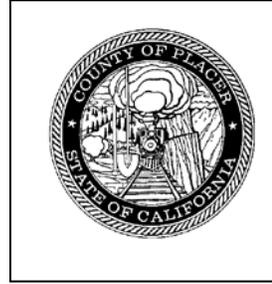


COUNTY OF PLACER
NEWCASTLE/OPHIR MUNICIPAL ADVISORY COUNCIL
P. O. Box 1222
Newcastle, CA 95658
County Contact: Administrative Aide (530) 889-4010



MINUTES OF MARCH 21, 2013 MEETING
OF THE
NEWCASTLE/OPHIR MUNICIPAL ADVISORY COUNCIL
Ophir Elementary School, 1373 Lozano Rd., Newcastle, CA

Members Present

Ed Sander
Joe Irvin
Steve Palmer
Elliott Rose

Members Absent

Sam Moore

County Staff Present

Supervisor Jim Holmes
Ruth Alves

County Staff Absent

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
The regular meeting of the Council was called to order at 7:00 p.m.
- 2. THE MINUTES OF THE FEBRUARY 21, 2013 MEETING WERE APPROVED**
Motion made by Joe Irvin to approve the Minutes of February 21, 2013, 2nd by Elliot Rose, motion carried.
- 3. THE MARCH 21, 2013 AGENDA WAS APPROVED**
Motion made by Ed Sander to approve the March 21, 2013 Agenda 2nd by Joe Irvin, motion carried.
- 5. PUBLIC SAFETY REPORTS:**
 - a. California Highway Patrol: No one in attendance
 - b. Newcastle Fire Department: No one in attendance
 - c. Placer County Sheriff's Department: No one in attendance
 - d. Placer County Fire Department: No one in attendance
- 6. PUBLIC COMMENTS: None.**
- 7. COUNTY UPDATE:**

Ruth Alves, Placer County Aide, gave an update on Gold Hills Garden. The applicant is appealing the denial of their MUP. There will be a hearing on March 26, 2013
- 8. Action Item: Hidden Falls Expansion Park Dedication Fee Funding, John Ramirez, Placer County Parks Administrator**

An overview of the purpose of the park dedication fees and the collection process and

also the expansion of the parking lot at the Hidden Falls Regional Park was provided.

Motion made: The MAC approved a motion, 4 ayes / 0 noes / 1 absent, to recommend approval of the request to release the allocation of funds of \$35,000 for the expansion of the parking at Hidden Falls Regional Park.

9. Informational Non-Action Items:

**Placer County Board of Supervisor's Priorities and Challenges for 2013-2014
(Supervisor Jim Holmes)**

County Executive Office/Board of Supervisors David Bosch)

- Financial and Operational Sustainability of County
- Priority Based - Determine the highest priority and budget from there CJ Master Plan - Courts, Sheriff, DA, Probation - long range plans on how we will approach capacity and efficiencies
- Middle Fork - Relicensing, - Power source agreement. Determine the revenue stream and how it might be used for projects and priorities
- Regional Sewer - \$73M project from SMDI in North Auburn to City of Lincoln WWTP Auburn is out. Need to define financial plan
- West Placer Fire - work with the 15 districts to see where there are opportunities to share services, maximize services.
- Employee Engagement – The current CEO has introduced a program whereby he wants to re-invigorate Placer County employees. He feels that the employees are the County's priority resource and their productivity, satisfaction and retention is important for customer service. An underlying theme that was a across the board is succession planning as 60% of the County's employees are eligible to retire.
- Economic Development – working on how to grow resources. Development is starting to pick up – developers are starting to have conversations with the County.

Assessor – Kristen Spears

- Review and annually re-appraise 89,800 Prop 8 properties to recognize market value changes appraise each property with a change in ownership or completed new construction activity consistent with Prop 13 and maintain assessor parcel maps and GIS base map layers for 173,700 accessible parcels throughout the County.

Auditor/Controller – Andrew Sisk

- He provides services to the County departments, cities, special districts and school. FY 2013-14 Supplemental Requests – replace the current check printing software with a Windows 7 compatible product and automation/reduction of paperwork.

County Clerk/Recorder/elections – Jim McCauley

- Record an estimated 140,050 documents and issue over 50,000 copies of vital records, recorded documents or licenses.
- Elections – conduct the June 2014 Gubernatorial Primary Election with the base budget.
- Priorities/Challenges – per the California Secretary of State, Placer may be required to provide voters with the option of voting a ballot in two additional languages and explore added technology options to expedite incoming vote by mail process.

Treasurer/Tax Collector – Jenine Windeshausen

- Priorities – safety and security of money and assets on deposit in the treasury, collection and reporting of property tax receipts and tax payer assistance, administration of outstanding bonds and of new and renewing business licenses.

Administrative Services – Jerry Gamez

- Provides management and fiscal oversight to all programs and services and activities of the Administrative Services Department. He also ensures the County's data systems and technology solutions are reliable and effectively utilized to improve workforce efficiencies, strengthen internal and external communication, and enhance service delivery to constituents.

Administrative Services

- Provides professional billing and collection services to assist the public in fulfilling their financial obligations to Placer County, Superior Court and other entities in accordance with Government Codes. They also provide efficient and economical reprographic, mail, inventory and record management services to county departments, special districts and other government agencies. They also provide planning, development and logistical support for all county-wide communication networks, including telephone, radio, data transport, video, media, telemetry and cable television franchise agreements.

County Counsel – Gerald Carden

- Provides legal advice to the BOS, County Executive Offices, Elected and Appointed Department Heads and other County managers and employers. He provides legal advice to County Boards and Commissions, Special Districts, authorities and agencies on which members of the BOS serve and to the civil Grand Jury. He also participates in training on the Brown Act, Conflict of Interest and Public Records Act for members of the County Advisory Committees and Commissions, County staff and Special Districts

Public Library – Mary George

- Priorities include to continue the vital role of Library Community Services, to ensure no library closures, reduce the current erosion of collection assets, improve current staff levels, maintain current minimum brand open hours, preserve proprietary computer networks and current technology

Personnel – Nancy Nittler

- Operational Priorities – changing federal and state requirements including pension reform, health care reform and labor relations. Fiscal Year 2013/14 requests – consultant services and technology upgrades and improving systems that support key initiatives such as succession planning, effective assignment of sustainable workforce and employee engagement.

District Attorney – R. Scott Owens

- Takes submissions from every local, state and federal agencies that are reviewed to determine which ones to prosecute. About 6000 Placer County citizens will have suffered criminal conduct against them and this number is up significantly over the last six months. Prosecutors from the District Attorney's office will make 65,000 – 70,000 court appearances on behalf of the People of the State of California. – Priorities and Challenges include lab issues because of the long lead time and delays at the lab that is currently being uses.

Probation – Marshall Hopper

- Working with juvenile offenders with a variety of programs to help them get onto the right track. Currently this department is reducing the number of juvenile offenders who are in the system. SB678 was a \$100M reduction in funding statewide so not only reducing the number of dollars to local government which has increased the number of inmates that are overseen that eventually get put on probation

Sheriff/Coroner/Marshall – Edward Bonner

- SPACF planning – better place for inmates from the state prisons and better access to the courts instead of bringing inmates from Auburn to South Placer. Staffing – he is looking at the filling unfilled positions and technology – records management, in-car cameras, and radio compliance solutions. He is looking at Middle Fork Revenues to obtain one-time funding.

Agricultural Commissioner/Sealer of Weights and Measures – Joshua Huntsinger

- His priorities are to maintain core programs to detect, exclude and eradicate harmful invasive pests, ensure robust pesticide use enforcement and provide consumer protection to Placer County's residents and businesses. He is also responsible for such as weights and measures and marketing farming in Placer County.

Community Development Resource Agency – Michael Johnson

- Priorities include recruitment and succession planning for a sustainable workforce, upgrades existing land use permit system, and continue to provide RDA Housing Successor activities, continuing working on a number of advance planning projects including the Placer County Conservation Plan.

Facility Services – Jim Duryea

- Priorities are to implement regional wastewater solutions, maximize County and economic Development Opportunities, deferred maintenance and equipment replacement planning, capital facility and utilities planning and educational and volunteer program development.

Farm Advisor – Roger Ingram

- The Farm Advisor is closely linked with UC Davis Extension Program working with farmers/ranchers to market their goods and to provide educational resources to farmers and enhance the local consumption of food production – farm to table concept and farmer's markets.

Public Works – Ken Grehm

- Priorities include providing stable service levels, sustainability, maximize outside funding and relative regulatory compliance. Challenges are road maintenance staffing levels and project matching funds.

Child Support Services – Troy Held

- He maintains adequate staffing levels in order to meet state and federal program

performance measures and the effectiveness through implementation of a new service delivery model, created to better serve the customers and capitalize on the strengths of individual staff.

Health and Human Services – Richard Burton, MD, MPH

- Maximizes federal and state funded local services, enhanced integration/collaboration with private sector and fellow county departments.

Veterans Services – Jonn Melrose

- Priorities and Challenges are to continue to promote veteran’s issues at all levels of government and within the community. Last year they processed 300 claims resulting in about \$1 million in benefits from the federal government.

Next Steps – March Workshops

Fiscal year 2013/14 budget direction
Multiyear budget framework
Infrastructure priorities

Roles and Responsibilities of a MAC – Ruth Alves, Placer County District 3 Aide

WHAT IS A MUNICIPAL ADVISORY COUNCIL (MAC)

A Municipal Advisory Council is comprised of citizens, appointed by the Board of Supervisors, who volunteer their time to review proposed projects located within the county and related topics of interest in their community and may provide written recommendations that offer suggested changes or support.

A Municipal Advisory Council is not a decision-making body such as the Board of Supervisors or the Planning Commission. MACs do not have authority to make, set, provide interpretation of or enforce county ordinances, policies or laws.

Staff from the various Placer County Departments may attend MAC meetings to provide, at the direction of the Planning Director, interpretation of the county zoning ordinance, the county general plan and the local community plan.

DUTIES OF THE MUNICIPAL ADVISORY COUNCIL

The Municipal Advisory Councils are tasked with gathering input from the community on matters of concern which relate to the area served by the Municipal Advisory Council such as land use, roads, public health and safety concerns, Placer County fire protection, Placer County law enforcement, and Placer County Parks. Input received from the community is not limited to comments received at a MAC meeting.

Community input can be received via letter, email or attendance at another meeting such as a Planning Commission, Board of Supervisors' meeting, or Supervisor's coffee meetings. MACs should encourage and inform the public when there are other opportunities to provide input.

BROWN ACT - SUMMARY

The California State Legislature passed the Ralph M. Brown Act to assure that legislative bodies, like the MAC, conduct their business and make their recommendations in open public meetings and whose dealings and records are also open and available to the public.

BROWN ACT – LEGISLATIVE BODY

A Municipal Advisory Council created by formal action of a legislative body is a legislative body itself covered by the requirements of the Brown Act. Since the Board of Supervisors created each MAC by passing a resolution, the MAC and MAC members must abide by the Brown Act requirements.

BROWN ACT – BASIC COMPLIANCE BY THE MAC REQUIRES:

- Agendas must list date, time and location of meeting.
- Agendas must be posted in a public place 72 hours before the meeting.
- MAC meetings must be open to the public.
- Public input must be permissible on any subject listed on the MAC agenda.
- Agenda items must be descriptive to inform the public as to the nature of the subject matter.
- Agendas must include a public comment period used for items not listed on the
- Agenda.
- MAC discussion and action must be limited to the items listed on the agenda.
- MAC members cannot discuss the business of the MAC with a majority of the MAC
- Members jointly or serially unless at a noticed public MAC meeting.

PERMISSIBLE TOPICS / COMMUNICATIONS BY FULL MAC OUTSIDE OF PUBLIC MEETING

- Permissible topics communicated by the MAC would include the following:
- MAC Chairman soliciting items for the agenda from the MAC members; or
- Confirming MAC member availability to attend upcoming meeting to determine if there will be a quorum; or MAC Member distributing relevant information or documents which have been created and provided by someone other than a MAC member. The MAC member must not include personal comment.

LACK OF A QUORUM

If a MAC is unable to reach a quorum at a regular or special meeting, the MAC Chairman

may decide either to adjourn the meeting OR to hold an informal gathering to discuss any information non-action agenda items and committee reports. Of course, the MAC members who are present cannot take any action at this gathering. If the Chairman chooses the later, the gathering would not be considered a MAC meeting and the secretary would not take regular minutes. Instead, the secretary can take informal notes for the MAC record; sending a copy to the Board office, indicating that the MAC did not have a quorum.

IMPORTANCE OF MAC MEMBER ATTENDANCE

It is important that the District Aide have ample time to determine if there will be a quorum in attendance at the MAC meeting in order to conduct business. If a MAC member is unable to attend a MAC meeting, he or she must contact the District Aide, prior to the start of MAC meeting. Failure of a MAC member to attend (2) two consecutive regularly scheduled MAC meetings may result in the MAC seat being vacated.

CONFLICT OF INTEREST - SUMMARY

If a MAC member's professional or community interests touch on issues before the MAC, there may be a conflict of interest. To allow the MAC to remain as objective as possible in the advice it provides, a MAC member must refrain from participating in MAC decisions in which they have a financial or other interest that would cause them to appear to be biased.

CONFLICT OF INTEREST / RECUSAL OF MAC MEMBER

If a MAC member believes there is a conflict or the appearance of a conflict, the MAC member should recuse himself/herself by:

1. Verbally disclosing his/her association with the item listed on the MAC agenda and,
2. Immediately proceed to sit in the audience as a private citizen and,
3. Must not participate in any MAC discussion or MAC vote regarding a recommendation on the item.

CONFLICT OF INTEREST / DETERMINATION BY COUNTY

If a MAC member is unsure as to whether or not there is a conflict of interest, please contact the Board of Supervisors' office for direction. If the Board's office determines there is a conflict of interest, the MAC member is prohibited from making, participating in making, or using his or her position as a MAC member to influence the making of that decision at any stage of the decision making process.

ESTABLISHING ORDINANCE - SUMMARY

An Establishing Ordinance, adopted by the Board of Supervisors, for each of the MACs includes the following information: Territorial Jurisdiction; Composition; Qualifications for Membership; Terms of Office; Removal from Office; Duties of the Council; Procedural Rules; Records; Compensation. A copy of each MAC's establishing ordinance can be obtained from the Board of Supervisors' office.

ESTABLISHING ORDINANCE – QUALIFICATION FOR MEMBERSHIP

Members shall be residents within the MAC boundaries or property owners of real property within the area or business owners or managers operating a business within such area.

ESTABLISHING ORDINANCE - TERM LIMITS FOR MAC MEMBERS

Each seat* on a MAC has a two-year term. MAC members can hold a MAC seat as long as he/she is re-appointed each time the term expires. (*Please note - each seat on the Rural Lincoln MAC and Sheridan MAC has a four-year term)

ESTABLISHING ORDINANCE - REMOVAL FROM OFFICE (MAC SEAT) PRIOR TO TERM EXPIRATION

MAC members serve at the pleasure of the Board of Supervisors and can be removed from office by a majority vote of the Board at any time. From the onset, the County has confidence that any person appointed to a seat on a MAC is eager to promote the goals of the MACs and has the ability to provide fair and objective recommendations.

ESTABLISHING ORDINANCE - COMPENSATION

All members of the Municipal Advisory Council shall serve without compensation.

CHAIRMAN / VICE CHAIRMAN OF THE MAC (DUTIES / RESPONSIBILITIES)

The Chairman of the MAC plays an important role in conducting meetings that are orderly, positive and productive. The Chairman is responsible for the following:

- Creating an agenda that is consistent with guidelines set forth in this handbook.
- Reviewing items and coordinating drafted agenda content with the District Aide.
- Leading the MAC meeting in an orderly, efficient and productive manner.
- Drafting language for and signing recommendation letters approved by the MAC.

During a MAC meeting, out of courtesy, no one in the audience should be talking unless they are addressing the MAC or a presenter. If a person is speaking out of turn, it is the Chairman's responsibility to ask the person to wait his/her turn.

To ensure MAC agendas are accurate and timely, the MAC Chairman and the District Aide should develop and coordinate mutually convenient processes to handle MAC business and agenda creation. The MAC Chairman and District Aide will work together to formulate the agenda however; if there is a disagreement deciding whether or not an issue or project needs to be discussed, final approval of the agenda content will be decided by the Administrative Officer to the Board or the District Aide. The MAC Chairman must obtain final approval for items listed on the MAC's agenda prior to authorizing distribution of the agenda.

BOARD OF SUPERVISOR'S DISTRICT AIDE (DUTIES / RESPONSIBILITIES)

District Aides provide administrative support to the Municipal Advisory Councils that fall within the Supervisorial District to which they are hired. The District Aide assigned to your MAC is the direct link to your County Supervisor, other County resources and is responsible for the following:

- Assists in the creation of the agenda and provides final approval of the content.
- Attends MAC meetings and may provide Supervisor/District update in the absence of District Supervisor.
- May advise MAC members of procedural process or guidelines during MAC meeting.
- Contacts county staff to attend MAC meeting, when necessary.
- Asks county staff to notify the project applicants of when their project is on the agenda.
- Researches and responds to inquiries made during public comment.
- Researches and responds to requests from MAC members.
- Assists in coordinating MAC subcommittees.
- Makes logistical arrangements for MAC meetings that may have a large turnout (new location, chairs, tables, audio equipment, refreshments etc.).
- Provides training to new MAC members and/or new MAC secretary.
- At times, you may see job titles for Aides differ such as District Aide, Field Representative, Administrative Aide or District Director however, job tasks and duties are similar. Currently there are 6 District Aides in the Board of Supervisors' office; one for each supervisorial district and one additional District Aide assigned to the Tahoe area.

SECRETARY OF THE MAC (DUTIES / RESPONSIBILITIES)

MAC secretaries are hired on contract by the Board of Supervisors' office and are compensated for secretarial services they perform. The contract is reviewed and renewed annually. Contractual duties of the MAC secretary include: Attend regularly scheduled or special MAC meetings to take and transcribe summary minutes; send approved minutes to the Board of Supervisors' office; two weeks prior to any upcoming meeting, format draft agenda with content provided by MAC Chairman or District Aide; email draft agenda to the Chair and District Aide to review; format and send out final agenda no later

than one week prior to any MAC meeting; send copies of the agenda, draft minutes and other related information to the MAC members; maintain the MAC mailing list and send an agenda to all persons on that list; and most importantly, post the MAC agenda in designated public place at least 72 hours prior to any regularly scheduled, canceled or special MAC meeting; provide additional copies of the agendas for the public at MAC meetings; send out MAC approved correspondence, formatted on MAC letterhead, as directed by the MAC Chairman.

MAC Secretaries must provide draft minutes to the District Aide and MAC members no later than 2 weeks after the MAC meeting. A copy of approved minutes must be included when submitting an invoice for services.

MAC Secretaries are NOT responsible for creating or drafting language for recommendation letters.

MAC Secretaries are NOT required to tape record the meetings nor are the MAC minutes transcribed verbatim.

SECRETARY OF THE MAC / PERSONAL VIEWS ON ITEMS BEFORE THE MAC

Often, MAC secretaries will sit in close proximity to the MAC members to be able to take minutes. A MAC secretary can sometimes be perceived as an additional member of the MAC. To avoid any misconceptions, during a meeting, if a MAC Secretary chooses to offer his/her personal views on an item before the MAC, such views must be stated from the audience area, as a private citizen.

SECRETARY OF THE MAC / NOT A MEMBER OF THE MAC

A MAC Secretary is not a member of the MAC nor does he/she hold a seat on the MAC. Nameplates for secretaries should state “Contracted MAC Secretary”.

SECRETARY OF THE MAC / USE OF TITLE

MAC Secretaries may use their titles as MAC secretary however; they must clearly state that this is their personal view and not that of the MAC.

MAC AGENDA - SUMMARY

The MAC agenda must have enough information about each agenda item so a member of the public – who may never have attended a MAC meeting before – will have a good idea of what will be discussed and what action the MAC is being requested to take.

MAC AGENDA - REQUIRED INFORMATION:

- Formatted on MAC letterhead provided by the Board of Supervisors’ office.

- Must list date, time, and location of meeting, including the street address.
- Must list Call to Order and Introduction of MAC members.
- Must list Approval of Agenda.
- Must list Approval of Minutes.
- Must list Public Comment Section (for any item not on agenda).
- Must list Information (Non-Action) Items.
- Must list Action Items.
- Must list Adjournment and next meeting date/time.
- Must provide notice of Americans with Disabilities Act (ADA) requirements.
- Must list “Selection of Chairman and Vice Chairman” on agenda 1st meeting in February.

10. MAC Member Reports and Correspondence: None

11. The next scheduled MAC meeting is Thursday, April 18, 2013 at 7:00 p.m.

12. Meeting adjourned at 8:35 p.m.