

BOARD OF SUPERVISORS

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

**AGENDA FOR MEETING OF MAY 15, 2012 TO BE HELD AT 10:00 A.M. IN THE
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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

INVOCATION AND FLAG SALUTE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

ACTION AGENDA

Convene as the Flood Control District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

1. 10:10 FLOOD CONTROL & WATER CONSERVATION DISTRICT – Randy Wilson
Approve and authorize the Chair to sign letter of intent to participate in ongoing efforts to address fish passage issues in the tributaries to the North Fork Feather River, Plumas and Butte Counties.

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

2. 10:20 ELECTIONS – Kathleen Williams
Presentation of *Certificates of Appreciation* by the Secretary of State recognizing the longest serving poll workers; recognition of Betty Ramelli of Vinton and Bettyjean Hyden of Taylorsville
3. 10:35 MEMBER OF THE PUBLIC – Marsha Roby
Request for adoption of a **RESOLUTION** to reject the United States Supreme Court's "Citizen's United" decision stating that corporations are people and have the same constitutional rights as people. **Roll call vote**
4. 10:45 BOARD OF SUPERVISORS
 - A. Mental Health Director: Discussion and direction to staff concerning recruitment of prospective candidates to fill the vacancy of Mental Health Director created by retirement of John Sebold
 - B. County Librarian: Discussion and direction to staff concerning recruitment of prospective candidates for the position of County Librarian
 - C. Auditor/Controller: Discussion and direction to staff concerning recruitment of prospective candidates to fill the vacancy in the office of Plumas County Auditor/Controller created by the resignation of Shawn Marie Montgomery
 - D. Scheduling of additional date(s) for special meeting(s) of the Board of Supervisors: Discussion, and possible setting of additional date(s) for meeting(s) of the Board of Supervisors in the month of May 2012 in order to provide direction to the Auditor's Office in the preparation of the Proposed Budget for Plumas County for Fiscal Year 2012-2013
 - E. Appoint a contact person to work with Big Fish Creations for website development services for Plumas County Visitors Website. Supervisor Kennedy
 - F. Correspondence

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

H. Appointments

TRINDEL BOARD OF DIRECTORS

Appoint Pat Bonnett as alternate to the Trindel Board of Directors

5. **DEPARTMENTAL MATTERS**

A. **PUBLIC WORKS** – Robert Perreault

- 1) Request for approval of revised “Log Disposal Policy” as presented. Approved as to form by County Counsel
- 2) Approval of Professional Services Agreement for On-Call Environmental/CEQA & NEPA Consulting Services for miscellaneous Public Works Projects and Road and Bridge Improvement Projects. Approved as to form by County Counsel

B. **MENTAL HEALTH** – John Sebold

Consider request of correction to the salary grid for Mental Health Therapist I/II, and Behavior Health Therapist I/II to assure competitive hiring potential with regard to other counties. Discussion, possible action and/or direction to staff

C. **PLANNING** – Randy Wilson

Status report regarding the General Plan Update: Consider direction to staff to not accept any General Plan Amendments until the General Plan Update is complete; and further direction to continue to make findings on discretionary projects such as tentative maps and special use permits that approval of such permits will not interfere with the future adopted General Plan. Discussion, possible action and/or direction to staff

D. **HUMAN RESOURCES** – Gayla Trumbo

- 1) Adopt **RESOLUTION** to recognize the Sheriff’s Administrative Unit as a Bargaining Unit. **Roll call vote**
- 2) Adopt **RESOLUTION** approving job descriptions of Probation Office Assistant I/II/III; Probation Legal Services Assistant I/II; and Probation Department Fiscal Officer I/II to the County Classification Plan. **Roll call vote**
- 3) Adopt **RESOLUTION** identifying the Probation Department Unit and the Probation Mid-Management Unit as a separate recognized unit represented by Operating Engineers Local #3. **Roll call vote**

6. **CONSENT AGENDA**

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

A. **BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Mohawk Valley 4th of July Activities June 30 – July 01, 2012)

B. **ENVIRONMENTAL HEALTH**

Adopt **RESOLUTION** authorizing annual submittal of the Local Enforcement Agency (LEA) grant for FY 2012-2013 and authorize the Director of Environmental Health to sign various assurances.

C. SHERIFF

- 1) Approve and authorize the Chair and the Sheriff to sign Services Level Agreement/Bailiffs and Court Security contract between Plumas County Sheriff and Superior Court of California, County of Plumas. Approved as to form by County Counsel
- 2) Approve and authorize the Sheriff to sign service agreement with A & P Helicopters, Inc. (PCSO00001) in the amount of \$50,000.00 for the period of 06/01/12 to 12/31/12. Approved as to form by County Counsel
- 3) Approve and authorize the Sheriff to sign service agreement with P.J. Helicopters, Inc. (PCSO00053) in the amount of \$50,000.00 for the period of 06/01/12 to 12/31/12. Approved as to form by County Counsel
- 4) Adopt **RESOLUTION** and authorize the Sheriff to execute Boating Safety & Enforcement Financial Aid Program Contract with the State of California Department of Boating & Waterways for FY 2012-2013 funding award

D. PUBLIC HEALTH AGENCY

Approve and authorize the Chair to sign various service agreements related to The Ryan White Program, Part C and ratify services previously performed thereunder. Approved as to form by County Counsel

<u>Agreement Number</u>	<u>Subcontractor</u>	<u>Amount</u>
PARTC1213ASMUTH	Asmuth, David (M.D.)	2,400.00
PARTC1213ASUR	ASUR Volunteer Services	9,000.00
PARTCBROWN	Brown, Rhonda (R.N.)	4,100.00
PARTC1213GNC	Great Northern Corporation	5,375.00
PARTC1213KARUK	Karuk Tribe	20,625.00
PARTC1213LCPH	Lassen County Public Health	9,250.00
PARTC1213NRHC	Northeastern Rural Health Clinics	16,250.00
PARTC1213JP	Pereira, Jennifer	3,000.00
PARTC1213PDH	Plumas Hospital District	16,250.00
PARTC1213RCCMG	Redding Critical Care Medical Group	7,200.00
PARTC1213SCOTT	Scott, Barbara (Dietitian)	5,000.00
PARTC1213SCPH	Siskiyou County Public Health	16,125.00
PARTC1213SMG	Siskiyou Medical Group	22,320.00

E. PROBATION-AB109

Approve and authorize the Probation Department to implement the Alternative Sentencing Program; and authorize the Chief Probation Officer to sign the contract with Satellite Tracking of People and implement the fee schedule accordingly. Approved as to form by County Counsel

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Director of Public Health
- B. Conference with Legal Counsel – Existing litigation: *Kaye Hancock vs. County of Plumas, et al.*, Plumas County Superior Court, Case No. CV09-00255
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, June 05, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.



PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

AGENDA REQUEST

for the May 15, 2012 meeting of the FC&WC District Governing Board

May 2, 2012

To: Honorable Governing Board

From: Randy Wilson, Co-Manager – Planning *RW*

Subject: Letter of Intent-A Statement of Intent to participate in ongoing efforts to address fish passage issues in the tributaries to the North Fork Feather River (NFFR) Plumas and Butte Counties, California.

Background:

In 2007 an attempt was made to develop a Memorandum of Understanding (MOU) titled, A Coordinated Approach To Restoring Fish Passage On Tributary Streams In The North Fork Feather River Canyon. The parties to this MOU were the Plumas National Forest, California Department of Fish and Game, Caltrans, Pacific Gas and Electric, Union Pacific Railroad (UPRR), Old Mill Ranch Homeowners Association, Feather River Flyfishers, Trout Unlimited, Meadowbrook Conservation Services. This MOU was not agreed upon by all of the parties and was never signed. Attached in an analysis of responses by the parties to the proposed MOU.

As a result of the MOU not being signed and implemented the effort became to develop a Letter of Intent, which is before you today for your consideration. The proposed Letter of Intent is not as comprehensive as the proposed MOU. However, the Letter of Intent states, "Signatories to this letter of intent hereby represent their organization's willingness and desire to participate meaningfully in the effort to correct fish passage problems in the NFFR." As an example when Caltrans or UPRR are conducting bridge or culvert maintenance there is a commitment to correcting fish passage problems when the structure is scheduled for maintenance or replacement.

The Letter of Intent has some new parties involved. Along with those identified in the proposed MOU, Plumas County, American White Water, California Sportfishing Protection Alliance, a Rush Creek Property Owner are now on the signature list for the Letter of Intent.

ACTIONS FOR CONSIDERATION:

Staff recommends the Plumas County Flood Control District Board review the proposed Letter of Intent and approve the Letter of Intent authorizing the Chair of the Board to sign Letter of Intent.

RESOLUTION NO. 12-

Proposed resolution from the Plumas County Board of Supervisors to reject the United States Supreme Court's "Citizen's United" decision that says that corporations are people and have the same constitutional rights as people.

Whereas, government of, by, and for the people has long been a cherished American value, and We The People's fundamental and inalienable right to self-govern, and thereby secure rights to life, liberty, property, and the pursuit of happiness is guaranteed in the US Constitution and the Declaration of Independence, and;

Whereas, free and fair elections are essential to democracy and effective self-governance, and;

Whereas, persons are rightfully recognized as human beings whose essential needs include clean air, clean water, safe and secure food, and;

Whereas, corporations are entirely human-made legal fictions created by express permission of We The People and our government, and;

Whereas, corporations can exist in perpetuity, can exist simultaneously in many nations at once, need only profit for survival, and exist solely through the legal charter imposed by the government of We The People, and;

Whereas, in addition to these advantages, the great wealth of large corporations allows them to wield coercive force of law to overpower human beings and communities, thus denying We The People's exercise of our Constitutional rights, and;

Whereas, corporations are not mentioned in the Constitution, and The People have never granted constitutional rights to corporations, nor have We decreed that corporations have authority that exceeds the authority of We The People of the United States, and;

Whereas, interpretation of the US Constitution by appointed Supreme Court justices to include corporations in the term 'persons' has long denied We The Peoples' exercise of self-governance by endowing corporations with Constitutional protections intended for We The People, and;

Whereas, the illegitimate judicial bestowal of civil and political rights upon corporations usurps basic human and Constitutional rights guaranteed to human persons, and also empowers corporations to sue municipal and state governments for adopting laws that violate 'corporate rights' even when those laws serve to protect and defend the rights of human persons and communities, and;

Whereas, corporations are not and have never been human beings, and therefore are rightfully subservient to human beings and governments as our legal creations, and;

Whereas, large corporations' profits and survival are often in direct conflict with the essential needs and rights of human beings, and;

Whereas, the recent Citizens United v. the Federal Election Commission Supreme Court decision that rolled back the legal limits on spending in the electoral process creates an unequal playing field and allows unlimited spending by wealthy individuals, corporations and other entities to influence elections, candidate selection, policy decisions and sway votes, and forces elected officials to divert their attention from The Peoples' business, or even vote against the interest of their human constituents, in order to ensure competitive campaign funds for their own re-election, and;

Whereas, the judicial interpretation to construe spending money in political campaigns is contrary of the notion of one person, one vote and allows those with the most money to have an unfair advantage in a political system that should be about ensuring that all citizens have equal access to the political process and to influencing the outcome of elections, and;

Whereas, money is property, not speech, and;

Whereas, large corporations own most of America's mass media and use that media as a megaphone to express loudly their political agenda and to convince Americans that their primary role is that of consumers, rather than sovereign citizens with rights and responsibilities within our democracy, and this forces citizens to toil to discern the truth behind headlines and election campaigning, and;

Whereas, tens of thousands of people and municipalities across the nation are joining with the Move to Amend campaign to call for an Amendment to the US Constitution to Abolish Corporate Personhood and the doctrine of Money as Speech;

Therefore be it resolved that the Plumas County Board of Supervisors in Quincy, California hereby calls on our California Senators Barbara Boxer and Diane Feinstein and our Congressman Tom McClintock to join the tens of thousands of citizens, grassroots organizations and local governments across the country in the Move to Amend campaign to call for an Amendment to the Constitution to Abolish Corporate Personhood and the doctrine of Money as Speech and return our democracy, our elections, our communities to America's human persons and to thus claim our sovereign right to self-governance.

Be it further resolved that the Plumas County Board of Supervisors in Quincy, California calls on other communities and jurisdictions to join with us in this action by passing similar Resolutions. Be it further resolved that the Plumas County Board of Supervisors supports education to increase public awareness of the threats to our democracy posed by Corporate Personhood, and encourages lively discussion to build understanding and consensus to take appropriate community and municipal actions to democratically respond to these threats.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 5th day of July 2011 by the following vote.

AYES:

NOES:

ABSENT:

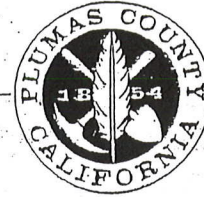
Chair of the Board

ATTEST:

Clerk of the Board

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



5A1

ROBERT A. PERREAULT Jr.
DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

AGENDA REQUEST

for the May 15, 2012 Meeting of the Plumas County Board of Supervisors

Date: May 7, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, appearing to read "Robert A. Perreault Jr.", written over the printed name.

Subject: **Review and Concurrence of Revised Log Disposal Policy**

Background:

The Plumas County Department of Public Works is responsible for falling and removing different classifications of trees from its roadway and easement areas. The disposal of such trees varies, depending upon field conditions, the size of the fallen trees and the condition of the logs. One option of disposal was an unwritten policy that was at least 34 years old, and very likely, older. That option allowed certain employees within Public Works – who met safety criteria – to sawcut only certain, surplus logs and to remove such cuttings from Department property for their personal (including family) use, all on the employees' personal time and using the employees' personal equipment. Such policy had the net effect of saving the department the cost of disposal of large logs.

In the Fall of 2011, a County employee – who did not meet the safety training requirements – complained to the Safety Officer that Public Works staff was not allowing the complainant to sawcut a portion of surplus wood.

Notwithstanding the long tradition in place, the policy was suspended (on September 26, 2012) in order to enable the Director of Public Works and the Deputy Director of Public Works to conduct discussions with County Counsel and the Risk Manager in regard to re-establishing the policy in written format. At some point in time, the Plumas County Grand Jury became involved.

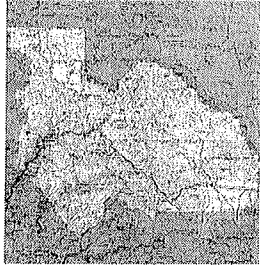
Despite repeated attempts at explanation of costs and understanding the nuances of existing law, the Director of Public Works proposes to make suspension of the personal use provision a permanent policy for the Department.

The personal use component was only one facet of the Department's log disposal policy. The Department will administer the remaining components of its log disposal policy in accordance with the attached, draft written policy. The work previously performed by the Public Works staff at no cost to the Department will hereafter be performed by Public Works staff on regular time, using Department equipment and impacting the other workload of the various maintenance crews.

Recommendation by Public Works:

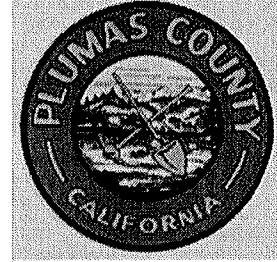
Department staff respectfully recommends that the Board of Supervisors concur with the issuance of the revised Log Disposal Policy by the Director of Public Works, draft copy attached.

Attachments: Pictures of typical logs that are the subject of the suspended policy provision.
Draft Log Disposal Policy, dated May 4, 2012.



**DEPT OF PUBLIC WORKS
PLUMAS COUNTY, CA**

**LOG DISPOSAL
POLICY & PROCEDURE**



A. BACKGROUND

DRAFT 5-04-2012

1. One of the many duties of the Plumas County Department of Public Works – Road is to safely and cost effectively dispose of surplus logs.
2. One aspect of the previous log disposal practice included the ability of only safety-trained Public Works employees to cut and haul certain surplus logs on County property on their own time and using their own equipment. The origins of the previous practice are obscure and uncertain. Without prejudice, the Director of Public Works suspended the practice on September 26, 2011 and the suspension becomes permanent upon signature of this document below.
2. Circa 1990, the Department, at the request of a County Supervisor, conducted a “pilot program” in which individuals from the public were given an opportunity to acquire and cut surplus wood that had been stockpiled on maintenance district shops property. The pilot program was determined to be non-cost effective because significant extra (overtime) expense was incurred to enable Department employees to oversee program participants (individuals from other Departments and the general public).
3. The size of trees (logs) that the Department of Public Works usually encounters range up to 48” (or greater) in diameter.
4. Department equipment cannot transport log lengths greater than 18 feet. Lumber mills prefer logs of much greater lengths.

B. POLICIES

1. There is a need for the Department of Public Works to assure that the County’s roadways and easement areas remain in safe condition, especially in regard to hazardous trees, potentially hazardous trees or trees that have fallen. At the same time, the Department recognizes that there may be value associated with the disposal decisions associated with the disposition of such trees. Accordingly, this policy memorializes the long standing practice – over 30 years – to better address the nuances of today’s administrative and regulatory workplace.
2. The source of logs that become the disposal responsibility of the Department, include, but are not limited to:
 - a. Trees that are identified as being “hazardous trees” and must be felled and removed.
 - b. Fallen trees that are discovered within the County roadway right-of-ways and easements during springtime openings of winter-closure roadways.
 - c. Trees that are discovered to impede or threaten traffic on County roadways or property during the year.

B. POLICIES (Continued)

3. Reasons for the necessity of the Department to dispose of logs include, but are not limited to:

- a. Safety.
- b. Mitigation of potential liability.
- c. Compliance with CalFire regulations, such as: "California Forest Practice Rules, 2011, Title 14, California Code of Regulations, Chapters 4, 4.5 and 10;" see the following link:
http://www.fire.ca.gov/resource_mgt/downloads/2011_FP_Rulebook_with_Diagrams_with_Tech_Rule_No_1.pdf

4. It is recognized that the policies of local lumber mills do not permit the receipt of such timber due to the recognition that such trees may contain, internally, metal objects as a result of human activities during the earlier life of the tree. When it is determined that the logs are non-mechantable, the local lumber mill in Quincy will only accept the wood for disposal during certain hours of operation on Saturdays and only after the wood has been reduced to less than 2 feet in length.

5. It is the policy of the Department that, where safety conditions permit, logs may be left on site, or nearby, for public salvage by woodcutters with a "Plumas County Log Removal Permit."

6. It is the policy of the Department that logs, approximately 8 inches in diameter, or smaller, will usually be mechanically chipped.

7. Notwithstanding the fact that that the Plumas County Department of Public Works has been permitting properly trained department employees to privately dispose of surplus logs from shop property, on personal time, for at least 34 years before the date of the signature affixed below, Public Works employees are now prohibited from continuation of such practice. Public Works employees can participate in the log disposal program available to the general public.

C. PROCEDURE

Following is the procedure to be followed by the Department of Public Works in regard to the disposal of trees and logs:

1. The procedure herein will be administered by the Deputy Director of Public Works.
2. Individual participants in this program shall agree that the acquired wood is for personal use only (including family and friends) and will not be sold.
3. Participants in this program will use their own equipment (including chainsaws, axes, vehicles, etc.) on their own personal time.

5. Participants in this program are encouraged to be currently trained and proficient in:
 - a. Chain saw safety.
 - b. Usage of Personal Protective Equipment (PPE), including: eye protection, hearing protection, clothing, gloves, leather boots, etc.
 - c. Use of fire suppression equipment.
 - d. Safely working in a roadside environment.
6. Participants in this program must acquire a lawful "Plumas County Log Removal Permit", which is to include a "hold harmless" clause, that benefits the Department and the County and is approved as to form by County Counsel for Plumas County. (Attached is a sample permit, used for similar purposes by Caltrans, that is to be adapted by the Director of Public Works and the County Counsel, for use by the general public, including County employees, in the administration of this program. The adapted form will include language to the effect that, "The Applicant understands and agrees that wood gathering and wood cutting activities are inherently dangerous activities that can result in serious injury or even death and that the Applicant assumes all the risks associated with such activity.")
7. Whenever the Deputy Director of Public Works anticipates that surplus logs may be available to the general public, a notice to that effect will be posted under "County News" on the County's website home page at least 24 hours before anyone may acquire such surplus logs. The listing of a public notice does not obligate the County or the Department to make any logs available to the public under any circumstances.
8. The actual logs to be available will be determined solely by the Deputy Director of Public Works (or his designated Maintenance Supervisor).
9. No person shall acquire any surplus logs under this program unless a "Plumas County Log Removal Permit" has been lawfully issued by the headquarters unit of the Department of Public Works.

EFFECTIVE DATE OF THIS PROCEDURE

Immediately, upon signature by the Director of Public Works.

Robert A. Perreault, Jr.
Director of Public Works
Plumas County

Date

CONSENT LETTER

TR-0131 (REV. 08/2005)

ACCEPTANCE: Indicate acceptance of conditions on page 2 of 2 by signing both copies and returning one to the Department's Representative.

APPLICANT'S SIGNATURE

PRINT NAME

TITLE

BUSINESS TELEPHONE NUMBER

DATE SIGNED

NAME OF ORGANIZATION

BUSINESS ADDRESS

CITY/STATE/ZIP

TYPE OF WORK: ☐ VEGETATION CONTROL (WEED CONTROL, MOWING GRASS, OR BRUSH/SEEDLINGS)

☐ LITTER REMOVAL ☐ SALVAGE SPILLED MATERIAL

☐ DONATED LANDSCAPE MATERIALS ☐ OTHER (Describe)

DESCRIPTION OF WORK

LOCATION OF WORK (COUNTY/ROUTE/PM, CROSS STREETS)

SAFETY REQUIREMENTS FOR PARTICIPANTSWhile on the roadside, remember: **SAFETY FIRST!**

To protect yourself and others:

- Stay off the roadway and shoulders. (This includes unpaved shoulders.)
- Do not cross freeway traffic lanes on foot. Use caution when crossing conventional highways. Use crosswalks and signals where available.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Do not work on the roadway or shoulders, on bridges, or in tunnels.
- Discontinue work before dusk.
- Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is icy.
- Do not touch or remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals and broken glass. Notify Caltrans or the police of the location of weapons or suspected toxic substances immediately.
- Do not compact trash bags. Injuries from broken or jagged objects may occur.
- Wear orange vests and other personal safety equipments as advisable.
- Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities or places from which you might fall.
- Do not run, throw objects or engage in horseplay or any other activity which may distract drivers.
- Do not consume alcoholic beverages or drugs before entering or while on the roadside.
- Be alert where snakes may be located. Also be alert for stinging insects and poisoning plants (e.g. poison oak).

FOR CALTRANS USE ONLY

Consent Letter For: _____

Permission is hereby granted to enter onto State Highway _____

to Conduct a one day _____ on _____, 20____, Subject to the

terms and conditions shown on page 2 of this letter.

MAINTENANCE SUPERINTENDENT SIGNATURE (FOR DISTRICT DIRECTOR)

DISTRICT DIRECTOR'S NAME

CONSENT LETTER

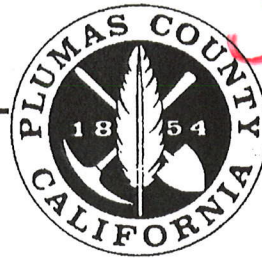
TR-0131 (REV. 08/2005)

Page 2 of 2

1. It is expressly understood that the work to be performed is to be undertaken by yourself, your organization or by volunteers acting for and on behalf of themselves, yourself and your organization, and that yourself, your organization and said volunteers *are not and shall not be considered employees of the State of California, or of the Department of Transportation.*
2. The State of California and its officers and employees shall not be liable for any death, injury or property damage claims which arise from any activities which are the subject of this one-day letter of consent that may have been reasonably prevented by you, your organization or those persons employed by or acting in your behalf. If any claims arise out of the foregoing, *you shall defend, indemnify and save harmless the State of California and its officers and employees from same.*
3. This letter of consent or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Transportation or law enforcement officer on demand. Work shall be suspended if a complete copy of this letter is not available at the job site.
4. All work shall be conducted in conformance with the attached "Safety Requirements For Participants" shown on page 1.
5. All work shall be conducted during daylight hours.
6. All work shall be performed on the date indicated above.
7. If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.
8. Work shall not be performed within 6 feet of traffic lanes, within center dividing strips, upon bridges, culverts, or structures of any kind unless specifically approved by the Department Representative.
9. Workers shall not cross any traffic lanes of freeways and expressways.
10. Traffic control is prohibited.

PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., Director Joe Blackwell, Deputy Director



5A2

AGENDA REQUEST

for the May 15, 2012 Meeting of the Plumas County Board of Supervisors

Date: May 7, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: **Approval of Professional Services Agreement for On-call
Environmental Consulting Services for Miscellaneous Public Works
and Road and Bridge Improvement projects.**

Background:

The Plumas County Department of Public Works presently has six (6) bridge projects under consultant contract. The Department has also secured funding for preliminary engineering (including environmental assessments) for eight (8) additional bridge projects and six (6) additional road drainage improvement projects.

The purpose of this proposed professional services agreement is to begin preliminary environmental work, which will assist in the refinement of the scope of the environmental work on the larger projects and to complete necessary environmental documentation for some of the smaller drainage improvement projects. Completion of the environmental analysis on these projects is expected to take several years.

In accordance with the Plumas County Purchasing Policy, the Department issued a Request for Qualifications in November 2011.

A Consultant Selection Committee was appointed by the Director of Public Works, comprised as follows:

Plumas County Associate Engineer/Transportation Planner - John Mannle (Moderator)
Plumas County Senior Planner – Jim Graham
Plumas County Assistant County Counsel – Steve Mansell, and,
Caltrans District 2 Local Assistance Representative Thomas Balkow.

Twenty-two (22) firms submitted proposals, which were reviewed and evaluated by a selection committee in January of 2012.

The Consultant Selection Committee ranked and deemed North State Resources, Inc. as the most highly qualified firm.

The Director of Public Works and Public Works staff successfully negotiated a draft contract, which is the subject of this agenda request.

The proposed agreement is for a term of three (3) years and the total cost amount is not to exceed \$150,000.

The proposed agreement is the basic agreement. As the need for work is identified, then a Task Order, identifying the specific project, scope of work and a not-to-exceed cost amount for the Task will be issued by the Director of Public Works to the Consultant.

The work anticipated to be performed by this professional services agreement will be paid primarily from State and Federal Local Assistance programs, which are between 88.53% - 100 % reimbursable. Local match funds will originate from the County's Proposition 1B Local Streets and Roads account. It is estimated that the breakdown of source funds will be \$120,000 to \$130,000 from programs and \$20,000 to \$30,000 from Proposition 1B.

The contract has been reviewed and approved as to form by the Office of County Counsel.

A copy of the entire contract, including all exhibits, is on file with the Clerk of the Board and is available for public review, upon request, during normal office hours.

Attached to this agenda request are copies only of Exhibits A, B and C to the contract.

Recommendation by Public Works:

Department staff respectfully recommends that the Board of Supervisors authorize the Director of Public Works and the CAO to execute the professional services agreement for on-call environmental consulting services for miscellaneous Public Works and road and bridge improvement projects.

PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971

(530) 283-6307 FAX (530) 283-6045

5B



John Sebold, LCSW, Director

DATE: May 3, 2012

TO: Honorable Board of Supervisors

FROM: John Sebold, LCSW, Director of Plumas County Mental Health

SUBJ: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
May 15, 2012

RE: Salary Study Mental Health Community Care Case Managers and Mental Health Therapists

It is Recommended that the Board of Supervisors

Review the completed salary survey and approve a correction to the salary grid for Mental Health Therapist I and II, and Behavior Health Therapist I and II, to assure competitive hiring potential with regard to other counties.

Background and Discussion

The Mental Health Department completed a rigorous and comprehensive salary and benefit study consistent with the parameters as defined by County Human Resources. The study was conducted due to the loss of two recent hires that noted the desire and intention to work for the department but an unwillingness to continue to do so due in part to the low compensation package as related to other counties. In addition the department recently lost a long standing professional employee due to compensation issues when they were able to attain a more secure position with a salary in considerable excess of Plumas County compensation. This trend is highly concerning for the following reasons: 1) The Department is able to control costs largely by providing consistent quality outpatient services that mitigate the risk of much more costly inpatient services and this can only be done by retaining committed, experienced and well trained professional staff. 2) It is very expensive to train professional employees, requiring a minimum of 2 years of work experience to attain the skills necessary for relative independent practice and 18 months to learn the complex electronic records systems required by Federal regulation. It's important to note that once trained our professional employees are highly valued by other potential employers both in and out of government due to their clinical skills, license, license-eligibility and technology skills.

In conducting the salary study the department reviewed two classifications, Community Care Case Manager and Mental Health Therapist I and II across the 10 counties identified for comparisons by the Human Resources Director. It was anticipated that both classifications would likely be well below the median benefit and salary grids. Data was collected from county websites and direct contacts with Human Resources, Auditors and directly with the associated mental health departments. Job descriptions were reviewed for accurate comparisons and non-comparative job categories were excluded. Eight different benefit and salary categories were collected and collated into annualized values resulting in a total annualized benefited rate for all counties studied including Plumas, (see attached Salary and Benefit Comparisons). The results established the following: The annualized benefited rate for Community Care Case Managers was essentially at midpoint for the counties studied. The annualized benefited rate for Mental Health Therapists was considerably below the midpoint of the comparison counties by 7.4%.

Once the data was analyzed and cross checked the department administrative team evaluated the capacity of the Department to absorb the 7.40% cost to the salary grid for Mental Health Therapist I and II; as well as the newly created Behavioral Health Therapist classification which is linked to the Mental Health Therapist on the county grid. Because these positions are primarily funded via Medi Cal recoupment for services the Department completed a review of the allowable billable caps for related Medi Cal services for this classification. This review indicated that the Department is currently billing service below the allowable Medi Cal rate for this classification and thus can recover a significant portion of the cost of the 7.40% grid adjustment through Medi Cal billable services. In addition the Department reviewed the billable productivity changes associated with implementation of the Electronic Health Records system and that review indicated that across all billable activities the department had achieved improvements in productivity resulting in a 5% increase in revenue since implementation.

Both revenue factors strongly indicate the Departments ability to financially implement a grid adjustment that can be sustained over time.

Other Agency Involvement

The Classifications associated with this recommendation are only located within the Mental Health Department and are not linked to other departments salary structures.

Summary

The effectiveness and success of any organization or business is significantly dependent on its ability to attain and retain competent, dedicated and well educated people. It is my position that the Mental Health Department is now marginally competitive and soon to be noncompetitive with regard to the Mental Health Therapist I and II, and Behavioral Health Therapist I & II classifications, and without an appropriate grid adjustment it will be increasingly difficult to recruit and retain employees in this classification. This is a key classification with regard to the overall functioning of the department. It is important to make this adjustment before we reach a tipping point where critical expertise is lost that can't be recovered without significant misery and cost. Should this tipping point be reached it will take many years to recover and there will certainly be significant revenue losses as a result.

John Sebold is requesting the Honorable Board of Supervisors to approve this recommended action.

5c

PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street
Quincy, CA 95971-9366
(530) 283-7011

www.plumascounty.us



DATE: May 15, 2012

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director *RW*

RE: Status of the General Plan Update and Direction to Planning Staff

Background:

On November 15, 2011 your Board held a public hearing on a recommended project description for the EIR for the General Plan Update. Your Board took the following action:

Direct the General Plan Update Consulting Team to use this Draft General Plan, as may be amended by the Board of Supervisors, as the project description for the General Plan Update Environmental Impact Report, recognizing that this is a working project description, subject to change due to the planning and environmental (California Environmental Quality Act) process.

This is a status report of which sets out an updated time-line for completion of the General Plan Update. The follow was received from the consulting team:

- Complete Administrative Draft EIR (ADEIR) – May 1st through June 15th
- County Review (ADEIR) – June 15th through June 29th
- ESA Revise ADEIR and Prepare Screencheck DEIR – June 29th through July 11th
- County Review Screencheck DEIR – July 11th through July 13th
- ESA Release DEIR and 45 Day Review Period - July 16th through August 29th
- ESA Prepare Administrative Draft Final EIR (ADFEIR) – August 29th through September 21st
- County Review ADFEIR and Revised General Plan – September 21st through October 5th
- ESA Revise and Prepare Screencheck FEIR – October 5th through October 12th
- Revise and Prepare Screencheck General Plan – October 5th through October 12th
- ESA Release FEIR for 10 Agency Review Period – October 12th through 22nd
- Adoption/Certification Hearings

The County has been operating under an OPR Extension for the past three years. Under state law an OPR Extension can only cover a period of three years. The OPR Extension ran out on April 21, 2012 without the ability to ask for anymore time. The primary concern is acceptance of new General Plan Amendments until the General Plan Update is completed this coming fall and that discretionary project approvals be consistent with or not interfere with the future adopted General Plan. Attached is email correspondence between Scott Morgan at OPR and myself regarding the expiration of the OPR Extension.

ACTIONS FOR CONSIDERATION

Staff recommends the Board of Supervisors take the following action.

- I. Staff recommends that the Board of Supervisors direct the Planning Department to not accept any new General Plan Amendments until the General Plan Update is completed and direct staff to continue to make findings on discretionary projects such as tentative maps and Special Use Permits that approval of such permits will not interfere with the future adopted General Plan.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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



501

Gayla S. Trumbo

Human Resources

DATE: APRIL 30, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF MAY 15, 2012.**

**RE: APPROVE RESOLUTION IDENTIFYING THE SHERIFF ADMINISTRATIVE
UNIT AS A SEPARATE RECOGNIZED UNIT.**

=====

IT IS RECOMMENDED THAT THE BOARD:

- Approve resolution identifying the Sheriff Administrative Unit as a separate recognized unit.

BACKGROUND AND DISCUSSION:

The Sheriff's Association approached the County with a request to modify their represented bargaining group of Sheriff Mid-Management Unit. This modification would remove the classifications of the Assistant Sheriff, and Undersheriff from the Sheriff's Mid-Management Unit represented by the Sheriff's Association. The Association feels that there exist a conflict of interest in representing the Assistant Sheriff and Undersheriff classifications. This conflict is a result of the level of authority that the Assistant Sheriff or Undersheriff classification possesses. No other Mid-Management level has the ability to administer disciplinary actions to employees up to and including termination.

The Sheriff's Department utilizes a chain of command structure that provides the authority to an Assistant Sheriff or Undersheriff, to issue notice of intended disciplinary action to an employee. At times the various Sheriffs have had conflict of interest with the employee(s) or parties involved in an issue. As a result the Sheriff has had to excuse themselves from all aspects of the case. In these cases, the Assistant Sheriff or Undersheriff classification has had to move forward through the disciplinary process; then implement the final determination of discipline to the employee. This has caused the Sheriff's Association to be in the awkward position of representing the employees who are being disciplined, then later having the Undersheriff or Assistant Sheriff requesting representation through the Association.

The Sheriff's Association requested the removal of the Undersheriff and Assistant Sheriff classification from the Sheriff Mid-Management Unit, due to the fact that their authority is at a higher level of authority than a mid-manager level.

Under Personnel Rule 23.10 – Procedure for Modification of Established Appropriate Units, Section “D” states that the Human Resources Director shall determine the composition of the appropriate unit or units in accordance with Section 23.09. The objectives to determining the appropriate unit is (1) the efficient operations of the County and its compatibility with the primary responsibility of the County and its employees; and economically serve the public. (2) Providing employees with effective representation based on appropriate unit; positions that share an identifiable community of interest.

Under our Personnel Rules, Section 23.09 there are also factors to be considered when identifying appropriate units. These factors include employees based upon internal and occupational community interest; effect of the proposed unit on the efficient operation of County services; sound employer-employee relations; no classification title shall be included in more than one represented unit; Mid-Management and Supervisory employees may only be represented in a unit composed solely of such employees; and Elected Officials and officials appointed by the Board of Supervisors shall not be members of any unit.

At this time it does not appear that the Sheriff's Association can continue to effectively represent the Assistant Sheriff or Undersheriff classifications. Though the Sheriff's Association will not be representing the Assistant Sheriff or Undersheriff classifications in bargaining they will however, allow the Sheriffs Administrative Unit to be covered under other benefits the Association offers such as Porac Health Insurance.

At this time the, Human Resources Director request that the Board of Supervisors approve resolution to identify the Sheriff Administrative Unit.

Thank you for your time and consideration of this agenda item.

RESOLUTION NO. _____

RESOLUTION TO RECOGNIZE THE SHERIFFS ADMINISTRATIVE UNIT AS A BARGAINING UNIT

WHEREAS, Plumas County Personnel Rule 23.10 provides procedures for modification of established bargaining units; and

WHEREAS, the Human Resources Director received from a request to eliminate the Assistant Sheriff and Undersheriff classifications from the Sheriff's Mid-Management Unit; and

WHEREAS, Personnel Rule 23.09 and 23.10 have been reviewed; and

WHEREAS, according to Personnel Rule 23.09 employees are to be provided with effective representation based on appropriate unit; positions that share an identifiable community of interest; and

WHEREAS, the Assistant Sheriff and Undersheriff classification shall be placed in a separate unit titled Sheriff Administrative Unit.

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

Identify the Sheriff Administrative Unit with the classifications of Assistant Sheriff and Undersheriff.

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 15th day of May, 2012 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTESTS:

Clerk of the Board

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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



5D2,3

Gayla S. Trumbo

Human Resources

DATE: April 30, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF MAY 15, 2012.**

**RE: a) APPROVE RESOLUTION TO ADOPT THE JOB DESCRIPTIONS
OF PROBATION OFFICE ASSISTANT I, II, III; PROBATION LEGAL
SERVICES ASSISTANT I, II; AND PROBATION DEPARTMENT FISCAL OFFICER I
AND II, TO THE COUNTY CLASSIFICATION PLAN.**

**b) APPROVE RESOLUTION IDENTIFYING THE PROBATION DEPARTMENT UNIT
AND THE PROBATION MID-MANAGEMENT UNIT AS A SEPARATE RECOGNIZED
UNITS, REPRESENTED BY OPERATING ENGINEERS LOCAL #3.**

=====

IT IS RECOMMENDED THAT THE BOARD:

- a) Approve resolution to add the job descriptions of Probation Office Assistant I, II, III; Probation Legal Services Assistant I, II; and Probation Department Fiscal Officer I and II to the County's Classification Plan.
- b) Approve resolution identifying the Probation Department Unit and the Probation Mid-Management Unit as separate recognized units represented by Operating Engineers Local #3.

BACKGROUND AND DISCUSSION:

On December 13, 2011, the Board of Supervisors ratified and accepted the tentative agreement for the General, Crafts & Trades and Mid-Management Units represented by Operating Engineers Local No. 3. The Board also authorized staff to implement the provisions of this agreement into the memorandums of understandings for each of these bargaining group. Included in the tentative agreement under Section 8, "NEW BARGAINING UNIT: PROBATION OFFICERS OR PROBATION DEPARTMENT:" Under this section, it stated that the Union would follow the process in the County Personnel Rules 23.10 to propose the recognition of a separate bargaining unit for the probation officers or the Probation Department. The County agreed that we would not oppose the separation or creation of such a separate unit consistent with the applicable procedures.

Operating Engineers Local Union #3 Representative, Mr. Gregory Ramirez, filed with the Human Resources Director, a request of modification of the established units. This request would remove the classifications within the Probation Department that are currently under the General and the Mid-Management Units; and separate them into two new recognized units entitled Probation Department Unit and Probation Mid-Management Unit.

In reviewing Personnel Rule 23.10 – Procedure for Modification of Established Appropriate Units, Mr. Ramirez filed his request with the Human Resources Director within the timeframe allowed for modifications. Section “D” states that the Human Resources Director shall determine the composition of the appropriate unit or units in accordance with Section 23.09. The objectives to determining the appropriate unit is (1) the efficient operations of the County and its compatibility with the primary responsibility of the County and its employees; and economically serve the public. (2) Providing employees with effective representation based on appropriate unit; positions that share an identifiable community of interest.

The request from the Union was based on the increased responsibilities resulting from AB109. In addition the Union stated, "OE3 represented employees carrying out Probation Department functions have a unique and distinct community of interest separate from the bargaining unit in which they currently reside. Based on this community of interest, the establishment of the Probation Department Bargaining Unit would provide for more efficient County operation and more effective representation of the Probation Department employees by OE3.

Under our Personnel Rules, Section 23.09 there are factors to be considered when identifying appropriate units. These factors include: employees based upon internal and occupational community interest; effect of the proposed unit on the efficient operation of County services; sound employer-employee relations; no classification title shall be included in more than one represented unit; Mid-Management and Supervisory employees may only be represented in a unit composed solely of such employees; and Elected Officials and officials appointed by the Board of Supervisors shall not be members of any unit.

Under Personnel Rule, Section 23.09 (F)" No County employment classification title shall be included in more than one represented unit." Due to this fact to create the Probation Department Unit and the Probation Mid-Management Unit, new classification of Probation Office Assistant I, II, III, Probation Legal Service Assistant I, II and Probation Department Fiscal Officer I and II will need to be approved and adopted into the County classification plan.

At this time, the Human Resources Director request that the Board of Supervisors approve resolution to adopt the job descriptions of Probation Office Assistant I, II, III; Probation Legal Services Assistant I, II; and Probation Department Fiscal Officer I and II to the County's Classification Plan. In addition, it is also recommended that the Board approve resolution identifying the classified employees within the Probation Department, into the Probation Department Unit; and the Probation Mid-Management Unit, two separate recognized units represented by Operating Engineers Local #3.

Thank you for your time and consideration of this agenda item.

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS OF PROBATION OFFICE ASSISTANT I, II, III,
PROBATION LEGAL SERVICE ASSISTANT I, II, AND PROBATION DEPARTMENT FISCAL OFFICER
I AND II**

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

WHEREAS, the Human Resources Director received a request from Operating Engineers Representative, Mr. Gregory Ramirez, under Personnel Rule 23.10, to modify the current bargaining units by establishing the Probation Department Unit and the Probation Mid-Management Unit; and

WHEREAS, in good faith to achieve the current agreement with Operating Engineers, the County agreed not to oppose the separation or creation of such units; and

WHEREAS, Personnel Rule 23.09 (F) does not allow the same employment classification title in more than one unit; and

WHEREAS, the classification titles of Office Assistant I, II, III; Legal Service Assistant I, II; Department Fiscal Officer I and II; will continue to be utilized within the General and Mid-Management Units and new job descriptions are necessary to complete this process. The Union has reviewed all of the proposed job descriptions and has no objections in moving forward.

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

The County's classification plan is hereby amended to include the following classifications:

Probation Office Assistant I, Probation Office Assistant II, Probation Office Assistant III, Probation Legal Services Assistant I, Probation Legal Services Assistant II, Probation Department Fiscal Officer I and Probation Department Fiscal Officer II.

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 15th day of May, 2012 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTESTS:

Clerk of the Board

RESOLUTION NO. _____

RESOLUTION TO RECOGNIZE THE PROBATION DEPARTMENT UNIT AND THE PROBATION MID-MANAGEMENT UNIT AS BARGAINING UNITS REPRESENTED BY OPERATING ENGINEERS LOCAL #3

WHEREAS, Plumas County Personnel Rule 23.10 provides procedures for modification of established bargaining units; and

WHEREAS, the Human Resources Director received from Operating Engineers Representative, Mr. Gregory Ramirez, a request to modify the Union's represented units by placing employees of the Probation Department in separate recognized units; and

WHEREAS, this request was received in the time line designated by Personnel Rule 23.10; and

WHEREAS, in good faith to achieve the current agreement with Operating Engineers bargaining units, the County agreed not to oppose the separation or creation of such units.

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

The Probation Department Unit and the Probation Mid-Management Unit are here by established as follows:

Probation Department Unit: Deputy Probation Officer I, II, III, Probation Assistant, Probation Report Writer, Detention Coordinator, Probation Office Assistant I, II, III, Legal Service Assistant I, II and Probation Program Coordinator-Administrative Assistant.

Probation Mid-Management Unit: Supervising Probation Officer, Probation Department Fiscal Officer I and II.

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 15th day of May, 2012 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTESTS:

Clerk of the Board

PROBATION OFFICE ASSISTANT I

DEFINITION

Under supervision, to perform a variety of office assistance and receptionist assignments; to type materials, and to do related work as required for the Probation Department.

DISTINGUISHING CHARACTERISTICS

This is the entry and first level in the Office Assistant class series. No previous work experience is necessary. However, some typing skills are required. Employees normally work under close supervision while learning the policies and procedures of the Department. As an incumbent's breadth of knowledge increases and the ability to perform a variety of assignments without close supervision is demonstrated, they may reasonably expect promotion to the next higher level of Office Assistant II.

Deleted: office where assigned

REPORTS TO

Department Fiscal Officer I or II, or other appropriate classification directed by the Chief Probation Officer.

Deleted: A wide variety of County supervisory

Deleted: or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

PROBATION OFFICE ASSISTANT I - 2

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Receives monies and records payments.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Assists with maintaining a variety of office files and records.
- Types and proofreads documents and materials.
- Tabulates data.
- Performs a variety of office assistant assignments.
- Operates a computer, using word-processing, spreadsheet, and other software.
- Operates office equipment.

Deleted: <#>May assist with basic financial recordkeeping.†

Deleted: work time, invoice, work order information, and

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, CLETS and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Learn to perform a variety of office assistance assignments.
- Learn and apply the policies and procedures of the office where assigned.
- Type at a rate of 40 words per minute from clear, legible copy.
- Follow oral and written directions.
- Maintain good public relations.
- Establish and maintain cooperative working relationships.

PROBATION OFFICE ASSISTANT I - 3

Training and Experience:

Training in office skills is desirable.

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

Deleted: Some t

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

Formatted: Font: 12 pt

Formatted: Indent: First line: 0"

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

PROBATION OFFICE ASSISTANT II

DEFINITION

Under general supervision, to perform a variety of office assistance and receptionist assignments; to type materials, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced level in the Office Assistant class series. Incumbents are expected to be familiar with the policies and procedures of the Probation Department, and/or program where assigned. Job assignments are performed with minimal guidance and supervision. This class may be also be used as a training class for entry into the Fiscal and Technical Services Assistant class series.

REPORTS TO

Department Fiscal Officer I or II, or other appropriate classification directed by the Chief Probation Officer.

Deleted: A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Receives monies and records payments.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Maintains a variety of office files and records.
- Types and proofreads documents and materials.
- Tabulates data and verifies totals.
- May work on publications and special reports.
- May assist with child payment claims.
- May assist with public assistance records.
- Performs a wide variety of office and program support assignments.
- Operates a computer, using word-processing, spreadsheet, and other software.
- operates office equipment.

Deleted: <#>Performs basic financial recordkeeping.¶

Deleted: work time, invoice, work order information, and

Deleted: <#>Records and logs invoices and claims.¶

Deleted: OFFICE ASSISTANT II - 2¶

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, CLETS and FAX.

TYPICAL WORKING CONDITIONS

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

PROBATION OFFICE ASSISTANT II – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Department.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Computers and software used in office and program support assignments.
- Operation and use of office equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Deleted: and unit where assigned

Ability to:

- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the office.
- Type at a rate of 40 words per minute from clear, legible copy.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Follow oral and written directions.
- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

Deleted: where assigned.

Training and Experience:

One year of office assistance experience, performing assignments comparable to those of a Probation Office Assistant I with Plumas County.

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

Deleted: n

Deleted: ¶

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

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

PROBATION OFFICE ASSISTANT III

DEFINITION

Under general direction, to perform a variety of the more difficult and complex office assistance and receptionist assignments; to perform fiscal and financial recordkeeping; to type materials, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced, specialized level in the Probation Office Assistant class series. Incumbents perform a broad range of complex office support assignments with considerable independence and initiative. They are expected to be thoroughly familiar with the policies and procedures of the Department.

Deleted: and/or program where assigned. ¶

REPORTS TO

Department Fiscal Officer I or II, or other appropriate classification directed by the Chief Probation Officer.

Deleted: A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deleted: ¶

None.

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Receives monies and records payments.
- ~~Assists with the preparation and control of budgets.~~
- Receives and processes fees for services and classes.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Maintains work time, invoice, work order information, and a variety of office files and records.
- Prepares documents and publications.
- Establishes types and proofreads documents and materials.
- Tabulates data and verifies totals.
- May work on publications and special reports.
- Performs a wide variety of office and program support assignments.
- Performs special assignments and projects as delegated.
- May have responsibility for organizing the development and distribution of resource/referral information.
- Operates a computer, using word-processing, spreadsheet, and other software.
- Operates office equipment.

Deleted: Performs a variety of financial and fiscal recordkeeping, including maintenance of summary account expenditures, accounts, receivable, and accounts payable records

Deleted: <#>Records and logs invoices and claims.¶

Deleted: <#>May assist with child payment claims.¶
<#>May assist with public assistance records.¶
<#>May prepare and issue permits.¶

Deleted: parent support and

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, CLETS and FAX.

TYPICAL WORKING CONDITIONS

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

PROBATION OFFICE ASSISTANT III - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Probation Department.
- Thorough knowledge of specialized areas of office support where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Computers and software used in office and program support assignments.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Formatted: Indent: Left: 0.5",
Hanging: 0.5"

Deleted: and unit where assigned

Formatted: Indent: Left: 0.5",
Hanging: 0.5"

Ability to:

- Perform a variety of specialized office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the Probation Department, as assigned.
- Type at a rate of 40 words per minute from clear, legible copy.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Follow oral and written directions.
- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Probation Department and/or program, where assigned.
- Establish and maintain cooperative working relationships.

Formatted: Indent: Left: 0.5",
Hanging: 0.5"

Deleted: office where

Deleted: Perform fiscal, account,
and budget recordkeeping.¶

Formatted: Indent: Left: 0.5",
Hanging: 0.5"

Training and Experience:

Two years of office assistance experience, performing assignments comparable to those of a Probation Office Assistant II with Plumas County.

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

Deleted: n

PROBATION OFFICE ASSISTANT III - 4

Formatted: Indent: Left: 0"

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

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

Formatted: Font color: Red

PROBATION LEGAL SERVICES ASSISTANT I

DEFINITION

Under general supervision, to perform legal services assistant duties for the Probation Department; to perform a variety of office and administrative support work; to answer public and staff contacts and concerns; and to do related work as required.

Deleted: an assigned County

Deleted: Department or staff attorneys;

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Legal Services Assistant class series. The Probation Legal Services Assistance is assigned to administrative support and office assistance work for the Probation Department. Position is characterized by a substantial amount of contact with others and administrative detail responsibility. Work performance requires substantive knowledge of legal terminology, legal procedures, and legal documents. This class may be used as an entry level for individuals with requisite legal secretarial experience, but no detailed program or policy knowledge of the program or service area where assigned. As requisite knowledge is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Legal Services Assistant II.

Deleted: Positions in this class are

Deleted: legal services assistant,

Deleted: designated a County of Plumas

Deleted: or staff attorneys

Deleted: s

Deleted: are

REPORTS TO

Department Fiscal Officer I or II, or supervisor classification appointed by Chief Probation Officer.

Deleted: Appropriate Legal or Administrative Staff in the Department and work unit where assigned

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

PROBATION LEGAL SERVICES ASSISTANT I - 2

EXAMPLES OF DUTIES

- Serves as Legal Services Assistant to Chief Probation Officer, administrative staff, probation officers, relieving them of a variety of administrative details.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- Receives case referrals from courts and other agencies, passing them on to appropriate staff.
- Prepares affidavits, petitions, complaints, warrants, abstracts of judgments, etc.
- Checks and reviews information and documents for completeness and conformance with established standards and procedures.
- Composes routine legal documents as directed.
- Calendars court appearances and maintains case logs of proceedings.
- Assists with special projects.
- May do basic research to assist with obtaining proper citations for cases.
- Compiles information for records and reports.
- Composes correspondence.
- Types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes a variety of forms and information documents.
- Open and maintain case files. Maintains inventories of office supplies and program material.
- Maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

Deleted: professional staff

Deleted: or staff attorneys,

Deleted: <#>May personally prepare a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas.†

Deleted: attorneys and/or professional

Deleted: and

Deleted: Maintains and checks employee time records.

Deleted: †

TYPICAL PHYSICAL REQUIREMENTS

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

PROBATION LEGAL SERVICES ASSISTANT I – 3

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Office practices, methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.
- Personal computers and software applications related to office and administrative support work.

Ability to:

- Perform a variety legal office support, secretarial and administrative detail work.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment and computers.
- Use a variety of computer software applications for administrative support work.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Establish and maintain cooperative working relationships.

PROBATION LEGAL SERVICES ASSISTANT I - 4

Training and Experience:

At least Two (2) years of responsible office and administrative support work including secretarial experience with public contact. Any work experience with law enforcement, administration of justice or special training and education in legal secretarial related fields is desirable.

Special training and education in legal secretarial related fields may substitute for work experience on a time for time bases.

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

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

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

Formatted: Indent: First line: 0.5"

PROBATION LEGAL SERVICES ASSISTANT II

DEFINITION

Under general supervision, to perform legal services assistant duties for the Probation Department; to perform a variety of office and administrative support work; to answer public and staff contacts and concerns; and to do related work as required.

Deleted: an assigned County

Deleted: or staff attorneys;

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Legal Services Assistant class series. Positions are assigned to legal services assistant, administrative support and office assistance work for the Probation Department. Positions are characterized by a substantial amount of contact with others and administrative detail responsibility. Work performance requires substantive knowledge of legal terminology, legal procedures, and legal documents. Incumbents are expected to perform a greater range of responsibilities with less direction than those in the Legal Services Assistant I class.

Deleted: a

Deleted: County of Plumas

Deleted: or staff attorneys.

REPORTS TO

Department Fiscal Officer I or II, or supervisor classification appointed by the Chief Probation Officer.

Deleted: Appropriate Legal or Administrative Staff in the Department and work unit where assigned.[]

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Serves as assistant to Chief Probation Officer, administrative staff, and probation officers, relieving them of a variety of administrative details.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- Receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Prepares affidavits, petitions, complaints, warrants, and abstracts of judgments, etc.
- Checks and reviews information and documents for completeness and conformance with established standards and procedures.
- Composes routine legal documents as directed.
- Calendars court appearances and maintains case logs of proceedings.
- Assists with special projects.
- May do basic research to assist with obtaining proper citations for cases.
- Composes correspondence.
- Types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes a variety of forms and information documents.
- Maintains inventories of office supplies and program material.
- Maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

Deleted: professional staff,

Deleted: or

Deleted: staff attorneys

Deleted: <#>May personally prepare a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas.¶

Deleted: <#>Maintains and checks employee time records.¶

PROBATION LEGAL SERVICES ASSISTANT II - 3

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, CLETS and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the policies, procedures, and programs of the Probation Department.
- Laws, rules, and regulations affecting assigned program functions and services.
- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Office practices, methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.
- Personal computers and software applications related to office and administrative support work.

Deleted: and work area where assigned.

Ability to:

- Perform specialized program and work unit administrative support functions.
- Perform a variety legal office support, secretarial and administrative detail work.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment and computers.
- Use a variety of computer software applications for administrative support work.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Establish and maintain cooperative working relationships.

Deleted: ¶

PROBATION LEGAL SERVICES ASSISTANT II - 4

Training and Experience:

At least two (2) years of responsible legal services assistant, office, and administrative support work experience equivalent to Legal Services Assistant I with Plumas County.

Special training and education in legal secretarial related fields is highly desirable.

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

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

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

PROBATION DEPARTMENT FISCAL OFFICER I

DEFINITION

Under direction, to be responsible for the development, maintenance, and tracking of the Probation Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

Deleted: a

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information; Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Chief Probation Officer. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

Deleted: Department Head

REPORTS TO

CHIEF PROBATION OFFICER

Deleted: A County Department Head

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person for the Probation Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports particularly related to grants.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

Deleted: Hires,

Deleted: t

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, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

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

DEPARTMENT FISCAL OFFICER I – 3

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Probation Department.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

Deleted: where assigned.

ABILITY TO:

- Perform a wide variety of complex and specialized fiscal administration and support work for the Probation Department.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Probation Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Probation Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Deleted: an assigned

Deleted: s

Deleted: or unit

DEPARTMENT FISCAL OFFICER I – 4

TRAINING AND EXPERIENCE

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

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

SPECIAL REQUIREMENTS

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

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

PROBATION DEPARTMENT FISCAL OFFICER II

DEFINITION

Under direction, to be responsible for the development, maintenance, and tracking of the Probation Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

Deleted: a

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of the Probation Department's fiscal records and information having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Chief Probation Officer. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

Deleted: in one of the County's
larger departments such as Social
Services, Public Works, Mental
Health, and Public Health or
departments

Deleted: Department Head

REPORTS TO

Chief Probation Officer

Deleted: A County Department Head

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person for the Probation Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of special grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

Deleted: a larger County

Deleted: s

Deleted: Hires,

Deleted: t

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, telephone, calculators, copies, and FAX.

PROBATION DEPARTMENT FISCAL OFFICER II – 4

Training and Experience:

At least one (1) year equivalent to Department Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

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

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

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



OPERATING ENGINEERS LOCAL UNION No. 3

3920 LENNANE DRIVE, SACRAMENTO, CA 95834 • (916) 993-2055 • FAX (916) 419-3491
Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

March 12, 2012

via e-mail to gaylatrumbo@countyofplumas.com
via facsimile to (530) 283-6160

Ms. Gayla S. Trumbo
Human Resources Director
County of Plumas, California
520 Main Street, Room 207
Quincy, CA 95971

SUBJECT: Request for Modification of Established Appropriate Units

Dear Ms. Trumbo:

Operating Engineers Union Local Number 3 ("OE3") hereby requests that OE3 represented Plumas County Probation Department employees be recognized as a distinct and separate bargaining unit i.e., the Probation Department Bargaining Unit.

This request is made pursuant to and in accordance with:

- Section 8. New Bargaining Unit: Probation Officers or Probation Department "Mediated Tentative Agreement" (December 13, 2011) by County of Plumas and the General, Mid-Management, and Crafts & Trades Bargaining Units
- Section 23.10. Procedure for Modification of Established Appropriate Units "Personnel Rules of Plumas County" (February 15, 2000)

During the last negotiations for a successor contract, it became more evident to the Union and its members that in order to address specific needs of the Probation Department OE3 represented employees, a separate and distinct bargaining unit comprised of Probation Department OE3 represented positions would be beneficial.

The increased responsibilities resulting from the implementation of AB109 Public Safety Realignment and the Probation Department taking the lead in ensuring that Post Release Community Supervision offenders and those sentenced under 1170(h) receive service and attention in accordance with the law, provides further support for a separate Probation Department Bargaining Unit.

OE3 represented employees carrying out Probation Department functions have a unique and distinct community of interest separate from the bargaining unit in which they currently reside. Based on this community of interest, the establishment of the Probation Department Bargaining Unit would provide for more efficient County operation and more effective representation of the Probation Department employees by OE3.

Ms. Gayla S. Trumbo, Human Resources Director
March 02, 2012
Page 2 of 2

The proposed Probation Department Bargaining Unit would include but would not necessarily be limited to the following classifications:

- Deputy Probation Officer I, II, III (6)
- Probation Assistant (3)
- Detention Coordinator (1)
- Probation Report Writer
- Probation Program Coordinator-Administrative Assistant


Additionally, the Union requests that the following classifications be reclassified as Probation Department specific and included in the proposed Probation Department Bargaining Unit:

- Legal Services Assistant (2)
- Office Assistant (1)

Thank you for your consideration and attention. I look forward to your affirmative response to our request for the establishment of the Probation Department Bargaining Unit.

Respectfully submitted,


GREGORY RAMIREZ
Business Representative


MONICA RICHARDSON
OE3 Shop Steward, Plumas County Probation Department

cc: Carl Carey, Director, Public Employees Division, OE3

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
ROBERT A. MEACHER, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5



May 15, 2012

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

Subject: Encroachment Permit Request

The following community events have Board approval for Encroachment Permits for parades or banners encroaching on any State Highway or County Road.

*Eastern Plumas Chamber of Commerce
Mohawk Valley Events Committee
4th of July Activities
June 30 – July 01, 2012*

Thank you,

Robert Meacher, Chair
Plumas County Board of Supervisors

GRAEAGLE FIRE PROTECTION DISTRICT

**7620 Highway 89
P.O. Box 64
Graeagle, CA 96103
530-836-1340
Fax 530-836-2645
gfpd@psln.com**



April 25, 2012

Plumas County Board of Supervisors
520 Main Street, Room 303
Quincy, CA 95971

Dear Members of the Board of Supervisors:

On behalf of the Eastern Plumas Chamber of Commerce, Mohawk Valley Events Committee we are writing to inform you of our intent this year with respect to the Fourth of July activities and request the service of your department once again.

This year, the aerial fireworks display will be held on Saturday, June 30, 2012 at dusk (9:30) and ending at 10:00 p.m. The parade will fall on Sunday, July 1, 2012, beginning at 1:00 p.m. and ending at approximately 2:30 p.m. PLEASE NOTE the permit requires escorts at the beginning and end of the parade.

Due to the anticipated number of people attending these events, have requested the Plumas County Sheriff's Office and the California Highway Patrol be on hand to assist in crowd and/or traffic control for the fireworks and parade.

This is the same permit request as the past several years. I am enclosing copies of the parade route and detour route maps for your reference. We would ask that your office provide us with a letter of support and permission as required by Cal-Trans for the permits.

We will notify you of the last committee meeting regarding this event should you wish to attend or be represented.

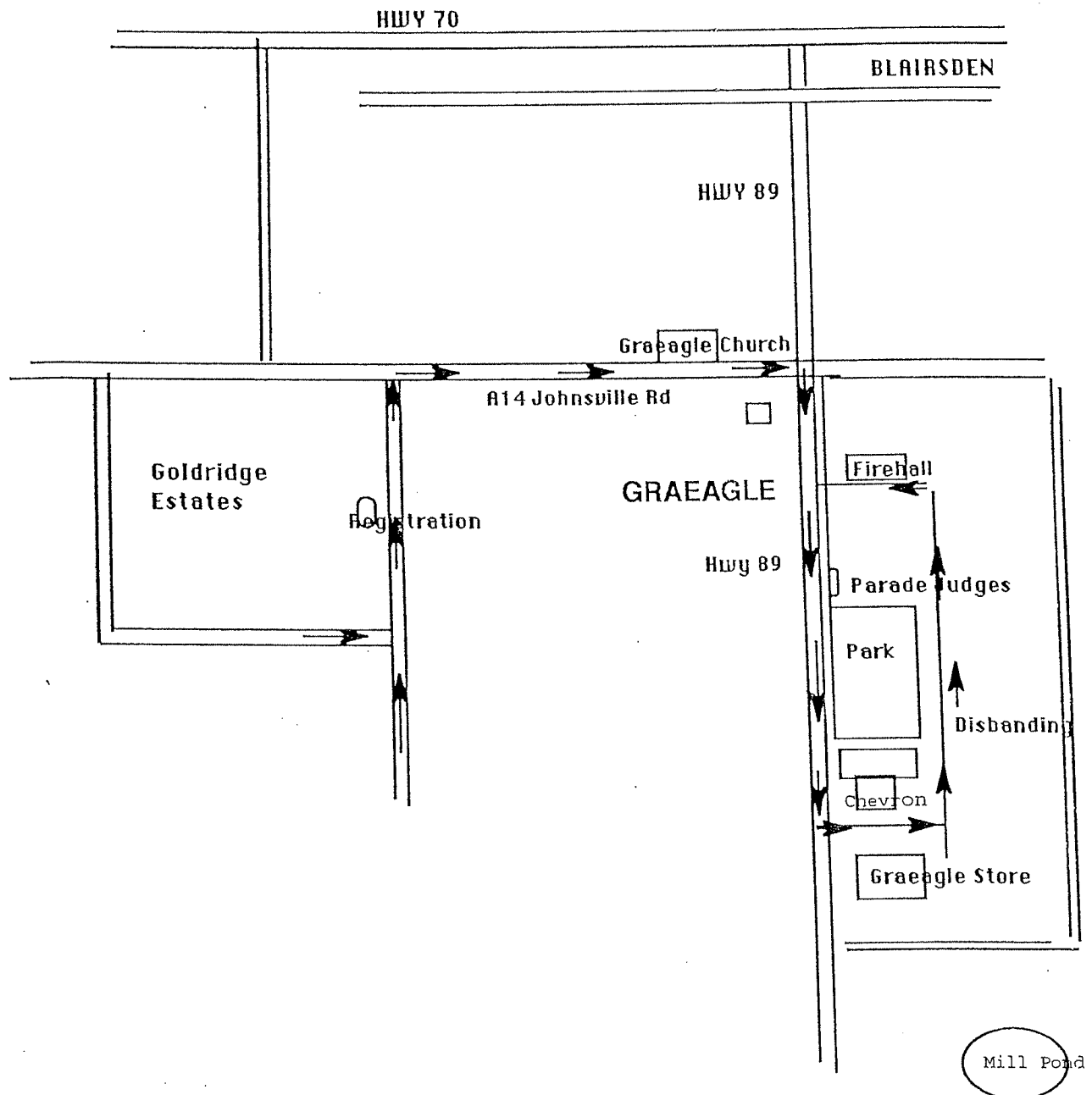
If you should have any questions, please feel free to call us at (530) 836-1340. We thank you in advance for your attention to this matter and look forward to working with you again.

Sincerely,

Dianne Buckhout, Representing
Graeagle Fire Protection District
MVID Events Committee

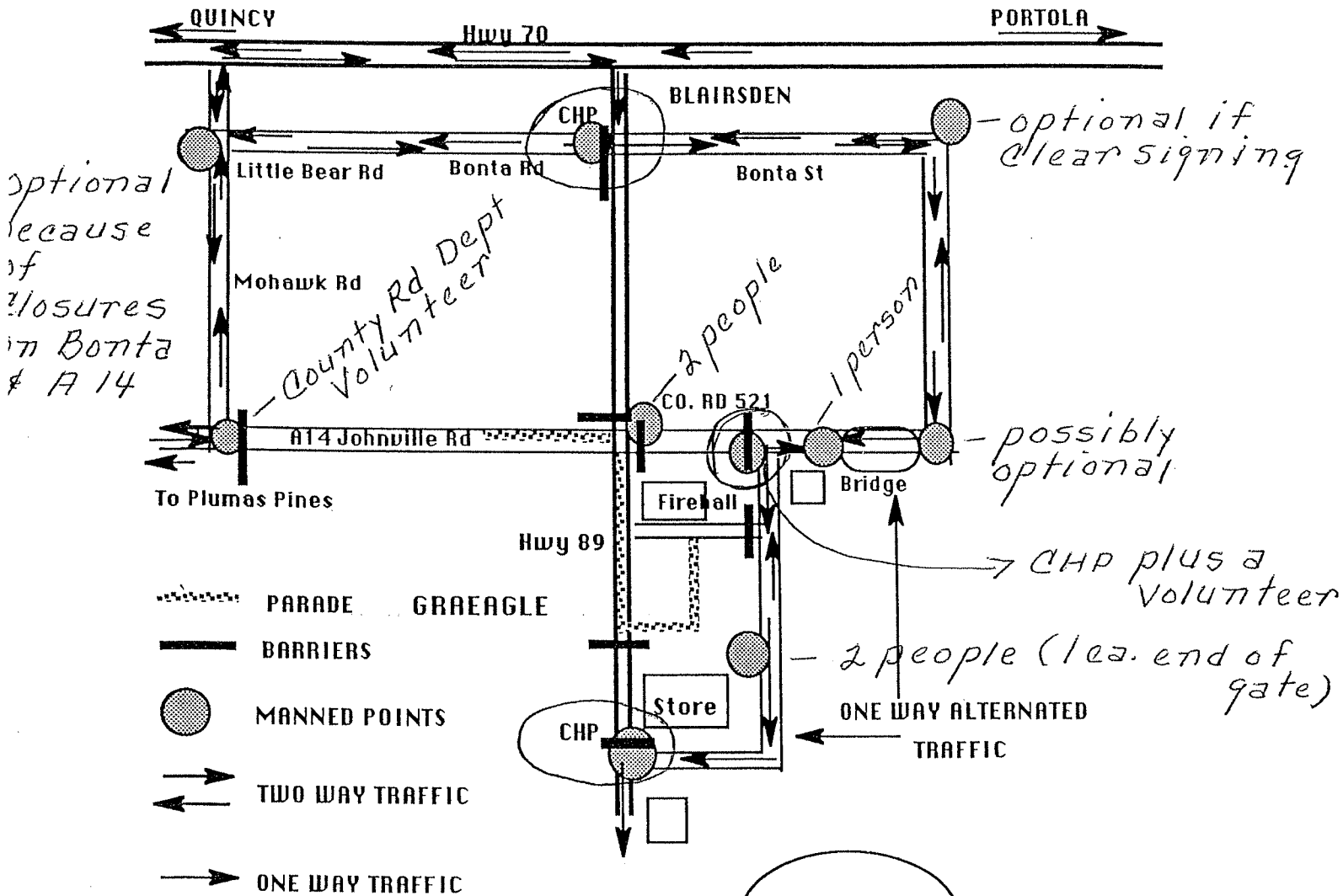
Mohawk Valley Independence Day Celebration July 1, 2012

Parade Route



MOHAWK VALLEY INDEPENDENCE DAY July 1, 2012

PARADE: TRAFFIC DETOUR MAP



Cones = 50 Cal Trans
 Barriers = 15 PCRD
 " = 15 Cal Trans
 30

Radios = 2 ea.

Signs = 3 sets PCRL
 " = 2 " Cal-
 Tran

Add 2 PCRD

"Detour Ahead"



Plumas County Public Health Agency

LB

□ Environmental Health-Quincy
270 County Hosp. Rd. Ste. 127
Quincy, CA 95971
(530) 283-6355 (530) 283-6241 FAX

□ Environmental Health - Chester
Post Office Box 1194
Chester, CA 96020
(530) 258-2536 (530) 258-2844 FAX

Mimi Khin Hall, MPH, CHES, Director

Date: May 3, 2012
To: Honorable Board of Supervisors
From: Jerry Sipe, Environmental Health
Agenda: Consent Agenda Item for May 15, 2012

Item Description/Recommendation: Approve a Resolution authorizing annual submittal of the Local Enforcement Agency (LEA) Grant for FY 2012-2013, 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 2012-2013 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 2012-2013, and authorize the Environmental Health Director to sign various assurances as the Board's designee. A copy of the Resolution 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, funds totaling approximately \$1.5 million dollars have been established pursuant to Public Resources Code Section 43230, and are available from the California Department of Resources, Recycling and Recovery Management Account for grants to Local Enforcement Agencies to support solid waste facilities permit and inspection;

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. 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 the purposes specified in the application.

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 _____ by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Board of Supervisors

Attest:

Clerk of the Board of Supervisors



GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

601

Memorandum

Date: 5/3/2012

To: Honorable Board Of Supervisors

From: Sheriff Greg Hagwood 

Re: Agenda Item for the meeting of Mat 15, 2012

It is recommended that the Board:

Approve and authorize the Sheriff and the CHAIR of the Board of Supervisors to sign the Service Level Agreement/Bailiff's and Court Security contract between the Sheriff's Office and the AOC.

Background and Discussion:

This contract will be for the 2011-2012 fiscal year. The agreement sets staffing levels for the Bailiff and court security staffing levels and reimbursements from the AOC.

SERVICE LEVEL AGREEMENT BAILIFFS AND COURT SECURITY

This Agreement is between the Superior Court of California, County of Plumas, hereinafter called "Court," and the Sheriff's Department of Plumas County, hereinafter called "Sheriff." It establishes procedures, guidelines and specific directions regarding the Sheriff's provision to Court for services and court security within the definition of "court operations" as set forth in Government Code §77003 and California Rules of Court, Rule 10.810.

This Agreement shall commence July 1, 2011 and remain in effect until June 30, 2012, unless terminated as set forth herein. If a new agreement is not enacted on or before June 30, 2012, this Agreement shall continue in effect until such time as a new agreement is executed or written notice is provided by either party to the other terminating the terms of this Agreement, with at least ninety (90) days prior notice or such other notice and duration as required by law.

In consideration of certain payments from the State of California to the County of Plumas, made pursuant to Government Code Chapter 6.3 and currently estimated to be approximately \$374,000 for the 2011/2012 fiscal year, the Sheriff agrees to provide the minimum services levels described in this Agreement to the Superior Court of California, County of Plumas. During the term of this Agreement, Sheriff shall provide Court in-court, perimeter security, operation and maintenance of security equipment, and such other security deemed necessary by Court and Sheriff to meet the needs of all departments of the Superior Court.

Bailiffs. There will be one Deputy Sheriff position and one Correctional Officer position assigned to serve as Bailiffs for court operations and such other support services in the Quincy Courthouse and one correctional officer assigned, if necessary, to serve as Bailiff for the

Family Support Commissioner each Wednesday. There will be one Deputy Sheriff position assigned to serve as Bailiff for the Plumas/Sierra Regional Courthouse in Portola for a minimum of four (4) days per month and a maximum of eight (8) days per month. These service levels are based on an eight (8) hour work day for all days the Court is legally required to be open, unless otherwise agreed to in writing by both parties. This service level may be adjusted if any court furlough days are mandated by legislation for Fiscal Year 2011/2012. Court and Sheriff shall work together cooperatively if either party should find additional Bailiff positions necessary. The Court shall also have final approval regarding individual officers assigned to Bailiff/Court Security duties.

Bailiffs are responsible for the security of the courtrooms, the judge, personnel and jury, and shall be trained in all areas of security, including prisoner movement.

Court Security. There will be two (2) Court Security positions to serve for court security operations and such other support services as required by Court. One position will be at the Plumas/Sierra Regional Courthouse and one position will be at the Quincy Courthouse. This service level is premised on an eight (8) hour workday for all days the Court is legally required to be open, unless otherwise agreed to in writing by both parties. This service level may be adjusted if any court furlough days are mandated by legislation for Fiscal Year 2011/2012.

Court Security Officers are responsible for the use of security screening equipment in the courthouse and such other duties as assigned by the Sheriff and shall be trained in all areas of security applicable to their position as determined by the Sheriff.

Overtime and Additional Security. Overtime and additional security assignments shall be at the discretion of the Sheriff. The Court may also request the provision of additional security in consultation with the Sheriff. All costs of such overtime and additional security shall be borne by the Sheriff from the funds described above.

Except as necessary in conducting court proceedings, court security personnel (i.e., bailiffs) are not responsible for the transportation of "in custody" defendants to and from the courtroom/courthouse. Except as otherwise directed by the courtroom judge or the Presiding Judge of the Plumas Superior Court, the Sheriff remains responsible for all defendants/prisoners who have been ordered into the custody of the Sheriff and which order is still in effect.

The Presiding Judge of the Court, or his/her designee, shall have authority to administer this Agreement on behalf of Court.

Except as otherwise provided by law, this Agreement may be terminated by either party without cause upon ninety (90) days written notice.

IN WITNESS WHEREOF, the Presiding Judge of the Superior Court of California, County of Plumas and the Sheriff of Plumas County have caused this Agreement to be entered on the _____ day of May, 2012.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLUMAS

By

JANET A HILDE, Presiding Judge

PLUMAS COUNTY SHERIFF'S DEPARTMENT

By

GREG HAGWOOD, Plumas County Sheriff

COUNTY OF PLUMAS

By

CHAIR, Board of Supervisors

Approved as to form:

Stephen S. Maxwell, Deputy
COUNTY COUNSEL
5/3/12



GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

602,3

Memorandum

DATE: May 7, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood
RE: Agenda Item for the meeting of May 15, 2012

RECOMMENDATION:

Approve and authorize the Sheriff to sign service agreements with two vendors:

A & P Helicopters, Inc. (PCSO00001) in the amount of \$50,000.00 for the period of 06/01/12 to 12/31/12.

P.J. Helicopters, Inc. (PCSO00053) in the amount of \$50,000.00 for the period of 06/01/12 to 12/31/12.

BACKGROUND & DISCUSSION:

The Sheriff's Office utilizes the services of many vendors. All service agreements over \$10,000.00 require Board approval.

Attached are two service agreements between the County of Plumas, Office of the Sheriff and two vendors that provide helicopter rentals with licensed pilots for the Sheriff's law enforcement needs. Those vendors are A & P Helicopters, Inc. (PCSO00001) and P.J. Helicopters, Inc. (PCSO00053).

These agreements have been approved by County Counsel and signed by the vendors. They are now being submitted for Board approval as per County policy and for Board authorization for the Sheriff to sign both agreements.



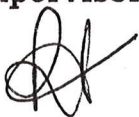
GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

604

Memorandum

DATE: May 7, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of May 15, 2012

It is recommended that the Board:

Adopt Resolution and authorize the Sheriff to sign the 2012-2013 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating & Waterways Financial Aid Program.

Background and Discussion:

The Boating Safety and Enforcement Financial Aid Program provides funding for the Plumas County Sheriff's Boating Safety and Enforcement Unit to provide education and information on boating safety issues, supervise organized water events, provide assistance to water users, and enforce state and local laws on the waterways in Plumas County.

The funding awarded in the annual contract for BS&E program costs for fiscal year 12/13 is a baseline allocation of \$132,511.00. The program requires a county contribution of the estimated county boat tax revenue in the amount of \$19,476.44. The total BS&E program budget for FY 10/11 is \$151,987.44.

This agreement shall be for the term beginning July 1, 2012 and ending June 30, 2013.

County Counsel has reviewed the Resolution and contract.

PLUMAS COUNTY BOARD OF SUPERVISORS
RESOLUTION # _____

WHEREAS, THE SHERIFF OF PLUMAS COUNTY DESIRES TO UNDERTAKE A CERTAIN PROJECT DESIGNATED "THE PLUMAS COUNTY SHERIFF'S BOATING SAFETY AND ENFORCEMENT PROGRAM" FOR FY 2012-2013, TO BE ADMINISTERED BY THE STATE OF CALIFORNIA, DEPARTMENT OF BOATING AND WATERWAYS.

NOW, THEREFORE, BE IT RESOLVED THAT THE SHERIFF OF THE COUNTY OF PLUMAS IS AUTHORIZED TO SIGN AND SUBMIT THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM CONTRACT ON BEHALF OF THE BOARD OF SUPERVISORS. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN THE QUARTERLY ACTIVITY REPORT (803) AND ANNUAL ACTIVITY REPORT. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN ALL QUARTERLY CLAIMS FOR REIMBURSEMENT. THE GRANT PROPOSALS AND ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO, WILL BE APPROVED BY THE BOARD OF SUPERVISORS.

IT IS AGREED, THAT THE COUNTY OF PLUMAS SHALL COMPLY WITH THE FISCAL AND OPERATIONAL REQUIREMENTS OF THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM GUIDELINES.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF SUPERVISORS OF PLUMAS COUNTY IN A MEETING THEREOF HELD ON _____, 2012 BY THE FOLLOWING VOTE;

AYES;

NOES;

ABSENT;

CHAIR SIGNATURE: _____ **DATE:** _____

TYPED NAME AND TITLE: _____ Robert Meacher _____

ATTEST; SIGNATURE: _____ **DATE:** _____

TYPED NAME AND TITLE: _____ Nancy DaForno, Clerk _____



Boating Safety and Enforcement Financial Aid Program Contract

This contract, entered into this *1ST day of July, 2012*, by and between the CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS, hereinafter called "Department," and the **COUNTY OF PLUMAS**, hereinafter called "Agency";

WITNESSETH

WHEREAS, Contingent on approval of the **Fiscal Year 2012-2013** budget, the Department intends to contract with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

WHEREAS, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this contract and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

WHEREAS, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual contract with each participating agency;

NOW, THEREFORE, it is mutually agreed as follows:

I. Applicable Law

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Contract shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

II. Description of Services

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

III. Payments

- A. **Maximum Amount**. The amount the Department shall be obligated to pay for services rendered under this contract shall not exceed **\$132,511.00** for the contract term in full consideration of Agency's performance of the services described in this contract.
- B. **Rate of Payment**. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a ___ monthly **OR** ☒ quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency's allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

IV. Records

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

V. Notice

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

TO DEPARTMENT

*Ms. Corrina Dugger
Department of Boating and Waterways
2000 Evergreen Street,, Suite 100
Sacramento, CA 95815-3888*

TO AGENCY

*Assistant Sheriff Gerald Hendrick
Plumas County Sheriff's Office
1400 E. Main Street
Quincy, CA 95971-9402*

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

VI. Term

This agreement shall be for the term beginning **July 1, 2012**, and ending **June 30, 2013**.

VII. Prior Agreements

All prior contracts regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this contract.

VIII. Amendment

No amendment or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto.

IX. Termination

Agency may terminate this contract without cause in writing at any time. Department may terminate this contract without cause upon a sixty (60) days written notice served upon the Agency.

X. Special Provisions

- A. Agency hereby certifies that the obligations created by this contract do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This contract shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this contract during any dispute.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the day and year first above written.

**CALIFORNIA DEPARTMENT OF BOATING AND
WATERWAYS**

By: _____

Lucia C. Becerra, Acting Director
California Department of Boating and Waterways

Date: _____

“Department”

COUNTY OF PLUMAS

By: _____

Title: SHERIFF

Date: _____

“Agency”

Approved as to form:


COUNTY COUNSEL
Deputy
5/7/12



6E

PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT

CHIEF PROBATION OFFICER

1446 E. Main St., Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

DATE: May 7, 2012

TO: Honorable Board of Supervisors

FROM: Sharon L. Reinert, Chief Probation Officer 

SUBJECT: Agenda Item for May 15, 2012 Meeting

Recommendation:

Approve and authorize the Probation Department to implement the Plumas County Probation Department Alternative Sentencing Program; and authorize the Chief Probation Officer to sign the contract with Satellite Tracking of People and implement the fee schedule accordingly.

Background:

Due to the implementation of AB109 on October 1, 2011, Plumas County has had to retain custody of some inmates that would have otherwise been sentenced to state prison. With this new instituted law, it has become necessary to identify alternative programs in lieu of physical confinement.

The Probation Department Alternative Sentencing Program would offer the Court a semi-secure means of detaining both adult and juvenile offenders in a home environment by use of electronic technology.

The goals of the Program are to protect the community by supervising offenders in a manner that will minimize the opportunity to commit further criminal acts, reduce overcrowding in the Plumas County Correctional Facility and juvenile hall costs while promoting public safety and enable the beginning of the rehabilitative process.

This Program will adhere to California Penal Code Sections 1203.016 and 1208.2 and Welfare and Institutions Code Sections 628.1, 636, and 903.2.