

**SIERRA COUNTY BOARD OF SUPERVISORS'
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

MEETING DATE: DEPARTMENT: PHONE NUMBER: REQUESTED BY:	TYPE OF AGENDA ITEM: REGULAR CONSENT TIMED SUPPORTIVE DOCUMENT ATTACHED: RESOLUTION MEMO AGREEMENT OTHER _____
AGENDA ITEM:	
BACKGROUND INFORMATION:	
FUNDING SOURCE: GENERAL FUND IMPACT:	OTHER FUND: AMOUNT: \$
ARE ADDITIONAL PERSONNEL REQUIRED? YES NO TYPE OF EMPLOYEE	IS THIS ITEM ALLOCATED IN THE BUDGET? YES NO IS A BUDGET TRANSFER REQUIRED? YES NO
SPACE BELOW FOR CLERK'S USE	
BOARD ACTION: APPROVED APPROVED AS AMENDED ADOPTED ADOPTED AS AMENDED DENIED OTHER NO ACTION TAKEN	SET PUBLIC HEARING FOR: _____ DIRECTION TO: _____ REFERRED TO: _____ CONTINUED TO: _____ AUTHORIZATION GIVEN TO: _____
BOARD VOTE: BY CONSENSUS AYES: ABSTAIN: NOES: ABSENT:	RESOLUTION 2026- _____ AGREEMENT 2026- _____ ORDINANCE _____
COMMENTS:	

CLERK OF THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA
RESOLUTION AUTHORIZING THE COUNTY PLANNING AND BUILDING
DIRECTOR TO EXECUTE DOCUMENTS ON BEHALF OF THE VACANT
DIRECTOR OF TRANSPORTATION POSITION

RESOLUTION 2026-

WHEREAS, the Sierra County Director of Transportation position became vacant effective December 25, 2025; and

WHEREAS, on December 16, 2025, the Sierra County Board of Supervisors authorized the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor to execute necessary departmental documents on behalf of the Transportation Department during the vacancy of the Director of Transportation; and

WHEREAS, the Director of Transportation is customarily authorized to execute agreements, certifications, personnel documents, and other documents necessary for the ongoing administration and operation of the County's transportation, public works, and related programs; and

WHEREAS, the absence of a Director of Transportation may delay the timely execution of necessary documents and impede the continuity of County operations; and

WHEREAS, the County Planning and Building Director possesses the professional qualifications and institutional knowledge necessary to temporarily perform limited administrative signing functions to ensure uninterrupted County operations; and

WHEREAS, the Board of Supervisors desires to supplement its prior authorization by granting limited signing authority to the County Planning and Building Director until the Director of Transportation position is filled.

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

1. In addition to the authority previously granted on December 16, 2025, the Sierra County Planning and Building Director is hereby authorized to execute and sign, on behalf of the County, documents that would otherwise require the signature of the Director of Transportation, including but not limited to routine operational documents, certifications, permits, agreements, personnel-related documents, grant-related documents, and correspondence necessary for the continued administration of County transportation and public works functions.
2. This authorization is supplemental to, and does not replace or limit, the authority previously granted by the Board to the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor. This authorization is limited to documents that do not

require separate approval by the Board of Supervisors and does not extend to actions that materially alter County policy, authorize new positions, make hiring or termination decisions, incur unbudgeted financial obligations, or exceed the authority otherwise granted to the Director of Transportation.

3. The authority granted by this Resolution shall remain in effect only until the Director of Transportation position is filled and the appointed Director assumes the duties of the office, unless earlier rescinded by action of the Board of Supervisors.
4. This Resolution does not authorize additional compensation or a change in classification for the Planning and Building Director.
5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Sierra County Board of Supervisors on the 6th day of January 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

, CHAIR
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK OF THE BOARD

ANDREW PLETT
COUNTY COUNSEL

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE COUNTY PLANNING AND BUILDING DIRECTOR TO EXECUTE DOCUMENTS ON BEHALF OF THE VACANT DIRECTOR OF TRANSPORTATION POSITION

RESOLUTION 2026-

WHEREAS, the Sierra County Director of Transportation position became vacant effective December 25, 2025; and

WHEREAS, on December 16, 2025, the Sierra County Board of Supervisors authorized the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor to execute necessary departmental documents on behalf of the Transportation Department during the vacancy of the Director of Transportation; and

WHEREAS, the Director of Transportation is customarily authorized to execute agreements, certifications, personnel documents, and other documents necessary for the ongoing administration and operation of the County's transportation, public works, and related programs; and

WHEREAS, the absence of a Director of Transportation may delay the timely execution of necessary documents and impede the continuity of County operations; and

WHEREAS, the County Planning and Building Director possesses the professional qualifications and institutional knowledge necessary to temporarily perform limited administrative signing functions to ensure uninterrupted County operations; and

WHEREAS, the Board of Supervisors now desires to supersede its prior authorization and consolidate interim signing authority in the County Planning and Building Director until the Director of Transportation position is filled.

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

1. The Sierra County Planning and Building Director is hereby authorized to execute and sign, on behalf of the County, documents that would otherwise require the signature of the Director of Transportation, including but not limited to routine operational documents, certifications, permits, agreements, personnel-related documents, grant-related documents, and correspondence necessary for the continued administration of County transportation and public works functions.
2. This Resolution supersedes the Board of Supervisors' action taken on December 16, 2025, authorizing the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor to execute departmental documents on behalf of the Transportation Department during the vacancy of the Director of Transportation, solely with respect to interim signing authority for such documents.

3. The authority granted by this Resolution is limited to documents that do not require separate approval by the Board of Supervisors and does not extend to actions that materially alter County policy, authorize new positions, make hiring or termination decisions, incur unbudgeted financial obligations, or exceed the authority otherwise granted to the Director of Transportation.
4. The authority granted by this Resolution shall remain in effect only until the Director of Transportation position is filled and the appointed Director assumes the duties of the office, unless earlier rescinded by action of the Board of Supervisors.
5. This Resolution does not authorize additional compensation or a change in classification for the Planning and Building Director.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Sierra County Board of Supervisors on the 6th day of January 2026, by the following vote:

AYES:
 NOES:
 ABSTAIN:
 ABSENT:

COUNTY OF SIERRA

 , CHAIR
 BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

 HEATHER FOSTER
 CLERK OF THE BOARD

 ANDREW PLETT
 COUNTY COUNSEL

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE COUNTY PLANNING AND BUILDING DIRECTOR TO EXERCISE INTERIM ADMINISTRATIVE AND OPERATIONAL AUTHORITY ON BEHALF OF THE VACANT DIRECTOR OF TRANSPORTATION POSITION AND SUPERSEDING PRIOR AUTHORITY

WHEREAS, the Sierra County Director of Transportation position became vacant effective December 25, 2025; and

WHEREAS, on December 16, 2025, the Sierra County Board of Supervisors authorized the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor to execute necessary departmental documents on behalf of the Transportation Department during the vacancy of the Director of Transportation; and

WHEREAS, the Director of Transportation is customarily responsible for executing agreements, certifications, personnel documents, and for providing administrative and operational oversight of Transportation Department staff and programs; and

WHEREAS, the absence of a Director of Transportation may delay the timely execution of necessary documents and impede the continuity of County operations and employee supervision; and

WHEREAS, the County Planning and Building Director possesses the professional qualifications and institutional knowledge necessary to temporarily assume limited administrative and operational authority to ensure uninterrupted County operations; and

WHEREAS, the Board of Supervisors now desires to supersede its prior authorization and consolidate interim authority in the County Planning and Building Director until the Director of Transportation position is filled.

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

1. The Sierra County Planning and Building Director is hereby authorized to temporarily perform the administrative and operational functions of the Director of Transportation during the vacancy, including but not limited to:
 - Executing and signing documents that would otherwise require the signature of the Director of Transportation, including routine operational documents, certifications, permits, agreements, personnel-related documents, grant-related documents, and correspondence; and
 - Providing day-to-day administrative and operational oversight of Transportation Department employees, including assignment and coordination of work tasks, approval of routine leave and time records, performance guidance consistent with existing County policies, and ensuring continuity of departmental operations.

2. This Resolution supersedes the Board of Supervisors' action taken on December 16, 2025, authorizing the Chair of the Board of Supervisors, the Director of Personnel, and the County Auditor to execute departmental documents on behalf of the Transportation Department during the vacancy of the Director of Transportation.
3. The authority granted by this Resolution does not include the authority to hire, terminate, demote, or discipline employees beyond routine supervisory guidance; authorize new positions; modify compensation or classifications; materially alter County policy; or incur unbudgeted financial obligations, except as otherwise expressly authorized by the Board of Supervisors or required by law.
4. The authority granted by this Resolution shall remain in effect only until the Director of Transportation position is filled and the appointed Director assumes the duties of the office, unless earlier rescinded by action of the Board of Supervisors.
5. This Resolution does not authorize additional compensation or a change in classification for the Planning and Building Director.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Sierra County Board of Supervisors on the 6th day of January 2026, by the following vote:

AYES:
 NOES:
 ABSTAIN:
 ABSENT:

COUNTY OF SIERRA

 , CHAIR
 BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

 HEATHER FOSTER
 CLERK OF THE BOARD

 ANDREW PLETT
 COUNTY COUNSEL