

**2002/2003 GRAND JURY REPORT  
RECOMMENDATION IMPLEMENTATION SCHEDULE**

<b>RECOMMENDATION</b>	<b>ALREADY IMPLEMENTED</b>	<b>EST. DATE OF IMPLEMENTATION</b>	<b>NOT RECOMMENDED</b>	<b>EXPLANATION/NOTES</b>
<b>UKIAH VALLEY WATER DISTRICTS:</b>				
1. The appropriate agencies implement the recommendations of the Valley-Wide Task force.		No implementation schedule has been established.		MCWA took no position with respect to implementation of Valley-wide task force recommendations.
2. RRFCD develop and implement a water conservation plan to address any anticipated or unpredicted water shortages as well as for implementation during periods of normal water supply. RRFCD oversee water users within the District to ensure that they are complying with conservation mandates. They have recourse to sanctions such as establishment of different water rates for users who conserve water and those who don't.		No implementation schedule has been established (this is a task that RRFCD would undertake, not MCWA).		MCWA agrees with recommendation and is willing to assist RRFCD with plan development. To date, RRFCD has not requested MCWA's assistance.
3. RRFCD develop contracts with county water districts for water use within the RRFCD boundaries.		No implementation schedule has been established (this is a RRFCD task).		MCWA agrees with recommendation and is willing to assist RRFCD with contract preparation. To date, RRFCD has not requested MCWA's assistance.
4. RRFCD establish a moratorium on any new agricultural hook-ups for use of project water.		No implementation schedule has been established		MCWA took no position. This is a task that RRFCD would undertake, not MCWA.
5. RRFCD establish fees for water distributed to individual water districts within one year.		No implementation schedule has been established		MCWA took no position. This is a task that RRFCD would undertake, not MCWA.
6. RRFCD require installation of water meters by all public and private water users at user cost, with the proviso that users without meters receive no water. RRFCD monitor the meters and stop all illegal withdrawals.		No implementation schedule has been established (this is a task that RRFCD would undertake, not MCWA).		MCWA agrees with recommendation to install meters, but took no position with regard to who pays cost of installing meters or what, if any, penalty should be imposed for not having a meter.
7. RRFCD petition SWRCB to change the character and place of use under its permit and file a new application to cover direct diversion of water for agricultural use.		No implementation schedule has been established (this is a task that RRFCD would undertake, not MCWA).		MCWA took no position. This is a task that RRFCD would undertake, not MCWA.

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8. Newly restructured Mendocino County Water Agency be appointed lead agency by BOS for all County Water Districts, watershed studies, negotiations with California Department of Fish and Game, U.S. Army Corps of Engineers, Federal Fisheries and other water agencies.		No implementation schedule has been established		The precise role of the agency has yet to be defined and is the subject of an ongoing study commissioned by the Board of Directors.
9. Consolidate Ukiah Valley Water Districts.		No implementation schedule has been established		MCWA agrees with recommendation and is willing to assist in consolidation efforts among willing parties.
10. Mendocino County Water Agency assume responsibility for the Inland Water and Power Commission mandates concerning the Eel River diversion into Potter Valley.		No implementation schedule has been established		The precise role of the agency has yet to be defined and is the subject of an ongoing study commissioned by the Board of Directors.
11. Develop and implement a water conservation plan to address any anticipated water shortage.		No implementation schedule has been established		MCWA took no position with this recommendation because it was not clear what the Grand Jury meant to include in the proposed plan.
12. Install meters for all water consumers to insure accurate monthly reports to Russian River Flood Control District and the State Water Resources Control Board.		No implementation schedule has been established (this is a task that RRFC would undertake, not MCWA).		This is a task that RRFC would undertake, not MCWA. MCWA agrees that the installation of meters would be beneficial.
13. Water District board members attend Brown Act orientation program or seminar.		No implementation schedule has been established		MCWA agrees with the recommendation. It is up to the individual districts as to whether or not they implement the recommendation.
14. Establish a 5-year moratorium on any new agricultural hook-ups.		No implementation schedule has been established		MCWA took no position with respect to this recommendation. This is a task that agencies with water may choose to implement.
15. All environmental considerations must be addressed to preserve the quality of life in Mendocino County now and in the future.		No implementation schedule has been established		MCWA agrees with this recommendation and will follow recommendation whenever it undertakes a project.
<b>ANIMAL CARE AND CONTROL:</b>				
1. The county, through the Department of Human Resources, establish a program to interview employees that are leaving. Exit interviews would provide the County with important information about departmental performance.	Unknown, would be implemented by HR not AC&C.			

2002-2003 Recommendation Implementation Schedule

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2. AC&CD employees need to be properly trained, then delegated to carry out their duties. All employees must have equipment and clothing for betterment of health, safety, and ergonomic comfort.	X			
3. First aid items should always be readily available to the visiting public who may be handling animals at the shelter. Health, safety, and hazard standards must be diligently monitored by management and staff in field and shelter activity in order to minimize County liability.	X			
4. AC&CD management needs to acquire and issue field and shelter implements, such as loading ramps, protective gear and first-aid items. These items should be kept within convenient reach of all staff.	X			
5. The AC&CD management should focus on establishing mutual trust and respect between management and staff.	X			
6. The AC&CD must develop a positive working relationship with Humane Societies. The Humane Societies are encouraged to reciprocate.	X			
7. The AC&CD should encourage employees to read this report.	X			
<b>PUBLIC LIBRARY SYSTEM:</b>				
1. Mendocino County Board of Supervisors must find a way to increase staff at the libraries, 18.25 employees are inadequate. 41,134 cardholders, out of a population of 82,685, and an increase in use of 19.2% in one year deserves this consideration.			X	Given the present finite budget, we cannot increase staff at this time. We are looking at staffing levels for the future when library renovations on the coast are completed next year.

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<p>2. Given the increased mobility of County residents, The County Library Director, the Library Advisory Board and a representative of the Board of Supervisors should formally assess the continuing need for the Bookmobile. Areas of consideration should include: how Bookmobile expenses might better serve library users by way of fixed facilities, increased use of drop-off/pick-up sites, and the use of email orders linked with US mail deliveries. If continued Bookmobile services are determined to be in the best interests of County residents, the Board of Supervisors should properly fund this service to include a replacement vehicle in the near future.</p>	<p>X</p>			<p>Continued Bookmobile service has been determined to be in the best interest of County residents. Funding for a new replacement vehicle, or major rebuilding of the present vehicle, may be paid out of the library endowment.</p>
<p>3. The Board of Supervisors and The County Administrator along with the Library Director need to develop a capital spending plan, outside of the operating budget, for necessary improvements and structural repair at all library facilities. These improvements shall include compliance with ADA regulations and installation of adequate electrical systems.</p>		<p>2006/07</p>		<p>General Services added the Library buildings to their Capital Improvement Plan (CIP) and presented it to the Board of Supervisors. As a special district, the Library will need to put funds aside for structural improvements.</p>
<p>4. The Grand Jury encourages continued support be given to the Round Valley Library to upgrade facilities and improve services.</p>				<p>The rented facility is inadequate, and there are no other rentals available in Covelo that would hold the library. The Library received the rights to a County owned building (presently used by the Covelo Community Services District) and we are looking for grant sources of funding.</p>
<p>5. The Board of Supervisors should bring the County Library salary structure into line with other library systems of similar size and provide for this in the budget.</p>		<p>Currently in progress</p>		<p>Working with Human Resources, job descriptions are being re-written and tasks evaluated for recruitment and equity purposes. Per Civil Service Commission, Librarian I is, serving as Branch Managers, are now Senior Librarians, with higher salaries.</p>

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<b>DANGEROUS FIRE HAZARDS IN BROOKTRAILS:</b>				
1. If enough people want the vehicles cleared, they must participate in their political process by attending Board Meetings and pressure the Brooktrails Township Board of Directors to enforce the ordinances. One person or the Grand Jury cannot do this for them.	N/A	N/A	N/A	This recommendation is directed to the residents and Board of Directors of the Brooktrails Township.
2. Congestion, caused by parking vehicles, which obstructs emergency vehicles, endangers all residents of Brooktrails. It appears that no responsible agency or body wants to tackle this critical issue. Our recommendation is that the Brooktrails Township Board of Directors takes a leadership role to meet with all other enforcement agencies to resolve this issue.	N/A	N/A	N/A	This recommendation is directed to the residents and Board of Directors of the Brooktrails Township.
<b>MENDOCINO COUNTY JAIL:</b>				
1. Continue work to improve quality of service and re-habilitation for the inmates.	X			The Sheriff's Office remains committed to continual improvements in these areas.
<b>RISK MANAGEMENT DIVISION:</b>				
1. The Board of Supervisors should authorize funds to hire the Staff Assistant I position, and make plans to fund the Risk Management Analyst position in the short to intermediate term.	X		X – in Part	The Board approved the Staff Assistant I position and the position has been filled. The Risk Analyst position is not being recommended to be filled at this time due to the pending reorganization with the CAO's office.
2. Request a new "Liability Claim Audit" to update the most recent audit which was completed in July of 2000. It is further recommended that if the County elects to retain its substantial self-insured position on General Liability coverages, that liability claims audits be conducted annually.	X		X – in Part	The Claims Audit was completed in June of 2003, with positive results and no recommendations for change in the current procedures. CSAC EIA audits the County every three years. Hiring other auditors to audit the General Liability Claims on an annual basis would result in additional costs to the department that cannot be absorbed in its current budget.
3. If the County elects to fully insure the Liability Program, it will be necessary to evaluate and inventory the remaining/continuing legal services provided by the County Counsel's Office, and develop an appropriate, (albeit reduced), budgetary charge.  If the County elects to remain self-insured on			X	The County did not elect to fully insure the program during fiscal year 2003/2004. The County will revisit this item for possible implementation during fiscal year 2004/2005.

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<p>the Liability Program the agreement to provide services, current procedures, and budgetary charges should be thoroughly reviewed by the County Counsel's Office, the County Administrator, and the Risk Management Division. The County Counsel's Office should explore a more precise tracking system than now exists, that will substantiate the budgetary charges to the Risk Management Office, as well as other "client" departments. It is the Grand Jury's understanding that there are computerized programs to do this, which if purchased and utilized, would more accurately record hours as well as provide document management and calendar functions.</p> <p>Additionally, should the self-insured program continue, the feasibility of Risk Management having their own claims specialist should be explored.</p>		<p>X – Discuss in fiscal year 2004/2005.</p>	<p>X</p>	<p>The County will discuss the tracking system during fiscal year 2004/2005 with County Counsel and Administration.</p> <p>This is not recommended at this time due to the pending reorganization of Risk Management and the CAO's office.</p>
<p>4. The Board of Supervisors should be professionally estimating future healthcare cost increases and making intermediate and long term budget plans to accommodate or mitigate such costs.</p>	<p>X</p>			<p>The Risk Manager and the Health Benefits Committee have completed an overhaul of the Health Plan during July 2003 regarding benefit changes, and during January 2004 by changing certain vendors to the program.</p>
<p>5. The Grand Jury acknowledges the severe budget constraints the County operates under, but suggests that the County explore the purchase of higher liability policy limits which can usually be acquired at a reasonable cost.</p>		<p>Currently requesting a quote for additional limits from CSAC EIA – completed by July 2004.</p>		<p>Depending on the cost of purchasing additional limits – Risk Management may or may not recommend spending additional funds during such a constrained budget year for fiscal year 04/05.</p>
<p>6. The County should immediately commence funding the General Liability Trust Account in accordance with the five year funding plan proposed by the Bickmore Actuarial Report (for Policy year 2003-2004), or, more preferably on an accelerated three year funding plan. This will ultimately bring the County into compliance with County Ordinance 5.62.020, 5.62.030, and 5.62.040 (A) and properly accrue for these loss and loss costs.</p>		<p>X – increased on an annual basis.</p>		<p>Every year the Board of Supervisors increases the amount of funding for the General Liability Trust Account to attempt come into compliance with the County Ordinance.</p>

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<b>EMPLOYEES RETIREMENT ASSOCIATION:</b>				
1. The Treasurer include and explain the Unfunded Actuarial Accrued Liability data in the Annual Report to Plan Participants. Further, that the Treasurer and the Retirement Association Board include any applicable “pro-formas” or preliminary estimates regarding UAAL in this Annual Report.			X	The retirement association did not agree with this recommendation so it was not implemented. The annual report is being printed at the current time, the actuarial report and therefore the UAAL for June 30, 2003, if one exists, was not available when the annual report was compiled and printed.
2. The Retirement Association Board retain independent counsel to represent the Association in operational and business matters.			X	The association disagreed with this recommendation; therefore the recommendation was not implemented. As explained in the response to the Grand Jury Report the association has not implemented Government Code 31580, therefore the county is still responsible for the administration expenses of the association. GC Section 31529 specifies that the District Attorney or the County Counsel, if there is one, is the attorney for the retirement board.
3. The Association consider modifying its investment prohibitions to include derivatives, and direct real estate (due to lack of liquidity).			X	The association disagreed with this recommendation therefore the recommendation was not implemented. See response in Grand Jury Report.
4. The Association include in its quarterly investment manager analysis, an analysis and comparison of both direct and indirect investment expenses.			X	The association disagreed with this recommendation therefore the recommendation was not implemented. See response in Grand Jury Report.
5. The Mendocino County Employees Retirement Association Board of Directors, in conjunction with their actuaries, quickly develop “preliminary” estimates of the 6/30/02 and a “pro-forma” of the 6/30/03 and 6/30/04 Unfunded Actuarial Accrued Liability numbers, and immediately present to the County Board of Supervisors for their information and budget planning processes.			X	The association and the association actuaries disagreed with this recommendation therefore the recommendation was not implemented. See response in Grand Jury Report.

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<p>6. The Board of Supervisors in conjunction with the Association Board and Plan Administrator develop both a tactical and strategic plan for fully funding the Actuarial Accrued Liability and, thus eliminating the UAAL. This process should include the professional exploration of other options such as CALPERS as opposed to the present independent system. While the Grand Jury has no judgement about the feasibility of such a move, it would seem appropriate to explore such options from time to time. An outside consultant would be helpful in this regard.</p>	<p>X-in part December 2002</p>			<p>The association agreed with a portion of this recommendation dealing with a strategic plan for fully funding and eliminating the UAAL. Pension Obligation Bonds were issued in December 2002 fully eliminating the UAAL and a policy for preventing the accumulation of a future UAAL was adopted by the Board of Supervisors. Exploration of CALPERS would be a function of the county not the retirement association.</p>
<p><b>MENDOCINO COUNTY JUVENILE HALL:</b></p>				
<p>1. County should follow up on collection of money due from overstays.</p>	<p>X</p>			<p>Probation actively pursues collection of all money due resulting from stays in Juvenile Hall pursuant to BOS Resolution #00-234 dated 12-12-2000.</p>