

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF APRIL 4, 2017 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

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

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

## **ACTION AGENDA**

### **1. CONSENT AGENDA**

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

#### **A) CLERK OF THE BOARD**

Approve Board minutes for March 2017

#### **B) INFORMATION TECHNOLOGY**

Authorize payment of \$10,800 to Strategy 7 Corp. without a contract for software support

#### **C) SHERIFF**

Approve and authorize the Chair to sign contract between County of Plumas and Levi Pence, dba Hi Tech Frame & Finish of \$45,000 for Sheriff vehicle repairs; approved as to form by County Counsel

#### **D) ENVIRONMENTAL HEALTH**

Adopt **RESOLUTION** authorizing Submittal of an Application to CalRecycle for FY 2017/2018 Local Enforcement Agency Grant; approved as to form by County Counsel

#### **E) FACILITY SERVICES**

Approve donation of collision damaged "total loss" surplus vehicle from County of Plumas to Quincy Fire Protection District for Fire Academy extrication training

#### **F) PUBLIC HEALTH**

Authorize Public Health to recruit and fill vacant funded and allocated 1.0 FTE Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator; and .875 FTE Assistant Cook

**G) HUMAN RESOURCES**

Authorize Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Human Resources Technician I/II position, created by resignation

**H) BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Mohawk Valley Stewardship Council: 9<sup>th</sup> Annual Summerfest Fund Raiser, White Sulphur Ranch, June 24, 2017, Highway 89, Clio)

**2. QUINCY CERTIFIED FARMERS' MARKET**

Consider request to waive use fees (\$1,040) for the Quincy Certified Farmers' Market to be held at the Dame Shirley Plaza, Quincy, running Thursday afternoons June 15<sup>th</sup> – September 7<sup>th</sup>, 2017 from 3:00 p.m. to 8:30 p.m.; discussion and possible action

**3. U.S. FOREST SERVICE-LASSEN NATIONAL FOREST**

State of the Forest Update – Lassen National Forest

**4. DEPARTMENTAL MATTERS**

**A) SOCIAL SERVICES – Elliott Smart**

Adopt **PROCLAMATION** Proclaiming April 2017 as Child Abuse Prevention Awareness Month in Plumas County. **Roll call vote**

**B) PLUMAS-SIERRA COUNTY FAIR – John Steffanic**

Presentation of proposed event (Americana Festival) to be held at the Plumas-Sierra County Fairgrounds over the 2017 Labor Day weekend; discussion and possible action

**C) FACILITY SERVICES – Dony Sawchuk**

Adopt **RESOLUTION** for Exception to the 180-Day Wait Period Pursuant to Government Code §7522.56 & §21224 (Project Coordinator). **Roll call vote**

**D) DISTRICT ATTORNEY – David Hollister**

Authorize the District Attorney to begin a 60 day open recruitment to fill vacant, funded and allocated 1.0 FTE Deputy District Attorney I/II; discussion and possible action

**E) LIBRARY – Lynn Sheehy**

Appropriate \$6,525 from the General Fund Contingency (20980/528400) to Library (20670/523712) to pay invoices of \$10,433.56 for CalPERS retirees of the North State Cooperative Library System; **four/fifths required roll call vote**

**F) ASSESSOR – Charles Leonhardt**

Authorize the Assessor to expend up to \$10,000 from General Services-Professional Services (20020/521900) to retain services of a professional golf course consultant; discussion and possible action

G) **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Approve supplemental budget transfer of \$5,000 to cover the purchase of a vehicle, and authorize the Public Health Director to sign the contract; discussion and possible action
- 2) Authorize the Public Health Director to sign a request to the City and County of San Francisco Department of the Environment Safe Program for six medicine disposal kiosks; discussion and possible action
- 3) Authorize the Auditor to pay Invoice #179 to GETrainingSolutions of \$2,200 without a contract for Mental Health First Aid Training; discussion and possible action

H) **HUMAN RESOURCES** – Nancy Selvage

- 1) Adopt **RESOLUTION** to amend the Plumas County Classification for Payroll Specialist I/II; Add New Job Classifications for Human Resources Payroll Specialist I/II; and Amend the FY 2016-2017 Position Allocation for Human Resources Department 20035. **Roll call vote**
- 2) Authorize Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Human Resources Payroll Specialist I/II position; discussion and possible action

5. **BOARD OF SUPERVISORS**

- A. 10:15 A.M. **PUBLIC HEARING:** Pursuant to Ordinance No. 16-1100 regarding “Outdoor Festivals”, consider application received for outdoor music festival events to be held in Belden Town, CA:
  - **Emission Music Festival – May 19<sup>th</sup> through May 21<sup>st</sup>, 2017**
  - **Priceless Music Festival – June 30<sup>th</sup> through July 3<sup>rd</sup>, 2017**
- B. Approve and authorize the Chair to sign letter to the Honorable Judge Hilde regarding Board of Supervisors response to the FY 2015/2016 Grand Jury Report; discussion and possible action
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

6. **CLOSED SESSION**

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

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

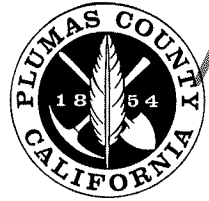
**ADJOURNMENT**

Adjourn meeting to Tuesday, April 11, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.



# Plumas County Department of Information Technology

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

David M. Preston  
Information Systems Manager

DATE: April 4, 2016  
TO: Honorable Board of Supervisors  
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF APRIL 4, 2017 RE:  
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

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

**Background and Discussion:**

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

Vendor	Description	Amount
Strategy 7	IBM Genero Software Support	\$ 10,800.00

These funds have been budgeted as part of the 2016/2017 IT budget.




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

1C

## Memorandum

**DATE:** March 20, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of April 4, 2017

**It is recommended that the Board:**

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

**Background and Discussion:**

The term of this contract is 02/01/17-01/31/18. This purpose of this agreement is for Sheriff vehicle repairs.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 1st day of February 2017, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Levi Pence, an individual, doing business as Hi Tech Frame & Finish, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Forty-Five Thousand Dollars and No/100 (\$45,000.00).
3. Term. The term of this agreement shall be from February 1, 2017 through January 31, 2018, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.

- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
- i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
  - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
  - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors

to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

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

21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

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

Contractor:

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

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

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

26. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

\_\_\_\_ COUNTY INITIALS

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

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


CONTRACTOR:

By: \_\_\_\_\_  
Levi Pence, an individual doing business as Hi  
Tech Frame & Finish

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

COUNTY:

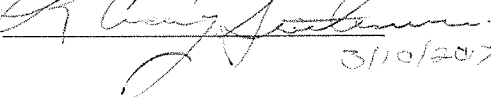
County of Plumas, a political subdivision of  
the State of California

By:   
Name: Greg Hagwood  
Title: Sheriff

By: \_\_\_\_\_  
Name:  
Title: Chair, Board of Supervisors  
Date signed:

Approved as to form:

Plumas County Counsel

By:   
3/10/2017



## **EXHIBIT A**

### **Scope of Work**

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

**EXHIBIT B**

**Fee Schedule**

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

Body repair work                \$70.00

Painting                                \$70.00

Frame repair work                \$70.00

Mechanical repair work    \$70.00

2. Parts shall be charged at the following rates: paint at a flat rate of \$34.00 per painting hour; body parts and supplies at Contractor's cost plus 25%.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



# Plumas County Environmental Health

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

Phone 530-283-6355 ~ FAX 530-283-6241

1D

**Date:** March 21, 2017  
**To:** Honorable Board of Supervisors  
**From:** Jerry Sipe, Environmental Health  
**Agenda:** Consent Agenda Item for April 4, 2016

**Item Description/Recommendation:** Approve a Resolution authorizing annual submittal of the solid waste Local Enforcement Agency (LEA) Grant for FY 2017-18, and authorize the Director of Environmental Health to sign various assurances as the Board's designee.

**Background Information:** As the Board is aware, Environmental Health is the designated Local Enforcement Agency (LEA) for the county's solid waste program, providing solid waste facilities permit and inspection services. To help off-set costs for this state-mandated local enforcement program, the California Department of Resources, Recycling and Recovery (CalRecycle) provides grant funds to local jurisdictions. It is time to submit the Plumas County application for FY 2017-18 funding. It is anticipated that approximately \$17,000 will be available to Plumas County next fiscal year.

At this time, the Board is asked to approve a Resolution authorizing submittal of an application to CalRecycle for the Local Enforcement Agency Grant for FY 2017-18, and authorize the Environmental Health Director to sign various assurances as the Board's designee. A copy of the Resolution, approved to form by County Counsel, is attached. If you have any questions, please contact me at 283-6367.

Thank you.

enclosure

**Resolution Number** \_\_\_\_\_

**CALIFORNIA DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY  
LOCAL ENFORCEMENT AGENCY GRANT PROGRAM**

**RESOLUTION AUTHORIZING  
LOCAL ENFORCEMENT AGENCY GRANT APPLICATION**

**WHEREAS**, Public Resources Code Sections 40000 et seq. authorizes the California Department of Resources, Recycling and Recovery (CalRecycle) to administer grant funds to support the Local Solid Waste Enforcement program; and

**WHEREAS**, Environmental Health is the state-certified Local Enforcement Agency for solid waste in Plumas County; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants,

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors authorizes the submittal of an application to the California Department of Resources, Recycling and Recovery for a Local Enforcement Agency Grant for Fiscal Year 2017/2018. The Environmental Health Director is hereby authorized and empowered by the Plumas County Board of Supervisors to execute all necessary applications, contracts, agreements, and amendments for the purposes of securing grant funds and to implement and carry out this program provided, however, that any contract, agreement, or amendment requisitioning goods or services shall remain subject to the Plumas County Purchasing Policy.

**The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of the Board of Supervisors on April 4, 2017 by the following vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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

**Attest:**

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



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Dony Sawchuk  
Director

Board Meeting: April 4, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve donation of "Total Loss" Collision Damaged 1996 Ford F150 Pickup from County of Plumas to Quincy Fire Protection District for Vehicle Extrication Training at 2017 Plumas County Fire Academy.**

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### Background

Quincy Fire Department will be hosting the Plumas County Fire Academy 15 to be held in April 2017 for Plumas County Fire Departments. Vehicle rescue, stabilization and extrication training is included in the academy. Quincy Volunteer Fire Department is always looking for the donation of vehicles for this course.

In July of 2015 a 1996 Ford F150 Pickup belonging to the Ag Department was involved in a "no fault" collision with a deer. The vehicle airbags deployed and the truck sustained body, mechanical and frame damage from the collision. The damage exceeded the value of the truck was deemed "total loss" by our insurer, George Hills and a claim was paid to the county for its current value. Facility Services obtained the vehicle for parts and have since removed all usable parts for a similar "in-service" truck in their inventory. The cost to Plumas County to move, handle and advertise this vehicle for auction is considered beyond a recoupable sales cost. The vehicle retains far more educational value for training of Plumas County volunteer firefighters. Quincy Fire Department will pick up, remove and dispose of the vehicle at no cost to Plumas County.

### Recommendation

Approve donation of "Total Loss" Collision Damaged 1996 Ford F150 Pickup from County of Plumas to Quincy Fire Protection District for Vehicle Extrication Training at 2017 Plumas County Fire Academy.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** March 16, 2017

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Cc:** Nancy Selvage, Human Resources

**Agenda:** Consent Item for April 4, 2017

**Recommendation:** Approve a request to recruit and hire the following vacant positions which are funded, budgeted and approved in the FY 16-17 County Personnel Allocation:

- a. 1.00 FTE Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator, and
- b. .875 FTE Management Assistant Cook.

**Background Information:** As the Board is aware Plumas County Public Health Agency is required to provide a variety of state mandated services. The current vacancies have resulted in a serious shortage of available staff to meet essential services.

It is critical that these positions be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to seniors at the nutrition sites.

The Critical Staffing Request is attached for your review.

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



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

- Is there a legitimate business, statutory or financial justification to fill the position?
  - Why is it critical that this position be filled at this time?
  - How long has the position been vacant?
1. 1.0 FTE Health Education Coordinator I/II or Health Education Specialist or Community outreach Coordinator - This position became vacant on March 15, 2017 and is responsible for organization, coordination, implementation, and conducts a variety of public health education programs and related health services, public information programs, health promotion, prevention programs.
  2. .875 FTE Assistant Cook – This position became vacant on March 13, 2017 and is responsible for coordination and preparation of meals at the nutrition site operations in accordance with all program requirements.

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

All positions are budgeted and funded in the current year.

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

The nutrition program staff levels are at a minimum, with only two individuals preparing up to 75-100 meals for home delivery and at each nutrition site.

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

Meals for seniors, patient services, lack of compliance, billing and administration are all results of the vacancies. In the Health Educating division, the vacancy must be filled to meet Public Health Emergency Preparedness grant deliverables.

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

Not filling the HEC I/II/HES/COC position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors. Not filling the Assistant Cook position will impact the services that are available to our senior clients at each site.

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

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to

public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

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

No.

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

No.

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

N/A. All positions requested are fully funded for the 16-17 fiscal year. Filling these positions helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

The department has \$567, 835 in cash reserves as of March 27, 2017.



# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** March 27, 2017

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
APRIL 4, 2017.

**RE: AUTHORIZE TO FILL 1.0 FTE FUNDED AND ALLOCATED  
HUMAN RESOURCES TECHNICIAN I OR II POSITION.**

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

Authorize the Human Resources Director to fill the 1.0 FTE allocated and funded Human Resources Technician I or II.

## **BACKGROUND AND DISCUSSIONS**

As of March 31, 2017, our Human Resources Technician has officially resigned and accepted employment with Plumas County's Behavioral Health Department. Although this is a great opportunity for the employee, it is an unfortunate situation for the Human Resources Department. Losing this position will impact the departments work load and potentially, other County Departments due to this vacancy.

There are several factors to consider why this position is critical to the Human Resources Department and the void this vacancy it will create. This is an especially critical time because of the expectations of the personnel budget deadlines and the immense preparation that is involved with calculating the County's personnel budget worksheets for Fiscal year 2017/2018 in addition to our regular work assignments and expectations.

I have attached the Critical Staffing Questionnaire for your consideration along with our current organization chart. At this time, I am requesting that the Board authorize Human Resources to recruit and fill the vacant 1.0 FTE allocated and funded Human Resources Technician I or II position.

Thank you for your consideration.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY  
ALLOCATED FOR FISCAL YEAR 2016 2017.

March 27, 2017

1. Is this a legitimate business, statutory, or financial justification to fill the position? **Yes, Human Resources Department needs to be fully staffed in order to stay compliant and maintain workloads.**
2. Why is it critical that this position be filled at this time?  
**This is a critical position to the Human Resources Department. Under general supervision, this position assists with the difficult to complex work involved in human resources operations and activities. This position provides support to the department by coordinating the personnel recruitment efforts, answering general questions, and coordinates the recruitment efforts for funded and allocated county positions.**
3. How long has this position been vacant? **March 31, 2017.**
4. Can the department use other wages until the next budget cycle?  
**N/A**
5. What are staffing levels at other counties for similar departments and/or positions?  
**N/A**
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>? **The entire department's employee functions will be impacted with the constant disruptions by the lack of the vacant front line desk position.**
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>? **There will not be a financial impact to the department due to the short term vacancy.**

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

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
9. Does the budget reduction plan anticipate the elimination of any of the requested positions?  
**N/A**  
Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **N/A**
10. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **N/A**

# Human Resources Department Organizational Chart

Human Resources Director

*Nancy Selvage*



Human Resources Analyst I/ II

*Mara Solomon*



Human Resources Technician I/ II

*Tina Terrazas*

*Vacancy*

# BOARD OF SUPERVISORS

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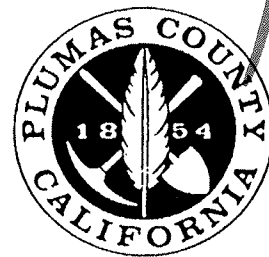
MICHAEL SANCHEZ, DISTRICT 1

KEVIN GOSS, DISTRICT 2

SHARON THRALL, DISTRICT 3

LORI SIMPSON, DISTRICT 4

JEFF ENGEL, DISTRICT 5



April 4, 2017

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

Attention: Permits Engineer

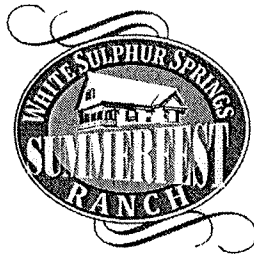
**Subject: Encroachment Permit Request**  
**MOHAWK VALLEY STEWARDSHIP COUNCIL**  
9<sup>TH</sup> ANNUAL SUMMERFEST FUND RAISER, WHITE SULPHUR  
SPRINGS RANCH, JUNE 25, 2017, HIGHWAY 89, CLIO, CA

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

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works



Board of Supervisors  
Plumas County, California

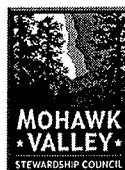
March 24, 2017

On June 25th, the Mohawk Valley Stewardship Council will host its' 9th Summerfest Fund Raiser to raise money for the restoration of White Sulphur Springs Ranch. I have requested a "special event ahead" sign from Caltrans to be placed at the edge of Highway 89 on either side of the entrances to the Ranch.

The encroachment permit requires a letter/ resolution from the Board of Supervisors supporting this event, a letter from the California Highway Patrol and a letter from the Plumas Sheriff acknowledging this event. We do have insurance to cover the event and will send Caltrans the certificate. Fred Chaffin, Caltrans Permit Inspector, has already prepared the diagram/layout of the sign placement on Highway 89. Both the event flyer and the sign placement will be attached to our application.

If you would kindly email your support and acknowledgement of this worthy event to me, I will send it right along to Traci Walker in the Encroachment Permits office.

Sincere thanks,  
Sally Tantau  
POBox 477, Clio, CA.,96106  
836-2334  
sallytantau@earthlink.net



MOHAWK VALLEY STEWARDSHIP COUNCIL  
a 501 (C)(3) corporation  
PO Box 25, Clio, CA.96106



2

## QUINCY CERTIFIED FARMERS MARKET

3/26/17

Dear Plumas County Board of Supervisors,

The Quincy Certified Farmers' Market (QCFM) would like to request the use of Dame Shirley Plaza for its annual summer market. The market will run from June 15<sup>th</sup>- September 7<sup>th</sup>, 2017 and operate from 3:00pm -8:30 pm on Thursday afternoons. This would be the market's second season using Dame Shirley Plaza. Last year we had better attendance than we have in years, and the change in location to Dame Shirley was very well received. Not only was the use of Dame Shirley beneficial for the market, but we believe also heightened the profile of Dame Shirley Plaza! Over the course of the summer I overheard multiple conversations such as "What a great space, I never noticed it before" and "Wow, I didn't know there were so many picnic tables, we could definitely have lunch here."

Quincy Farmers' Market continues to run as a not-for-profit organization funded generously by community donations. We offer low vendor fees and an easy entry point for small businesses to have access to the local market, as well as a free platform for community organization to help educate about their offerings. This will be the Market's 18<sup>th</sup> season of operation and it has become a beloved community event. After this long winter, I personally look forward seeing kids dancing and playing on the grass, old friends greeting, and eating perfectly ripe summer peaches while listening to great local artists perform.

QCFM is requesting that the Board of Supervisors again support the Farmers' market by waiving the rental fees for the duration of the season. With hundreds of volunteer hours supporting it, and generous community donations, the market continues to be a vital and vibrant summer event in Plumas County. We hope for your continued support.

Thank you,

Kjesten Essue  
Quincy Certified Farmers' Market Manager

QUINCYFARMERSMARKET.ORG

269 MAIN STREET | QUINCY, CA 95971 | 530-487-4386 | MANAGER.QCFM@GMAIL.COM



4A



DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

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

(530) 283-6350

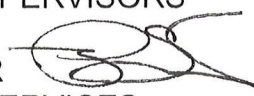
Fax: (530) 283-6368

Toll Free: (800) 242-3338

ELLIOTT SMART  
DIRECTOR

DATE: MARCH 22, 2017

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR   
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 4, 2017

RE: PROCLAMATION DECLARING APRIL AS CHILD ABUSE PREVENTION  
MONTH IN PLUMAS COUNTY

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

Adopt a proclamation declaring that April is Child Abuse Prevention Month in Plumas County.

**Background and Discussion**

The month of April is annually designated by the United States Congress as National Child Abuse prevention Month. Each year, The Plumas Children's Council submits a proclamation in the month of April to bring awareness to the prevention efforts taking place in our county that reduce the incidence of child abuse and neglect. In view of this and based on the recommendations of the Plumas County Child Abuse Prevention Council, the Board of Supervisors is asked to adopt a proclamation declaring April as Child Abuse Prevention Month in Plumas County.

**Other Agency Involvement**

The Plumas County Child Abuse Prevention Council has reviewed and approved the enclosed proclamation for the Board's consideration.

Copies: DSS Management Staff  
Human Services Department Heads  
Brianna Martin, Staff Services Analyst  
Brenda Lory, Chair, Child Abuse Prevention Council

**PROCLAMATION DECLARING APRIL 2017 AS  
CHILD ABUSE PREVENTION AWARENESS MONTH  
IN PLUMAS COUNTY**

WHEREAS, child abuse and neglect are serious social problems that affect many families in Plumas County; and,

WHEREAS, all adults and caregivers have a responsibility, as neighbors, community members, and citizens of Plumas County to help create healthy, safe and nurturing environments for all children and youth; and,

WHEREAS, preventing child abuse and neglect includes helping families to build strengths so that children can succeed and thrive; and,

WHEREAS, success in preventing child abuse in Plumas County depends on strong collaborative partnerships among human services agencies, child protective services, community-based organizations, schools, law enforcement, and the faith and business communities; and,

WHEREAS the Plumas County Child Abuse Prevention Council has provided a collaborative forum since 1998 for the planning and implementation of child abuse prevention programs; and,

WHEREAS, the Plumas County Board of Supervisors acknowledges the work done by many agencies and individuals in our county that is targeted to protect children, strengthen families, and eliminate the social factors that contribute to family dysfunction and child abuse and neglect; and,

WHEREAS, the Plumas County Board of Supervisors also acknowledges the work done by county social workers, whose mission includes protecting at-risk children from harm that may occur in the home setting; and,

WHEREAS, the Plumas County Board of Supervisors declares its commitment to promote policies and practices that support community-wide efforts to strengthen families and reduce the incidence of child abuse and neglect in Plumas County; and,

WHEREAS, the month of April has been recognized by the United States Congress as Child Abuse Prevention Awareness Month; and,

WHEREAS, wearing the color blue, wearing a blue ribbon or displaying a pinwheel in April will serve as a positive reminder that together, we can prevent child abuse and keep children safe.

NOW, THEREFORE, the Plumas County Board of Supervisors adopts this proclamation declaring April 2017 as Child Abuse Prevention Awareness Month in Plumas County.

---

Sharon Thrall, Chair  
Plumas County Board of Supervisors

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Date





4B

204 Fairgrounds Road, Quincy, CA 95971 530-283-6272 Fax: 530-283-6431  
[johnsteffanic@countyofplumas.com](mailto:johnsteffanic@countyofplumas.com) [www.plumas-sierracountyfair.net](http://www.plumas-sierracountyfair.net)

## MEMORANDUM

DATE: March 13, 2017  
TO: The Honorable Board of Supervisors  
FROM: John Steffanic, Fair & Event Center Manager  
SUBJECT: Special Event for 2017 Labor Day Weekend

---

**It is recommended that the Board:**

1. Give advice as to whether or not to proceed with planning an event conducted by the County on the 2017 Labor Day Weekend.

**Background and discussion:**

It has become apparent that special events are a very viable tool in improving economic conditions in the County. The economic benefits of the High Sierra Music Festival are something we would like to replicate in other events. Although the fairgrounds has primarily encouraged outside promoters to conduct events, it is not without precedent that local governments have conducted their own events with great success.

The Joshua Festival has traditionally been held on Labor Day weekend. They have decided to take a hiatus in 2017, leaving that date open. Planning has been conducted regarding an Americana Festival. Fair management is seeking the advice from the Board of Supervisors as to whether a commitment to conduct this festival should be made or not.

Thank you for your consideration,

John Steffanic  
Fair & Event Center Manager

# Americana Mountain Fair

A gathering to celebrate American rural life  
and its treasures

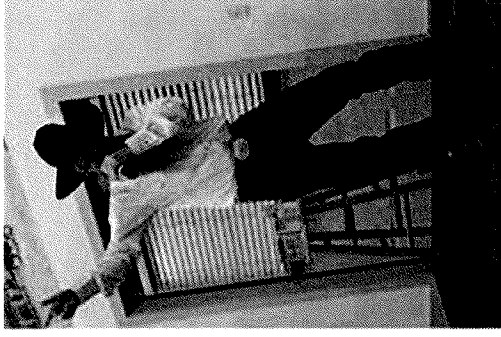


**A family oriented event featuring camping,  
food, music, merchants and storytelling.**

Plumas Sierra County Fairgrounds Quincy, California

# Cowboy Show

- Western themed shows, featuring poetry, storytelling, music and humor, continue to be the best attended entertainment in our region
- These shows offer great value in regards to cost since many of the performers live and work close by



Our event...

- Features four well known acts covering cowboy yodeling, poetry, storytelling, humor and music
- Two performers have great regional recognition and loyal fans
- Headliner act with national recognition

# Square Dance Shindig

- Square dancing has over 6 million regular participants
- Square dancers cover over 4 miles in one evening of dancing
- The prime age of a square dancer is 55

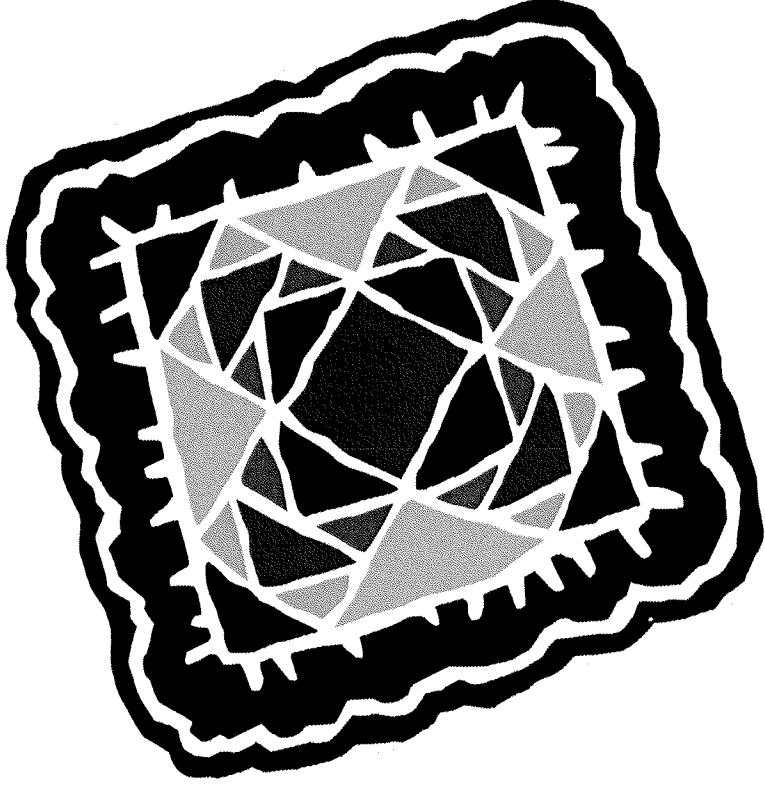
## Our event...

- Nationally known caller
- Special treatment  
Souvenir T-shirt  
BBQ Lunch
- Promoted through clubs in Susanville & Northern Nevada
- \$20 Single  
\$30 Couple



# Quilt Show

- Quilting is a multi-billion dollar industry
- A quilt show in Britain at a museum had more attendees than blockbuster events featuring Baroque art and artifacts of the Maharaja
- Another quilt show in Long Beach grossly underestimated attendance it caused major parking and traffic problems



## Our event...

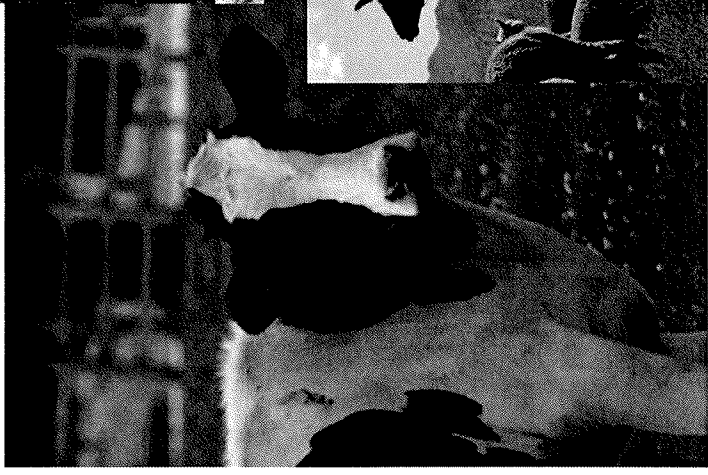
- Local quilt guild support
- Excellent awareness and support from many guilds within 100 miles
- Connects well with other Americana events

# Livestock Shows

- Species specific livestock shows allow breeders, producers and hobbyists to show off their efforts
- Depending on the species, shows can draw from dozens to hundreds of exhibitors and their families
- Well run livestock shows can develop into brand name, must attend event for many years; consider the Red Bluff Bull Sale or the Banner Sheep Show at the Nugget

Our event...

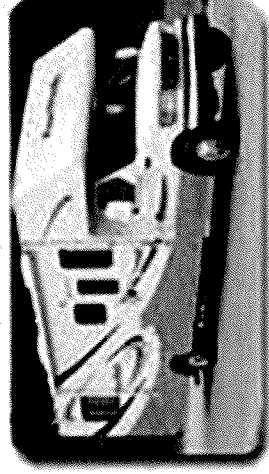
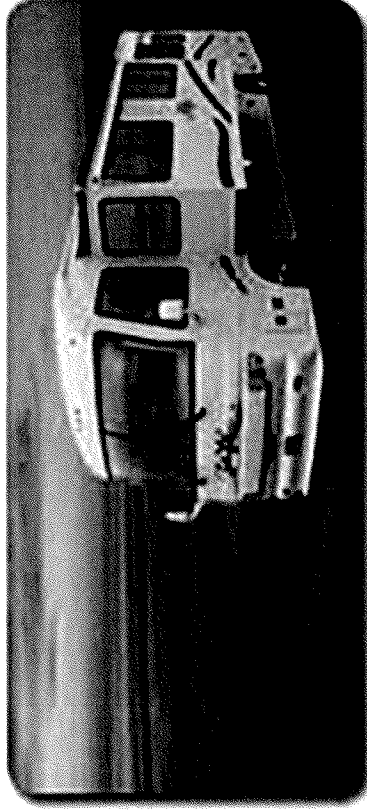
- Ties in with the fiber aspect of our quilt show
- Offers pleasant facilities for exhibitors and their animals
- Could tie in with the Team Roping and expand into a horse show





# Camping

- **RV campers spend an average of 28 to 35 days a year traveling in their RV, putting around 4500 miles a year on their vehicle**
- **Many actively search out events as excuses to travel, especially those geared towards their lifestyle**



Our event...

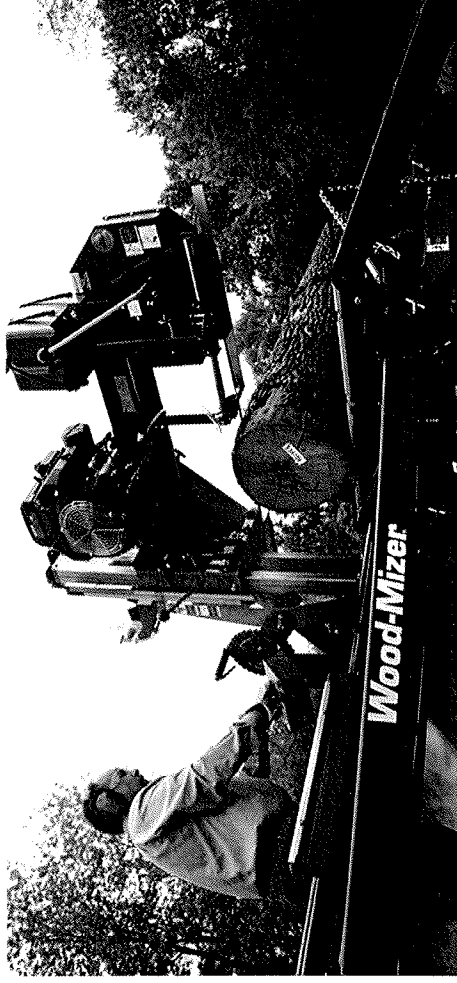
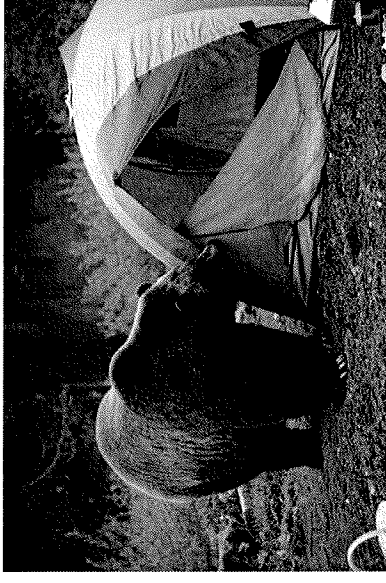
- The Plumas Sierra County Fairgrounds has 137 RV hookups
- Hundreds of tent camping locations
- Will offer dozens of extra events and contests designed for campers: cooking, costume, decorating, scarecrow, seed spitting, hog calling and frying pan toss contests. Classes by vendors and demonstrations as well

# Commercial Vendors

- A narrow demographic makes these events desirable for niche products
- Shopping continues to be in the top 3 activities for tourism
- A marketplace of unique and different products becomes a draw to festival attendees

Our event...

- Focus on rural interests including: survival products, food preservation, tools & equipment, handcraft supplies, camping goods and art
- More appealing to vendors due to extensive advertising throughout the Western United States.



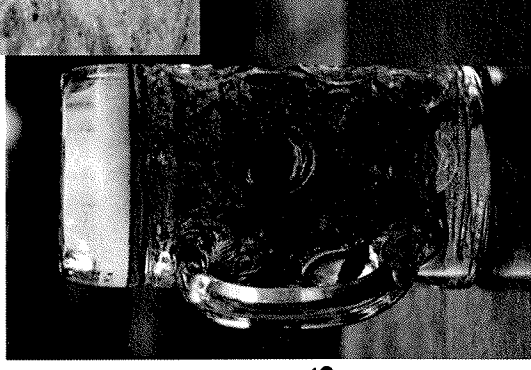


# Additional Amenities

- **Attention to detail sets any event apart**
- **By offering several different attractions throughout an event, it gives attendees the feeling they are missing something, creating the perception of value**

Our event...

- An all day farmers market catering to attendees and locals
- A Friday night country dance with a live local band
- An old west saloon serving beer throughout the event
- A fiddling concert or competition
- Gold panning demonstrations
- Native American displays
- Team Roping
- Strolling guitar players



# **Schedule of Events**

- **Friday**

**3pm - Arrival of campers**

**5pm – Food Vendors open**

**5pm to 8pm – Square Dance Gathering**

**8pm to Midnight – Country Western Dance**

- **Saturday**

**9am – Gates Open to the public**

**10am – All shows begin, Commercial Hall opens**

**11am – Food vendors open**

**Noon to 5pm – Square Dance Gathering**

**6pm – Fair Sponsored BBQ**

**8pm – Cowboy Show**

- **Sunday**

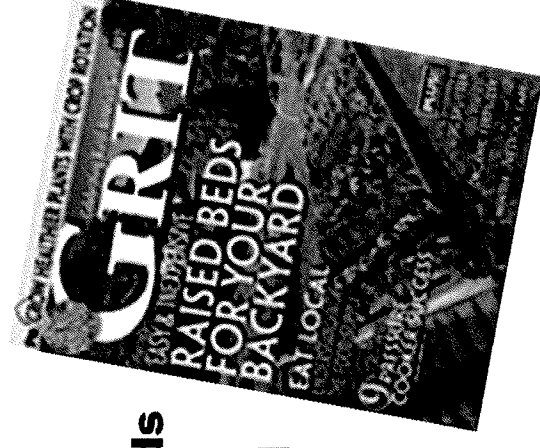
**8am – Church Service**

**9am – Fair Sponsored Pancake Breakfast**

# Advertising



- 3 ads in Ruralite Magazine reaching over 350,000 readers in 9 western states. Full color, 1/6 page
- Ads in GRIT magazine, national coverage, 1/6 page reaching nearly 500,000 readers
- Ads or announcements in RV club newsletters in Redding, Sacramento and Reno areas
- Print 2000 full color postcards promoting the event to be distributed through clubs, RV parks, campgrounds and other events
- Print 2000 full color postcards promoting the following year's event to be distributed at this year's event
- Enlist "ambassadors" to distribute postcards throughout the year at other events and campgrounds
- Create a Facebook page for the event
- Create a website for the event with the ability to sell tickets on-line
- Press releases to all major media outlets
- Classified ads in several topic specific magazines



# Budget

## EXPENSES

Cowboy Show (includes lighting and sound)	\$15,000
Square Dancing (includes caller and hospitality)	\$ 2,800
Livestock Shows (includes judges and awards)	\$ 1,500
Country Dance	\$ 700
Advertising	\$18,000
Miscellaneous (includes supplies, tickets, demos)	<u>\$ 1,500</u>
Total	\$39,500

## REVENUES

Camping (RV-50@\$50, tent-100@\$25)	\$ 5,000
Admissions (total access & individual events, 300-400 att)	\$14,000
Rental Income (buildings, exhibitors-15, vendors-5)	\$ 4,000
Beer Sales (standard commission from Elks)	\$ 1,500
Sponsorships	<u>\$ 2,000</u>
Total	\$26,500

# **Financing**

## **Option 1 – County ownership**

**Plumas County pays the bills and keeps any profit or absorbs any losses**

## **Option 2 – County/Private ownership**

**Private investors can purchase shares in the event, sharing the profits or losses based on percentage of ownership. The County would retain ownership based on the percentage they decide to hold back and share in the profits or losses based on that percentage**

## **Option 2 – Solicit private ownership**

**We take our planning and limited participation in the form of negotiated use of the fairgrounds, and seek a private promoter. The county would only receive the negotiated fee for use of the fairgrounds and not share in any profits or losses of the event**



## **DEPARTMENT OF FACILITY SERVICES & AIRPORTS**

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

4c

**Dony Sawchuk**  
**Director**

Board Date: April 4, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Resolution to Waive 180-day Waiting Period**

---

### **Background**

Kevin Correira retired from Public Works as a Public Works Maintenance Worker III effective December 31, 2016. Mr. Correira possesses specialized skills and knowledge from his time spent working for the County's Public Works Department. With several significant projects coming up in the near future including the repair of damages caused by the storms in January and February, employing Mr. Correira to assist as a Project Coordinator would benefit this department greatly.

### **Recommendation**

Approve Resolution to waive the 180-day waiting period for retiree Kevin Correira.

**Resolution Number 17-\_\_\_\_\_**

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD  
GOVERNMENT CODE SECTIONS 7522.56 & 21224**

WHEREAS, in compliance with Government Code section 7522.56 the PLUMAS COUNTY BOARD OF SUPERVISORS must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, KEVIN CORREIRA retired from the COUNTY OF PLUMAS in the position of Public Works Maintenance Worker III, effective December 31, 2016; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 30, 2017, without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the PLUMAS COUNTY BOARD OF SUPERVISORS, the COUNTY OF PLUMAS, and KEVIN CORREIRA certify that KEVIN CORREIRA has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the PLUMAS COUNTY BOARD OF SUPERVISORS hereby appoints KEVIN CORREIRA as an extra help retired annuitant to perform the duties of DEPARTMENT PROJECT COORDINATOR (EXTRA HELP) for the under Government Code section 21224, effective April 4, 2017; and

WHEREAS, the entire employment agreement, contract or appointment document between KEVIN CORREIRA and the COUNTY OF PLUMAS has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the hourly rate paid to KEVIN CORREIRA will be \$19.18 per hour; and

WHEREAS, KEVIN CORREIRA has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the PLUMAS COUNTY BOARD OF SUPERVISORS hereby certifies the nature of the appointment of KEVIN CORREIRA as described herein and detailed in the attached employment Personnel Action Form document and that this appointment is necessary to fill the critically needed position of DEPARTMENT PROJECT COORDINATOR (EXTRA HELP) for the COUNTY OF PLUMAS by April 4, 2017 to provide project assistance to the Director of Facility Services & Airports.

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the County Board of Supervisors of the County of Plumas on the 4th day of April, 2017, and the resolution was duly adopted at said meeting by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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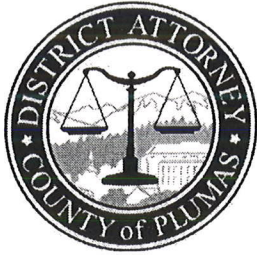
Lori Simpson, Chair  
Plumas County Board of Supervisors

**ATTEST:**

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Nancy DaForno, Clerk of the Board of Supervisors  
County of Plumas, State of California






4D

**OFFICE OF THE DISTRICT ATTORNEY AND PUBLIC  
ADMINISTRATOR**

**David Hollister, District Attorney**

520 Main Street, Room 404 • Quincy, California 95971  
(530) 283-6303 • Fax (530) 283-6340

**Date:** April 11, 2017  
**To:** The Honorable Board of Supervisors  
**From:** David Hollister, District Attorney   
**Subject:** Request to create a finalist list to hire a Deputy District Attorney

**Recommendation:**

- A. The District Attorney requests approval for starting a 60 day open recruitment list for filling the vacant position of Deputy District Attorney I/II.

**Background and Discussion**

As of March 7, 2017, the District Attorney's office is operating without a crucial Deputy District Attorney FTE, representing a loss of 1/3 of its prosecution staff. This item was on the board agenda in February of this year. The standard two week recruitment resulted in only 7 applications and failed to produce any qualified candidates. The District Attorney's office intends to work with Human Resources to prepare job specific recruitment materials and assure the recruitment focuses on appropriate target populations. During this time, the District Attorney will continue to work with the Board to create a compensation package consistent with similarly situated positions in Plumas County as well as district attorney's offices in comparable counties in an effort to attract, hire and retain a qualified candidate. The District Attorney's office is responsible for the investigation and prosecution of crime in Plumas County. Meeting this responsibility while being understaffed, working under an artificial disadvantage created in relation to the contracted public defenders and addressing specific case responsibilities (such as the six week murder trial beginning in May) requires an effort that may not be sustainable. Hiring an appropriate and qualified deputy district attorney and returning to full strength amongst our prosecutors will assist in making the high quality of work Plumas County has come to expect from its District Attorney's office sustainable. Targeted recruitment will occur during July and August, 2017 with an intention to include recent law school graduates awaiting bar examination results

(the bar is taken in July while results come out in November). This position is already funded in the 2016-17 budget, so there will not be a request for additional funding

Please approve starting a 60-day open recruitment and creating a finalist list to hire a Deputy District Attorney position as soon as possible.

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graph TD
    DA[David Hollister  
District Attorney  
Public Administrator] --> DA1[Deputy DA I, II or III]
    DA --> DA2[Deputy DA I, II or III]
    DA --> SDA[Senior DA Investigator  
(retired)]
    DA --> DFO[Department Fiscal Officer - Associate PA]
    DA --> ASM[Alternative Sentencing Manager]
    
    DA1 --> LS1[Legal Services Assistant I or II]
    DA1 --> LS2[Legal Services Assistant I or II]
    
    DA2 --> LS3[Legal Services Assistant I or II]
    DA2 --> LS4[Legal Services Assistant I or II]
    
    SDA --> IS[Investigations Assistant or Specialist]
    
    DFO --> CCM1[Community Care Case Manager]
    DFO --> LS5[Legal Services Assistant I or II]
    DFO --> CCM2[Community Care Case Manager]
    
    ASM --> CCM3[Community Care Case Manager]
    ASM --> LS6[Legal Services Assistant I or II]
    ASM --> CCM4[Community Care Case Manager]
  
```

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242  
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



Lynn Sheehy  
County Librarian

DATE: March 23, 2017  
TO: Honorable Board of Supervisors  
FROM: Lynn Sheehy, County Librarian  
RE: AGENDA ITEM FOR APRIL 4, 2017

It is recommended that the Board:

Approve the transfer of \$6,525 from the Contingency Fund to Library account #523712 Program Subscriptions, to pay invoices totaling \$10,433.56 for CalPERS retirees of the North State Cooperative Library System (NSCLS).

Background:

The North State Cooperative Library System (NSCLS), of which Plumas County Library is a member, is asserting that the Library has a financial obligation to CalPERS for its existing as well as future retirees from when it did employ workers previously to 2009. The financial obligation is shared among its members. Each fiscal year the NSCLS Administrative Council (consisting of the library directors of each member library) meets and approves the NSCLS budget as well as the member cost share for CalPERS for the upcoming year. Plumas County library has received five invoices for the last four fiscal years including this one in the amounts of \$1844.06, \$2475, \$1574.25, \$1904.25, and \$2636, none of which have been paid.

When the County Librarian submitted a request for a contract in order to pay one of these invoices, it was denied by County Counsel on the grounds that no documentation has been provided to that office indicating that Plumas County has entered into an agreement that would make Plumas County liable for a share of the CalPERS liability of NSCLS. And to this date, this is still the case. Therefore, if the Board authorizes payment of these billings in order to continue participation, it should not be an acknowledgement or admission of liability for a share of the CalPERS liability.

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

TRANSFER NUMBER

(Auditor's Use Only)

Department: Library

Dept. No: 20670

Date 3/23/2017

The reason for this request is (check one):

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

**Approval Required**

Board  
Board  
Board  
Auditor  
Auditor

☒ **TRANSFER FROM OR** ☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20980	528400	Contingency Fund	6,525.00
Total (must equal transfer to total)				6,525.00

☒ **TRANSFER TO OR** ☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20670	523712	Program Subscriptions	6,525.00
Total (must equal transfer to total)				6,525.00

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 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.

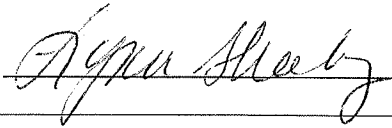
A) To pay existing invoices from NSCLS.

B) N/A

C) We are four years in arrears.

D) N/A

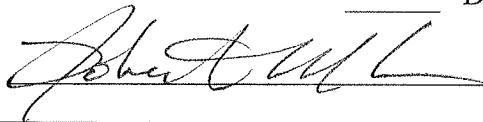
Approved by Department Signing Authority:



☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller 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 Auditor/Controller. 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. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

# North State Cooperative Library System

2471 Flores Street, San Mateo, CA 94403

650-349-5538 Fax: 650-349-5089

To: Lori Simpson, Chair, Plumas County Board of Supervisors

CC: Lynn Sheehy, Director, Plumas County Library  
NSCLS Council of Librarians  
Carol Frost, CEO, Pacific Library Partnership  
Jacquie Brinkley, System Coordinator, NorthNet Library System  
Donna Truong, CFO, Pacific Library Partnership

From: Michael Perry, Chair, North State Cooperative Library System

Date: March 21, 2017

**Re: Plumas County Library Relationship with North State Cooperative Library System (NSCLS), NorthNet Library system (NLS) and associated CalPERS Obligation**

The Plumas County Library is a member of NSCLS, and, as such, has an obligation to contribute to the CalPERS obligations of NSCLS.

The Plumas County Library has been in arrears for its CalPERS obligations since FY 2012/13, for a total amount of \$10,433.56.

On February 10, 2017, you received a memo from Carol Frost, CEO of the Pacific Library Partnership, which oversees the accounting for NSCLS. It describes a brief history of the CalPERS obligation, the steps the NSCLS Council and its members have taken to pay the CalPERS obligation each fiscal year, and summarizes the funds Plumas County has received from the California Library Services Act, in the last four years, as a benefit of its membership in NSCLS.

As stated in that memo, NSCLS is consistently behind in its payments in part due to the Plumas County Library not paying its' share of the costs over time. NSCLS continues to fall further behind in CalPERS payments because of the consistent shortfall in funds. For FY 2015/16, the remaining amount due was paid in the beginning of FY 2016/17, using funds that were collected by some libraries for FY 2016/17 payments. CalPERS charges interest on the unpaid liability, which adds additional costs.

On March 3, 2017, we sent an email to you containing a copy of the 14-page contract (with amendments) between CalPERS and NSCLS which demonstrates the inherent obligation of Plumas County Library because of its affiliation with NSCLS.

On March 14, 2017, we sent an email to you with a copy of the unpaid invoices attached with Minutes from the respective NSCLS meetings to demonstrate the NSCLS Board's decision regarding the cost-share plan for members and to validate each invoice.

At this time CalPERS is demanding payments, and if payments are not received, they are threatening to cut the pensions of the retirees and to take legal action against NSCLS.



We believe the documentation we have provided is sufficient for your Administration to pay the balance on the outstanding invoices without further delay.

This letter is to inform you that the other NSCLS libraries are no longer willing or able to continue to pay the Plumas County Library's portion of the CalPERS payments. We are requesting from you a formal letter, no later than April 19, 2017, which outlines your plan to pay \$10,433.56 as well as your intent to fully participate in all future CalPERS obligations.

Should you not respond by this date, or not be able to fully pay your obligations, the NSCLS Board will begin discussions at its next Board meeting on April 25, 2017, to consider actions to take against the Plumas County Library, which may involve:

- excluding Plumas County Library from future revenue from CLSA funding and other state grants
- eliminating Plumas County Library from discounted rates for Overdrive (Ebook), Zinio (E-Magazines) and other library services
- expelling Plumas County Library from NSCLS and pursue legal action for repayment, as well as for payment of unfunded future liabilities

We know that Plumas and NSCLS are stronger working together. We want to resolve this issue promptly so we can focus on developing library service opportunities that benefit all the members.

Please contact me at 530-842-8805 if you have any questions.



**NorthNet Library System**2471 FLORES STREET  
SAN MATEO, CA 94403-2273

(650) 349-5538

INVOICE	DATE	NUMBER
	7/10/2015	1376

Billing Address  
PLUMAS COUNTY LIBRARY  
ATTN: DIRECTOR  
445 JACKSON ST  
QUINCY, CA 95971-9410

Date	DESCRIPTION	Amount
7/10/2015	North State Cooperative Lib System-Retire Benefits FY 15/16	2,475.00

Payment Terms Net 30 Days

Total: 2,475.00

Customer ID PLUMAS CL  
Customer Name PLUMAS COUNTY LIBRARYInvoice ID 1376  
Invoice Date 7/10/2015

Date	DESCRIPTION	Amount
7/10/2015	North State Cooperative Lib System-Retire Benefits FY 15/16	2,475.00

Payment Terms Net 30 Days

Total: 2,475.00

# NorthNet Library System

2471 Flores Street  
San Mateo, CA 94403-2273  
(650) 349-5538

Billing Address  
PLUMAS COUNTY LIBRARY  
ATTN: DIRECTOR  
445 JACKSON ST  
QUINCY, CA 95971-9410

Service Address  
PLUMAS COUNTY LIBRARY  
ATTN: DIRECTOR  
445 JACKSON ST  
QUINCY, CA 95971-9410

**PAST DUE**



**MAILED**  
4/1/2014

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
PERS CONTRIBUTION FOR RETIREES FY 12/13

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
6/11/2013	PERS	NSCLS - PERS	\$1,574.25	0.00	0.000000	\$1,574.25	

Payment Terms: Net 30 Days

Sales Tax: \$0.00

Total: \$1,574.25

Customer ID PLUMAS CL

Customer Name PLUMAS COUNTY LIBRARY

Invoice ID 1123

Invoice Date 6/11/2013

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
6/11/2013	PERS	NSCLS - PERS	\$1,574.25	0.00	0.000000	\$1,574.25	

Payment Terms: Net 30 Days

NORTH STATE COOPERATIVE LIBRARY SYSTEM  
PERS CONTRIBUTION FOR RETIREES FY 12/13

Sales Tax: \$0.00

Total: \$1,574.25

# NorthNet Library System

2471 Flores Street  
San Mateo, CA 94403-2273  
(650) 349-5538

Invoice	Date	Number
	4/1/2014	1238

Billing Address  
PLUMAS COUNTY LIBRARY  
ATTN: DIRECTOR  
445 JACKSON ST  
QUINCY, CA 95971-9410

Service Address  
PLUMAS COUNTY LIBRARY  
ATTN: DIRECTOR  
445 JACKSON ST  
QUINCY, CA 95971-9410

NORTH STATE LIBRARY SYSTEM  
MEDICAL AND PERS BENEFITS  
FOR RETIREES FY 13/14

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
4/1/2014	RETIRE	RETIREE BENEFITS	\$1,904.25	0.00	0.000000	\$1,904.25	

Payment Terms: Net 30 Days

Sales Tax: \$0.00

Total: \$1,904.25

Customer ID PLUMAS CL  
Customer Name PLUMAS COUNTY LIBRARY

Invoice ID 1238

Invoice Date 4/1/2014

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
4/1/2014	RETIRE	RETIREE BENEFITS	\$1,904.25	0.00	0.000000	\$1,904.25	

Payment Terms: Net 30 Days

Sales Tax: \$0.00

Total: \$1,904.25

NORTH STATE LIBRARY SYSTEM  
MEDICAL AND PERS BENEFITS  
FOR RETIREES FY 13/14

# NorthNet Library System

471 Flores Street  
 San Mateo, CA 94403-2273  
 (650) 349-5538

Invoice	Date	Number
	7/14/2014	1299

Billing Address  
 PLUMAS COUNTY LIBRARY  
 ATTN: DIRECTOR  
 445 JACKSON ST  
 QUINCY, CA 95971-9410

Service Address  
 PLUMAS COUNTY LIBRARY  
 ATTN: DIRECTOR  
 445 JACKSON ST  
 QUINCY, CA 95971-9410

NORTH STATE LIBRARY SYSTEM  
 RETIREE BENEFITS FY 14/15

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
7/14/2014	RETIRE	RETIREE BENEFITS	\$1,844.06	0.00	0.000000	\$1,844.06	

Payment Terms: Net 30 Days

Sales Tax: \$0.00

Total: \$1,844.06

Customer ID PLUMAS CL  
 Customer Name PLUMAS COUNTY LIBRARY

Invoice ID 1299

Invoice Date 7/14/2014

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
7/14/2014	RETIRE	RETIREE BENEFITS	\$1,844.06	0.00	0.000000	\$1,844.06	

Payment Terms: Net 30 Days

Sales Tax: \$0.00

Total: \$1,844.06

NORTH STATE LIBRARY SYSTEM  
 RETIREE BENEFITS FY 14/15

# AGENDA

## NSCLS COUNCIL OF LIBRARIANS Thursday, March 13, 2014

### Adobe Virtual Meeting 3:00 PM – 4:00 PM

Please join me in an Adobe Connect Meeting.

Meeting Name: NSCLS

To join the meeting:

<http://infopeople.adobeconnect.com/nscls/>

Conference Number(s):

US: 1-888-450-5996

Audio Conference Details:

Participant Code: 618376

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If you have never attended an Adobe Connect meeting before:

Test your connection: [https://infopeople.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm)

1. Enter your name.

2. Click "Enter Room"

### Agenda

1. Call to order: Michael Perry, Chair.
2. Roll Call.
3. Public invited to address the Council.
4. Approval of Agenda (ACTION REQUIRED).
5. **Approval of June 11, 2013 meeting minutes (ACTION REQUIRED).**
6. **Information about withdrawing from CalPERS Health Insurance contract effective 1/1/2015.**
7. **Status of NSCLS CalPERS contract for Employee Pension Benefits.**
8. Adjournment.

**Bold indicates document included**

**Support materials for agenda available for review at NSCLS Headquarters Office and Website**  
**<http://northnetlibs.org/about-nls/nscls/nscls-meetings/>**

Ralph M. Brown Act  
Section 54953

*Meetings to be public; attendance by phone*

*(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.*

**DRAFT**

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Administrative Council Meeting**  
**June 11, 2013**

**1. WELCOME AND ROLL CALL:**

The meeting was called to order by Michael Perry at 11:07 AM.

**ROLL CALL OF ATTENDEES:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X	X	Butte College Library	Luozhu Cen
		Butte County Library	Mel Lightbody
	X	College of the Redwoods Library	Rachel Anderson
	X	College of the Siskiyous Library	Nancy Shepard
	X	CSU Chico Library	Sarah Blakeslee
	X	Del Norte Co. Library District	Rebecca Tipton
	X	Feather River College Library	Tom Davis
X		Humboldt County Library	Victor Zazueta
	X	Humboldt State Univ. Library	Wayne Perryman
	X	Lassen College Library	Marita Dimond
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
	X	Orland Free Library	Jody Meza
	X	Plumas County Library	Dora Mitchell
	X	Shasta College Library	Janet Albright
	X	Shasta Libraries	Jan Erickson
	X	Simpson University Library	Larry Haight
X		Siskiyou County Library	Michael Perry
X		Tehama County Library	Sally Ainsworth
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Jody Meza
X		Peninsula Library System	Donna Truong

WITH 7 OF 12 VOTING MEMBERS PRESENT A QUORUM WAS ESTABLISHED.

**2. PUBLIC INVITED TO ADDRESS THE COUNCIL:** THERE WERE NO MEMBERS OF THE PUBLIC PRESENT.

**3. PLAN FOR TAKING MINUTES:** JEFF HAWKINS VOLUTEERED TO RECORD THE MINUTES OF THE MEETING

**4. APPROVAL OF AGENDA:** MEL LIGHTBODY MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**5. APPROVAL OF DECEMBER 20, 2012 MEETING MINUTES:** SALLY AINSWORTH MOVED; JEFF HAWKINS SECONDED; MOTION CARRIED UNANIMOUSLY.

**6. APPROVAL OF NSCLS RETIREMENT COSTS FOR RETIREES FOR FY12/13:** AS OF JANUARY 1, 2013 NSCLS OWES \$16,792 TO MAKE UP THE UNFUNDED DIFFERENCE IN OUR FY12/13 LIABILITY FOR COVERING THE RETIREMENT COSTS OF FORMER NSCLS EMPLOYEES. THE PROPOSED "FAIR SHARE" ALLOCATION FORMULA TO BE APPLIED FOR THE RETIREE LIABILITY IS THE SAME AS THAT APPROVED BY THE COUNCIL IN DECEMBER 2012 FOR THE RETIREE HEALTH INSURANCE LIABILITY.

THE AMOUNTS TO BE PAID ARE AS FOLLOWS: BUTTE Co \$2,623.75; HUMBOLDT COUNTY \$2,623.75; SHASTA \$2,099.00; ORLAND \$1,574.25; PLUMAS Co \$1,574.25; TEHAMA Co \$1,574.25; MODOC Co \$1,049.50; TRINITY Co \$1,049.50; WILLOWS \$1,049.50; DEL NORTE Co \$524.75; LASSEN LIBRARY \$524.75; SISKIYOU Co \$524.75.

PLS WILL INVOICE THE LIBRARIES.

MEL LIGHTBODY MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY

**7. APPROVAL OF NSCLS MEDICAL AND RETIREMENT COSTS OF RETIREES FOR FY13/14:** ASSUMING THE SAME LEVEL OF LIABILITY FOR COVERAGE OF RETIREE RETIREMENT AND HEALTH INSURANCE BENEFITS FOR FY13/14 AS WAS ASSESSED FOR FY12/13 THE MEMBERS ARE TO APPROVE THE ASSESSMENT OF FAIR SHARE ALLOCATION OF THE LIABILITY USING THE SAME BASE RATE PLUS VARIABLE RATE FORMULA AS WAS PREVIOUSLY USED.

THE AMOUNTS TO BE PAID ARE AS FOLLOWS: BUTTE Co ~~\$3,669.91~~ 3,317.75; HUMBOLDT COUNTY ~~\$3,458.38~~ 3,277.75; SHASTA ~~\$2,927.29~~ 2,652.00; ORLAND ~~\$1,708.04~~ 1,897.25; PLUMAS Co ~~\$1,745.06~~ 1,904.25; TEHAMA Co ~~\$1,845.53~~ 1,923.25; MODOC Co ~~\$1,142.22~~ 1,265.50; TRINITY Co ~~\$1,147.51~~ 1,266.50; WILLOWS ~~\$1,136.93~~ 1,264.50; DEL NORTE Co ~~\$629.28~~ 643.75; LASSEN LIBRARY ~~\$634.57~~ 644.75; SISKIYOU Co ~~\$666.29~~ 650.75.

PLS WILL INVOICE THE LIBRARIES.

JEFF HAWKINS MOVED; CHERYL BAKER SECONDED; YEA: 5; NO: 0 ABSTAIN: 2 (MEL LIGHTBODY, ORESTA ESQUIBEL); MOTION CARRIED.

**8. APPROVAL OF NSCLS BUDGET FOR FY13/14:** THE NSCLS BUDGET FOR FY13/14 WAS PRESENTED FOR APPROVAL. INCOME AND EXPENSES ARE ONLY THOSE REQUIRED TO MEET THE RETIREE LIABILITIES PREVIOUSLY APPROVED TOTALING \$20,708.

CHERYL BAKER MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**9. APPROVAL OF OCLC FEES FOR FY13/14.** THE FEE STRUCTURE FOR OCLC SERVICES FOR THOSE MEMBER LIBRARIES THAT ARE PARTICIPATING PRESENTED IN THE AGENDA WAS MODIFIED TO DELETE DEL NORTE WHICH DECIDED NOT TO PARTICIPATE.

MICHAEL PERRY MOVED AS MODIFIED; MEL LIGHTBODY SECONDED; MOTION CARRIED UNANIMOUSLY WITH CHERYL BAKER ABSENT DUE TO TECHNICAL PROBLEMS.

**10. NOMINATION AND APPROVAL OF CHAIR FOR NSCLS FOR FY13/14.** MICHAEL PERRY ANNOUNCED THAT AT THE NORTHNET LIBRARY SYSTEM ADMINISTRATIVE COUNCIL MEETING ON MAY 31, 2013 IT WAS ANNOUNCED THAT ORESTA ESQUIBEL WOULD NOT BE ABLE TO ASSUME THE CHAIR RESPONSIBILITIES AND THAT DURING THE CONVERSATION MICHAEL WOULD VOLUNTEER TO REMAIN AS CHAIR AND MEL LIGHTBODY NOMINATED HERSELF TO BE VICE-CHAIR.

JEFF HAWKINS MOVED TO APPROVE THE NOMINATIONS; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**11. ANNOUNCEMENTS:** THERE WERE NO ANNOUNCEMENTS BY THE MEMBERS.

**12. ADJOURNMENT:** THE MEETING WAS ADJOURNED AT 11:35 AM.

**DRAFT**

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Administrative Council Meeting**  
**June 11, 2013**

**1. WELCOME AND ROLL CALL:**

The meeting was called to order by Michael Perry at 11:07 AM.

**ROLL CALL OF ATTENDEES:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X	X	Butte College Library	Luozhu Cen
		Butte County Library	Mel Lightbody
	X	College of the Redwoods Library	Rachel Anderson
	X	College of the Siskiyous Library	Nancy Shepard
	X	CSU Chico Library	Sarah Blakeslee
	X	Del Norte Co. Library District	Rebecca Tipton
	X	Feather River College Library	Tom Davis
X		Humboldt County Library	Victor Zazueta
	X	Humboldt State Univ. Library	Wayne Perryman
	X	Lassen College Library	Marita Dimond
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
	X	Orland Free Library	Jody Meza
	X	Plumas County Library	Dora Mitchell
	X	Shasta College Library	Janet Albright
	X	Shasta Libraries	Jan Erickson
	X	Simpson University Library	Larry Haight
X		Siskiyou County Library	Michael Perry
X		Tehama County Library	Sally Ainsworth
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Jody Meza
X		Peninsula Library System	Donna Truong

WITH 7 OF 12 VOTING MEMBERS PRESENT A QUORUM WAS ESTABLISHED.

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**4. APPROVAL OF AGENDA:** MEL LIGHTBODY MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**5. APPROVAL OF DECEMBER 20, 2012 MEETING MINUTES:** SALLY AINSWORTH MOVED; JEFF HAWKINS SECONDED; MOTION CARRIED UNANIMOUSLY.



# AGENDA

## NSCLS COUNCIL OF LIBRARIANS Thursday, June 19, 2014

### Adobe Virtual Meeting 11:00 AM – 12:00 PM

Please join me in an Adobe Connect Meeting.

Meeting Name: NSCLS

To join the meeting:

<http://infopeople.adobeconnect.com/nscls/>

Conference Number(s):

US: 1-888-450-5996

Audio Conference Details:

Participant Code: 618376

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1. Enter your name

2. Click "Enter Room"

### Agenda

1. Call to order: Michael Perry, Chair
2. Roll Call
3. Public invited to address the Council
4. Approval of Agenda (ACTION REQUIRED)
5. **Approval of June 11, 2013 meeting minutes (ACTION REQUIRED)**
6. **Resolution to withdraw from contract with CalPERS for employee/retiree health insurance effective December 31, 2014 (ACTION REQUIRED)**
7. **FY14/15 NSCLS budget (ACTION REQUIRED)**
8. **Member cost shares for CalPERS FY14/15 (ACTION REQUIRED)**
9. **OCLC Group Services Agreement (ACTION REQUIRED)**
10. **Status of NSCLS CalPERS contract for Employee Pension Benefits**
11. Election of System Chair and Vice-Chair for FY14/15 (ACTION REQUIRED)
12. Adjournment

**Bold indicates document included**

Support materials for agenda available for review at NSCLS Headquarters Office and Website  
<http://northnetlibs.org/about-nls/nscls/nscls-meetings/>

**J. APPROVAL OF NSCLS RETIREMENT COSTS FOR RETIREES FOR FY12/13:** AS OF JANUARY 1, 2013 NSCLS OWES \$16,792 TO MAKE UP THE UNFUNDED DIFFERENCE IN OUR FY12/13 LIABILITY FOR COVERING THE RETIREMENT COSTS OF FORMER NSCLS EMPLOYEES. THE PROPOSED "FAIR SHARE" ALLOCATION FORMULA TO BE APPLIED FOR THE RETIREE LIABILITY IS THE SAME AS THAT APPROVED BY THE COUNCIL IN DECEMBER 2012 FOR THE RETIREE HEALTH INSURANCE LIABILITY.

THE AMOUNTS TO BE PAID ARE AS FOLLOWS: BUTTE Co \$2,623.75; HUMBOLDT COUNTY \$2,623.75; SHASTA \$2,099.00; ORLAND \$1,574.25; PLUMAS Co \$1,574.25; TEHAMA Co \$1,574.25; MODOC Co \$1,049.50; TRINITY Co \$1,049.50; WILLOWS \$1,049.50; DEL NORTE Co \$524.75; LASSEN LIBRARY \$524.75; SISKIYOU Co \$524.75.

PLS WILL INVOICE THE LIBRARIES.

MEL LIGHTBODY MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY

**7. APPROVAL OF NSCLS MEDICAL AND RETIREMENT COSTS OF RETIREES FOR FY13/14:** ASSUMING THE SAME LEVEL OF LIABILITY FOR COVERAGE OF RETIREE RETIREMENT AND HEALTH INSURANCE BENEFITS FOR FY13/14 AS WAS ASSESSED FOR FY12/13 THE MEMBERS ARE TO APPROVE THE ASSESSMENT OF FAIR SHARE ALLOCATION OF THE LIABILITY USING THE SAME BASE RATE PLUS VARIABLE RATE FORMULA AS WAS PREVIOUSLY USED.

THE AMOUNTS TO BE PAID ARE AS FOLLOWS: BUTTE Co \$3,669.91; HUMBOLDT COUNTY \$3,458.38; SHASTA \$2,927.29; ORLAND \$1,708.04; PLUMAS Co \$1,745.06; TEHAMA Co \$1,845.53; MODOC Co \$1,142.22; TRINITY Co \$1,147.51; WILLOWS \$1,136.93; DEL NORTE Co \$629.28; LASSEN LIBRARY \$634.57; SISKIYOU Co \$666.29.

PLS WILL INVOICE THE LIBRARIES.

JEFF HAWKINS MOVED; CHERYL BAKER SECONDED; YEA: 5; NO: 0 ABSTAIN: 2 (MEL LIGHTBODY, ORESTA ESQUIBEL); MOTION CARRIED.

**8. APPROVAL OF NSCLS BUDGET FOR FY13/14:** THE NSCLS BUDGET FOR FY13/14 WAS PRESENTED FOR APPROVAL. INCOME AND EXPENSES ARE ONLY THOSE REQUIRED TO MEET THE RETIREE LIABILITIES PREVIOUSLY APPROVED TOTALING \$20,708.

CHERYL BAKER MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**9. APPROVAL OF OCLC FEES FOR FY13/14.** THE FEE STRUCTURE FOR OCLC SERVICES FOR THOSE MEMBER LIBRARIES THAT ARE PARTICIPATING PRESENTED IN THE AGENDA WAS MODIFIED TO DELETE DEL NORTE WHICH DECIDED NOT TO PARTICIPATE.

MICHAEL PERRY MOVED AS MODIFIED; MEL LIGHTBODY SECONDED; MOTION CARRIED UNANIMOUSLY WITH CHERYL BAKER ABSENT DUE TO TECHNICAL PROBLEMS.

**10. NOMINATION AND APPROVAL OF CHAIR FOR NSCLS FOR FY13/14.** MICHAEL PERRY ANNOUNCED THAT AT THE NORTHNET LIBRARY SYSTEM ADMINISTRATIVE COUNCIL MEETING ON MAY 31, 2013 IT WAS ANNOUNCED THAT ORESTA ESQUIBEL WOULD NOT BE ABLE TO ASSUME THE CHAIR RESPONSIBILITIES AND THAT DURING THE CONVERSATION MICHAEL WOULD VOLUNTEER TO REMAIN AS CHAIR AND MEL LIGHTBODY NOMINATED HERSELF TO BE VICE-CHAIR.

JEFF HAWKINS MOVED TO APPROVE THE NOMINATIONS; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**11. ANNOUNCEMENTS:** THERE WERE NO ANNOUNCEMENTS BY THE MEMBERS.

**12. ADJOURNMENT:** THE MEETING WAS ADJOURNED AT 11:35 AM.

**DRAFT**

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Administrative Council Meeting**  
**June 11, 2013**

**1. WELCOME AND ROLL CALL:**

The meeting was called to order by Michael Perry at 11:07 AM.

**ROLL CALL OF ATTENDEES:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X	X	Butte College Library	Luozhu Cen
		Butte County Library	Mel Lightbody
	X	College of the Redwoods Library	Rachel Anderson
	X	College of the Siskiyous Library	Nancy Shepard
X	X	CSU Chico Library	Sarah Blakeslee
	X	Del Norte Co. Library District	Rebecca Tipton
	X	Feather River College Library	Tom Davis
		Humboldt County Library	Victor Zazueta
X	X	Humboldt State Univ. Library	Wayne Perryman
	X	Lassen College Library	Marita Dimond
		Lassen Library District	Jeff Hawkins
		Modoc County Library	Cheryl Baker
X	X	Orland Free Library	Jody Meza
	X	Plumas County Library	Dora Mitchell
	X	Shasta College Library	Janet Albright
	X	Shasta Libraries	Jan Erickson
X	X	Simpson University Library	Larry Haight
		Siskiyou County Library	Michael Perry
		Tehama County Library	Sally Ainsworth
		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Jody Meza
X		Peninsula Library System	Donna Truong

WITH 7 OF 12 VOTING MEMBERS PRESENT A QUORUM WAS ESTABLISHED.

**2. PUBLIC INVITED TO ADDRESS THE COUNCIL:** THERE WERE NO MEMBERS OF THE PUBLIC PRESENT.

**3. PLAN FOR TAKING MINUTES:** JEFF HAWKINS VOLUTEERED TO RECORD THE MINUTES OF THE MEETING

**4. APPROVAL OF AGENDA:** MEL LIGHTBODY MOVED; SALLY AINSWORTH SECONDED; MOTION CARRIED UNANIMOUSLY.

**5. APPROVAL OF DECEMBER 20, 2012 MEETING MINUTES:** SALLY AINSWORTH MOVED; JEFF HAWKINS SECONDED; MOTION CARRIED UNANIMOUSLY.

3601 -	NSCLS MemberAccount Receivable Status For CalPERS Health Ins and Retirement				
Document N	ID	Transaction Description	Effective Date	Account Receivable	Status
1098	BUTTE CL	HEALTH INSURANCE	2/21/2012	500.00	Oustanding
1099	DEL NORTE CLD	HEALTH INSURANCE	2/21/2012	100.00	Oustanding
1100	HUMBOLDT CL	HEALTH INSURANCE	12/21/2012	500.00	Paid
1101	LASSEN LD	HEALTH INSURANCE	12/21/2012	100.00	Paid
1102	MODOC CL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1103	ORLAND FREE LIB	HEALTH INSURANCE	12/21/2012	300.00	Paid
1104	PLUMAS CL	HEALTH INSURANCE	2/21/2012	300.00	Oustanding
1105	SHASTA PL	HEALTH INSURANCE	2/21/2012	400.00	Oustanding
1106	SISKIYOU CL	HEALTH INSURANCE	2/21/2012	100.00	Oustanding
1107	TEHAMA CL	HEALTH INSURANCE	12/21/2012	300.00	Paid
1108	TRINITY CL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1109	WILLOWS PL	HEALTH INSURANCE	12/21/2012	200.00	Paid
1117	BUTTE CL	NSCLS - PERS	6/11/2013	2,623.75	Oustanding
1118	DEL NORTE CLD	NSCLS - PERS	6/11/2013	524.75	Oustanding
1119	HUMBOLDT CL	NSCLS - PERS	6/11/2013	2,623.75	Paid
1120	LASSEN LD	NSCLS - PERS	6/11/2013	524.75	Paid
1121	MODOC CL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1122	ORLAND FREE LIB	NSCLS - PERS	6/11/2013	1,574.25	Paid
1123	PLUMAS CL	NSCLS - PERS	6/11/2013	1,574.25	Oustanding
1124	SHASTA PL	NSCLS - PERS	6/11/2013	2,099.00	Oustanding
1125	SISKIYOU CL	NSCLS - PERS	6/11/2013	524.75	Oustanding
1126	TEHAMA CL	NSCLS - PERS	6/11/2013	1,574.25	Paid
1127	TRINITY CL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1128	WILLOWS PL	NSCLS - PERS	6/11/2013	1,049.50	Paid
1232	BUTTE CL	RETIREE BENEFITS	4/1/2014	3,317.75	Paid
1233	DEL NORTE CLD	RETIREE BENEFITS	4/1/2014	643.75	Oustanding
1234	HUMBOLDT CL	RETIREE BENEFITS	4/1/2014	3,277.75	Paid
1235	LASSEN LD	RETIREE BENEFITS	4/1/2014	644.75	Paid
1236	MODOC CL	RETIREE BENEFITS	4/1/2014	1,265.50	Oustanding
1237	ORLAND FREE LIB	RETIREE BENEFITS	4/1/2014	1,897.25	Paid
1238	PLUMAS CL	RETIREE BENEFITS	4/1/2014	1,904.25	Oustanding
1239	SHASTA PL	RETIREE BENEFITS	4/1/2014	2,652.00	Oustanding
1240	SISKIYOU CL	RETIREE BENEFITS	4/1/2014	650.75	Oustanding
1241	TEHAMA CL	RETIREE BENEFITS	4/1/2014	1,923.25	Oustanding
1242	TRINITY CL	RETIREE BENEFITS	4/1/2014	1,266.50	Oustanding
1243	WILLOWS PL	RETIREE BENEFITS	4/1/2014	1,049.50	Paid
				40,485.00	

**DRAFT**

**NORTH STATE COOPERATIVE LIBRARY SYSTEM**  
**Administrative Council Meeting**  
**June 19, 2014**

**1. Welcome and Roll Call:**

The meeting was called to order by Mel Lightbody at 11:13 AM.

**ROLL CALL OF ATTENDEES:**

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X		Butte County Library	Mel Lightbody
	X	Del Norte Co. Library District	Teena Capshaw
X		Humboldt County Library	Victor Zazueta
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
X		Orland Free Library	Jody Meza
	X	Shasta Public Libraries	Cindy Delanty
X		Siskiyou County Library	Michael Perry
	X	Tehama County Library	Sally Ainsworth
X		Trinity County Library	Oresta Esquibel
X		Willows Public Library	Jody Meza
X		Peninsula Library System	Rosario Garza
X		Peninsula Library System	Jane Light

With 7 of 12 voting members present, a quorum was established (Perry joined the meeting at 11:30, making 8 voting members present).

- 2. Public Invited to Address the Council:** There were no members of the public present.
- 3. Plan for taking minutes:** Jane Light volunteered to record the minutes of the meeting.
- 4. Approval of Agenda:** Jody Meza Moved; Cheryl Baker Seconded; Motion carried unanimously.
- 5. Approval of June 11, 2013 meeting minutes:** Cheryl Baker Moved; Jeff Hawkins Seconded; Motion carried unanimously.
- 6. Resolution to withdraw from contract with CalPERS for employee/retiree health insurance effective December 31, 2014.**
  - Council members expected to stop paying health care costs for retirees after June 30, 2014. NSCLS is currently paying the minimum monthly amount allowed by CalPERS with the retirees paying the remainder. However, CalPERS allows withdrawal from NSCLS' contract for health insurance only at the end of the calendar year. Further, it requires that the agency adopt a specific resolution to withdraw and that that resolution be filed with CalPERS during a sixty-day annual window beginning with notification by CalPERS of the health insurance rates for the next calendar year.

# AGENDA

## NSCLS COUNCIL OF LIBRARIANS Friday, June 19, 2015

### Adobe Virtual Meeting 2:00 PM – 3:00 PM

Please join me in an Adobe Connect Meeting.

Meeting Name: NSCLS

To join the meeting:

<http://infopeople.adobeconnect.com/nsclmay2015/>

Conference Number(s):

US: 1-888-205-5513

Audio Conference Details:

Participant Code: 759890

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If you have never attended an Adobe Connect meeting before:

Test your connection: [https://infopeople.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm)

1. Enter your name

2. Click "Enter Room"

### Agenda

1. Call to order: Michael Perry, Chair
2. Roll Call
3. Public invited to address the Council
4. Approval of Agenda (ACTION REQUIRED)
5. **Approval of June 19, 2014 meeting minutes (ACTION REQUIRED)**
6. **FY15/16 NSCLS budget (ACTION REQUIRED)**
7. **Member cost shares for CalPERS FY15/16 (ACTION REQUIRED)**
8. **OCLC Group Services Agreement (ACTION REQUIRED)**
9. **Status of NSCLS CalPERS contract for Employee Pension Benefits**
10. Election of System Chair and Vice-Chair for FY15/16 (ACTION REQUIRED)
11. Adjournment

**Bold indicates document included**

Support materials for agenda available for review at NSCLS Headquarters Office and Website  
<http://northnetlibs.org/about-nls/nscls/nscls-meetings/>

- After the resolution is filed, PLS will notify the affected retirees of the pending change.

Cheryl Baker Moved for adoption of the resolution; Jody Meza Seconded; Motion carried unanimously.

CalPERS requires an original of the resolution. PLS will send it to Michael to sign as System Chair and upon receiving it from him, complete it and file it per CalPERS instructions.

7. **FY 14/15 NSCLS budget:** The budget reflects the costs of retiree health insurance from July through December and the estimated CalPERS pension contract payment for the fiscal year. If new agency pension payment rates were established for FY14/15, the budget may need to be revised.

Mel Lightbody Moved that budget be adopted; Oresta Esquibel Seconded; Motion carried unanimously.

8. **Member Cost Shares for CalPERS FY14/15:** The costs will be shared by the voting members using the formula agreed upon in 2012 as indicated in the attached chart from Page 8 of the meeting agenda packet.

Jody Meza Moved to approve the cost share allocations; Jeff Hawkins Seconded; Motion carried unanimously.

PLS will invoice the libraries.

9. **OCLC Group Services Agreement:** Oresta Esquibel reviewed the Agreement. Because each participating library is invoiced directly by OCLC, approval is not required. She requested that any library with questions or changes to its past agreement contact her as soon as possible.

10. **Status of NSCLS CalPERS contract for employee pension benefits:** Payment to CalPERS by NSCLS for FY13/14 has not been made because not all members have paid their cost share, and therefore not enough funds are available to pay CalPERS. The current status of payments by members to NSCLS is attached to these minutes and was included as Page 14 of the meeting agenda packet.

Light reviewed the CalPERS procedure in event of nonpayment. After several attempts to collect the funds via email or mail, CalPERS will go through a legal process to declare the agency in default and to terminate the contract. Assuming the agency does not have the funds necessary to pay its entire obligation at that point, the contract for current or future retiree pensions is reduced upon termination. The most recent estimate by CalPERS for NSCLS is that retirees would see a reduction of 55% in retiree pension payments.

Butte County is in the process of reissuing checks for its outstanding FY12/13 payments. The status of Shasta County's payment is unknown, including any efforts by LSSI to facilitate that process. Del Norte CLD, Siskiyou County and Plumas County are the other libraries with outstanding payments dating back to 2012.

The inability to pay current CalPERS invoices because of nonpayment by some members is an issue that must be addressed by the Administrative Council.

11. **Election of System Chair and Vice-Chair for FY14/15:** Michael Perry agreed to serve another year as System Chair. There were no volunteers for the Vice-Chair role, which remains unfilled.

12. **Adjournment:** The meeting was adjourned at 12:05 p.m.

**North State Library System -Retiree Benefits FY 14/15**

	<b>%</b>	<b>Medical **</b> <b>Benefits</b>	<b>PERS</b> <b>Retirement Benefits</b>	<b>TOTAL</b>
Butte County	0.15625	339.06	2,734.38	3,073.44
Del Norte County	0.03125	67.81	546.88	614.69
Humbolt County	0.15625	339.06	2,734.38	3,073.44
Lassen Library	0.03125	67.81	546.88	614.69
Modoc County	0.0625	135.63	1,093.75	1,229.38
Orland Free Library	0.09375	203.44	1,640.63	1,844.06
Plumas County Library	0.09375	203.44	1,640.63	1,844.06
Shasta Public Library	0.125	271.25	2,187.50	2,458.75
Siskiyou County Library	0.03125	67.81	546.88	614.69
Tehama County	0.09375	203.44	1,640.63	1,844.06
Trinity County	0.0625	135.63	1,093.75	1,229.38
Willows Public	0.0625	135.63	1,093.75	1,229.38
	<b>1</b>	<b>2,170.00</b>	<b>17,500.00</b>	<b>19,670.00</b>

\*\* Medical benefits

July-December 2014 only



**North State Library System for FY 15/16****North State Library System -Retiree Benefits FY 15/16**

	<b>%</b>	<b>PERS</b>
		<b>Retirement Benefits</b>
Butte County	0.15625	4,125
Del Norte County	0.03125	825
Humbolt County	0.15625	4,125
Lassen Library	0.03125	825
Modoc County	0.0625	1,650
Orland Free Library	0.09375	2,475
Plumas County Library	0.09375	2,475
Shasta Public Library	0.125	3,300
Siskiyou County Library	0.03125	825
Tehama County	0.09375	2,475
Trinity County	0.0625	1,650
Willows Public	0.0625	1,650
	<b>1</b>	<b>26,401.00</b>

**NORTHSTATE Budget 15/16**

		<b>FY 14/15</b>	<b>FY 15/16</b>
3674	Reimbursement from members	19,670	26,401
<b>GRAND TOTAL REVENUES</b>		<b>19,670</b>	<b>26,401</b>
4105	Health -Retires	2,170	
	Pension-Retires	17,500	26,401
<b>GRAND TOTAL EXPENDITURES</b>		<b>19,670</b>	<b>26,401</b>



# Pacific Library Partnership

To: Lori Simpson, Chair, Plumas County Board of Supervisors

CC: Lynn Sheehy, Director, Plumas County Library  
Jacquie Brinkley, System Coordinator, NorthNet Library System  
Donna Truong, CFO, Pacific Library Partnership  
Michael Perry, Chair, North State Cooperative Library System

From: Carol Frost, CEO, Pacific Library Partnership

Date: February 10, 2017

Re: Plumas County Library Relationship with North State Cooperative Library System (NSCLS), NorthNet Library system (NLS) and associated CalPERS Obligation

This memo is in response to your email dated February 8, 2017 where you requested background and supporting documentation regarding Plumas County Library's association with the North State Cooperative Library System (NSCLS), NorthNet Library system (NLS) and associated CalPERS obligations.

NSCLS is a Joint Resolution Agency. No single document exists that we are aware of that shows the date joined and jurisdictions involved. The member jurisdictions are the holders of records of their actions and NSCLS has few, if any, copies of the resolutions.

Pre-dating NSCLS was the North Sacramento Valley Library Cooperative (NSVLC), which existed in the 1960s (the date of origin and membership is not clear). In December 1967, they began discussions to become a California cooperative library system. In March 1968, a Plan of Service was drafted for the new system. A budget exists from 1969 for the North State Cooperative Library System (NSCLS). There were 12 Council members at that time, and the exact original members are not known. The few Minutes which can be found for these meetings indicate that there were NSCLS staff at that time.

The "California Library Statistics and Directory 1979" includes data from 1977/78 about NSCLS and lists the following thirteen library members: Butte County, Colusa County, Del Norte County Library District, Eureka-Humboldt County Library, Lassen County Library, Modoc County Library, Orland Public Library, Plumas County, Shasta County, Siskiyou County, Tehama County, Trinity County, and Willows Public Library. There is a hand-written note on this document which indicates that Colusa County moved to Mountain Valley Cooperative Library System (no date indicated).

We have placed all the documents which we have found regarding the formation of NSCLS on our website: <http://northnetlibs.org/about-nls/nscls/historical-documents/>

I have attached a memo dated August 20, 1999 from the California State Library to the System Administrator of NSCLS. Attached to that document is the Resolution Authorizing Participation in the North State Cooperative Library System (dated 4/20/79 and revised and adopted on

## Pacific Library Partnership



3/18/88) and lists the member libraries of Butte County, Colusa County, Del Norte County Library District, Glenn, Humboldt County Library, Lassen County Library, Modoc County Library, Plumas County, Shasta County, Sierra, Siskiyou County, Tehama County, Trinity County (see the first paragraph of the Resolution).

Ultimately, it is up to each jurisdiction to maintain their history of when their Boards passed the resolution to join.

In 2009, the NorthNet Library System (NLS) was formed as a Joint Powers Authority (JPA), comprised of the three legacy systems: Mountain Valley Library System (MVLS), North Bay Cooperative Library System (NBCLS), and North State Cooperative Library System (NSCLS). The legacy systems formed NLS in order to increase opportunities for resource sharing and reduce expenses. NLS then became the cooperative library system funded in part by the California Library Services Act administered by the California State Library. NLS has no employees and contracts for administrative services, currently with the Pacific Library Partnership (PLP).

NSCLS previously had employees but has not had employees since 2009. NSCLS has a financial obligation to CalPERS for its existing as well as future retirees from when it did employ workers. The financial obligation is shared among its members.

Each fiscal year the NSCLS Administrative Council (consisting of the library directors of each member library) meets and approves the NSCLS budget as well as the member cost share for CalPERS for the upcoming year. The Administrative Council also accepts and allocates the funding from the State Library (California Library Services Act) funds which are available to NSCLS from being part of NLS. These funds help offset library costs for delivery, electronic resources, and other costs. You may find copies of the NSCLS agendas here: <http://northnetlibs.org/about-nls/nscls/nscls-meeting-minutes-archive/>

Each year the cost for CalPERS changes. The current base rate for the CalPERS calculation is based on NSCLS library budget size:

<b>Budget Size</b>	<b>Base Rate</b>
Under \$200,000	\$100
Under \$400,000	\$200
Under \$600,000	\$300
Under \$2,000,000	\$500
Over \$2,000,000	\$500

Below is the formula for each system. The total amount due is \$30,751 and is distributed using the base rate (\$3,500) and the multiplication factor of 8.786.

## Pacific Library Partnership



County	Budget FY 14/15	Base Rate	Factor	Total
Butte	\$ 3,070,782	500	8.786	\$4,393.00
Del Norte	\$ 220,900	200	8.786	\$1,757.20
Humboldt	\$ 3,357,788	500	8.786	\$4,393.00
Lassen	\$ 166,506	100	8.786	\$878.60
Modoc	\$ 258,893	200	8.786	\$1,757.20
Orland	\$ 277,790	200	8.786	\$1,757.20
Plumas	\$ 514,853	300	8.786	\$2,635.80
Shasta	\$ 2,193,855	500	8.786	\$4,393.00
Siskiyou	\$ 566,863	300	8.786	\$2,635.80
Tehama	\$ 599,439	300	8.786	\$2,635.80
Trinity	\$ 328,755	200	8.786	\$1,757.20
Willows	\$ 231,073	200	8.786	\$1,757.20
		3,500		\$30,751.00

The monthly CalPERS payment for NSCLS is \$2,562.60 for FY 2016/17. NSCLS is consistently behind in its payments due to some libraries not paying their share of the costs over time. NSCLS continues to fall further behind in CalPERS payments because of the consistent shortfall in funds. For FY 2015/16, the remaining amount due was paid in the beginning of FY 2016/17, using funds that were collected by some libraries for FY 2016/17 payments. CalPERS charges interest to the unpaid liability, which adds additional costs.

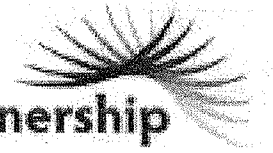
The chart below reflects the last five years of NSCLS CalPERS costs.

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
Butte	2,623.75	3,317.75	3,073.44	4,125.00	4,393.00	17,532.94
Del Norte **	524.75	643.75	614.69	825.00	1,757.00	4,365.19
Humboldt	2,623.75	3,277.75	3,073.44	4,125.00	4,393.00	17,492.94
Lassen	524.75	644.75	614.69	825.00	879.00	3,488.19
Modoc	1,049.50	1,265.50	1,229.38	1,650.00	1,757.00	6,951.38
Orland	1,574.25	1,897.25	1,844.06	2,475.00	1,757.00	9,547.56
Plumas **	1,574.25	1,904.25	1,844.06	2,475.00	2,636.00	10,433.56
Shasta	2,099.00	2,652.00	2,458.75	3,300.00	4,393.00	14,902.75
Siskiyou	524.75	650.75	614.69	825.00	2,636.00	5,251.19
Tehama	1,574.25	1,923.25	1,844.06	2,475.00	2,636.00	10,452.56
Trinity	1,049.50	1,266.50	1,229.38	1,650.00	1,757.00	6,952.38
Willows	1,049.50	1,264.50	1,229.38	1,650.00	1,757.00	6,950.38
	16,792.00	20,708.00	19,670.02	26,400.00	30,751.00	114,321.02

\*\* have not received payments

As it called out in the chart above, Plumas has \$10,433.56 in outstanding non-payments and has not made payments since FY 2012/13, and Del Norte has \$4,365.19 in outstanding non-payments and has not made payments since FY 2012/13.

## Pacific Library Partnership



NSCLS members pay membership dues to NLS, which allow them to receive California Library Services Act (CLSA) funds which support broadband and electronic resources as well as other services.

The chart below outlines the member dues to NLS from FY 2012/13 to FY 2016/17, along with the CLSA allocations (note that in FY 2012/13, there were no CLSA allocations) and distribution to member libraries for Broadband. In each case, the benefits to each member library exceed the membership fees.

It should be noted that the member dues are separate from the CalPERS costs listed in the chart above. However, even combining the two fees, the benefits for each member library still exceed the fees.

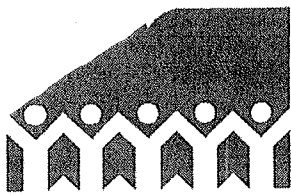
<b>LIBRARY</b>	<b>TOTAL MEMBER DUES FY 2012/13 to FY 2016/17</b>	<b>CLSA ALLOCATIONS FY 2013/14 to FY 2016/17</b>	<b>BROADBAND</b>
Butte	\$10,663	\$47,735.01	\$-
Del Norte	\$3,276	\$20,271.63	\$-
Humboldt	\$16,179	\$35,330.75	\$5,000.00
Lassen	\$3,198	\$19,832.81	\$-
Modoc	\$3,185	\$17,679.46	\$5,000.00
Orland	\$2,982	\$18,437.01	\$5,000.00
Plumas	\$4,444	\$19,567.21	\$-
Shasta	\$8,553	\$41,446.75	\$-
Siskiyou	\$4,250	\$22,656.05	\$5,000.00
Tehama	\$3,524	\$25,326.02	\$-
Trinity	\$3,041	\$18,260.93	\$-
Willows	\$3,169	\$18,230.68	\$5,000.00
<b>TOTAL</b>	<b>\$66,453</b>	<b>\$304,774.31</b>	<b>\$25,000.00</b>

The membership of NSCLS includes the CalPERS obligations since the employees were those of NSCLS.

It is clear from the information above that Plumas has continued to pay the annual membership fee to NLS, and the financial incentives for belonging exceed the CalPERS costs and membership costs.

NSCLS has been contacted by CalPERS, which is demanding payment immediately or it will commence legal action against NSCLS libraries. The NSCLS Administrative Council is holding an emergency meeting on February 14 to discuss options for immediate CalPERS payments.

Please feel free to contact me at [frost@plpinfo.org](mailto:frost@plpinfo.org) or 650-349-5538 should you have any further questions.



NORTH STATE  
COOPERATIVE  
LIBRARY SYSTEM

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259 North Villa Avenue  
Willows, California 95988

Telephone (530) 934-2173

Fax (530) 934-7156

E-mail: [jkirks@glenn-co.k12.ca.us](mailto:jkirks@glenn-co.k12.ca.us)

Web Site: <http://nscls.library.net>

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TO: Wanda Green, Secretary  
Library of California  
California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001

FR: Jim Kirks, System Administrator, NSCLS

DATE: August 20, 1999

RE: Organizational documents

North State Cooperative Library System is one of two Systems in the State of California organized by adoption of "~~Joint Resolution~~", rather than Joint Exercise of Powers. This approach was chosen because members of the System are not directly liable as in a JPA where each signatory is directly liable in the event of some legal action involving the JPA and its members. A sample of the resolution is attached. Another advantage of "Joint Resolution" is that any type of organization public or private, non-profit or profit can join by adoption of the "Joint Resolution." A JPA is limited to public entities and is not appropriate for the Library of California.

NSCLS is not incorporated and therefore does not have articles of incorporation.

NSCLS does have a set of Bylaws. A copy is enclosed.

We have two letters concerning membership. NSCLS has a letter concerning eligibility and there is a response letter from the prospective member library. A copy of each is enclosed.

In addition, NSCLS has adopted a Personnel Manual, salary schedules, job descriptions, etc. If you wish a copy of this information, please let me know. It is many pages and may not be of interest to you at the current time.

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MEMBER LIBRARIES: Butte County Library; Colusa County Library; Del Norte County Library District; Humboldt County Library; Modoc County Library; Orland Free Library; Plumas County Library; Shasta County Library; Siskiyou County Library; Susanville District Library; Tehama County Library; Trinity County Library; Yuba County Public Library.

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ACADEMIC AFFILIATES: Butte College; California State University, Chico; College of the Redwoods; College of the Siskiyous; Feather River College; Humboldt State University; Lassen College; Shasta College

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SUSANVILLE LIBRARY DISTRICT  
BOARD OF TRUSTEES

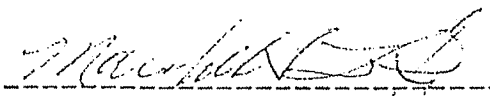
RESOLUTION AUTHORIZING PARTICIPATION  
IN THE NORTH STATE COOPERATIVE LIBRARY SYSTEM

WHEREAS, a cooperative library system has been organized covering the counties of Butte, Colusa, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity, together with the cities of Crescent City, Orland, and Willows; and

WHEREAS, the Susanville Library District has been recently formed to replace the public library operated by the City of Susanville which library was formerly operated by Lassen County; and

WHEREAS, the Plan of Service for such a cooperative library system is now operative, a copy of which is attached hereto and marked Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Susanville Library District, that the Library Manager of the Library District be, and is hereby authorized and directed to participate in the North State Cooperative Library System. The Plan of Service of said System is hereby incorporated by reference.

  
-----  
President, Marshall S. Leve, Jr.

ATTEST:

  
-----  
SECRETARY, Joel Stovall



BY-LAWS  
for the  
NORTH STATE COOPERATIVE LIBRARY SYSTEM

PREAMBLE:

The free and independent public libraries of California's thirteen northern counties, having formed the North State Cooperative Library System under the terms of the California Library Services Act (Education Code Section 18700 et seq.), do hereby enact the following By-Laws for governing the structure, operation, and management of the System.

ARTICLE I:       NAME

The name of this organization shall be the "North State Cooperative Library System", hereinafter called the "System".

ARTICLE II:       PURPOSE

The objectives of this organization shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member libraries consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Powers).

ARTICLE III:      MEMBERSHIP

Section 1.   Members

The following public agencies have entered into a written agreement to implement a Plan of Service and shall be designated members of the System: Butte County, Colusa County, Del Norte County Library District, Humboldt County, Lassen County, Modoc County, Plumas County, Shasta County, Siskiyou County, Tehama County, Trinity County, and the cities of Orland and Willows (Education Code Section 18710(i)).

Section 2.   Additional Members

Additional public agencies, such as university, college, school and special libraries may become Affiliate Members of the System if, in the opinion of the Council of Librarians, membership would be mutually beneficial.

### Section 3. Withdrawal from Membership

Any participating agency may withdraw from membership in the System by resolution of its governing body. Notice of withdrawal of any member of the System will be given in writing to the council of Librarians on or before February 1 of the current fiscal year according to the provisions of Section 14, paragraph (c) of the Plan of Service for the System

## ARTICLE IV: COUNCIL OF LIBRARIANS

### Section 1. Governing Body

The System shall be governed by a Council of Librarians composed of the head librarian of each public agency participating as a member of the System. In additions, academic and other libraries accepted as affiliates of the System by the Council of Librarians may have a representative.

### Section 2. Voting Member

Each public and affiliate member library shall have one vote. Only members of public library jurisdictions may vote on issues related to the California Library Services Act. All members may vote on issues that do not relate to the California Library Services Act, including any fees, dues and/or assessments. In the case of unavoidable absence from a meeting, the head librarian may designate an alternate to attend the meeting and cast a vote. No proxies will be allowed.

### Section 3. Administrative Council

The System's Council of Librarians shall serve as the "Administrative Council" for the System (Education Code Section 18747 (a) ).

### Section 4. Policy and Duties

The Council of Librarians shall establish policy and prepare plans for the continued development and growth of the System within the regulations of the Education Code Section 18700 et seq. and within the rules and regulations adopted by the California Library Services Board. The Council of Librarians shall direct, and through the System personnel, administer the program stipulated by the Plan of Service. The Council of Librarians shall be responsible for the allocation, and through the Fiscal Agent for the System, the disbursement of monies received from federal, state, and/or local

sources. The Council of Librarians shall determine, if and when necessary for the continued operation of the system, the frequency and amount of any assessment required of its members. The Council of Librarians shall select and appoint the System personnel.

ARTICLE V: OFFICERS AND DUTIES

Section 1. Officers

a. A Chairman and vice-Chairman shall be elected from the Council of Librarians.

b. The Council of Librarians shall contract for a Fiscal Agent.

c. The Council of Librarians shall appoint a Fiscal Agent Liaison.

d. The Council of Librarians shall appoint a Secretary for the Council of Librarians.

Section 2. Duties

a. The Chairman shall preside at all meetings of the Council of Librarians.

b. The Chairman shall appoint members to committees authorized by the Council of Librarians.

c. The Chairman shall be the authorized representative of the Council of Librarians.

d. The Chairman shall serve as representative to the Congress of Systems or appoint an alternate.

e. The Vice-Chairman shall act in the absence of the Chairman.

f. The Fiscal Agent Liaison shall maintain communication with the Fiscal Agent.

g. The Fiscal Agent shall receive and disburse System funds as required in the implementation of the California Library Services Act.

h. The Secretary shall be responsible for minutes of the meetings, reports, and correspondence.

### Section 3. Nominations and Elections

a. At the regular meeting in March or at a time designated by the Council of Librarians, a Nominating Committee of three members shall be appointed by the Chairperson. It shall be the duty of this committee to nominate candidates for the offices of Chairman and vice-Chairman. The Nominating Committee shall report to the Council of Librarians by April 15. Additional nominations may be made in writing by members of the Council of Librarians to the Chairman of the Nominating Committee no later than May 1.

b. The officers shall be elected at the meeting in May or at a time designated by the Council of Librarians, by a majority of the members present at the meeting, to serve from July 1 to June 30 or until their successors have been elected.

### Section 4. Succession

No Chairman or Vice-Chairman shall succeed himself in office.

### Section 5. Vacancies

If for any reason the office of Chairman falls vacant, the Vice-Chairman shall serve as Chairman for the remainder of that term. If the office of Vice-President becomes vacant, a special election shall be held to fill the office for the unexpired term.

## ARTICLE VI: MEETINGS

### Section 1. Regular Meetings

Meetings shall be held at least four (4) times yearly.

### Section 2. Determination of Meetings

The power to determine the date and place of Council of Librarians meetings shall be vested in the Council of Librarians. The Council of Librarians may also meet upon the call of the Chairman, or upon petition of the majority of the members. The purpose of the meeting shall be stated in the call. In cases of emergency, at least three days' notice shall be given.

### Section 3. Notice

Notice and agenda of each regular meeting of the Council of Librarians shall be in writing and transmitted at least ten (10) days prior to each meeting. In cases of emergency of at least three days' notice shall be given. The members, at their option, may in writing waive the requirements of notice for meetings.

### Section 4. Quorum

At any regular meeting of the Council of Librarians, a simple majority of the total membership shall constitute a quorum .

## ARTICLE VII: COMMITTEES

### Section 1. Standing Committees

The Council of Librarians shall establish standing committees, indicating their objectives and responsibilities.

### Section 2. Ad Hoc Committees

The Council of Librarians shall authorize such ad hoc committees as it deems necessary.

### Section 3. Ex Officio Committee Members

The Chairman shall serve as an ex officio member of all committees. System employees may serve as ex officio members of committees.

## ARTICLE VIII: ADVISORY BOARD

### Section 1. Representatives

There shall be an Advisory Board to the Council of Librarians made up of lay representatives for each jurisdiction. (Education Code Section 18747 (b) ).

### Section 2. Appointments

One Advisory Board member shall be appointed by the governing body of each jurisdiction. An alternate may be appointed (Education Code Section 18747 (b) ).

### Section 3. Term of Office

The term of any member of the Advisory Board shall be for two years, and each member shall serve no more than two consecutive terms. Staggered terms shall be

established by drawing of lots at the first meeting of the Advisory Board so that a simple majority of the members shall initially serve a two-year term, and the remainder initially a one-year term. (Education Code Section 18749)

#### Section 4. Qualifications

The appointing jurisdiction shall ensure that members of the Advisory Board are representative of the public-at-large and of the underserved residents in the system service area. (Education Code Section 18749)

#### Section 5. Duties

The duties of each system advisory board shall include, but are not limited to, the following:

a. Assisting the Council of Librarians in the development of the system plan of service.

b. Advising the Council of Librarians on the need for services and programs.

c. Assisting in the evaluation of the services provided by the system. (Education Code Section 18750)

#### Section 6. Library Employees

No library employees of a member jurisdiction shall serve on the Advisory Board.

#### Section 7. Meetings

The Advisory Board shall meet at least twice annually.

### ARTICLE IX: SYSTEM STRUCTURE AND ORGANIZATION

#### Section 1. System Personnel

The System personnel shall consist of the System Coordinator and such other professional, clerical and operating staff as are stipulated in the Plan of Service. When a vacancy exists, the Chairman shall assume the duties usually assigned to the System Coordinator. System personnel shall be selected according to job description and recruitment announcements approved by the Council of Librarians. Appointment of personnel to positions shall be approved by the Council of Librarians.

## Section 2. Personnel Manual

The Council of Librarians shall establish and maintain a personnel manual which shall contain a record of the policies concerning dismissal, resignation, salaries and benefits and such other personnel policies as the Council of Librarians shall deem necessary.

## Section 3. Travel Expenses

The Council of Librarians shall establish and maintain a schedule of reimbursements for authorized travel expenses for the Council of Librarians, system personnel, and the Advisory Board members. The Council Chairman and members of the Council of Librarians may receive reimbursement for extraordinary expenses incurred in the fulfillment of System responsibilities at the discretion of the Council of Librarians.

## Section 4. Inventory

An annual inventory of equipment under System jurisdiction shall be made available to the Council of Librarians by the Secretary.

## Section 5. Ownership and Distribution

Any materials and equipment purchased for a member library with System funds shall remain the property of that library. System property shall be distributed on an equitable basis as determined and agreed to by the Council of Librarians. This determination shall be recorded in the minutes of the Council of Librarians.

# ARTICLE X: PARLIAMENTARY AUTHORITY

## Section 1. Parliamentary Law

The Council of Librarians shall be governed in all its meetings by parliamentary law as contained in Robert's Rules of Order (current edition).

## Section 2. Higher Authority

Should these By-Laws conflict with applicable laws of the member jurisdictions or the State of California, those of the higher authority shall prevail.

ARTICLE XI:       AMENDMENTS

These By-Laws can be amended at any regular meeting of the System by a two-thirds vote of the total membership of the Council of Librarians, provided that the amendment has been submitted in writing to the members through the Secretary at least three weeks before the time to vote, and is a part of the call for the meeting.

Adopted by the Council of Librarians 4/20/79  
Revised and Adopted by the Council of Librarians 3/18/88



EXHIBIT "A"

PUBLIC LIBRARY SERVICES ACT  
PLAN OF SERVICE

## PLAN OF SERVICE

### 1. SELECTION OF MATERIALS

Member libraries will retain the right to choose all materials for inclusion in their own collections. To avoid unnecessary duplication of titles within the System, and to enlarge the scope of materials added to the System as a whole, a degree of subject specialization will be encouraged as the System develops. At least 4000 new titles will be added each year to the total number of volumes in the System, through the usual individual purchases by member libraries and through System acquisitions.

System personnel will assist in the cooperative evaluation of current materials.

Continuing studies should be made to develop new and improved methods of coordinating book-selection.

#### The Selection Policy

It shall be the purpose of the book selection policy of this Cooperative Library System to represent the informational, educational and recreational aspects of public library service.

This policy re-affirms the importance of the freedom to read all points of view concerning the problems and issues of our times.

It has as its goal a library collection comprised of materials serving community purposes and needs, while providing a balanced and enriched collection on a System-wide basis.

### 2. ACQUISITION OF MATERIALS

The acquisition of books by member libraries will continue through processing services in accordance with individual arrangements.

Acquisition of non-book library materials will be promoted and coordinated in so far as this is possible.

### 3. ORGANIZATION AND PHYSICAL PREPARATION OF MATERIALS

The organization and physical preparation of books will be coordinated through access to processing services. Members of the System not now utilizing a processing service will be encouraged to join.

The handling of non-book materials will be reviewed periodically and the System will provide guide lines for processing as needed.

#### 4. LENDING OF MATERIALS

Lending of materials will be permitted freely throughout the System subject always to the rules and regulations of the member libraries. While each member library may continue its current lending policies and procedures, such continuation in no way precludes the investigation and possible adoption of uniform procedures throughout the System, should such procedures be found advantageous to both patrons and member libraries.

Materials borrowed from any one service outlet (Main library, branch, station, bookmobile) may be returned to any other service outlet in the System.

#### 5. REFERENCE AND RESEARCH SERVICE

It is anticipated that the System will provide strong reference centers which will coordinate reference services throughout the System.

At the same time the reference collections of all the member libraries will be strengthened and maintained.

To implement an improved and enlarged reference service program, through collection evaluation and in-service training, specialized System personnel will be employed as funds are available.

System members will be encouraged to channel through the Reference Centers those questions for which they do not have available information. Said Reference Centers will in turn, forward any unfilled requests to the California State Library or other appropriate regional and national sources.

#### 6. INTERAVAILABILITY OF MATERIALS AND INFORMATION

Member libraries may ascertain specific holdings of other member libraries through union lists, current and retrospective, of periodicals and newspapers. As funds become available, teleservice will provide rapid access to the other print and non-print holdings of member libraries, as well as the holdings of the California State Library and those in the California Union Catalog.

Materials & information will be transferred from one service outlet to another by the most appropriate means, eg.: teletype, telephone, mail, and delivery service. Materials and information contained in any one service outlet will be available on the same basis to all library users in the area served by the System.

#### 7. EQUAL ACCESS

All services of each library in the System are available on the same basis to all residents of the area served by the System, in accordance with the definition of "equal access" as defined in the provisions of the Administrative Code, Title 5, Chapter 2, Article 4, Section 20200(c).

## 8. EXTENSION SERVICES

Recognizing the need for re-assessment of current extension service throughout the System, the Council of Librarians will, over a period of time, make recommendations concerning extension service standards suitable for and applicable to the improvement and enrichment of System extension outlets.

## 9. MAJOR LIBRARIES

Sacramento City/County Library, California State Library  
Until more formal arrangements are found to be necessary, current Interlibrary loan procedures will be followed. Teleservice communications will be established between these libraries and the larger System libraries, as funds permit.

## 10. AREA-WIDE PROJECTS

Any services which may be planned for the entire area which is in part served by this System, will be welcomed by the System. Participation by member libraries in processing services and a Film Circuit is expected to continue.

It is anticipated that the System will access the bibliographic data base and any other applicable automated services as they become available.

## 11. COORDINATION OF SYSTEMS

It is anticipated that this System will be interested in cooperation with other existing or developing library systems, as envisaged in the development of public libraries in the State of California.

## 12. SYSTEM-WIDE SERVICES

### a/b. Depository Collections of U.S. Government and California State Publications

Use of Federal and State Documents will be encouraged through access to the depository collections within the System area.

### c. Film Collection or Circuit

Member libraries will be encouraged to maintain individual membership in a Film Circuit, and as funds permit the System will maintain and develop film collections.

### j. Other special collections

As funds permit, the System will add pooled or rotating collections such as art books, large type books, or materials in other areas needed by the System members.

### k. Copying equipment

Suitable copying equipment will be provided and utilized throughout the System as funds are available.

# 1. Microphotography and Microreproduction

Acquisition and use of microfilm readers, reader-printers and other microphotographic or microreproductive equipment will be acquired as funds permit.

## m. Other special equipment

Other special equipment will be provided as funds permit, such as film projectors, other A-V equipment, poster machine, etc.

## n. In-Service Training

The most important program proposed for the System beyond the conventional System services, is an in-service training program in-depth to increase the efficiency and knowledge of both professional and non-professional staff, particularly in reference service and work with children.

## p. Newspaper Publicity

It is expected that an active program of public information service will be pursued including newspaper publicity issued by the local libraries.

Local libraries will determine what publicity is to be released within the areas of their own jurisdictions.

## u. Story Hours and other children's programs

As funds permit and System personnel are available the program of activities for children will be intensified and expanded.

# → 14. LEGAL STRUCTURE

a. The System will be established under the Public Library Services Act, 1963, Chapter 1.5, Division 20, Education Code of the State of California.

b. When public agencies have by reference incorporated this Plan of Service in resolutions approved by their respective city councils or county boards of supervisors, the said resolutions shall constitute agreement by the said public agencies to put this Plan of Service into effect by the creation of a cooperative library system.

c. Any participating public agency may withdraw from membership in the System by resolution of its governing body be it city council or county board of supervisors. Notice of withdrawal of any member of the System will be given in writing to the executive committee of the System on or before February 1, of the current fiscal year.

d. The city or county government of one of the member libraries shall act as fiscal agent on behalf of the System, and shall contract with the State of California for the receipt, disbursement and accounting of all funds allocated for System use.

e. Additional public agencies may join the System provided such agencies qualify for membership under the Public Library Services Act cited above, and are approved for membership by the executive committee; and, provided such agencies have by reference incorporated the Plan of Service in resolutions approved by their respective city councils or county boards of supervisors.

f. The Council of Librarians will be the executive committee for the System and will be composed of the head librarian of each public agency in the System. The executive committee shall plan, and through the system coordinator, administer the program stipulated by this Plan of Service.

15. STAFFING

The Council of Librarians may employ such professional and clerical staff as needed to implement the services and programs as outlined in this Plan of Service.

16. PHYSICAL FACILITIES

Appropriate space and equipment shall be provided for the staff and for any System services.

The California State Library has cataloged this publication as follows:

California. State Library; Sacramento...  
Geographic plan for California public library systems approved under the Public library services act. Sacramento; 1972.  
9 p. maps.

"Related documents": p. 9.

1. Library-cooperation--California. I. Title.

2678.C3. 021.64

\*L575 G3

\*Classification number for libraries using California State Library's classification scheme for California State publications. ..

TO: Stuart Compton, Administrative Librarian, Simpson College

FR: Jim Kirks, System Administrator

DATE: May 19, 1997

RE: MEMBERSHIP AFFILIATION WITH NORTH STATE COOPERATIVE LIBRARY  
SYSTEM (NSCLS)

NSCLS is very open to library networks that include all types of libraries. In the past the following information has been made available to interested libraries:

1. A library needs to apply for participation in the California Library Services Act (CLSA) programs. Information and forms are available from the CLSA program office at the California State Library.
2. A library needs to be a non-profit corporation or publicly funded entity.
3. A library needs to participate in resource sharing projects such as CULP (California Union List of Periodicals), North State Cooperative Catalog, etc. This promotes resource sharing.
4. NSCLS does not have an annual membership fee. However, NSCLS Council of Librarians voted that libraries pool CLSA Transaction Based Reimbursements with the System.
5. A library not located in a member library would need to pay the average cost of a delivery stop for delivery service. Currently this is \$15.00 per stop. If the volume of activity would not justify a dedicated delivery stop and a nearby library would share its stop, this cost could be avoided.
6. The Program and Services Committee would need to review a library's request to affiliate with NSCLS.
7. If the Program and Services Committee is satisfied that the affiliation would be mutually beneficial, the Council of Librarians would need to vote on the affiliation based on the Committee's recommendation.

Typical conditions for affiliation could be:

- a. The Library shall pool ILL reimbursements with NSCLS according to the policy adopted by the Council of Librarians for member and affiliate libraries.
- b. The library staff will submit request for materials in conformance with the NSCLS Policies and Procedures Manual for ILL, IIR, Listen-In and Videos.



c. NSCLS libraries shall not censor requests submitted by the affiliate. However, the System recognizes the right of the affiliate to restrict patrons and staff from submitting requests for materials in subject areas deemed inappropriate by affiliate authorities.

d. The affiliate will reimburse the lending library for any materials damaged or lost in accordance with the National Interlibrary Loan Code and NSCLS Policies and Procedures Manual.

e. The affiliate will provide a line item in its budget for funding the reimbursement to the lending library for any materials damaged or lost.

f. The affiliate will grant the Head Librarian staff time and expenses to attend NSCLS meetings and workshops in accordance with Education Code, Section 18747.

g. The affiliate will pay \$15.00 per delivery stop or current average cost of a NSCLS delivery stop, a minimum of one stop per week. This applies if the library is not sharing a delivery stop within a member public library.

h. The affiliate will participate in resource sharing projects and have computer and microform reader/printer equipment to utilize cooperative catalogs and data bases.

cc: Program and Service Com. Chair, and Council of Librarians, Chair

WIN WP: members.hip

**BOARD AGENDA REQUEST FORM**

Department: Assessor

Authorized Signature: [Signature]

Board Meeting Date: April 4, 2017

Request for 5 minutes for presentation

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

Consent Agenda: ☐ Yes ☒ No

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

A. Discussion and possible action authorizing Assessor to expend an amount not to exceed \$10,000 from General Services Department 20020, Account 521900, Professional Service to retain the services of a professional golf course consultant.

B. \_\_\_\_\_

C. \_\_\_\_\_

**Review by Necessary Departments:**

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

County Counsel, Auditor/Risk Manager

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

I am not aware of any opposition to this request.

**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.

# **PLUMAS COUNTY ASSESSOR**

**1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195**



**CHARLES W. LEONHARDT  
ASSESSOR**

**Date:** March 22, 2017  
**To:** The Honorable Board of Supervisors  
**From:** Charles W. Leonhardt, Assessor  
**Subject:** Request for Funding from General Services Department 20020, Account 521900  
Professional Services, to fund golf course consultant.

---

**It is Recommended that the Board:**

Authorize the Assessor to access the General Services Department, Professional Services Account to fund the services of a professional golf course consultant. This request shall not exceed \$10,000.

Authorize Board Chair to execute a service contract with a golf course professional subject to the above limitation and County Counsel approval as to form.

**Background and Discussion:**

As a result of the "Great Recession" and changes in the overall economy, the golf industry has experienced challenges in recent years. In 2009 three golf course related assessment appeals were filed with the Clerk of the Board. In order to evaluate those appeals, the Assessor reached out to then acting County Counsel, James Reichle and County Administrative Officer (CAO), Jack Ingstad for financial assistance in retaining a professional golf course consultant. Authorization was provided by the CAO to contract with a consultant in an amount not to exceed \$8,000. Of the \$8,000 approved in 2009, only \$3,800 was expended to resolve the matters.

The purpose of the current request relates to the recent sale of two 18 hole golf course properties in Plumas County. Those sales involved participants in the golf industry but resulted in drastically different reported sales prices. The consultant will also provide data which will assist our office reviewing golf course values that have previously been lowered due to market conditions.

Sales data for golf courses tend to be spread over large geographical areas and tend to be affected by divergent social and economic influences. Retaining a golf course valuation professional that specializes in this area is much more efficient than our staff attempting to conduct research internally.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

461

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**DATE:** March 17, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Mimi Khin Hall

**AGENDA:** Item for April 4, 2017

**ITEM DESCRIPTION/RECOMMENDATION:** Approve a Supplemental Budget in Unit 70560 for the amount of \$5,000.00 to cover purchase of a vehicle, and authorize the Public Health Director to sign the contract as the Boards designee for the purchase of the vehicle.

**HISTORY AND DISCUSSION:** As the Board may recall, on March 14, 2017 the Board approved a supplemental budget to include the purchase of a vehicle for the Public Health Agency. The vehicle will be used will be used to transport veterans and seniors.

The vehicles will be purchased through a public solicitation of competitive bids in accordance with the Plumas County purchasing Policy.

The Board's action today will approve a Supplemental Budget in Unit 70560 for the amount of \$5,000.00 to cover the purchase of a vehicle, and authorize the Public Health Director to sign the contract as the Boards designee for the purchase of the vehicle.

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

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: **Public Health**

Dept. No. **70560**

Date **3/14/2017**

The Reason for this request is (check one):

Approval Required

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

Board  
Board  
Board  
Auditor  
Auditor

☐ TRANSFER FROM OR

☒ SUPPLEMENTAL REVENUE ACCOUNTS

UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	48005	Transfer from Sr. Nut.	\$ 5,000.00
			Total (must equal transfer total)	\$ 5,000.00

☐ TRANSFER TO OR

☒ SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	541500	Vehicle	\$ 5,000.00
			Total (must equal transfer total)	\$ 5,000.00

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.

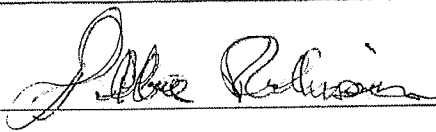
(A) MHSA funding which is split between Public Health and Senior Nutrition is being shifted from Sr. Nur 20830 into 70560 PH in order to purchase vehicle.

(B) Above

C Grant term this fiscal year

(D) See above

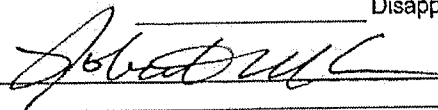
Approved by Department Signing Authority:



☒ Approved/Recommended

☐ Disapproved/Not recommended

Auditor/Controller 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 Auditor/Controller. 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. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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**DATE:** March 27, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Mimi Hall

**ITEM:** Discussion and possible action for April 4, 2017 Board of Supervisors meeting

**RECOMMENDATION:** It is recommended that the Board of Supervisors authorize the Public Health Director to sign a request to the City and County of San Francisco Department of the Environment Safe Program for six medicine disposal kiosks.

## HISTORY AND DISCUSSION:

The City and County of San Francisco currently has six safe medicine disposal kiosks available for donation to a public or nonprofit entity. They were previously used for San Francisco's medicine disposal pilot program, where pharmacies hosted the kiosks to allow the public to drop off non-controlled medicines. Since the Drug Enforcement Agency (DEA) regulations changed in 2014 to allow pharmacies to collect all medicines, a recently passed San Francisco ordinance resulted in a new drug take back program funded by the pharmaceutical industry. The stewardship organization in charge of implementing the new program elected to use their own kiosks, and since many of the pilot pharmacies transitioned over to the new industry-funded program, the pilot kiosks are now available.

The city and county of San Francisco was originally contacted by Plumas County's Lassen Drug and Village Drug; however only a public agency or nonprofit may request this equipment. Although a letter of request must be signed by a representative of the county, the county may then decide how to distribute and utilize donated equipment. It is the goal of the Public Health Agency to provide each of these pharmacies with a kiosk, with the remaining kiosks to be offered to other community pharmacy locations and law enforcement.

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The kiosks can be used to collect anything securely. Similar to a postal box on the street, items may be deposited, but cannot be retrieved without key access to the bottom door. There are currently six kiosks available, and they are being held until Plumas County requests or declines them.

Accepting these kiosks is only a first step in a comprehensive community safe disposal program. Plumas County Public Health Agency plans to work with local pharmacy and law enforcement partners to implement a comprehensive safe disposal program in Plumas County compliant with current DEA regulations. Prior to 2014, when DEA regulations were revised, only law enforcement was allowed to accept controlled substances from the public. The revised regulations now allow pharmacies and hospitals with a pharmacy to collect controlled substances as long as the requirements specified in the regulations are followed.

At this time, the Board is asked to authorize the Public Health Director to sign a request to the City and County of San Francisco Department of the Environment Safe Program for six medicine disposal kiosks.

If you have any questions or need further information, please contact me.

Thank you.





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

463

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**Date:** March 17, 2017

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for April 4, 2017

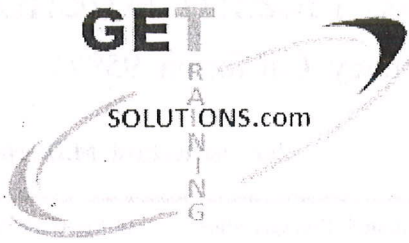
**Item Description/Recommendation:** Approve and direct the Auditor to pay Invoice #179 to GETrainingSolutions in the amount of \$2,200.00 for a Mental Health First Aid Training without a service agreement.

**Background Information:** As the Board may recall, since 2001 the Public Health Agency has contracted with the State Department of Health, Emergency Preparedness Office for both State and Federal funds to develop and maintain various aspects of Public Health Preparedness, including Local Health Department (LHD) and Community preparedness, National Smallpox Vaccine program, Hospital Preparedness Program (HPP), and Pandemic Influenza Prevention/Planning, and H1N1 Pandemic Influenza.

This one-time service is listed as an approved budget expenditure in PCPHA's contract with the California Department of Public Health, Emergency Preparedness Office. A copy of the invoice is attached for you review.

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

EdH



**Gina Ehlert, M. Ed.**  
**GETTrainingSolutions**  
Principal, trainer and consultant  
3535 Alpine Lane  
Loomis, CA 95650

[GETTrainingSolutions@yahoo.com](mailto:GETTrainingSolutions@yahoo.com)  
[www.GETTrainingSolutions.com](http://www.GETTrainingSolutions.com)  
(916) 317-3705

Invoice # 179

Date: February 27, 2017

To: Plumas County Public Health Department

For all-inclusive, 8-hour Mental Health First Aid training services provided on February 27<sup>th</sup>, 2017 in Quincy, California.

Charges for supplies, equipment and services include:

- Instructor's fee of \$2200.00

**TOTAL CHARGES - \$2200.00**

***Thank you for your business!***

AP  
Ehola  
2/27/17



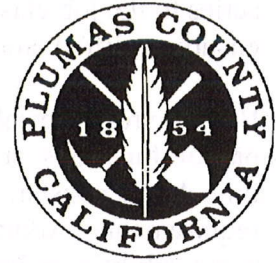
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## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** March 27, 2017

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 4, 2017.

**RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR PAYROLL SPECIALIST I/II, ADD NEW JOB CLASSIFICATIONS FOR HUMAN RESOURCES PAYROLL SPECIALIST I/II AND AMEND THE FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR HUMAN RESOURCES DEPARTMENT #20035**

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

Adopt Resolution to amend the Plumas County job classification and wage plan to revise the current Payroll Specialist I /II job descriptions and wage ranges as well as adopt the new Human Resources Payroll Specialist I/II job descriptions and recommended wage ranges.

### **BACKGROUND AND DISCUSSIONS**

Currently, the Payroll Specialist job classifications are not fully recognized for the position responsibilities and requirements of these positions. The essential functions for the positions have changed with increased responsibilities and levels of skills to perform the these jobs.

Originally the need to review these job classifications was brought to my attention as a request to analyze the positions and their essential job functions by the County Auditor, Roberta Allen. I found the payroll specialist series job classifications to be outdated and did not accurately reflect the responsibilities and functions of the payroll functions in the Auditor's Department.

In addition, I found the payroll functions in the Human Resources Department needed to be addressed with new job descriptions to capture the essential functions as they have evolved over time due to new regulations and laws. Another payroll staffing issues is the continuous employee turnover in Human Resources Department in the Human Resources Technician position. I believe this is due to lack of advancement opportunities and growth opportunities with this essential position. This causes continuous training cycles with staff leaving for other employment advancement opportunities, therefore, creating payroll and reporting challenges for the County. This proposal to add new job classifications for Human Resources Payroll Specialist

series to the job classification plan would provide opportunities for advancement as well as ensure qualified employees staff this position.

Both Payroll Specialist series incorporate the responsibilities associated with each Department's payroll functions. The new job descriptions reflect the essential duties that have evolved over time due to constant changes in employment laws, payroll responsibilities, and reporting requirements. Additional payroll reporting and employee tracking has brought increased responsibilities to both of these departments payroll functions.

The wage ranges for these positions are the same for both series. A ten county wage survey was conducted and The attached new job descriptions accurately reflect the examples of duties and the essential functions required in today's payroll functions for both the Auditor's and Human Resources Departments. Exhibits A and B includes the job descriptions for the following classifications:

**Exhibit A:**

- Auditor Department
  - Payroll Specialist I – range 2022
  - Payroll Specialist II – range 2229

**Exhibit B:**

- Human resources Department:
  - Human Resources Payroll Specialist I – range 2022
  - Human Resources Payroll Specialist II – range 2229

Ten County Wage Survey

Position Title:	Payroll Specialist I & HR Payroll Specialist I	Payroll Specialist II & HR Payroll Specialist II
County		
Amador	\$ 23.14	\$ 26.41
Calaveras	\$ 19.91	\$ 23.75
Colusa		
Del Norte	\$ 18.01	\$ 20.85
Glenn	\$ 20.31	
Inyo	\$ 24.16	\$ 25.33
Lassen		
San Benito	\$ 19.32	
Tehama	\$ 19.32	\$ 21.08
Tuolumne	\$ 17.62	\$ 19.47
Sum	\$ 161.79	\$ 136.89
Average	\$ 20.22	\$ 22.82
Plumas	\$15.48 / \$16.23	\$ 17.90
Proposed	\$ 20.22	\$ 22.29

The above chart is an overview of the proposed wage ranges for these positions. The proposed wage range recommendations are in line with the overall average of the ten (10) Counties surveyed. The comparisons looked at similar job descriptions and the examples of duties, distinguishing characteristics, the knowledge and abilities associated with the job duties and the qualifications needed for these positions.

**Exhibit C** includes five year cost projections and organization charts for both County Departments. The Auditor's Department currently has a Payroll Specialist II and this would be an increase to the employee's current annual wages of \$11,866.07. The Human Resources Department is asking to fill this position and by adding this job classification will eliminate one of the 1.0 FTE allocated Human Resources Technician I/II positions. The annual wage difference between the Human Resources Payroll Specialist I and the Technician positions is approximately \$6,273.22.

These job classifications are positions within the Confidential Unit. This Unit's members have reviewed and approved these job classifications and wage ranges. I strongly recommend the approval of the Resolution to amend the job classification plan with these changes and to add Human Resources Payroll Specialist position.

Thank you for your consideration on this matter.

RESOLUTION NO. 2017- \_\_\_\_\_

**ADOPT RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR  
PAYROLL SPECIALIST I / II, ADD NEW JOB CLASSIFICATIONS FOR HUMAN  
RESOURCES PAYROLL SPECIALIST I / II AND AMEND THE FISCAL YEAR 2016/2017  
POSITION ALLOCATION FOR HUMAN RESOURCES DEPARTMENT #20035**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Human Resources Director has amended job classifications for the Payroll Specialist I / II, wage ranges 2022 and 2229 and created new job classifications for Human Resources Payroll Specialist I/II, wage ranges 2022 and 2229; and

**WHEREAS**, the Human Resources Director met and conferred with the Confidential Unit regarding the amended job classifications and salary ranges. The Unit has no objections to approve adding the amended and new job classifications for the payroll series and wage ranges.

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

1. Approve the revised Payroll Specialist I job classification and wage range of 2022 and Payroll Specialist II job classification and wage range of 2229.
2. Approve this Resolution to amend the County's Classification Plan to add these Payroll Specialist I/II series and the Human Resources Payroll Specialist I/II to the Confidential Unit's MOU Appendix A.
3. Amend the Position Allocation for Budget Year 2017/2018 to reflect the following:

<b><u>Human Resources #20035</u></b>	<b><u>Current FTE</u></b>	<b><u>New FTE</u></b>
Human Resources Payroll Specialist	0.00	1.00
Human Resources Technician I/II	1.00	0.00

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 4th day of April, 2017 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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

ATTEST:

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

# Exhibit A

**PAYROLL SPECIALIST I**

**DEFINITION**

Under general supervision, to perform responsible work in planning and implementing the County payroll function including coordinating the process with all county department and other agencies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level and first working level in the Payroll Specialist Series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This class series is distinguished from the Fiscal and Technical Services Assistant class series by specialized responsibilities for the preparation of the County payroll, as well as requiring in-depth knowledge of the payroll system and procedures.

**REPORTS TO**

Auditor/Controller or Payroll Specialist II

**CLASSIFICATION DIRECTLY SUPERVISED**

None



## **PAYROLL SPECIALIST I - 2**

### **EXAMPLES OF DUTIES**

- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers in coordination with the Human Resources Payroll Specialist.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Follows payroll guidelines and makes recommendations for updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Receives employee time cards and inputs information into the payroll system, checking for errors and needed corrections.
- Communicates with other County staff regarding potential problems with submitted payroll data.
- Calculates and issues deductions checks, along with the electronic federal tax payment system.
- Produce payroll reports for all departments
- Prepares a wide variety of reports for health plans, dental plans, vision care, deferred compensation, and other information required on a bi-weekly basis.
- Prepares and balances the PERS report and submits within required time limits.
- Assists with preparation of current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.

## **PAYROLL SPECIALIST I – 3**

### **EXAMPLES OF DUTIES – continued:**

- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates, overtime and other areas of concern.
- Performs a wide variety of statistical and account recordkeeping assignments required to carry out the functions of the Auditor's Office.
- Contributes to team effort by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.

## PAYROLL SPECIALIST I - 4

### Ability to – continued:

- Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.
- Establish and maintain cooperative working relationships.

### Training and Experience:

Qualifications needed for this position:

Two (2) years' experience processing payroll, including some experience in financial and statistical recordkeeping, including experience in maintaining payroll and retirement systems records,

OR

Graduation from accredited College or University with an Associate's Degree in Accounting, with one (1) year of payroll processing or clerical accounting experience which required close attention to detail.

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

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

**PAYROLL SPECIALIST II**

**DEFINITION**

The Payroll Specialist II position works with limited direction from the Auditor, acts as the lead worker for the payroll division of the Auditor's Department. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll and maintaining employee payroll records. This position works closely with the Human Resources Department in ensuring payroll coordination between these two departments is maintained in a professional manner. Prepares financial and statistical reports and statements for internal and external agencies, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the highest working level in this class series. Incumbents have responsibility for maintenance of the County Payroll System, including the processing of time cards and preparation of payroll reports. This position requires and in-depth knowledge of the payroll system and procedures and must work well with coordinating payroll functions with the County's Human Resources Payroll Specialist.

**REPORTS TO**

Auditor/Controller

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provide lead direction to Payroll Specialist I and other payroll division support staff as assigned

## PAYROLL SPECIALIST II - 2

### EXAMPLES OF DUTIES

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers in coordination with the Human Resources Payroll Specialist.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Receives employee time cards and inputs information into the payroll system, checking for errors and needed corrections.
- Communicates with other County staff regarding potential problems with submitted payroll data.
- Calculates and issues deductions checks, along with the electronic federal tax payment system.
- Produce payroll reports for all departments
- Prepares a wide variety of reports for health plans, dental plans, vision care, deferred compensation, and other information required on a bi-weekly basis.
- Prepares and balances the PERS report and submits within required time limits.
- Prepares current payroll tax deposits and quarterly payroll tax returns.
- Balances cash with all payroll accounts payable for all deduction codes.
- Coordinate and track retiree health insurance benefits including the appropriate statements balance on a monthly basis.

## **PAYROLL SPECIALIST II – 3**

### **EXAMPLES OF DUTIES – continued:**

- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates, overtime and other areas of concern.
- Performs a wide variety of statistical and account recordkeeping assignments required to carry out the functions of the Auditor's Office.
- Contributes to team effort by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- The methods, procedures and policies of the department including personnel policies and functions
- Policies, procedures, requirements, and methods used in a payroll system.
- Principles and methods of financial and statistical recordkeeping including laws, rules, and regulations governing financial and payroll procedures and recordkeeping
- Principles involved in coordinating various programs of the department
- Payroll preparation and verification procedures
- Principles of governmental financial, accounting and statistical record keeping
- Correct English usage, spelling, grammar and punctuation
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- County approved memorandums of understanding, individual employment agreements, resolutions and ordinances which set rates for pay and benefits for County employees
- Modern office practices, methods and computer equipment
- Recordkeeping principles and procedures
- Computer applications in payroll processing and related to the work

## PAYROLL SPECIALIST II - 4

### Knowledge of – continued:

- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

### Ability to:

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Use independent judgement and discretion in implementing various programs
- Interpret and apply rules, laws, and policies governing payroll administration.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Reconcile discrepancies in payroll and financial records.
- Perform required mathematical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.
- Establish and maintain cooperative working relationships.

### Training and Experience:

Qualifications needed for this position:

Two (2) years of experience comparable to a Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office and administrative experience in a local government payroll office.

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

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

# Exhibit B



**HUMAN RESOURCES PAYROLL SPECIALIST I**

**DEFINITION**

Under general supervision, to perform responsible work in planning and implementing the County payroll function including personnel operations and activities, coordinating with all county departments, insurance plans, retirement program management; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Human Resources Payroll Specialist series which performs complex and technical personnel assignments.

**REPORTS TO**

Human Resources Director

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## HUMAN RESOURCES PAYROLL SPECIALIST I - 2

### EXAMPLES OF DUTIES

- Assists County staff and the public by answering inquiries concerning personnel transactions, policies, and records, as well as availability and types of employment
- Provides new hire orientation and required paperwork for enrollment into related bargaining unit, health insurance plans, and explains policies and procedures as it relates to payroll
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of employee personnel payroll data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Update payroll database according to specific MOU stipulations.
- Reviews payroll pre calculations of the payroll accounts by resolving payroll discrepancies making appropriate updates.
- Provides payroll and personnel information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures for County compliance issues.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential, up to date and accurate record keeping.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Stays current with labor laws as related to employee payroll.
- Communicates with other County staff regarding potential problems with payroll data.
- Reviews employees personnel action forms for accuracy and make corrections as needed.
- Calculates employees merits and longevity increases by hours worked and dates of employment according to County policies.
- Reviews payroll data base, enters related information into the payroll system according to pay schedules
- Update annual calendar for payroll schedule reflecting payroll periods, paid holidays, and data base due dates.
- Update calendar year employee benefits for copays for health, dental, vision and life insurance by bargaining unit, department heads, elected officials, and unrepresented. Make adjustments in personnel payroll data base and track for accurate payments.
- Calculate, track, and deduct garnishments from employee's disposable income each pay period. Inform employees of garnishment deductions for child support, taxes, vehicle registrations, etc.
- Assist retiring employees with proper paperwork, update them in the data base system with appropriate information and provide updated information to the Auditor's Department. May calculate accrued sick leave for conversion to health benefit payments and enter information into the CalPERS system.

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 3**

### **EXAMPLES OF DUTIES – continued:**

- Balance AFLAC and Colonial employees supplemental insurance claims and remit bill to vendor.
- Prepare and process donation of leave requests and track donated hours according to personnel policies.
- Update state and federal tax tables in the payroll automated system each year as required by law and deadline to assure accurate payroll taxes.
- Update classifications pay scales, codes, and needed information to maintain accurate data base for personnel payroll system.
- Assist with the coordination of the annual personnel budgeting preparation and department reports required for the annual County's budget approval process
- Coordinate request for unemployment insurance claims, State Disability Insurance, warrants, and other required payroll coordination
- Manage disability claims coordination for employee payroll and leave banks
- Assist employees with health insurance enrollment applications and process to appropriate agency for enrollments, enroll in payroll system for payment deductions according to plan.
- Ensure Auditor's Payroll Specialist receives copies of personnel records for payroll processing of paychecks according to deadlines.
- Troubleshoot and update data entry to ensure employees' payroll information is current and information maintained in their personnel file as appropriate documentation.
- Organize and sets up deduction codes for all payroll accounts.
- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates,
- Coordinate employee leaves as it relates to employment benefits, Worker's Compensation, disability, unemployment insurance programs, compensatory time off, and leave banks and keep accurate records.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Coordinate the Affordable Care Act regulations as it relates to health insurance benefits and the affordability.
- Ensure COBRA insurance is offered to applicable employees and their dependents coordinate offer with PERS system requirements.
- Track, update, and maintain the current list of position allocations for the County departments, including allocated positions and filled positions.
- Contributes to Human Resources team by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

## **HUMAN RESOURCES PAYROLL SPECIALIST I - 4**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Laws, rules and regulations affecting the County's personnel programs.
- County hiring procedures, including procedures used by the California Interagency Merit System.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to administrative support work.

#### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for wordprocessing, recordkeeping, and administrative functions.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain professional working relationships at all times.

## HUMAN RESOURCES PAYROLL SPECIALIST I - 5

### Training and Experience:

Qualifications needed for this position:

Two (2) years of responsible experience performing a variety of administrative, fiscal, and analytical work in a local government personnel or administrative office, including one (1) year of payroll processing.

OR

Graduation from accredited College or University with an Associate's degree in Accounting, with one (1) year of payroll processing or clerical accounting experience which required close attention to detail.

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

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

## **HUMAN RESOURCES PAYROLL SPECIALIST II**

### **DEFINITION**

The Human Resources Payroll Specialist II position works with limited direction from the Human Resources Director. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll employee data base system for the purpose of payroll. This position works closely with the Auditor's Payroll Specialist II in ensuring payroll coordination between these two departments is maintained in a professional manner.

The Human Resources Payroll Specialist II performs difficult and complex work involved in human resource operations and activities; to assist with the development, implementation and maintenance of the County personnel program and insurance plans; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the Journey Level position in the Human Resource Payroll Specialist series which performs complex and technical human resource assignments with only general supervision.

### **REPORTS TO**

Human Resources Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Assists County staff and the public by answering inquiries concerning personnel transactions, policies, and records, as well as availability and types of employment
- Provides new hire orientation and required paperwork for enrollment into related bargaining unit, health insurance plans, and explains policies and procedures as it relates to payroll
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of employee personnel payroll data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Update payroll database according to specific MOU stipulations.
- Reviews payroll pre calculations of the payroll accounts by resolving payroll discrepancies making appropriate updates.
- Provides payroll and personnel information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures for County compliance issues.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential, up to date and accurate record keeping.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Stays current with labor laws as related to employee payroll.
- Communicates with other County staff regarding potential problems with payroll data.
- Reviews employees personnel action forms for accuracy and make corrections as needed.
- Calculates employees merits and longevity increases by hours worked and dates of employment according to County policies.
- Reviews payroll data base, enters related information into the payroll system according to pay schedules
- Update annual calendar for payroll schedule reflecting payroll periods, paid holidays, and data base due dates.
- Update calendar year employee benefits for copays for health, dental, vision and life insurance by bargaining unit, department heads, elected officials, and unrepresented. Make adjustments in personnel payroll data base and track for accurate payments.
- Calculate, track, and deduct garnishments from employee's disposable income each pay period. Inform employees of garnishment deductions for child support, taxes, vehicle registrations, etc.
- Assist retiring employees with proper paperwork, update them in the data base system with appropriate information and provide updated information to the Auditor's Department. May calculate accrued sick leave for conversion to health benefit payments and enter information into the CalPERS system.

## **HUMAN RESOURCES PAYROLL SPECIALIST II - 3**

### **EXAMPLES OF DUTIES – continued:**

- Balance AFLAC and Colonial employees supplemental insurance claims and remit bill to vendor.
- Prepare and process donation of leave requests and track donated hours according to personnel policies.
- Update state and federal tax tables in the payroll automated system each year as required by law and deadline to assure accurate payroll taxes.
- Update classifications pay scales, codes, and needed information to maintain accurate data base for personnel payroll system.
- Assist with the coordination of the annual personnel budgeting preparation and department reports required for the annual County's budget approval process
- Coordinate request for unemployment insurance claims, State Disability Insurance, warrants, and other required payroll coordination
- Manage disability claims coordination for employee payroll and leave banks
- Assist employees with health insurance enrollment applications and process to appropriate agency for enrollments, enroll in payroll system for payment deductions according to plan.
- Ensure Auditor's Payroll Specialist receives copies of personnel records for payroll processing of paychecks according to deadlines.
- Troubleshoot and update data entry to ensure employees' payroll information is current and information maintained in their personnel file as appropriate documentation.
- Organize and sets up deduction codes for all payroll accounts.
- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates,
- Coordinate employee leaves as it relates to employment benefits, Worker's Compensation, disability, unemployment insurance programs, compensatory time off, and leave banks and keep accurate records.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Coordinate the Affordable Care Act regulations as it relates to health insurance benefits and the affordability.
- Ensure COBRA insurance is offered to applicable employees and their dependents coordinate offer with PERS system requirements.
- Track, update, and maintain the current list of position allocations for the County departments, including allocated positions and filled positions.
- Contributes to Human Resources team by accomplishing related results as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

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



## **HUMAN RESOURCES PAYROLL SPECIALIST II - 4**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Laws, rules and regulations affecting the County's personnel policies and procedures.
- County hiring rules, including procedures used by the California Interagency Merit System, state and federal labor laws.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers, software applications related to administrative support work, such as Excel or other spreadsheet software applications.

#### **Ability to:**

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for word processing, recordkeeping, spreadsheets, and other employee tracking systems.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain professional working relationships at all times.

## HUMAN RESOURCES PAYROLL SPECIALIST II - 5

### **Training and Experience:**

Qualifications needed for this position:

Two (2) years of experience comparable to a Human Resources Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office and administrative experience in a local government payroll office.

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

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

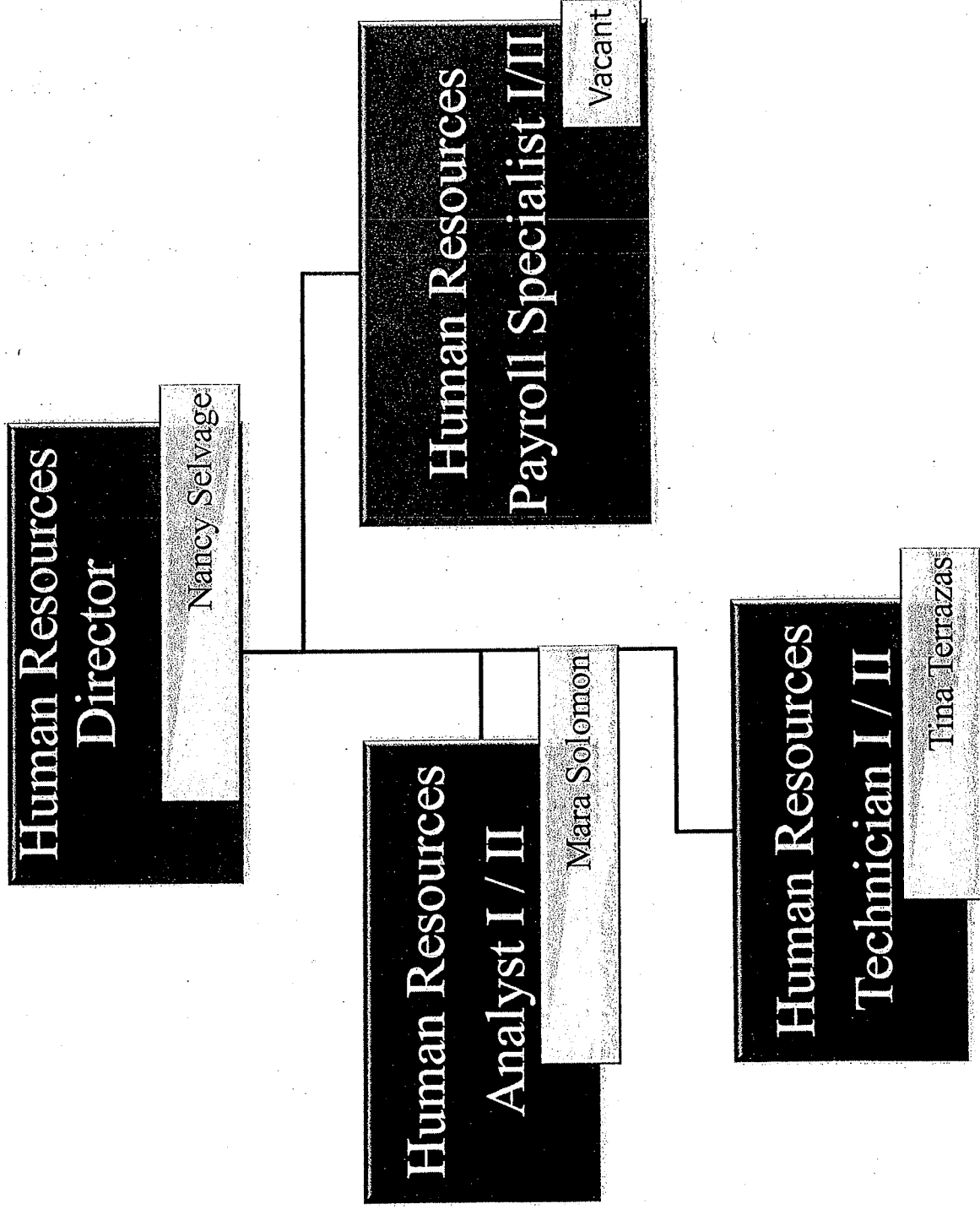
# Exhibit C

## Human Resources Payroll Specialist I

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	New Range				
Regular wages	\$ 42,058.00	\$ 44,179.00	\$ 46,405.00	\$ 48,734.00	\$ 51,189.00
Payroll Specialist II - New	\$ -				
Retirement	\$ 9,394.92	\$ 9,868.71	\$ 10,365.95	\$ 10,886.20	\$ 11,434.60
FICA/Medicare	\$ 3,217.44	\$ 3,379.69	\$ 3,549.98	\$ 3,728.15	\$ 3,915.96
<b>Total</b>	<b>\$ 54,670.35</b>	<b>\$ 57,427.40</b>	<b>\$ 60,320.93</b>	<b>\$ 63,348.35</b>	<b>\$ 66,539.56</b>
HR Tech II - current	\$ 37,232.00	\$ 39,104.00	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00
Retirement	\$ 8,316.88	\$ 8,735.05	\$ 9,171.76	\$ 9,631.70	\$ 10,115.09
FICA/Medicare	\$ 2,848.25	\$ 2,991.46	\$ 3,141.01	\$ 3,298.53	\$ 3,464.07
<b>Total</b>	<b>\$ 48,397.13</b>	<b>\$ 50,830.51</b>	<b>\$ 53,371.77</b>	<b>\$ 56,048.23</b>	<b>\$ 58,861.17</b>
Five Year Differential	Difference \$ 6,273.22				
		\$ 6,596.89			
			\$ 6,949.16		
				\$ 7,300.13	
					\$ 7,678.39
Five year increase to Personnel Budget	\$ 34,797.79				

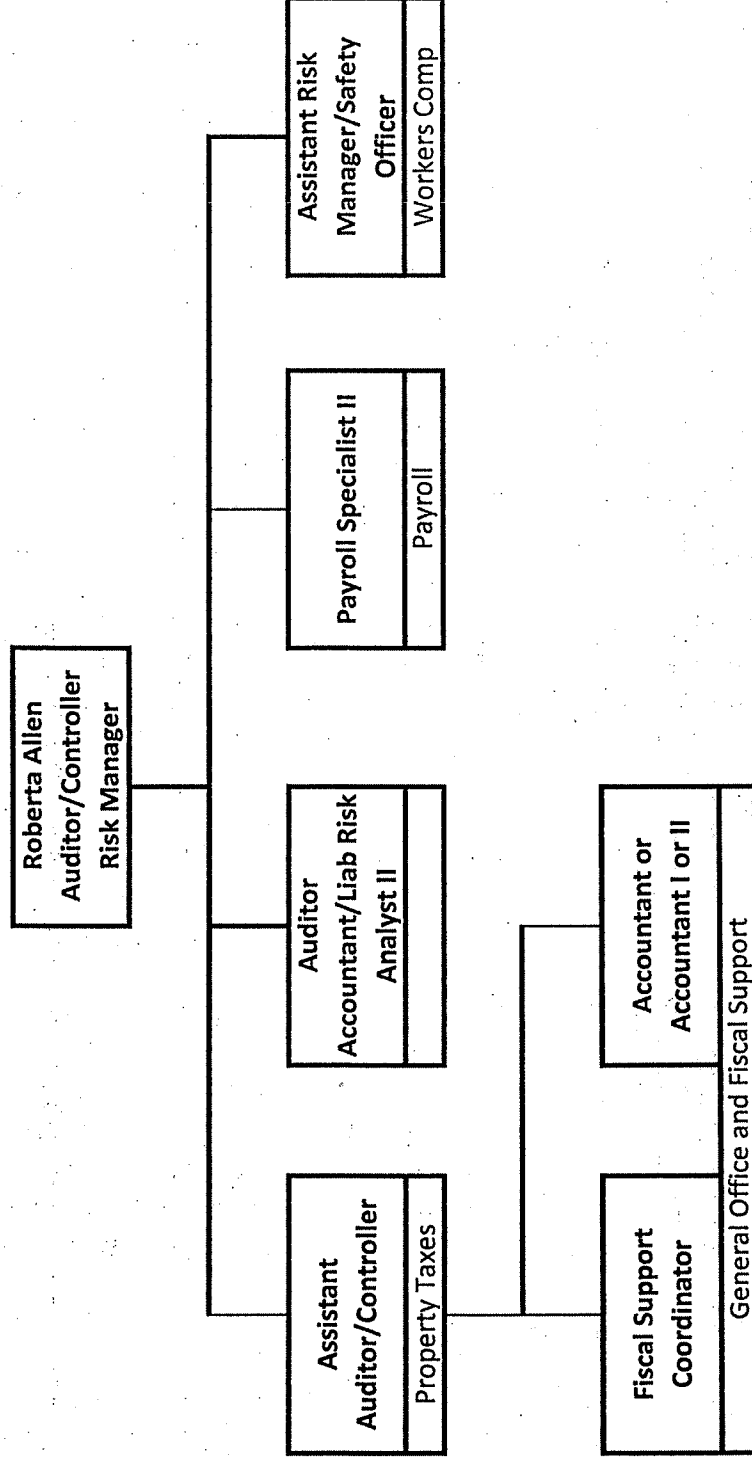
Prepared on March 9, 2017

# Human Resources Department Organizational Chart



# Auditor Department

## Organizational Chart



Payroll Specialist II

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	New Range				
Regular wages	\$ 46,363.00	\$ 48,693.00	\$ 51,147.00	\$ 56,410.00	\$ 59,238.00
Payroll Specialist II - New	\$ -				
Retirement	\$ 10,356.57	\$ 10,877.04	\$ 11,425.22	\$ 12,600.87	\$ 13,232.58
FICA / Medicare	\$ 3,546.77	\$ 3,725.01	\$ 3,912.75	\$ 4,315.37	\$ 4,531.71
<b>Total</b>	<b>\$ 60,266.34</b>	<b>\$ 63,295.06</b>	<b>\$ 66,484.96</b>	<b>\$ 73,326.23</b>	<b>\$ 77,002.29</b>
Payroll Specialist II - current	\$ 37,232.00	\$ 39,104.00	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00
Retirement	\$ 8,316.88	\$ 8,735.05	\$ 9,171.76	\$ 9,631.70	\$ 10,115.09
FICA / Medicare	\$ 2,848.25	\$ 2,991.46	\$ 3,141.01	\$ 3,298.53	\$ 3,464.07
<b>Total</b>	<b>\$ 48,397.13</b>	<b>\$ 50,830.51</b>	<b>\$ 53,371.77</b>	<b>\$ 56,048.23</b>	<b>\$ 58,861.17</b>
<b>Total</b>					
Five Year Differential	Difference	\$ 11,869.20			
		\$ 12,464.55			
			\$ 13,113.19		
			\$ 17,278.00		
				\$ 18,141.13	
Five year increase to Personnel Budget	\$ 72,866.07				

Prepared on March 9, 2017

5A

**Copy of**

**Outdoor Festival Permit Application**  
**(Including Programs & Plans for various County Departments)**

**For The**

**EMISSIONS FESTIVAL**

**at**

**Belden Town Road**

**May 19th through 21st, 2017**



FEST 1-17

DEPARTMENT OF PUBLIC WORKS USE ONLY

Date Recv'd 2/24/17

Receipt No. 147568 \$ 1000.00

PRELIMINARY OUTDOOR FESTIVAL PERMIT APPLICATION

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Department of Public Works  
1834 E. Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Department of Public Works

**A. Applicant (s)**

Name of Festival Emissions

Name of Applicant Camp Question Mark - Michelle Hack-President, Brian Saccomano-Contact, David W

Residence Address 332 Menker Ave, San Jose, Ca. 95128

Mailing Address Same

Telephone Number 408-2959891 E-Mail Address question@campquestionmark.com

Business Address and Telephone Number (If different from above) n/a

\*Applicant must be the promotor of the event. If the application is made by a partnership, the name and mailing address of the responsible general partner must be included. If the application is made by a corporation, the application shall be signed by the president and attested to by the secretary. The address and telephone number of the principal place of business of the applicant shall also be included in the application.

**B. Owner (s)**

(Attach additional sheets if necessary)

Name Ivan Coffmann

Mailing Address Belden Town Resort and Lodge 14785 Belden Town Road Belden, Ca. 95915

Telephone (530) 283-9662

\*Attach letter(s) of authorization signed by the owner(s).

**C. Location of Event**

(Include all lands to be used for parking or incidental purposes)

Street Address Belden Town Resort and Lodge 14785 Belden Town Road Belden, Ca. 95915

Nearest town Twain

Assessors Parcel Number(s) 002-340-002

**D. Dates & Hours of Event**

Dates of Pre-Event Setup: May 15 through 18, after 12pm, 2017

Dates of Actual Event: May 19 through May 21, 2017

Dates of Post Event Activities: May 22 & 23, 12pm to 7pm

Hours of Event Activities for each day of Event: 24/7

**E. Number of Attendees and Staff**

Number of Spectators or Participants for each day of Event We are planning for attendance of 1200 individuals, including all staff, artists & vendors as well as ticket holders

**F. Maps and Diagrams**

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
- (b) Location of adjacent roads, lots, and residences
- (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
- (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
- (e) Location and orientation of loudspeakers
- (f) Location, style, wattage and orientation of all temporary lighting
- (g) Location of camping or other overnight areas
- (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.

**Signature (s) of Applicant (s)**

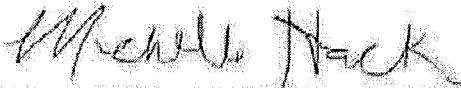
I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.



Signature

2-2-17

Date



Signature

2-2-17

Date

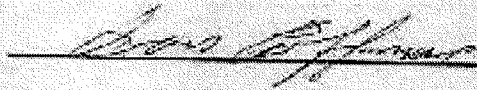
# Attached: Letter of Authorization, Signed By owner

Belden Town Resort  
14785 Belden Town Road  
Belden, CA 95915

To Whom It May Concern,

I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for  
Emissions Test to take place on 5/19-5/21 2017 at Belden  
Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for  
parking (25311 Hwy 70, Twain, CA 95984).

Thank you,



Ivan Coffman - Owner, Belden Town Resort and Lodge

BELDON TOWN RESORT & LODGE  
14785 Belden Town Rd. Belden, Ca. 95915.

14785 Belden Town Rd. Belden, Ca. 95415

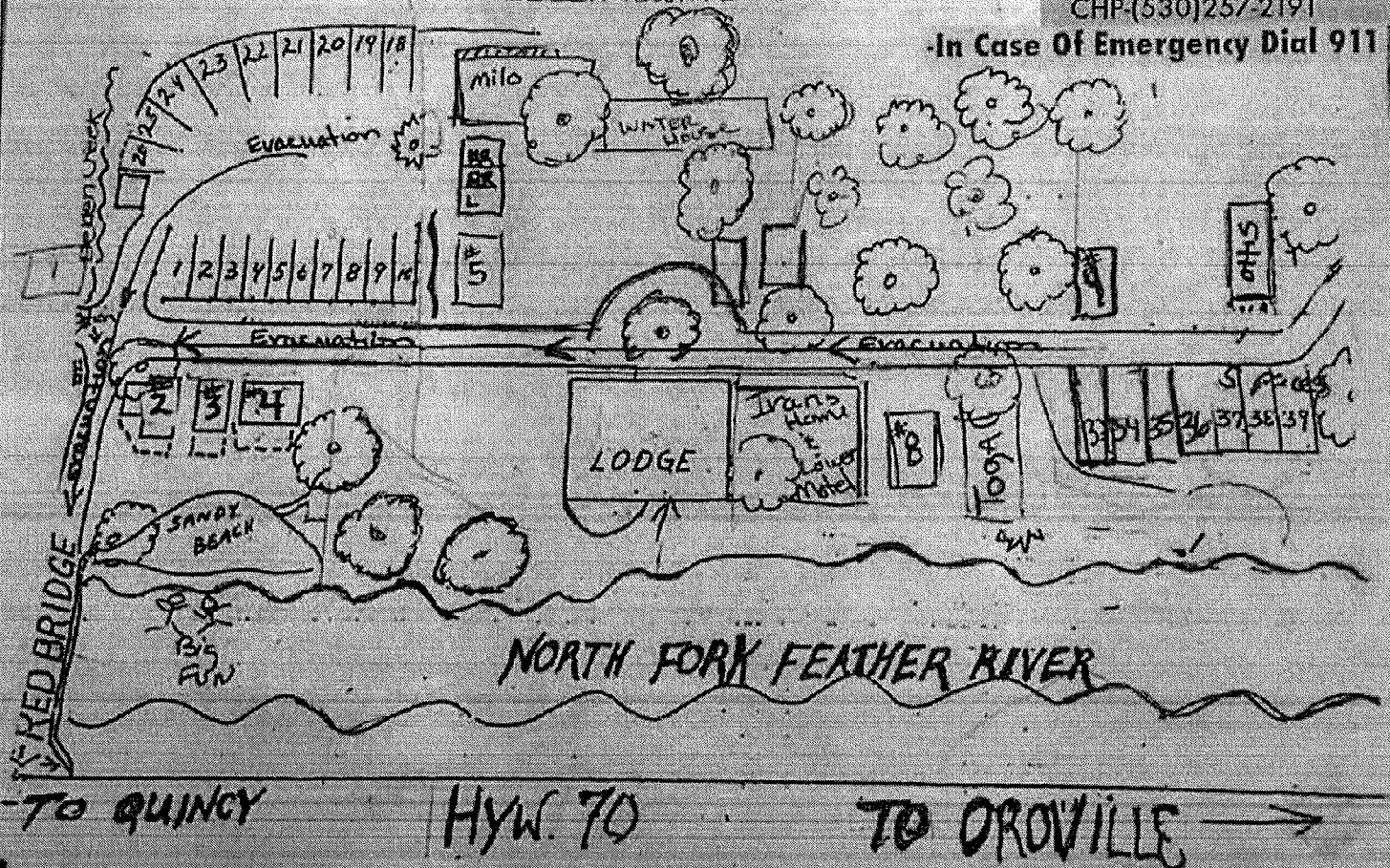
# Wildfires

ELEVATION 210

Police-(530)283-6300

CHP-(530)257-2191

**-In Case Of Emergency Dial 911**





# Camping Overflow

(w/temporary lighting-  
low wattage white led lights  
& porto toilets)

Parking

Toilets (porto)

# Camping

(w/temporary lighting-  
low wattage white led lights)

Parking

**Feather  
River**

**evening  
stage**  
\*(w/temp. led  
lighting) decorative  
speakers ^

**lodge/  
restaurant**  
(toilets)

# Belden Town

( ● = Solid Waste Recepticle )

\*temporary stage light  
power usage-  
Spots qty. 10 = .7a  
Parcans qty. 20 = .3 a  
Qty. 3 - 10 watt rgb projectors  
Qty. 2 - 4 watt rgb projectors.

Toilets (porto's main)

v  
v  
v  
v  
v

Drinking  
Water  
Faucet

**evening  
stage**  
\*(w/temp.led  
lighting) deco.  
speakers ^

**daytime  
only  
stage**  
speakers >

Emergency  
Communications

Toilets

**GATE/  
Traffic  
Control  
Turn Around  
Area-  
Off Main  
Rd.**

Medical Facilities Area

< Access Road In/Out Town >

< Main Road >

< Main Road >

Parking

Parking

Parking

Waste  
Dumpster

### SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION

Describe below, or on an attached sheet, an explanation of the proposed event including plans describing the following information. Include the signature of the approving County authority as required. Programs and plans must be consistent with preliminary application.

**a) Commercial Liability Insurance      Emissions**

Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager:      520 Main Street, Room 205  
Quincy, CA 95971  
(530) 283-6041

**County Agency Approval:**

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.

Roberta M. Allen  
Plumas County Risk Manager

John D. Allen      3/28/17  
Signature / Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>EventInsuranceNow</b> a division of <b>JD Fulwiler &amp; Co. Insurance, Inc.</b> <b>5727 SW Macadam Ave</b> <b>Portland OR 97239</b>	<table border="1"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Brigit Whitecarver</td> </tr> <tr> <td><b>PHONE (A/C No. Ext):</b> 503-977-5648</td> <td><b>FAX (A/C No):</b> 503-977-5845</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> events@eventinsurancenow.com</td> </tr> <tr> <td colspan="2"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td colspan="2"><b>INSURER A:</b> Starr Indemnity &amp; Liability Company</td> </tr> <tr> <td colspan="2"><b>INSURER B:</b></td> </tr> <tr> <td colspan="2"><b>INSURER C:</b></td> </tr> <tr> <td colspan="2"><b>INSURER D:</b></td> </tr> <tr> <td colspan="2"><b>INSURER E:</b></td> </tr> <tr> <td colspan="2"><b>INSURER F:</b></td> </tr> </table>	<b>CONTACT NAME:</b> Brigit Whitecarver		<b>PHONE (A/C No. Ext):</b> 503-977-5648	<b>FAX (A/C No):</b> 503-977-5845	<b>E-MAIL ADDRESS:</b> events@eventinsurancenow.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> Starr Indemnity & Liability Company		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURED</b> Camp Question Mark 332 Menker Avenue San Jose, CA 95128	<b>NAIC #</b>																				

## COVERAGES

**CERTIFICATE NUMBER:**

REVISION NUMBER:

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A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		1000108878	05/19/2017 12:01 AM	05/23/2017 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						FIRE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMPROP AGG \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							Employee Benefits \$
OTHER:							
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
<input type="checkbox"/> ALL OWNED AUTOS							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS							PROPERTY DAMAGE (Per accident) \$
							\$
<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ none							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>						E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule may be attached if more space is required)

The certificate holder below are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

**CERTIFICATE HOLDER**

**Belden Town Resort & Lodge**  
14785 Belden Town Rd.  
Belden, CA 95915

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

**Brigitt Whitescarver**

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/22/2017

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<b>PRODUCER</b> EventInsuranceNow a division of JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave Portland OR 97239		<b>CONTACT NAME:</b> Brigitt Whitescarver <b>PHONE (A/C, No, Ext):</b> 503-977-5648 <b>FAX (A/C, No):</b> 503-977-5845 <b>E-MAIL ADDRESS:</b> events@eventinsurancenow.com	
<b>INSURED</b> Camp Question Mark 332 Menker Avenue San Jose, CA 95128		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Starr Indemnity & Liability Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	1000108878	05/19/2017 12:01 AM	05/23/2017 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	FIRE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$ none					EACH OCCURRENCE \$
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder below are named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period.

<b>CERTIFICATE HOLDER</b> County of Plumas 1834 East Main Street Quincy, CA 95971	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Brigitt Whitescarver
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<b>CERTIFICATE HOLDER</b> Plumas Forest Service, US Dept of Agriculture Mount Hough Ranger District 39696 Hwy 70 Quincy, CA 95971	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> Brigit Whitecarver
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	MED EXP (Any one person) \$ Excluded					
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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION'S none					PRODUCTS - COMP/OP AGG \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				Employee Benefits \$
						COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						EACH OCCURRENCE \$
						AGGREGATE \$
						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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## CERTIFICATE HOLDER

## CANCELLATION

State of California, its officers,  
and employees  
PO Box 496073  
Redding, CA 96049

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Britt Whitescarver

© 1988-2014 ACORD CORPORATION. All rights reserved.

**b) Police Protection and Security Emissions**

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.

Plumas County Sheriff: 1400 East Main Street  
Quincy, CA 95971  
(530) 283-6375

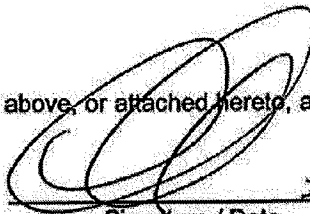
In regard to Protection and Security: Belden Security and our hired professional security team will provide the security for this event. We will have a complete professional security staffing team on staff. They are fully licensed and carry current security 'Guard Cards' (Security Card Licenses from Bureau of Security & Investigative Services). Our fully licensed professional security staff combined with Belden's internal security team, will be working together to completely secure the event & all it's attendees. All guards will be easily recognizable with distinct security uniforms and badges as well as all security staying in constant contact with radio's for immediate response. Several patrols will happen throughout. There will always be at least one patrol (2 guard team) on duty at all times during the event. There will be 24 hr. professional licensed security for the entire festival time with an extra patrol constantly available in case anything critical arises. Belden security will also be doing patrols throughout and aware of any potential issues or emergency situations.

Underage Drinking & Illegal Substance Abuse Prevention: We will not be serving any alcohol at all for this event. Belden has a bar but we don't inform the patrons of this as it is not a part of our event. We have not had any issues or emergencies in regard to alcohol at this event & we will work to keep it that way. The vast majority of our attendees are 21 years or over. The security staff will be looking for any problems and issues including underage drinking or illegal substance situations. If any of these problems are located or brought to securities attention the offenders will be evacuated from the event & premises. The security staff will inform patrons of not allowing these situations and the consequences accordingly. The Belden staff & security will also be looking out for any of these types of situations and not allowing them to occur.

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

UNO-SHERIFF Denis Courlier  
Plumas County Sheriff

  
Signature / Date 2/1/17

### c) Emergency Preparedness Plans Emissions

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

Plumas County Office of Emergency Services:

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6332

#### Emergency Preparedness Plans-

The Belden Staff & our licensed security staff are professionally trained to respond to any emergency situations that could arise. If anything should happen they will be actively working to locate issues & implement the emergency plans necessary. They will be in constant communication with each other and then the patrons in the event of an emergency situation.

#### Fire Protection:

Fire Patrol will be done by Belden staff & Security officers. They will be constantly patrolling and seeking out any possible fire situations, on foot at all times during the event. Along with event staff patrolling the grounds for any situations as well.

Communication in the event of an emergency- In the event of an emergency the professional security guard staff will be staying in constant contact between each other with radios for immediate response. These radios will also be able to contact emergency responders if necessary. Additionally event staff and Belden staff communicate on radio between each other. And Belden staff is also able to notify emergency responders through their local phone service as well, to help with contact in case of a wildfire. Also there are Belden's loud speakers, the events loud speakers and event bullhorns to be used for emergency communication if needed. Belden staff will be involved with all fire response. Additionally there will be 24 hr. professional licensed security for the entire festival time and they will be responding to any and all incidents within the event as well. All guards will be easily recognizable with distinct security uniforms and badges as well as all security staying in constant contact with Belden staff & each other.

Fire Equipment- 1 Fire engine / 2 fire hydrants / 1 sub-fire hydrant at water shed (3 nozzles) / Fire suppression units on building structures / Multiple shovels and picks (many) / Large amount of Fire Extinguishers (6 in building, many more for the entire property) / 26 fire hoses & 36 water hoses-

10-1.5 inch (100 ft ea).

8-1 inch (100 ft ea)

3- 2 inch (50 ft ea)

2 - 3 1/2 inch (100 ft ea)

\*With adapters/reducers for max. efficiency & hookups throughout the entire property

Additionally the security staff and the event staff will be supplying their own fire extinguishers & shovels to cover all other areas of the event.

#### Prevention of Wildfires:

All patrons of the event will be informed that there are no fires allowed, including campfires, fire performance or open flame at all. Also that camping stoves are not allowed without a permit in accordance with USDA Forest Service regulations. Fire prevention signs will be posted at the front gate/check in area, at the main lodge/venue restaurant, at the main portable restroom area and at the entrance to the camping. Along with everywhere that the Belden property has their wildfire prevention signage posted.

#### Prevention of specific potential wildfire causes:

-Smoking: If it is deemed unsafe for smoking, we will establish smoking sections located in safe areas to accommodate this & inform patrons. Not to be located around any brush, dry grass or flammable materials. There will be nearby water or fire extinguishers to aid in case of emergency in these areas.

-Parking in dry grass: Cars will not be allowed to park in dry grass areas only in the designated parking areas. If there is a potential for a car to be near a dry grass area, the car will be made to cool down to an appropriate temperature before being allowed to park. Additionally we will either remove the dry brush or water down the potential parking spot area to make sure it won't be susceptible to heat or combustion.

-Campfires & Camp Stove use: To ensure neither of these are used we will inform patrons through information outlets before the event. Also they will be informed when they arrive and check in to the event. Then it will be listed in the event information handout given to everyone when they arrive. During the event, security will be patrolling the camping areas and looking for either of these being utilized and stop it immediately then inform that they can apply for a permit for them.

-Fireworks, generators portable equipment: Absolutely no fireworks or use of portable equipment (welding, cutting, chainsaw) will be allowed at the event. Attendees will be informed of this through information outlets before the event. Also they will be informed when they arrive and check in to the event. Security & Belden staff will respond to any potential situations of fireworks or portable equipment use. There are no plans to use generators for this event. If for any reason they are used, it will be in compliance with Cal. PRC 4442 & used on land that is not forest covered, brush covered or grass covered. The grounds surrounding will be cleared of all flammable material.

#### Evacuation Plan:

The visual evacuation plan is detailed on the attached map. Evacuation routes will be identified to the attendees through the gate staff before they are allowed to enter the event. Besides the verbal informing, the evacuation routes will be listed in the printed event guide & shown on this event diagram/map.

If our event is notified of a need for evacuation from CalFire, CHP, Sheriff's Office or Plumas County officially, all security & staff will join with Belden staff & security to begin evacuation. In the case of an immediate evacuation Belden has a loud speaker system to announce to the attendees we are at the point of evacuation to leave cars behind and just get out, if necessary. Additionally staff will sweep with bullhorns surrounding evacuation.

Belden's evacuation team will be directing the non-driving people across the bridge and over to the rest area. & we will help make sure everyone is evacuated. They will wait for pickup there. Onsite vehicles will be directed to RV area to fill remaining seatbelts supplied seats to assist evacuation. They will then be directed to proceed on Highway 70 to an offsite parking area for drop off. Vehicles will return to Belden from the offsite lot to load patrons at the rest stop across Highway 70 & bridge. They will then be directed to proceed southwest on the evacuation route as directed by CalFire/CHP/Sheriff/Plumas County. Belden has stated the evacuation will be directed on highway 70 West, as emergency vehicles will be coming from Quincy.

The staff, residents, and security teams at Belden will be handling traffic control, in case of a fire or other emergency evacuations. The vehicles will be parked facing out towards the bridge when parked on property, to avoid complications with traffic making its way out as quickly and safely as possible. (\*Evacuation map attached)  
To be prepared for any potential emergency situations the roadways and entire evacuation routes will remain clear of any and all obstructions at all times during the event. Vehicles will be available onsite for proper evacuation. Belden staff will be in control of the evacuation plan execution & our staff/security will help with this plan as needed.

#### Phone contact numbers for Belden staff (For emergency evacuation or other):

630-283-9642 bar,  
630-927-9649 Rich Folen cell,  
630-284-8154 home  
630-518-3037 BC Cameron cell  
630-927-7067 Ivan Coffman Cell,  
630-283-9341 Jody Coffman house,  
630-616-0846 Frank Boswell

Evacuation Route Identification- (\*See attached evacuation map)

#### County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

SHERIFF GREGORY HAGWOOD  
Director, Plumas County OES

[Signature] 3/1/17  
Signature / Date



# Camping Overflow

(w/temporary lighting-  
low wattage white led lights  
& porto toilets)

Parking

Toilets (porto)

# Camping

(w/temporary lighting-  
low wattage white led lights)

**Feather  
River**

**evening  
stage**

\*(w/temp. led  
lighting) decorative  
speakers ^

Parking

lodge/  
restaurant  
(toilets)

# Belden Town

(● = Solid Waste Recepticle)

\*temporary stage light  
power usage-  
Spots qty. 10 = .7a  
Parcans qty. 20 = .8 a  
Qty. 3 - 10 watt rgb projectors  
Qty. 2 - 1 watt rgb projectors.

Parking

Parking

Drinking  
Water  
Faucet

**evening  
stage**

\*(w/temp.led  
lighting) deco.  
speakers ^

**→ = EVACUATION  
ROUTE**

**X = FIRE HYDRANT**

**⊗ = ADDITIONAL WATER  
SOURCE**

Emergency  
Communications

Toilets

**GATE/  
Traffic  
Control  
Turn Around  
Area-  
Off Main  
Rd.**

Parking

Waste  
Dumpster

Medical Facilities Area

Access Road In/Out Town

**daytime  
only  
stage**

speakers >

## Emissions

### a) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127  
Quincy, CA 95971  
(530) 283-6355

#### For Water Supply:

Belden has two full permitted water sources available. Additionally Belden will be selling bottled water in their store for all patrons of the event. Included on the property there is an onsite fresh water fountain available for free to all attendees. There will be flyers passed out, staff informing people & signs posted reminding everyone to stay hydrated. Along with staff telling people to bring plenty of water to the event beforehand.

#### Food Provisions:

Belden's onsite restaurant, with water & refreshments, will be open every day from 7am until 10 pm. Belden's kitchen is set up to sanitarily handle & prepare food in regulation with the Plumas County Health Department. All food served will be in compliance with any and all health codes required. Plus the onsite Belden general store that will be fully stocked with water & food for the duration of the event, before and after. If any food booths are included in the event they will all be permitted through Plumas County Environmental Health and all organized by our event's food vendor coordinator, Michelle Hack. The food vendor coordinator will contact the Environmental Health Department no later than 4 weeks before the event date to coordinate all food sanitation issues. All food booths will be required to operate in full compliance with all county health regulations.

#### For Sanitation Facilities:

We will again be using Plumas Sanitation out of Portola (a Plumas County permitted vendor). They will bring a minimum of 48 portable toilets and 4 wash stations. The portable restrooms will be placed conveniently within the event with a minimum of 2 located at the offsite parking area along with a waste dumpster. All portable toilets will be contracted to be cleaned out at least one time per day. Also serviced and maintained daily in a sanitary manner. Additionally, Belden has permanent onsite bathrooms in the lodge, two outdoor bathrooms, many hotel room bathrooms, plus ten cabins all with bathrooms.

#### For Waste & Recycling:

We have an extensive trash plan & crew that have been in place for all the past events. We are a 'Leave No Trace' team and try to tell our patrons to do so as well. But to make sure everything is taken care of no matter what we handle any and all waste. To oversee the recycling for the event we hire a professional 'Zero Waste' Recycling team. We will have recycling/trash stations set up at various areas around the event that will be maintained multiple times every day of the event by the recycling team & also event staff to prevent odors, leakage and overflow. We will have our extremely thorough cleanup crew, along with the recycling staff & the Belden Staff that will all work together to clean the entire site (including the camping area) during and after the event for as long as it takes to be completely cleared of all debris with all materials properly processed, bagged and removed from the property. Also we will be renting the appropriate number of dumpsters from Feather River Disposal for debris/trash removal to keep the waste contained and serviced to prevent odors, leakage overflow or flies & rodents. At least one in the event area & the other in the offsite parking area. Along with our 'zero waste' recycling staff removing all recyclable material within 48 hours of the event close to a proper nearby waste facility. They will be fully supplied with all materials needed to maintain and control the recycling in a sanitary manner to prevent odor, leakage and access for rodents or other animals. Any unsorted material left over after that allotted time period will be properly bagged accordingly and placed in the bins provided by the solid waste franchisee [Feather River Disposal] for disposal. Each year we are more and more dedicated to leaving the area cleaner than before we arrive.

#### County Agency Approval:

The plans described above, or attached hereto, are approved for the event as described in this application.

PAT SANDERS, REHS III  
Plumas County Environmental Health

[Signature] 3/2/17  
Signature / Date



**Camping Overflow**  
(w/MORE trash/recycling containers  
& porta toilets)

**Camping**  
(w/temporary lighting-  
low wattage white led lights)

**Feather  
River**

**Belden Town**

● = Solid Waste Recepticle

□ = Waste  
Dumpster

W = Outdoor Water Source

Toilets (porto)

Parking

lodge/  
restaurant  
(toilets)

Toilets (porto's main)

W  
Drinking  
Water  
Faucet

● **evening  
stage**  
\*(w/temp. led  
lighting) deco.  
speakers ^

Medical Facilities Area

**daytime  
only  
stage**  
speakers >

**evening  
stage**  
\*(w/temp. led  
lighting) decorative  
speakers ^

Emergency  
Communications

Toilets

GATE/  
Traffic  
Control  
Turn Around  
Area-  
Off Main  
Rd.

Waste  
Dumpster

Parking

Parking

Parking

Parking

< Main Road >

< Main Road >

< Access Road In/Out Town >

e) Medical Facilities & Services Emissions

Describe the medical facilities and services, including access for ambulances and paramedics or emergency medical technicians for the proposed event to the satisfaction of the Plumas County Health Officer.

Plumas County Public Health Agency

270 County Hospital Rd. Ste. 206  
Quincy, CA 95971  
(530) 283-6330

**For Medical Facilities & Services:**

This event will have fully licensed medical staff onsite for the duration of the entire event and available 24/7. For the past 7 years Emissions has never had a serious medical situation arise. Of the minimal amount of medical issues at all, there has only been one needing ambulance assistance. And that was more than was needed, just precautionary. We are committed to keeping it safe and minimizing any possibility of medical issues.

We will hire at least 2 California licensed EMS medical technicians (min 1 EMT-P & 1 EMT-B) from the local hospital along with technicians within our hired security team, to operate the medical operations for the event onsite 24/7. They will communicate through the professional radio system used by security and the medical staff, and have contact with 911 if necessary. Besides their cellular phones as backup, there is also an in-house land line phone at Belden to reach 911 or emergency services if radio is not available for any reason.

The clearly labeled medical tent will be set up at the Facilities and Services area; i.e. Belden's old garage area (less than 50 ft. from the bridge), and easily accessible to all patrons. The medical area will have a 24 hr. medical staff available at all times. Also security, Belden staff & event staff will be constantly patrolling and seeking out any possible medical situations, on foot patrol at all times. There will be a vehicle made available for any medical emergencies needing transportation or transporting of medical supplies.

The medical team & area will be stocked with all necessary medical supplies for this event, & kept readily available for possible situations. This will also include an Automated External Defibrillator (AED) with a person certified in its use, an adult BVM (bag-valve-mask) device, availability of oxygen & nasal cannula, epinephrine for IM use (EpiPen), & Naloxone for IM/IN use (available OTC) & basic airway, splinting, & immobilization devices onsite 24/7.

The medical staff will fill out the ICS Form 206 Medical Plan no later than 2 weeks prior to event date.

**For Emergency Access:**

The main road through Belden will provide access for ambulances and paramedics or emergency medical technicians throughout the entire length of the property. It will never be blocked or unable to be used. There is a nearby (or onsite) tow truck if needed to remove blockage A.S.A.P. Also our licensed professional security staff is trained in assisting medical emergency situations & will always be helping with any medical issues or emergency access needs at any time during the event.

We also have an extensive evacuation plan if an emergency situation comes up. \*Please see 'Evacuation Plan' section of this permit application.

**Some Additional Medical Emergency Related Info:**

Along with the hired professional medical technicians, our security staff have members with medical certification & CPR certification to assist and provide more medical aid. Also on our event staff we have at least one certified nurse with extensive emergency medical training. We have also had 2 staff members that are certified EMT's working as event staff but still available to assist in case needed.

The Belden Staff & our licensed security staff are professionally trained to respond to any emergency situations that could arise. If anything should happen they will be actively working to locate issues & implement the emergency plans necessary. They will be in constant communication with each other and then the patrons in the event of an emergency situation. They will be easily identifiable and patrolling at all times during the event.

We inform attendees of possible dangers and safety measures before the event and onsite in the program or when checking in.

No alcohol will be sold or distributed by event staff or any vendors at the event, to any patrons.

All patrons of the event will be informed that there are no fires allowed. Including campfires, fire performance or open flame at all. Also that camping stoves are not allowed without a permit in accordance with USDA Forest Service regulations. Fire prevention signs will be posted at the front gate/check in area, at the main lodge/venue restaurant, at the main portable restroom area and at the entrance to the camping. Along with everywhere that the Belden property has their wildfire prevention signage posted. For more on fire prevention and safety measures please see the 'Emergency Preparedness & Fire Protection' section of this permit application.

Belden's trained and established staff will handle all responsibility for maintaining safety, etc. within their lodge (restaurant/bar) for all visitors, patrons, especially non-ticket holders including hikers from along the Pacific Crest Trail.

**County Agency Approval:**

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

Mark Satterfield, M.D.  
Plumas County Health Officer

[Signature] 7/24/12  
Signature / Date