (PDF)

**Meeting(s):** Not applicable

### ***Task 6: Prepare Regulatory Permit Applications***

Stantec will prepare permitting packages for the County's signature and submittal. Based on existing information for the proposed project, Stantec anticipates the following permits will be required:

#### **Section 404 Permit (U.S. Army Corps of Engineers)**

Based on the nature of the proposed project and anticipated effects on waters of the United States, the project will likely qualify for coverage under Nationwide Permit #14 for Linear Transportation Projects. Preparation of an



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

Individual Permit application or Letter of Permission is excluded from this scope of work. To obtain coverage under the Nationwide Permit, Stantec will prepare a pre-construction notification (PCN) and provide details on the anticipated project impacts (i.e., placement of fill) on waters of the United States, including wetlands. The County will be responsible for providing Stantec with the project detail necessary to complete the PCN (e.g., area, type, and volume of fill material). If mitigation is required for project impacts, we assume a detailed mitigation plan will not be required and that the County can achieve mitigation via payment through the Corps-approved in lieu fee program.

Stantec will provide an electronic version of the PCN to the County for review and will address any comments. Once finalized, the County will submit the application to the Corps and will be responsible for subsequent coordination.

### **Section 401 Water Quality Certification (Central Valley Regional Water Quality Control Board)**

In compliance with Section 401 of the Clean Water Act, Stantec will prepare an application for water quality certification for the project to the Central Valley Regional Water Quality Control Board (RWQCB). A copy of the PCN may be attached to the application. The County will be responsible for providing Stantec with the project detail necessary to complete the application (e.g., Appendix C storm water calculator, area, type, and volume of fill material), if applicable. The County will be responsible for submitting the application to the RWQCB and payment of the application fee (made payable to the State Water Resources Control Board).

### **Section 1602 Streambed Alteration Agreement (California Department of Fish and Wildlife)**

In compliance with Section 1602 of the California Fish and Game Code, Stantec will prepare a Notification of Streambed Alteration on behalf of the County for submittal to the CDFW. The County will be responsible for submitting the notification to the CDFW and payment of the notification fee. The County will be responsible for providing Stantec with the project detail necessary to complete the notification (e.g., area, type, and volume of fill material; area of vegetation removal).

**Deliverables:** Electronic copy (Word.doc, PDF) of the draft versions for each permit application identified above; Electronic copies (PDF) of the final versions of each permit application identified above.

**Meeting(s):** Not applicable



PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

**EXHIBIT B**  
**Fee Schedule**

The estimated cost for the Scope of Work, as outlined in Exhibit A, shall be completed on a time-and-materials basis, and shall not exceed Ninety-Nine Thousand Six Hundred and Forty-Six Dollars and Seventeen Cents (\$99,646.17). A line item cost breakdown showing labor hours, hourly rates, and expenses is provided in the attached cost spreadsheet. Cost by task is summarized below:

Base Tasks	Cost
Task 1: Prepare Natural Environment Study Report – Minimal Impact	\$14,949.76
Task 2: Conduct Wetland Delineation	\$10,905.12
Task 3: Prepare Archaeological Survey Report/Historic Property Survey Report	\$20,516.08
Task 4: Conduct Initial Site Assessment	\$12,878.91
Task 6: Prepare Regulatory Permit Applications	\$19,001.70
Optional Task	Cost
Task 5: Prepare CEQA/NEPA Documentation	\$21,394.60



PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

Chester-Warner Road at Kings Creek Bridge Replacement Project – Environmental Services Support  
March 14, 2019

## EXHIBIT C Project Schedule

Stantec will initiate work on the tasks identified in this scope of work following notice-to-proceed and receipt of a stable project description. Field work will be dependent upon weather and site conditions. We assume approximately two weeks to respond to County comments and 2-4 weeks to respond to Caltrans comments; Caltrans' review periods may range from 20-60 days depending upon staff commitments. Provided below is a tentative completion schedules to complete the initial draft documents.

Base Tasks	Duration to Complete Draft
Task 1: Prepare Natural Environment Study Report – Minimal Impact	10 weeks
Task 2: Conduct Wetland Delineation	8 weeks
Task 3: Prepare Archaeological Survey Report/Historic Property Survey Report	12 weeks
Task 4: Conduct Initial Site Assessment	8 weeks
Task 6: Prepare Regulatory Permit Applications	4 weeks following completion of CEQA documentation
Optional Task	Cost
Task 5: Prepare CEQA/NEPA Documents	12 weeks following completion of technical studies





# Plumas County Public Health Agency

Andrew Woodruff, MPH, Director

Mark Satterfield, M.D, Health Officer

270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

101

**Date:** August 12, 2019  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for August 20, 2019

**Recommendation:** Approve and direct the Chair to sign Subcontract Number HPP1920PCFS in the amount of \$2,000.00 with Plumas County Facilities and #PAN1920Fair with Plumas County Fair in the amount of \$4,999.00 related to the Hospital Preparedness Program for Fiscal Year 2019-2020; and ratify agreement effective July 1, 2019, approved as to form by County Counsel.

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

Plumas County has subcontracted with Facilities and the Fair to provide services for the California Department of Public Health Hospital Preparedness and Pan Flu Programs.

**Fiscal Impact:** There is no financial impact on the County General Fund, as these subcontracts are fully funded by the Hospital Preparedness and Pan Flu Programs through Public Health.

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



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Director

Mark Satterfield, M.D, Health Officer

270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

102

**Date:** August 12, 2019  
**To:** Honorable Board of Supervisors  
**Cc:** Nancy Selvage  
**From:** Andrew Woodruff  
**Agenda:** Item for August 20, 2019

**Recommendation:** Authorize the Director of Human Resources to recruit and fill a 1.00 FTE Licensed Vocational Nurse I/II (LVN) or Registered Nurse I/II (RN) or Public Health Nurse I/II/III (PHN), due to resignation on August 16, 2019..

**Background:** As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. This resignation will leave a vacant position that is imperative to fill as soon as possible in order to keep up with the demand of the clients in the clinic. Filling this vacancy as soon as possible will allow us to reduce any interruption in services to our current clinic clients and those that are case managed in our specialty programs. Swift approval will also reduce the prolonged period during which other nurses perform extra duties to cover the work of these vacancies.

**Fiscal Impact:** Public Health Agency's FY 2019-2020 budget fully funds the salary and benefits of the 1.00 FTE Licensed Vocational Nurse I/II or Registered Nurse I/II or Public Health Nurse I/II/III.

A copy of the Critical Staffing Request and organizational chart is attached for your review.

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

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: August 20, 2019

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE  
LVN/RN/PHN

POSITION TITLES: 1.0 FTE PHN III/II/I OR RN II/I OR LVN II/I

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

<b>For Committee use only</b>
-------------------------------

Date of Committee Review: \_\_\_\_\_

Determination of Committee? ☐ Recommended  
☐ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: ☐ Approved ☐ Denied

Board Modifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

The LVN/RN/PHN is responsible for staffing the Nurse of the Day (NOD) role that sees family planning/reproductive health clients, routine vaccination and places and reads TB skin tests. This position is also responsible for communicable disease investigation, partner services and outbreak support under supervision of the nursing director.

This position will become vacant on August 16, 2019.

- Can the department use other wages until the next budget cycle?

Position is budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages.

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

Compared to regional counties and counties of similar size, we have a very small clinic/nursing staff.

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

Patient services, lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of this position. These positions handle a caseload of clients with complex medical conditions and the sooner they are filled, the better continuity of care for clients.

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

Not filling the position will cost the department funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.

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

N/A

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

No.

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

No.

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

N/A. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

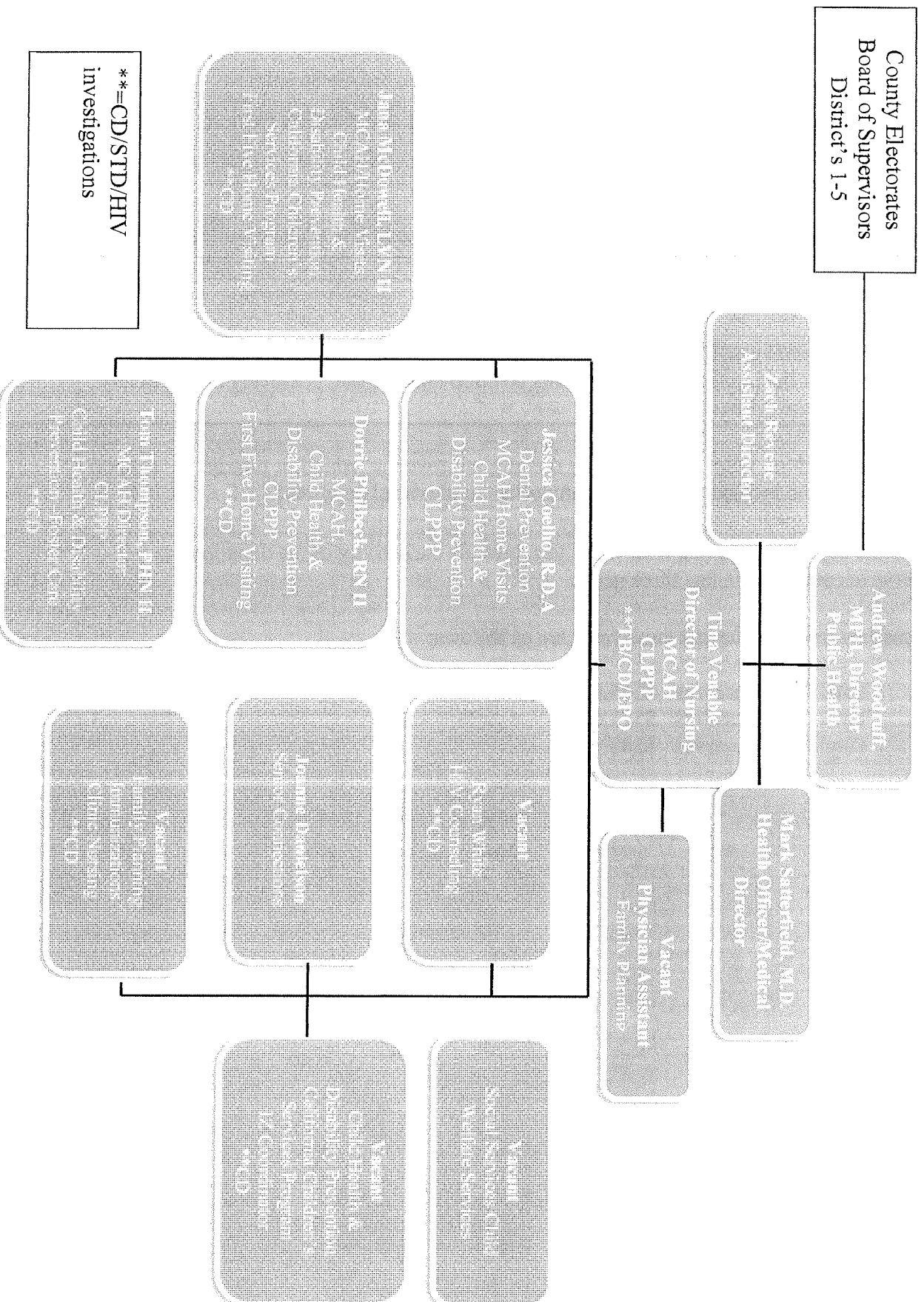
- Does the department have a reserve? If yes, provide the activity of the departments reserve account for the last three years.

Yes. The cash reserves for the last three years are as follows:

FY 16/17	Total Cash Reserves	\$568,650
FY 17/18	Total Cash Reserves	\$575,661
FY 18/19	Total Cash Reserves	\$582,102

# PLUMAS COUNTY PUBLIC HEALTH AGENCY CLINIC & NURSING SERVICES DIVISION

3





**Erin Metcalf**  
Chief Probation Officer

## County of Plumas

### Department of Probation

270 County Hospital Rd. #128,  
Quincy, California, 95971



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

2A

**DATE:** August 8, 2019

**TO:** Honorable Board of Supervisors

**FROM:** Erin Metcalf, Chief Probation Officer

**SUBJECT:** Approve Community Corrections Partnership (CCP) Public Safety  
Realignment Budget for 2019-2020

#### **Recommendation:**

Accept the recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve the Public Safety Realignment AB109 budget for 2019-2020.

#### **Background:**

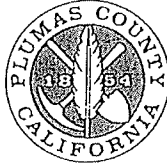
On August 7, 2019, the Executive Committee of the Community Corrections Partnership voted on and approved the recommended funding for partner agencies and community based agencies totaling \$1,079,242.32 for the 2019-2020 fiscal year. It is respectfully recommended the Board of Supervisors approve the funding recommendation.

2018-2019 AB109 CCP BUDGET (AMENDED)

Agency	Beginning Budget	Amount Spent	Unspent Balance
District Attorney	134,008.00	-76,528.70	57,479.30
Sheriff's Dept.	469,678.00	-469,678.00	0.00
Probation Dept.	209,526.00	-175,295.68	34,230.32
Alliance For Workforce	25,000.00	-25,000.00	0.00
PCIRC-Pathways	61,200.00	-61,200.00	0.00
PCIRC-Ohana House	45,000.00	-45,000.00	0.00
PCIRC-DAD 24/7	16,824.00	-16,824.00	0.00
Quincy Literacy Program	31,733.00	-17,921.56	13,811.44
Behavioral Health	67,475.00	-51,986.00	15,489.00
Totals	1,060,444.00	-939,433.94	121,010.06

2019-2020 AB109 RFP's

Agency	Amount Requested	Amount Approved
District Attorney	149,530.00	149,530.00
Sheriff's Dept.	484,185.00	484,185.00
Probation Dept.	216,484.00	216,484.00
Alliance For Workforce	25,000.00	25,000.00
PCIRC-Pathways	50,000.00	50,000.00
PCIRC-Ohana House	45,000.00	45,000.00
PCIRC-DAD 24/7	18,000.00	18,000.00
Quincy Literacy Program	25,874.00	18,000.00
Behavioral Health	73,043.32	73,043.32
Totals	1,087,116.32	1,079,242.32



Plumas County Community Corrections Partnership  
AB109 Public Safety Re-Alignment

Chief Probation Officer — Erin Metcalf  
Superior Court Judge Janet Hilde - Designee Deborah Norrie  
District Attorney- David Hollister  
Sheriff - Greg Hagwood  
Public Defender - Bill Abramson  
Behavioral Health Director-Tony Hobson

MINUTES FOR EXECUTIVE COMMITTEE MEETING  
HELD ON WEDNESDAY AUGUST 7, 2019  
AT 2:00 P.M., IN THE BOARD OF SUPERVISORS ROOM 308,  
PLUMAS COUNTY COURTHOUSE, QUINCY, CALIFORNIA  
[www.countyofplumas.com](http://www.countyofplumas.com)




REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact committee secretary at (530) 283-6200. 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


2:00 P.M. CALL TO ORDER/ROLL CALL **Roll Call.**

**Present: David Hollister, Deborah Norrie, Erin Metcalf, Bill Abramson, Tony Hobson.**

**Absent: Gregory Hagwood.**


ADDITIONS TO OR DELETIONS FROM THE AGENDA 



PUBLIC COMMENT OPPORTUNITY 

DEPARTMENT | AGENCY ANNOUNCEMENTS | REPORTS: 

ACTION AGENDA

1. EXECUTIVE COMMITTEE

- A. Approval of Meeting Minutes from June 19, 2019  Motion: , Action: Approve, Moved by Bill Abramson,  
Seconded by David Hollister.

- B. Review of 4<sup>th</sup> Quarter Expenditure Reports; discussion and possible action. 
- C. Consider request(s) for funding proposals received from the Plumas County Library, Alliance for Workforce Development, and Plumas Crisis Intervention and Resource Center to be included in the FY2019-2020 Budget; discussion and possible action-Roll call vote 

Literacy Program: Moral recognition program/General literacy classes-inmates and public. Served 160 individuals last fiscal year. Bill Abramson states the PUSD just started an adult education program. Librarian states the differences between their programs. She states there are referrals to the PUSD program to assist with GED. MRT certified employee, can continue programs once out of custody. Without the funding from CCP, MRT programming would not be available to inmates anymore. Most libraries offer general literacy to inmates, but not all the programs the Plumas County Library offers. 2017-2018 MRT educator and another educator has left the Library programs, and funding is needed for an educator. Hollister asks about issues of staffing, that classes be consistently offered at the jail. If funded at the same spending level of last year, it would cover the MRT training. Not staff members.

AFWD: Luis, director from AFWD/Nor-Tec. Explains programs that are offered for job searches and employment opportunities, in the jail. Providing soft skill workshops. 21<sup>st</sup> century workshop. Program eligibility is determined by assessing offenders and offering incentive programs. Referral to education opportunities. Plumas County AFWD is the only county that receives CCP funding, of the 13 counties included in Nor-Tec. Luis assures the CCP board that no other county is provided with any CCP funding. The CCP funding stays within Plumas County. 21<sup>st</sup> Century program is offered from incarceration, through Probation, and out of custody. It consists of 5 workshops. AFWD is funded through federal monies only in other counties. Luis reports that AFWD will be embed themselves in the Day Reporting Center, once it is open. Business services representatives reach out to business owners to help with on the job training programs, AFWD pays half the wages of the employee for a time.

PCIRC: Johanna, director of Plumas Crisis Intervention and Resource Center: Emergency Services Coordinator, is not available today, and requests she be present telephonically. At the moment, she will not be allowed to be present telephonically. Johanna texts her to stand-by.

PCIRC Pathways program-\$50,000 requested this year. She states it was a "wildly" popular and used program in the past year. Transitioning offenders-motels, rent assistance, deposit assistance, and utility assistance. Served 117 individuals last year. 100% were on Probation. The individual and their families are helped with the Pathways program. Johanna clarifies that funds are only used exactly as stipulated in the grant in which it was received. COC is not always being paid timely. Tony Hobson states that he sees a direct link to homelessness and recidivism.

PCIRC Ohana House: Johanna explains Ohana House program. Served 18 clients, 6 were probation related, and 1 victim. This year, all clients are Plumas County residents. 2 individuals were on active probation. Ages are 18 and up, now. It was ages 15-25. Tony Hobson asks how many of the clients were involved in Social Services. Johanna explains that the younger clients were involved in Social Services. Ohana House would falter without CCP funds. Johanna states she is willing to work with CCP on financial. She puts her programs in order of priority by Pathways, then Ohana House, and the 24/7 dad program.

PCIRC 24/7 dad- Has been very successful. 100% are criminal justice served. Classes are Court Ordered now.



**Motion:** CCP recommendation: following funding occur-Alternative Sentencing program, Sheriff's Department, Probation Department, Behavioral Health, as requested. And fund Literacy Program at \$18,000, AFWD funded at \$25,000, PCIRC at \$50,000 for Pathways, PCIRC at \$45,000 for Ohana House, and PCIRC at \$18,000. And requesting a committee, **Action:** Approve, **Moved by** David Hollister, **Seconded by** Tony Hobson.



Chief Metcalf will go to the Board of Supervisors with budget and concerns.

2B1

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

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



**DATE:** August 9, 2019

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
AUGUST 20, 2019.

**RE: APPROVE RESOLUTION RATIFYING THE MEMORANDUM OF  
UNDERSTANDINGS BETWEEN THE COUNTY OF PLUMAS AND THE  
PROBATION ASSOCIATION AND THE MID-MANAGEMENT ASSOCIATION**

---

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

Approve resolution to ratify the Memorandum of Understanding (MOU) for the Probation Association and the Mid-Management Probation Association for the period of July 1, 2018 through June 30, 2021.

### **BACKGROUND AND DISCUSSION:**

The County negotiation team has met in good faith with the bargaining team of the Probation Association and the Mid-Management Association to reach a tentative agreement. There have been a few changes to the tentative MOU which address membership fees, the wage increases of an immediate 2% increase to the employees' hourly wages, and health insurance premiums comparable to the Sheriff Employee Association premium contribution rates.

Highlights from the tentative MOU for the Probation Association and the Mid-Management Association includes the following new agreed upon conditions:

#### **2.01 WAGE**

Wages for all represented classifications shall be increased during the term of this Agreement as follows:

2.0 % effective the first full pay period following adoption of this Agreement by the Board of Supervisors.

1.0 % effective the pay period including July 1, 2020.

#### 4.01 HEALTH INSURANCE

##### Active Employee Health Plan

Employees are eligible to receive medical insurance through the CalPERS based on employees' residential zip codes for either PORAC, Care, Choice, or Select medical plans.

- (a) Effective July 1, 2018, the County shall contribute the flat dollar amount each month towards CalPERS health insurance plans for medical, vision, dental and life benefit as follows:
  - 1. Employee: \$569.88
  - 2. Employee +1: \$1,171.80
  - 3. Family: \$1,511.12
- (b) The County and Association will reopen negotiations in June 2020 to address calendar year 2021 employer health benefit premium contributions.
- (c) Upon providing continued proof of other Patient Protection and Affordable Care Act compliant group health insurance by providing a copy of the health insurance card for the alternative coverage, employees choosing to opt out of the County offered health plans shall receive \$100.00 per 24 pay periods (excluding the 3rd paycheck in one month) for a maximum annual benefit of \$2,400.00 per year.

I recommend the Board of Supervisors approve the attached Resolution to ratify the Memorandum of Understanding (MOU) for both associations, Probation and Mid-Management Probation Association for the period of July 1, 2018 through June 30, 2021.

A copy of the Probation and Mid-Management Associations Memorandum of Understandings are on file with the Clerk of the Board. The new MOUs includes Appendix A, list of Probation and Mid-Management Associations Job Classifications.

**RESOLUTION NO. 2019-\_\_\_\_\_**

**RESOLUTION RATIFYING THE MEMORANDUM OF UNDERSTANDINGS  
BETWEEN THE COUNTY OF PLUMAS AND THE PROBATION  
ASSOCIATION AND THE MID-MANAGEMENT PROBATION ASSOCIATION**

**WHEREAS**, the negotiation team for the Board of Supervisors and the negotiation team for Probation Association and the Mid-Management Probation Association and have met and conferred in good faith and have reached a tentative agreement for a Memorandum of Understandings covering wages, hours and other terms and conditions of employment, for the Probation Association employees. The period covered under this tentative agreement is July 1, 2018 through June 30, 2021.

**WHEREAS**, the Board of Supervisors has reviewed and concurs with terms and conditions of the Memorandum of Understandings for the Probation Association and the Mid-Management Probation Association.

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

1. Board of Supervisors ratifies and accepts the Memorandum of Understandings for the Probation Association and Mid-Management Probation Association as set forth in the copy of the Memorandum of Understandings attached to this Resolution as Exhibit A and Exhibit B.
2. The County Auditor/Controller and Human Resources Director are hereby directed to implement the provisions of these Memorandum of Understandings and the Board Chair is authorized to execute the Memorandum of Understandings and any other documents related hereto in order to carry out this ratification.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 20th day of August, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:

ATTEST:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk of the Board

# **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)

232



**DATE:** September 6, 2017

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
AUGUST 20, 2019.

**RE: ADOPT RESOLUTIN TO AMEND THE PLUMAS COUNTY  
JOB DESCRIPTION FOR ANIMAL CONTROL OFFICER I/ II,  
AND ANIMAL CONTROL SUPERVISOR**

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

**It is recommended to approve the attached Resolution to amend the Plumas County's job description for the Animal Control Officer I/II and the Animal Control Supervisor.**

## **BACKGROUND AND DISCUSSIONS**

This request was brought to my attention by Gabriel Hydrick, County Administrator, for the purpose of accurately reflecting the "REPORTS TO" in the job classifications for Animal Control job descriptions. It was many years ago, that the Animal Control was redirected under the supervision of the Plumas County Sheriff's department. A chain of command was established for these positions but the job descriptions were not properly updated to reflect this. The current job descriptions for the Animal Control Officer I/II and the Animal Control Supervisor lists the County Administrative Officer as contact for the chain of command and this is not accurate. I am correcting these job descriptions and have attached them for review.

With the corrected changes, these job descriptions are updated to reflect the structure of the proper chain of command for the Animal Control job classifications. This is also reflected in the attached Sheriff's department's organizational chart. This is not a change in wages, hours or working conditions for these three updated job classifications, just a "REPORT TO" detail in the job descriptions that has been now corrected. It is agreed between County Administrator and County Counsel that this update does not require a meet and confer with Operating Engineers Local #3.

I recommend approving the attached Resolution approving the update to the job description.

Attached Exhibits:

- Exhibit A: Current job descriptions for Animal Control Officer I/II and the Animal Control Supervisor
- Exhibit B: Updated job descriptions for Animal Control Officer I/II and the Animal Control Supervisor
- Exhibit C: Sheriff's Organizational Chart

RESOLUTION NO. 2019- \_\_\_\_\_

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB  
CLASSIFICATIONS PLAN FOR THE PLUMAS COUNTY ANIMAL CONTROL  
OFFICER I/II AND ANIMAL CONTROL SUPERVISOR #2042851**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the Fiscal Year needs may arise to amend the Classification Plan;  
and

**WHEREAS**, the County Administrator requested the Human Resources Director correct the Animal Control Officer I/II and Animal Control Supervisor; and

**WHEREAS**, the Human Resources Director has corrected and incorporated modifications to the job descriptions for Animal Control #2042851; and

**WHEREAS**, this is not a change in wages, hours, or working conditions.

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

The job descriptions for the classifications attached hereto is approved, and the County's classification plan is hereby amended funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 20<sup>th</sup> day of August 2019 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

# Exhibit A

PLUMAS COUNTY

Last Revised: 11/95

## **ANIMAL CONTROL OFFICER I**

### **DEFINITION**

Under general supervision, to enforce applicable County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the training and first working level in the Animal Control Officer class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under relatively close supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete PC 832 Training and Euthanasia Training prior to being promoted to Animal Control Officer II.

### **REPORTS TO**

County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals.

## **ANIMAL CONTROL OFFICER I - 2**

### **EXAMPLES OF DUTIES**

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Make complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals if necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate law.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May perform general office support duties.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; 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, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## ANIMAL CONTROL OFFICER I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Care and feeding of various breeds of dogs and cats and other domestic and other animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Recordkeeping methods and office procedures.
- Basic methods of animal collection and restraint.

#### Ability to:

- Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Carry out oral and written directions.
- Provide court testimony regarding animal control issues.
- Learn appropriate regulations regarding radio transmission and communications.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Perform office support work.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Learn general law enforcement functions and procedures.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience in caring and handling large and small animals is required. Previous office support experience is desirable.

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



## **ANIMAL CONTROL OFFICER II**

### **DEFINITION**

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Animal Control Officer class series. Incumbents perform the full range of animal control enforcement activities and are required to have completed PC 832 training and Euthanasia training.

### **REPORTS TO**

County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals, as well as training for Animal Control Officer I's.

## **EXAMPLES OF DUTIES**

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Issues warning notices and citations to ordinance violators.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May train and/or provide lead direction for Animal Control Officer I's.
- May perform general office support duties.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance; 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, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common disease of animals, care and their symptoms.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.

**Ability to:**

- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Perform office support work.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

At least (1) year of experience comparable to an Animal Control Officer I with Plumas County.

**Special Requirements:** Completion PC 832 Training.

Completion of Euthanasia Training.

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

## **ANIMAL CONTROL SUPERVISOR**

### **DEFINITION**

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory classification for the planning, organization, and supervision of the office.

### **REPORTS TO**

County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Animal Control Officer II/I, Office Assistant III, and Animal Shelter Attendant.

## **ANIMAL CONTROL SUPERVISOR – 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the Animal Control Office; recommends, develops, and assists Animal Control Officer locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Establishes work schedules and methods for assigned staff, supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports, may prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## **ANIMAL CONTROL SUPERVISOR – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmissions and communications.
- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods of procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operating and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

#### **Ability to:**

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluation for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.

## ANIMAL CONTROL SUPERVISOR – 4

### Ability to: cont.

- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least (2) years of experience comparable to an Animal Control Officer II with Plumas County.

**Special Requirements:** Completion of PC 832 Training. Completion of Euthanasia Training.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

# Exhibit B

PLUMAS COUNTY

Revised: 07/2019

## ANIMAL CONTROL OFFICER I

### **DEFINITION**

Under general supervision, to enforce applicable County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to perform all necessary work in maintaining the County Animal Shelter facility in a clean and sanitary condition; to monitor the physical condition of all animals being held at the shelter; to assist with the care, feeding and placement of animals at the shelter, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the training and first working level in the Animal Control Officer Class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under relatively close supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete PC 832 Training and Euthanasia Training prior to being promoted to Animal Control Officer II.

### **REPORTS TO**

Animal Control Supervisor, Sheriff's Special Operations Sergeant, or Assistant Sheriff

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals.

## **ANIMAL CONTROL OFFICER I - 2**

### **EXAMPLES OF DUTIES**

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Make complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals if necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate law.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May perform general office support duties.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; 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, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## ANIMAL CONTROL OFFICER I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Care and feeding of various breeds of dogs and cats and other domestic and other animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Recordkeeping methods and office procedures.
- Basic methods of animal collection and restraint.

#### Ability to:

- Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Carry out oral and written directions.
- Provide court testimony regarding animal control issues.
- Learn appropriate regulations regarding radio transmission and communications.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Perform office support work.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Learn general law enforcement functions and procedures.
- Recognize abnormal animal behavior.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with staff and the general public.
- Lift heavy animals and/or equipment.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience in caring and handling large and small animals is required. Previous office support experience is desirable.

## ANIMAL CONTROL OFFICER I - 4

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

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

**ANIMAL CONTROL OFFICER II**

**DEFINITION**

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Animal Control Officer class series. Incumbents perform the full range of animal control enforcement activities and are required to have completed PC 832 training and Euthanasia training.

**REPORTS TO**

Animal Control Supervisor, Sheriff's Special Operations Sergeant, or Assistant Sheriff

**CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals, as well as training for Animal Control Officer I's.

## **ANIMAL CONTROL OFFICER II - 2**

### **EXAMPLES OF DUTIES**

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Issues warning notices and citations to ordinance violators.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May train and/or provide lead direction for Animal Control Officer I's.
- May perform general office support duties.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance; 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, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## **ANIMAL CONTROL OFFICER II - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common disease of animals, care and their symptoms.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.

#### **Ability to:**

- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Perform office support work.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Establish and maintain cooperative working relationships.

## **ANIMAL CONTROL OFFICER II - 4**

### **Training and Experience:**

At least (1) year of experience comparable to an Animal Control Officer I with Plumas County.

### **Special Requirements:**

- Completion PC 832 Training.
- Completion of Euthanasia Training.

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

## **ANIMAL CONTROL SUPERVISOR**

### **DEFINITION**

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory classification for the planning, organization, and supervision of the office.

### **REPORTS TO**

Sheriff's Special Operations Sergeant, Assistant Sheriff

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Animal Control Officer II/I, Office Assistant III, and Animal Shelter Attendant

## **ANIMAL CONTROL SUPERVISOR – 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the Animal Control Office; recommends, develops, and assists Animal Control Officer locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Establishes work schedules and methods for assigned staff, supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports, may prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## **ANIMAL CONTROL SUPERVISOR – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmissions and communications.
- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods of procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operating and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

#### **Ability to:**

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluation for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.

## **ANIMAL CONTROL SUPERVISOR – 4**

### **Ability to: continued:**

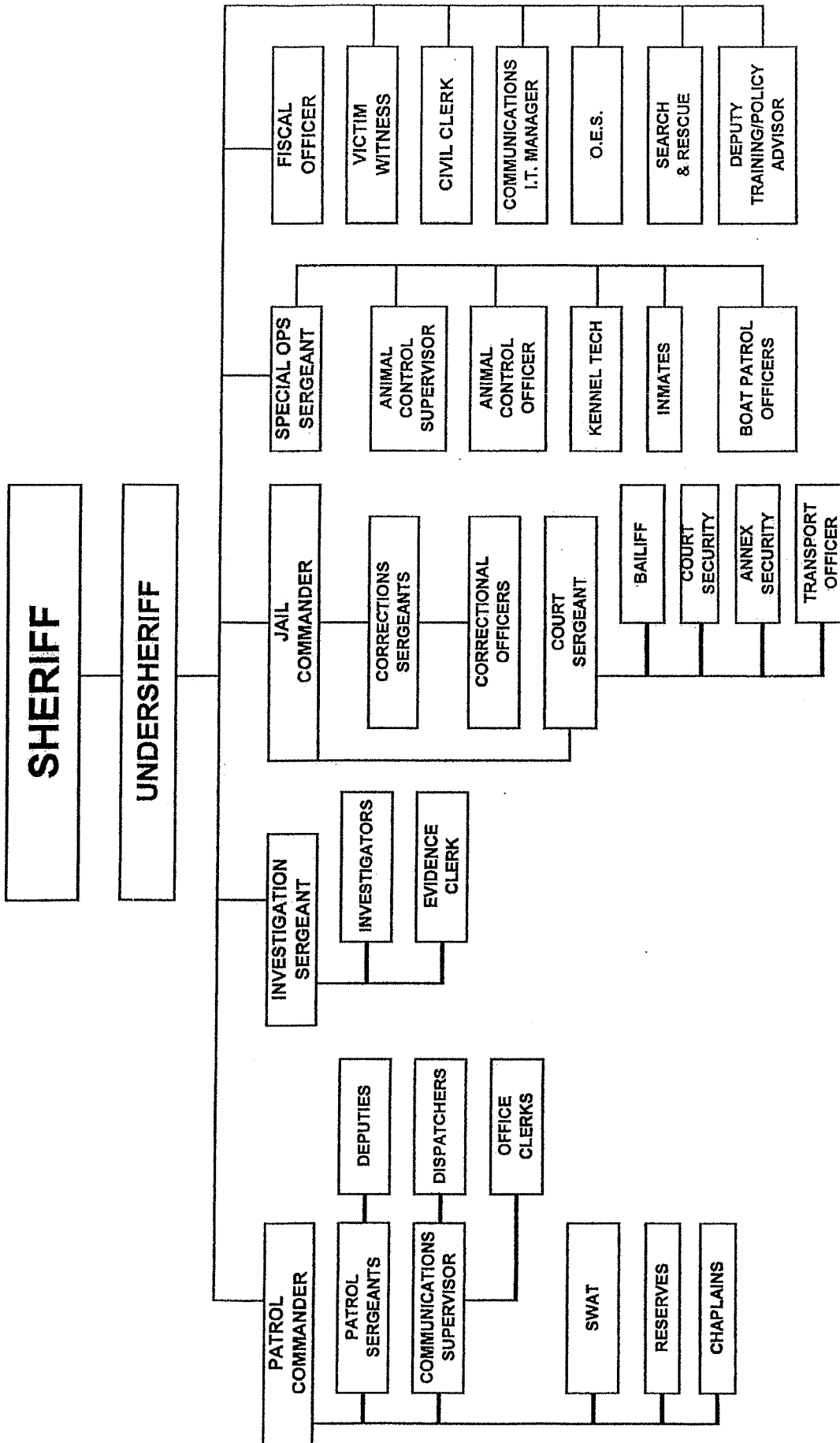
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least Two (2) years of experience comparable to an Animal Control Officer II with Plumas County.

**Special Requirements:** Completion of PC 832 Training. Completion of Euthanasia Training.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.



# BOARD OF SUPERVISORS

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



August 20, 2019

Honorable Ricardo Lara Insurance Commissioner  
300 Capitol Mall, Suite 1700  
Sacramento, CA 95814

RE: Letter of Concern on availability and affordability on Homeowners' Fire Insurance

Dear Honorable Insurance Commissioner Ricardo Lara,

The Plumas County Board of Supervisors have heard from our constituents about an alarming rate of astronomical rate increases and cancellations of homeowner insurance policies in Plumas County due to past catastrophic wildfires in California. We are aware that this is also a problem throughout the State of California as well.

Plumas County has over 70% federal land that is always at risk for wildfire during fire season, especially after years of low forest management that has increased the risk.

Plumas County has a very active Plumas County Firesafe Council and most recently many of our communities have become Firewise certified communities. (Currently we have fifteen certified with six more in process). Our constituents are doing all they can to protect their homes and properties from wildfire, but we need more help to make sure they can insure their homes. Those that have home mortgages must have insurance, but the options for homeowner insurance are becoming more and more limited or not available at all. This is an extremely concerning situation that can affect the real estate industry as well.

We have recently heard that your office has created an *Insurance Strike Team* and that you have met with other counties (Butte, Nevada, and Placer) concerning this issue. We would like to invite you to Plumas County so that we can have a meeting with you and your staff to address this very concerning situation in Plumas County.

Sincerely,

Kevin Goss, Chair

## 4A

RECEIVED  
JUL 03 2019  
PLUMAS COUNTY  
BOARD OF SUPERVISORS

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

1. Name of Claimant: JOE FLORES

2. Date of Birth: 07/27/82 3. Gender (circle one): ☒ Male ☐ Female

4. Mailing Address of Claimant:  
PO BOX 54 GREENVILLE CA 95947  
Address City State Zip

5. Mailing Address where notices are to be sent (if different than mailing address of claimant):  
\_\_\_\_\_  
Address City State Zip

6. Telephone Number of Claimant: (530) 375-0264

7. Incident Date: Month 5 Day 29 Year 2019 APPROX.

8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):  
KLUMAS COUNTY JAIL 50 ABERNATHY LANE.  
QUINCY

9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):

THE JAIL TOOK ALL MY PERSONAL BELONGINGS  
AND MY BACKPACK AND ALL ITS  
CONTENTS TO SOMEBODY ELSE WHEN THEY  
WERE RELEASED. THEN THEY USED  
MY DEBIT CARD AND SPENT \$302.00 ON  
AMAZON.COM

LIST INCLUDED WITH THIS FORM

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ 1190
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☐ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:  
PLUMAS COUNTY JAIL

#### CLAIMS INVOLVING MOTOR VEHICLES

14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☐ YES ☐ NO
15. Name of insurance carrier and telephone number (including area code):
- | Name    | Telephone Number |
|---------|------------------|
| Address | City State Zip   |
16. Policy Number: \_\_\_\_\_
17. Are you the registered owner: ☐ YES ☐ NO
18. Amount of deductible: \$ \_\_\_\_\_
19. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

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

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

[Signature]  
Signature

6/20/19  
Date

JOE FLORES  
Printed Name of Person Completing Claim

LG G6 PHONE	350
UAG PHONE CASE	80
SIM CARD	5
MICRO SD CARD	20
GSHOCK WATCH	150
WALLET	20
POCKET KNIFE	80
X-BOX CONTROLLER	60
17.3 LAPTOP BACKPACK	65
MAR GAS CYLINDERS X2	30
BELT	60
P.O. BOX KEYS X2	20
	<hr/>
	890

UNAUTHORIZED CHARGES  
TO MY DEBIT CARD  
ON AMAZON.COM — 300

\$1190