

# BOARD OF SUPERVISORS

## AGENDA

Meetings are located at:  
Yuba County Government Center  
Board Chambers, 915 Eighth Street  
Marysville, California



Agenda materials are available at the Yuba County Government Center, 915 8<sup>th</sup> Street, Marysville and [www.co.yuba.ca.us](http://www.co.yuba.ca.us). Any disclosable public record related to an open session item and distributed to all or a majority of the Board less than 72 hours prior to the meeting is available for public inspection at Suite 109 of the Government Center during normal business hours.

**APRIL 5, 2016**

### **5:30 P.M. YUBA COUNTY BOARD OF SUPERVISORS SPECIAL MEETING -**

#### **I. CLOSED SESSION**

- A. Personnel pursuant to Government Code §54957.6(a) - Labor Negotiations DSA/MSA/YCPOA/County of Yuba  
Negotiating Parties: Negotiating Parties: Able
- B. Pending litigation pursuant to Government Code §54956.9(d)(4) - One Case

### **5:50 P.M. Finance and Administration Committee - Supervisors Abe and Fletcher, Alternate Supervisor Vasquez -**

- A. [\(123-0416\) Consider revisions to certain fees in the Consolidated Fee Ordinance for Fiscal Year 2016-2017 - County Administrator \(Ten minute estimate\)](#)

**6:00 P.M. YUBA COUNTY BOARD OF SUPERVISORS - Welcome to the Yuba County Board of Supervisors meeting. As a courtesy to others, please turn off cell phones, pagers, or other electronic devices, which might disrupt the meeting. All items on the agenda other than Correspondence and Board and Staff Members Reports are considered items for which the Board may take action. The public will be given opportunity to comment on action items on the agenda when the item is heard and comments shall be limited to three minutes per individual or group.**

#### **II. PLEDGE OF ALLEGIANCE - Led by Supervisor Nicoletti**

#### **III. ROLL CALL - Supervisors Vasquez, Nicoletti, Griego, Abe, Fletcher**

#### **IV. CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.**

- A. Administrative Services
  - 1. [\(124-0416\) Direct staff to look at potential locations to relocate Victim Services Division of the Probation Department. \(Public Facilities Committee recommends approval\)](#)
- B. Board of Supervisors
  - 1. [\(125-0416\) Remove Michael Valdez from Behavioral Health Advisory Board pursuant to Article IV, Section G of bylaws.](#)
  - 2. [\(126-0416\) Reappoint Gary Arlington to Yuba County Commission on Aging as At-large Representative for term ending April 5, 2019.](#)
- C. Clerk of the Board of Supervisors
  - 1. [\(127-0416\) Approve meeting minutes of March 15 and 22, 2016.](#)
- D. Community Development and Services
  - 1. [\(128-0416\) Approve plans, specifications, estimate and authorize advertisement of bids for Scales Road over Slate Creek Bridge Replacement Project, with tentative bid opening April 28, 2016 and authorize Chair to execute.](#)

2. [\(129-0416\) Award contract to Drake Haglan and Associates, Inc. for professional engineering services for Iowa City Road Bridge replacement project and authorize Chair to execute upon review and approval of Counsel.](#)
3. [\(130-0416\) Award agreement to Wood Rodgers for professional engineering services for Spring Valley Road bridge replacement project and authorize Chair to execute upon review and approval of Counsel.](#)
4. [\(131-0416\) Approve Floodplain Development Variance for Agricultural Structure at APN 005-190-061 \(Shell Road\).](#)
5. [\(132-0416\) Adopt resolution supporting Yuba County Water Agency proposed groundwater basin boundary modification of North Yuba Subbasin, \(Basin No. 5-21.60\)](#)

E. Emergency Services

1. [\(133-0416\) Adopt resolution proclaiming the existence of ongoing local drought emergency in Yuba County pursuant to Government Code 8630.](#)

F. Health and Human Services

1. [\(134-0416\) Adopt resolution increasing petty cash fund to \\$200 for Public Health Division.](#)

G. Information Technology

1. [\(135-0416\) Approve Memorandum of Understanding with Yuba County Superior Court for services and information exchange and authorize Chair to execute.](#)

H. Sutter Yuba Mental Health

1. [\(136-0416\) Adopt resolution in support of Stepping up Initiative to reduce mental illnesses in jail.](#)

V. **SPECIAL PRESENTATION**

- A. [\(137-0416\) Present proclamation to Public Health staff recognizing Public Health Week April 4 - 10, 2016. \(Five minute estimate\)](#)
- B. [\(138-0416\) Present proclamation to Casa de Esperanza recognizing April 2016 as Child Abuse Prevention Month. \(Five minute estimate\)](#)

VI. **PUBLIC COMMUNICATIONS:** Any person may speak about any subject of concern provided it is within the jurisdiction of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes and each individual or group will be limited to no more than three minutes. Prior to this time speakers are requested to fill out a "Request to Speak" card and submit it to the Clerk of the Board of Supervisors. Please note: No Board action can be taken on comments made under this heading.

VII. **COUNTY DEPARTMENTS**

A. Community Development and Services

1. [\(139-0416\) Direct staff to initiate Proposition 218 process to propose increase assessment to County Service Area 8 \(Willow Glen\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\)](#)
2. [\(140-0416\) Direct staff to initiate Proposition 218 process to increase assessment to County Service Area 9 \(Aero Estates\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\).](#)
3. [\(141-0416\) Direct staff to initiate Proposition 218 process to increase assessment to County Service Area 18 \(Willow Glen No. 2\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\)](#)

4. [\(142-0416\) Direct staff to initiate Proposition 218 process to increase assessment to County Service Area 20 \(Clark Hill Estates\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\).](#)
5. [\(143-0416\) Direct staff to initiate Proposition 218 process to propose assessment to County Service Area 28 \(Renaissance Vineyard\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\).](#)
6. [\(144-0416\) Direct staff to initiate Proposition 218 process to increase assessment to County Service Area 39 \(Dry Creek Estates\) and set public hearing date of June 14, 2016 to consider adjustment and tabulate ballots. \(Five minute estimate\).](#)

VIII. **CORRESPONDENCE:** The Board may direct any item of informational correspondence to a department head for appropriate action.

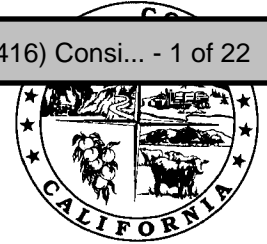
- A. [\(145-0416\) Final Audit Report for Wheatland Cemetery District for period ending June 30, 2014.](#)
- B. [\(146-0416\) Notice from California State Water Resources Control Board for temporary transfer of up to 17,433 acre feet of water from Sutter Extension Water District to State Water Contractor Agencies under license 9063.](#)
- C. [\(147-0416\) Notice from California State Board of Equalization annual report fiscal year 2015-2015.](#)

IX. **BOARD AND STAFF MEMBERS' REPORTS:** This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas.

X. **ADJOURN**

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board's office at (530) 749-7510 or (530) 749-7353 (fax). Requests must be made two full business days before the start of the meeting. To place an item on the agenda, contact the office of the Clerk of the Board of Supervisors.

# The County of Yuba



## Office of the County Administrator

Robert Bendorf, County Administrator  
Grace M. Mull, Deputy County Administrator  
Russ Brown, Communications & Legislative Affairs Coordinator  
Keirsten Spies, Executive Assistant to the County Administrator  
Yuba County Government Center  
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**Date:** April 5, 2016  
**To:** Finance & Administration Committee  
**From:** Robert Bendorf, County Administrator *RB/GM*  
**By:** Grace Mull, Deputy County Administrator  
**Re:** FY 2016/2017 Consolidated Fee Ordinance

### Recommendation

Consider revisions to the Consolidated Fee Ordinance for fiscal year 2016-17.

### Background

Departments are tasked to review their fees annually to ensure that fees charged reflect true cost of services. The review process includes adding new fees, deleting obsolete fees, and revising fee titles to accurately describe the fee.

### Discussion

The purpose of the Consolidated Fee Ordinance is to allow the public and those doing business with the County to easily access fees associated with various departmental services. The annual revision process provides the Board and the public an opportunity to review and comment on the County's fee structure.

The attached summary displays which fees are proposed to be changed, the amount requested under the new fee, and the reasons for the fee revisions. Fee increases reflect the department's full amount of time and costs associated with providing these services, and are meant to be cost covering.

### Fiscal Impact

The proposed revisions to the Consolidated Fee Ordinance and associated fee schedules represent each department's estimate of the cost to provide services, or are set by state law. Consequently, fee adjustments, either up or down, are meant to eliminate a subsidy or to ensure there is no revenue in excess of the cost of the services provided from the fees being charged to perform the services.

**FY 16/17 Master Fee Schedule - Summary of Changes**

Code Section & Department		Name of Fee		Old Fee	New Fee	Reason for Change
13.00.030 Admin Services	1.1	Group 1 - Hangars #1-24		\$122.00/Month \$1,464.00/Annual	\$125.00/Month \$1,500.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.2	Group 2 - Hangars #25-27 and #29-30		\$222.00/Month \$2,664.00/Annual	\$228.00/Month \$2,736.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.3	Group 3 - Hangars #32-36 and #38-42		\$176.00/Month \$2,112.00/Annual	\$180.00/Month \$2,160.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.4	Group 4 - Hangars #44-52 and #60-67		\$256.00/Month \$3,072.00/Annual	\$262.00/Month \$3,144.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.5	Group 5 - Hangars #53, #54, and #57		\$284.00/Month \$3,408.00/Annual	\$291.00/Month \$3,492.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.6	Storage Hangar #28		\$113.00/Month \$1,356.00/Annual	\$116.00/Month \$1,392.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.7	Storage Hangar #37		\$88.00/Month \$1,056.00/Annual	\$90.00/Month \$1,080.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.8	Storage Hangar #43		\$85.00/Month \$1,020.00/Annual	\$87.00/Month \$1,044.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.9	Storage Hangar #58		\$130.00/Month \$1,560.00/Annual	\$133.00/Month \$1,596.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.10	Storage Hangar #59		\$122.00/Month \$1,464.00/Annual	\$125.00/Month \$1,500.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.11	Storage Hangar #68		\$84.00/Month \$1,008.00/Annual	\$86.00/Month \$1,032.00/Annual	Fee increase based on annual CPI per hangar agreement.
	1.12	Uniformed Security Hourly Charge - with 48 hrs or more advanced notice		\$13.89/Hour	\$14.75/Hour	Fee increase based on current contractual rate.
	1.13	Uniformed Security Hourly Charge - with 24 hrs (but >8)		\$15.50/Hour	\$16.28/Hour	Fee increase based on current contractual rate.
	1.14	Buildings & Grounds Hourly Charge		\$41.60/Hour	\$42.40/Hour	Fee increase to include increases to salaries.
	1.15	Custodial Services Hourly Charge		\$34.15/Hour	\$34.80/Hour	Fee increase to include increases to salaries.
	1.16	Admin Services Office Hourly Rate		\$34.00/Hour	\$34.60/Hour	Fee increase to include increases to salaries.

**FY 16/17 Master Fee Schedule - Summary of Changes**

**Code Section & Department**

		Name of Fee		Old Fee	New Fee	Reason for Change
13.00.034 Animal Care Services	2.1	Code Title Name Change: Change from Animal Control to Animal Care Services		N/A	N/A	Name change to reflect current name of department.
	2.2	Adoption Fees - Four (4) months of age and older - Dogs + optional microchip			\$58.00	New fee to include optional microchip.
	2.3	Adoption Fees - Four (4) months of age and older - Cats + optional microchip			\$58.00	New fee to include optional microchip.
	2.4	Adoption Fees - Under four (4) months of age - Puppies + optional microchip			\$25.00	New fee to include optional microchip.
	2.5	Adoption Fees - Under four (4) months of age - Kittens + optional microchip			\$23.00	New fee to include optional microchip.
	3.1	Certified Copy of Voter Registration		\$3.00	\$1.50	Fee reduction to comply with Elections Code.
13.00.042 Clerk Recorder	3.2	Surety Power of Attorney Filings - 1st name		\$12.00	\$12.00	Moved location of fee from Election Fees to Recorder Fees.
	3.3	Surety Power of Attorney Filings - each additional name		\$6.00	\$6.00	Moved location of fee from Election Fees to Recorder Fees.
	3.4	Humane Officer Filing		\$5.00	\$5.00	Moved location of fee from Election Fees to Recorder Fees.
	4.1	Discovery Fee - Audio Tape Reproduction		\$15.00 includes tape	Delete	Delete fee and revised with new fees that correctly describe current media uses.
13.00.044 District Attorney	4.2	Discovery Fee - Video Reproduction		\$15.00 includes tape	Delete	Delete fee and revised with new fees that correctly describe current media uses.
	4.3	Discovery Fee - CD Photo Reproduction		\$15.00 includes CD	Delete	Delete fee and revised with new fees that correctly describe current media uses.
	4.4	Discovery Fee - DVD Video Reproduction		\$15.00 includes DVD	Delete	Delete fee and revised with new fees that correctly describe current media uses.
	4.5	Discovery Fee - Digital Media Reproduction to CD/DVD			\$15.00 includes CD/DVD	New fee to revise media description to reflect current uses.
	4.6	Discovery Fee - Digital Media Reproduction to Secure Flashdrive			\$27.00 includes Flashdrive	New fee to revise media description to reflect current uses.
	5.1	LPS Conservatorship Fee (1 Year Accounting)		10% of Estate Balance or Hourly Rate whichever is greater	10% of Estate Balance or Hourly Rate whichever is greater	Revised fee description to include hourly rate where new fee is greater
13.00.058 Public Guardian	5.2	Probate Conservatorship Fee (2 Year Accounting)		15% of Estate Balance or Hourly Rate whichever is greater	15% of Estate Balance or Hourly Rate whichever is greater	Revised fee description to include hourly rate where new fee is greater

(123-0416) Consi... - 3 of 22

FY 16/17 Master Fee Schedule - Summary of Changes

Code Section &

Department

Code Section & Department	Name of Fee	Old Fee	New Fee	Reason for Change
13.20.400 Environmental Health	6.1 Special Events - Large more than 3 vendors attendance 500+	\$441.00	Delete	Delete fee as it is now obsolete.
	6.2 OLD: Special Events - + billed hourly rate for time spent over base Special Events - + billed hourly rate	NEW: \$147.00/Hour	\$147.00/Hour	Name change only. Deleted "for time spent over base"
	6.3 OLD: Special Events - Small 3 or less vendors, attendance -500 Special Events - 3 or less vendors + \$50 per vendor over 3	NEW: \$147.00	\$294.00	Name change and fee structure change. Fee increase accounts for average of 2 Hours it takes to perform task. \$50 additional vendor charge after 3 vendors.
	6.4 Individual Experimental Systems (Monitoring for 1st year)	\$588.00	Delete	Delete fee as it is cost to monitor 1st year is comparable to following years.
	6.5 Individual Experimental Systems	\$220.50	\$147.00	Fee reduced to reflect time it takes to perform task (currently 1 Hour).

(123-0416) Consi... - 4 of 22

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE REPEALING AND RE-ENACTING CHAPTERS 13.00.030,  
13.00.034, 13.00.042, 13.00.044, 13.00.058 AND 13.20.400 OF THE YUBA COUNTY  
CONSOLIDATED FEE ORDINANCE CODE**

The following ordinances consisting of three (3) sections, was duly and regularly passed and adopted by the Board of Supervisors of the County of Yuba, State of California, at a regular meeting of the Board of Supervisors held on \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

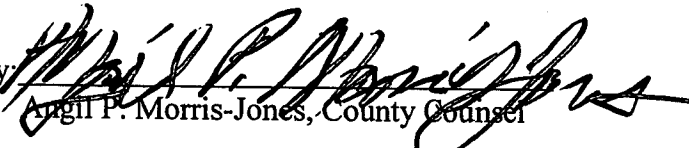
\_\_\_\_\_  
Roger Abe, Chairman of the Board of  
Supervisors of the County of Yuba,  
State of California

ATTEST: DONNA STOTTLEMEYER  
Clerk of the Board of Supervisors

By: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

  
Angil P. Morris-Jones, County Counsel



**THE BOARD OF SUPERVISORS OF THE COUNTY OF YUBA, STATE OF CALIFORNIA DOES ORDAIN AS FOLLOWS:**

Section 1. This ordinance shall take effect Sixty (60) days after its passage, and shall become operative and in full force on July 1, 2016. Before the expiration of Thirty (30) days after its passage a summary shall be published with the names of the members voting for and against the same, once in a local newspaper of general circulation in the County of Yuba, State of California.

Section 2. Sections 13.00.030, 13.00.034, 13.00.042, 13.00.044, 13.00.058 and 13.20.400 of the Yuba County Consolidated Fee Ordinance Code are hereby repealed and re-enacted in its entirety to read as reflected in Attachment "A", hereto and by this reference is incorporated herein as though set forth in full.

Section 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

**Administrative Services - Code Section 13.00.030**

NAME OF FEE	FEE FY 16/17
<b>Information Technology</b>	
Services for Data Sets, Programming, Maps, Reports,	\$65.00/hour
Services for Information Security Officer	\$76.00/hour
Copies of Electronic Files, Training, Support	(1 hour minimum)
<b>Airport</b>	
<b>Hanger Rates</b>	Month/Annual
Group 1 - Hangars #1-24	\$125.00 / \$1,500.00
Group 2 - Hangars #25-27 and #29-30	\$228.00 / \$2,736.00
Group 3 - Hangars #32-36 and #38-42	\$180.00 / \$2,160.00
Group 4 - Hangars #44-52 and #60-67	\$262.00 / \$3,144.00
Group 5 - Hangars #53, #54, and #57	\$291.00 / \$3,492.00
<b>Storage Unit Rates</b>	Month/Annual
Storage Hangar #28	\$116.00 / \$1,392.00
Storage Hangar #37	\$90.00 / \$1,080.00
Storage Hangar #43	\$87.00 / \$1,044.00
Storage Hangar #58	\$133.00 / \$1,596.00
Storage Hangar #59	\$125.00 / \$1,500.00
Storage Hangar #68	\$86.00 / \$1,032.00
<b>Tie-Down Rates</b>	Day/Month
Single Engine Tie-Down Fees	\$5.00/\$40.00
Light Twin Tie-Down Fees (up to 6,000 lbs)	\$6.00/\$45.00
Multi-Engine Tie-Down Fees (6,000 to 12,000)	\$8.00/\$50.00
Multi-Engine Tie-Down Fees (over 12,000 lbs)	\$10.00/\$55.00
<b>Airport Use Permit/Off Airport Access Permit</b>	Month/Annual
Commercial Use/Off-Field Access Permit	\$125.00/\$1,500.00
Non-Commercial Use/Off-Field Access Permit	\$65.00/\$780.00
<b>T-Hangar Waiting List Application Fee</b>	\$15.00/month
<b>Late Fee(T-Hangar/Tie Downs/Building/Ground Leases)</b>	
Unless otherwise noted in agreement, a late charge of \$25.00 per occurrence, plus 1.5% interest on the unpaid balance	\$39.00 each occur
<b>Non-Sufficient Fund Check Fee</b>	\$35.00
<b>Administrative Services</b>	
<b>Admin Services issued Security Cards</b>	
Security Access Card (New)	\$30.00/each
Security Access Card (Renewal)	\$30.00/each
Security Access Card Lost/Stolen (Replacement)	\$30.00/each

**Administrative Services - Code Section 13.00.030**

NAME OF FEE	FEE FY 16/17
<b>Meeting Room charge for non-County users</b>	
- evenings and weekend use (\$200.00 max per day)	\$50.00/hour
- after hours / emergency call in; 2 hour min based on hourly rates noted below	
<b>Uniformed Security hourly charge</b>	Charge at actual cost
- with 48 hours or more advance notice	\$14.75 / hour
- with 24 hours notice (but > 8)	\$16.28 / hour
<b>Buildings &amp; Grounds hourly charge</b>	\$42.40 / hour
- blended rate for chargeback when appropriate	
- after hours / emergency call in; 2 hour minimum	
<b>Custodial Services hourly charge</b>	\$34.80 / hour
- blended rate for chargeback when appropriate	
- after hours / emergency call in; 2 hour minimum	
<b>Admin Services office hourly rate</b>	\$34.60 / hour
- blended rate for chargeback when appropriate	

**Animal Care Services - Code Section 13.00.034**

NAME OF FEE	FEE FY 16/17
<b>Impound/Redemption Fees*</b>	
Impound Fee - Dog	\$45.00
Daily Board Fee - Dog	\$10.00
Second Impound within One Year - Dog	\$75.00
Third Impound within One Year - Dog	\$110.00
Impound Fee - Vaccinated Cat	\$20.00
Daily Board Fee - Cat	\$8.00
Second Impound within One Year - Cat	\$60.00
Third Impound within One Year - Cat	\$90.00
Impound Fee - Horses, Mules, Bulls, Cows, Oxen or Calves	\$75.00
Impound Fee - Sheep, Lambs, Goats, or Hogs	\$45.00
Impound Fee - Chickens, Rabbits, or Ducks	\$20.00
Daily Board Fee - Livestock	\$15.00
Hauling Fee - Livestock	Hauler's Fee
Impound Fee - Exotic Animals	\$35.00
Daily Board - Exotic Animals	\$10.00
<i>* The above fees are in addition to any state imposed fees.</i>	
<b>Owners Animal-Euthanasia Surrender Fees</b>	
Surrender deceased dog/cat for disposal - Resident	\$10.00
Surrender deceased dog/cat for disposal - Non-Resident	\$20.00
Euthanasia Surrender Fee - Dogs/Cats - Resident	\$35.00
Euthanasia Surrender Fee - Dogs/Cats - Non-Resident	\$50.00
<b>Dog License Fees</b>	
Dog License Fees - Spayed or Neutered - One Year	\$10.00
Dog License Fees - Spayed or Neutered - Two Year	\$16.00
Dog License Fees - Spayed or Neutered - Three Year	\$24.00
Dog License Fees - Not Spayed or Neutered - One Year	\$24.00
Dog License Fees - Not Spayed or Neutered - Two Year	\$48.00
Dog License Fees - Not Spayed or Neutered - Three Year	\$72.00
Senior Citizen 65 yrs old +, 1 dog per household	No Fee
Guide Dogs/Law Enforcement Dogs	No Fee
Penalty for failure to register dog within time period	\$18.00
Replacement Tag/Transfer of Ownership	\$6.00
<b>Adoption Fees</b>	
Four (4) months of age and older - Dogs	\$43.00
Four (4) months of age and older - Dogs + optional microchip	\$58.00
Four (4) months of age and older - Cats	\$43.00
Four (4) months of age and older - Cats + optional microchip	\$58.00
<i>Adoption fees are in addition to any required rabies vaccination fees or fees associated with the spaying or neutering of an animal.</i>	
Under four (4) months of age - Puppies	\$10.00
Under four (4) months of age - Puppies + optional microchip	\$25.00

***Animal Care Services - Code Section 13.00.034***

<b>NAME OF FEE</b>	<b>FEE FY 16/17</b>
Under four (4) months of age Spay/Neuter Deposit- Puppies	\$40.00
Under four (4) months of age - Kittens	\$8.00
Under four (4) months of age - Kittens + optional microchip	\$23.00
Under four (4) months of age Spay/Neuter Deposit- Kittens	\$40.00
Other animals	Fair Market Value
<b>Hourly Rate</b>	
<i>The County may charge an hourly rate for time spent on</i>	\$25.00/hour
<i>incidents beyond the scope of duties or services normally</i>	
<i>provided.</i>	

**Clerk-Recorder - Code Section 13.00.042**

NAME OF FEE	FEE FY 16/17
<b>Recording Fees</b>	
Recording Fee 1st page - 8.5 x11	\$14.00
Each additional page - 8.5 x 11	\$3.00
Combined documents - each title	\$14.00
Recording Penalty - Any page not 8.5 x 11 all pages of document additional	\$3.00
Print Size Penalty	\$1.00
Additional indexing - each additional reference	\$1.00
Additional indexing - more than ten names	\$1.00
Release of lien recorded in error by Gov't Agency (except Federal Gov't)	No Fee
Involuntary Lien Notice (in addition to standard recording fee) - each debtor at different address	\$7.00
Recording full releases of Gov't Agency Liens (State, County & City except Federal Gov't)	\$12.00
Military Discharge	No Fee
Recording Financing Statements (1-2 pgs) - State Sets Fee	\$10.00
Recording Financing Statements (3 or more pgs) - State Sets Fee	\$20.00
Filing & Indexing paper not required by law to be recorded	\$6.00
Survey Monument Fund Fee	\$10.00
Documentary Transfer Tax	.55/per \$500.00
Preliminary 20 Day Notice	\$35.00
Preliminary 20 Day Notice each additional parcel or address	\$20.00
Preliminary Change of Ownership Report not filed at time of recording	\$20.00
Annual Internet Access Fee - Public Records	\$6,000.00
<b>Vital Records Fees</b>	
Certified Copy of Birth Certificate/Certificate of No Record/Info. Copy of Birth = State Sets Fee	Fee Set by State
Certified Copy of Birth Certificate - Public Agency Applicant - State Sets Fee	Fee Set by State
Certified Copy of Certificate of Marriage/Certificate of No Record of Marriage - State Sets Fee	Fee Set by State
Certified Copy of Certificate of Marriage - Pub Agency Appl - State Sets Fee	Fee Set by State
Certified Copy of Death Record/Certificate of No Record/Info. Copy of Death - State Sets Fee	Fee Set by State
<b>Map Fees</b>	
Recording Map Fee - 1st page	\$9.00
Recording Map Fee each additional page	\$2.00
<b>Marriage Fees</b>	
Issuance of Public Marriage License	\$65.00
Issuance of Confidential Marriage License	\$70.00
Issuance of Duplicate Marriage License	\$25.00
Amendment of Confidential Marriage Record after 1 year	\$23.00
Issuance of Declaration of Marriage	\$60.00
Civil Marriage by Commissioner	\$40.00
Credible Witness Affidavit (each)	\$5.00
Office Witness Fee for Marriage Ceremony	\$20.00

**Clerk-Recorder - Code Section 13.00.042**

NAME OF FEE	FEE FY 16/17
After Hours Marriage License (Request for license after 4:45 p.m.)	\$25.00
<b>Fictitious Business Name Filing Fees</b>	
Fictitious Business Name Statement - 1 Business Name/Registrant	\$30.00
Each additional Fictitious Business at same location	\$5.00
Each additional Registrant operating under same name	\$5.00
Abandonment Statement	\$30.00
Withdrawal from Partnership Statement	\$30.00
Copy of Fictitious Business filings per month	\$10.00
Certified Copy of any statement on file re: fictitious business	\$3.00
<b>Copy &amp; Certification Fees</b>	
Photographic Copy of public record	\$2.00
Each additional page	\$0.50
Photographic map copy - 1st page - 11x17 inches	\$2.50
Each additional map page - 11x17	\$1.00
Photographic map copy - 1st page - 18x26 inches	\$3.00
Each additional map page - 18x26	\$2.00
Certificate under Seal	\$2.50
Certified Copy of Service Discharge	No Fee
Conformed Copy - each (Limit 2)	\$1.00
Map Image CD or Flash Drive	\$20.00 up to 100 images
Archival Map Images Hard Drive	\$500.00
CD Recorded Images per month	\$400.00
Federal Lien Search Certificate - 1968 forward	\$10.00
Fax Charge Per Page	\$1.00
<b>Miscellaneous Filing Fees</b>	
Bond Filing (doesn't include recording fee)	\$13.00
Process Server Registration (Includes Bond Filing)	\$117.00
Professional Photocopier Registration (Includes Bond Filing)	\$182.00
(Includes Bond Filing)	\$107.00
(Includes Bond Filing)	\$182.00
Additional Process Server ID Card	\$10.00
Certification of Notary Signature	\$10.00
Certification of Official Capacity or Signature Authorization	\$10.00
Administrative Filing Fee - Environmental - Fee Set by State	Fee Set by State
Environmental Impact Report - Fee Set by State	Fee Set by State
Negative Declaration - Fee Set by State	Fee Set by State
Surety Power of Attorney Filings - 1st name	\$12.00
Surety Power of Attorney Filings - each additional name	\$6.00
Humane Officer Filing	\$5.00
<b>Election Fees</b>	
Registration of Voter	No Fee
Certified Copy of Voter Registration	\$1.50
Copy of Voter Index, per thousand names	\$2.00+\$5.00setup
Copy of Reports or Stmts, Political Reform Act per page	\$0.10

**Clerk-Recorder - Code Section 13.00.042**

NAME OF FEE	FEE FY 16/17
Preparing copies of any record per page	\$0.25
Certifying Fee	\$2.50
Searching record or files, per year (Clerk Research)	\$20 hr-1/2 hr min
Copy of voter index on disc/tape	\$100.00
Additional Reports added to Voter Index CD	\$5.00 each
Labels	.05 ea+\$5.00 setup
Absentee Chase - Fax (Includes initial mailing on CD)	\$150.00
Absentee Chase - CD	\$50.00 per CD
Initiative - Notice of Intent to Circulate Petition - Filing Fee (EC 9103)	\$200.00
Candidate Statement	Actual Cost
Election Related Custom Reports	\$15.00 per report



[illegible]

[illegible]

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
<b>Food Program</b> (annual permit unless noted)	
Restaurants - Bar Only (no food prep)	\$294.00
Restaurants - 1-49 seats	\$441.00
Restaurants - 50-149 seats	\$588.00
Restaurants - 150 or more	\$882.00
Added to restaurant base - With Bar or Market	\$147.00
Added to restaurant base - With Bar and Market	\$220.50
Added to restaurant base - With Catering Services	\$147.00
Added to restaurant base - With Satellite Facility	\$147.00
Caterer	\$441.00
Retail Markets - No food preps, only prepackaged goods	\$294.00
Retail Markets - Less than 2000 square feet	\$441.00
Retail Markets - 2000-5999 square feet	\$588.00
Retail Markets - 6000 or more square feet	\$735.00
Add each unit to retail market-butcher shop, deli, bakery, etc.	\$147/per unit
Bakery	\$441.00
Commissary Facility	\$441.00
Commissary - Verification per vehicle	\$36.75
Vehicles - Vending Vehicle (no prep)	\$294.00
Vehicles - Mobile Food Prep Unit	\$441.00
Vehicles - Produce Truck (no prep)	\$147.00
Vending Machines - Company	\$294.00
Vending Machines - Per Food Dispenser	\$14.70
Roadside Stand	\$294.00
Schools - Kitchen	\$441.00
Schools - Satellite Distribution Facility	\$294.00
Food Warehouse	\$515.50
Food Salvager	\$661.50
Food Demonstrator	\$73.50
Farmers Market	\$588.00
Bed & Breakfast	\$367.50
Temporary Food Facility	\$294.00
Ice Plant	\$294.00
Special Events - + billed hourly rate	\$147/hour
Special Events - 3 or less vendors + \$50 per vendor over 3	\$294.00
Incidental Food Sales from Non-Mobile Businesses	\$147.00
Amphitheatre - Food - Bar - Catering	\$3,675.00
Plan Review Food Establishment - New	\$882.00
Plan Review Food Establishment - Remodel	\$735.00
Seasonal Snack Bar	\$294.00
Small Community Farmers Market (no food prep)	\$147.00
Certified Farmers Market / Temporary Food Facility	\$588.00

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
<b>Public Recreation</b>	
Public Swimming Pool/Spa/Beach (annual permit)	\$514.50
Organized Camp (annual permit)	\$514.50
Plan Review Public Swimming Pools (construction)	\$1,176.00
Plan Review Organized Camp (construction)	\$808.50
<b>Public Water System</b>	
Annual Surveillance Fee - 15-24 service connections	\$514.50
Annual Surveillance Fee - 25-99 service connections	\$661.50
Annual Surveillance Fee - 100-199 service connections	\$808.50
Non-Community Water System - Non Transient	\$661.50
Non-Community Water System - Transient	\$441.00
New Permit Fee - Community Water System	\$1,249.50
New Permit Fee - Non-Community Water System	\$955.50
Amended Permit Fee (all system types)	\$441.00
Ownership Change (all system types)	\$294.00
Annual Permit Fee Small System - 5-14 service connects	\$441.00
CURFFL Systems	\$220.50
All other services	\$147.00/hour
Request for Variance/Exemption/Waiver	\$147.00/hour
Enforcement Action	\$147.00/hour
Plan Review Public & Local Small Water Systems	\$147.00/hour
<b>Solid Waste</b>	
Solid Waster Hauler (per vehicle or trailer)	\$73.50
Full Solid Waste Facility - Class II Site	\$5,292.00
Full Solid Waste Facility - Class III Site	\$5,292.00
Standardized Solid Waste Facility	\$3,528.00
Registration Tier	\$3,528.00
Notification Tier #1	\$294.00
Notification Tier #2	\$1,176.00
Notification Tier #3	\$1,764.00
Construction/Demo Debris	\$661.50
Recycling/Process Facility	\$3,528.00
Transfer Station	\$3,528.00
Abandoned/Closed Sites	\$1,176.00
Agricultural Waste Disposal Sites	\$294.00
SWF Permit Exemption	\$882.00
Ash Applications - Initial Permit Exemptions	\$735.00
Ash Applications - Annual Exemption Renewal	\$220.50
Facility Inspection not covered by permit fees	\$147.00/hour
Periodic Site Review	\$147.00/hour
Preliminary Closure/Post Closure	\$147.00/hour

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
Final Closure/Post Closure maintenance plan review	\$147.00/hour
Joint Technical Document Review	\$147.00/hour
5 year permit review	\$147.00/hour
Permit revision/modification	\$147.00/hour
Tipping Fee	\$4.40 per ton
<b>Sewage Disposal</b>	
Sewage Tank Cleaning Vehicle	\$294.00
Chemical Toilet Supplier - 50 Units or less	\$294.00
Chemical Toilet Supplier - 51 Units or more	\$441.00
New or Replacement Conventional System	\$588.00
New Pressure Dosed or Engineered Systems	\$1,029.00
Minor Repair not involving leachfield	\$294.00
Major Repair of Failed System/Add to Existing Non-Failed System	\$588.00
Holding Tank (Vault System) 1st Year	\$735.00
Holding Tank (Vault System) (after 1st year) Annual Permit	\$294.00
Operating Permit Central Wastewater-Cluster 2-5 connects	\$1,617.00
Operating Permit Central Wastewater-Small 6-99 connects	\$2,205.00
Operating Permit Central Wastewater-Large > 99 connects	\$3,087.00
Individual Experimental Systems	\$147.00
Septic Tank Destruction	\$147.00
<b>Medical Waste</b>	
General Acute Care Hospital - 1-99 beds	\$1,176.00
General Acute Care Hospital - 100-199 beds	\$1,617.00
General Acute Care Hospital - 200-250 beds	\$2,058.00
General Acute Care Hospital - 250+ beds	\$2,646.00
Specialty Clinic Providing Surgical, Dialysis, Rehab Services	\$661.50
Skilled Nursing Facility - 1-99 beds	\$514.50
Skilled Nursing Facility - 100-199 beds	\$661.50
Skilled Nursing Facility - 200+ beds	\$808.50
Acute Psychiatric Hospital	\$367.50
Intermediate Care Facility	\$588.00
Primary Care Clinic	\$661.50
Licensed Clinical Lab	\$294.00
Health Care Service Plan Facility	\$661.50
Veterinary Clinic or Hospital	\$367.50
Large Quantity Generator Medical Office	\$367.50
Small Quantity Generator Using On-Site Treatment	\$514.50
Small Quantity Generator Administrative Review	\$147.00/hour
Initial Permit Review	\$111.00/2 yr
Common Storage Facility - 1-10 generators	\$220.50
Common Storage Facility - 11-50 generators	\$514.50
Common Storage Facility - 50+ generators	\$955.50

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
On-Site, Large Quantity Treatment Facility	\$4,704.00/5 yrs
Limited Quantity Hauling	\$147.00/2 yrs
<b>Wells &amp; Soils Borings</b>	
Water Well, Monitoring Well, Cathodic Well - New	\$441.00
Water Well, Monitor Well, Cathodic Well - Recondition/Deep (w/o new seal)	\$147.00
Water Well, Monitor Well, Cathodic Well - Destruction	\$367.50
Monitor Well, Additional	\$73.50/per well
Soil Boring or Excavation	
<4" diameter or <50' depth (each additional 0.5 hour)	\$184.00
>4" diameter or 50' to 75' depth (each additional 0.5 hour)	\$367.50
>4" diameter or >75' depth (each additional 1 hour)	\$441.00
Private Water Sample Review	\$73.50
<b>Other Permits</b>	
Ambulance (per vehicle)	\$147.00
Kennel/Pet Shops	\$294.00
Massage Parlor	\$294.00
Hotel/Motel	\$514.50
Plan Review Kennels & Pet Shops (construction)	\$441.00
Detention Facility	\$588.00
Hotel/Motel with Incidental Food	\$661.50
<b>Tattooing, Permanent Cosmetics, Body Piercing</b>	
Ear piercing Facility/ one-time registration	\$73.50
Body Art practitioner/artist	\$147.00
Body Art Facility (permanent)	\$294.00
Body Art Facility (Temporary)	\$147.00
Body Art Event Coordinator Small 3 or Less practitioners	\$147.00
Body Art Event Coordinator Large more than 3 practitioners	\$441.00
Mobile Body Art Facility	\$147.00
Body Art Facility Plan Review Fee (new)	\$367.50
Body Art Facility Plan Review Fee (Major remodel)	\$294.00
Body Art Facility Plan Review Fee (Minor remodel)	\$147.00
Mobile Body Art Facility Plan Review Fee	\$147.00
<b>Land Use (Land Use fees are initial + hourly over base)</b>	
Land Division Septic/Well - up to 4 lots (\$147 per lot Soil Mantel)	\$441.00
Land Division Septic/Well - 5 or more lots (+\$147 per lot Soil Mantel )	\$735.00
Building Department Route Slip Clearance (primary structure)	\$73.50
Building Department Route Slip Clearance (accessory structure)	\$36.75
Lot Line Adjustment	\$147.00
Conditional Use Permit	\$294.00
Other Land Division Sewage/Water (connecting to community system)	\$294.00

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
Tentative Subdivision Tract Map(connecting to community system)	\$294.00
Soil Mantle Observation	\$441.00
Temporary Use Permit & Miscellaneous Review/Services	\$147.00/hour
Plan Review/Site Review/Pre-application review fees	\$147.00/hour
<b>Other Services &amp; Fees</b>	
Field Sample	Lab cost+\$220.50
Bring-In Water Sample	Lab cost + \$36.75
Plan Review/Site Review	\$147.00/hour
Administrative, Permit Suspension, Revocation Hearings	\$441.00
Administrative time for enforcement activities	\$147.00/hour
All Reinspections	\$147.00/hour
Verified Complaint	\$147.00/hour
Variance/Exemption/Deviation - per hour (1/2 hr min)	\$147.00/hour
Consultations (per hour)	\$147.00/hour
Permit Transfers not Prohibited by State Law	\$147.00/hour
EIR Review/CEQA Document (per hour)	\$147.00/hour
All other document reviews, site reviews or any other service	\$147.00/hour
Release of Recorded Documents (Hourly plus document fee)	\$147.00/hour
<b>Hazardous Materials</b>	
Farm Category I	\$220.50
Farm Category II	\$294.00
Farm Category III	\$367.50
Farm Category IV	\$514.50
Business Category I	\$220.50
Business Category II	\$294.00
Business Category III	\$367.50
Business Category IV	\$514.50
Business Category V	\$294.00
Business Category VI	\$110.78
CESQG - Not in BP	\$220.50
Hazardous Waste - Small Quantity Generator	\$220.50
Hazardous Waste - Large Quantity Generator	\$294.00
Tiered Permit - CA PBR	\$220.50
Tiered Permit - CESW, CESQT, CEL	\$220.50
Permit to Operate (issuance only) includes one tank	\$514.50
Permit to Operate (each additional tank)	\$73.50
Plan Check Install UST	\$1,764.00
Tank Removal - Three Tanks	\$1,102.50
Tank Removal each additional over 3 tanks	\$147.00
Minor Tank Repair	\$294.00
Modify Tank Repair - Small Project	\$808.50
Modify Tank Repair - Large Project	\$1,396.50

**Environmental Health - Code Section 13.20.400**

NAME OF FEE	FEE FY 16/17
Tank Closure in Place	\$1,102.50
Temporary Tank Closure	\$441.00
RMP Cal ARP (initial review)	\$1,764.00
RMP Cal ARP (annual review)	\$367.50
Facility List	\$36.75
Building Inspector Route Slip Clear Project	\$36.75
Haz Mat Response per hour	\$147.00
Reinspection (per hour, over base fee)	\$147.00
Consultation per hour	\$147.00
Compliance/Follow Up (per hour)	\$147.00
Business Plan - Initial Application	\$441.00
UST (First Tank)	\$367.50
UST (Each Additional Tank)	\$73.50
Transfer UST Permit	\$514.50
Amend UST Permit	\$220.50
APSA Conditionally Exempt	\$73.50
APSA Qualified Facility	\$294.00
APSA Non-Qualified - Category I	\$441.00
APSA Non-Qualified - Category II	\$588.00
APSA Non-Qualified - Category III	\$1,029.00
* Except as otherwise specified, all services in this Section which are charged at an hourly rate are 1 hour minimum and charged in half hour increments thereafter.	
<b>Environmental Health Division: General Fees</b>	
Hourly Rate	\$147.00/hour



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## Administrative Services Memorandum

**To:** Board of Supervisors  
**CC:** Robert Bendorf, County Administrator  
**From:** Doug McCoy, Director, Administrative Services *DM*  
**Date:** April 5, 2016  
**Re:** Permission to look for potential Office Space for Victim Services

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### Recommendation

Provide staff direction regarding a search for potential locations to relocate the County's Victim Services division of the Probation Department.

### Background

Administrative Services has been approached by the Probation Department to support their search to identify potential options to possibly relocate their Victim Services Division. Their current location on Dan Avenue offers some challenges in supporting their clients being located so far away from the Courts and from the rest of their department.

### Discussion

Administrative Services seeks the Boards advice and direction to begin the process to see what's available in the local marketplace. Once potential properties are identified for either lease or sale the options will be brought back to your Board for further review and direction. At that time we will also come back to your Board with some options for the County as to how best to repurpose the Dan Avenue facility.

### Committee Impact

The Public Facilities Committee supports this initiative.

### Fiscal Impact

There is no fiscal impact at this time.

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# SUTTER-YUBA MENTAL HEALTH SERVICES

1965 Live Oak Boulevard, Suite A  
PO Box 1520  
Yuba City, CA 95992-1520



**Tony Hobson, Ph.D.**  
*Assistant Director of Human Services*  
**Director of Mental Health/Alcohol & Drug Program Administrator**

**Administration Services**  
**(530) 822-7200**  
**FAX (530) 822-7627**

**RECEIVED**

March 14, 2016

Clerk/Board of Supervisors

Ms. Donna Stottlemeyer  
Clerk of the Board for Yuba County  
915 8<sup>th</sup> Street, Ste. 109  
Marysville, CA 95901

Attention: Yuba County Board of Supervisors  
RE: Excessive Absenteeism – Michael Valdez, Consumer Rep

During an Executive Committee meeting of the Behavioral Health Advisory Board (BHAB) held on March 3, 2016, review of attendance of Consumer Representative Michael Valdez was conducted. It was determined that Mr. Valdez has missed six of the eight meetings since his appointment.

On January 21, 2016, per instructions from the BHAB, Sue Hopper, SYMHS Executive Secretary, sent Mr. Valdez a certified letter asking him to call her and clarify his intentions to continue serving on the BHAB. On February 3, 2016 Ms. Hopper received a voice mail message from Mr. Valdez stating that he would be attending the BHAB meeting being held on February 4, 2016. Mr. Valdez failed to attend this meeting.

During the Executive Committee meeting on March 3, 2016 reference was directed to Article IV, Section G of the Bylaws and a motion was made and seconded to offer a recommendation to the Yuba County Board of Supervisors that Mr. Valdez be removed from the BHAB. A report of this motion was presented at the BHAB meeting of March 3, 2016 and approved by all in attendance.

The BHAB respectfully requests that the Yuba County Board of Supervisors remove Mr. Valdez as the Consumer Representative and notify Mr. Valdez of said action.

Please feel free to contact me at the number listed below should you have any questions.

Sincerely,

Hannah Hogan  
Chairperson – BHAB

HH/sh

## \*SERVING THE SUTTER-YUBA COMMUNITY SINCE 1969\*

Adult Outpatient Services:	822-7200	TTY-CRS 800-735-2929	Children's System of Care:	822-7478
Wellness & Recovery:	822-7200	Psychiatric Emergency Services:	Youth Services:	822-7513
Substance Abuse Services:	822-7200	Psychiatric Health Facility:		

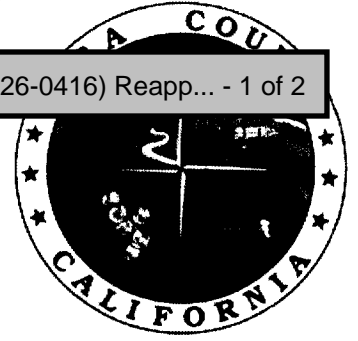
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# The County of Yuba

## Office of Clerk of the Board of Supervisors

126-0416

(126-0416) Reapp... - 1 of 2



**To:** Board of Supervisors  
**From:** Donna Stottlemeyer, Clerk of the Board  
**Subject:** Commission on Aging – At-Large Representative  
**Date:** April 5, 2016

### Recommendation

Reappoint Gary Arlington to the Yuba County Commission on Aging as an At-Large Representative for a term ending April 5, 2019.

### Background and Discussion

The Local Appointment List of all Boards/Commissions/Committees is continually posted indicating vacancies, appointees, terms of office, qualifications and meeting information. This is a scheduled vacancy due to the expiration of Mr. Arlington's term who has served on the commission since 2001 and wishes to continue.

In light of the expressed interest, it would be appropriate to appoint at this time.

### Fiscal Impact

None

### Committee Action

None

attachments

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# *The County of Yuba*

B O A R D O F S U P E R V I S O R S



MARCH 15, 2016

The Honorable Board of Supervisors of the County of Yuba met on the above date, commencing at 9:30 a.m., within the Government Center, Marysville, California, with a quorum being present as follows: Supervisors Andy Vasquez, Mary Jane Griego, Roger Abe, and Randy Fletcher. Supervisor John Nicoletti was absent. Also present were County Counsel Angil Morris-Jones, and Clerk of the Board of Supervisors Donna Stottlemeyer. Chairman Abe presided.

- I. PLEDGE OF ALLEGIANCE - Led by Supervisor Abe
- II. ROLL CALL - Supervisors Vasquez, Nicoletti, Griego, Abe, Fletcher - Supervisor Nicoletti absent.
- III. CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.

MOTION: Move to approve      MOVED: Randy Fletcher      SECOND: Mary Jane Griego  
 AYES: Andrew Vasquez, Mary Jane Griego, Roger Abe, Randy Fletcher  
 NOES: None      ABSENT: John Nicoletti      ABSTAIN: None

## A. Clerk of the Board of Supervisors

1. (081-0316) Approve minutes of March 3, 2016. Approved.

## B. Community Development and Services

1. (082-0316) Approve plans, specifications and estimate for advertisement of bids for Hammonton-Smartsville Road shoulder widening project from South Golden Parkway to one mile west contingent upon Caltrans approval of federal funding and authorization to expend construction funds and authorize Chair to execute. Approved.

## C. Health and Human Services

1. (083-0316) Approve Memorandum of Understanding for Health and Human Services Department to participate in California Department of Social Services Work Number Program administered by Equifax/TALX Corporation and authorize Chair to execute. Approved.
2. (084-0316) Approve Memorandum of Understanding with Sutter-Yuba Mental Health for provision of mental health assessment and treatment services to youth, authorize Chair to execute including any amendments upon approval of County Counsel. Approved.
3. (085-0316) Approve six amendments to various service and commodity agreements to increase funding and authorize Chair to execute. Approved.



D. Human Resources

1. (086-0316) Approve revised Extra Help and Reserve Paid Sick Leave Policy in accordance with SB 579, Protected Sick Leave. Approved.
2. (087-0316) Appoint Karen Fassler, Assistant Human Resources Director, as CSAC-EIA alternate Yuba County representative. Approved.
3. (088-0316) Approve agreements between County and YCEA, DDAA and Non-represented regarding increase retirement share of cost and authorize Chair to execute. Approved.

E. Human Resources/County Administrator

1. (089-0316) Adopt resolutions amending Department Allocation Schedule and Classification System-Basic Salary/Hourly Schedule as it relates to Agricultural Commissioner and Weights and Measures Department. Adopted Resolution Nos. 2016-16 and 2016-17 which is on file in Yuba County Resolution Book No. 47.

IV. SPECIAL PRESENTATION

- A. (090-0316) Present proclamation recognizing March for Meals month. Chairman Abe read and presented proclamation to Program Manager Jane Stan, Area 4 Agency on Aging, who commented on the meals program in Yuba County.

V. PUBLIC COMMUNICATIONS

Mr. Ted Lowe, Hammonton Road

Principle Engineer Dan Peterson recapped review of the water flow at Hammonton Road.

VI. COUNTY DEPARTMENTS

A. Board of Supervisors

1. (091-0316) Appoint Stephen Scheer Agricultural Commissioner/Sealer of Weights and Measure effective March 21, 2016 for a four-year term; approve appointment at Step 2, 1.05 index; approve employment agreement and authorize Chair to execute. (Ten minute estimate) Deputy County Administrator Grace Mull recapped the agreement and introduce Mr. Scheer who briefly commented on serving the County in this capacity.

MOTION: Move to approve      MOVED: Andrew Vasquez      SECOND: Randy Fletcher

AYES: Andrew Vasquez, Mary Jane Griego, Roger Abe, Randy Fletcher

NOES: None      ABSENT: John Nicoletti      ABSTAIN: None

VII. CORRESPONDENCE: The Board may direct any item of informational correspondence to a department head for appropriate action.

- A. (092-0316) Letter from City of Marysville regarding consolidation with the Primary Election to be held June 7, 2016. Received.

- B. (093-0316) Notice from California Fish and Game Commission of proposed regulatory action relative to Lower Klamath River Basin sport fishing. Received.
- C. (094-0316) Notice from California Governor's Office of Emergency Services granting Yuba County a disaster designation due to drought intensity levels. Received.

VIII. BOARD AND STAFF MEMBERS REPORTS: This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas.

Supervisor Vasquez: Bok Kai Dinner held March 12, 2016

Supervisor Griego:

- Ahwanhee Conference held March 10-13, 2016
- Recent storm damage and drainage issues regarding requirements for declaring a local emergency

Supervisor Fletcher:

- Yuba County Water Agency meetings March 8, 9, and 14, 2016
- CSAC Leadership Symposium March 10 and 11, 2016
- Olive Festival in Dobbins March 12, 2016

Supervisor Abe:

- Yuba County Water Agency meetings March 8 and 9, 2016
- CSAC Leadership Symposium March 10 and 11, 2016
- Bok Kai Museum fundraiser
- Tourism attraction meeting located at Sopa Thai March 15, 2016, at noon

County Counsel Angil Morris-Jones: Citizenship class being held in Yuba County

Community Development and Services Director Kevin Mallen: Public Works management of drainage issues and campgrounds during recent storms

IX. ADJOURN: 10:18 a.m.

\_\_\_\_\_  
Chair

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
Approved: \_\_\_\_\_

# *The County of Yuba*

## B O A R D O F S U P E R V I S O R S

MARCH 22, 2016



The Honorable Board of Supervisors of the County of Yuba met on the above date, commencing at 9:59 a.m., within the Government Center, Marysville, California, with a quorum being present as follows: Supervisors Andy Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe, and Randy Fletcher. Also present were County Administrator Robert Bendorf, County Counsel Angil Morris-Jones, and Clerk of the Board of Supervisors Donna Stottlemeyer. Chairman Abe presided.

- I. PLEDGE OF ALLEGIANCE - Led by Supervisor Fletcher
- II. ROLL CALL - Supervisors Vasquez, Nicoletti, Griego, Abe, Fletcher - All present.
- III. CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.

MOTION: Move to approve Consent Agenda      MOVED: Randy Fletcher      SECOND: Andrew Vasquez  
 AYES: Andrew Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe, Randy Fletcher  
 NOES: None    ABSENT: None    ABSTAIN: None

### A. Administrative Services

1. (095-0316) Approve contract Amendment No. 5 with Indigo/Hammond and Playle Architects extending term to December 31, 2016 and authorize Chair to execute. Approved.

### B. Agricultural Commissioner

1. (096-0316) Adopt resolution authorizing Agricultural Commissioner to execute contracts, agreements, cooperative agreements, grants, memorandum of understanding for Fiscal Year 2016-2017 or multi-year. Adopted Resolution No. 2016-18 which is on file in Yuba County Resolution Book No. 47.

### C. Clerk of the Board of Supervisors

1. (097-0316) Approve minutes from March 8, 2016. Approved.

### D. Community Development and Services

1. (098-0316) Approve resolution certifying 2015 Maintained Road Mileage. Adopted Resolution No. 2016-19 which is on file in Yuba County Resolution Book No. 47.

### E. Human Resources

1. (099-0316) Approve Comprehensive Memorandum of Understanding with Deputy District Attorney Association and authorize Chair to execute. Approved.

## F. Probation

1. (100-0316) Adopt resolution authorizing application and entering into agreements with California Office of Emergency Services, Sierra Health Foundation, Board of State and Community Corrections and First Five Yuba, authorizing Chief Probation Officer and County Administrator to execute any and all documents relating to applications, acceptance and transfer of funds, any and all extensions and amendments. Adopted Resolution No. 2016-20 which is on file in Yuba County Resolution Book No. 47.

## G. Sheriff-Coroner

1. (101-0316) Approve agreement with U.S. Department of Justice Drug Enforcement Administration for law enforcement activities for Fiscal Year 2016-2017 and authorize Chair to execute. Approved.

IV. SPECIAL PRESENTATION

- A. (102-0316) Present County Employee Service Awards. (No background material) (Thirty minute estimate) Human Resources Manager Jill Able, County Administrator Robert Bendorf and Board members congratulated employees on their service and presented awards to the following:

10 Years of Service

Tracy Ames	Jeni Benson	Shane Berry
Catherine Atkinson	Danny Burns	Gary Cantwell
Stacy Bruemmer	Denise Coleman	Kimberly Coppin
Brandon Charter	Kristin Drawver	Ron Dufore
Karl Cozad	Leslie Jane Golden	Kathleen Harriger
Denice Garcia	Daisy Hendrickson	Zong Her
Cathrine Harryman	Suzanne Johnson	Shawn Kemp
Michael Hughes	Laura LaFranchi	Nathan Lybarger
Jennifer Ketterman	Kim Moore	Stacy Morris
Christopher McLain	Kimberly Moua	John Nicoletti
Angil Morris-Jones	Clark Pickell	Cinthia Read
Jennifer Phillips	Sandeep Sohal	Tessie Sydathong
Neil Retelsdorf	Christie Taylor	Aaron Tilton
Cheryl Syring	Timothy Tudor	Veronica Villalobos
Sherri Tucker	Susan Wigley	Kenneth Williams
Leslie Wells	Houa Yang	
Cynthia Woods		

15 Years of Service

Jamie Bartolome	Melanie Bendorf	Tiffany Clark
Craig Cornett	Asha Davis	Kathleen Easley
Bonnie Eyraud	Theresa Gallier	Maria Garcia
Kimberly Garner	Tony Gordon	Kathy Gregg
Meta Gutierrez	Valeree Hammes	Denise Hamon
Jolene Harper	John Harvey	Kathllen Hering
Linda Hornyak	Randy Inman	Sherran Japhet
Eduardo Jimenez	Willie Kardatzke	Angelika Klug
Dave Maddux	Michael McCleary	Lisa Morrell
Jeffrey Palmer	Jeffery Pask	Calvin Perry

Monique Phillips  
Doris Robertson  
Ami Scarfe  
Tammy Turner

Ruth Plantenga  
Jason Roper  
Tanna Schwartz  
Tom Yamamoto

Ismael Ramos  
Gerard Rosetti  
Norma Stone  
Marcel Van Debruinhorst

#### 20 Years of Service

Cleo Adams  
Tina Gomes-Beeler  
Stephen Lacouture  
Erich Runge  
Carolyn Weatherup

Brandon Barnes  
Daniel Harris  
Paul Nacin  
Cynthia Sadlowski  
Seth Thomas Welker

Jeannine Friemark  
Twila Kardatzke  
Thomas Nightingale  
Hal Stocker  
Judith Ziron

#### 25 Years of Service

Terri Ayers Thomas Clark  
Charles Moore

Tracey Enriquez  
Erma Thurman

Mark Lee  
Krista Trimble

#### 30 Years of Service

Paula Dent  
Karen White

Kenneth Jones  
Richard Wise

Angelica Martinez

#### 35 Years of Service

John Wyant

#### 40 Years of Service

Ladonna Choate

- B. (103-0316) Receive update on progress and projects from Historic Resource Commission. (Ten minutes estimate) Commission Chair Sue Cejner-Moyers recapped membership and ongoing projects and responded to Board inquiries.

### V. PUBLIC COMMUNICATIONS

- o Ms. Johanna Lassaga, closed session notice
- o Legislative Affairs Coordinator Russ Brown, ongoing legislation

### VI. COUNTY DEPARTMENTS

#### A. Probation

1. (104-0316) Adopt resolution proclaiming Crime Victims' Rights Week April 10 through April 17, 2016, in celebration of service to victims of crime, reaffirm Board recommendation for Probation to operate Victim Services and honor local law enforcement, District Attorney staff and community members for outstanding service. (Twenty minutes estimate) Victim Services Manager Jason Roper recapped services provided to victims, Candlelight Vigil April 10, and presented awards to the following individuals for their exemplary service to victims:
  - o Hero Award - Ms. Teresa and Ms. Tina
  - o Community Partners - Country Florist, Cookie Tree, Publication Education, Brownsville Club Quilt Guild
  - o Yuba County Sheriff Detective James Herrington

- o District Attorney Investigator Stephanie Johnson
- o Yuba County Probation Office Tom Yamamoto
- o Marysville Police Department Volunteer Nelson Mallory
- o Victim Witness Volunteers Shelly and Sonya

MOTION: Move to adopt                      MOVED: Mary Jane Griego      SECOND: John Nicoletti  
AYES: Andrew Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe, Randy Fletcher  
NOES: None    ABSENT: None    ABSTAIN: None

Adopted Resolution No. 2016-21, which is on file in Yuba County Resolution Book No. 47.

B. County Administrator

1. (105-0316) Appoint Kevin Mallen as Chief Building Official per Section 10.05.300 of the Yuba County Ordinance Code. (Five minute estimate) County Administrator Robert Bendorf recapped appointment and responded to Board inquiries.

Community Development and Services (CDS) Director Kevin Mallen recapped departmental organization, vacancies, and responded to Board inquiries.

MOTION: Move to approve      MOVED: John Nicoletti              SECOND: Andrew Vasquez  
AYES: Andrew Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe, Randy Fletcher  
NOES: None    ABSENT: None    ABSTAIN: None

VII. ORDINANCES AND PUBLIC HEARINGS: The clerk read the disclaimer. Supervisor Fletcher left the meeting at 11:22 a.m.

- A. (106-0316) Ordinance - Hold public hearing and adopt ordinance repealing Ordinance No. 1551 terminating development agreement with CEM Investments relative to Magnolia Ranch Specific Plan and rezoning certain Assessor Parcels. (Ten minute estimate) (Roll Call Vote) Chief Deputy County Counsel John Vacek recapped the ordinance, submitted legal description of parcels as Exhibit A to the ordinance, and responded to Board inquiries.

CDS Director Kevin Mallen responded to Board inquiries regarding zoning changes. The public hearing was opened public hearing. There were no comments.

MOTION: Move to approve      MOVED: John Nicoletti              SECOND: Mary Jane Griego  
AYES: Andrew Vasquez, John Nicoletti, Mary Jane Griego, Roger Abe  
NOES: None    ABSENT: Randy Fletcher    ABSTAIN: None

By roll call vote, adopted Ordinance No. 1553, which is on file in Yuba County Ordinance Book No. 25.

Supervisor Fletcher rejoined the meeting at 11:27 a.m.

VIII. CORRESPONDENCE: The Board may direct any item of informational correspondence to a department head for appropriate action.

- A. (107-0316) Notice from South Sutter Water District regarding Camp Far West Hydroelectric Project relicensing comment period. Received.

B. (108-0316) Notice from Association of Defense Communities enclosing 2015 Annual Report/2016 Strategic Plan. Received.

C. (109-0316) Notice from California Fish and Game Commission regarding extension of existing emergency related to drought. Received.

IX. BOARD AND STAFF MEMBERS REPORTS: This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas.

Supervisor Nicoletti: Memorial Adjournment - Mr. Bob Hechtman

Supervisor Griego: Memorial Adjournment - Mr. Richard Dean Browning

Supervisor Fletcher:

- o Healthy Food Choices sponsored by Big-2-Little Contest March 15, 2016
- o Republican Caucus Transportation meeting March 16, 2016
- o Bear River Land Trust meeting March 16, 2016
- o YWCA water meeting and Yuba County Transit Authority meeting March 17, 2016
- o Fire Save Action Committee meeting March 18, 2016
- o Marysville Business meeting March 21, 2016

Supervisor Abe:

- o RCRC meeting March 16, 2016
- o Republican Caucus Transportation meeting March 16, 2016
- o Wheatland Lions St. Patrick Day Dinner March 19, 2016

County Counsel Angil Morris-Jones: Out of office March 23 - 25, 2016

X. CLOSED SESSION: The Board retired into closed session at 11:33 a.m. and returned at 11:57 a.m. There was no report.

A. Pending litigation pursuant to Government Code §54956.9(d)(4) - One Case

XI. ADJOURN: 11:57 a.m. in memory of Mr. Bob Hechtman and Mr. Richard Dean Browning.

\_\_\_\_\_  
Chair

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
Approved: \_\_\_\_\_

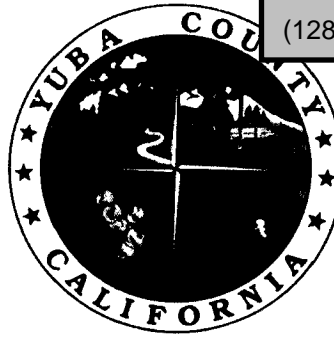
# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

Phone – (530) 749-5430 • Fax – (530) 749-5434  
915 8<sup>th</sup> Street, Suite 123  
Marysville, California 95901

[www.co.yuba.ca.us](http://www.co.yuba.ca.us)



128-0416  
(128-0416) Appro... - 1 of 2

CODE ENFORCEMENT  
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749-5450 • Fax 749-5454

PLANNING  
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April 5, 2016

TO: YUBA COUNTY BOARD OF SUPERVISORS

FROM: MICHAEL G. LEE, DIRECTOR OF PUBLIC WORKS *My for!*

SUBJECT: Approval of Plans, Specifications and Estimate and Authorization for Advertisement of Bids for Scales Road over Slate Creek Bridge Replacement Project

### RECOMMENDATION:

Approval of Plans, Specifications and Estimate and authorize the subject project for advertisement of bids, pending Caltrans approval, with a tentative bid opening date of April 28, 2016. The Specifications are available for review at Public Works.

### BACKGROUND:

This project will entail placing a new bridge and bridge approaches on Scales Road crossing Slate Creek. The project is fully funded through the HBP program utilizing state Toll Credits for the local match.

### DISCUSSION:

The work in general will consist of placing a new wider concrete structure and reconstructing the roadway approaches.

The engineer's estimate for construction and construction engineering costs are projected to be approximately \$2,200,000. The project is expected to be completed by November 2016.

### COMMITTEE ACTION:

The Land Use & Public Works Committee was bypassed as this project is included in the Public Works Budget.

### FISCAL IMPACT:

The project is being fully funded with Federal-aid money through the Highway Bridge Program (HBP) with no local match required.



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# The County of Yuba

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129-0416  
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April 5, 2016

TO: YUBA COUNTY BOARD OF SUPERVISORS

FROM: MICHAEL G. LEE, DIRECTOR OF PUBLIC WORKS *17 April*

SUBJECT: AUTHORIZATION TO AWARD AND EXECUTE AGREEMENT WITH DRAKE HAGLAN & ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE IOWA CITY ROAD BRIDGE REPLACEMENT PROJECT

### RECOMMENDATION:

The Public Works Department recommends that the Board of Supervisors approve, and authorize its chairman to execute the agreement with Drake Haglan & Associates, Inc. to provide professional design services to perform work for the Iowa City Road Bridge Replacement Project.

### BACKGROUND:

The existing bridge along Iowa City Road is currently rated as structurally deficient and is in need of replacement. The County has been working with SACOG and Caltrans to authorize funds for the design and construction of a replacement bridge. Funds for preliminary engineering work have been authorized and a request for proposals for professional design services was circulated. The County received four proposals from consultants. County staff reviewed and ranked the proposals resulting in a decision to recommend award of the work to Drake Haglan & Associates, Inc. in the amount of \$234,754. Construction of the bridge is tentatively scheduled for 2018.

### DISCUSSION:

The work provided will consist of design services for the bridge structure. The County will be responsible for roadway design, right of way acquisition, utility coordination, and project management. The purpose of this project is to replace a structurally deficient bridge with a new structure that meets current standards.

### COMMITTEE ACTION:

The Land Use & Public Works Committee was bypassed as this project is included in the Public Works Budget.

### FISCAL IMPACT:

Design services for the preparation of the bridge plans, specifications and estimate will not exceed \$234,754. The design for this project will be 100% funded through the Federal Highway Bridge Program (HBP) and Toll Credits.

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# The County of Yuba

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**Kevin Mallen, Director**

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(130-0416) Award... - 1 of 2

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April 5, 2016

TO: YUBA COUNTY BOARD OF SUPERVISORS

FROM: MICHAEL G. LEE, DIRECTOR OF PUBLIC WORKS *-14 for*

SUBJECT: AUTHORIZATION TO AWARD AND EXECUTE AGREEMENT WITH WOOD RODGERS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SPRING VALLEY ROAD BRIDGE REPLACEMENT PROJECT

### RECOMMENDATION:

The Public Works Department recommends that the Board of Supervisors approve, and authorize its chairman to execute the agreement with Wood Rodgers to provide professional design services to perform work for the Spring Valley Road Bridge Replacement Project.

### BACKGROUND:

The existing bridge along Spring Valley Road is currently rated as structurally deficient and is in need of replacement. The County has been working with SACOG and Caltrans to authorize funds for the design and construction of a replacement bridge. Funds for preliminary engineering work have been authorized and a request for proposals for professional design services was circulated. The County received five proposals from consultants. County staff reviewed and ranked the proposals resulting in a decision to recommend award of the work to Wood Rodgers in the amount of \$212,154. Construction of the bridge is tentatively scheduled for 2018.

### DISCUSSION:

The work provided will consist of design services for the bridge structure. The County will be responsible for roadway design, right of way acquisition, utility coordination, and project management. The purpose of this project is to replace a structurally deficient bridge with a new structure that meets current standards.

### COMMITTEE ACTION:

The Land Use & Public Works Committee was bypassed as this project is included in the Public Works Budget.

### FISCAL IMPACT:

Design services for the preparation of the bridge plans, specifications and estimate will not exceed \$212,154. The design for this project will be 100% funded through the Federal Highway Bridge Program (HBP) and Toll Credits.

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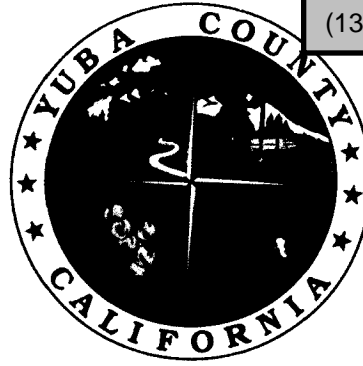
# The County of Yuba

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131-0416

(131-0416) Appro... - 1 of 12

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CODE ENFORCEMENT  
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**TO:** BOARD OF SUPERVISORS

**FROM:** Daniel Peterson, Principal Engineer / Public Works

**SUBJECT:** Floodplain Development Variance for an Agricultural Structure at APN 005-190-061 (Shell Road)

**DATE:** April 5, 2016

### *Recommendation*

That the Board approve a Floodplain Development Variance for an Agricultural Structure at APN 005-190-061 (Shell Road).

### *Background*

The owners of APN 005-190-061, located on Shell Road north of Woodruff Lane, in District 10 are proposing to construct a 60' x 60' steel building. The new building will be used exclusively for storing agricultural equipment and supplies necessary to sustain the surrounding orchard.

### *Discussion*

Floodplain management regulations cannot be written to anticipate every imaginable situation. Yuba County Ordinance 10.30.090 "Variance Procedure" was adopted as a way to seek permission to vary from the letter of the rules because of a special situation. It is the Floodplain Manager's opinion that this is such a situation. The structure is for the storage of equipment and agricultural supplies. Requesting a variance for wet flood proofing this type of accessory structure is common and is specifically allowed under the National Flood Insurance Program (NFIP).

### *Fiscal Impact:*

There is no fiscal impact to Yuba County.

Attachment: Floodplain Development Variance Application

# COUNTY OF YUBA

## APPLICATION FOR FLOODPLAIN DEVELOPMENT VARIANCE

OFFICE USE ONLY		
Application No.: <u>24607</u>	Date Filed: <u>3/22/16</u>	Receipt No.: <u>PW-24607</u>

**Applicant**

- ☒ a. Request variance to allow wet floodproofing  
☐ b. Other (explain): \_\_\_\_\_

Property Location and Address: 9088 Shell Rd.  
Marysville ca.

Assessor's Parcel No(s): 005-190-061-000 Zoning: AR-10

Proposed Building Type/Use: FARM Equipment Storage

Proposed Building Size: 3600 (sq ft) Proposed Finish Floor Elevation: 72'

Existing Ground Elevation at Proposed Building Site: 71' (NGVD 1929)

Note: Existing ground elevation may be estimated; no formal survey is required for a variance application.

FIRM Map/Panel No: 06115C 0330D Flood Zone: A Base Flood Elevation: Unknown

Property Owner	Applicant
NAME: <u>Elroy Morello</u>	_____
ADDRESS: <u>9088 Shell Rd.</u>	_____
CITY: <u>Marysville</u>	_____
PHONE: <u>530-682-1938</u>	_____

SIGNATURE OF PROPERTY OWNER: Elroy Morello

OFFICE USE ONLY	
Floodplain Administrator Recommendation:	DATE: <u>3/22/2016</u>
<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> CONDITIONAL APPROVAL <input type="checkbox"/> DENY	
DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED by the Land Use & PW Committee:	
DATE: _____	
DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED by the Board of Supervisors:	
DATE: _____ Floodplain Administrator Signature: _____	
Conditions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to accept the Variance subject to the provisions of the Floodplain Management Ordinance and the Conditions of Approval of the permit.	
Owner's Signature: _____	Date: _____

**THIS VARIANCE BECOMES NULL AND VOID IF ASSOCIATED BUILDING PERMIT IS NOT ISSUED WITHIN ONE YEAR OF THE DATE OF APPROVAL AND/OR BUILDING IS NOT CONSTRUCTED AND OCCUPANCY PERMIT ISSUED WITHIN TWO YEARS OF DATE OF APPROVAL.**

## GENERAL APPLICATION INFORMATION FORM

This document, once completed, will provide necessary information about the proposed project. Please answer applicable questions as accurately and completely as possible. Further information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

**I. Project Characteristics:**

- A. Describe the proposed project including all existing and proposed uses of the site. Agricultural Storage Building

Serving existing orchard

- B. Parcel size (square feet or acres): 4.98 acres

- C. Existing land use (attached photographs of the site):  
Undeveloped (vacant) Walnuts Developed NO Walnuts

If developed, describe extent (type and use of all structures): NA

- D. Existing surrounding land uses:

North Walnuts

South Walnuts

East Walnuts

West Walnuts

- E. Will the project use, store, or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? NO

If yes, please explain \_\_\_\_\_

- F. Will the project include utility services (electric, gas, water, sewer) to the proposed building? yes

If yes, please explain electric



G. Will the project include any stationary mechanical equipment in the proposed building? no

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What is the necessity of the facility to have a waterfront location? NA

I. Is there an alternative location available for the proposed structure that is not subject to flooding or erosion damage? NO

I hereby certify, to the best of my knowledge, that the above statements are correct.

Choy Morello  
Signature of Person Preparing Form

3-22-16  
Date

530-682-1938  
Telephone Number

**ELIGIBILITY CRITERIA**  
(Completed by Applicant)

In order to approve a variance, specific findings must be made and supported by evidence of record. Your application for a variance will be considered on the basis of the degree to which your statements fulfill the mandatory findings for approval:

1. Identify why the parcel's physical characteristics are so unusual that complying with the requirements of the ordinance would create an exceptional hardship to the applicant or the surrounding property owners. Applicant may wish to reference FEMA Technical Bulletin 7-93. Identify if this variance is for wet floodproofing an agricultural building that would be used exclusively in connection with production, harvesting, storage, drying or raising of agricultural commodities.

Applicant's Statement: Building needs to be  
located next to orchard  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Identify whether this variance is for new construction, substantial improvement, or other proposed new development, and also include lot size. Please note that as the lot size increases beyond one half acre, the technical justification required for issuing the variance increases.

Applicant's Statement: New construction on  
5 A parcel  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identify whether the variance is for the repair or rehabilitation of "historic structures" (as defined in Section 10.30.050 of the floodplain management ordinance). If so, include a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as an historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

Applicant's Statement: NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the proposed development within a regulatory floodway? If so, certification by a registered civil engineer demonstrating that the proposed encroachment shall not result in any increase in flood levels during the base flood discharge is required prior to consideration of a variance. Identify whether this "No-Rise" certification is available if the proposed development is within a regulatory floodway.

Applicant's Statement: no

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5. Variances shall only be issued upon a determination that the variance is the "minimum necessary" considering the flood hazard, to afford relief. "Minimum necessary" means to afford relief with a minimum of deviation from the requirements of the floodplain management ordinance. Is the request for your variance the minimum deviation possible from code to enable reasonable development of the property?

Applicant's Statement: yes

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**Acknowledgement of Adverse Effects  
Application for Floodplain Management Variance  
Yuba County, California**

The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage. Such construction below base flood level increases risks to life and property.

Structures built below the Base Flood Elevation shall maintain all wet floodproofing elements for the life of the structure. All interior walls, ceilings and floors below the Base Flood Elevation shall be unfinished or constructed of flood resistant materials. Mechanical, electrical or plumbing devices shall not be installed below the Base Flood Elevation except as allowed under FEMA Technical Bulletin 7-93 or successor documents. The walls of the enclosed areas below the Base Flood Elevation shall be equipped and remain equipped with vents as shown on the Permit. Any alterations or changes from these conditions constitute a violation of the Permit. The County may take any appropriate legal action to correct any violation.

Pursuant to the authority of the County of Yuba, California, Section 10.30.090 of the Yuba County Ordinance Code, the undersigned owner of the property so described below is requesting a variance to the Floodplain Management Ordinance. I, the owner of said property, do hereby acknowledge and accept full responsibility for the property value, loss during flooding conditions and any increase of risk whereby flood and/or other insurance may increase in cost by the granting of this variance. It is further understood that the County of Yuba shall not be held liable for any damage or cost incurred that may result from the granting of the attached variance request.

Property On Which Requesting Variance:

Address: 9088 Shell Rd. Marysville  
Yuba County APN: 005-190-061-000

PROPERTY OWNER:

Name (printed) Elroy Morello  
Name (Signature) Elroy Morello Date 3-22-16

Mailing Address

Street Address: 9088 Shell Rd.  
City: Marysville State: ca Zip: 95901

THE FOLLOWING QUESTIONS MUST BE ANSWERED BY STAFF WHEN ANALYZING THIS REQUEST FOR VARIANCE. PLEASE INCLUDE ANY PERTINENT FACTS THAT MAY ASSIST IN THIS ANALYSIS.

- I. What danger is there that materials may be swept onto other lands to the injury of others?  
*NONE*
- II. What danger to life and property may occur due to flooding or erosion damage?  
*NONE*
- III. How susceptible is the proposed facility and its contents to flood damage and what effects will such damage have on the existing individual owner and future owners of the property?  
*NONE*
- IV. What is the importance of the services provided by the proposed facility to the community?  
*Sustain aqueduct*
- V. What is the compatibility of the proposed use with existing and anticipated development?  
*continued ag.*
- VI. What is the relationship of the proposed use to the comprehensive plan and floodplain management program for that area?  
*continued ag.*
- VII. How will the property have safe access for ordinary and emergency vehicles in time of flood?  
*SHEH Rd.*

- VIII. What is the expected height, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site?

Glau Nile Flood unknown duration, no  
Sediment Transfer, Depth less  
Than Four Feet.

- IX. What are the anticipated costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water system, and streets and bridges?

Electrical

# COUNTY OF YUBA FLOODPLAIN DEVELOPMENT VARIANCE APPLICATION

OFFICE USE ONLY		
Application No.:	Date Filed:	Receipt No.:

## Summary Sheet (to be completed by Public Works Staff)

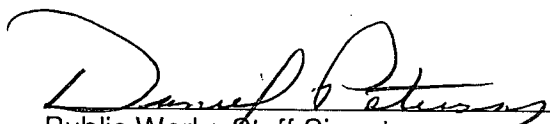
### Type of Variance Requested:

- ☐ Wet floodproofing of an accessory structure;
- ☐ Wet floodproofing of a structure used solely for agricultural purposes;
- ☐ Reconstruction, rehabilitation or restoration of an historic structure;
- ☐ Wet floodproofing of a structure requiring a waterfront location for the conduct of a functionally dependent use.

Is application complete?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Would variance comply with FEMA regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Would denial result in exceptional hardship?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If within Floodway, is No-Rise Certification provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA (✓)
Would variance constitute minimum relief?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Would there be a risk of debris transport?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Would there be an increased risk to life or property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is proposed location necessary?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Is there a better alternate location for facility?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

### **Staff recommendation:**

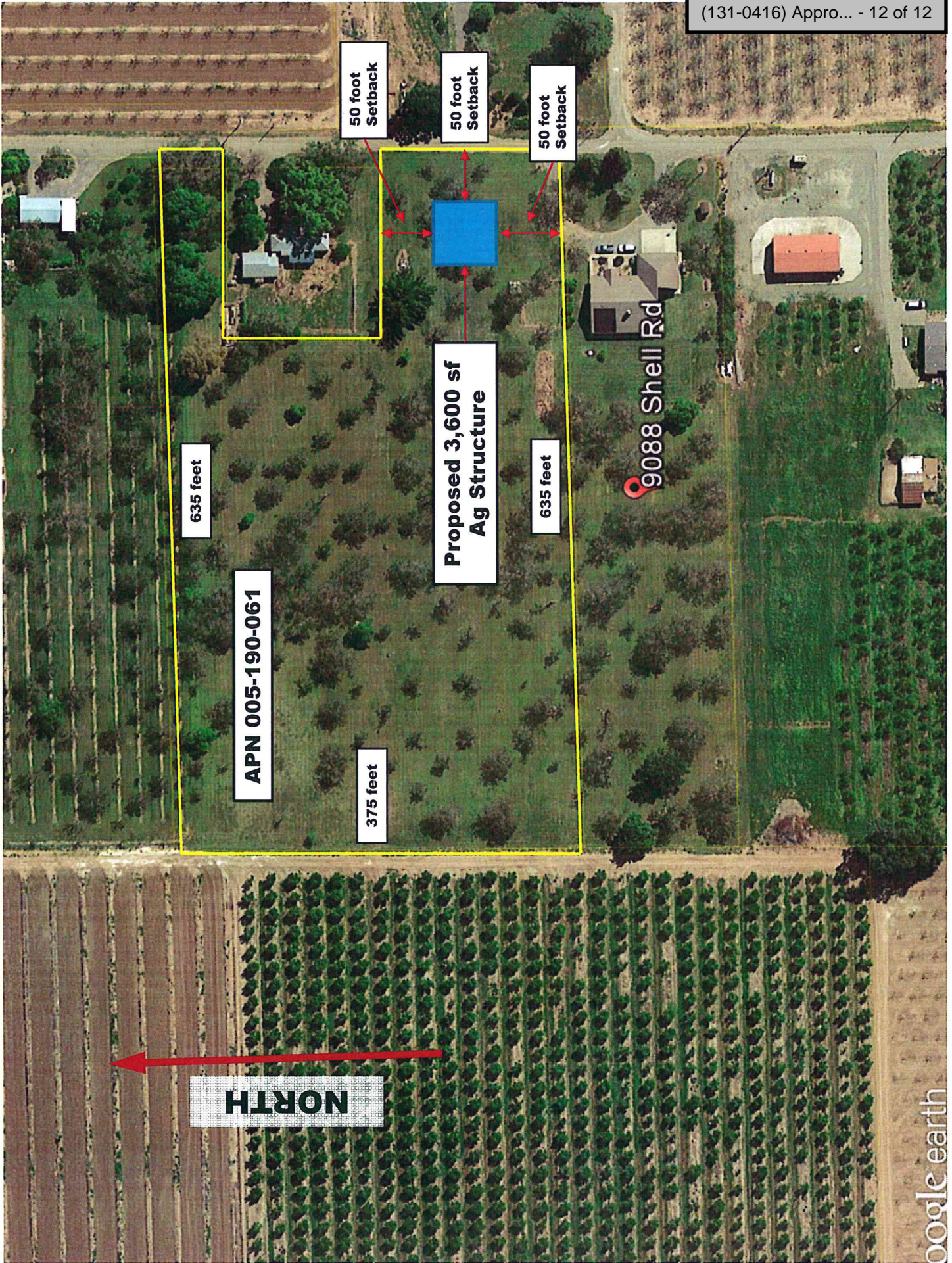
- ☒ Approve Variance
- ☐ Approve Variance with conditions
- ☐ Deny Variance

  
 Public Works Staff Signature

3/22/2016  
 Date

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# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

Phone – (530) 749-5430 • Fax – (530) 749-5434  
915 8<sup>th</sup> Street, Suite 123  
Marysville, California 95901

[www.co.yuba.ca.us](http://www.co.yuba.ca.us)



(132-0416) Adopt... - 1 of 4

CODE ENFORCEMENT  
749-5455 • Fax 749-5484

ENVIRONMENTAL HEALTH • CUPA  
749-5450 • Fax 749-5454

PLANNING  
749-5470 • Fax 749-5434

PUBLIC WORKS • SURVEYOR  
749-5420 • Fax 749-5424

FINANCE AND ADMINISTRATION  
749-5430 • Fax 749-5434

**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works

**SUBJECT:** Resolution of Support for Yuba County Water Agency's Proposed Groundwater Basin Boundary Modification for the North Yuba Subbasin

**DATE:** April 5, 2016

### *Recommendation*

That the Board adopt a resolution supporting the Yuba County Water Agency's proposed groundwater basin modification for the North Yuba Subbasin.

### *Background*

The Sustainable Groundwater Management Act of 2014 (SGMA) enabled the State Water Resources Control Board to intervene in groundwater basins unless a local public agency or combination of local public agencies form a Groundwater Sustainability Agency (GSA). The Yuba County Water Agency intends to be the Groundwater Sustainability Agency for most portions of Yuba County affected by the SGMA. However, as currently defined by the California Department of Water Resources (DWR), the North Yuba Subbasin extends into Butte County. To address this issue, the Yuba County Water Agency has developed a basin boundary modification proposal to subdivide the North Yuba Subbasin into two subbasins along the Butte-Yuba county line, with the exception of a small portion of Ramirez Water District that extends into Butte County.

### *Discussion*

Subdivision of the North Yuba subbasin generally along the Butte-Yuba county line would allow for continuation of existing sustainable management practices and efficient, county-led implementation of the Sustainable Groundwater Management Act. Staff recommends that the Board of Supervisors support the Yuba County Water Agency's proposal to subdivide the North Yuba Subbasin along the Butte-Yuba county line, with the exception of a small portion of Ramirez Water District that extends into Butte County.

*Committee:*

This item has already been before the Yuba County Water Agency Board of Directors.

*Fiscal Impact:*

Should the Yuba County Water Agency subdivide the North Yuba Subbasin along the Butte-Yuba county line, it is anticipated that the Agency's expenses would decrease as mandated coordination with Butte County would decrease. The fiscal impact on the County would be negligible.

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

RESOLUTION SUPPORTING THE YUBA COUNTY )  
WATER AGENCY'S PROPOSED GROUNDWATER )  
BASIN BOUNDARY MODIFICATION - NORTH YUBA )  
SUBBASIN [BASIN NO. 5-21.60] )

**RESOLUTION NO:**

WHEREAS, the Sustainable Groundwater Management Act of 2014 established a process for local agencies to request that the California Department of Water Resources (DWR) revise the boundaries of existing groundwater basins or subbasins as defined by DWR Bulletin 118, including establishment of a new subbasin; and

WHEREAS, DWR proposed the Basin Boundary Emergency Regulation and after holding an extensive stakeholder outreach process, the California Water Commission approved the regulation on October 21, 2015 and the regulation took effect on November 16, 2015; and

WHEREAS, DWR Bulletin 118 currently defines the North Yuba Subbasin as the alluvial aquifer bounded on the west and north by the Feather River, on the east by the Sierra Nevada Foothills, and the south by the Yuba River; and

WHEREAS, Yuba County overlies a portion of the North Yuba Groundwater Subbasin; and

WHEREAS, groundwater in the Butte County portion of the North Yuba Subbasin has historically been managed responsibly and sustainably by the Butte County water managers; and

WHEREAS, groundwater in the Yuba County portion of the North Yuba Subbasin has historically been managed responsibly and sustainably by Yuba County water managers; and

WHEREAS, subdivision of the basin generally along the Butte-Yuba county line would allow for continuation of these sustainable management practices and efficient, county-led implementation of the Sustainable Groundwater Management Act through development of required Groundwater Sustainability Plans in Butte and Yuba counties; and

WHEREAS, the Sustainable Groundwater Management Act will require continued coordination of groundwater management efforts between Butte and Yuba counties; and

WHEREAS, the Yuba County Water Agency has developed a basin boundary modification proposal to subdivide the North Yuba Subbasin into two subbasins along the Butte-Yuba county line, with the exception of a small portion of Ramirez Water District that extends into Butte County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Yuba to support Yuba County Water Agency's proposal to subdivide the North Yuba Subbasin.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Yuba, this \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:

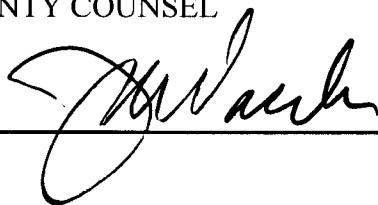
NOES:

ABSENT:

\_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
Approved as to form  
COUNTY COUNSEL

  
\_\_\_\_\_



# COUNTY OF YUBA

## OFFICE OF EMERGENCY SERVICES

COUNTY ADMINISTRATION  
DIRECTOR OF EMERGENCY SERVICES

**SCOTT BRYAN**  
EMERGENCY OPERATIONS MANAGER

### Board Memo

To: Board of Supervisors

Fr: Scott Bryan, Emergency Operations Manager *SB*

Re: Proclaim the existence of a local emergency in the County of Yuba

Date: April 5, 2016

### Recommendation:

The Board of Supervisors adopt a resolution proclaiming the continuation of a local emergency due to the ongoing drought conditions.

### Background:

On January 17, 2014 Governor Edmund G. Brown Jr. declared a Statewide Drought Emergency due to the impacts on the State of California as a result of four continuous years of drought. On February 18, 2014 the Director of Emergency Services proclaimed a local emergency due to the effects the drought has had within the County of Yuba. Your Board ratified said proclamation on February 25, 2014 and extended on March 8, 2016.

### Discussion:

With an on-going water shortage affecting the County of Yuba, the final duration of the emergency has not yet been determined. The recent rainstorms are seasonally expected and are consistent with the average rainfall during this time of year. At this point, the storms have had minimal impact on lessening drought conditions. Therefore it is recommended that your Board extend the current proclamation of a local emergency until the end of the incident period per (Govt. Code Section 8630 (c)). This proclamation of emergency will be reviewed and renewed no less than once every thirty days. Per Govt. Code Section 8630(d), this proclamation of emergency shall be terminated as soon as reasonably possible.

### Committee Action:

No committee action was taken due to time constraints.

### Fiscal Impact:

There is an unknown impact to the general fund as of this date.

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

**RESOLUTION:**

<p><b>THE BOARD OF SUPERVISORS</b></p> <p><b>ADOPT A RESOLUTION</b></p> <p><b>PROCLAIMING THE EXISTENCE OF</b></p> <p><b>AN ONGOING LOCAL DROUGHT</b></p> <p><b>EMERGENCY IN THE COUNTY OF</b></p> <p><b>YUBA.</b></p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p><b>RESOLUTION NO. _____</b></p>
--	---	------------------------------------

**WHEREAS**, the Yuba County Director of Emergency Services did hereby proclaim a local emergency in the County of Yuba on February 18, 2014 per Ordinance Code section 4.20; and

**WHEREAS**, conditions of peril to public health and safety remain in the County of Yuba due to the statewide drought; and

**WHEREAS**, the County of Yuba Board of Supervisors does hereby find that the aforesaid conditions of peril do warrant and necessitate a proclamation of the existence of a local emergency due to a statewide drought; and

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED**, that a local emergency continues to exist in the County of Yuba and the Board of Supervisors Proclamations through this resolution of the continuance of a Local Emergency in the County of Yuba.

**PASSED AND ADOPTED** at a regular meeting of the Board of Supervisors of the County of Yuba, State of California on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chair

ATTEST:        DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

APPROVE AS TO FORM:  
COUNTY COUNSEL

\_\_\_\_\_  




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# The County of Yuba

134-0416

(134-0416) Adopt... - 1 of 2

## HEALTH & HUMAN SERVICES DEPARTMENT

**Jennifer Vasquez, Director**

5730 Packard Ave., Suite 100, P.O. Box 2320, Marysville, California 95901  
Phone: (530) 749-6311 FAX: (530) 749-6281



**Nichole Quick, MD, MPH**  
**Health Officer**  
Phone: (530) 749-6366

**TO:** Board of Supervisors  
Yuba County

**FROM:** Jennifer Vasquez, Director  
Homer Rice, Health Administrator  
Health & Human Services Department

**DATE:** April 5, 2016

**SUBJECT:** Resolution Authorizing an Increase to the Health and Human Services Department, Public Health Division, Petty Cash Fund

**RECOMMENDATION:** It is recommended that the Board of Supervisors approve the Resolution authorizing an increase of the Health and Human Services Department (HHSD), Public Health Division, petty cash fund from \$100.00 to \$200.00.

**BACKGROUND:** The Public Health Division has an established petty cash fund to complete cash transactions for clinic services and for the purchase of birth and/or death certificates in the course of providing services to the general public served by HHSD.

**DISCUSSION:** It is in the best interest of the public and HHSD to increase the amount available in the petty cash fund to allow for an accessible store of money to complete daily cash transactions.

**COMMITTEE:** The Human Services Committee was bypassed as there is no impact to any other department.

**FISCAL IMPACT:** Approval of this Resolution will not impact County general funds as the increase will be provided by Health and Human Services realignment funds.

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF YUBA**

**RESOLUTION AUTHORIZING AN INCREASE  
TO THE HEALTH AND HUMAN SERVICES  
DEPARTMENT, PUBLIC HEALTH DIVISION,  
PETTY CASH FUND**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Health and Human Services Department, Public Health Division (HHSD) has an established petty cash fund in the amount of \$100.00 to complete daily cash transactions for clinic services and for the purchase of birth and/or death certificates in the course of providing services to the general public served by HHSD; and

**WHEREAS**, it is in the best interest of the public and HHSD to increase the amount available in the petty cash fund to \$200.00 to allow for an accessible store of money to complete daily cash transactions.

**NOW, THEREFORE, BE IT RESOLVED**, the Yuba County Board of Supervisors hereby authorizes an increase of the HHSD petty cash fund in an amount not to exceed \$200.00.

**PASSED AND ADOPTED** at a regular meeting of the Board of Supervisors of the County of Yuba, State of California on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the following vote:

AYES:

NOES:

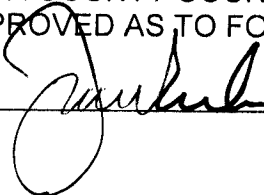
ABSENT:

ABSTAIN:

ATTEST: DONNA STOTTLEMEYER  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
Chair

ANGIL P. MORRIS-JONES  
YUBA COUNTY COUNSEL  
APPROVED AS TO FORM:





## Information Technology Memorandum

**To:** Board of Supervisors  
**CC:** Robert Bendorf, CAO  
Angil Morris-Jones, County Counsel  
**From:** Paul LaValley  
**Date:** April 5, 2015  
**Re:** MOU with Superior Court for IT Services and Information Sharing

---

**Recommendation:**

Recommend the Board of Supervisors authorize the Chair to sign the Memoranda of Understanding (MOU) between the County and Superior Court for Information Technology (IT) services and for mutual information exchange.

**Background:**

Yuba County Courts uses several IT services provided by the Information Technology Department. The current services include AS400 hosting, phone services, and internet connectivity. The MOU would cover these services and any other IT services in future. In addition, the MOU would allow Superior Court and various County departments to share records for criminal cases.

**Discussion:**

The County has been providing IT services to Superior Courts for many years without an MOU. This MOU would formalize the agreement for IT Services. Superior Court is also planning to migrate to a cloud based Case Management System later in the year. This agreement would provide the framework for sharing information when the migration occurs.

**Committee Action:**

None

**Fiscal Impact:**

None

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**MEMORANDUM OF UNDERSTANDING**  
**Between the County of Yuba**  
**And the Superior Court of California, County of Yuba**

This Memorandum of Understanding ("**Memorandum**") is made and entered into on to be effective on April 5, 2016, by and between the Superior Court of California, County of Yuba ("**Court**") and the County of Yuba ("**County**").

**RECITALS**

**WHEREAS**, effective as of January 1, 1998, the Lockyer-Isenberg Trial Court Funding Act of 1997, commonly referred to as AB233, relieved counties from their previous responsibility to fund trial court operations, as defined in Government Code section 77003 and California Rules of Court, rule 10.810 ("***Trial Court Operations***");

**WHEREAS**, thereafter, the State of California assumed responsibility for funding of Trial Court Operations;

**WHEREAS**, pursuant to Government Code section 77212(a), during the 1997-1998 Fiscal Year, County was required to continue to provide and Court was required to continue to use, County services provided to Court, including, but not limited to, "auditor/controller services, coordination of telephone services, data-processing and information technology services, procurement, human resources services, affirmative actions services, treasurer/tax collector services, county counsel services, facilities management, and legal representation," and Government Code section 77212(d)(1) and (2) now requires a contract for the use and provision of county services;

**WHEREAS**, Government Code section 77212(b) and (c) now give Court and County the option to terminate the above-mentioned services, except those that are vital to Court, with at least ninety (90) days' notice prior to the end of fiscal year, to be effective on the first day of succeeding fiscal year;

**WHEREAS**, Court requests County, through certain County departments, to provide to Court certain services described in this Memorandum;

**WHEREAS**, County services to be performed for Court may support Trial Court Operations only and may be charged only at rates that shall not exceed the costs of providing similar services to County departments or special districts; and

**WHEREAS**, County is willing and able to provide said services to Court, and Court agrees to pay for said services.

**NOW, THEREFORE**, the parties hereto agree as follows:

## **AGREEMENT**

### **1. SERVICES**

#### **(a) Scope of Services**

County shall provide such services to Court as set forth on **Exhibit A** attached hereto and incorporated herein by reference, as related to the support of Trial Court Operations (“**Services**”).

The Court and County agree to provide mutual inquiry exchange where appropriate and permitted by law as set forth on **Exhibit B** attached hereto and incorporated herein by reference.

#### **(b) Compensation for Services**

In consideration for the Services provided to Court by County, and subject to California Rules of Court, rule 10.810, Court agrees to compensate County monthly for the services described in **Exhibit A**. The amount the Court shall pay to the County for such Services shall be agreed upon annually by the Court and County and memorialized under separate document. Such rates shall not exceed those charged to County departments or special districts for the same or similar Services. The parties shall endeavor to reach a mutual agreement on any changes in the rates charged in a timely manner so that both parties hereto have sufficient time to give proper notice of termination under Section 2(b) below in the event agreement is not reached. Furthermore, no charges for Services shall be made beyond the amount of funding the State of California has approved and provided for any Service. In the event that County determines that this funding limitation requires a reduction or elimination of Service or level of Service, the parties agree that the particular Service and/or level of service to be reduced shall be negotiated with, and agreed by, Court before any Service reduction is made.

The benefit of the mutual information exchange described in **Exhibit B** shall itself be the consideration for providing the information exchange.

#### **(c) Manner of Payment**

County shall submit written invoices with supporting documentation monthly to the Presiding Judge of Court (the “**PJ**”) (or his or her designated officer (the “**Designated Officer**”) stating in each instance the Service rendered and the rate for such Service (the “**Invoice**”). All charges by County to Court for Services rendered shall be made only to the extent allowable under Government Code section 77003 and California Rules of Court, rule 10.810. The PJ or the Designated Officer shall review each Invoice and supporting documentation for compliance with the requirements of this Memorandum, Government Code section 77003 and California Rules of Court, rule 10.810. Within **10** business

days of receipt of the Invoice, the PJ or Designated Officer shall either approve or disapprove the Invoice in light of such requirements. If the Invoice is approved, the PJ or Designated Officer shall order reimbursement from Court's trial court operations fund (as described in California Government Code § 77009) (the "**Trial Court Operations Fund**") to the account designated by County. Pursuant to California Government Code section 77009(e), at no time shall funds be paid or otherwise removed from the Trial Court Operations Fund without prior written approval of the PJ or Designated Officer.

**(d) Dual Service Provider**

When a County employee provides the same or similar Services to both Court and County and such Services to Court are billed to Court on an hourly basis pursuant to this MOU, such employee shall record the exact amount of time such employee spent on Trial Court Operations. County shall only bill Court for the employee's actual time spent on Trial Court Operations.

**(e) Verification**

Upon request by the PJ or Designated Officer for additional back-up information regarding any Service being billed or the amount charged, County shall provide such backup within 10 days of such request. Court and the Judicial Council of California ("JCC") shall also have the right to verify or audit the records of County relating thereto in order to assure compliance with the terms of the Memorandum, Government Code section 77212 and all applicable accounting standards.

**(f) Staffing**

Court and County shall confer and agree on levels of staffing for the Services to be provided by County to Court. Where an individual County employee is assigned primarily or exclusively to provide Services to Court, Court shall have the right to approve the assignment of an employee at the employee's particular seniority level.

**(g) Cooperation**

Court may need to talk or correspond with vendors or third party administrators of County related to the Services under this Memorandum. County shall at all times cooperate with Court to ensure access by Court to such vendors or third party administrators. County shall work with Court to promptly resolve any cooperation or coordination problems that may arise with such vendors or third party administrators.

**(h) Right of Court to Substitute Performance**



Except as otherwise provided in this Memorandum or in any of the exhibits hereto, in the event that County fails to provide any Services for more than five (5) days after written notice of default and demand for performance by Court, Court shall have the right to retain an outside contractor to perform the Service that County has failed to provide. County shall be responsible for any cost incurred by Court to obtain the services of an outside contractor and shall reimburse Court within fifteen (15) days of receipt of an invoice from Court for such services.

## **2. TERM/TERMINATION**

### **(a) Term**

This Memorandum shall be effective as of April 5, 2016 and shall remain in effect until terminated by either party in accordance with Section 2(b) of this Memorandum, provided, however, certain Services will end on the Expected End Date as described and set forth in Exhibit A.

### **(b) Termination**

Except as provided in California Government Code section 77212(c), and in Section 3(c) below, either party may terminate all or any of the Services under this Memorandum by giving notice to the other party in the manner specified in Section 4(g) below. Pursuant to California Government Code section 77212(b), such notice shall be given at least ninety (90) days prior to the end of Court's fiscal year, and shall become effective only upon the first day of the succeeding fiscal year.

### **(c) Vital Services**

Pursuant to California Government Code section 77212(b), if County elects to terminate a Service to Court, County shall cooperate with Court to ensure that, if said Service is a vital service for Court, it shall be available from other entities that provide such Services.

## **3. DISPUTE RESOLUTION**

### **(a) Continuation of Services**

Whenever County and Court disagree as to any matter governed by this MEMORANDUM, the dispute resolution process discussed in this Section shall govern. Until the dispute is resolved, County shall continue to provide the Services and Court shall continue to make payment for the non-disputed portion of each invoice.

### **(b) Request for Meeting**

If after 30 days, Court and County cannot resolve any dispute, either party may give the other party a written request for a meeting between the Court Executive Officer ("CEO") and the County Administrative Officer ("CAO") for the purpose of resolving a disagreement between the parties. If such meeting is requested, the meeting shall be held within ten (10) business days of the receipt of such request.

**(c) Resolution of Disputes**

If a dispute between the parties regarding the interpretation or performance of this Memorandum is not resolved under Section 2(b) above, the dispute shall be submitted to non-binding mediation in the City of Marysville. If a dispute between the parties regarding the interpretation or performance of this Memorandum is not resolved by non-binding mediation, either party may bring legal action to interpret or enforce this Memorandum.

**4. MISCELLANEOUS**

**(a) Entire Agreement**

This Memorandum contains the entire and complete understanding of the parties hereto and supersedes any and all other previous or contemporaneous agreements, representations, and warranties, whether oral or written.

**(b) Amendment**

No addition to or alteration of the terms of this Memorandum shall be valid unless made in the form of a written amendment to this Memorandum, which is formally approved and executed by the governing bodies of each of the parties of this Memorandum.

**(c) Days**

Unless specifically stated to the contrary, all references to days herein shall be deemed to refer to calendar days. If the final date for payment of any amount or performance of any act falls on a Saturday, Sunday or holiday of Court, such payment shall be made or act performed on the next succeeding business day.

**(d) Further Assurances**

Each party hereto agrees to cooperate with the other, and to execute and deliver, or cause to be executed and delivered, all such other instruments and documents, and to take all such other actions as may be reasonably requested of it from time to time, in order to effectuate the provisions and purposes of this Memorandum.

**(e) Time of Performance**

Time is of the essence in the performance of each of the provisions of this Memorandum.

**(f) Assignment**

A significant consideration for this Memorandum is the familiarity of County with Court operations and facilities that will allow County to efficiently provide the Services utilizing trained County staff. For this reason, County and Court agree that County shall not assign any interest in this Memorandum, or subcontract any of the Services the County is to perform hereunder, without prior written consent from Court, and any such attempted assignment or subcontracting is void.

**(g) Notices**

Any notices required or permitted hereunder shall be in writing and may be (1) personally delivered; (2) mailed by depositing such notice in the United States mail, first class postage prepaid; or (3) sent by reputable overnight delivery service; addressed as follows or to such other place as each party hereto may designate by subsequent written notice to the other party:

**If to Court:** Superior Court Executive Office  
215 5<sup>th</sup> Street, Suite 200  
Marysville, CA 95901  
Attn: Court Executive Officer

**If to County:** County Administrative Office  
915 8<sup>th</sup> Street, Suite 115  
Marysville, CA 99501  
Attn: County Administrative Officer

**With a copy to:** County Counsel  
915 8<sup>th</sup> Street, Suite 111  
Marysville, CA 95901

**(h) Waiver**

Any waiver by either party hereto of a breach of any of the terms of this Memorandum shall not be construed as a waiver of any succeeding breach of the same or other term of this Memorandum.

**(i) Binding Effect**

This Memorandum shall be binding upon the successors and assigns of Court and County.

**(j) Counsel and Drafting**

Each party hereto, by its due execution of this Memorandum, represents to the other party that it has reviewed each term of this Memorandum with its counsel, or has had the opportunity for such review with its counsel. No party shall deny the validity of this Memorandum on the ground that such party did not have the advice of counsel. Each party hereto has had the opportunity to participate in drafting and preparation of this Memorandum. The provisions and terms of this MOU shall be interpreted in accordance with the plain meaning thereof, and shall not be construed in favor or against either party.

**(k) Counterparts**

This Memorandum may be executed in one or more counterparts, all of which together shall constitute one and the same agreement.

**(l) Severability**

In the event any provision of this Memorandum is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way, and the parties wish for this Memorandum to be reformed by Court to the greatest extent possible to reflect their original intent.

**(m) Governing Law**

This Memorandum shall be construed under the laws of the State of California, without regard to its conflict of law provisions.

**(n) Liability to Third Parties; Indemnification**

- (1)** The parties waive pursuant to Government Code section 895.4 the pro rata (per capita) risk allocation provided by Government Code section 895.6.
- (2)** Each party shall defend, indemnify, and hold the other party harmless, to the maximum extent permitted by law, from claims, damages, expenses, or liabilities, including attorney fees and costs, that arise out of its duties or obligations, or that of its officers, judicial officers, judges, subordinate judicial officers, board members, employees, representatives, or agents under this Memorandum, or its negligence or willful misconduct. The foregoing does not apply to the extent a claim, damage, expense, or liability arises out of an indemnified party's failure to perform this Memorandum, or an indemnified party's negligence or willful misconduct. The right to be indemnified extends to an indemnified party's officers, employees, representatives, and agents, and:

- (1) In the case of County, this right extends to County's Board of Supervisors; and
  - (2) In the case of Court, this right extends to Court's judicial officers, judges, and subordinate judicial officers, and the Judicial Council of California, including its members and the JCC and its officers, employees, representatives, and agents.
- (o) **Certification of Authority to Execute this Memorandum**

County and Court certify that the individual(s) signing below on behalf of the party has authority to execute this Memorandum on behalf of the party, and may legally bind the party to the terms and conditions of this Memorandum, and any attachments hereto.

(p) **Independent Contractor**

County, with its departments as its agents, shall perform this Memorandum as an independent contractor, exercising due care and providing the Services with such skill that is customary for providers of such Services. County and the officers, agents and employees of County are not, and shall not be deemed, Court employees for any purpose, including workers' compensation and shall not be entitled to any of the benefits accorded to Court employees. County shall determine, at its own risk and expense, the method and manner by which the duties imposed on County in general by this Memorandum shall be performed. Court shall not deduct or withhold any amounts whatsoever from the reimbursement paid to County, including, but not limited to amounts required to be withheld for state and federal taxes or employee benefits. County alone shall be responsible for all such payments.

(q) **Contracts and Purchase Orders.**

- (1) All Court contracts executed and purchase orders drafted by Court during the term of this Memorandum are the sole responsibility of Court. The PJ or Designated Officer shall authorize contracts and purchase requisitions on Court's behalf. To the extent these contracts or purchase orders may affect County operations or facilities or expose County to legal or financial risk, Court will consult with County during negotiation and prior to execution of the contracts or purchase orders.
- (2) County agrees to consult with Court on contracts and purchase orders prior to their execution that may affect Trial Court Operations or expose Court to legal or financial risk.

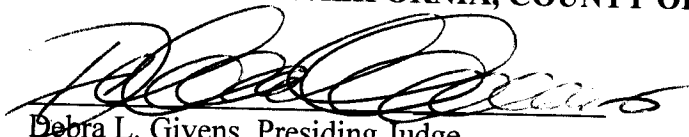
**(r) Compliance with Laws**

Notwithstanding any provision to the contrary contained in this Memorandum, the parties agree that no provision of this Memorandum shall require any party to violate any applicable statute, rule of law or regulation.

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

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA**

By: \_\_\_\_\_

  
Debra L. Givens, Presiding Judge

**COUNTY OF YUBA**

By: \_\_\_\_\_

Roger Abe, Chair, Board of Supervisors

APPROVED AS TO FORM  
ANGIL P. MORRIS-JONES  
COUNTY COUNSEL

BY: \_\_\_\_\_



## **LIST OF EXHIBITS**

**EXHIBIT A**      Information Technology Services

**EXHIBIT B**      Mutual Information Exchange

## **EXHIBIT A**

### **INFORMATION TECHNOLOGY SERVICES**

#### **1. SERVICES**

County shall continue to provide the following specified services:

- (a)** IBM iSeries hosting (through June 30, 2016)
- (b)** Phone system and related telecommunication services
- (c)** Internet connectivity

#### **2. DIRECT COSTS**

Pursuant to Section 1(b) of the Memorandum, Court agrees to reimburse County for the services listed in this Exhibit A as agreed upon annually between the parties and memorialized under separate document.

#### **3. ADDITIONAL SERVICES.**

County agrees to provide a written proposal as to the time and cost of any additional services when such services are requested by Court. County agrees to obtain Court's written approval of such additional services and rates before commencing such services.



**EXHIBIT B****MUTUAL INFORMATION EXCHANGE****1. INFORMATION SHARED BY COURT**

Where appropriate and permitted by law, the Court agrees to provide access to Court Records to various County departments. These departments include, but are not limited to:

- (a) Child Support Services
- (b) County Administrator
- (c) County Counsel
- (d) District Attorney
- (e) Health and Human Services
- (f) Probation
- (g) Sheriff (including Jail)
- (h) Treasurer

**2. INFORMATION SHARED BY COUNTY**

Where appropriate and permitted by law, the County agrees to provide access to various County Records to the Court. These records include, but are not limited to, records from the following County departments:

- (a) Assessor
- (b) Auditor
- (c) Clerk Recorder (including Elections)
- (d) District Attorney
- (e) Probation
- (f) Sheriff (including Jail)
- (g) Treasurer

**3. TERMS**

(a) **Adherence to Policy.** Both the County and Court reserve the right to impose terms and conditions on mutual access as it relates to Information Technology Security. The terms and conditions shall be effective upon sending them to the end-users via e-mail.

(b) **Separation.** Both the County and Court agree to provide notification within 48 hours when a user with mutual-access authority separates from employment or the authority is no longer appropriate.

(c) **Validation.** Both the County and Court agree to provide, on at least an annual basis, a list of people with mutual-access authority for the purpose of verifying the access is still appropriate.

## STAFF REPORT

DATE: April 5, 2016  
TO: Yuba County Board of Supervisors  
FROM: Tony Hobson, Ph.D., Assistant Director Human Services for Mental Health  
SUBJECT: Approval of Resolution in Support of the Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jail

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**Recommendation:** It is recommended that the Board of Supervisors approve a Resolution in Support of the Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jail.

**Background & Discussion:** This Resolution supports a nationwide effort that asks county leaders to collaborate in developing community-based systems to reduce the incidence of incarceration, and to improve local treatment options for those with mental health and co-occurring disorders.

**Past Consideration of the Board:** This item has not been considered by the Board previously.

**Alternatives:** The Board could decide not to approve the Resolution.

**Other Department or Agency Involvement:** There are no other departments or agencies involved with this item.

**Action Following Approval:** None

**Fiscal Impact:** This agreement has no impact on the County General Fund.



NOVEMBER 1, 2015

## Jailing those with mental illness and co-occurring disorders is not just a “big county” problem; Small counties also need to “Step Up”

### ISSUE

There’s no doubt about it: Making the decision to participate in the National Association of Counties’ “Stepping Up” initiative, a nationwide effort that asks county leaders like you to collaborate in developing community based systems to reduce the incidence of incarceration, and to improve local treatment options for those with mental health and co-occurring disorders, is a huge step.

But your county’s participation is also sorely needed as part of broader national behavioral health and justice reforms. “It’s a huge issue. The president is working on it. Congress is interested in it—it’s one of only a few issues on Capitol Hill that is gaining bipartisan support,” says Patrick Fleming, a retired behavioral health executive from Salt Lake County, Utah, who now works as a Senior Fellow for NACo on the “Stepping Up” initiative.

Today, county governments tend to bear the operational and financial brunt of excessively large jail populations that have been swelled by high numbers of detainees with mental health and substance use disorders. Fleming believes that the problem dates back to the seventies and eighties, when the goal was to deinstitutionalize people with mental illness and get them living in the community with the help of adequate, community-based treatment resources. But the funds saved through deinstitutionalization were never properly reinvested in community services. Instead, they were cut at all levels of government. One result, he believes, was a substantial increase in the rate of homelessness, particularly among those with serious mental illnesses.

The failure of deinstitutionalization coincided with the launch of the nation’s decades-long “War on Drugs,” which cast a wider net for drug-involved individuals while substantially increasing criminal penalties for drug possession and drug use. Many national leaders now view this “war” as misguided, since it emphasized punishment instead of treatment and led to a dramatic increase in the number of non-violent drug offenders who are incarcerated nationwide.

The Stepping Up initiative recognizes the disproportionate impact that failed deinstitutionalization policy and stepped-up anti-drug enforcement efforts have had on those with mental illnesses and substance abuse problems. According to national experts, some 25% of incarcerated individuals have mental health disorders, with a substantial subset of these experiencing moderate to severe impairment. Similarly, an additional 50% of incarcerated individuals suffer from a substance abuse disorder, with most of these having symptoms of dependence or addiction.

In the vacuum that followed deinstitutionalization, Medicaid became the financial “last resort” for many people with severe mental illnesses. Yet, due to the variability of Medicaid plans across the states, huge

numbers of people with significant mental illnesses still end up falling through the cracks. (136-0416) Adopt... - 3 of 10  
 “These individuals sometimes engage in irritating behaviors that get the attention of concerned citizens and law enforcement, and they end up getting arrested and detained in jail.”

In addition, there’s a large population with substance-use disorders, a population that suffers even more in states that haven’t yet implemented the ACA’s Medicaid expansion. “Many of those individuals – if they haven’t already been diagnosed with a mental disorder and qualified for SSI -- simply don’t qualify for Medicaid services at all. So, although the ACA says that we’re going to treat addiction like a medical illness and the resources are available, many states, including my home state of Utah, haven’t done the Medicaid expansion.” He adds that counties end up being the service payers in jails because Medicaid rules ban payment for nearly all services for individuals detained in jails or prisons.

“Unfortunately, many of these detainees get their only services when they get locked up in the county jails. This is why so many county officials across the US—county commissioners, elected officials, sheriffs, county commissions—have been in getting involved with the issue of incarcerating and treating so many people with mental health and addiction problems. They’re saying, “We’ve got to do something about this. This doesn’t make any sense. That’s why they are interested in working with behavioral health in the Stepping Up initiative.”

### **Sizing up your county’s opportunity to “Step Up”**

SAMHSA’s National GAINS Center seeks to expand access to services for people with mental and/or substance use disorders who come into contact with the justice system. The center has been pursuing the development of jail diversion and treatment options for years, and has much to share with county behavioral health leaders. One key learning is that, while no county is completely like another, many share similarities in terms of size, financial resources, challenges faced, and the availability (or lack) of diversion or treatment resources.

Fleming says that Hank Steadman, President of Policy Research Associates (PRA) and a leading developer of the “sequential intercept” model that guides many jail diversion programs, breaks counties into four categories, based primarily on size:

<b>County/Parish/ Borough category</b>	<b>Number in Category</b>	<b>Example: City/County</b>	<b>Funding Strategy</b>
Metropolitan counties (Pop. > 2 million, per 2010 Census)	12	New York, Queens, Bronx , Los Angeles (Los Angeles), Chicago (Cook)	Resource shifting
Urban counties (Pop. 1-2 million)	27	San Antonio (Bexar) Columbus (Franklin) Salt Lake City (Salt Lake)	
Mid-sized counties (Pop. 125,000-1 million)	400	Charlotte (Mecklenburg) Mt. Pleasant, MI (Macomb) Portland, OR (Multnomah)	
Small/Rural/Frontier Counties (Pop. > 125,000)	2,704	Spotsylvania County, VA Worcester County, MD Codington County, SD Tuolumne County, CA	

For the 40 or so large metropolitan and urban counties, taking on the Stepping Up (136-0416) Adopt... - 4 of 10 and large, Fleming says that these large counties, as well as many mid-sized counties, have the size and the wherewithal in terms of infrastructure, funding base, jails, courts, hospitals, and providers to pilot, then scale up jail diversion and treatment initiatives funded by shared savings. But for mid-sized and particularly for the smallest, most rural counties, Fleming says that “you really need some creativity, not only in terms of exactly what you can accomplish, but especially in how you’re going to pay for it.”

The basics of jail diversion and treatment programs, including the need to assemble a broad base of stakeholders and conduct a Sequential Intercept Mapping (SIM) workshop, were discussed in the October 2015 issue of Under the Microscope.

But to be successful, county initiatives need more than a means of developing infrastructure, processes, and system-wide cooperation. In the end, they’ve also got to develop and implement best-practice behavioral health services, facilities, and supports that can deliver results. To ensure that this knowledge and technical assistance is available to counties who step up, NACBHDD is now working with Policy Research Associates (PRA). Fleming says that the NACBHDD/PRA effort is “taking a deep dive into the behavioral health best practices involved in the diversion and treatment process.”

## ANALYSIS

### Best-practice “basics” for community diversion and treatment programs

What are best practices for the behavioral health services necessary for Stepping Up? While sequential intercept and diversion systems in metropolitan or urban counties may include many and varied capabilities and services, Fleming says that budget-conscious small, rural, or frontier counties can build effective early intervention and diversion systems based on several simpler and more modest “basics.” Among the most important “basics” are these:

Best practice intervention/ (Sequential Intercept Level)	Definition	Impact
Peer-operated “warm lines”	Trained mental health peers offer supportive conversation with mental health population, can refer to “hotline” if crises occur.	Inexpensive, effective way to resolve many day-to-day problems and prevent or reduce incidence of mental health crises.
Professionally-staffed “hot lines”	Clinical professionals handle calls from people in crisis or at risk for harm/suicide, often eliminating the need for officer intervention.	Next level telephone help for more serious cases. Professionals are linked to local resources and can recommend assessments or make referrals.
Crisis Intervention Trained Officers (Intercept 1)	Instead of regular officers, CIT-trained officers are dispatched to handle calls involving people with apparent mental health or intoxication/drug problems.	CIT-trained officers can recognize behavioral health disorders and use CIT skills to de-escalate situations without force or injury. They can identify candidates for diversion.
Mobile Crisis-Response Team (Intercept 1)	Team includes clinical professional and a trained peer. Deployed together with a CIT-trained officer	A more capable addition or alternative to CIT-trained officers in crisis situations. Team may also

	or by request of an officer on the scene.	make routine visits with individuals to pre-empt, prevent future crises.
“Receiving” center (Intercept 2)	Safe alternative to booking and jail where officers can “drop off” people with non-violent behavioral health crises or acute intoxication for stabilization, nutrition, and a reconnection to treatment. (Some centers may evolve to provide “walk in” care for self-referred individuals.)	Offers immediate diversion to short-term (0-48 hours) stabilization care that connects (or reconnects) individuals to needed mental health or SUD treatment. Drop off model cuts booking/jail costs while keeping officers “on the street.”
Wellness and Recovery Center (Intercept 5)	Non-hospital, non-jail location that provides support and treatment for people with mental health or substance-use disorders who are long-term community residents.	Health promotion, prevention, and wellness services for at-risk individuals provided at a fraction of the cost of a hospital ED visit, a psychiatric hospital stay, or an arrest and jail term.

All of these approaches aim to “get people out from the highest-cost resources, such as hospital emergency rooms or jails, and getting them into community based facilities and services,” Fleming explains. The earliest interventions – warm and hot lines – help individuals prevent or manage behavioral health crises using immediately available community resources, eliminating or minimizing the need for law enforcement altogether.

The other interventions become resources in the “sequential intercept” process: The presence of CIT-trained officers, or better yet, a mobile crisis team that works in concert with law enforcement dispatchers and officers, is a proven method for identifying and diverting non-violent individuals with behavioral health problems at Intercept 1: the point of first contact with law enforcement.

For these or other Intercept 1 interventions to be effective in diverting people away from booking and jail, Fleming says that “there’s got to be a place where these people can go. The simplest type of place is what he calls “a receiving center” – a safe and appropriately staffed location that offers law enforcement 24/7 access to “drop off” individuals that need crisis mental health or SUD treatment, not jail.

And, to help people beyond the scope of the receiving center (24-48 hours), he suggests development of a local wellness and recovery center, with non-hospital residential services suited to crisis stabilization and early-stage addiction treatment, followed by a transition to other longer-term care.

### **Patience, Patience, Patience**

The new NACBHDD/PRA technical assistance effort takes into account that it’s often impossible for one county to simply replicate what another county is doing. So, the NACBHDD/PRA effort will identify and analyze best practices, helping counties understand and implement solutions that are scalable, customized to meet unique local requirements, and consistent with available funding for implementation.

For most counties, Fleming says that implementation will involve long-term planning, patience, and incremental scale-up of processes, funding streams, and program elements. “If you can’t do things on a

grand scale right away, what can you do incrementally?” Citing the best practice of (136-0416) Adopt... - 6 of 10 “receiving center,” he suggests, “You may have to start small. If you don’t have the ability to take walk-ins and referrals for treatment, perhaps you should just focus on law enforcement needs. Start by providing a place where officers can ‘drop off’ an individual with a mental health or substance use problem instead of having to book them into jail.”

The same thing applies for winning the support of elected officials: Can you start a treatment program, even on a small scale? Are you willing to speak with elected officials and demonstrate the cost offsets involved in diverting an individual into treatment with a cost that’s a fraction of the \$30,000 annual cost of a jail cell? Are officials willing to consider whether there’s a way to cost-shift within county government to create the chance to do treatment, even on a limited scale, as a proof-of-concept until you have the ability to scale up? In addition to cost offsets, are there other dollars available that might help?

Delivering technical assistance to hundreds of counties in different states “is going to be a pretty tall order because of all the ways in which counties differ – their service delivery organizations, funding methods, different facility licensing requirements, different Medicaid plans and a host of other factors,” Fleming says, adding “We may end up with a 1,500 or 2,000 different solutions.” However, despite the fact that every county is unique, many of the nation’s small counties face similar problems, problems that Fleming says they are overcoming by thinking creatively and finding new ways to work together.

By sharing solutions, making site visits to existing programs, and exploring alternatives, county leaders often recognize that “we could do this, this, and this, but we can’t do that, or we’ll have to do that in a different way.” Fleming cites a number of small counties that are involved in the planning and execution process:

- Tuolumne County, California — This county of about 53,000 residents, located east of the Bay Area in the foothills of the Sierra Nevada, found that citizens with mental illnesses lacked adequate housing opportunities in the community. So, Tuolumne County is joining the ranks of many larger counties in launching a SOAR (SSI/SSDI Outreach Access and Recovery) program.
- Codington County, South Dakota — Although it is a small county (population 28,000), Codington is the largest county in its region and it is surrounded by a number of even smaller counties. Today, Codington is at the heart of an innovative five-county arrangement, in which Codington does the jailing for the other counties to reduce incarceration costs for all. This effort created a basis for cooperation on improving regional services and taking other steps to reduce the regional jail population.
- Williamson County, Illinois – This rural county in southern Illinois (population 66,000) has formed a coalition to provide housing to the homeless, including those with mental illness. Lack of good and safe housing for the mentally ill was identified as a principal issue that was driving up the use of local jail cells. Minus more housing, the county found that there was simply no other place for the homeless mentally ill to go.
- Dunn County, Wisconsin – This county (population 44,000) in west-central Wisconsin is developing an integrated treatment court and other services for individuals with mental health, substance abuse and co-occurring disorders as a means of diverting them out of jail and providing a means of safely re-integrating them into the community.

## ACTION

- **Get your county leadership on board.** “Most county commissioners don’t know anything about

behavioral health. That's the place to begin telling your story." By sharing visits to existing programs, and exploring alternatives, county leaders involved with a stepping initiative often recognize that "we could do this, this, and this, but we can't do that, or we'll have to do that in a different way." Go to the NACo website for details:  
<http://www.naco.org/resources/programs-and-initiatives/stepping-initiative>

- **Look at the counties around you and start a conversation.** "If you're all sharing similar burdens, is there a way to pool your dollars and other resources?" Fleming asks. A lot of times, small rural counties form cooperatives around things like public health and behavioral health services, so that they can share infrastructure and pool funding.
- **Leverage the expertise of state behavioral health organizations.** As you work with other counties and learn that many of their concerns and needs are similar to yours, bring those needs to your state association. "They can support you in the political process, ensuring that there's one unified voice speaking for all of the counties in the state. Unlike Congress, where it is difficult to move legislation, states are much more willing to take action," says Fleming. "There's a growing recognition among legislators, judges, prosecutors and others that behavioral health is at the center of justice-reform and justice reinvestment efforts, and they're getting tuned into the lack of providers and resources. If you can join with other counties to lay out a vision, identify barriers, and request legislative changes, there's a strong chance that legislators will hear you and take action."
- **Embrace new partners and reinvest in systems.** "As the ACA takes hold, I think you'll see more and more managed care organizations stepping into county service-management roles," Fleming says. "Some people see managed care organizations as a threat to county-delivered services. But we've got to learn how to work with them, because if done correctly, they can really complement county services, in part because they can do some things that counties can't."

"Five years ago, we went out to buy services for Salt Lake County, and several big managed care organizations decided to bid. We went through a very creative process on that RFP because the county had two big requirements: The county was seeking to keep people out of jail and did not want to assume liability for our large uninsured population."

"After a rigorous RFP, we hired Optum Health, who showed us how they had used diversion programs in Pierce County, Washington," Fleming continues. "We started all of the basic programs in Salt Lake County — things like a warm line, hot line, mobile crisis team, CIT training, and a receiving center. Through the design of our contract, Salt Lake County retained overall control over expenditures, but used Optum Health to deploy available funding with far greater flexibility. When care management efforts produced savings, for example in reducing hospitalizations, Optum offered the capability to retain and pool those funds, which we as a county couldn't do. Eventually, we used those savings to fund new programs."

"What you don't want to do is turn over control of your county behavioral health system to managed care," he warns. Instead, counties should provide leadership that empowers the MCO to do what it does best — allocate and manage resources -- while retaining the right to decide how best to use those savings — not as MCO profits, but as a source for reinvestment in county care systems."

*Researched and Written by Dennis Grantham*



BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF YUBA, STATE OF CALIFORNIA

RESOLUTION OF THE BOARD OF )  
SUPERVISORS IN SUPPORT OF THE )  
STEPPING UP INITIATIVE TO REDUCE )  
THE NUMBER OF PEOPLE WITH MENTAL )  
ILLNESSES IN JAIL )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, counties routinely provide treatment services to the estimated two million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, Yuba County, along with all counties across the United States, takes pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways; and

WHEREAS, Yuba County is committed to community-based approaches to enhance and expand the mental health and substance use disorder treatment in the Yuba County Jail and upon release, ensure continued treatment in the community; and

WHEREAS, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails.

NOW, THEREFORE, BE IT RESOLVED that the Yuba County Board of Supervisors do hereby sign on to 'the Call to Action' to reduce the number of people with mental illnesses in our County Jail, commit to sharing lessons learned with other counties in the state and across the country to support a national initiative, and encourage all county officials, employees and residents to participate in *Stepping Up*.

BE IT FURTHER RESOLVED that the Yuba County Board of Supervisors commits to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults with mental illnesses entering the Yuba County Jail and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.

Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.

- Develop a plan with measurable outcomes that draws on jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

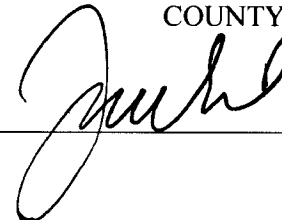
PASSED AND ADOPTED by the Board of Supervisors of the County of Yuba, State of California, this \_\_\_\_ day of \_\_\_\_\_ 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Chair

ATTEST: Clerk of Board of Supervisors  
Donna Stottlemeyer

APPROVE AS TO FORM:  
COUNTY COUNSEL

\_\_\_\_\_  


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THE COUNTY OF YUBA  
BOARD OF SUPERVISORS



— P R O C L A M A T I O N —

RECOGNIZING NATIONAL PUBLIC HEALTH WEEK

WHEREAS, in 1995, President Bill Clinton proclaimed the first week of April as National Public Health Week and each year since, the American Public Health Association and the nation's public health community has celebrated this observance by focusing on issues that improve the health of children, adults, and families; and

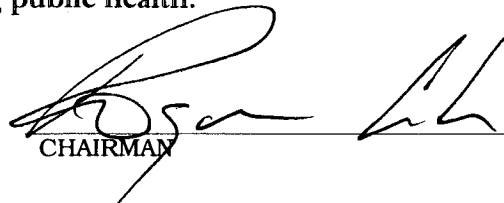
WHEREAS, some of the greatest achievements of public health include decline of infant mortality, increased life expectancy, preventable disease vaccines, infectious disease control, public health emergency preparedness, improved motor vehicle safety, and the recognition of tobacco use as a health hazard; and

WHEREAS, supporting public health prevention programs will help our children and the community live longer, healthier and more productive lives while reducing health care costs; and

WHEREAS, the first week of April is an appropriate time to recognize the Yuba County Health and Human Service's Public Health employees for their commitment to improving public health and acknowledge their efforts in providing safety workshops, community flu clinics, care coordination, case management, health education, provider trainings, educational outreach events, and home visits.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Yuba County hereby proclaims the week of April 4-10, 2016, as "National Public Health Week" in Yuba County and recognizes the Yuba County Public Health employees for their commitment and dedication to healthier children and families and calls upon all citizens in the celebration and support of improving public health.



  
CHAIRMAN

  
CLERK OF THE BOARD OF SUPERVISORS

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March 22, 2016

REQUESTED PROCLAMATIONS

YUBA COUNTY BOARD OF SUPERVISORS  
915 8<sup>TH</sup> STREET SUITE 109  
MARYSVILLE, CA 95901

Dear Council Members:

Every child has a right to be a child. . Every child has a right to be "SAFE, STRONG AND FREE". All children have a right to have fun, to ask for what they need, to say no, to be respected and accepted for who they are. All children have a right to be believed, to have feelings and ideas and to express them. Every child has a right to be protected from abuse and neglect.

Each year we come before you and request your support in proclaiming April as Child Abuse Prevention Month. Each year Casa de Esperanza has sponsored a Blue Ribbon campaign. We ask the community to join us in wearing and displaying blue ribbons. Each year you have shown your support to the abused children of our community through your proclamation. This year we again ask for your support. By working together we hope to minimize and eliminate child abuse. I ask each and every one of you to speak up about what you will do to eliminate child abuse in our community. What will you do?

We ask that, collectively, *your Board help us* kick off the beginning of the month by adopting a proclamation (example attached). We invite you to wear a blue ribbon and to hang blue ribbons on your home and your car mirror during the month of April. This will be evidence of your personal commitment to ending the tragedy of child abuse, as well as support to those individuals and agencies that daily fight the battle against child abuse.

We appreciate the support you have provided in the past and look forward to your continuing support in the future.

If you would like additional information regarding child abuse, or if you have any questions, please feel free to contact us at (530) 674-5400.

Sincerely,

Linda Hodges  
Director, Client Services  
Casa de Esperanza

THE COUNTY OF YUBA  
BOARD OF SUPERVISORS



— P R O C L A M A T I O N —

CHILD ABUSE PREVENTION MONTH  
APRIL 2016

WHEREAS, the tragedy of child abuse and neglect affects every community in California and touches the lives of far too many citizens regardless of cultural, ethnic, religious or socioeconomic level; and

WHEREAS, the threat to our children's welfare is demonstrated by steady increases in the number and in the seriousness of reported cases of child abuse and neglect; and

WHEREAS, if our children are to become productive adults, they should have the right to a childhood free from neglect, physical abuse, sexual molestation and exploitation; and

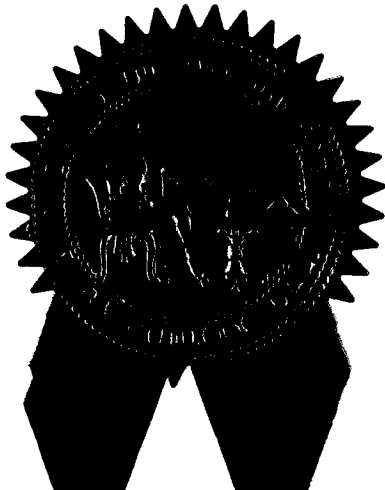
WHEREAS, it is recognized that primary prevention programs designed to work with children, their parents, and care givers within the community are successful in preventing first time abuse situations; and

WHEREAS, early identification and intervention are essential to successfully interrupting the generational cycle of abuse and neglect. Collaboration among professionals, concerned parents, volunteers and policy makers can help to reduce the level of child abuse and neglect in our communities; and

WHEREAS, dedicated volunteers and professionals are working to decrease the incidence of child abuse through prevention programs and coordination among agencies delivering services to child abuse victims and their families; and

WHEREAS, the observance of Child Abuse Prevention Month provides an excellent opportunity for all citizens to reflect on this tragic crime, while rededicating themselves to taking an active role in child abuse prevention activities in their community.

NOW THEREFORE, BE IT RESOLVED, that the Yuba County Board of Supervisors hereby proclaims APRIL 2016 AS CHILD ABUSE PREVENTION MONTH IN THE COUNTY OF YUBA and encourages all residents to join with local community efforts in making sure that EVERY CHILD'S RIGHTS are protected and keeping all children "SAFE, STRONG AND FREE".



CHAIRMAN

CLERK OF THE BOARD OF SUPERVISORS

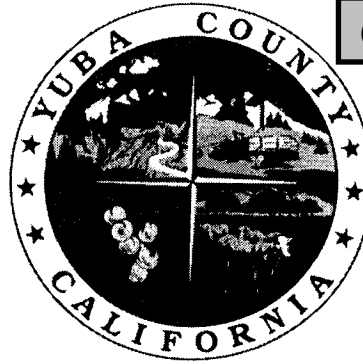
# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

Phone – (530) 749-5430 • Fax – (530) 749-5434  
915 8<sup>th</sup> Street, Suite 123  
Marysville, California 95901

[www.co.yuba.ca.us](http://www.co.yuba.ca.us)



(139-0416) Direc... - 1 of 8

CODE ENFORCEMENT  
749-5455 • Fax 749-5464

ENVIRONMENTAL HEALTH • CUPA  
749-5450 • Fax 749-5454

PLANNING  
749-5470 • Fax 749-5434

PUBLIC WORKS • SURVEYOR  
749-5420 • Fax 749-5424

FINANCE AND ADMINISTRATION  
749-5430 • Fax 749-5434

**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *ty for*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 8 (Willow Glen)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 8 (Willow Glen) and set a public hearing date of June 14, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 8 by Resolution No. 1977-26. The CSA No. 8 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$44	\$175
Developed Parcel:	\$176	\$350

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 8.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 12, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 14, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 8. The proposed assessment increase still falls short of adequate funding levels, but will allow for at least some initial road maintenance. The assessment amount was established at a level the County feels is palatable to a majority of property owners. Proposing higher assessment rates would likely not pass the Proposition 218 election. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

### *Attachment:*

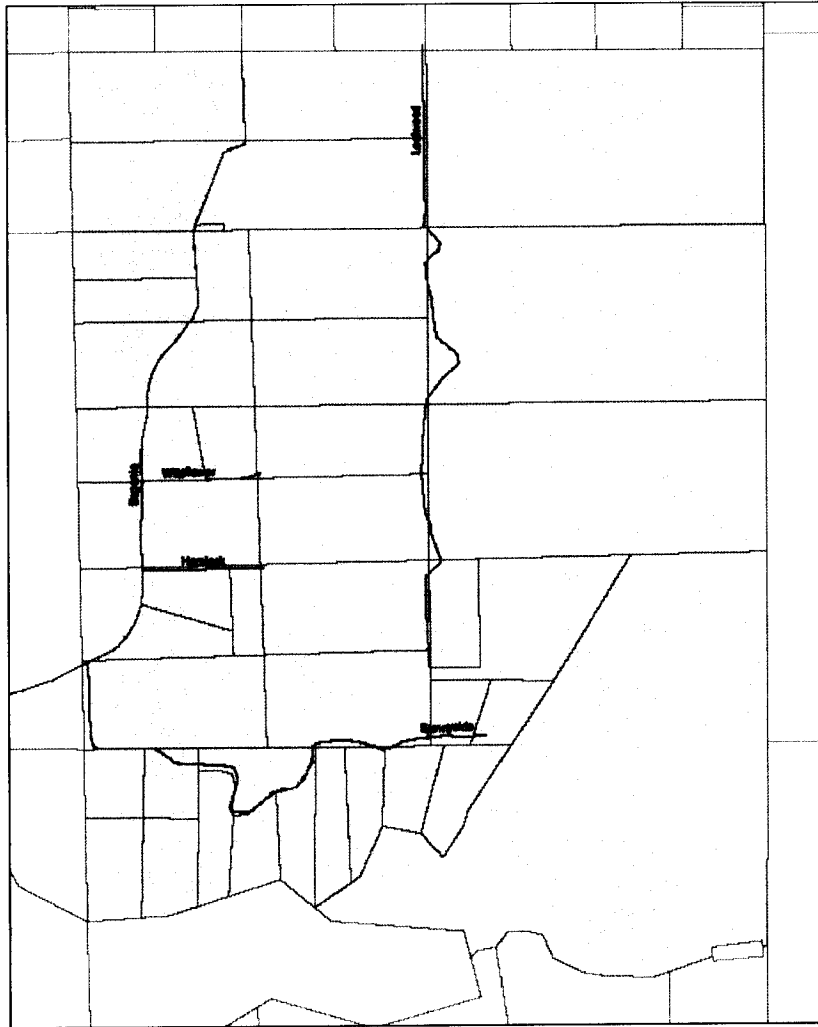
CSA 8 Road Assessment Analysis

# County Service Area No. 8

## WILLOW GLEN

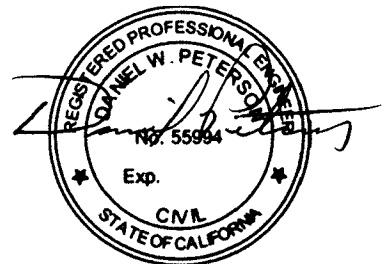
### ROAD ASSESSMENT ANALYSIS

March 2016



County Service Area #8

*Prepared by:*  
*Daniel W. Peterson, P.E.*



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 8. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being “developed” or “undeveloped.” A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 8.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 8 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 8 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$44	17	\$748
Developed Parcels	\$176	23	\$4,048
<b>Total Annualized Revenue</b>			<b>\$4,796</b>

CSA 8 has approximately 10562 LF (2 Miles) of gravel roadways. A small portion of one lane of roadway is paved (900 LF). When the CSA was developed the assessment amounts were determined by the length of the roads and the projected cost to pave the roads over time using the costs for the work at that time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current assessment funds (\$4,796/year) do not allow for maintenance of the existing roads. The current fees collected will pay for grading only every nine years. The engineer's estimate to maintain the existing AB and surfaced CSA roadways is \$34,108.22 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$29,000 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses at the current 4:1 ratio (developed to undeveloped). The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$312
Developed Parcel:	\$1250

The annual assessments necessary to fully fund routine operational expenses are considered unreasonable. After consideration of the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessments as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$44	\$175
Developed Parcel:	\$176	\$350

The proposed assessment adjustment would increase annual revenues by \$6,229, to a total of \$11,025. The proposal will have a \$23,083 shortfall, however will allow the County to provide a higher level of maintenance on the roads than currently provided.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 8 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 8, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

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FINANCE AND ADMINISTRATION  
749-5430 • Fax 749-5434

**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *yg Rok*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 9 (Aero Estates)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 9 (Aero Estates) and set a public hearing date of June 21, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 9 by Resolution No. 1977-24. The CSA No. 9 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$21	\$125
Developed Parcel:	\$84	\$250

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 9.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 19, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 21, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 9. The proposed assessment increase still falls short of adequate funding levels, but will allow for at least some initial road maintenance. The assessment amount was established at a level the County feels is palatable to a majority of property owners. Proposing higher assessment rates would likely not pass the Proposition 218 election. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

Attachment:

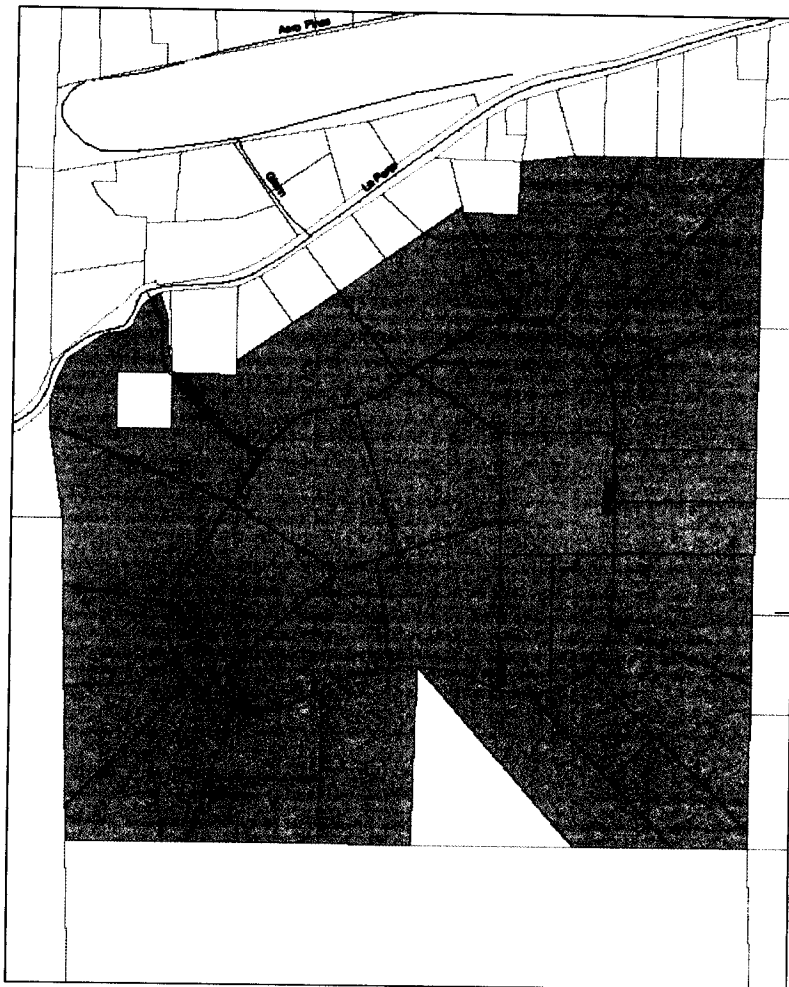
CSA 9 Road Assessment Analysis

# County Service Area No. 9

## AERO ESTATES

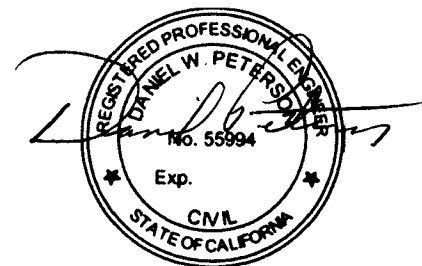
### ROAD ASSESSMENT ANALYSIS

March 2016



County Service Area #9

Prepared by:  
Daniel W. Peterson, P.E.



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 9. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

#### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

#### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

#### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being "developed" or "undeveloped." A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 9.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 9 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 9 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$21	8	\$168
Developed Parcels	\$84	23	\$1,932
<b>Total Annualized Revenue</b>			<b>\$2,100</b>

CSA 9 has approximately 5,948 LF (1.13 Miles) of paved roadways. When the CSA was developed the assessment amounts were determined by the length of the roads and the projected cost to maintain the roads using the costs for the work at that time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current assessment funds (\$2,100/year) do not allow for proper maintenance of the existing roads. At the current assessment, the County estimates funds may be adequate to chipseal the pavement once every 20 years. A chip seal will provide a ride surface extending the life of the pavement, and has a lifespan of approx. 5 to 7 years. The engineer's estimate to maintain the existing surface once every 5 years is \$9,568.00 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$7,468 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses at the current 4:1 ratio (developed to undeveloped). The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$95
Developed Parcel:	\$380

The annual assessments necessary to fully fund routine operational expenses are considerably higher than the existing. After consideration of the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessments as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$21	\$125
Developed Parcel:	\$84	\$250

The proposed assessment adjustment would increase annual revenues by \$4,650, to a total of \$6,750. The proposal will have a \$2,818 shortfall, however will allow the County to provide a higher level of maintenance on the roads than currently provided.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 9 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 9, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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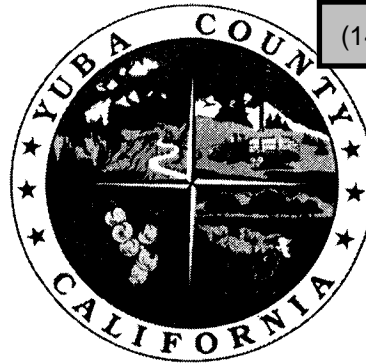
# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

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FINANCE AND ADMINISTRATION  
749-5430 • Fax 749-5434

**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *My Par*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 18 (Willow Glen #2)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 18 (Willow Glen #2) and set a public hearing date of June 14, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 18 by Resolution No. 1979-16. The CSA No. 18 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$33	\$150
Developed Parcel:	\$132	\$300

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 18.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 12, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 14, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 18. The proposed assessment increase still falls short of adequate funding levels, but will allow for at least some initial road maintenance. The assessment amount was established at a level the County feels is palatable to a majority of property owners. Proposing higher assessment rates would likely not pass the Proposition 218 election. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

Attachment:

CSA 18 Road Assessment Analysis

# County Service Area No. 18

## WILLOW GLEN #2

### ROAD ASSESSMENT ANALYSIS

March 2016



County Service Area #18

Prepared by:  
Daniel W. Peterson, P.E.



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 18. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being “developed” or “undeveloped.” A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 18.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 18 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 18 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$33	15	\$495
Developed Parcels	\$132	26	\$3,432
<b>Total Annualized Revenue</b>			<b>\$3,927</b>

CSA 18 has 11,280 LF (2.14 Miles) of roadways. A portion of the roadway is paved (3,510 LF or 0.67 miles), the remaining 7,770 LF (1.47 miles) remains gravel. When the CSA was developed the assessment amounts were determined by the length of the roads and the projected cost to pave the roads over time using the costs for the work at that time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current assessment funds (\$3,900/year) do not allow for maintenance of the existing roads. The current fees collected will pay for grading only every six and a half years. The engineer's estimate to maintain the existing gravel and surfaced CSA roadways is \$30,650 annually. To grade the gravel roads annually with a minimum amount of AB, the CSA would need to generate \$25,000 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$26,750 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses at the current 4:1 ratio (developed to undeveloped). The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$258
Developed Parcel:	\$1,035

The annual assessments necessary to fully fund routine operational expenses are considered unreasonable. After consideration of the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessments as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$33	\$150
Developed Parcel:	\$132	\$300

The proposed assessment adjustment would increase annual revenues by \$6,123, to a total of \$10,050. The proposal will have a \$20,600 shortfall, however will allow the County to provide a higher level of maintenance on the roads than currently provided.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 18 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 18, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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# The County of Yuba

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**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *My For*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 20 (Clark Hill Estates)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 20 (Clark Hill Estates) and set a public hearing date of June 21, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 20 by Resolution No. 1979-18. The CSA No. 20 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$31	\$150
Developed Parcel:	\$124	\$300

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 20.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 19, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 21, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 20. The proposed assessment increase still falls short of adequate funding levels, but will allow for at least some initial road maintenance. The assessment amount was established at a level the County feels is palatable to a majority of property owners. Proposing higher assessment rates would likely not pass the Proposition 218 election. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

Attachment:

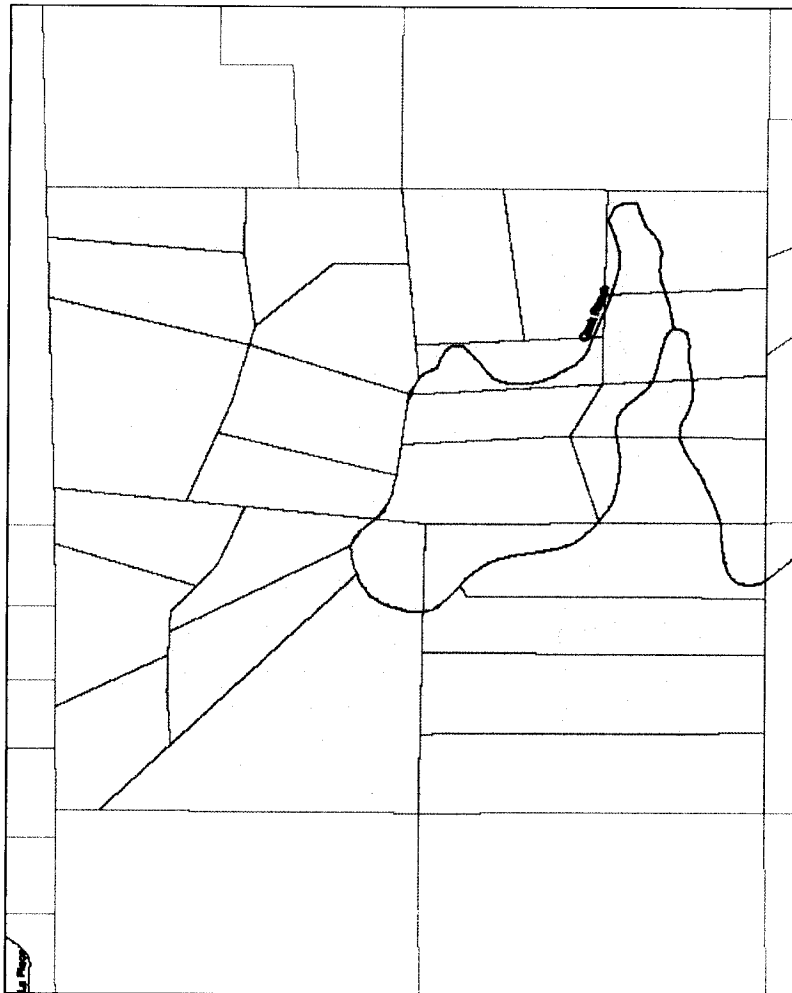
CSA 20 Road Assessment Analysis

# County Service Area No. 20

## CLARK HILL ESTATES

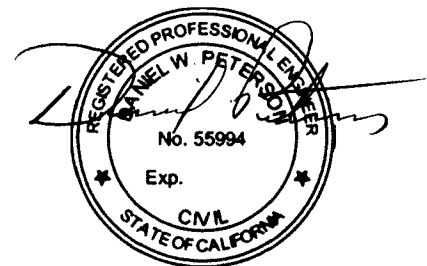
### ROAD ASSESSMENT ANALYSIS

March 2016



County Service Area #20

Prepared by:  
Daniel W. Peterson, P.E.



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 20. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being “developed” or “undeveloped.” A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 20.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 20 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 20 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$31	21	\$651
Developed Parcels	\$124	5	\$620
<b>Total Annualized Revenue</b>			<b>\$1,271</b>

CSA 20 has approximately 5,150 LF (.97 Miles) of gravel roadway. When the CSA was developed the assessment amounts were determined by the length of the roads and the projected cost to pave the roads over time using the costs for the work at that time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current assessment funds (\$1,271/year) do not allow for proper maintenance of the existing roads. The current fees collected will pay for grading only every fifteen years. The engineer's estimate to maintain the existing gravel CSA roadways is \$17,153 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$15,882 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses at the current 4:1 ratio (developed to undeveloped). The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$425
Developed Parcel:	\$1,700

The annual assessments necessary to fully fund routine operational expenses are considered unreasonable with an unfair burden on the developed parcels. After consideration of the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessments as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$31	\$150
Developed Parcel:	\$124	\$300

The proposed assessment adjustment would increase annual revenues by \$3,379, to a total of \$4,650. The proposal will have a \$12,503 shortfall, however it will allow the County to provide a higher level of maintenance on the roads than currently provided.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 20 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 20, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

Phone – (530) 749-5430 • Fax – (530) 749-5434  
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Marysville, California 95901

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**FINANCE AND ADMINISTRATION**  
749-5430 • Fax 749-5434

**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *19 Feb'*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 28 (Renaissance Vineyard & Winery)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 28 (Renaissance Vineyard & Winery) and set a public hearing date of June 14, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 28 by Resolution No. 1981-21. The CSA No. 28 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$20	\$250
Developed Parcel:	\$80	\$500

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 28.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 12, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 14, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 28. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

### *Attachment:*

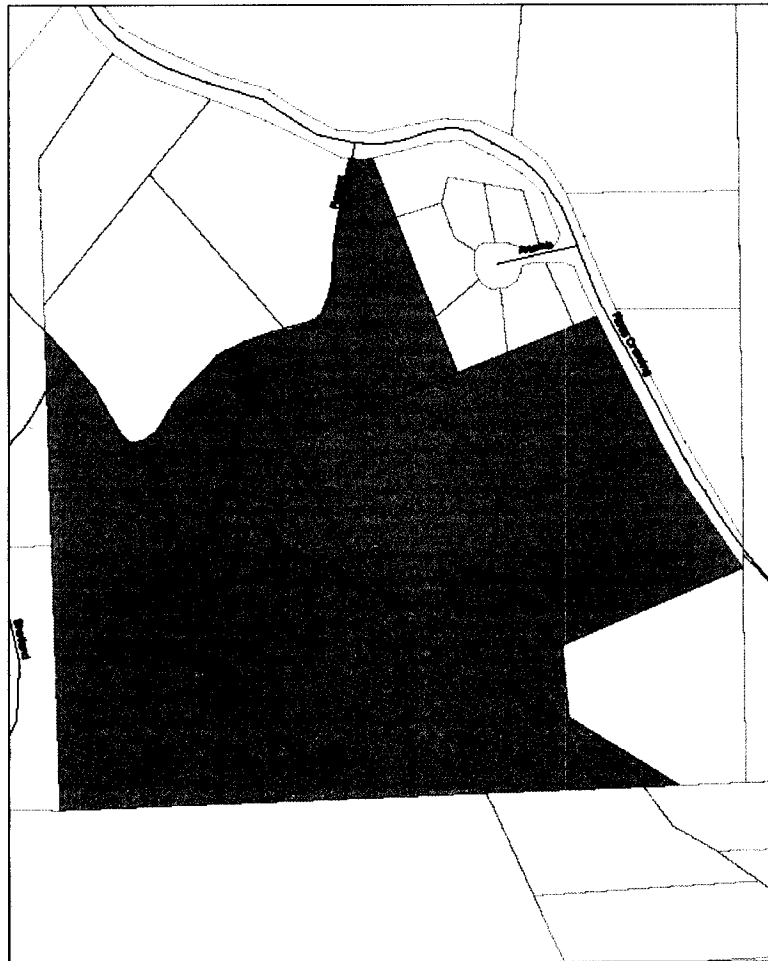
CSA 28 Road Assessment Analysis

**County Service Area No. 28**

**RENAISSANCE VINEYARD & WINERY**

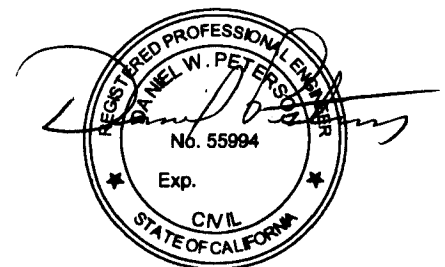
**ROAD ASSESSMENT ANALYSIS**

March 2016



County Service Area #28

*Prepared by:*  
*Daniel W. Peterson, P.E.*



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 28. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being "developed" or "undeveloped." A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 28.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 28 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 28 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$20	2	\$40
Developed Parcels	\$80	7	\$560
<b>Total Annualized Revenue</b>			<b>\$600</b>

When the CSA was developed the assessment amounts were determined by the length of the road 2,286 LF (0.43 Miles) and the projected cost to pave the road over time using the costs for the work at the time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current revenues are not enough to provide any level of maintenance to the existing roads. In 2012, the residents found it necessary to pool their private monies to have some desperately needed repairs made to the roadway. As demonstrated in 2012, the current funds have a great shortfall from what is needed to maintain the existing road. The engineer's estimate to fully maintain the existing surfaced CSA roadway is \$4,000 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$3,400 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses. The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$250
Developed Parcel:	\$500

The annual assessments necessary to fully fund routine operational expenses are consistent with typical CSA contributions within the County, and are considered reasonable. Most property owners were contacted with the proposed increase, and given an opportunity to respond. To date there are no opposing responses. After consideration of the responses, the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessment as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$20	\$250
Developed Parcel:	\$80	\$500

The proposed assessment adjustment would increase annual revenues by \$3,400, to a total of \$4,000 and will meet the estimated funding to provide a higher level of maintenance on the roads in Cambridge Subdivision.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 28 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 28, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

Phone – (530) 749-5430 • Fax – (530) 749-5434  
915 8<sup>th</sup> Street, Suite 123  
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FINANCE AND ADMINISTRATION  
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**TO:** BOARD OF SUPERVISORS

**FROM:** Michael G. Lee, Director of Public Works *My For*

**SUBJECT:** Initiate Proposition 218 Process and set date for Public Hearing to Consider Assessment Adjustment for County Service Area No. 39 (Dry Creek Estates)

**DATE:** April 5, 2016

### *Recommendation*

That the Board direct staff to initiate the Proposition 218 process to consider an adjustment to the assessment for County Service Area (CSA) No. 39 (Dry Creek Estates) and set a public hearing date of June 21, 2016 to consider the adjustment and tabulate ballots.

### *Background*

The Yuba County Local Agency Formation Commission approved formation of CSA No. 39 by Resolution No. 1987-3. The CSA No. 39 provides funding for local roads and maintenance services. Current revenues from assessments are insufficient to cover annual operating expenses.

The proposed assessments are as shown in Table 1:

Table 1: Proposed Assessment		
Parcel Class:	Current Assessment (per parcel)	Proposed Assessment (per parcel)
Undeveloped Parcel:	\$25	\$150
Developed Parcel:	\$100	\$300

It is anticipated that the proposed assessments will help offset anticipated annual operating expenses for CSA No. 39.



### *Discussion*

Under Proposition 218, a proposed adjustment to assessments requires a public hearing, and the change can only occur if approved by a majority vote of the property owners. One completed ballot may be submitted per parcel, filed by the owner of the parcel. These ballots are weighted by the financial responsibility of the parcel. Currently a developed parcel's ballot has 4 times the weight compared to an undeveloped parcel's ballot. The proposed assessment may be imposed only if 50 percent or more of the weighted ballots received support the proposed assessment.

The proposed action of initiating the Proposition 218 process is only the first step in the overall process of adjusting the assessment. Should the Board of Supervisors direct staff to initiate this process, the tentative schedule for this effort would be as follows:

1. **April 5, 2016**: Present the recommended assessment to the Board of Supervisors and request authorization to begin the Proposition 218 process;
2. **April 19, 2016**: Staff will mail information regarding the proposed assessment to every affected property owner. Each assessment notice will contain a mail-in ballot; the property owner can return the ballot to indicate approval or disapproval of the assessment if so desired;
3. **June 21, 2016**: A public hearing will be held at least 45 days after the formal Proposition 218 notice is distributed to affected customers;
4. **July 1, 2016**: The new assessment may go into effect if approved by the voters.

### *Fiscal Impact*

The fiscal impact of initiating the Proposition 218 process is anticipated to be negligible. Should the proposed assessment be imposed, the revenues generated will support operational expenses associated with road maintenance for CSA No. 39. The proposed assessment increase still falls short of adequate funding levels, but will allow for at least some initial road maintenance. The assessment amount was established at a level the County feels is palatable to a majority of property owners. Proposing higher assessment rates would likely not pass the Proposition 218 election. The proposed assessment would be effective July 1, 2016.

### *Committee Action*

The Land Use and Public Works Committee was bypassed as this item is being presented before the entire Board pursuant to the procedural requirements of Proposition 218.

### *Attachment:*

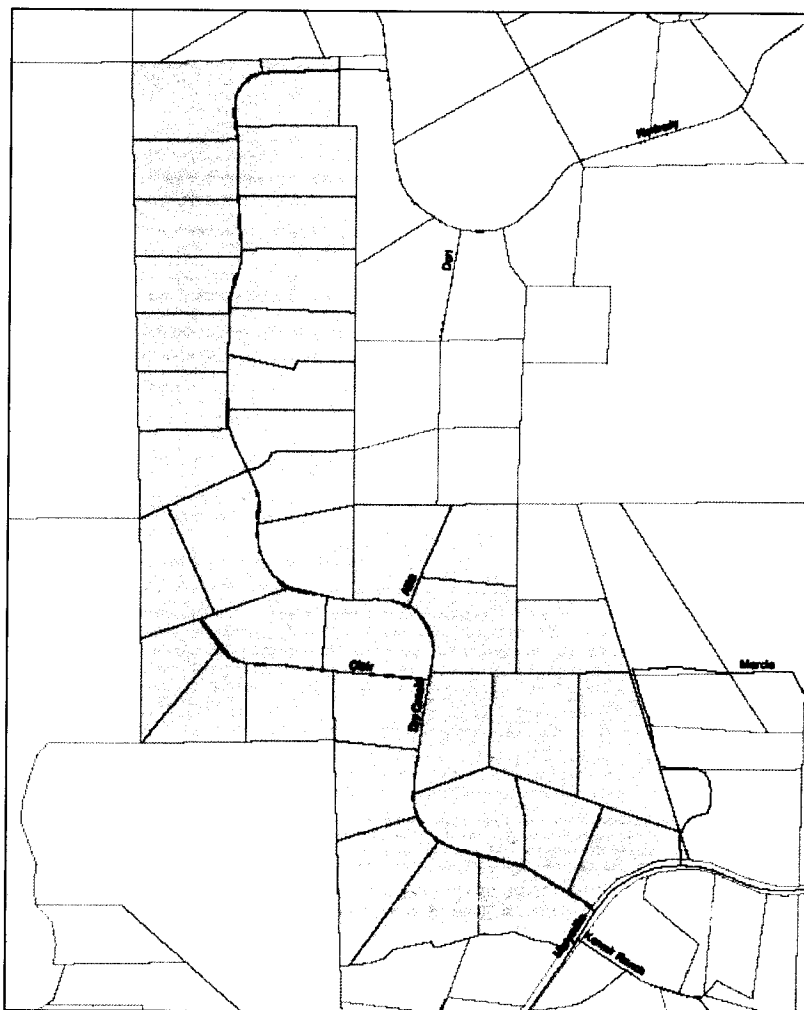
CSA 39 Road Assessment Analysis

# County Service Area No. 39

## DRY CREEK ESTATES

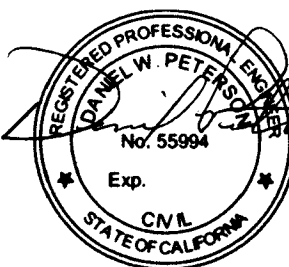
## ROAD ASSESSMENT ANALYSIS

March 2016



County Service Area #39

Prepared by:  
Daniel W. Peterson, P.E.



## Purpose and Objective

Yuba County Public Works (YCPW) is considering an adjustment to the assessment for the County Service Area (CSA) No. 39. This analysis was developed using historical records documenting road maintenance costs on an annual basis. The primary objective of this process is to ensure that the CSA has the ability to obtain sufficient funds to operate, maintain, and manage its road system on a continuing basis.

### 1. Financial Planning

The objective of developing a financial plan for a CSA is to determine cash needs, revenue requirements and anticipated timing of expenses to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small CSA normally includes an examination of:

- Operating revenues,
- Operation and maintenance (O&M) expenses,
- Debt service (principal and interest payments) on borrowed funds, and
- Reserve requirements.

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

#### Operating Revenues

Revenues are the main sources of income to a CSA and are typically thought of as operating and non-operating. Operating revenue is the stable and reliable income that comes from assessments. Non-operating revenue such as interest on checking and reserve accounts, development fees, and penalties may also be considered operating revenue if they are stable and dependable revenue sources. For example, a CSA with consistent growth that is expected to continue may consider development fees as an operating revenue source. Some CSAs dedicate this buy-in revenue to capital reserves, rather than funding annual operations.

#### Operating Expenses

This is the first cost category that is considered when developing a financial plan. Operating and maintenance costs include the day-to-day expenses of providing road, drainage, or other services to customers. Expenses include labor, insurance, equipment costs, and materials.

#### Reserves

Reserves are an accepted way to stabilize and support a CSA financial management effort. Small districts usually fund the operating expenses but don't often consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low or expenditures are unusually high. The rationale for maintaining adequate reserve levels is two-fold. First, it helps to assure that the CSA will have adequate funds available to meet its financial obligations in times of varying needs. Secondly, it provides a

framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

CSA reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvement, emergency, and debt service reserve. These balances are maintained in order to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

## 2. Rate Basics

### Rate Structures

The following are types of assessment structures common to CSAs:

- **Uniform Flat Rate:** Customers pay the same amount per parcel regardless of whether the parcel is developed or undeveloped. This type of rate is easiest to administer; however, it has been argued that it is not fair to the undeveloped parcels that generate less traffic or have no structures that require fire protection.
- **Flat Rate by Development Status:** Parcels are distinguished as being “developed” or “undeveloped.” A different flat rate is established for each class based on presumed inequality of usage between the classes. This is the assessment structure used for CSA No. 39.
- **Rate Based on Parcel Size:** In this rate structure, a base rate is usually established for having the services (road or fire protection) available and a usage fee is charged based on the size of the parcel. It assumes service demand is directly linked to parcel size.

The proposed assessment, if approved, will be subject to adjustment based on increases or decreases in the Consumer Price Index (All Urban Consumers) (Base Year 1982-1984 = 100) for San Francisco-Oakland- San Jose CMSA, published by the U.S. Dept. of Labor, Bureau of Labor Statistics, which actions may be taken without notice or public hearing. This adjustment to the assessments is used due to fluctuating labor and materials cost for maintenance from year to year.

## 3. Assessment Analysis

The current CSA No. 39 revenues are shown in the table below:

<b>Table 3.1: Summary of Current CSA No. 39 Annual Revenues from Assessments</b>			
Class	Annual Assessment	Number of Accounts	Total Annual Revenue
Undeveloped Parcels	\$25	15	\$375
Developed Parcels	\$100	23	\$2300
<b>Total Annualized Revenue</b>			<b>\$2,675</b>

CSA 39 has approximately 8,540 LF (1.62 Miles) of gravel roadways. When the CSA was developed the assessment amounts were determined by the length of the roads and the projected cost to pave the roads over time using the costs for the work at that time. The assessments did not account for routine maintenance or the cost increase for labor and materials. The current assessment funds (\$2,675/year) do not allow for proper maintenance of the existing roads. At the current assessment, the County estimates funds may be adequate to grade the roadways once every 10 years. The engineer's estimate to maintain the existing gravel roads is \$30,000 annually. The proposed assessment would increase the County's ability to perform critical maintenance activities. Absent a rate increase, it is estimated the system will have an annual shortfall of nearly \$27,325 in FYE 6/30/2016 with no dollars available for reserve funding.

Table 3.2 below illustrates the required assessment to fully fund the estimated annual expenses at the current 4:1 ratio (developed to undeveloped). The assessment does not include any funds to establish operating, CIP or emergency reserves.

<b>Table 3.2: Assessment Necessary to Fund Annual Expenses</b>	
<b>Parcel Class:</b>	<b>Annual Assessment</b>
Undeveloped Parcel:	\$280
Developed Parcel:	\$1122

The annual assessments necessary to fully fund routine operational expenses are considerably higher than the existing, and put an overburden on the developed parcels. The above assessments are considered unreasonable. After consideration of the cost and feasibility, YCPW proposes to adjust the current developed to undeveloped ratio from 4:1 to 2:1 with assessments as follows:

<b>Table 3.3: Proposed Assessment</b>		
<b>Parcel Class:</b>	<b>Current Assessment (per parcel)</b>	<b>Proposed Assessment (per parcel)</b>
Undeveloped Parcel:	\$25	\$150
Developed Parcel:	\$100	\$300

The proposed assessment adjustment would increase annual revenues by \$6,475, to a total of \$9,150. The proposal will have a \$20,850 shortfall, however will allow the County to provide a higher level of maintenance on the roads than currently provided.

## Conclusions and Recommendations

Key points to remember with any assessment adjustment:

- The County shall work closely with CSA 39 property owners to educate them on why it is necessary to raise and adjust assessments.
- In order to achieve and maintain long term viability, the fee proposal will include a CPI increase/decrease each year.
- On behalf of CSA No. 39, the County should begin the process of increasing assessments to the recommended rates shown in Table 3.3.

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# The County of Yuba

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## Auditor-Controller

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Richard Eberle, CPA  
Yuba County Government Center  
915 8<sup>th</sup> Street, Suite 105  
Marysville, CA 95901

Phone: (530) 749-7810  
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MAR 21 2016

Clerk/Board of Supervisors

March 17, 2016

Board of Supervisors  
County of Yuba  
915 8<sup>th</sup> Street Suite 109  
Marysville CA 95901

Honorable Members:

An Independent Audit of the financial records for the following agency has been completed for the year(s) specified:

WHEATLAND CEMETERY DISTRICT

JUNE 30, 2014

Yours truly,

C. Richard Eberle  
Auditor-Controller

CRE/kmd  
Filed Copy



**WHEATLAND CEMETERY DISTRICT  
FINANCIAL STATEMENTS  
JUNE 30, 2014**

**WHEATLAND CEMETERY DISTRICT**  
**JUNE 30, 2014**  
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## INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Directors  
Wheatland Cemetery District  
Wheatland, California

We have audited the accompanying financial statements of the governmental activities and each major fund of Wheatland Cemetery District (District), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Wheatland Cemetery District, as of June 30, 2014, and the respective changes in financial position and, where applicable, for the year then ended in accordance with accounting principles generally accepted in the United States of America and with the California State Controller's Minimum Audit Requirements and Reporting Guidelines for Special Districts.

**Other Matters***Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-5 and 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Jensen Smith  
Certified Public Accountants, Inc.  
Lincoln, California  
January 26, 2016

**WHEATLAND CEMETERY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2014**

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Our discussion and analysis of Wheatland Cemetery District's (hereafter referred to as the District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2014.

**FINANCIAL HIGHLIGHTS**

The financial statements included in this report provide insight into the financial status for the year.

**Governmental Funds Statement Highlights:**

- The District's assets exceeded its liabilities by \$171,259 (fund balance) at June 30, 2014. This is an increase of \$22,148 from last year.

- During the year, the effects of the District's activities can be summarized as follows:

<u>Governmental Fund Activities</u>		<u>Government-wide Activities</u>	
Revenues	\$107,755	Revenues	\$107,755
Expenditures	<u>85,607</u>	Expenditures	<u>86,520</u>
Surplus (Deficit)	\$ <u>22,148</u>	Surplus (Deficit)	\$ <u>21,235</u>

For governmental fund activities, this was an overall increase in the surplus of \$22,148. For the government-wide activities this was an overall increase in the surplus of \$21,235.

- Resources available for appropriation, which includes the prior year's ending unreserved fund balance plus the current change in the unassigned fund balance, for governmental activities was \$72,464.

**Using this Annual Report - Overview of the Financial Statements**

This report consists of two combined financial statements. The Governmental Funds Balance Sheet/Statement of Net Position and the Statement of Revenues, Expenditures and Changes in Fund Balances/Statement of Activities (Pages 6 and 7) illustrate how the governmental type activities were financed in the short term, as well as what remains for future spending. The columns of these statements titled Statement of Net Position and Statement of Activities provide information about the financial activities of the District as a whole and a longer view of the District's finances.

**Government-wide Financial Statements and Fund Financial Statements**

The District has two governmental funds: a General Fund that is its operating fund and an Endowment Fund used to account for deposits to the Endowment Care Trust Fund. This endowment fund was authorized under Section 8890 of the State Health and Safety Code and is established to provide perpetual care of cemetery plots.

The government-wide financial statements and the fund financial statements have been combined. The government-wide information is included in the columns Statement of Net Position and Statement of Activities, on pages 6 and 7, and is designed to provide readers with a broad overview of the District as a whole and about its activities for the current period. They include all assets and liabilities using the accrual basis of accounting, which is similar to the

accounting methods used in the private sector. In this method, all of the current year's revenues and expenses are taken into account regardless of when cash is paid or received.

The fund financial statement information is included in the columns General, Endowment and Total. This information focuses on how money flows into and out of the fund and the balance left at period end that is available for spending. The fund is reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund information provides a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer resources that can be spent in the near future. At June 30, 2014, the differences between the governmental activities (government-wide information) and governmental funds (fund information) represent compensated absences activity, capitalized assets and depreciation on those assets.

#### **The District's Funds - Governmental Funds**

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of the District. At the end of the twelve-month period ended June 30, 2014, the unassigned balance of the general fund was \$72,464. This amount constitutes a balance that is available for spending at the District's discretion. At June 30, 2014, the restricted fund balance was \$98,795. As described above, this restricted fund balance is reserved for the perpetual care of the cemetery plots.

As the District completed the year, its governmental funds reported an overall ending fund balance of \$171,259.

#### **BUDGET**

The District adopts a preliminary budget each year at its monthly board meeting in May. The final budget is adopted at the quarterly meeting in September. The District budgets for expenditures, but does not prepare a budget for revenues. For fiscal year 2013-2014 the preliminary budget was adopted at \$92,919 for expenditures, and no changes to the budget were made during the year. Actual expenditures for fiscal year 2013-2014 were \$85,607. See page 15 for the budget to actual comparison.

#### **FIXED ASSETS AND DEPRECIATION**

At the end of the fiscal year, the District had \$68,755 invested in capital assets, net of accumulated depreciation.

This total is further broken down into the following categories:

Buildings, Structures, & Improvements	\$ 90,030
Equipment	\$ 40,685
Less Accumulated Depreciation	(\$ 64,960)

More detailed information about the District's capital assets is presented in Note 5 of the financial statements.

### **FUND CASH BALANCES**

The majority of the District's funds are held on deposit with the County of Yuba. Interest generated by these funds is automatically deposited in the account.

The District's general operating cash account showed an increase of \$11,801. The endowment cash account showed an increase of \$8,181 during the fiscal year. The balances for each of these accounts at June 30, 2014 were \$68,056 and \$98,795, respectively.

### **ECONOMIC FACTORS AND NEXT YEARS BUDGET**

The District expects no significant changes in economic factors that would affect revenue in the upcoming year.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Holly Welch, District Manager, P.O. Box 214, Wheatland, California 95962.

**WHEATLAND CEMETERY DISTRICT**  
**GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET POSITION**  
**JUNE 30, 2014**

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	<u>GOVERNMENTAL FUNDS</u>				<u>Statement of</u>
	<u>General</u>	<u>Endowment</u>	<u>Total</u>	<u>Adjustments</u>	<u>Net Position</u>
<u>Assets:</u>					
Cash in County Investment Pool	\$ 68,056	\$ 98,795	\$ 166,851	\$ -	\$ 166,851
Cash in Banks	9,913	-	9,913	-	9,913
Interest Receivable	-	-	-	-	-
Capital Assets - net of accumulated depreciation	-	-	-	68,755	(1) 68,755
<b>Total Assets</b>	<u>\$ 77,969</u>	<u>\$ 98,795</u>	<u>\$ 176,764</u>	<u>68,755</u>	<u>245,519</u>
<u>Liabilities &amp; Fund Balances</u>					
<u>Liabilities:</u>					
Accounts Payable	\$ 3,624	\$ -	\$ 3,624	-	3,624
Payroll & Payroll Taxes Payable	1,881	-	1,881	-	1,881
<b>Total Liabilities</b>	<u>5,505</u>	<u>-</u>	<u>5,505</u>	<u>-</u>	<u>5,505</u>
<u>Fund Balances:</u>					
Unassigned	72,464	-	72,464	(72,464)	-
Restricted	-	98,795	98,795	(98,795)	-
<b>Total Fund Balances</b>	<u>72,464</u>	<u>98,795</u>	<u>171,259</u>	<u>(171,259)</u>	<u>-</u>
<b>Total Liabilities &amp; Fund Balances</b>	<u>\$ 77,969</u>	<u>\$ 98,795</u>	<u>\$ 176,764</u>	<u>(171,259)</u>	<u>5,505</u>
<u>Net Position:</u>					
Invested in Capital Assets - net of accumulated depreciation				68,755	68,755
Unrestricted				72,464	72,464
Restricted				98,795	98,795
<b>Total Net Position</b>				<u>\$ 240,014</u>	<u>\$ 240,014</u>

(1) Capital assets used in the governmental activities are not financial resources and therefore are not reported in the governmental funds activities.

See accompanying notes to financial statements.



**WHEATLAND CEMETERY DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES/ STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2014**

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	GOVERNMENTAL FUNDS				Statement of Activities
	General	Endowment	Total	Adjustments	
Revenues:					
Taxes	\$ 85,803	\$ -	\$ 85,803	\$ -	\$ 85,803
Interest	258	583	841	-	841
Charges for Services	13,711	7,400	21,111	-	21,111
Total Revenues	<u>99,772</u>	<u>7,983</u>	<u>107,755</u>	<u>-</u>	<u>107,755</u>
Expenditures:					
Current General Governmental:					
Salaries and Benefits	22,159	-	22,159	(1,170)	(3) 20,989
Payroll Taxes	5,296	-	5,296	-	5,296
Insurance	3,160	-	3,160	-	3,160
Maintenance - Equipment	-	-	-	-	-
Maintenance - Grounds	7,274	-	7,274	-	7,274
Landscape Contractors	27,100	-	27,100	-	27,100
Office Supplies	1,012	-	1,012	-	1,012
Professional Fees	6,756	-	6,756	-	6,756
Special District Expense	2,760	-	2,760	-	2,760
Transportation	970	-	970	-	970
Utilities	3,379	-	3,379	-	3,379
Mileage Reimbursement	1,599	-	1,599	-	1,599
Capital Outlay	4,142	-	4,142	(4,142)	(1) -
Depreciation	-	-	-	6,225	(2) 6,225
Total Expenditures	<u>85,607</u>	<u>-</u>	<u>85,607</u>	<u>913</u>	<u>86,520</u>
Excess (Deficiency) of Revenues over Expenditures	14,165	7,983	22,148	22,148	-
Change in Net Assets				21,235	21,235
Fund Balances/Net Assets:					
Beginning of the year	58,299	90,812	149,111		218,779
End of the year	<u>\$ 72,464</u>	<u>\$ 98,795</u>	<u>\$ 171,259</u>		<u>\$ 240,014</u>

- (1) Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is capitalized as fixed assets.
- (2) Depreciation is an expense reported in the statement of activities that does not require the use of current financial resources and therefore is not reported as an expenditure in the governmental funds activities.
- (3) Compensated absences payable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as a fund liability.

See accompanying notes to financial statements.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 1 – NATURE OF THE ORGANIZATION**

Description of the Organization

The Wheatland Cemetery District (the District) is a special district appointed by the State of California and formed under Section 8900 of the Health and Safety Code. The District sells plots and provides internment services to District residents as well as non-residents meeting special criteria. The District also collects endowment care deposits to provide for future funding of cemetery care.

The District's primary source of revenue is property taxes collected by Yuba County. The Yuba County Treasurer maintains the District's funds and disburses these funds at the direction of the District's Board of Directors. Yuba County also maintains the District's accounting records.

The District is administered by a Board of Directors that acts as the authoritative and legislative body of the entity. The Board is comprised of three board members. Board members do not receive compensation for travel and attendance at board meetings. The District employs a salaried District Manager and Administrative Assistant to oversee the daily operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation and Accounting**

Government-wide and Fund Financial Statements

The District has two governmental funds; a General Fund and an Endowment Fund and therefore combined the government-wide and fund financial statements. The government-wide financial statements information (i.e., the statement of net position and the statement of activities) reports on the primary government (District) as a whole.

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. The Endowment Fund is used to account for payments to the Endowment Care Fund. A fee is charged for each burial right sold by the District. The principal amounts of the fund may not be expended, but the earnings of the fund may be expended for the perpetual care of burial plots.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements by the provider have been met.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 2 –SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued**

Measurement Focus, Basis of Accounting, and Financial Statement Presentation-continued

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the District considers revenues to be available if they are collected within sixty days after the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred as under accrual accounting.

Fund Accounting

The District uses funds to maintain its financial records during the year. At June 30, 2014, the District had two governmental funds as described above. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds are those through which most governmental functions typically are transacted. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

Fund Balances

The Governmental Accounting Standards Board (GASB) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54) defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories as noted below.

- **Nonspendable –**

This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. For example:

- Assets that will never convert to cash, such as prepaid items and inventories of supplies;
- Assets that will not convert to cash soon enough to affect the current period, such as non-financial assets held for resale; or
- Resources that must be held intact pursuant to legal or contractual requirements, such as revolving loan fund capital or the principal of an endowment.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 2 –SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Fund Balances - Continued

- **Restricted –**

This category includes resources that are subject to constraints that are externally enforceable legal restrictions. Examples include:

- Funding from the state, federal entities, or foundations that are legally restricted to specific uses. For example, funds advanced by a federal entity under specific agreements for services, or matching funds for specific initiatives.
- Funds legally restricted by county, state, or federal legislature, or a government's charter or constitution.
- Amounts collected from non-spendable items, such as the long term portion of loan outstanding, if those amounts are also subject to legal constraints.
- Funding that has been designated for legally enforceable contracts but not yet spent.

At June 30, 2014, the District had a restricted fund balance of \$98,795.

- **Committed –**

Two criteria determine the District's fund balance:

1. Use of funds is constrained by limits imposed by the government's highest level of decision making. The highest level of decision making for the District would be the Board of Directors.
2. Removal or modification of use of funds can be accomplished only by formal action of the authority (i.e., Board of Directors) that established the constraints.

Both commitments and modifications or removal must occur prior to the end of reporting period; that is, the fiscal year being reported upon.

- **Assigned –**

The assigned portion of the fund balance reflects the District's intended use of resources, which is established either by the Board of Directors, a body created by the Board, such as a finance committee, or an official designated by the Board. The "assigned" component is similar to the "committed" component, with two essential differences, shown in the following table:

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 2 –SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Fund Balances - Continued

- **Assigned – continued**

Key Differences Between Committed and Assigned Fund Balance		
	Committed	Assigned
A decision to use funds for a specific purpose requires action of the Board of Directors	Yes	No
Formal action of the Board of Directors is necessary to impose, remove or modify this constraint and formal action has taken place before end of reporting period	Yes	No

Another key difference is that the purpose of the assignment must be narrower than the fund itself. Resources that fit into this category include:

- Appropriation of a portion of existing fund balance sufficient to eliminate a projected deficit in the subsequent year's budget.
  - Resources assigned to a specific program or project or organization for which the District has approved a plan or budget
  - Resources approved by the District for a long range financial plan where formal approval is not required to modify the amount.
- **Unassigned –**  
This category includes the fund balance that cannot be classified into any of the other categories.

If situations arise where there is a possibility of assignment into more than one category, the committed amount will be reduced first, followed by assigned amounts and then unassigned amounts.

Fixed Assets

Purchased fixed assets are capitalized at historical cost. Donated fixed assets are recorded as contributions at their estimated fair market value. Such donations are recorded as unrestricted unless the donor has restricted the donated asset to a specific purpose. Maintenance and repairs are expensed when incurred, while betterments are capitalized and depreciated.

Depreciation is computed on the straight-line method over the estimated useful lives of the related assets.

As of June 30, 2014, the District had capital assets net of accumulated depreciation of \$68,755.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Cash

Most of the District's cash at June 30, 2014 is pooled for investment purposes and held by Yuba County. Interest is apportioned to the District based on the average daily balance on deposit with the County of Yuba.

Budget

The Board provides for a budget for the general fund for the fiscal year from which operational expenditures are made during the year. It includes proposed annual expenditures; however, it is not required to adopt a budget for revenues.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 3 – SPECIAL TAX COLLECTIONS**

Taxes are levied on November 1 of the fiscal year and can be paid in two equal installments. The first and second installments are due November 1 and February 1, respectively, and are considered delinquent if not paid before the close of business on December 10 and April 10, respectively. After June 30, delinquent taxes are in tax default and a property lien attaches to the secured property the following fiscal year on March 1. Tax default property can be sold after five years.

**NOTE 4 – CREDIT RISK, CARRYING VALUE AND MARKET VALUE OF INVESTMENTS**

Most cash at June 30, 2014 is pooled for investment purposes and held by Yuba County. Interest is apportioned based on the average daily balances on deposit with the County of Yuba. The Yuba County Treasury is an external investment pool for the District and the District is considered an involuntary participant.

The investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. Investments are monitored by the Treasury Oversight Committee established by the County in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 4 – CREDIT RISK, CARRYING VALUE AND MARKET VALUE OF INVESTMENTS – continued**

The District adopted Governmental Accounting Standards Board (GASB) Statement No. 31 *Accounting for Financial Reporting and Certain Investments and for External Investment Pools* in 1998. This statement requires investments be carried at fair value if the difference between carrying value and fair value is material. Fair value is based on quoted market prices.

The District does not own any specific identifiable investments in the pool. Information regarding categorization of cash and investments held in the County can be found in the County of Yuba's financial statements.

The District's carrying amount and fair value of investments at June 30, 2014 is as follows:

	Carrying Amount	Fair Value	Difference
Cash and Pooled Investments:			
Yuba County - Unrestricted	\$ 68,056	\$ 68,117	(\$ 61.00)
Yuba County – Restricted	98,795	98,884	(\$ 89.00)
	<u>\$ 166,851</u>	<u>\$ 167,001</u>	<u>(\$ 150.00)</u>

There was a \$150 difference between the carrying value and the fair value of cash and investments in the District's financial statements; this amount is immaterial to the financial statements as a whole, and an adjustment to fair value was not needed for GASB 31 compliance.

**NOTE 5 – CHANGES IN FIXED ASSETS**

The following is a summary of changes in the general fixed asset account group:

<u>Description</u>	<u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2014</u>
Buildings, Structures, & Improvements	\$ 88,888	\$ 4,142	\$ -	\$ 93,030
Equipment	40,685	-	-	40,685
Total Capital Assets	129,573	4,142	-	133,715
Less: Accumulated Depreciation	(58,735)	(6,225)	-	(64,960)
Total Capital Assets- Net of Accumulated Depreciation	<u>\$ 70,838</u>	<u>\$ (2,083)</u>	<u>\$ -</u>	<u>\$ 68,755</u>

Depreciation expense for the fiscal year ended June 30, 2014 was \$6,225.

Governmental Accounting Standards Board pronouncement number 34 (GASB 34) requires governmental entities to capitalize all fixed assets. GASB 34 became effective beginning with the financial statements ended June 30, 2004. The District has capitalized all assets except for the land that was donated at the inception of the Cemetery District in the pioneer days of California. The land was donated for the restricted use of the Cemetery District and burial. The District was unable to ascertain the value at the time of the donation considering the restrictions on use and time period in which the land was donated. Therefore, the land has not been recorded in the financial statements of the District.

**WHEATLAND CEMETERY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

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**NOTE 6 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2014 have been evaluated through January 26, 2016, the date at which the District's audited financial statements were available to be issued. No events requiring disclosure have occurred through this date.



**REQUIRED SUPPLEMENTARY INFORMATION**

(145-0416) Final... - 19 of 24

**WHEATLAND CEMETERY DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET TO ACTUAL (NON-GAAP BUDGETARY BASIS)**

**GENERAL FUND**

**JUNE 30, 2014**

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
<b>Revenues</b>			
Taxes	\$ 85,803	\$ 85,803	\$ -
Interest	258	258	-
Charges for Services	-	13,711	13,711
Total Revenue	<u>86,061</u>	<u>99,772</u>	<u>13,711</u>
<b>Expenditures</b>			
Salaries and Benefits	29,000	22,159	(6,841)
Payroll Taxes	4,769	5,296	527
Miscellaneous Maintenance	1,000	-	(1,000)
Insurance	4,000	3,160	(840)
Maintenance - Grounds	1,000	7,274	6,274
Landscape Contractors	32,000	27,100	(4,900)
Office Supplies	1,000	1,012	12
Professional Fees	6,500	6,756	256
Small Tools & Improvements	800	-	(800)
Special District Expense	2,000	2,760	760
Transportation	-	970	970
Utilities	5,500	3,379	(2,121)
Mileage Reimbursement	1,500	1,599	99
Capital Outlay	3,850	4,142	292
Total Expenditures	<u>92,919</u>	<u>85,607</u>	<u>(7,312)</u>
<b>Excess of Revenues Over (Under) Expenditures and Other Uses</b>	<u>\$ (6,858)</u>	<u>\$ 14,165</u>	<u>\$ (21,023)</u>

**There were no differences to reconcile the budget basis financial statements and the GAAP basis financial statements, therefore no reconciliation is shown.**

See independent auditor's report and notes to financial statements.

P.O. Box 160  
Lincoln, CA 95648  
Office (916) 434-1662  
Fax (916) 434-1090

## **Communication of Significant Deficiencies and Material Weaknesses**

To Board of Directors and Management of  
Wheatland Cemetery District  
Wheatland, California

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Wheatland Cemetery District (the District) as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in internal control to be a material weakness:

### **14-01 Reliance upon Auditor for Generally Accepted Accounting Principles** **(Uncorrected from prior year)**

**Condition:** To assure compliance with generally accepted accounting principles, management relies on the auditor to recommend footnote disclosures for the financial statements and to suggest for approval the adjusting entries to convert the District's financial statements from the cash basis of accounting to the accrual basis of accounting.

**Criteria:** Auditing standards state that the auditor may not be part of the District's internal control system. Someone from within the District must be knowledgeable in generally accepted accounting principles and capable of preparing financial statements in conformity with generally accepted accounting principles.

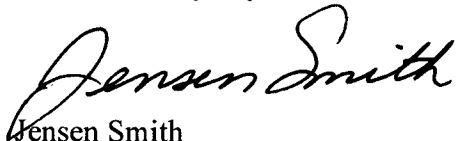
**Cause:** The District does not have either an employee educated in generally accepted accounting principles or an accounting firm engaged to prepare full-disclosure financial statements in conformity with generally accepted accounting principles.

**Effect:** Unknown

**Recommendation:** Whenever financial statements are required to be issued prior to the audit, we recommend that Management consider the cost benefit of hiring an accountant familiar with generally accepted accounting principles or hiring an independent CPA firm to compile financial statements in conformity with generally accepted accounting principles.

**Response:** The District does not have the financial resources to hire an accountant trained in generally accepted accounting principles and does not see a cost benefit to having its financial statements compiled by such an accountant prior to the annual audit. The District will continue to rely on the auditor to suggest the journal entries and footnote disclosures as part of the audit process. The District understands that without professional assistance it might release financial statements which would not be in conformity with generally accepted accounting principles and will seek such assistance should it need to issue financial statements to a third party prior to the audit of those financial statements.

This communication is intended solely for the information and use of management Board of Directors, and others within Wheatland Cemetery District, and is not intended to be, and should not be, used by anyone other than these specified parties.



Jensen Smith  
Certified Public Accountants, Inc.  
Lincoln, California  
January 26, 2016

P.O. Box 160  
Lincoln, CA 95648  
Office (916) 434-1662  
Fax (916) 434-1090

January 26, 2016

To Board of Directors and Management of  
Wheatland Cemetery District  
Wheatland, California

Dear Ladies and Gentlemen,

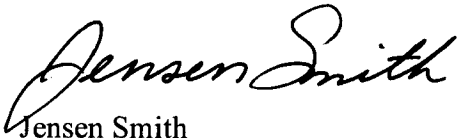
In planning and performing our audit of the financial statements of Wheatland Cemetery District (the District) for the year ended June 30, 2014, we considered the District's internal controls in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audits, we may come upon items that do not rise to the level of "findings" but should be considered and/or corrected to ensure maximum operating efficiency and compliance. We reported on the District's internal control in the preceding letter. This letter does not affect our reports dated January 26, 2016, on the financial statements or internal control of the District.

- **Clerical errors in client prepared General Ledger**  
We noticed several arithmetic errors in the general ledger excel worksheets. We recommend that you review the worksheets after preparation to ensure that all of the data was captured.
- **Monthly reconciliation needed for Umpqua bank account**  
The Umpqua bank statements should be reconciled monthly. This will help ensure that any difference between book balance and bank balance is accounted for.
- **Cash Disbursement Documentation**  
During our audit, we found that some paid invoices were missing from records provided by the District. Best business practices dictate that financial records, including invoices, be maintained and retrievable.
- **Employee approval on paystub**  
During our testing of personnel expenses, we noted that paystubs were not signed by the employee. We recommend that paystubs include the employee's signed approval of the hours worked and mileage amount reimbursed by the District.

As always, feel free to contact us if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jensen Smith". The signature is fluid and elegant, with the first and last names clearly distinguishable.

Jensen Smith  
Certified Public Accountants, Inc.  
Lincoln, California

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146-0416  
(146-0416) Notic... - 1 of 2

Clerk/Board of Supervisors

MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION**State Water Resources Control Board****NOTICE OF PETITION FOR TEMPORARY CHANGE INVOLVING THE TRANSFER OF UP TO 17,433 ACRE FEET OF WATER FROM SUTTER EXTENSION WATER DISTRICT TO STATE WATER CONTRACTOR AGENCIES UNDER LICENSE 9063 (APPLICATION 10529)**

On March 9, 2016, Sutter Extension Water District (SEWD) filed a petition for temporary change to transfer up to 17,433 acre feet of water pursuant to Water Code section 1725 et seq., under water right License 9063 (Application 10529). SEWD proposes to transfer the water from May through September 2016 to the following State Water Contractor Agencies: Dudley Ridge Water District, Metropolitan Water District of Southern California, Santa Clara Valley Water District, Kern County Water Agency, Palmdale Water District, and San Bernardino Valley Municipal Water District. The transfer water would be made available at a proposed additional point of diversion and a point of redirection by groundwater substitution and crop idling/shifting programs for surface water under SEWD's License 9063. The proposed transfer would include the following temporary changes to SEWD's License 9063: (1) add the State Water Project's Harvey O. Banks Pumping Plant as a point of diversion; (2) add San Luis Reservoir as a point of redirection; (3) add a portion of the service area of the State Water Project as an additional place of use; and (4) add municipal, industrial, and domestic purposes of use.

SEWD's petition, License 9063, and related project information can be viewed at:

[http://www.waterboards.ca.gov/waterrights/water\\_issues/programs/applications/transfers\\_tu\\_notices/index.shtml](http://www.waterboards.ca.gov/waterrights/water_issues/programs/applications/transfers_tu_notices/index.shtml)

Pursuant to California Water Code section 1726(f), any interested person may file a comment regarding the petition. **Comments filed in response to this notice should be submitted to the persons listed below and must be received by 4:30 p.m. on March 31, 2016.**

Send comments to both:

Kate Gaffney  
Division of Water Rights  
P.O. Box 2000  
Sacramento, CA 95812  
[kathryn.gaffney@waterboards.ca.gov](mailto:kathryn.gaffney@waterboards.ca.gov)

Sutter Extension Water District  
c/o Darren Cordova  
MBK Engineers  
455 University Avenue, Suite 100  
Sacramento, CA 95825  
[cordova@mbkengineers.com](mailto:cordova@mbkengineers.com)

For more information regarding this matter please contact Kate Gaffney at (916) 341-5360 or by email at [kathryn.gaffney@waterboards.ca.gov](mailto:kathryn.gaffney@waterboards.ca.gov).

Date of Notice: **March 16, 2016**

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)



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147-0416

LETTER FROM THE EXECUTIVE DIRECTOR

The Board of Equalization (BOE) does more than administer taxes and receive fees. We support our communities.



In fiscal year 2014-15, the BOE supported our state, cities, counties, and special tax districts with money that funds programs including public safety, natural resource management, transportation and housing, social welfare, health care services, schools and colleges.

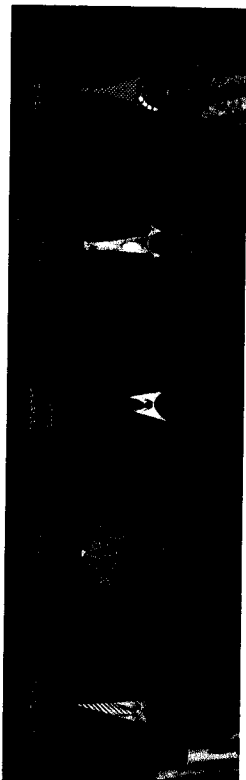
We received \$60.5 billion, or more than 30 percent of all state revenue, for the fiscal year and did so efficiently and effectively. Our total costs for all operations was \$595 million—only 98 cents for every \$100 of revenue collected.

The BOE is proud to contribute to the prosperity of California.

Yours in public service,

Cynthia Bridges  
Executive Director

# BOARD MEMBERS



Bevy T. Yee State Controller	Frana Ma, CPA Second District	Jerome E. Horton Chairman Third District	Diane L. Harkey Fourth District	Sen. George Runner (Ret.) Vice Chair First District
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The BOE is unique, holding the distinction of being the only elected tax board in the United States. Composed of five Board Members, the BOE administers more than 30 tax and fee programs that produce revenue essential to our state. Additionally, the Board hears appeals from various business tax assessments, Franchise Tax Board actions, and public utility assessments. The BOE serves a significant role in the assessment and administration of property taxes by issuing rules and regulations, establishing the tax values of railroads and specified privately-held public utilities, and overseeing the assessment practices of the state's 58 county assessors.

The newly elected Board Members took office in January 2015 as the Redistricting Project concluded. The California Citizens Redistricting Commission redrew the boundaries of the districts, which included reallocation of accounts both within and across equalization and administrative lines. Each of the four Board Members now represents approximately 9.5 million constituents.

Public Board meetings offer taxpayers and other interested parties the opportunity to participate in the formulation of rules and regulations adopted by the Board and to interact with the Members as they carry out their official duties. The Board meets monthly.

COPY OF REFERENCED  
DOCUMENT ON FILE WITH  
CLERK OF THE BOARD

RECEIVED BY EACH  
BOARD MEMBER

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MAR 29 2015

Clerk/Board of Supervisors

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