

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> March 3, 2020	<b>TYPE OF AGENDA ITEM:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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**DEPARTMENT:** Public Health  
**APPROVING PARTY:** Vickie Clark, Director  
**PHONE NUMBER:** (530) 993-6700

**AGENDA ITEM:** Amendment to Agreement 2005-153, 2008-125, 2011-062, and 2018-045 between the County of Plumas and the County of Sierra for Unified Program Services.

**SUPPORTIVE DOCUMENTS ATTACHED:**  Memo  Resolution  Agreement  Other

**BACKGROUND INFORMATION:** Please see attached memo

**FUNDING SOURCE:** 0515610

**GENERAL FUND IMPACT:** No General Fund Impact

**OTHER FUND:**

**AMOUNT:** \$ 23,406.90 Annually

**ARE ADDITIONAL PERSONNEL REQUIRED?**  
  
 Yes, -- --  
 No

**IS THIS ITEM ALLOCATED IN THE BUDGET?**  Yes  No  
  
**IS A BUDGET TRANSFER REQUIRED?**  Yes  No

**SPACE BELOW FOR CLERK'S USE**

<p><b>BOARD ACTION:</b></p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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**COMMENTS:**

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CLERK TO THE BOARD

\_\_\_\_\_  
DATE

# Memorandum

**To: Sierra County Board of Supervisors**

**From: Vickie Clark, Director of Public Health and Social Services**

**Reference:** Agenda Item

**Date of memo:** February 25, 2020

**Date of Board Meeting:** March 3, 2020

**Requested Action:** Amendment to Agreement 2005-153, 2008-125, 2011-062, and 2018-045 between the County of Plumas and the County of Sierra for Unified Program Services.

**Mandated by:** California Health & Safety Code, Division 20, Chapter 6.7, and the California Code of Regulations Title 23 Division 3, Chapter 16 and 18.

## Funding

**Budgeted?** YesX      No

<b>Revenue</b>	\$23,406.90	<b>Environmental Health Fees and Public Health Realignment</b>
<b>Expenses</b>	\$23,406.90	<b>Environmental Health Fees and Public Health Realignment</b>
<b>Difference</b>	0	

**Background Information:** As of January 1<sup>st</sup>, Plumas County had fully billed the 75 contract hours through December. Much of that was special work including extra trips for the CUPA evaluation and the failed tank at Sierra City. As of mid- February, they were 31.5 hours over the contract limit. This is due in part to travel time at 4 hours per round trip to Downieville, part is enforcement case compliance and documentation for the Downieville gas station, and part is consulting for Sierra City Station.

The good news is that all of the routine UST work is already completed for this fiscal year. We just need to get through the Downieville and Sierra City challenges. Evelyn can lead on the enforcement and closure of the Downieville tanks. Plumas County estimates needing approximately 10 hours including one more trip to Downieville for when the tanks are actually removed from the ground if that happens in this fiscal year. The Sierra City tanks need an ICC certification person. If they are able to do their work this spring, which could range from a repair at 10 hours for plans review and one site visit, to tank replacement that may require a more complex plan review and multiple site trips for approximately 25 hours.

Our staff have been calling Plumas county as needed to consult on other Environmental Health programs and using Jerry Sipe, Plumas County Environment Health Director, on an as needed basis while our Environmental Health Director position remains vacant. We added an additional 5 hours to this amendment to compensate for his availability.

So the bottom line is that we need to increase this contract to cover 30 hours of current overage plus a maximum of 30 hours to finish this year's work on the west side gas stations and 5 hours for consultation for a total of 65 hours.

**Potential Issues to consider:** This will be a budgetary strain to Public Health. We are charging the operators for the hours of extra time necessary to address the non-compliance and enforcement site visits and documentation. We will use our staff as much as possible to keep Plumas County's hours to a minimum. I do not see an alternative way to deal with these requirements for the remainder of this year

**Alternatives or Impacts of disapproval:**

AMENDMENT  
To  
AGREEMENT FOR  
PROFESSIONAL SERVICES

The following is an amendment to that certain Agreement No. 2005-153 (“Agreement”), Amendment 2008-125 and Amendment 2011-062, Amendment 2018-045 with an effective date of July 1, 2019, by and between the County of Sierra, a political subdivision of the State of California (“the COUNTY”) and the County of Plumas (“the CONTRACTOR”).

1. ARTICLE IV. TERM LIMITATION The Agreement is hereby amended to read:  
C. The total amount to be paid by SIERRA to PLUMAS for Unified Program services pursuant to this Agreement shall not exceed \$23,406.90. PLUMAS will bill SIERRA quarterly with a detailed itemized invoice for services provided and payment will be made by SIERRA within thirty days of receipt and approval of invoice.
2. Attached FY 2019-2020 Budget for Sierra County Contract for CUPA Services
3. All other terms and conditions of the Agreement are to remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

COUNTY OF SIERRA

“CONTRACTOR”

\_\_\_\_\_  
JIM BEARD  
Chairman, Board of Supervisors

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DIRECTOR  
Plumas County Environmental Health

ATTEST:

APPROVED AS TO FORM:

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HEATHER FOSTER  
Clerk of the Board

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DAVID PRENTICE  
County Counsel

## **FY 2019-2020 BUDGET**

### Sierra County Contract for CUPA Services

Direct Charges for Personnel Salaries and Benefits

Hazardous Materials Specialist (173 hours at \$123.00 per hour) \$21,279.00

Indirect 10% (for services and supplies) \$2127.90

Projected Program Costs – Total **\$23,406.90**