



BOARD OF SUPERVISORS

Terrell Swofford, Vice Chair 1st District
Robert A. Meacher, Chair 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jon Kennedy, 5th District

AGENDA FOR MEETING OF MARCH 06, 2012 TO BE HELD AT 11:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA

10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

INVOCATION AND FLAG SALUTE

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.

ACTION AGENDA

Convene as the Flood Control District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District.

1. 11:10 FLOOD CONTROL AND WATER CONSERVATION DISTRICT – Robert Perreault and Randy Wilson

Continued from February 21, 2012, mid-year financial report and transition plan for management of the Plumas County Flood Control and Water Conservation District. Discussion, possible action and/or direction to staff (request to continue to March 13, 2012)

Adjourn as the Flood Control District Governing Board and reconvene as the Board of Supervisors

2. 11:15 BOARD OF SUPERVISORS

A. Plumas County Coordinating Council – Consider proposed Memorandum of Agreement prepared by USFS, BLM, RCRC, and CSAC purporting to help improve interagency relationships in regard to management of federal public lands and national forests in California. Discussion, possible action and/or direction to staff

B. Approve and authorize the Chair to sign Audit Services Contract of \$154,680 with Smith and Newell, CPA's to conduct the County's audit for the next three years

C. Correspondence

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

E. Appointments

C-ROAD COMMUNITY SERVICES DISTRICT

Pursuant to Government Code §1780, appoint Becky Smith to the C-Road Community Services District Board to form a quorum necessary to conduct business

3. 11:30 **COUNTY ADMINISTRATIVE OFFICE** – Jack Ingstad
DEPARTMENTAL MATTERS

A. **FAIR** – John Steffanic

Approve request to replenish petty cash funds, including receipt over one-year old and some special charges for purchases made prior to the current department management

B. **SHERIFF** – Greg Hagwood

Approve and authorize the Chair to sign contract with US Script to provide prescription medications to inmates of the Plumas County Correctional Facility. Approved as to form by County Counsel

C. **PROBATION** – Sharon Reinert

Approve supplemental budget of \$103,077 for Drug Court/CDCI FY 2011-2012 revenue; and request to exempt the Probation Department from the potential requirement by the Auditor for allocation of a .5FTE to reimburse the General Fund

D. **MUSEUM** – Scott Lawson

Approve and authorize the Chair to sign revised by-laws for the Plumas County Museum Board of Directors. Approved as to form by County Counsel

E. **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Approve various mid-year Supplemental Budget adjustments to Public Health Agency for departments 20830 of \$2,060; 70560 of (\$24,700) and \$22,000; and 70630 of \$61,960 to bring county budgets in line with final grant approved allocations and budgets
- 2) Adopt **RESOLUTION** amending the FY 2011-2012 County Personnel Allocation in department 70559, 70560, 70561 and 70566 due to changes in grant approved budgets, change in status of an independent contractor to employee and addition of Assistant Director of Public Health position.

Roll call vote

F. **HUMAN RESOURCES** – Gayla Trumbo

- 1) Adopt **RESOLUTION** approving job descriptions and salary classification of Treasure/Tax Collections Officer I/II. **Roll call vote**
- 2) Adopt **RESOLUTION** to amend the position allocation as requested in the reorganization of the Treasurer/Tax Collector Department 20050. **Roll call vote**

G. **HIGH SIERRA ANIMAL RESCUE**

Adopt **RESOLUTION** supporting the application for grant funding for the coalition for responsible pet ownership for a Plumas County Low Cost Spay & Neuter Program. **Roll call vote**

4. 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. CLERK OF THE BOARD

Approve Board minutes for February 2012

B. TREASURER/TAX COLLECTOR

Adopt **RESOLUTION** authorizing the Tax Collector to sell tax-defaulted property subject to the Power of Sale

C. MUSEUM

Approve supplemental budget transfer of \$150 from 45310-Museum Fees to 521900-Professional Services to cover costs for Museum Director consultant listing

D. AUDITOR/CONTROLLER

Approve supplemental budget of \$34,416 for unanticipated costs associated with a homicide trial

E. EMERGENCY SERVICES

Approve and authorize the Chair to sign contract with Sue McCourt fro services as Fire Prevention Specialist and approve Title III supplemental budget transfer of \$25,000 accordingly. Approved as to form by County Counsel

F. SHERIFF

Approve and authorize the Chair to sign contract with Property Room.Com for sell of all unclaimed evidence, asset forfeiture property. Approved as to form by County Counsel

G. PUBLIC WORKS

Solid Waste - Approve budget transfer of \$6,500 from Capital Improvements-540111 to Special Department Expense-524400 for solid waste state fees

H. PUBLIC HEALTH AGENCY

- 1) Approve Annual Plumas County Children's Medical Services Plan and budget for FY 2011-2012 and authorize the Chair to sign Certification Statement
- 2) Approve contract modification No. 1 to Senior Services Budget Unit 20830 of \$2,060 as a result of a one-time augmentation from the Area Agency on Aging and authorize the Director of Public Health to sign

I. AGRICULTURE

Approve budget transfer of \$6,100 for purchase of fixed assets (spray equipment and modifications needed for spray truck)

J. AIRPORTS

Authorize payment of invoices to Cashman Equipment of \$7,881 for service and repair to snow blower for Chester Rogers Field

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, March 13, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.



PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

AGENDA REQUEST

for the March 6, 2012 meeting of the FC&WC District Governing Board

February 27, 2012

To: Honorable Governing Board

From: Robert Perreault, Director of Public Works
Randy Wilson, Planning Director

Subject: Defer further consideration of Administrative Control No. I to
March 13, 2012. Discussion and action.

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

Background:

On February 21, 2012, the Governing Board adopted certain Administrative Controls for the District staff. Further consideration of Administrative Control No. I was deferred to March 6, 2012. Since February 21st, however, and consistent with past practice, the District Co-Managers have decided to request a 1-hour agenda for the District on the second Tuesday of the month, to be scheduled 1 hour before the regular agenda of the Plumas County Board of Supervisors.

The District Co-Managers will submit such an Agenda Request for the March 13, 2012 meeting of the Board of Supervisors, consisting of several different District-related topics.

Recommendation:

Accordingly, it is recommended that the further consideration of Administrative Control No. I be deferred to March 13, 2012.

PLUMAS COUNTY COORDINATING COUNCIL

JA

AGENDA REQUEST

for the March 6, 2012 Meeting of the Plumas County Board of Supervisors:

Date: February 27, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Vice Chair, PCCC

Robert A Perreault Jr

Subject: Consideration of Proposed MOA Prepared by USFS-BLM-RCRC-CSAC.
Discussion, possible action and possible direction to delegates and staff.

Background:

A proposed draft Memorandum of Agreement (MOA) has been drafted by the following agencies:

US Dept of Agriculture -- Forest Service (USFS)
US Dept of Interior -- Bureau of Land Management (BLM)
Regional Council of Rural Counties (RCRC)
California State Association of Supervisors (CSAC)

A copy of the proposed draft MOA is attached.

On February 24, 2012, Supervisor Jon Kennedy and the above signed attended a special meeting conducted by RCRC.

The only item on the agenda was the consideration of the latest draft MOA. The purpose of the meeting was to receive comments from County representatives on the proposed draft Memorandum of Agreement (MOA).

The stated intention of the proposed MOA is to strengthen partnerships between counties and federal land managers by minimizing misunderstandings, improving interagency coordination, and facilitating early and frequent communication.

Before, during and after the meeting, the Plumas County representatives expressed concerns with the draft MOA, as written.

Following submittal of comments by the Counties present at the February 24th meeting, no action was taken by the RCRC committee leadership, other than to state that the RCRC Board of Directors will consider adoption of the MOA at its March Board Meeting and that the CSAC Board of Directors will consider adoption of the MOA in May.

Following the meeting, RCRC staff commented on the meeting by inserting the following report into its weekly (February 24, 2012 edition), *Barbed Wire*, thus:

“California Counties & Federal Agencies Discuss Agreement for Better Communication on Public Land Management”

Today representatives from California counties and federal agencies discussed a draft agreement to work together in managing public lands and forests housed in California. The Regional Council of Rural Counties (RCRC), the California State Association of Counties (CSAC), the U.S. Forest Service (USFS) Pacific Southwest Region (Region 5) and the California U.S. Department of Interior Bureau of Land Management (BLM) negotiated a Memorandum of Agreement (MOA) to facilitate protocols for enhanced coordination among the various entities. The USFS, BLM, and counties share a long history of managing federal public lands and national forests in California. With nearly 70 percent of U.S. Forest Service land in our state residing within RCRC member counties, the MOA’s intent is to strengthen this partnership between counties and federal land managers by minimizing misunderstandings, improving interagency coordination, and facilitating early and frequent communication. The MOA includes several requirements that each entity must follow and is designed so each county can choose to opt in to participate, as well as opt out at any time for any reason.

RCRC’s Board of Directors will consider adoption of the MOA at its March Board Meeting in Sacramento, while CSAC’s Board of Directors will consider the agreement in May.

For questions or comments, please contact Cyndi Hillery, RCRC Legislative Advocate at chillery@rcrcnet.org; or Staci Heaton, RCRC Regulatory Advocate at sheaton@rcrcnet.org.”

Purpose of this Agenda Request:

Following the submittal of this agenda request, additional activities are scheduled to occur that are pertinent to this agenda item. Those activities will occur after the Agenda is posted for the March 6, 2012 meeting of the Board of Supervisors.

On Thursday, March 1, 2012, the USFS – Pacific Southwest Region will conduct Session No. 5 in its series of Sierra Cascades Dialog Sessions at the McClellan Air Force Base, located just outside Sacramento, CA. The session is titled: "Collaborative Planning in Forest Plan Revision."

On Friday, March 2, 2012, the Plumas County Coordinating Council will conduct its next regular meeting. One of the scheduled agenda items is to consider recommendation(s) to be submitted to the Board of Supervisors in regard to the latest draft, proposed MOA, identified above.

The purpose of this agenda request is to enable the Board of Supervisors to consider all input on this topic at its March 6th Board of Supervisors meeting.

Recommendation:

That the Board of Supervisors consider the recommendation(s) of the Plumas County Coordinating Council that is expected to be formulated at the March 2, 2012 PCCC Meeting.

MEMORANDUM OF AGREEMENT (MOA)
AMONG
CALIFORNIA, USDI BUREAU OF LAND MANAGEMENT,
US FOREST SERVICE, PACIFIC SOUTHWEST REGION
AND THE
CALIFORNIA STATE ASSOCIATION OF COUNTIES and
REGIONAL COUNCIL OF RURAL COUNTIES,
REPRESENTING CALIFORNIA COUNTY GOVERNING BODIES

Definitions: As used in this MOA, the following terms shall be defined as stated below:

"CSAC" means California State Association of Counties.

"RCRC" means Regional Council of Rural Counties.

"County" means a county in California that has a national forest or public land administered by the USDA Forest Service or the Bureau of Land Management within its boundary, and that elects to participate in this MOA.

"USFS" means Region Five, USDA Forest Service, and that part of Region Four including its National Forests in California.

"BLM" means California, USDI Bureau of Land Management, including its Districts and Field Offices in California.

Preface:

1. The USFS and BLM, under the laws of Congress, executive orders, and federal regulations are responsible for the management of the federal public lands, national forests and their resources. The USFS and BLM have a responsibility to sustain the health, diversity, and productivity of these federal public lands and national forests for the use and enjoyment of present and future generations.
2. CSAC and RCRC represent all of California's 58 counties, which encompass large amounts of federally held land. CSAC and RCRC work with federal and state governments and other stakeholders to improve the ability of county governments to serve California's citizens efficiently and effectively.

Statement of Purpose:

The USFS, BLM, and counties share a long partnership in the management of federal public lands and national forests in California. The purpose of this MOA is to help improve interagency relationships by facilitating early and frequent communication between the defined federal agencies and counties to foster a more

productive partnership that results in positive land management decisions for all parties.

Specifically, this MOA is intended to establish enhanced mutual communication between the USFS, BLM, and county governing bodies to assure consistency in process and outcomes among all parties. This regular, consistent communication is intended to build positive working relationships; maximize trust; minimize misunderstanding and potential conflicts; and produce actions that result in better conclusions for California, thereby enhancing community support for those actions.

It is agreed that with the implementation of this MOA;

- A. The governing body of each county that chooses to participate in this MOA shall designate a county contact for the USFS and BLM. This contact can be a "position" such as "County Planner," rather than a specific individual. This agreement is only in effect for counties that choose to participate by officially designating a county contact.
- B. For each participating county, the USFS Regional Forester shall designate a USFS contact from each forest that contains land within that county. This contact can be a "position" rather than a specific individual.
- C. For each participating county, the BLM State Director shall designate a BLM contact from each field office that contains land within that county. This contact can be a "position" rather than a specific individual.
- D. After these designations have been finalized, within each county the designees from each entity shall convene a meeting at the request of either entity to discuss the MOA, and the process by which it will be implemented in that county.
- E. This MOA is a beginning point and individual counties and federal agencies may agree to additional processes and norms that will enhance their communications and understanding of each other's work and be effective in their particular area.
- F. The USFS Regional Forester or BLM State Director and county governing bodies shall convene to discuss and resolve issues related to overall land management in California as needed.

I. THE USFS and BLM SHALL:

- A. Include the County in any planning processes to assure that the County's plans and policies are considered throughout the process
- B. Request the participation of the County in any planning process before public scoping. The federal managers will mail an updated list of potential projects to the county designated contact. County participation at this stage provides the opportunity for county concerns and ideas to be accommodated in the development of the project description prior to public scoping. Such notification

shall be to the designated key county contact, who will advise the key federal contact regarding desired County participation in such planning activities.

- C. Understand that the County General Plans and other adopted policies reflect the objectives of the Board of Supervisors on behalf of the residents of the county.
- D. Meet with the County Board of Supervisors at its request on an agreed upon time frame to update and confer with the County on upcoming programs, projects and other matters of interest.
- E. Evaluate written comments from the County regarding how project proposals affect county plans and other adopted policies, and where consistent with federal laws, regulations, policies and agencies objectives, make every effort to work with County officials to achieve mutually agreeable results, consistent with the identified county plans and other adopted policies. If the federal manager's decision is not consistent with identified county plans and other adopted policies, then the manager will notify the county and document in writing how county plans, other adopted policies, and input were considered, and why consistency could not be achieved.

II. THE COUNTY SHALL:

- A. Participate in requests for involvement at the earliest possible time, preferably before public scoping and identify concerns, needs and relevant county plans and other adopted policies in writing.
- B. Within the County's constraints, make available staff support at the federal managers' request to enhance the agencies' interdisciplinary capability as a partner.
- C. Provide written interpretations of germane sections of county plans and other adopted policies when the County thinks a proposed project is inconsistent.
- D. Endeavor to provide written feedback with sufficient specificity that the federal managers are able to respond with particularity. Additionally, the County will attempt to provide alternative approaches to proposed projects.
- E. Meet with the federal agencies at their request on an agreed upon time frame.
- F. Request the participation of the federal managers in any county planning process relevant to the federal agencies, and consider written information received from the BLM or USFS during County land-use and project planning decisions.
- G. Make every effort, consistent with state and county plans, policies, laws, regulations, and agency goals, to harmonize county land-use planning decisions with current USFS and BLM plans and regulations regarding lands managed by USFS and BLM within the county boundaries.

Limitations:

The USFS, BLM, and county governing bodies recognize that this MOA is not intended to replace presently existing lines of communications or alter existing required communications, such as communications made pursuant to state or federal statutes or regulations, Resource Advisory Committees, federal or county

workgroups, and informal or formal policy meetings between the USFS or BLM, and CSAC, RCRC, or an individual county.

Nothing in this MOA shall require the USFS, BLM, CSAC, RCRC or an individual county to violate or ignore any laws, rules, directives, or other legal requirements imposed by state or federal law.

This MOA is adopted to enhance communication and working relationships between the USFS, BLM, and counties.

Participation in Similar Activities:

This instrument in no way restricts the agencies or the counties from participating in similar activities with other public or private agencies, organizations, and individuals.

Establishment of Responsibilities:

This MOA is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. The parties shall manage their respective resources and activities in a separate and mutually beneficial manner to meet the purposes of this MOA. Nothing in the MOA authorizes any of the parties to obligate or transfer anything of value.

Effective Date:

This MOA becomes effective upon signature of all parties.

Term of Agreement:

This MOA is expected to continue for five years from the date of the last signature, after which it will be reviewed. If all parties concur, it will automatically be renewed for an additional five year term.

This agreement is neither a fiscal nor a funds obligation document. Any endeavor to transfer anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate documents that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This agreement does not provide such authority. Specifically, this agreement does not establish authority for noncompetitive award to the cooperator of any contract or other agreement.

Termination:

Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.

Freedom of Information Act (FOIA):

Any information furnished to the agencies under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).

Modification:

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

Authorized Representatives:

By signature below, the signatory officially certifies that the individual listed in this document as representative of the signatory is authorized to act in the signatory's respective areas for matters related to the development of this agreement.

RANDY MOORE, Regional Forester
U.S. Forest Service, Pacific Southwest Region

Date

JAMES G. KENNA, State Director
USDI Bureau of Land Management, California State
Office

Date

PAUL McINTOSH, Executive Director
California State Association of Counties

Date

GREG NORTON, President
Regional Council of Rural Counties

Date

The authority of this MOA has been reviewed and approved for signature.

LYNNE SHOLTY, Grants & Agreements Specialist
U.S. Forest Service, Pacific Southwest Region

Date





PLUMAS COUNTY ADMINISTRATIVE OFFICE

Jack Ingstad
County Administrative Officer
520 Main St., Room 309
Quincy, CA 95971

DATE: March 06, 2012

TO: Honorable Board of Supervisors
FROM: Jack Ingstad, CAO and Budget Officer
RE: County Audit Services

Background:

Plumas County issued a Request for Proposal (RFP) for Audit Services for three years. RFP's were sent to five most used audit firms. The County received two proposals from Smith & Newell CPA and Gallina, LLP.

Both firms are extremely reputable and perform several county audits. Both have audited Plumas County before.

GASB audit standards identify both pros and cons for using the same firm for several years. Those standards are attached.

The Audit Committee discussed the GASB audit standards and reviewed both audit proposals. Smith and Newell CPA was approximately \$10,000 less a year than Gallina, LLP. The Audit Committee recommends that the County use Smith and Newell CPA for the next three years due to costs and quality of their work.

Recommendation:

Select the firm of Smith and Newell CPA to conduct the County's audit for the next three years and authorize the Chairman of the Board of Supervisors to sign the Audit Service Contract.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Office of the Auditor (hereinafter referred to as "County"), and SMITH & NEWELL, CPAs, a California general partnership (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A—Contractor's proposal, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed One Hundred Fifty-Four Thousand, Six Hundred Eighty and No/100 Dollars (\$154,680.00).
3. **Term.** The term of this agreement shall be from July 1, 2012 through June 30, 2015, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.
4. **Notice of Termination.** The County reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Contractor. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the County, and County shall pay Contractor for professional services satisfactorily performed up to and including the date of County's written notice of termination. All documents prepared by Contractor in its performance of this Agreement shall be delivered to the County within ten (10) days of delivery of termination notice to Contractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Contractor shall be at County's sole risk and without liability or legal expense to Contractor.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all work performed under this Agreement for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. **Indemnification.** To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. **Insurance.** Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. General liability coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Professional errors and omissions (“E&O”) liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Contractor shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.
 - c. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.
 - d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insureds. Contractor's insurance shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

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

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

County:

Auditor/Controller
County of Plumas
520 Main Street, Room 205
Quincy, CA 95971
Attention: Shawn Montgomery

Contractor:

Smith & Newell, CPA's
1425 Butte House Rd.
Yuba City, CA 95993

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a

period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

25. **Ownership of Documents.** All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Contractor shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by County or its authorized representative, at no additional cost to the County.
26. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit to the Agreement, the terms of the Agreement shall control.

[Continued on Following Page]

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

CONTRACTOR:

Smith & Newell, CPAs, a California general partnership

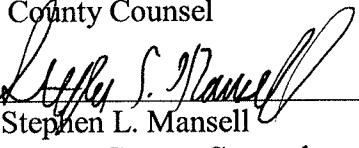
By: _____
Name:
Title: General Partner
Date signed:

COUNTY:

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

By: _____
Name:
Title:
Date signed:

APPROVED AS TO FORM:

Plumas County Counsel
By: 
Stephen L. Mansell
Deputy County Counsel
Date signed: 2/16/12



Plumas-Sierra County Fair

3A

204 FAIRGROUNDS ROAD QUINCY, CA 95971-9462
(530) 283-6272 FAX (530) 283-6431 <http://www.plumas-sierracountyfair.net>

MEMORANDUM

DATE: January 31, 2012
TO: The Honorable Board of Supervisors
FROM: John Steffanic, Fair & Event Center Manager
SUBJECT: Board Agenda Requests

It is recommended that the Board:

1. To approve the request to replenish the Fairgrounds Petty Cash.
2. To approve the receipts in the Petty Cash request that are over one year old.
3. To approve the special charges that petty cash was used for prior to the current fair management.

Discussion

This is the first time the Fairgrounds have requested to replenish the petty cash since 2008.

There is a receipt in the Petty Cash request for \$72.41 for a pizza dinner at the fair board meeting. The previous interim fair manager only took \$50 back to pay himself back out of petty cash.

We will need to use our petty cash account to help with postage now that there is no postage meter for us to use in the courthouse.

Thank you for your consideration,



Office of the Sheriff

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

3B

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: February 22, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of March 6, 2012

It is recommended that the Board:

Approve and authorize the Chair of the Board of Supervisors to sign contract between the County of Plumas and US Script to provide prescription medications to the inmates of the Plumas County Correctional Facility.

Background and Discussion:

The term of this contract is for one year. The purpose of this contract is to have US Script provide certain pharmacy benefit management services to the Plumas County Correctional Facility and the inmates that are housed in that facility. In addition to pharmacy benefit management services US Script has an established network of retail and mail order pharmacies to deliver pharmacy services at a reduced cost.

US Script's contract price from participating retail pharmacies is;

Brand: AWP(Average Wholesale Price) less 15% plus \$2.50 dispensing fee.

Generic: AWP(Average Wholesale Price) less 40%, FMAC(Federal Maximum Allowable Cost), whichever is less plus \$2.50 dispensing fee or U/C.

In the fiscal year of 2010/2011 the Plumas County Correctional Facility spent \$37,810.54 on prescription medications. With US Script as a vendor, it is hoped the cost of prescription medication will be significantly reduced.

Due to the length of the contract a copy has been filed with the Clerk of the Board.



3c

Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

DATE: MARCH 6, 2012
~~February 21, 2012~~

TO: Honorable Board of Supervisors

FROM: Sharon L. Reinert, Chief Probation Officer 

SUBJECT: Supplemental Budget for Drug Court/CDCI for 2011/2012 and
Exemption from the Auditor's potential requirement for an allocated
FTE position for the grant to reimburse the General Fund

Recommendation

Approve the Supplemental Budget for Drug Court/CDCI for 2011/2012 revenue, in the total amount of \$103,077.00.

1. Comprehensive Drug Court Implementation (CDCI) in the amount of \$26,070.00
2. Drug Court (DC) in the amount of \$77,007.00.
3. Exempt the Probation Department from the potential requirement by the Auditor for the allocation of a FTE position to reimburse the General Fund

Background and Discussion

The Director of the Alcohol, Tobacco and Other Drugs (ATOD) has agreed to continue contracting with the Probation Department to provide revenue money regarding the ongoing implementation of the Drug Court Program. This contract was previously between the Probation Department and the Plumas County Superior Court. Due to County budget cuts, this funding source is essential to the Probation Department in order for the Department to perform the Court-ordered requirements of the Drug Court Program.

This contract and MOU between agencies, including the previous Alcohol and Drug Department, has never required the allocation of a FTE position. The County's General Fund has always been reimbursed for the assigned Probation Officer supervising the Drug Court clients by means of a journal entry. The Auditor is proposing an allocation for a FTE position be established, which would cause the FTE General Fund position employee to be forced to become a part-time grant-funded employee. Should the employee refuse to become a part-time grant funded employee, the County General Fund will not benefit from this revenue reimbursement.

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

A) New revenue for Drug Court expenses (Drug Court & CDCI)

B) N/A

C) This is for budget year 2011/12

D) New revenue

Approved by Department Signing Authority: Shawn Revert

Approved/Recommended

Disapproved/ Not recommended

County Administrative Officer Signature: _____

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

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

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

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

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

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Public Health Agency (hereinafter referred to as "County"), and Probation, a County department (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibits B and C, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty Six Thousand Seventy Dollars (\$26,070.00).
3. Term. The term of this agreement shall be from July 1, 2011 through June 30, 2012, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of

COUNTY INITIALS

COPY

CONTRACTOR INITIALS

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

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

CONTRACTOR:

Probation, a County Department

By: Sharon Reinet

Name: Sharon Reinet
Title: Chief of Probation
Date signed:

By _____
Name: _____
Title: _____
Date signed: _____

COUNTY:

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

By: Mimi Khin Hall

Name: Mimi Khin Hall
Title: Director of Public Health
Date signed:

APPROVED AS TO FORM:

Stephen J. Maxwell 9/23/11
Plumas County Counsel, ^{Deputy}

Lori Simpson
Plumas County Board of Supervisors

_____ COUNTY INITIALS

- 5 -

CONTRACTOR INITIALS _____

EXHIBIT C - BUDGET

PERSONNEL

1 Probation Officer	.015 FTE	\$6,522.00
Fringe Benefits		\$4,891.00
6 Probation Aides	.05 FTE Each	\$8,682.00
Fringe Benefits		<u>\$1,129.00</u>
		\$21,224.00

TRAVEL

Quarterly Drug Court Coordinators Meetings	\$1,500.00
Bus Passes/Financial Assistance to Clients	<u>\$500.00</u>
	\$2,000.00

SUPPLIES

Lab Fees for client drug testing	242 @ \$6.50 each	\$1,500.00
Incentives for clients		<u>\$500.00</u>
		\$2,000.00

26000.00

Probation
MODIFIED BUDGET
CDCI 2012

Term: Jan thru June 2012

BUDGET

Probation Officer

15% of Wages	6,867.00
Benefits	4,546.00

6 Probation Assistants

25% of Wages	9,114.00
Benefits	697.00

Out of County Travel 1,500.00

Bus Passes for Clients 500.00

Lab Fees 1,573.00

Client Incentives 1,273.00

TOTAL CDCI BUDGET \$ 26,070.00

Memorandum of Understanding

This Memorandum of Understanding ("MOU") between departments of the COUNTY OF PLUMAS, a political subdivision of the State of California, is made by and between the Public Health Agency (hereinafter referred to as "Public Health"), and the Probation Department (hereinafter referred to as "Probation").

The parties agree as follows:

1. **Scope of Work.** Probation shall provide Public Health with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** Public Health shall pay Probation for services provided to Public Health pursuant to this MOU in the manner set forth in Exhibit B, attached hereto. The total amount paid by Public Health to Probation under this MOU shall not exceed Seventy-Seven Thousand Seven Dollars and No/100 (\$77,007.00).
3. **Term.** The term of this MOU shall be from July 1, 2011 through June 30, 2012, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this MOU by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this MOU, insufficient funds are appropriated to make the payments called for by this MOU, this MOU shall be of no further force or effect. In this event, Public Health shall have no liability to pay any further funds whatsoever to Probation or furnish any other consideration under this MOU and Probation shall not be obligated to perform any further services under this MOU. If funding for any fiscal year is reduced or deleted for the purposes of this program, Public Health shall have the option to either cancel this MOU with no further liability incurring to Public Health, or offer an amendment to Probation to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Probation acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this MOU shall be completed promptly and competently. Probation agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. **Amendment.** This MOU may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this MOU shall be valid or binding upon either party unless made in writing and duly executed by both parties.

Public Health:

Public Health Agency
County of Plumas
270 County Hospital Road #206
Quincy, CA 95971
Attention: Mimi Kihn Hall, Director of Public Health

Probation:

Plumas County Probation Department
1446 East Main Street
Quincy, CA 95971
Attention: Sharon Reinert, Chief of Probation

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

EXHIBIT A**Scope of Work****EXHIBIT A – SCOPE OF WORK**

Probation will provide the following services:

Probation Officer meets with clients weekly, provides random drug testing and home visits initially and whenever the drug Court Team determines and other supervision duties and serves ten to twenty clients. One male and one female Probation Aide per community provides drug testing services in three outlying communities.

Attend ADP and AOC hosted meetings or various Drug Court conferences or trainings to enhance their knowledge and expertise in the areas of treatment.

Provide with bus passes and financial assistance to Drug Court participants providing access to treatment, other services and Court.

Provide incentives for clients (books, movie passes, utilities assistance, child care vouchers, clothing/shoes for job interviews, etc).

Provide dental services as an incentive for exceedingly successful clients.

EXHIBIT B – PAYMENT SCHEDULE**INVOICING AND PAYMENT:**

A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s) and documentation of evidence of services in Attachment A-Scope of Work, Public Health agrees to compensate Probation for services rendered in accordance with the Scope of Services (Exhibit A) and the Budget (Exhibit C) attached.

B. Invoice(s) Shall:

- 1) Include documentation of evidence of scope of work (Exhibit A) activities.
- 2) Bear Probation's name, exactly as shown on the Agreement.
- 3) Bear Probation's Agreement Number.
- 4) Identify the expense, billing and/or performance period covered on invoice
- 5) Invoice(s) must be signed by authorized personnel.

C. Invoice(s) Schedule:

Invoices will be submitted to Public Health on a monthly basis. Invoices will be due within fifteen days of the last day of the month.

Probation
MODIFIED BUDGET
Drug Court

Term: July 2011 thru June 2012

BUDGET

Probation Officer
35% of Wages 20,210.00
Overtime 4,150.00
Benefits 13,683.00

6 Probation Assistants
25% to 50% of Wages 25,247.00
Benefits 1,927.00

In-county Travel 1,200.00

Out of County Travel 750.00

Bus Passes for Clients 750.00

Lab Fees 5,590.00

Client Incentives 3,500.00

TOTAL DRUG COURT BUDGET \$ 77,007.00

BOARD AGENDA REQUEST FORM

Department: Museum

Authorized Signature: 

Board Meeting Date: March 6, 2012

Request for 3 minutes for presentation

Consent Agenda: Yes No

(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A Accept revised by-laws for the Plumas County Museum Board of Directors

B. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

County Counsel

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y / N)

Signed? (Y N)

Budget Transfers Sheets:

Signed? (Y N)

Other: By-laws

Publication:

Clerk to publish on _____.
 Notice attached and e-mailed to Clerk.
 Notice to be published ____ days prior to the hearing. _____
(if a specific newspaper is required, enter name here.)
 Dept. published on _____ (Per Code § ____).
 Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: No: Not Applicable:

If Not Applicable, please state reason why:

Item generated by County Counsel

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

Plumas County MUSEUM

500 JACKSON STREET • QUINCY, CALIFORNIA 95971 • (530) 283-6320

DATE: February 24, 2012

TO: Honorable Board of Supervisors

FROM: Scott J. Lawson, Museum Director *SJL*

SUBJECT: Museum Board of Directors Bylaws

In March of 2011, several of the directors of the Plumas County Museum Board of Directors questioned the requirement that they fill out in its entirety the Form 700 Conflict of Interest.

County Counsel was requested to review the existing Bylaws of the Museum Board and make changes to bring that document into concert with the Board's actual duties.

This was completed in the fall of 2011. Since that time several members of the Museum Board have passed away and for other reasons a meeting to review and accept the revised Bylaws was not able to be held until February 23, 2012.

At the meeting of February 23, 2012, the revised Bylaws were accepted without changes and the Board was restructured to have five members, one from each Supervisor's district.

It is recommended that the Board of Supervisors accept the revised Bylaws for the Plumas County Museum Board of Directors, as presented.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3E

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: February 16, 2012

To: Honorable Board of Supervisors

From: Mimi Khin Hall *MMH*

Agenda: Board Item for March 6, 2012

Item Description/Recommendation:

1. Approve various midyear Supplemental Budget adjustments to Public Health Agency department numbers 20830, 70560, and 70630 to bring county budgets in line with final grant approved allocations and budgets.
2. Approve a Resolution Amending the 2011-2012 County Personnel Allocation in department numbers 70559, 70560, 70561, and 70566, due to changes in grant approved budgets, change in status of an independent contractor to employee, and addition of Assistant Director of Public Health position.

History/Background:

As the Board may recall, Plumas County Public Health Agency (PCPHA) submits a projected budget to the county for each fiscal year, as many grant programs do not finalize allocations and approve budgets for programs until well into the county fiscal year. Mid-year adjustments to the PCPHA budget are made to bring the county budget in line with later approved grant budgets.

The County Administrative Officer met with the Public Health Director and Department Fiscal Officer to review the proposed mid-year budget changes, which bring the PCPHA budget align with actual allocated and projected revenue. This year's mid-year adjustment includes supplemental budgets across budget units 20830, 70560, and 70630. Of the mid-year adjustments requested, a Supplemental Budget in 70560 translates to final approved budgets across various grants in which total funds allowable for personnel exceed the approved county budget and a revenue reduction "true up" of \$24,000.

The requested adjustments in 70560 are aligned with shifts in various FTE's to match individual grant budgets and reflects an FTE increase of 0.73 FTE within the Agency. The additional FTE reflects the addition of a 1.0 FTE Assistant Director of Public Health and .08 FTE HIV Specialty Clinic Therapist. These positions will be new job classifications for the county, and draft job descriptions have been provided to the CAO. Human Resources Director Gayla Trumbo is currently working with the union for approval.

The Board's action today will 1) Approve various midyear Supplemental Budget adjustments to Public Health Agency department numbers 20830, 70560, and 70630, and 2) Approve a Resolution Amending the 2011-2012 County Personnel Allocation in department numbers 70559, 70560, 70561, and 70566.

The requested personnel allocation change will not result in a net change of staff of an additional .73 FTE. A Resolution to Amend the County Personnel Allocation is attached for your review.

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health

Dept. No.

70560

Date 2/21/2012

The Reason for this request is (check one):

Approval Required

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

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

Rev. **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
70560	44044		St. Veh Lic	(22,000.00)

Supplemental budget requests require Auditor/Controller's signature

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

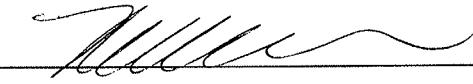
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

(a) Unanticipated revenue from OES. Reduction in State VLF. Receiving less than anticipated.

(b) N/A

(c) funding for 2011/12

(d) N/A

Approved by Department Signing Authority: 

Approved/Recommended

Disapproved/Not recommended

County Administrative Officer Signature:

Board Approval Date:

Agenda Item No.

Clerk of the Board signature:

Date Entered by Auditor/Controller

Initials

INSTRUCTIONS:

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

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

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

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

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

2/26/2011
Suppl
J-M

SPI - FINANCEPLUS
DATE: 02/21/12
TIME: 09:54:28

PLUMAS COUNTY
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA31

SELECTION CRITERIA: revledgr.key_orgn='70560'
ACCOUNTING PERIOD: 8/12

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL

PAGE BREAKS ON: FUND,DEPT/FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
0015-4-24-70560 43010 HEALTH INTEREST-INVESTED FUNDS	5,000.00	.00	.00	1,336.35	3,663.65
TOTAL 1ST SUBTOTAL - USE OF MONEY & PROPERTY	5,000.00	.00	.00	1,336.35	3,663.65
0015-4-24-70560 44044 HEALTH STATE-VEH LIC FEES	1,153,833.00	.00	.00	542,910.07	610,922.93
0015-4-24-70560 44044P HEALTH STATE-VEH LIC FEES PR	.00	.00	.00	79,879.09	-79,879.09
0015-4-24-70560 44101 HEALTH STATE-AID FOR ALCOHOL	30,607.00	.00	.00	.00	30,607.00
0015-4-24-70560 44141 HEALTH ST.-AID HLTH CAT. PROGR	1,177,160.00	15,175.00	.00	53,051.49	1,124,108.51
0015-4-24-70560 44141P HEALTH ST AID HLTH CAT PRIOR	.00	.00	.00	259,548.34	-259,548.34
0015-4-24-70560 44142 HEALTH ST.-AID HLTH REALIGN. R	379,091.00	.00	.00	156,113.31	222,977.69
0015-4-24-70560 44142P HEALTH ST -HTLH REALIGN PR	.00	.00	.00	13,606.15	-13,606.15
0015-4-24-70560 44144 HEALTH STATE-AID PERINATAL D&A	70,934.00	.00	.00	.00	70,934.00
0015-4-24-70560 44145 HEALTH STATE-CHILD LEAD GRANT	20,000.00	.00	.00	.00	20,000.00
0015-4-24-70560 44145P HEALTH STATE-CHILD LEAD PR	.00	.00	.00	4,667.00	-4,667.00
0015-4-24-70560 44149 HEALTH STATE-HEALTH ADMIN-TCS	150,000.00	.00	.00	112,500.00	37,500.00
0015-4-24-70560 44149P HEALTH STATE- HLTH ADMIN TSC	.00	.00	.00	.00	.00
0015-4-24-70560 44516 HEALTH FED-BLOCK GRANT ALCOHOL	517,407.00	.00	.00	172,467.00	344,940.00
TOTAL 1ST SUBTOTAL - STATE & FEDERAL AID	3,499,032.00	15,175.00	.00	1,394,742.45	2,104,289.55
0015-4-24-70560 45140 HEALTH HEALTH FEES - OTHER	173,500.00	13,827.05	.00	86,339.90	87,160.10
0015-4-24-70560 45140P HEALTH MNT HLTH FEES-PR YEAR	.00	.00	.00	3,079.20	-3,079.20
0015-4-24-70560 45143 HEALTH MISC HLTH CONTRACTS	269,810.00	624.50	.00	46,074.34	223,735.66
0015-4-24-70560 45143P HEALTH MISC HLTH CONTRACTS	.00	.00	.00	41,557.00	-41,557.00
TOTAL 1ST SUBTOTAL - CHARGES FOR SERVICES	443,310.00	14,451.55	.00	177,050.44	266,259.56
0015-4-24-70560 46251 HEALTH REIMBURSEMENTS/REFUNDS	.00	.00	.00	1,055.99	-1,055.99
TOTAL 1ST SUBTOTAL - OTHER REVENUE	.00	.00	.00	1,055.99	-1,055.99
0015-4-24-70560 48001 HEALTH TRANSFER	-190,000.00	.00	.00	-54,035.81	-135,964.19
0015-4-24-70560 48002 HEALTH TRANSFER	.00	.00	.00	.00	.00
0015-4-24-70560 48003 HEALTH TRANSFER	.00	.00	.00	.00	.00
0015-4-24-70560 48004 HEALTH TRANSFER	.00	.00	.00	.00	.00
0015-4-24-70560 48211 HEALTH CONTRI TRANS FR CO GEN	24,096.00	.00	.00	12,048.00	12,048.00
0015-4-24-70560 48765 HEALTH TRN-A/D NON DRUG M/CAL	.00	7,033.48	.00	38,028.53	-38,028.53
TOTAL 1ST SUBTOTAL - TRANSFER	-165,904.00	7,033.48	.00	-3,959.28	-161,944.72
TOTAL DEPT/FUND - HEALTH	3,781,438.00	36,660.03	.00	1,570,225.95	2,211,212.05
TOTAL FUND - PUBLIC HEALTH	3,781,438.00	36,660.03	.00	1,570,225.95	2,211,212.05
TOTAL REPORT	3,781,438.00	36,660.03	.00	1,570,225.95	2,211,212.05



Plumas County Office of Emergency Services

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

Date: February 10, 2012

To: Honorable Board of Supervisors

From: Jerry Sipe

RE: Consent Agenda Item for February 21, 2012

Recommendation: Approve a Supplemental Budget for FY11-12 for the Office of Emergency Services in the amount of \$46,000 per the Emergency Management Performance Grant (EMPG) award from the California Emergency Management Agency (Cal EMA).

Background and Discussion: As the Board will recall, the Office of Emergency Services submitted an Emergency Management Performance Grant (EMPG) application on behalf of Plumas County for specified emergency management activities. The FY 11-12 budget for OES was approved for this base funding of \$82,500. On February 2, OES received written notice that Plumas County was approved for up to \$128,719 in grant funding, an increase of over \$46,000. A copy of the grant award letter is attached for reference.

The EMPG program is a sub-grant by Cal EMA from the US Department of Homeland Security. The grant requires a dollar-for-dollar emergency preparedness match, but this includes a variety of in-kind match activities performed by emergency response partners in the Sheriff's Department, Fire Departments, and various non-governmental organizations. If approved by the Board, this supplemental funding will strengthen emergency management activities previously approved by Cal EMA. In order to complete these activities, the Supplemental Budget transfers grant funds to Public Health to help complete the deliverables this grant year.

In summary, the Board is asked to approve a Supplemental Budget request for the Office of Emergency Services in the amount of \$46,000. A copy of the Supplemental Budget request form is on file with the Clerk of the Board. If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Cc: Mimi Hall, Public Health

Enclosure



Cal EMA

CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

January 30, 2012

Gerald Sipe
Director of Emergency Services
Plumas County
270 County Hospital Road, Suite 127
Quincy, CA 95971

RECEIVED
FEB 02 2012
PLUMAS COUNTY OES

Subject: **Notification of Application Approval**
FY11 Emergency Management Performance Grant
Grant #2011-0048, Cal EMA #063-00000

Dear Mr. Sipe:

California Emergency Management Agency (Cal EMA) has approved your grant application in the amount of \$128,719.00. A copy of your approved application is enclosed for your records.

In order to receive payment, a Grant Award Face Sheet, Governing Body Resolution and Grant Assurances forms must be on file with our office. Payment must be requested using the Financial Management Forms Workbook. Expenditures can only be made for items listed on your approved grant application.

This grant is subject to all policies and provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal EMA.

Quarterly reports must be prepared and submitted to Cal EMA for the duration of the grant period or until all activities are completed and the grant is formally closed. Failure to submit quarterly reports could result in grant reduction, suspension or termination.

If you have any questions regarding this letter, please contact the Grants Processing Section at (916) 845-8110.

Grants Processing Section

Enclosure

c: EMPG Coordinator
Inland Region

3650 SCHRIEVER AVENUE • MATHER, CA 95655
GRANTS PROCESSING SECTION
(916) 845-8110 • (916) 845-8392

Montgomery, Shawn

From: Sipe, Jerry
Sent: Friday, February 24, 2012 12:58 PM
To: Montgomery, Shawn
Subject: RE: transfer--OES

Two places like last year-wait could have been 2 years ago. Some to Sheriff's Dept (\$23,000) and rest (\$23,000) to Public Health.

Have a good weekend.

Jerry

From: Montgomery, Shawn
Sent: Friday, February 24, 2012 9:26 AM
To: Sipe, Jerry
Subject: transfer--OES

Hi,

Can you please verify where the transfer amount in your budget is going?

Thank you

Shawn Marie Montgomery
Auditor/Controller
520 Main Street #205
Quincy, CA 95971
530 283-6248 fax 530 283-6442

Confidentiality Notice: This email transmission, and any documents, files or previous email messages attached to it, may contain confidential information that is legally privileged. If you are not the intended recipient, or person responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of any of the information contained in or attached to this message is STRICTLY PROHIBITED. Interception of email is a crime under the Electronic Communications Privacy Act, 18 USC 2510-2521 and 2107-2709. If you have received this transmission in error, please immediately notify me by replying to this email or by telephone and destroy the original transmission and its attachments without reading them or saving them to disk.

**COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET**

TRANSFER NUMBER
(Auditor's Use Only)

Dept. **Public Health Agency** Dept.#: **20830 Senior Services** Date: **2/7/2012**

- | 1. The Reason for this request is (check one): | | <u>Approval Required</u> |
|--|---|--------------------------|
| A. <input type="checkbox"/> | Transfer to or from Contingencies | Board |
| B. <input type="checkbox"/> | Transfer between departments | Board |
| C. <input checked="" type="checkbox"/> | Supplemental Budgets (including budget reductions) | Board |
| D. <input type="checkbox"/> | Transfers to/from or to establish a new Fixed Asset Account | Board |
| E. <input type="checkbox"/> | Transfer within a dep't, except fixed assets | Auditor/CAO |
| F. <input type="checkbox"/> | Establish any new account except fixed assets | Auditor/CAO |
| G. <input type="checkbox"/> | Transfer into Special Travel over \$750.00 per year | Auditor/CAO |
| H. <input type="checkbox"/> | Transfer within a dep't between Service/Supply Accounts (52XXX) | Auditor |

2. TRANSFER FROM

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
Total				-

TRANSFER TO:

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
Total				\$ -

3. SUPPLEMENTAL BUDGET

3. SUPPLEMENTAL BUDGET		Department:	Fund:#	
Revenue	Dept. #	Acct. #	Account Name	\$ Amount
Accounts	20830	44213	State - Title III (AAA)	\$ 2,432.00
	20830	44212	State - USDA Funds (AAA)	\$ (372.00)

*Revised 2/16/01 JTM Idd/Excel/Senior Services 20830/Budget Transfers/Budget Transfer Forms/Supplemental pg 1

Simon Somer

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

A) One Time Only monies available from Area Agency on Aging

B) N/A

C) One time only funds must be expended by June 30, 2012.
Reduction in USDA Funds.

D) See attached award notification.

Jeffrey Robin

2/5/12

Date

5. Approved by Department Head:

(Account Balances Checked)

Yes X No _____

6. Account and balances verified by Auditor/Controller:

Date Approved: _____ Signature

Contingency Fund Balance prior to approval: \$ _____

Date Processed: _____ Signature

7. ✓ / Approved
 / Recommended

 / Disapproved
 / Not Recommended

Date: _____

County Administrative Officer: *JW*

Signature

8. Board Approval Date: _____ Agenda Item No. _____

INSTRUCTIONS:

1. ORIGINAL AND 1 COPY of ALL transfers to Auditor/Controller.
(Original kept by Auditor, copies to Department)
2. Transfers that are going to be submitted to the Board for approval:
 - A. Must be signed by the Auditor and the CAO.
 - B. Must have a copy of the Board Report attached when given to the Auditor and the CAO for approval.
3. This form is also used for Revenue Budget Transfers, and unlimited transfers from special travel.
4. **Allow two days for approval by the Auditor's Office.**

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Plumas County Public Health Agency

Dept. No.

70560

Date 2/10/2012

The Reason for this request is (check one):

Approval Required

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

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

X SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

RECEIVED

FEB 14 1968

八

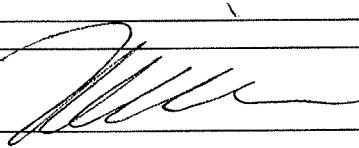
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

(a) Mid year adjustment needed to bring revenue and expenditures in line with approved grants

(b) N/A

(c) funding for 2011/12

(d) N/A

Approved by Department Signing Authority: 

Approved/Recommended

Disapproved/Not recommended

County Administrative Officer Signature: 

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller _____

Initials _____

INSTRUCTIONS:

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

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- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

~~Adult~~ Drug Court

TRANSFER NUMBER

(Auditor's Use Only)

Department: Plumas County Sr. Nutrition

Dept. No.

70630

Date 1/31/2012

The Reason for this request is (check one):

Approval Required

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

Board
Board
Board
CAO
CAO

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

Since A+D - I will not sign
that it is a valid, correct request (co-mining
But it does balance. I.M.M.

RECEIVED

FEER 06 2012

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

(a) Revenues overstated. This brings revenues in line with expenditures

(b) N/A

(c) funding for 2011/12

(d) N/A

Approved by Department Signing Authority: Patti Rotun

Approved/Recommended

Disapproved/Not recommended

County Administrative Officer Signature: JM

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller _____

Initials _____

INSTRUCTIONS:

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- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.

RECEIVED
FEB 06 2012

RESOLUTION NO: _____

A RESOLUTION APPROVING VARIOUS CHANGES TO THE PLUMAS COUNTY PERSONNEL ALLOCATION FOR BUDGET YEAR 2011-2012 EFFECTIVE JANUARY 1, 2012.

WHEREAS, the Board of Supervisors, through adoption of the budget allocates positions for various county departments each fiscal year; and

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, the Public Health Agency finds it necessary to make various changes to the Plumas County Personnel Allocation; and

WHEREAS, with these changes of the Personnel Allocation the Public Health Agency will be able to expand the quality and scope of its service to Plumas County.

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

<u>Budget Unit 70560</u>	From	Change	To
Assistant Public Health Director	0.00	0.50	0.50
Director of Nursing	0.61	0.39	1.00
Public Health Program Chief	0.00	0.30	0.30
HEC I or II/HES or COC	3.55	0.20	3.75
Mental Health Therapist II	0.00	0.04	0.04
<u>Budget Unit 70559</u>			
Public Health Program Chief	0.00	0.50	0.50
HEC I or II/HES or COC	0.50	-0.50	0.00
Mental Health Therapist II	0.00	0.04	0.04
<u>Budget Unit 70561</u>			
HEC I or II/HES or COC	0.50	-0.50	0.00
Assistant Public Health Director	0.00	0.11	0.11
PHN I or II/RN I or II or LVN	0.35	-0.35	0.00
<u>Budget Unit 70566</u>			
Director of Nursing	0.39	-0.39	0.00
Assistant Public Health Director	0.00	0.39	0.39

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of March 2012 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chairperson, Board of Supervisors

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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



Gayla S. Trumbo

Human Resources

DATE: FEBRUARY 27, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF MARCH 6, 2012.

RE: a) APPROVE RESOLUTION TO ADOPT THE JOB DESCRIPTIONS
AND SALARY CLASSIFICATION OF TREASURER/TAX
COLLECTIONS OFFICER I, AND II.
b) APPROVE RESOLUTION TO AMEND THE POSITION
ALLOCATION AS REQUESTED IN THE REORGANIZATION OF
THE TREASURER/TAX COLLECTOR DEPARTMENT 20050.

IT IS RECOMMENDED THAT THE BOARD:

- a) Approve resolution to adopt the job descriptions and salary classifications for the Treasurer/Tax Collections Officer I and II.
- b) Approve resolution to amend the 2011-2012 Position Allocation as requested in the reorganization of the Treasurer/Tax Collector Department.

BACKGROUND AND DISCUSSION:

On December 20, 2011, the Critical Staff Committee brought forward a proposed reorganization of the Treasurer/Tax Collector's Department. This proposal was requested by the Treasurer/Tax Collector, Ms. Julie White. The Critical Staffing Committee's recommendation was to continue this request until after the Mid-Year review. Ms. White requested that the Board move forward on the reorganization and not be required to wait until after the mid-year budget review. The Board was also informed by Ms. White that proposed reorganization is funded within the current budget. The Board discussed moving forward on Ms. White's request. However, due to the fact that the County had not heard back from Operating Engineers regarding the proposed job descriptions, and the meet and confer process the Board could only approve in concept only.

The minutes reflect the motion and action of the Board on December 20, 2011, as follows: "approve concept for reorganization of the Treasurer/Tax Collector Department and authorize moving forward subject to approval of job descriptions and approval by the union through meet and confer, **Action:** Approve, Moved by Supervisor Thrall, Seconded by Supervisor Swofford. Vote: Motion carried by unanimous roll call vote (summary: Yes = 4)." "Absent: Supervisor Kennedy."

The Human Resources Director provided the job descriptions to the Union. The meet and confer process was delayed due to a change in the Union Representative of Operating Engineers. The new Union Representative for our area, Mr. Gregory Ramirez, has provided written confirmation that the Union has reviewed the job descriptions and salary classifications, and has no objection to them moving forward.

As a brief reminder, the reorganization would provide the allocation to the Department for 3.0 FTE's at the Treasurer/Tax Collection Officer I or II level. The classifications of 1.0 FTE Collection Officer I or II, and 2.0 FTE Treasurer/Tax Specialist I or II would be eliminated. The calculations for the cost of this reorganization nets out to zero cost for this fiscal year. The department will remain with 6 FTE's as with the original allocation for this fiscal year.

B.  **CRITICAL STAFFING COMMITTEE** – Gayla Trumbo

Consider the following recommendations of the Critical Staffing Committee. Discussion, possible action and/or direction to staff

- 1) Refill .80 FTE Senior Transportation Driver I/II/III; 1.0 FTE Office Assistant I/II in Social Services; 1.0 FTE Benefit Assistant Counselor Supervisor Social Services; 1.0 FTE Social Worker I/II/III or Senior Social Worker; 1.0 FTE Social Worker I/II

Motion: Refill .80 FTE Senior Transportation Driver I/II/III; 1.0 FTE Office Assistant I/II in Social Services; 1.0 FTE Benefit Assistant Counselor Supervisor Social Services; 1.0 FTE Social Worker I/II/III or Senior Social Worker; 1.0 FTE Social Worker I/II, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Swofford.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

Absent: Supervisor Kennedy.

- 2) Adopt **RESOLUTION** amending the position allocation for Social Services to reflect the addition of 1.0 FTE Benefits Assistant Counselor I/II. **Roll call vote**

Motion: Adopt **RESOLUTION** No. 11-7741 amending the position allocation for Social Services to reflect the addition of 1.0 FTE Benefits Assistant Counselor I/II, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Meacher.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

Absent: Supervisor Kennedy.

- 3) Adopt **RESOLUTION** adopting the job description and salary range for Deputy Sheriff II/Communications Equipment Coordinator and to amend the position allocation for the Sheriff's Department 70330 to reflect 1.0 FTE Deputy Sheriff II/Communications Equipment Coordinator within Department 70330. **Roll call vote**

Motion: Adopt **RESOLUTION** No. 11-7742 adopting the job description and salary range for Deputy Sheriff II/Communications Equipment Coordinator and to amend the position allocation for the Sheriff's Department 70330 to reflect 1.0 FTE Deputy Sheriff II/Communications Equipment Coordinator within Department 70330, **Action:** Approve, **Moved by** Supervisor Swofford, **Seconded by** Supervisor Meacher.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

Absent: Supervisor Kennedy.

- 4) Continue the request for reorganization of the Treasurer/Tax Collector Department until after the mid-year budget review to be completed in January 2012

Julie White, Treasurer/Tax Collector requests the reorganization move forward at this time and not be required to wait until after the mid-year budget review. Ms. White informs the Board the proposed reclassification of positions is funded in the current budget.

Motion: approve concept for reorganization of the Treasurer/Tax Collector Department and authorize moving forward subject to approval of job descriptions and approval by the union through meet and confer, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Swofford.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

Absent: Supervisor Kennedy.

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS OF TREASURER TAX
COLLECTIONS OFFICER I OR II.**

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, the Board of Supervisors have approved the reorganization of the Treasurer/Tax Collector's Department that includes the new classifications of Treasurer/Tax Collections Officer I or II; and

WHEREAS, the Treasurer/Tax Collector, Ms. Julie White has worked with the Human Resources Director, Gayla Trumbo, to establish job descriptions for the Treasurer/Tax Collections Officer I or II; and

WHEREAS, to accurately reflect the duties, responsibilities and qualifications of these positions; it has been determined that a new classification be created with the Title of Treasurer/Tax Collections Officer I at salary range 1735 and Treasurer/Tax Collections Officer II at 1913; and

WHEREAS, the County has provided copies of the job descriptions and salary range to Operating Engineers Union Representative who has reviewed as has no issues.

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

The County's classification plan is hereby amended to reflect the addition of Treasurer/Tax Collections Officer I, range 1735; and Treasurer/Tax Collections Officer II, range 1913 as presented to the Board.

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 6th day of March, 2012 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

RESOLUTION NO. _____

RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR 2011-2012 WITHIN THE DEPARTMENTS OF 20050 TREASURER TAX COLLECTOR.

WHEREAS, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, it has been determined that a reorganization is necessary to achieve the operational needs of the Treasurer/Tax Collectors Department; and

WHEREAS, it is necessary in completing this reorganization to adjust the 2011-2012 Position Control to reflect the addition of 3.0 FTE Treasurer/Tax Collections Officer I or II, remove 1.0 FTE Collection Officer I or II, and 2.0 FTE Treasurer/Tax Specialist I or II.

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

1. Approve the amendments to the Position Allocation for budget year 2011-2012 to reflect the following:

<u>Treasurer/Tax Collector 20050</u>	<u>FROM</u>	<u>TO</u>
Collection Officer I or II	1.0	0.0
Treasurer/Tax Collections Officer I or II	0.0	3.0
Treasurer/Tax Specialist I or II	3.0	1.0
Assistant Treasurer/Tax Collector	1.0	1.0
Treasurer/Tax Collector	1.0	1.0
	6.0	6.0

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 6th day of March, 2012 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

RESOLUTION SUPPORTING THE APPLICATION FOR GRANT FUNDING
FOR THE COALITION FOR RESPONSIBLE PET OWNERSHIP
FOR A PLUMAS COUNTY LOW COST SPAY & NEUTER PROGRAM.

WHEREAS High Sierra Animal Rescue, Friends of The Plumas County Shelter Animals, Plumas County Animal Welfare Society (all 501c3 organizations), and Plumas County Animal Services have come together forming a coalition to help manage the pet population in Plumas County.

WHEREAS it is widely recognized the most effective way to save animals' lives, prevent animal suffering, and eliminating animal abandonment is through managing the population through reducing birthrates.

WHEREAS it is recognized that families earning a combined income that falls below the median household average for the area are less likely to spay or neuter their pets.

WHEREAS it has been proven that communities offering low income families financial assistance to spay or neuter their pets will result in more likelihood to do so, and help further reduce animal birthrates.

WHEREAS the above mentioned parties have signed a Memorandum of Understanding with the purpose to help educate, motivate and legislate for humane treatment and responsible pet ownership of all pets in Plumas County and surrounding area.

WHEREAS the above mentioned parties have signed a Formal Agreement sharing the common purpose in saving animals' lives, preventing animal suffering, and eliminating animal abandonment. Furthermore, to work cooperatively to reduce and, to the extent possible, eliminate the euthanasia of "adoptable" and "treatable" cats and dogs in Plumas County.

WHEREAS High Sierra Animal Rescue will be the primary applicant for grant funding to support the community low-cost spay & neuter program.

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors supports the efforts of the Coalition for Responsible Pet Ownership to seek grant funding opportunities for a Community Low-Cost Spay & Neuter Program.

AYES:

NOES:

ABSENT:

Chairperson

ATTEST:

Clerk of the Board



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

4B

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

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

February 21, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: JULIE A. WHITE ✓
COUNTY TREASURER/TAX COLLECTOR/COLL. ADM.

**SUBJECT: AGENDA ITEM FOR MARCH 6, 2012: REQUEST RESOLUTION
AUTHORIZING THE SALE OF TAX-DEFALTED PROPERTY SUBJECT TO
THE POWER OF SALE**

REQUEST:

The Board adopts the resolution to authorize the sale of tax-defaulted property subject to the power of sale as outlined.

BACKGROUND:

The Tax Collector is required to periodically offer properties for sale at public auction that have become subject to sale. It has been over three years since our last tax sale, and the law requires a sale within four years of becoming subject to sale. We have approximately 60 properties at this time that are subject to sale.

In order to hold a sale, it is necessary for the Board to approve the sale and minimum bids as established by the Tax Collector. I have attached the resolution for your approval. This action starts an intensive process commanded by the Revenue and Taxation Code of California to conduct a sale. It includes parties of interest searches, certified notices, official notices, personal contact in some instances, etc.

A public Internet auction will be held on May 5 - 8, 2012 to sell the properties listed in the Resolution. Properties will be advertised by an Internet auction advertising website-Bid4Assets.com. All parcels that are not sold within the time set for the sale, under Revenue and Taxation Code Section 3692(e), may be re-offered for sale within ninety (90) days.

Bid4Assets.com specializes in advertising and selling government property and surplus sales on the Internet. The services it will provide include Internet and traditional marketing with links from other websites, newspapers, industry-specific advertising and promotion to its real estate bidder base of 20,000. Internet auction services are part of a package, which allows many more people to participate in the auction than the conventional oral auction. Provisions will be made for the phone, mail, and FAX bids for those who don't have ready access to the Internet.

We have arranged to have the Internet auction together with other northern California counties to offer a regional tax sale. The properties can be advertised more effectively as a "regional" sale. The \$150.00 cost per parcel for Bid4Assets has been included in the minimum bids set in the Resolution.

I will be happy to answer any questions you may have regarding the tax sale. I request your approval of the Resolution.

Thank you.

Exhibit "A"

#	Assessment No.	Assessee	Address	Minimum Bid
1	001-273-002-000	Dois Willodean Grandstaff, Life Estate	2905 Terrace Dr., Prattville, Almanor Hwy 36/Soldier Mtn.	\$ 13,500.00
2	002-010-030-000	Josephine Hall, ET AL		\$ 2,600.00
3	002-360-001-000	G.A. Taber, Et Al	18050 Highway 70, Belden(Rich Bar)	\$ 1,575.00
4	002-441-007-000	Sheila Ann Mitchell, Estate of	85 Riverview Ln., Twain	\$ 22,500.00
5	003-044-002-000	Blane Myers & Robert V. Merenda	1889 Main St., La Porte	\$ 27,350.00
6	004-410-015-000	Lisa Balbiani	1529 Diamond Mtn. Rd., Taylorsville	\$ 16,800.00
7	005-470-051-000	Paul J. & Shanon Thein, H/W	41196 Purdy Lane, Quincy	\$ 6,800.00
8	009-080-001-000	Cedar Point Properties	378 25N01Y, Genesee, CA	\$ 32,500.00
9	009-090-001-000	Cedar Point Properties	945 25N01Y, Genesee, CA	\$ 51,200.00
10	009-100-009-000	Cedar Point Properties	12000 Walker Mine Road	\$ 13,500.00
11	009-290-007-000	Timothy S. Surber	2491 Fountain Springs Lane, Greenhorn Ranch	\$ 2,425.00
12	010-150-020-000	George A. & Joanne A. Lambdin	94656 Spring Drive, Chilcoot	\$ 4,350.00
13	028-030-041-000	Joseph R. Kraus	346 Blacktail Ridge, Grizzly Ranch	\$ 32,800.00
14	028-040-035-000	Joseph R. Kraus	126 Sorrel Lane, Grizzly Ranch	\$ 56,900.00
15	028-040-040-000	Joseph R. Kraus	20 Sorrel Lane, Grizzly Ranch	\$ 49,800.00
16	028-050-017-000	Joseph R. Kraus	119 Peppergrass Lane, Grizzly Ranch	\$ 61,650.00
17	100-121-026-000	Dennis W. & Virginia E. Hargrave	321 Main Street, Chester	\$ 77,650.00
18	100-143-023-000	Eagle Creek Investments	430 Fourth Avenue, Chester	\$ 9,900.00
19	100-173-010-000	Steven J. & Colleen Furtado	158 Moody Meadows Rd., Chester	\$ 18,550.00

20	100-351-008-000	Jennifer Remainderman Cannedy	162 Jensen Road, Chester	\$ 10,850.00
21	102-183-002-000	Peter Jay & Mary Carol Towne	903 Peninsula Dr., Lake Almanor Pen.	\$ 20,650.00
22	103-320-012-000	Eagle Creek Investors	191 Ponderosa Pine Lane, Lake Almanor Pen.	\$ 12,700.00
23	104-412-006-000	Mina N. Drake	213 Lakeview Drive, Lake Almanor Pen.	\$ 13,000.00
24	106-091-008-000	Debrah L. Ingersoll, Et Al	7045 Highway 147, Lake Almanor East Shore	\$ 7,900.00
25	106-140-009-000	Christopher A. & Elaine Brose	5650 Highway 147, Lake Almanor East Shore	\$ 14,350.00
26	116-122-021-000	Stephen L. Ballard	72 Mill Creek Road, East Quincy	\$ 18,125.00
27	122-050-001-000	Decagon Co. LTD. A WA Corp.	Middle Fork Feather River, West of Sloat	\$ 39,500.00
28	122-050-002-000	Decagon Co. LTD. A WA Corp.	Middle Fork Feather River, West of Sloat	\$ 16,725.00
29	123-110-080-000	David E. Carmazzi	1201 Shady Lane, C-Road	\$ 9,700.00
30	125-113-002-000	John R. & Staci Chiatovich	783 Plumas Avenue, Portola	\$ 3,500.00
31	125-204-015-000	Ronald A. & Susan L. Jacobson	420 N. Pine Street, Portola	\$ 31,900.00
32	125-223-002-000	Brian M. Devine	Corner W. Magnolia/West Street, Portola	\$ 4,625.00
33	125-224-012-000	Laura M. Miller	West Street, Portola	\$ 1,250.00
34	125-236-002-000	Kenneth W. & Gail H. Pearson	E. Quincy, Portola	\$ 2,800.00
35	125-392-002-000	Robert J. & Florence E. Peacock	317 Huerta Way, Delleker	\$ 2,500.00
36	126-123-002-000	Christopher Myers	381 Second Avenue, Portola	\$ 14,900.00
37	126-127-014	Rudy C. & Jan A. Gonzales	481 Pacific Street, Portola	\$ 12,100.00
38	126-146-001-000	Donald Anderson		\$ 1,375.00
39	126-161-004-00	Allen & Michelle Thomas		\$ 1,500.00
40	126-161-005-000	Allen & Michelle Thomas		\$ 1,500.00

41	126-161-008-000	Laura L. Shirley		\$ 1,600.00
42	126-210-038-000	Marybeth Wilkins	4855 O'Feather Road, Portola	\$ 5,850.00
43	131-060-010-000	Roger H. Nielsen	195 Pine Knoll Court, Delleker	\$ 15,800.00
44	131-080-001-000	Eureka Realty, A NV Corp.	178 Kitty Kat Trail, Clairville	\$ 2,600.00
45	131-080-002-000	Eureka Realty, A NV Corp.	224 Kitty Kat Trail, Clairville	\$ 2,600.00
46	131-080-003-000	Eureka Realty, A NV Corp.	268 Kitty Kat Trail, Clairville	\$ 2,700.00
47	131-080-004-000	Eureka Realty, A NV Corp.	306 Kitty Kat Trail, Claireville	\$ 2,700.00
48	131-080-005-000	Eureka Realty, A NV Corp.	318 Kitty Kat Trail, Clairville	\$ 2,700.00
49	131-080-009-000	Eureka Realty, A NV Corp.	58 Kitty Kat Trail, Clairville	\$ 4,250.00
50	145-010-004-000	Mariah L. Anderson	10700 Dixie Valley Road, Dixie Valley	\$ 2,700.00
51	531-261-020-522	Marc Rosenberg	Time Share Week Only	\$ 1,675.00
52	531-261-020-523	Marc Rosenberg	Time Share Week Only	\$ 1,675.00
53	531-261-020-524	Marc Rosenberg	Time Share Week Only	\$ 1,675.00
54	531-261-020-525	Marc Rosenberg	Time Share Week Only	\$ 1,675.00
55	531-262-020-517	Jeffery L. & Tara L. Vandermate	Time Share Week Only	\$ 1,600.00
56	531-262-020-518	Jeffery L. & Tara L. Vandermate	Time Share Week Only	\$ 1,600.00
57	531-262-020-530	Ronald N. & Stella L. Brugh	Time Share Week Only	\$ 2,000.00
58	531-272-028-504	Sally Shelton Reilley	Time Share Week Only	\$ 2,000.00
59	531-272-028-505	Sally Shelton Reilley	Time Share Week Only	\$ 2,000.00
60	531-272-028-507	Mark E. Muniz	Time Share Week Only	\$ 1,950.00
61	531-272-028-508	Mark E. Muniz	Time Share Week Only	\$ 1,950.00

Plumas County MUSEUM

4c

500 JACKSON STREET • QUINCY, CALIFORNIA 95971 • (530) 283-6320

DATE: February 15, 2012

TO: Honorable Board of Supervisors

FROM: Scott J. Lawson, Museum Director *SJL*

SUBJECT: Consent Agenda Item

Recommendation:

Transfer supplemental budget funds of \$150 from 45310 Museum Services to 521900 Professional Services to pay cost of renewing annual listing of the Museum Director as a consultant on the CHRIS Consultants List at the Northeast Information Center at CSU Chico.

Background and Discussion:

This listing provides other county and state departments and private entities the opportunity to utilize Museum services for projects such as the county's bridge replacement program, historic significance reports on buildings, features, and sites and similar issues.

SPI - FINANCEPLUS
DATE: 02/14/12
TIME: 09:56:43
SELECTION CRITERIA: rev.ledger.key.orgn='20780'
ACCOUNTING PERIOD: 8/12

PLIMAS COUNTY
DETAIL REVENUE STATUS REPORT

SORTED BY: FUND/DEPT/FUND, 1ST SUBTOTAL, ACCOUNT
TOTALLED ON: FUND/DEPT/FUND, 1ST SUBTOTAL
PAGE BREAKS ON: FUND/DEPT/FUND

	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
0001-7-34-20780 45310 MUSEUM MUSEUM FEE OR SERVICES	4,500.00	260.00	.00	2,899.00	1,601.00
0001-7-34-20780 45423 MUSEUM MUSEUM COPIES	250.00	.00	.00	131.25	118.75
TOTAL 1ST SUBTOTAL - CHARGES FOR SERVICES	4,750.00	260.00	.00	3,030.25	1,719.75
0001-7-34-20780 46070 MUSEUM CONTRIB FR OTHR AGENCY	16,760.00	.00	.00	16,760.00	.00
0001-7-34-20780 46239 MUSEUM DONATIONS	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - OTHER REVENUE	16,760.00	.00	.00	16,760.00	.00
TOTAL DEPT/FUND - MUSEUM	21,510.00	260.00	.00	19,790.25	1,719.75
TOTAL FUND - GENERAL	21,510.00	260.00	.00	19,790.25	1,719.75
TOTAL REPORT	21,510.00	260.00	.00	19,790.25	1,719.75

260.00
1st
Museum
for
pple
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✓

PAGE NUMBER: 1
REVSTA31

BOARD AGENDA REQUEST FORM

Department: Auditor
Authorized Signature:

Consent Agenda: Yes

4D
Board Meeting Date: 3/6/2012
Request for _____ minutes for presentation
(If a specific time is needed, please contact the
Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

This fund is used in the event that there is a homicide that may have costs that qualify for State reimbursement. The Sheriff's department currently has unanticipated costs associated with a homicide trial. Requesting that the unbudgeted fund balance in the amount of 34,416.00 be budgeted for homicide trial related costs.

Review by Necessary Departments:

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y/N)

Signed? (Y/N)

Budget Transfers Sheets:

Signed? (Y/N)

Other:

Publication:

Clerk to publish on _____ Notice attached and e-mailed to Clerk.

Notice to be published _____ days prior to the hearing. _____ (if a specific newspaper is required, enter name here.)

Dept. published on _____ (Per Code § ____). Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: _____ No: _____ Not Applicable: _____

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Homicide Trial

Dept. No: 20028

Date 2/21/2012

- | 1. The reason for this request is (check one): | Approval Required |
|---|-------------------|
| A. <input type="checkbox"/> Transfer to/from Contingencies OR between Departments | Board |
| B. <input checked="" type="checkbox"/> Supplemental Budgets (including budget reductions) | Board |
| C. <input type="checkbox"/> Transfers to/from or new Fixed Asset, out of a 51XXX | Board |
| D. <input type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX | CAO |
| E. <input type="checkbox"/> Establish any new account except fixed assets | CAO |

2. TRANSFER FROM

TRANSFER TO:

3. SUPPLEMENTAL BUDGET: Department:

Revenue Accounts	Dept. # 20028	Acct. # _____	Account Name Fund bal availb. not in original budget	\$ Amount 34,416. -
---------------------	-------------------------	------------------	--	-------------------------------

Expenditure Accounts	Dept. #	Acct. #	Account Name	\$ Amount
	20028	521977	trial court costs	34,416.00

S. Montgomery

 Set Up Balance Sheet - PLUMAS COUNTY - FINPLUS DB

File Edit Tools Favorites Help



- Date: 02/20/2012 Through Period: 7

-Selection Criteria

Year 

FUND 0001H - HOMICIDE TRIAL COSTS

Account

88 Find

50 Advance

10 match(es) found.

Year

34416.43

34416.43



Plumas County Office of Emergency Services

4E

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

Date: February 21, 2012

To: Honorable Board of Supervisors
From: Jerry Sipe
RE: Consent Agenda Item for March 6, 2012

Recommendation: Approve a contract with Sue McCourt for services as Fire Prevention Specialist and approve the associated Supplemental Budget for the Office of Emergency Services in the amount of \$25,000 for FY11-12.

Background and Discussion: As the Board is aware, \$75,000 of 2010 Title III funding has been allocated by the Board of Supervisors to fund Fire Warden/Marshall services for Plumas County. After further refining this concept with the Feasibility Study Group, Plumas County Fire Chief's Association, Plumas County Fire Safe Council and working with County Counsel, the Office of Emergency Services received Board approval on November 15, 2011 to advertise for the services of a Fire Prevention Specialist.

Fire Prevention Specialist candidates were screened and interviewed by a committee comprised of members of the various stakeholder groups mentioned above. The applicant whose knowledge, skills and abilities most closely matched the needs of the county and the requirements of Title III funding is Sue McCourt. Successful negotiations regarding the term and conditions of the contract result in the attached agreement that has been approved to form by County Counsel. In general, the agreement is limited to a one year term, may be terminated by either party without cause, is limited to Title III-fundable activities, and will not exceed \$75,000, the amount previously allocated and received to complete this work.

The associated supplemental budget request includes revenue transferred in to OES from Title III as well as these professional services expenses. Since this service agreement bridges two fiscal years, the supplemental budget in FY 11-12 is one-third the contract amount. The remaining funds and activities will be budgeted during the next fiscal year.

In summary, the Board is asked to approve a service agreement with Sue McCourt for Fire Prevention Specialist and the associated Supplemental Budget request for the Office of Emergency Services. Copies of the Service Agreement and Supplemental Budget request form are on file with the Clerk of the Board. If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

Department: Office of Emergency Services

Dept. No: 20470

Date: 2/15/2012

The reason for this request is (check one): Approval Request

The reason for this request is (check one):

Approval Required

- Transfer to/from Contingencies OR between Departments Board
 - Supplemental Budgets (including budget reductions) Board
 - Transfers to/from or new Fixed Asset, out of a 51XXX Board
 - Transfer within Department, except fixed assets, out of a 51XXX CAO
 - Establish any new account except fixed assets CAO

Board

Board

Board

CAO

CAO

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL,
NEW UNBUDGETED EXPENSES)

Supplemental budget requests require Auditor/Controller's signature.

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

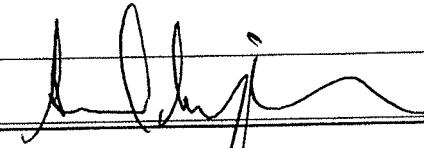
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) To Complete Title III funded project

B) Allocated Title III monies

C) Need to begin project immediately

D) Allocated Title III monies

Approved by Department Signing Authority: 

Approved/Recommended

Disapproved/ Not recommended

County Administrative Officer Signature: 

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

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

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

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

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

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.



Office of the Sheriff

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

4F

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: February 22, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood A handwritten signature in black ink, appearing to read "Greg Hagwood".
RE: Agenda Items for the meeting of March 6, 2012

It is recommended that the Board:

Approve and authorize the Chair of the Board of Supervisors to sign contract between the County of Plumas and Property Room.Com.

Background and Discussion:

The term of this contract is for one year. The purpose of this contract is to have Property Room.Com sell all unclaimed evidence, asset forfeiture property, and county property deemed to be auctioned.

Due to the length of the contract a copy has been filed with the Clerk of the Board.

PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



46

ROBERT A. PERREAULT Jr.
DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

CONSENT AGENDA REQUEST

February 27, 2012

From: Robert A. Perreault, Jr., Director of Public Works

A handwritten signature in black ink that reads "Robert A Perreault Jr".

Subject: Agenda Request for the March 6, 2012 Meeting
of the Plumas County Board of Supervisors

To: Honorable Board of Supervisors

- A. Approve Budget Transfer Request for Solid Waste.

Background:

Landfill fees from the State of California have increased dramatically over the past few years, making it difficult to forecast a budget amount for this expenditure. 2011-2012 is no exception. The actual fees for the Gopher Hill Landfill, the Leachate Pond and the Chester Landfill were \$32,606 in 2010-11, and will total \$45,254 in 2011-12. The program's current budget for these fees is \$38,754. In order to pay the State's fees in a timely fashion to avoid penalties, Public Works is requesting that the Board approve a transfer from Solid Waste – Capital Improvements to Solid Waste – Special Department Expenses to cover the unbudgeted balance.

Recommendation:

Public Works respectfully recommends that the Board of Supervisors approve the attached Budget Transfer Request of \$6,500 from Capital Improvements - 540111 to Special Department Expenses - 524400

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

Department: PW Solid Waste Operations

Dept. No: 20579

TRANSFER NUMBER
(Auditor's Use Only)

Date: 2/17/2012

The reason for this request is (check one):

A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	CAO
E. <input type="checkbox"/>	Establish any new account except fixed assets	CAO

✓ TRANSFER FROM OR **SUPPLEMENTAL REVENUE ACCOUNTS**

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

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL,
NEW UNBUDGETED EXPENSES)

Supplemental budget requests require Auditor/Controller's signature

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

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

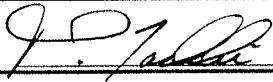
A) Per attached Budget Transfer

B) _____

C) _____

D) _____

Approved by Department Signing Authority:



2/17/12

Approved/Recommended

Disapproved/ Not recommended

County Administrative Officer Signature:



Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

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

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

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

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

- A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.
- B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: February 7, 2012

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Agenda Item for March 6, 2012

Recommendation: Accept and approve the Annual Plumas County Children's Medical Services (CMS) Plan and Budget for FY 11-12, and direct the Chair to sign the Certification Statement.

Background Information: Several years ago Child Health and Disability Program (CHDP) and California Children's Medical Services (CMS) were joined at the State and titled "Children's Medical Services" (CMS). The Plumas County Children's Medical Services Plan outlines goals, objectives and activities to be performed in FY 11-12.

As the Board may recall, Child Health and Disability Prevention (CHDP) is a California Department of Health Services program designed to provide routine health exams, immunizations and health education to children from low and moderate income families. Through this program, Plumas County Public Health Agency provides outreach to eligible families and children, coordination with local health care providers, education and training of medical providers regarding treatment protocols, coordination with other County agencies, and follow-up and referral of children with identified medical conditions. Additional funds provide for a nurse to work with Foster Care Agencies, Social Services, Probation Department, and to coordinate health care for children in foster care. The California Children's Services (CCS) Program provides diagnostic screening, medical treatment, and nurse case management of sixty to eighty families needing access to special services for medically fragile infants, or children, and assistance with travel and housing for those who must go out of county to access specialized medical care.

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

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

442

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: February 9, 2012

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Agenda Item for March 6, 2012

Item Description/Recommendation:

- a) Approve Contract Modification No. 1 to Senior Services Budget Unit 20830 in the amount of \$2,060.00 as a result of a one time augmentation from the Area Agency on Aging, and
- b) Authorize the Director of Public Health to sign Contract Modification as the Board's designee.

History/Background: As the Board is aware, the Senior Services Division of the Plumas County Public Health Agency receives funding from various state and federal funding sources to provide low cost nutritious meals to senior clients. Plumas County Senior Services recently received a one-time only award of \$2,060.00. This award was based on the percentage of meals served in the five county regions. These additional funds must be expended by June 30, 2012.

A copy of the Contract Modification and budgets are on file with the Clerk of the Board for your review. The Contract Modification has been reviewed and approved by County Counsel.

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



Plumas-Sierra Counties

Department of Agriculture



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Keith Mahan
Agricultural Commissioner
Sealer of Weights & Measures
keithmahan@countyofplumas.com

Agriculture Commissioner Sealer of Weights and Measures

208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

February 22, 2012

To: Honorable Board of Supervisors
From: Keith Mahan, Agricultural Commissioner *KM*
Subject: Budget Transfer to complete Spray Truck Modifications

Recommendation:

Authorize the Chair to sign a budget transfer of \$6,100 from account 520000 to an expenditure account to be established.

Discussion:

The \$6,100 is already identified in a state contract to be used to complete spray equipment modifications to the recently purchased F-450 truck. The truck was purchased using RAC grant funds. All funds used to purchase the truck or pay for the spray equipment improvements are from either state or federal contracts/grants.

This spray truck when completed in about one month will greatly enhance the County's ability to control if not eradicate a number of invasive weed species that are currently threatening Plumas County's agricultural and forest lands.



4J



DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

Joe Wilson
Director

Date: January 30, 2012

To: Honorable Board of Supervisors

From: Joe Wilson, Director of Airports

Subject: **Authorize payment of Invoices to Cashman Equipment for Service and Repair to the Chester Rogers Field Loader/ Snow Blower**

Recommendation

Authorize payment of two invoices to Cashman Equipment in the amounts of \$4,732.91 and \$3,148.13 respectively. There are sufficient funds budgeted for this expense.

Background

Cashman Equipment has been a longtime service provider of Plumas County. They had historically provided service to heavy equipment such as emergency generators and snow removal equipment. Cashman is a reputable company that is currently under contract with Plumas County Road Department for repair to the Heavy Equipment in that department.

In December 2011 the snow removal equipment at Rogers Field broke and was in need of repair. Staff authorized this important repair over the telephone and the equipment was subsequently serviced and repaired. Upon receiving the invoice from Cashman and preparing a claim it became clear that the contract that the Facility/ Airports Department had was limited to generator service up to \$3,000.00 and did not include heavy equipment service.

It is respectfully requested that the Board approve payment of the invoices listed above. Airports staff has prepared a new contract with Cashman Equipment that does not limit the scope of work to "generator repair". This new contract has been submitted to Counsel for review and approval.