TUOLUMNE COUNTY GRAND JURY
2003 – 2004

FINAL REPORT

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REPORTS

ADDENDA

The Honorable William G. Polley
Judge of the Superior Court, Tuolumne County
41 West Yaney Avenue
Sonora, California 95370

June 30, 2004

Judge Polley:

The 2003-2004 Tuolumne County Grand Jury is pleased to submit its final report to you, the County Board of Supervisors, and the citizens of Tuolumne County.

The Grand Jury wishes to thank you and the District Attorney, Donald Segerstrom, for your support. A special thanks is extended to Jury Coordinator Laurie Wyman for her assistance.

This report represents the dedicated efforts and work of nineteen Grand Jurors who volunteered hours out of their lives to investigate, research, and prepare this report.

We have chosen to address issues of concern without intending to find fault or place blame on any individuals. We chose to highlight areas we feel need attention, correction or follow-up while acknowledging operations and staff that are performing well with the resources available to them.

We anticipate that our findings and recommendations will be reviewed in a constructive manner and not taken lightly. The Grand Jury review is one of the only ways our citizens have of reviewing our County's operations and providing input into our government in action.

Serving on the Grand Jury is a special experience that all community members should be afforded. We have gained knowledge and understanding into County operations that many of us would not have otherwise experienced. It has been a privilege to serve our County as the Foreperson and work with the other outstanding jurors.

Respectfully,

TUOLUMNE COUNTY GRAND JURY 2003-2004

Lew McClellan

Lewis McClellan, Foreperson

THE 2003-2004 TUOLUMNE COUNTY GRAND JURY

Jerry Adcox, Committee Chairperson	Twain Harte
Jeannie Baker	Columbia
Josephine Barberini	Sonora
Donald L. Berney	Groveland
Allan Roger Cabral	Soulsbyville
Patricia Chaffee	Twain Harte
John Cooper	Sonora
Nap Denczek, Committee Chairperson	Twain Harte
Harold Wayne Fulton*	Groveland
Linda Gerths	Long Barn
Kathy Harper*	Columbia
John Hensley	Sonora
Lillis Hill, Committee Chairperson	Sonora
Shelley McCartney	Groveland
Lewis McClellan, Foreperson	Soulsbyville
David Penning	Groveland
Marvin Pierce, Jr.*	Sonora
Joyce Presley, Secretary/Committee Chairperson	Soulsbyville
Steffanie Reed	Sonora
Lorin Smith	Jamestown
Patricia Steele, Foreperson Pro-Tem	Columbia
Deborah Ann Stutzman*	Sonora
Christopher D. Sutherst*	Sonora
Nancy Williams, Committee Chairperson	Sonora

*Denotes members who were unable to complete the full term and were replaced by alternates.

DISCLAIMER

This Grand Jury sought to preclude any conflict of interest in which a grand juror may have a personal involvement, a material, economic or financial interest, or could not be an impartial third party. Each juror brought to the attention of the full Grand Jury any relationship that could be, or even give the appearance of, a conflict of interest and agreed not to participate in any investigation involving that relationship including interviews or acceptance of any report involving any such relationship. The Grand Jury is composed of 19 jurors and at least 12 jurors must approve each individual report. The printed Final Report is composed of the approved individual reports, which are based on information obtained from outside sources with none of the information being obtained from any excluded Grand Juror.

MISSION STATEMENT
ADOPTED BY THE
2003-2004 TUOLUMNE COUNTY GRAND JURY

The Grand Jury is an investigative body composed of citizens of this county. Our mission is to make a careful examination of County governmental agencies, including properly presented complaints submitted to us. We shall submit a final factual report of our findings and recommendations at the conclusion of our term.

We will diligently and impartially perform our duties to the best of our ability. Our function is to make independent investigations on behalf of the people of Tuolumne County and make recommendations to improve the County. Our findings will be based on facts, be clearly presented, and within the course and scope of our charter.

Tuolumne County Budget

Overview

The Tuolumne County Grand Jury believes that the County budget is the single most important County issue in this time of state funding cutbacks. The Grand Jury reviewed the Tuolumne County budget and fiscal policies.

Procedures

The Grand Jury obtained a copy of the Tuolumne County budget and reviewed all department budgets.

The Grand Jury met with the County Administrator to get an explanation of the County budget process and to discuss details.

The Grand Jury met with selected department heads to review their budgets.

The Grand Jury met individually with each member of the Tuolumne County Board of Supervisors to obtain his opinions of the County budget. A set of 10 questions had been prepared by the Grand Jury that addressed the following:

- Should the County's fiscal policy be more conservative in the future?
- What guidelines does the BOS provide to the budget process?
- If substantial savings are realized from the Early Retirement Program, how should these funds be used?
- Should the hiring freeze be continued until contingencies are re-established?
- Roads were mentioned as a critical issue in the 2004 budget. Why isn't this being addressed? What can we expect in 2005?
- Should goals be set for TGH to reach a break even in their operation?
- Should a reserve be established for the Golden Pond liabilities?

- Illegal dumping in the County is a problem. How can it be controlled? Is it realistic to have one or two general clean up days for disposal of anything? What is your feeling regarding a mandatory solid waste pick up to all residences in the County?

- What are the expected costs to maintain the two closed landfills (Jamestown facility is now under going capping)? From where do you expect the revenue to come?

The Grand Jury attended numerous Board of Supervisors meetings and two town hall meetings.

Findings

County Administrator and Budget Officer

A meeting was held with C. Brent Wallace, County Administrator and Budget Officer. The County, by definition, is an extension of the State of California and is responsible for administering services to the local community. The majority of County income is received from federal and State funds. By law the County's annual income and expenses must balance and be reported to the State.

The budget is prepared in a bottom up process whereby the individual departments estimate their income and expenses (based on previous year's results and perceived new needs) and submit them to the County Administrator for consolidation. The budget is then submitted to the Board of Supervisors for approval.

The budget thereafter is reviewed by the Board of Supervisors on a quarterly basis for any adjustments to income or expenses. Except for the quarterly reviews, the Board of Supervisors' input and guidance to the budget process is limited. Mr. Wallace stated additional input from the Board of Supervisors would be welcomed. There is a Board Budget Policy (see Addendum).

State funding during this fiscal year has been severely reduced, and disbursements have been unstable. The County Administrator and staff departments have kept the budget in balance. They have cut expenses, reduced contingency reserves, used two staff furlough days and implemented an early retirement program in order to keep the budget in balance.

The Board of Supervisors has stated that job retention is a high priority and laying off would be a last resort.

During our meeting two other issues were discussed, the Golden Pond property and the Tobacco Securitization Plan.

The Golden Pond

The Golden Pond (Jamestown Mine) property is currently in litigation. The State's Attorney General is suing the County and all previous mine owners over cleanup of the mine. The County property is only the tailings at the mine and does not include the open pit that is at the heart of the State's suit.

The County is responsible for capping the tailings, and is being kept from completion, because the Attorney General has recommended no changes be made to the property until the suit is settled. This delay is causing the County substantial cost increases. The estimated cost to cap the tailings when the County acquired the property was $3,000,000; it is now estimated at $5,000,000. The County does not have a reserve for this liability.

On November 6, 2003, Mr. Wallace and Administrative Assistant Steve Boyack gave the Grand Jury a tour of the property. During the tour Mr. Wallace was asked if a reserve could be established for the capping. He stated that had been previously suggested but there are no funds available. When asked from where he expects funds for capping to come, he said they would have to borrow.

Tobacco Securitization Program

The Tobacco Securitization Program was established on August 1, 2002 when the County opted to sell its $12,000,000 share of the tobacco settlement, which was payable over twenty years, for a one-time immediate cash payment of $6,900,000 through the sale of bonds secured by the settlement. The one-time cash payment allowed the County to establish the Tobacco Securitization Fund as a revolving loan fund and avoid long-term borrowing for much needed capital equipment. The funds went to the following departments to be repayable in six annual principal payments plus interest at 4%.

Tuolumne General Hospital	$2,000,000
General Fund Equipment & Plant Improvements	900,000
Sheriff's Radio System	1,208,475
County Phone System	500,000

Road Equipment	1,300,000
Fire Engines	1,000,000
TOTAL	$6,908,475

Road Department

A meeting was held with Peter Rei, Director of the Public Works Department and his staff. The County has over 600 miles of roads to maintain. These roads have an average life of fifteen years if properly maintained. The County funded $643,000 in the 2004 budget.

The reduction in Vehicle License Fee funds from the State eliminated most money normally available for material purchases. The department was left with only enough funds to retain staff, to repair potholes and shoulder drainage and to do brush removal.

Mr. Rei stated much of the County road system was built without a proper road base and therefore fails faster and needs more than normal maintenance. It costs approximately $4,600 annually per mile to maintain a properly constructed road and $1,000,000 to replace one mile of road. If the lack of funding continues many County roads will be eventually returned to gravel. He also cited one Northern California county where this has already occurred.

In addition he stated the department's liability insurance premium is $600,000 annually and will go higher if maintenance continues to deteriorate.

On a positive note, the equipment maintenance yard does a superior job. Through purchases of new and used equipment from various government agencies and in-house fabrication, substantial money is saved for the County.

During a tour of the road maintenance facility, staff stated funding for road maintenance has declined for several years. Previously there were four road crews with twelve to fourteen people now there are three crews with nine people.

Tuolumne General Hospital

Meetings were held with Tuolumne General Hospital's Barry Woerman, Hospital Administrator, and Kent Johnson, Chief Financial Officer. Substantial improvements have been made over the last two years in the Hospital operation and cash management, but the Hospital continues to be a major drain on the County's discretionary funds. The Audit Department reported as of March 2004 the County fiscal year contribution (subsidy) to the Hospital was $2,000,000 and the Hospital loan from the County was $5,000,000. Mr. Johnson said it is very unlikely that this dependency on County funding will ever be totally eliminated.

Another financial concern for the hospital is the requirement for the building to meet earthquake standards. Due to the lack of a positive cash flow at the Hospital any retrofit cost will have to be paid through additional advances from the County general fund and/or other sources not yet identified such as grants and government programs.

In addition to the Hospital costs, the County is obligated to provide care for indigent patients (patients without insurance and who do not qualify for Medi-Cal insurance). The County fulfills this obligation by participating with other counties in the State in the County Medical Services Program. Tuolumne County's contribution to the program this fiscal year is $1,400,000. This money comes from the County's Vehicle License Fee funds.

The County Medical Services Program is currently under-funded due to the State's failure to make its contributions. If the program is discontinued, the County will be obligated to fund indigent care from the general fund.

Mr. Johnson said of all the patients utilizing Tuolumne General Hospital, approximately 35% are from adjacent counties. Patients come primarily for psychiatric and long-term care.

Tuolumne General Hospital has not generated adequate cash flow to repay its $5,362,000 cash deficit loan owed to the Internal Services Fund. The Board of Supervisors decided to use the Tobacco Securitization Program's first four annual loan repayments from the various departments to reduce the Hospital's Internal Services Loan.

The Hospital operations were discussed with Mr. Wallace. He was asked why there are no credit terms and conditions to monitor the loans to the Hospital. He stated they would be ineffective because the Board of Supervisors could forgive the debt at any time.

Town Hall Meetings

Sheriff Rogers gave an update on his department and staffing. He discussed his concern regarding the lack of a Juvenile Detention Center. Currently the juveniles who require detention are sent to an out-of-county facility.

The Sheriff is concerned that mixing of juveniles will result in increased gang activity in the County. Several years ago, three counties attempted to obtain grant funding for a new facility in Tuolumne County but the funding was not approved because the County did not possess adequate property. This lack of planning was the cause of losing grant funding.

One member of the Board of Supervisors in another Town Meeting stated that a Senior Center is planned and will be funded to the amount of $300,000 when appropriate property can be found.

Board of Supervisors Meetings

All supervisors felt the County's fiscal policies should be more conservative in the future.

All supervisors have a high degree of confidence in the CAO and therefore rely on him and his staff to prepare the County budget.

One supervisor felt that any savings realized from the early retirement program should be used to increase contingencies.

Most supervisors felt road repairs could not be addressed because of the lack of funds.

Most supervisors did not feel goals should be set for TGH. One supervisor felt the County needs two hospitals.

Most supervisors felt a reserve should be established for Golden Pond.

None of the supervisors had any solution to the illegal dumping problem. Most felt that a mandatory garbage fee and collection should be avoided.

In all of the weekly board meetings attended by the Grand Jury the Board approved every recommendation made by the County Chief Administrative Officer and staff.

Conclusions

Board of Supervisors Budget Policy

The Board Budget Policy is contained in the detail budget. The existing Board Budget Policy was generated several years ago and does not currently reflect the County's needs or Board goals.

Due to the political nature of the Board of Supervisor positions, *there is no cohesive leadership in the County.* Most problems are dealt with reactively rather than proactively. The County staff initiates the study and action on most issues, and in most cases the Board of Supervisors gives a "rubber stamp" of approval.

The Chairman's annual goals are an attempt to show leadership, but without the listing of steps to be taken to achieve each goal, the citizens and board members have no objective way of measuring progress.

Direction from the Board of Supervisors in the budget process is limited.

Budget Process

The budget process is based solely on the previous year's spending and an estimate of perceived new needs. Long-term planning and Board of Supervisors priorities with time lines are needed to develop an effective budget. The County Administrator and staff departments are to be commended for their efforts to keep the budget in balance.

Tobacco Securitization Fund

While the intent of the Tobacco Securitization Fund as a revolving loan fund appears to be a good idea, it is felt that with TGH dependence on subsidies, the repayment of department loans to the fund will probably be used entirely to repay the TGH cash deficit loans.

Golden Pond

There is no plan for development of reserve funds to cap the tailing pile.

Road Repair

Without an adequate budget for materials, the roads will continue to deteriorate and increase the cost to repair in the future. Roads have been under funded for years and have resulted in staff reductions. Using simple math, the road staff states that it costs $4,600/mile to maintain. Given the County has 660 miles of roads; a projected budget is approximately $3,000,000/year is needed.

Planning (Capital Improvement Program)

During the discussions with the Board of Supervisors and CAO, no comprehensive plan for the future was revealed.

Tuolumne County Hospital

The County Hospital has made progress in reducing operating losses.

In all probability the County's contribution will continue if operations at the Hospital remain the same.

Hospital management has no incentive to improve operations because the County is providing funding without any financial conditions.

Juvenile Detection Center

Sheriff Rogers feels rather strongly that we are in need of such a facility within the County. It was deemed important enough a few years ago to attempt a program to build such a facility. To our knowledge, there is no future plan for such a facility.

Recommendations

The following are the Grand Jury recommendations:

1. Board Budget Policy. The Board of Supervisors reviews, updates as required, and adheres to the Board Budget Policy. The Board should include a long-term plan and milestones for development of new facilities. The plan should include how facilities will be maintained after the facility is constructed. (Reference #5 Planning.)

2. Tobacco Securitization Fund. The County Administrator reports the Tobacco Securitization Fund annually in the County budget, so that all activity can be more easily tracked. The report should include progress and failures in the use of the funds, as well as scheduled and actual repayments.

3. Golden Pond. The Board of Supervisors must establish a reserve for Golden Pond liability. The reserve should be funded annually, even if that requires cuts in all departments.

4. Road Repair. The Board of Supervisors funds a minimum of $1,000,000 annually for road repair materials. This should be in addition to any State funding. This should be funded annually, even if that requires cuts in all departments.

5. Planning. Board of Supervisors develops a 10-year plan addressing future needs such as:

Juvenile Detention Center – reviews the need for this facility and establishes its priority in the plan.

Senior citizen center

New jail facility – see Jail report

6. Tuolumne General Hospital

a. Indigent Care. Board of Supervisors should initiate a study to determine if the County's indigent care responsibilities and care for Medi-Cal patients can be more economically provided by a less costly facility than TGH.

b. County Funding Limit. Board of Supervisors must develop a time-line to reduce need for County funding to $500,000 annually.

c. Long-term Plan. Board of Supervisors must initiate a long-term plan for TGH. The Plan should address benchmarks for deficit reduction, earthquake retrofitting, the need for a County hospital (few counties have one), and the feasibility of making TGH a regional hospital, privatizing the Hospital or shutting it down.

Tuolumne General Hospital

Overview

Members of the Tuolumne County Grand Jury conducted a routine review of Tuolumne General Hospital (TGH) as prescribed in the guidelines set forth in the Grand Jury Procedures Manual. This review was also a follow-up to the report of the 2002-2003 Grand Jury.

Procedures

Grand Jury members interviewed Barry Woerman, Health Services Director and Administrator, on February 10. We interviewed Kent Johnson, Financial Officer, of Tuolumne General Hospital, on February 27.

Members originally met with Mr. Woerman to discuss what the status of TGH is one year after initiating his recovery plan. Mr. Woerman provided the Grand Jury with several printed reports that had been previously presented to the Tuolumne County Board of Supervisors. Mr. Woerman answered questions and provided information about TGH and his ongoing recovery plans.

Findings

Mr. Woerman stated that although there are no benchmark dates for completion of specific items in the recovery plan, several new programs/services have already been implemented and are showing promise. For example, computerized billing has been in place since June 2003. At this time there has not been significant improvement in accounts receivable turnover, but there has been significant improvement in net revenue collected per day. Mr. Woerman is confident that the accounts receivable turnover and cash flow will continue to improve over the next 6 months.

Mr. Woerman stated that plans to reduce the number of acute-care beds and increase the availability of long-term care have been accomplished. There has also been an increase in acute-psych occupancy by an average of two patients per day. There remains a 30-40 patient waiting list for long-term care at TGH. It is not unusual for TGH to accept out-of-county patients when care is not available in their home area. Due to excessive cost, the Groveland Adult Day Health Care Program (ADHC) has been reduced. A new dental program has been implemented with two dentists currently on staff. These program changes are intended to improve TGH's response to the needs of the community and enhance revenue.

Mr. Woerman stated that the population growth projection for Tuolumne County is 1,000 people per year. The percentage over age 65 is increasing. The TGH Psychiatric Department specializes in the treatment of dementia and Alzheimer disease. The Hospital receives very good reimbursement for this level of care.

Mr. Woerman and his staff have recently completed renegotiating the Rates for Service as paid by MediCal. The old contract had been in effect for six years and the new contract has rates locked in for the next three years. They believe that this will be beneficial considering the state's ongoing budgetary problems.

Due to changes in federal guidelines for reimbursement for services by the Visiting Nurses Association, these services have been separated from TGH and are no longer a department of the hospital. This change increased revenues collected for the same level of service.

Mother Lode Medical Center (MLMC) has also been established as a provider-based Medicare provider that has also enhanced revenues.

Staff reductions needed to cut costs have been completed.

Of future concern is the possible bankruptcy of the County Medical Services Program (CMSP) that provides care for indigent patients who do not qualify for Medicare or MediCal. The CMSP is a cooperative program between the state and 34 individual counties to provide this service. For the last four years, the state has failed to contribute their portion of the funding necessary to provide the service. The state has also started charging an administrative fee to the fund. The fund is projected to be bankrupt by 2005 if immediate changes are not made at the state level.

Increasing revenues to TGH is a complex problem; simply eliminating a costly or revenue-losing department is not necessarily an answer. For example, maintaining the emergency room costs more than the revenue generated in that department. However, most admissions into the acute-care areas of the hospital are through the emergency room.

Another goal set by Mr. Woerman is improved patient/client satisfaction. Programs to reduce patient wait time and improve satisfaction with care are being implemented. There is very good access to surgeries, etc. with a relatively short wait for procedures. To date a patient satisfaction survey has not been developed.

When asked how new federal staffing requirements have impacted the hospital's operation and/or budget, Mr. Woerman stated that guideline waivers available to small community hospitals would allow TGH to maintain consistent staffing levels during this fiscal year without major changes.

The projected cost for earthquake retrofitting at TGH has been a concern in the past. At present there has been no progress made towards these requirements. There are possible bills before the legislature that would rescind this requirement. There is also a possibility of federal funds being made available for construction.

Financial reports presented to the Grand Jury in February 2004 were dated November 2003. These were the most recent reports available to Mr. Woerman at the time.

There are no weekly or monthly benchmarks for assessing and regulating financial or operational performance.

The prior Grand Jury (2002-2003 Tuolumne County Grand Jury) recommended, "Debt borrowing limits need to be established and enforced by Board of Supervisors." This has not been done.

Conclusions

Although financial borrowing by TGH is still of concern to the members of the Grand Jury, we feel Mr. Woerman's aggressive approach and new programs are having the desired effect of eventually getting TGH closer to an independent financial footing. These new programs have improved hospital revenues and reduced necessary subsidizing by Tuolumne County. There is more to be done.

Although the plan being implemented by the staff at TGH appear sound, there are no benchmark events or dates set for review or completion. We feel benchmarks would be beneficial to TGH staff in assessing their progress in improving patient census, patient satisfaction, revenue, costs and collections – the basics that determine cash flow and deficit or surplus.

Tuolumne County has an increasing population over age 65. With this trend there can only be an increase in need for treatment of Alzheimer and dementia. With the high reimbursement for these services, this is an excellent opportunity for the Hospital.

The debt limit recommended by the prior Grand Jury has not been established.

TGH will continue to monitor CMSP funding status in order to make any necessary changes as soon as possible.

TGH will continue to monitor possible change-in-scope for seismic retrofitting and/or funding for retrofit requirements.

Recommendations

The Tuolumne County Grand Jury 2003-2004 makes the following recommendations:

1. Get financial reports to Mr. Woerman and the Board of Supervisors within 30 days of the period end.

2. Establish financial and operational benchmarks and regularly record and report progress.

3. Expand long-term care.

4. Expand psychiatric care.

5. Implement a patient satisfaction survey.

6. Establish and enforce a debt limit. (This was also recommended by the 2002-2003 Grand Jury.)

7. Continue to monitor CMSP funding status.

8. Continue to monitor seismic retrofitting requirements and funding sources.

Tuolumne Utilities District

Overview

Members of the Tuolumne County Grand Jury conducted an investigation of Tuolumne Utilities District generated by a letter complaining of inappropriate use of property tax dollars.

Procedures

The Grand Jury requested the complaining party to appear in person and furnish any and all documents and information pertaining to the accusations. The complaining party did appear and presented the members with a document.

Members of the Grand Jury contacted the Assistant Auditor-Controller of Tuolumne County and asked for tax-apportioned documents for fiscal year 2002/03.

Members of the Grand Jury contacted Tuolumne Utilities District (TUD) and met with the General Manager. We requested an overall view of the department; at the conclusion of the meeting the Grand Jury were given a tour of the facilities. After the tour the Grand Jury members met with the Controller to review financial documents and records. The Grand Jury members also spoke with engineers, Administrative Services Manager, and to the staff.

TUD was asked to provide specific information regarding the expenditures of property tax dollars; they offered documentation without hesitation. When the Grand Jury members asked to visit off-site locations, the General Manager and the District Engineer presented them with a guided tour. The Grand Jury members were given a book of maps, locations and written information on all the sites and a list of ongoing projects in the Tuolumne Utilities District area. The tour started at Lyons Reservoir and continued on to the Section 4 ditch at Main Canals, the Upper Basin Water Treatment Plant, Phoenix Lake, the Columbia Water Treatment Plant, Table Mountain Ditch, Slum Dam, O'Neil Reservoir, Sonora Regional Wastewater Treatment Plant, Quartz Reservoir and Recycled Water Irrigation Areas, where recycled water is dispersed.

Findings

In 1947 the Tuolumne County Water District No.2 was formed by popular vote to protect water resources within District boundaries in Tuolumne County. In 1981, the name changed to Tuolumne Regional Water District. In 1983, the County of Tuolumne purchased the Tuolumne Water System from Pacific Gas and Electric Company. In July of 1992 Tuolumne Regional Water District and Tuolumne Water System were consolidated to form Tuolumne Utilities District (TUD).

A five-member board of directors governs TUD. The district covers approximately 1,200 square miles and services a population of approximately 39,300. Gary Egger became General Manager on July 1, 2003, upon Tim McCullough's retirement.

The Tuolumne Utilities District receives tax revenue from Tuolumne County each year and there are specific limitations attached to the spending of the tax revenue. (Reference page 1 of TUD Addendum.)

TUD is currently working on several projects to better capture water and preserve the watershed in Tuolumne County. (Reference page 3 of TUD Addendum.)

Conclusions

Upon completion of the investigation, the Grand Jury found the complaint to be unfounded. The Grand Jury determined that TUD works within the state guidelines to appropriately utilize property tax funds. (Reference page 1 of TUD Addendum.)

TUD is currently working on several projects to better capture and preserve the watershed in Tuolumne County. (Reference page 3 of TUD Addendum.)

The Grand Jury concluded that TUD is a well-managed organization.

Recommendations

1. The Grand Jury recommends that the Tuolumne Utilities District continue on the same course of funding projects to improve our water resources. (Reference pages 2 & 3 of TUD Addendum.)

2. The Grand Jury recommends that TUD continue with *The Miner's Inch* newsletter. There is a lot of information in the publication that keeps the community informed of new faces, dates, projects and places of interest. (Reference page 4 of TUD Addendum.)

3. The Grand Jury recommends that the citizens of Tuolumne County attend board meetings to keep up on the ever-changing water laws and regulations, and to better understand the workings of Tuolumne Utilities District and the spending of our tax dollars.

Tuolumne County
Farm Advisor Department

Overview

Members of the Tuolumne County Grand Jury conducted a routine review of the Tuolumne County Farm Advisor Department, because the Department had not been reviewed in several years.

Procedures

Dr. Jay Norton, the Farm Advisor, was contacted and a time was set up for a visit of his office and arrangements were made to meet with the different department heads.

The Grand Jury members were presented with a slide show of the different areas under the leadership of the Farm Advisor. We met with the Master Gardener, 4H Youth Development Department head and the registered Dietitian and Nutrition advisor.

We requested and reviewed a copy of the 2003- 2004 budget.

The Grand Jury Members were given an update of the current ongoing projects and also a tour of the Moccasin area and the "control burn" study that is taking place in the near future.

The Farm Advisor took the Grand Jury members to the Old Poverty Hill School in Jamestown where he is currently working on setting up a small soil analyses research area.

Findings

University of California Cooperative Extension came to Tuolumne County in 1947. It links residents to research centers at the University of California Berkeley, Davis, and Riverside campuses. Cooperative Extension is a collaborative effort between the University and Tuolumne County in problem solving and applied research, with the County residents helping to guide that effort.

The Tuolumne County office of the Farm Advisor includes, Agriculture, Natural Resources, Home Economics, Master Gardeners, and 4-H Youth Development Programs.

The University of California Cooperative Extension, Tuolumne County, USDA, grants, and donations fund the Farm Advisor Department. The Department's annual budget is $450,000, of which Tuolumne County contributes $128,213.

The Farm Advisor is responsible for establishing research and education programs that meet agriculture and natural resource needs of Tuolumne County residents.

The Farm Advisor is currently working on several projects. One of these projects is *Vegetation Management After Wildfire And Fuel Reduction.* The Tuolumne County Resource Advisory Committee and the University of California Kearney Foundation for Soil Science sponsor this project. The University of California Cooperative Extension is partnering with The Bureau of Land Management, Southwest Interface Team (SWIFT) and the Stanislaus National Forest in this project.

The Grand Jury Members met with Dorothy Smith, the Dietitian and Nutrition Advisor with the University of California Cooperative Extension and were given an overall view of her duties as Advisor. The Youth Development Department, that she supervises, works with the schools and their nutrition program to help educate our children on the need for better food choices.

The Home Economics Department along with the Farm Advisor and Master Gardener, write articles in the *Union Democrat* on such subjects as *Overweight Adults and Children* leading to diabetes, *The Problem with Turf Grass* and other subjects about agriculture and natural resources in our area.

The nutritional departments in conjunction with the Master Gardener's are currently working on several projects. One such project involves Sonora High School and the planting of 15 redwood trees that were donated by the US Forest Service to replace a tree that was taken down.

The Master Gardener Advisor Rebecca Miller-Cripps has 55 Certified Master Gardener volunteers and 6 Master Gardener interns. To become a certified Master Gardener one must have completed a 15-week training course though the University of California Cooperative Extension system, pass a written test, and complete a 1-year internship. To maintain a Master Gardener certification one must continue training, 12 hours a year, and volunteer 25 hours a year.

The Grand Jury members met with Susan Moore, 4-H Department Head. This department works with the youth of Tuolumne County enriching knowledge of agricultural needs and ways of growing up to be a better person in our community.

Conclusions

Upon completion of this routine review, we the Grand Jury find this Farm Advisor Office to be a *great asset* to our County. Within this office there is a wealth of knowledge and printed information that is *free* for the asking.

Tuolumne County contributes $128,213 to the Department's $450,000 operating budget. We the Grand Jury found no misuse or waste of the Tuolumne County money. We did find a very well organized and run office. All Department heads are very conscientious of their duties and are very knowledgeable in their field. We find that the Farm Advisor is very enthusiastic in his research projects and very thorough in his explanations and research results.

The Master Gardener is also of great importance to our County and should be commended. The Master Gardener is involved in all aspects of community education for the betterment of the County in which we live. The Dietitian and Nutrition Advisor is of great importance to our County also. Our children's health is her main goal. The 4-H Program also benefits our Tuolumne County youth. The Program is demanding and is run with great pride and conviction.

The Grand Jury conclude that Tuolumne County is a much better place for having this Farm Advisor in our County and that our Board of Supervisors should continue to fund and support this Department for a better tomorrow.

Recommendations

1. We the Grand Jury recommend the Farm Advisor continue to publish articles in the *Union Democrat* to keep the citizens of Tuolumne County informed on the current affairs of our County regarding Agriculture, Nutrition, Health Issues Gardening Hints, 4-H projects, and upcoming issues that are of importance.

2. We the Grand Jury recommend that the Board of Supervisors continue to fund the Farm Advisor and to support efforts in securing the Old Poverty Hill School for the soil analyses research area.

3. We the Grand Jury advise the citizens of our County to visit the office of the Farm Advisor, *52 N. Washington Street* or visit the website at *http://cetuolumne.ucdavis.edu*, and take advantage of the information available.

Tuolumne County Jail

Overview

Pursuant to the guidelines set forth in the Tuolumne County Civil Grand Jury Procedures Manual, members of the Tuolumne County Grand Jury requested and were granted tours of the Tuolumne County Jail facilities.

Procedures

Various members of the Tuolumne County Grand Jury 2003-2004 made both scheduled and unannounced visits to the Tuolumne County Jail facilities in the course of our review. We interviewed Jail Commander Lt. Bailey and Sergeant Bouscall and spoke with Training Officer Corporal Rapoza and other jail deputies during our first scheduled visit. We were given a tour of the jail facilities and were encouraged to ask whatever questions we wished and were allowed to see any area of the facilities we wanted to visit. On a subsequent unannounced visit, we met with Lt. Childers, who replaced Lt. Bailey upon his promotion to captain, and again with Sergeant Bouscall in order to follow-up and clarify some points raised as a result of our first visit.

We also interviewed Sheriff Richard Rogers after completion of our fieldwork at the jail.

Findings

The jail facilities are very old and much in need of replacement. The entire facility is working at or near capacity; the building is cramped, dark and has very poor ventilation. The jail capacity is 148 inmates. The actual population at the present time averages 166 or 112% of capacity. The following areas of concern were discussed with jail management and staff:

Staffing: The jail lost a booking clerk who may or may not be replaced due to the hiring freeze. The jail was down to 4 booking clerks, which necessitated 12-hour shifts beginning in January 2004. The jail was short-staffed by 3 deputies and 3 booking clerks. During our subsequent interview with Sheriff Rogers we were informed that he was able to get the hiring freeze lifted to enable him to replace 2 of the 3 booking clerks, because the jail cannot function with fewer.

Deputies are required to work overtime. The schedule is four 10-hour shifts per week. If longer hours are required, the deputies may not work longer than 16 hours. The new captain positions created do not impact the jail.

Condition of the Jail: The issue of mold in the jail was addressed. We were told and shown that the "mold room" is sealed but has been cleared and cleaned of mold. The next step is to flood the area to see if it can be determined exactly where the leakage occurs so a "fix" can be made. The hallway is also sealed, awaiting a "fix". An outside contractor is handling these matters. There are currently no firm plans for a much needed new jail facility. The current facility was built in 1962. The second story was added in 1985, and in 1991 the booking clerk section was added. There is not much else that can be done to improve the condition of this building due to lack of property space and unavailability of funds.

During a subsequent visit, Lt. Childers gave us the Tuolumne County Fire Marshal's report resulting from an inspection conducted pursuant to Section 13146.1, California Health and Safety Code, and applicable requirements of Titles 19 and 24, California Code of Regulations (copy of which is included as Tuolumne County Jail Addendum to this report). There were several "minor deficiencies affecting fire/life safety". Fire clearance was granted. Lt. Childers has submitted a work order pursuant to the Fire Marshal's report and stated that maintenance personnel have been in the facility on a daily basis taking the corrective measures required. We spoke by telephone with Kary Hubbard, the Tuolumne County Fire Marshall, on April 22 as a follow-up to the written report. Ms. Hubbard stated during the conversation that the Fire Marshall's office is conducting ongoing inspections of the jail facilities. She is very pleased with the work being done so far. As noted, the jail is very outdated; therefore, it is difficult to obtain equipment and parts for needed repairs, such as fire suppression doors and the fire alarm system. Her major concerns are ongoing fire safety training for the staff, evacuation plans being formulated and kept current, and the outdated fire alarm system.

The jail does not have maintenance personnel on staff and therefore all maintenance work must be requisitioned from the County Maintenance Department. At the present time, inmates under the supervision of deputies accomplish minimal maintenance. All other requirements must wait until County Maintenance personnel are available.

Availability of Medical Staff: The jail now has nursing staff coverage for all but 4 hours (between 3:00 am and 7:00 am) on a daily basis. This is an improvement. The medical staff appreciates it because it gives the duty nurse more time to complete reports, etc. prior to shift change.

Computer Upgrading: During our first visit, Sgt. Bouscall and Lt. Bailey described the Jail Management System (JMS) that is being considered for Tuolumne County. Sgt. Bouscall, during our second visit, updated us by stating that between the two computer vendors being considered, the team doing the research on the systems has recommended DSSI be installed. The Sheriff has the final say; however, and hopefully the jail will be on-line by June 1, 2004. This will be an improvement.

A new communications system is being installed that will enable the jail to communicate with other County departments. Currently this is not possible because the jail's system was "stand-alone" and not linked to any of the other systems.

All of the sergeants' computers are being upgraded to enable the sergeants to view and update data.

Employment Classification: We learned from Lt. Childers that a "jail deputy" is not a "peace officer" by definition of the law. Jail deputies and patrol deputies are hired under separate sections of the code. Due to this difference in classification, the wording in the code prohibits "jail deputies" from conducting strip-searches of new arrestees. The current law reads that this type search must be performed by a "peace officer". Therefore, the arresting officer must stay with the prisoner until the search is completed, a nonproductive use of the officer's time. Some counties have challenged this procedure and have been successful in getting the "jail deputy's" classification changed to eliminate this problem. Lt. Childers is working on getting this classification change for Tuolumne County to enable jail deputies to conduct strip-searches. Lt. Childers explained that the jail deputies, and all positions, including his own, inside the Jail, are non-sworn positions. Under Code Section 181 the classification is "Public Officer" as opposed to the "Peace Officer" classification of patrol deputies.

Differences in Pay and Retirement Packages: Lt. Childers talked about the differences in pay and also in the retirement packages between the jail and patrol. Patrol is entitled to 3% at age 50, while the jail is only entitled to 2% at age 55. Lt. Childers feels that this is certainly not an incentive to retain good personnel. Although the medical coverage is the same, it is very expensive for the employee and family. Jail wages are approximately 5% less than patrol wages.

Additional Security Equipment: Lt. Childers has submitted a proposal to obtain additional security equipment via the Department of Homeland Security. The items would be walk-through metal detectors (2 costing $5,100) and a digital surveillance system (costing $1,723). The latter would provide continuous loop recording of the jail facility, enabling infractions or other possible problems to be identified immediately.

The prior year's Grand Jury commented on the fact that the jail does not have self-contained breathing apparatus to assist deputies should they need to perform search or rescue operations in a smoked-filled environment. We asked about this lack of equipment and were informed the Code of Regulations does not mandate this equipment. Lt. Childers and Sgt. Bouscall both stated that it is felt that this equipment is not needed in the Tuolumne County Jail because of the close proximity of the Fire Department and subsequent excellent response time. The equipment is very expensive.

Conclusions

Upon completion of the investigation, the Grand Jury concluded that a lot had been accomplished between our two visits. The jail was much cleaner and brighter; the mold issue was being resolved; and the longer medical staff hours had been initiated.

We also conclude that the hiring of a full-time maintenance person dedicated to the jail would be very beneficial because of the amount of routine maintenance required for a facility of this age. Under supervision of this civilian employee, the inmates could perform a lot of the necessary maintenance. Deputies should not be required to undertake this supervisory role. There are many areas in the facility where inmates cannot go to perform maintenance duties; another reason the facility needs a full-time maintenance person who could complete the required tasks within a reasonable time frame.

Sheriff Rogers and his Jail staff are operating exceptionally well under the less than ideal circumstances brought on by the age of the facilities, the understaffing, and the budget crisis in general.

Our conclusion is a need for a new facility, more money and more staff.

Recommendations

The Tuolumne County Grand Jury 2003-2004 strongly recommends the Board of Supervisors formulate a plan for building a new jail facility with primary emphasis on inmate housing and secondary emphasis on administrative offices. Plan should include a timeline for completion of various phases of construction once funds become available.

Board of Supervisors actively seeks any available sources of funding for new jail facility.

Hiring of a full-time maintenance person to be dedicated to the Tuolumne County Jail facility.

Child Welfare Services

(CWS)

Overview

Members of the Tuolumne County Grand Jury 2003 – 2004 inquired about certain operations of Child Welfare Services to determine progress made on the recommendations of the prior Grand Jury (2002 – 2003).

The Grand Jury 2002 – 2003 made two recommendations about CWS.

1. "...recruit more foster care parents to avoid out-of-county placements."

2. "...develop a more user friendly "pamphlet of rights".

On August 6, 2003 Department of Social Services Director Kent Skellenger responded that Child Welfare Services agrees with both of these recommendations. He stated that Child Welfare Services staff and Foster Care Licensing staff are actively working together to develop and implement creative and effective means of recruiting foster parents. Mr. Skellenger responded that the State mandates distribution of the brochure titled "Your Rights Under California Welfare Programs". He added that Child Welfare Services might consider creating an additional brochure for local use.

Procedures

Grand Jury members interviewed Director Kent Skellenger and Emergency Response Team Supervisor Tamara Dykes.

Findings

Foster Homes

There are 30 licensed foster homes in Tuolumne County. This is unchanged from the Grand Jury 2002 - 2003 findings. Some children are still being placed out-of-county. Tuolumne County does not have Family Agency Homes or Group Homes. These are homes that provide the high level of care required by a very troubled child.

CWS is actively trying to recruit foster parents. There are license plate frames on County vehicles promoting foster parenting, with a telephone number to call. At least weekly a social worker addresses a community group such as teachers, day care, church groups, P.T.A. or the Mountain Women's Resource Center about the need for foster parents, and other matters.

The Department doesn't just sign up new foster parents. They must be licensed. The process includes a background check, medical screening, fingerprinting, references and interviews. Twelve hours of training is required before licensing.

Pamphlet of Rights

Child Welfare Services has not created a new "pamphlet of rights" for use in addition to the State mandated brochure. The Department feels there is no need. Counsel represents clients.

Other Information

Mr. Skellenger and Ms. Dykes gave other interesting information.

There is improvement in staff turnover. Because of salary increases, Tuolumne County can now recruit social workers from other counties.

The new Children's Shelter is open. A child can stay at this facility for up to 90 days. The County's aim is to keep the stay at 30 days or less. Capacity is six children.

Reported cases of abuse and neglect have remained stable in number for the last four years.

Conclusions

While the Department is acting on the Grand Jury 2002 – 2003 recommendation to recruit more foster parents, there has been no progress. The number of licensed homes remains at 30. We do not know the reason the number of homes has remained constant.

Very troubled children will continue to be placed out-of-county, as the required care is not available here.

The Department has rejected the 2002 -2003 Grand Jury's recommendation to prepare a more user friendly "pamphlet of rights".

Recommendations

Determine the reason the number of foster home has remained constant.

Make effort to increase the total number of foster homes in the County.

Tenaya School

Overview

Grand Jury members visited Tenaya School in Groveland to ascertain what has been done to improve conditions that were identified in the *2002 – 2003 Grand Jury Report*. That Grand Jury investigated a complaint focused on the possible presence of toxic mold species in one or more of the classrooms during the spring of the 2001 school year.

Procedures

We met with the Superintendent, Dr. John Triolo, and Alan Armstrong, Building and Grounds Facilitator for Big Oak Flat – Groveland School District on February 5, 2004. Our questions were answered with enthusiasm and thoughtfulness. After our initial question and answer session, we took a tour of the school.

Findings

We found no mold, nor did the 2002 -2003 Grand Jury.

With the installation of new ceiling tiles and lighting fixtures, the classrooms are bright and clean.

The Tools for Schools program, suggested by the Grand Jury last year, has been implemented. The HVAC filter maintenance logs are posted in the classrooms.

The heating and air conditioning units and thermostats in question last year have been replaced. They no longer have the need for space heaters in the classrooms.

Terri Pritchard, outside consultant working with the schools' insurance company, visits the schools checking and reviewing environmental issues, such as air quality for the school district. If any schools are not in compliance they are issued warnings and ticketed until the work is done. All schools must comply with OSHA regulations. On Ms. Pritchard's recommendation, the old school playground equipment has been replaced.

Dr. Triolo and Mr. Armstrong felt that the complaint letter brought about awareness of the need for change, better record keeping and maintenance, and better communication with staff and parents whenever there is concern.

Conclusions

There seem to be no problems with parent or staff communication at this time. Grand Jury members feel that continued open communication between parents and staff on any concerns they may have is a very viable solution to any further problems.

The bright clean classrooms contribute to a good learning environment.

The Tools for Schools program seems to be working well within the Maintenance Department.

Recommendations

The Tuolumne County Grand Jury 2003-2004 have no recommendations.

Sierra Conservation Center

Overview

Pursuant to California Penal Code Section 921 and the guidelines set forth in the Tuolumne County Civil Grand Jury Procedures Manual, members of the Tuolumne County Grand Jury requested and were granted tours of the Sierra Conservation Center (SCC) located in Jamestown.

Procedures

Members of the Grand Jury scheduled two separate visits to the Sierra Conservation Center. The first visit included inspection of the three different security levels at the Institution and of the Baseline Camp where inmates qualifying for fire fighting duties are housed and educated. We met with Warden Kramer, Chief Deputy Warden Ornoski and several associate wardens as well as Dr. Howard, the Health Care Manager, and Lt. Calhoun, the Public Information Officer.

Findings

After visiting all three levels of security at the Sierra Conservation Center the Tuolumne County Grand Jury found the facility to be well maintained and well run. Of the three security levels at the institution, Level I is the area where minimum-security prisoners are housed. Level II is where low/medium-security prisoners are housed. Level III is a 1,000-bed medium-security housing unit added in 1987 due to statewide increase in prison population. SCC administers 20 conservation camps throughout the state. There are currently 242 inmates participating in physical fitness training and the forestry-training program.

There is an overcrowding issue at this facility with which the staff is dealing in a professional and dignified manner on a daily basis. The design capacity of the facility is 3,926, but the inmate population count in March 2004 was 6,320, 161% of design capacity. Due to this overcrowded condition the air quality and ventilation in the dormitories and day rooms is very poor. This is a health hazard to some of the mentally challenged inmates. Some of these inmates are medicated and some of those medications react adversely to heat. The staff must keep a very close vigil on the areas housing these inmates to insure their health and safety.

This facility houses the highest ratio of mentally challenged inmates to medical staff personnel in the state. The medical staff consists of 1 half-time state psychiatrist (2 days a week); 2 contracted psychiatrists representing 1-1/2 full-time persons; 5 full-time psychologists and 2 part-time psychologists representing 1-1/2 time and 3/4 time respectively; and1 social worker. The staff feels it would be very beneficial to the inmates if one more full-time psychiatrist were added.

While the primary purpose of the institution is incarceration, the primary mission of the institution is the training and placement of inmates in the conservation camp program where they accomplish labor intensive tasks in the community such as wildfire suppression, fire break construction, flood abatement, general conservation projects and assistance to local tax supported agencies. In March of 2004 there were 242 inmates participating in physical fitness training and the forestry-training program. During Fiscal Year 2002/2003 SCC's camps totaled 3,184,119 hours of emergency and community service work for a total of $26,212,000 in cost avoidance to the taxpayers of the State of California. During the wildfires in the San Diego area late in 2003 more than 2,300 of the firefighters on the line were inmates from SCC as well as over 2,000 from other institutions throughout the state working alongside the firefighters from the California Department of Forestry.

The recent budget crisis in the State of California has necessitated a change in the law regarding time served by convicted criminals. Under the new law, certain convicted persons will receive a day off sentence for every day incarcerated and in a program. The program is called "Bridging". Bridging was implemented at Sierra Conservation Center on December 1, 2003. Eligible inmates will be entered into the Bridging Program at intake. Evaluations of each inmate will begin immediately to determine how best to assign the inmate. Some are assigned to the conservation camp. There are two programs available to inmates not eligible for camp placement. The first program is Academic Education, which includes Adult Basic Education, English as a Second Language, and G.E.D. Preparation. The second program is Vocational Education, which includes Mill and Cabinet, Auto Mechanics, Auto Body and Fender Repair, and Graphic Arts . Inmates are assigned to a program based on the needs of the individual. The inmate/instructor ratio is 54:1 with one-half hour per week dedicated to each inmate. The programs work similarly to "home study programs" on the outside. The inmate meets with his counselor and receives assignments to be completed "at home" and brought back to the counselor at the following meeting. It is believed that this system will generate an anticipated savings to the State of $110,000,000.

For more in-depth information on the mission and programs of the institution, refer to the Sierra Conservation Center Addendum to this report.

When news of the new accelerated parole system reached the members of the Grand Jury there was concern relating to just which criminals would be released early back into society. We were assured that "lifers", rapists, and child molesters do not qualify for the program. The only criminals who qualify are first-time offenders, non-violent offenders, and those prisoners eligible for fire camp status – basically Level I inmates only.

Beginning January 1, 2004, firefighters began receiving 2 days off sentence for each day worked on the fire line. We are told this new law will not affect the State's fire fighting capability.

Conclusions

After completion of fieldwork, the members of the Tuolumne County Grand Jury who visited the Sierra Conservation Center concluded that under the circumstances, with overcrowding and inclusion of so many mentally challenged inmates, the Warden and his staff are doing an excellent job and should be commended for their efforts.

The new accelerated parole program may help alleviate some of the overcrowding problems.

Recommendations

Because of the very large population of mentally challenged inmates, approximately $1/8^{th}$ of the total population in March 2004, the Grand Jury recommends hiring another full-time Psychiatrist.

ADDENDA TO GRAND JURY 2003-2004 REPORT

TUOLUMNE COUNTY BUDGET

ADDENDUM

BOARD BUDGET POLICIES

1. Balance annual operating budgets without the use of one-time revenues.

2. Non-earmarked General Fund Contingencies should be budgeted at 1% of the total operating budget for governmental funds.

3. Maintain a comprehensive quarterly budget monitoring and reporting program.

4. Strive towards fully funding future liabilities (e.g. leave accruals, insurance claim liabilities, plant and fixed asset replacement, etc.)

5. Strive to provide funding to adequately maintain existing plant and infrastructure.

6. Continue an active long-term Capital Improvement Program that includes a section describing financing methods.

7. Long-term debt should be utilized in a planned and measured manner.

8. Tax and Revenue Anticipation Notes should be issued only when deemed necessary.

9. Match specific State and Federal funding reductions with commensurate cuts in specific program expenses.

TUOLUMNE UTILITIES DISTRICT

ADDENDUM

The Tuolumne Utilities District (TUD) receives a portion of the tax revenue collected by Tuolumne County pursuant to California Revenue and Taxation Division I, Part .5, Chapter 6, Article 2. This code also mandates the distribution of a portion of the property tax revenues to cities and other local agencies in the County such as the City of Sonora, Groveland Community Services District, Twain Harte Community Services District, Jamestown Sanitary District, Mono Village Water District, various school districts, and fire districts in Tuolumne County.

Prior to 1978, TUD's predecessor (TCWD #2) had independent authority to levy its own taxes on property within the District. And in fact, prior to Prop 13 the District had in effect a $0.10 per $100 of assessed valuation tax levy.

Proposition 13 in 1978 placed a limit on the amount of all property taxes that can be levied, by the County, to 1 % of the assessed valuation. Prop 13 also established the allocation method the County would use to apportion this new limitation of tax amounts to the County and to other local agencies based on the amount of the taxes levied prior to Prop 13.

All Special Districts including TUD are also subject to an annual appropriations limit established by the State Constitution Article XIII B, Section 8. This limitation applies to any authorization to expend, during a fiscal year, the proceeds of taxes levied by or for an entity of local government. The limitation calculation is based on information provided to the District by the State Department of Finance on May 1 of each year for the next budgeted fiscal year. For Fiscal year 2003 the calculated appropriation limitation was authorized by formula to be $2,266.754. The tax revenue for the same period was $578,448 approximately 25% of the total amount authorized.

On June 22, 1993, Tuolumne County adopted the alternative method (Teeter Plan) of distributing tax levies, assessments and collections as provided for in Section 4701 through 4717 of the Revenue and Taxation Code of the State of California. The Teeter Plan set forth the distribution of tax collections to be 50% of the projected tax collection to be distributed in December, 40% in April and the final 10% in June.

The District also receives benefit assessment revenue for bonded indebtedness, from a special assessment district within the District, from the Tuolumne County Auditor, pursuant to California Revenue and Taxation Division I, Part .5, Chapter 6, Article 2. The District has one Special Assessment Bond, a 1915 Act Bond, approved by the voters within an Assessment District within TUD, and issued in 1984.

The District is limited on the expenditures that the tax revenues can be used for. This limitation is set forth in the District's Annual Budget, adopted by the District's Board of Directors each year in June. The specific limitation prohibits the use of tax revenues for the operation of the District's water and wastewater facilities. The use of tax revenues is limited to expenditures for Survey and Investigation Projects, Elections, Public Information, Certain Legal Fees and Board of Directors Administration.

The Survey and Investigation Projects are undertaken by the District to determine the need and feasibility of acquiring additional water and sewer system facilities. During the most recent fiscal year just ended, the District had expenditures during the Fiscal 2003 year of $ 336,035, see attached.

For Fiscal 2003 the District received tax revenues as follows:

Secured and Unsecured Property Taxes	$ 570,028
Timber Taxes	6,420
Total Tax Revenue Received	$ 576,448

Also for Fiscal 2003 the District had approved tax revenue related expenditures as follows:

Survey and Investigation Projects	$ 336,035
Board of Directors Administration	87,984
Contract Services	75,548
Legal Fees	67,438
Public Information	18,154
Elections	15,400
Total Expenditures	$ 598,569

Tuolumne Utilities District
Survey and Investigations
FISCAL YEAR 2003

	PROJECT NUMBER	BALANCE @ 06/30/2003	BALANCE @ 06/30/2002	AMOUNT SPENT IN FY 2003
Griswold Creek Hydro Project	100-141-070	$ 1,323,959.38	$ 1,321,959.38	$ 2,000.00
Water Master Plan	100-141-102	19,784.94	19,784.94	-
Watershed Sanitary Survey - Stanislaus River	100-141-103	48,543.76	48,543.76	-
Lyons Dam Fed Fund Cons Serv	100-141-104	68,450.47	51,160.14	17,290.33
Emergency Response Plan	100-141-202	30,100.00	7,900.00	22,200.00
Mono Village Acquisition	100-141-203	25,554.79	15,415.19	10,139.60
Water Commitment Project	100-141-300	48,382.93	-	48,382.93
Conservation/mitigation waste Mgmt Project		-	-	-
Stanislaus River Hydro Study	100-141-902	20,299.59	19,785.00	514.59
New Melonies Water Contract	302-141-080	5,922.91	4,563.82	1,359.09
New Standard / SPI	308-141-901	-	-	-
Sonora Community Hospital (Note 1)	320-141-200	89,082.03	-	89,082.03
Mountain Springs (Note 1)	320-141-800	10,379.41	-	10,379.41
Ditch Optimization Study	322-141-201	328,279.01	219,622.74	108,656.27
Phonix Hydro Study	322-141-204	15,000.00	8,786.41	6,213.59
Big Hill Acquisition	324-141-101	48,799.02	28,981.42	19,817.60
Total Projects		$ 2,082,538.24	$ 1,746,502.80	$ 336,035.44

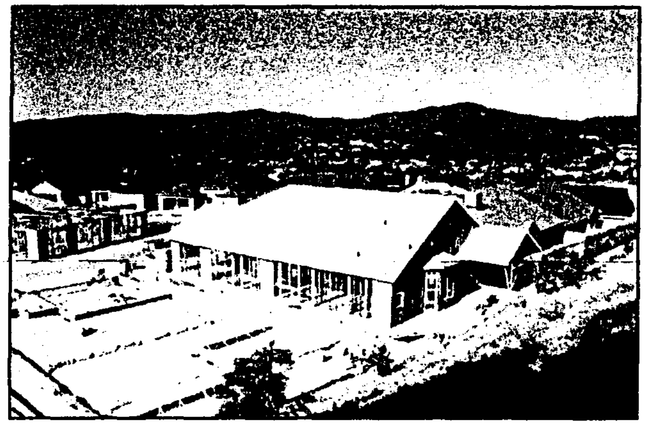
Note 1. This is a joint development project with some expenditures being reimbursed.

THE MINER'S INCH
TUOLUMNE UTILITIES DISTRICT
A TUD Water Journal
TUD
FALL 2003

"Water Commitment Project" fills in a blank

After an 18-month effort, the Tuolumne Utilities District's "Water Commitment Project" has given officials better information now on the status of scores of existing developments and a clearer picture of future water demand and growth patterns in Tuolumne County.

TUD's District Engineer Tom Scesa presented the results this fall.



New homes in Sonora Vista will get water from TUD.

By reviewing contracts, assessor's records, maps and other information, TUD staff members estimate that the district has commitments to supply an additional 979 acre feet of water to future development on existing parcels or about 10 percent more than it now supplies countywide.

Before the study, that number was subject to much debate and wide discrepancies. TUD last year started the infill project to settle the question.

Scesa's first step was to work with a board committee to pin down parameters. After months of discussions, the committee decided several key points:

• Deal only with land within or adjacent to the TUD service area. It leaves out areas not yet reached by TUD water lines, since any extensions would need new agreements.

• Consider all existing lots as potentially buildable. Don't debate whether lots are "unbuildable," since opinions vary and depend on the real estate market.

• Count only existing parcels regardless of zoning rather than trying to estimate potential new parcels that could be created in the future. Any new parcels would need new water agreements.

"We wanted to know what firm commitments exist today for the district, to give us a solid starting point," Scesa said. "That meant eliminating the subjective and coming up with definites."

With the parameters set, Scesa and his staff started counting the existing undeveloped parcels TUD is obligated to serve, either directly or through resale to smaller water companies.

The results:

• 1,017 undeveloped lots in subdivisions within or adjacent to TUD's service area.

• 242 unimproved lots in the town sites of Columbia, Tuolumne and Jamestown

• 317 unimproved lots in the City of Sonora.

• 280 unimproved lots covered by development agreements.

• 86 unimproved parcels that would have to be served by public water under rules adopted in the 1980 general plan.

• 12 unimproved lots covered by a "master meter" contract the district has with Muller Mutual Water Company.

The total commitment equals 882 acre feet of additional water per year for service to existing parcels, plus another 97 acre feet for development agreements signed in the last year.

"From here, we'll be able to update this information annually," Scesa said. "We'll know where we stand and what impact any new requests will have."

TUD Water Workshop looks to the future

Future population growth, water use and water supply are the topics of ongoing workshops for directors of the Tuolumne Utilities District.

The water workshops – open to the public – are giving directors a complete picture of water issues as TUD prepares to update its water master plan.

Topics covered so far included:

Growth estimates – Accurate growth projections for Tuolumne County, and methods for estimating water demand essential building blocks for planning. The State Department of Finance has estimated that Tuolumne County's population could reach 62,200 in 2005, 72,800 by 2015, and 77,200 by 2020. Updated estimates are expected in January, 2004.

Supply and Demand – A general overview of the district's existing water supply and demand. TUD's current supply, primarily water from Lyons Reservoir, has previously been estimated at 19,250 acre feet per year during even the most dry years. Existing water demand is approximately 15,357 acre feet per year, and TUD estimates that it has firm commitments to supply another 979 acre feet per year to vacant lots and approved projects.

Supply options – A general overview of options for increasing supply to meet future demand: conservation by water users, conservation by improving efficiency of water delivery, developing more groundwater, purchasing power generation water from PG&E and enlarging Lyons Reservoir. These alternatives will be discussed in detail at a workshop later this year.

Existing commitments – A detailed review of TUD's existing water commitments, both to existing and planned development. This included the findings of the district's Water Commitment Project (see separate article), a review of agriculture, water use the district's tracking system and procedures for annual updates.

Future commitments – Policies and procedures for water commitments to proposed developments, including methods for estimating a project's water needs, permitting procedures for new development and proposed projects now under review.

TUD's next workshop will detail water supply alternatives, including estimated costs, updated growth projections, potential water savings or yield, timelines and other issues.

Ultimately, directors and staff will select projects and set work plans for the next 10 to 20 years, however the workshops are for discussion and information only. Additional sessions will be added as necessary.

"Many of these issues may be controversial," said TUD General Manger Gary Egger, "but they warrant a thorough discussion and understanding by directors and the public. It's part of good planning and continuity for the future."

Draft ditch study ready for public's review

After a year of work, consultants working on a comprehensive assessment of Tuolumne County's ditch system took their work to the public on Nov. 17. A "town hall" meeting was held to present information, maps and preliminary options for review by the public.

The Tuolumne Utilities District has been working closely with Sacramento consultants EIP Associates and Kennedy Jenks Engineers on a county-wide analysis of the ditch system. The 56-mile network of open canals deliver water to most Tuolumne County water treatment plants and customers.

The system, in continual use since the Gold Rush, has long been a topic of community debate. Many residents value the waterways for their beauty, support of wildlife and historic significance, but the system also poses significant problems as a water delivery system. The ditches need continual maintenance and repair, are vulnerable to contamination, vandalism and outages, and lose almost 50 percent of the water they carry in leaks, evaporation and end-of-the-ditch spillage.

The consultants have completed an extensive field review that details by segment the physical condition of the canals and the environmental and cultural resources along the waterways. They also installed flow gauges along the system to collect more accurate data on where the most significant losses occur.

Their maps and preliminary findings were the topic of the Nov. 17 meeting, and the public was invited to review maps, ask questions and offer comments. The consultants will now compile the responses, respond to comments and concerns, refine their recommendations and present them to TUD's board and the public for continued discussion and action.

Once an improvement plan is approved, the consultants will prepare a 10-year work plan for the district, including budgets, environmental studies, an operations and maintenance plan, and both short term and long-term funding options.

TUD General Manager Gary Egger urges the public to stay involved in the process.

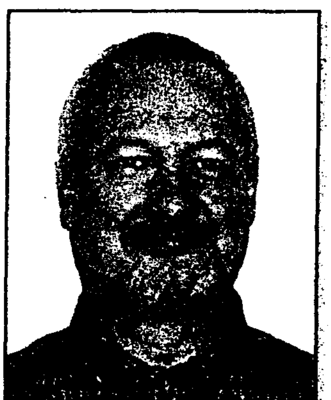
"People in the community care about the ditches and about water quality, water costs and other related issues," he said. "We're still in the early stages of this planning process and we need their input to come up with the best solutions."

New sewer rates adopted

New sewer rates have gone into effect for TUD, the first in a series of increases that will help the district cover rising costs for regulatory compliance and maintenance. Directors this summer passed a rate plan that will increase rates gradually over three years, and changed the sewer billing schedule from quarterly to monthly.

The increases were the first since 1999, and were necessitated by a combination of skyrocketing regulatory costs and a decrease in interest income.

Employee spotlight: Gary Egger



Congratulations to Gary Egger, promoted to TUD General Manager as of July 1, with the retirement of TUD's Tim McCullough.

Egger has a long history in local water agencies. He worked with the former Tuolumne Regional Water District in Sonora for 17 years, serving as district engineer and general manager, and he has been TUD's district engineer since its inception in 1992.

Egger was born and raised in Sugar Pine, graduated from Summerville High School and went on to earn bachelors and masters degrees in engineering from California State University, Sacramento. He and his wife, Kathleen, live in Tuolumne and have one daughter and three grandsons.

Ditch access clarified

Can I walk along the ditches? TUD gets the question often.

Many segments of Tuolumne County's ditch system have long been popular walking trails. But TUD has no right or authority to permit this activity. The district has the right of access to the ditch system for water system activities only.

To clarify the issue, TUD directors in August adopted an official position regarding ditch access. It makes three points:

- The district does not own rights of way and easements for all existing ditches in the Tuolumne Water System, however district representatives have the right of access to the ditch system for operation, maintenance inspection and repair.
- The district has no right or authority to grant access or use to any other person or to the general public for general use, enjoyment or other purpose.
- Where ditches are located on private property, ditch access is a matter between the private property owner and the person wanting access.

Conservation Corner

- Replace an older toilet in your home with a water-conserving model – you'll save water and TUD will reimburse you $25.
- Interested in conserving water in the garden? Master Gardeners can help. Call 533-5696.

Tuolumne Utilities District

Directors
Glenn Carroll, *vice president*
Judy Delbon
Louise Giersch, *president*
Ralph Retherford
Gary Walter

General Manager
Gary Egger

Chief staff
Tom Scesa, *District Engineer*
Dick Pattinson, *Controller*
Leonard Mauro, *Operations Manager*
Karla Hoback, *Administrative Services Manager*

TUD

Board committees for 2003
Planning – Louise Giersch and Glenn Carroll
Water – Judy Delbon and Gary Walter
Wastewater – Glenn Carroll and Louise Giersch
Fiscal – Gary Walter and Judy Delbon
Human Resources – Judy Delbon and Glenn Carroll
Public Outreach – Louise Giersch and Ralph Retherford
Ditch – Gary Walter and Ralph Retherford
Agriculture –Gary Walter and Ralph Retherford

The Tuolumne Utilities District Board of Directors meets at 7 p.m., the second and fourth Tuesday of each month at the District's main office:

18885 Nugget Blvd. • Phone 209-532-5536
email: tud@tuolumneutilities.com
web: www.tuolumneutilities.com

TUOLUMNE COUNTY JAIL

ADDENDUM

DECEMBER 30, 2003

TO: JERRY TUCKER, FACILITIES MANAGEMENT

FROM: ~~LT. JIM~~ CHILDERS, CUSTODY COMMANDER

SUBJECT: WORK ORDER PURSUANT TO FIRE MARSHAL'S REPORT

Pursuant to the Tuolumne County Fire Marshal's report dated December 29, 2003, the following discrepancies that are directly related to Facilities Management is being submitted. A copy of the Fire Marshal's report is attached which details the violations that were observed.

1. Immediately remove the paper shredder and other storage from the "Boiler room".

2. Maintain the fire resistive walls of the building by installing fire resistive caulking around all openings and repairing fire rated doors throughout the jail, including the boiler room.

3. A clear space of 30 inches and a minimum height of 72 inches shall be maintained from the face of all electrical panel boards and each fuse/breaker shall be labeled.

4. The joints and seams of the duct system shall be made substantially airtight by the utilization of mastics, gaskets or other approved means.

5. The lights in staff locker room hanging from the fire sprinkler pipes shall be removed and properly installed.

6. When electrical hazards are identified, measures to abate such conditions shall be taken. All exposed permanent electrical wiring in the garage and in J tank shall be repaired.

cc: Tuolumne County Administrative Officer, C. Brent Wallace
Sheriff Richard L. Rogers
Undersheriff Lee Sanford
Tuolumne Count Fire Marshal, Kary Hubbard

Documents/'03 Fire Marshal Report

2003 FIRE/LIFE SAFETY INSPECTION REPORT
ADULT/JUVENILE DETENTION FACILITIES

Facility:

40-55-44-0001-000-050-L
TUOLUMNE CO JAIL
28 N LOWER SUNSET DR
SONORA, CA 95370

FACILITY TYPE: (check one)
[X] Adult max/med security
[ ] Adult minimum security
[ ] Juvenile max/med security
[ ] Juvenile minimum security
[ ] Holding Cell(s) only

An inspection of this facility was conducted per the mandate of Section 13146.1, California Health and Safety Code, and applicable requirements of Titles 19 and 24, California Code of Regulations. **(Check appropriate box)**

[ ] No deficiencies affecting fire/life safety were noted. Fire clearance is granted.

[X] Minor deficiencies affecting fire/life safety were noted and are pending correction. Fire clearance granted

[ ] Fire clearance is withheld pending correction of deficiencies. (List of deficiencies is attached).

[ ] Prisoners are no longer detained at this facility.

The authority conducting the inspection **shall submit copies of this report to the appropriate bodies listed below.** *Where fire/life safety deficiencies are noted, a list of the deficiencies must accompany this report.*

- **Office of the State Fire Marshal**
  Code Enforcement - North
  P.O. Box 944246
  Sacramento, CA 94244-2460
  FAX: (916) 324-3784

- **Board of Corrections**
  Facilities Standards & Operations Division
  600 Bercut Drive
  Sacramento, CA 95814
  FAX: (916) 327-3317

- **Official in Charge of the Facility**

- **Local Governing Body (i.e., Board of Supervisors, City Council, etc.)**

209 533-5501

Date of Inspection: 12-16-03 Inspected by: Kory Hubbard

Fire Authority: Tuolumne County Fire Marshal

Facility Representative: Deputy Don Ohler

See attached letter.

GO-19N
02/2003

2003 ADULT/JUVENILE DETENTION FACILITY INSPECTION GUIDE

The following is to be used only as a guide and is not intended to include all applicable codes and requirements.

		Yes	No	N/A
A.	**CONSTRUCTION**			
1.	Building construction type and fire resistive rating conform throughout and are maintained in good repair. (19 CCR 3.24; CBC 308.2.2.2; CBC 3.24A.1; CBC 324A.2; CBC Table 6-A)	[ ]	[X]	[ ]
2.	Proper interior ceiling and floor finish ratings are provided. (CBC 324A.4, CBC Table 8B)	[X]	[ ]	[ ]
3.	Vertical shaft enclosures are in good repair and fire assemblies at openings are properly maintained. (CBC 711, Table 6A)	[X]	[X] Not in Boiler room	[ ]
B.	**EXITS**			
4.	Proper corridor construction and opening protection are provided and maintained. Dead-end corridors do not exceed 20 feet in length. (CBC 1004 through 1006). Exit balconies do not exceed 50 feet. (CBC 332A.4)	[X]	[ ]	[ ]
5.	All means of egress are unobstructed and free of storage. (19 CCR 3.11)	[X]	[ ]	[ ]
6.	Means of egress and exit signs are installed, illuminated and maintained. (CBC 1003.2.8.2 through 1003.2.9.2; CBC 331A.5)	[X]	[ ]	[ ]
7.	Corridors are not used as part of the air distribution system. (CMC 602.1)	[X]	[ ]	[ ]
8.	Supervisory personnel are continually on duty and effective provisions are made to remove occupants in case of fire or other emergency. (Penal Code 6030[c]; CBC 1003.3.1.8 exception 3)	[X]	[ ]	[ ]
C.	**MECHANICAL/ELECTRICAL**			
9.	Fire and smoke dampers and similar devices are adequate, properly installed, maintained and tested. (CMC 606.1 & 2; CBC 713.10, 713.11)	[X]	[ ]	[ ]
10.	All heating, cooling and ventilation equipment is maintained satisfactorily. There are no visible defects. (CMC 109.2; 19 CCR 3.02)	[ ]	[X]	[ ]
11.	Electrical wiring, fixtures and appliances are properly installed and operated. (19 CCR 3.01; CBC 3.24)	[X]	[ ]	[ ]
12.	Emergency power is provided for minimal lighting and fire/life safety systems. (CBC 1003.2.9; CBC 328A)	[X]	[ ]	[ ]
D.	**HOUSEKEEPING**			
13.	Kitchen hoods, vents, ducts and filters are installed, adequate, are maintained in proper condition and are free of grease. (19 CCR 3.19, 3.24; CMC 501 through 510)	[X]	[ ]	[ ]
14.	All areas are free of unacceptable amounts of storage. (19 CCR 3.19)	[X]	[X] Not Boiler room	[ ]
E.	**FIRE EXTINGUISHING/FIRE ALARM**			
15.	All portable fire extinguishers, automatic fire sprinkler systems, wet and dry standpipe systems are installed and maintained properly. (CBC 3.24; CBC 3.29; CBC 3.29A; NFPA 13)	[X]	[ ]	[ ]
16.	Manual and automatic fire alarm systems, when installed, shall be properly installed and maintained. (19 CCR 3.24; CBC 330A; NFPA 72)	[X]	[ ]	[ ]
17.	The automatic fire alarm system is properly maintained. (19 CCR 3.24)	[X]	[ ]	[ ]
F.	**TRAINING/PREPLANNING**			
18.	At least one person is on duty who meets the training standards established for general fire and life safety relating specifically to the facility. (Penal Code 6030[c])	[X]	[ ]	[ ]
19.	Fire suppression preplanning inspections are conducted by the local fire authority at least every two years. (Penal Code 6031.1)	[X]	[ ]	[ ]

Code references above are from the most recent SFM adopted codes. Note that code references for the CBC may be different for facilities constructed prior to the revision of this form.

Where any deficiency is identified, please provide specific information regarding the deficiency type and location (e.g., the fire alarm in Building C indicated a trouble alarm and must be repaired.)

COMMUNITY DEVELOPMENT DEPARTMENT

BEV SHANE, AICP
Director

BUILDING AND SAFETY - CODE COMPLIANCE - FIRE PREVENTION - PLANNING - GIS

48 W. Yaney, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (fax)

December 29, 2003

Connie Marques
Office of the State Fire Marshal
Building Safety
P.O. Box 944246
Sacramento, CA 94244-2460

Dear Connie:

This year has again been a very successful one for fire and life safety with the Tuolumne County Jail Staff. They continued to review and update the Jail's emergency plans and procedures. They completed the training of all staff on these revised emergency plans by conducting two tabletop exercises and two fire drills for each shift meeting the requirements of the California Fire Code (CFC), Section 1303.3.4.3. They also plan on providing the refresher training for their assigned duties every six-months as required by the Penal Code 6030(c) and the CFC, Section 1303.4.2.1.

On my 12-16-03 inspection of the facility I noted the following violations:

1. The paper shredder and other storage shall be removed immediately from the boiler room. (T19 sec 319) See attached photos # 1,2 & 3.
2. Maintain the fire resistive walls of the building by installing fire resistive caulking around all openings and repairing fire rated doors. Throughout the jail including the boiler room. This shall be completed within thirty days. (CFC, Section 1111 and 1112; Title 19, CCR, 3.24; CBC, Section 308.2.2.2; CBC, Section 324A.1, A.2 and 711) See attached photos # 4,5 & 6.
3. A clear space of 30 inches and a minimum height of 72 inches shall be maintained from the face of all electrical panel boards and each fuse/breaker shall be labeled. This shall be completed within thirty days. (CFC, Section 8509.2)
4. The joints and seams of the duct systems shall be made substantially airtight by the utilization of mastics, gasketing or other approved means. This shall be completed within thirty days. (CMC, Section 602.4) See attached photos # 7 & 8.
5. The lights in staff locker room hanging from the fire sprinkler pipe shall be removed and properly installed. This shall be completed within thirty days. (NFPA, 25.5.2.2.2) See attached photo # 9.

6. When electrical hazards are identified, measures to abate such conditions shall be taken. Identified hazardous electrical conditions in permanent wiring shall be corrected immediately. All exposed permanent electrical wiring in the garage and in J tank shall be repaired. (CFC, Section 8504) See attached photo # 10.
7. The Tuolumne County Sheriff is to submit the needed work orders to the Facilities Management Department and forward copies to the County Administrative Officer and the Fire Marshal within seven working days.
8. I will return for a re-inspection on January 16, 2004 at 10:00 am.

If you have any questions please feel free to contact me.

Respectfully,

Kary Hubbard

Kary Hubbard
Fire Marshal
Tuolumne County

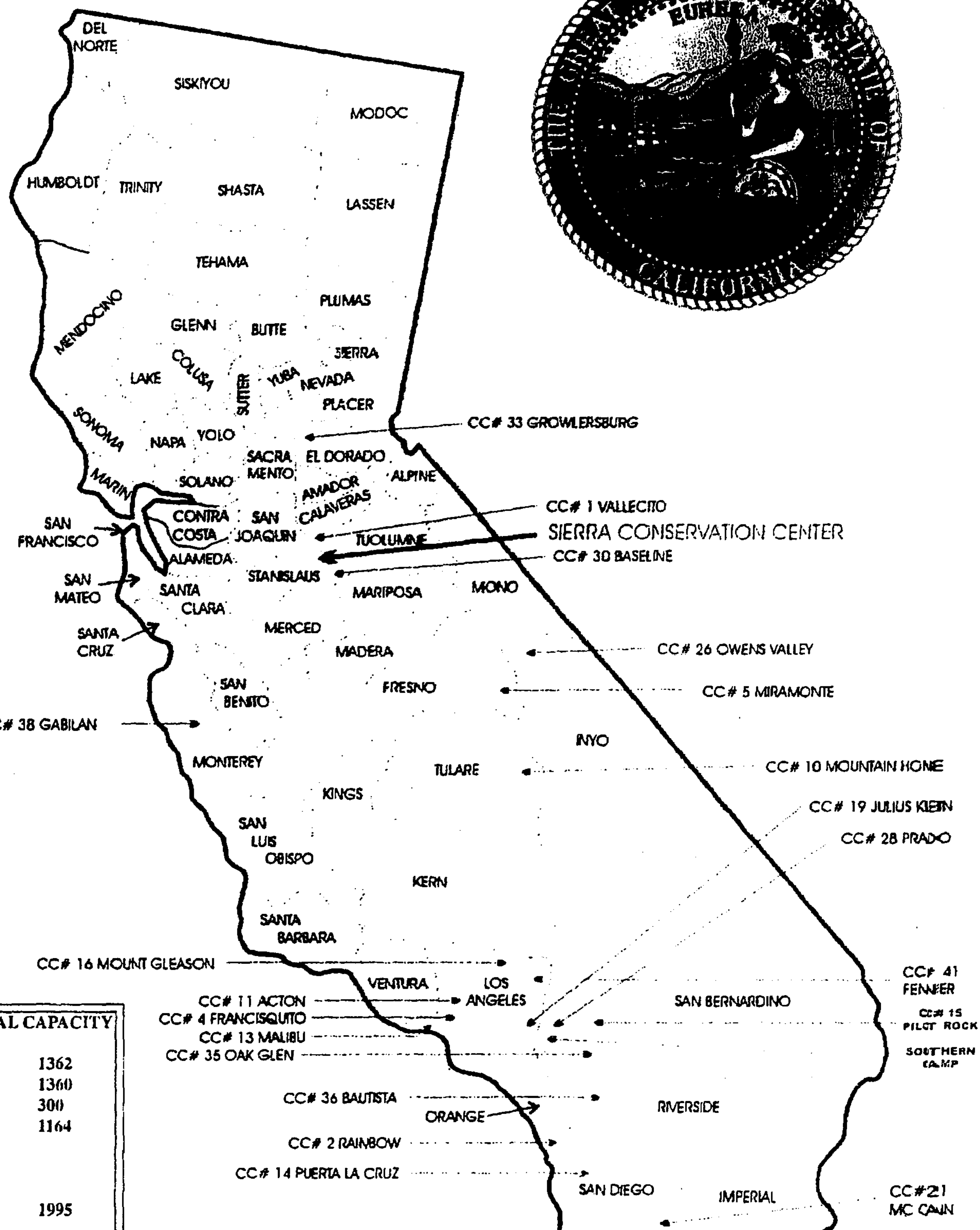
CC: Board of Corrections
Tuolumne County Sheriff, Lee Stanford, James Childers, Don Ohler
Tuolumne County Administrative Officer C. Brent Wallace
Sonora City Fire Chief Mike Barrows

SIERRA CONSERVATION CENTER

ADDENDUM

SIERRA CONSERVATION CENTER
CENTRAL and SOUTHERN CONSERVATION CAMPS
October 2003

SCC Addendum Page 1



SCC		TOTAL CAPACITY
LEVEL	I	1362
	II	1360
	I&II G-DORM	300
	III	1164
CAMPS		
	MALE	1995
	FEMALE	344
	SCC TOTAL	6525

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS

Edward S. Alameida, Jr. Director of Corrections

Roderick Q. Hickman, Chief Deputy Director, Field Operations

Cheryl K. Pliler, Deputy Director, Institutions Division

Ana Ramirez Palmer, Regional Administrator-North

SIERRA CONSERVATION CENTER

Matthew C. Kramer, Warden

Chief Deputy Warden (Vacant)

Frank Chavez, Associate Warden, Tuolumne Division

George Mosqueda, Associate Warden, Business Services

Ivan Clay, Associate Warden, Central Operations

John W. Martin, Associate Warden, Camp Operations

Jean Howard, M.D., Health Care Manager

SIERRA CONSERVATION CENTER
5100 O'Byrnes Ferry Road
Jamestown, California 95327
(209) 984-5291

October, 2003

SIERRA CONSERVATION CENTER

INSTITUTION PROFILE

Opened in 1965, Sierra Conservation Center (SCC) was the second prison in the state constructed with the primary mission of training inmates in wild land firefighting for placement in Conservation Camps throughout central and southern California. SCC administers 20 camps, including three female camps, in cooperation with the California Department of Forestry and Fire Protection, and the Los Angeles County Fire Department.

The institution is located on 420 acres near Jamestown in the heart of California's Gold Country and was originally constructed to house Level I and II (minimum and low medium custody) inmates. Both housing units are dormitory style designed to house 16 inmates; due to overcrowding conditions throughout the prison system, there are now 36 inmates in each dorm.

Due to the statewide increase in prison population, SCC added a 1,000 bed Level III Medium Security housing unit in 1987. Due to overcrowding, both gymnasiums at the institution were converted to house an additional 450 inmates. The current population is approximately 4,000 inmates in the Level I, II and III units and an additional 2,300 inmates in the 20 conservation camps.

Design Capacity	3926
Inmate Population Count	6320
Percentage of Design Capacity	161%

BUDGET AND STAFFING

With an annual operating budget of approximately 114.3 million dollars, SCC is the largest employer in Tuolumne County. The institution employs 1120 staff, 883 at the main institution and an additional 237 in the 20 Conservation Camps. SCC has 713 uniform staff (officers, sergeants, lieutenants and captains), ~~84 secretarial staff~~, 70 medical staff, 51 maintenance workers, 49 employees assigned in the records department, 39 correctional counselors, 21 substance abuse counselors, 18 academic and vocational instructors, business services has 14 employees; personnel has 17. And there are 4 correctional administrators. The above information is not inclusive of all specific job classifications.

MISSION AND PROGRAMS

The primary mission of the institution remains the training and placement of inmates in the Conservation Camp program where they accomplish labor intensive tasks in the community such as wild fire suppression, fire break construction, flood abatement, general conservation projects and assistance to local tax supported agencies.

Inmates selected for the program must undergo a comprehensive screening of their background to ensure they are suitable for placement in a minimum security facility. Once cleared for camp the inmate must complete two weeks of physical fitness training to prepare for the rigors of fire and flood control duty. The inmate then is assigned to the Forestry Training Program for two more weeks of classroom and field activities. Under the supervision of Fire Captains from the California Department of Forestry, the inmates learn the basics of fire fighting and fire line safety and upon graduation from the program, they are assigned to a Conservation Camp where the training is on-going. Currently we have 242 inmates participating in physical fitness training and the forestry training program.

During Fiscal Year 2002/2003 SCC's Camps totaled 3,184,119 hours of emergency and community service work for a total of $26,212,000 in cost avoidance to the taxpayers of the State of California.

(The above figures are based on $7.50 per hour for non emergency work, and $10.00 per hour for emergency work)

Although the Camp Program is SCC's primary mission there are many other programs available for inmates not eligible for camp placement:

Academic Education
Adult Basic Education
English as a Second Language
G.E.D. Preparation

Vocational Education
Mill and Cabinet
Auto mechanics
Auto Body and Fender repair
Graphic Arts
~~Computer Repair~~

Vocational Education-Camps
Mill and Cabinet CC#33, Auto Body and Fender CC#14 and Building Trades at CC#21.

There are currently 439 inmates participating in our vocational and educational programs.

Other inmates are assigned to a variety of institutional jobs necessary to operate the prison such as plumbers, painters, cooks, clerks, laundry, dry cleaning and maintenance.

SCC is also involved in a number of programs and activities that benefit the inmates and the community:

* **Computer Refurbishing Program** SCC is one of 11 prisons in the state to participate in a program that uses inmates to refurbish computers for donation to California's public schools. Over 6,000 computers have been refurbished since the program began in March of 1996.
SCC has donated 2,529 computers to rural schools that do not have the resources to obtain computers for students, and has distributed to 448 various schools throughout the state.

* This program was cut due to State budget crisis.

Community Service Program In cooperation with the Tuolumne and Calaveras County Superintendents of Schools, SCC has entered into an agreement to adopt a school each year that will receive direct support from the institution in special projects. Such projects include building picnic tables, playground equipment, maintenance sheds, and classroom shelves. SCC also has four 14 man Community Crews that provide service to tax supported agencies in the local community. In Fiscal Year 2002/2003 the crews totaled 47,613 hours of service in stream clearing, roadside clean-up, school ground maintenance, and various conservation projects for state parks and utility districts. These efforts resulted in a total of over $357,000 in cost avoidance to the taxpayers. (Figures based on $7.50 per hour)

Substance Abuse Program In 1998 SCC was selected as one of five prisons in the state for expansion of the Department's Substance Abuse Treatment Program. 200 inmates participate in the program for their last year of confinement and continue treatment in a community based program when paroled. Studies have shown that people who complete aftercare treatment following parole have a 30% recidivism rate compared to a 70% recidivism for those who don't. In 1999 the Substance Abuse Program was expanded to include Baseline Conservation Camp. This is the first camp to be in the program.

Community Betterment Program In this program approved camp inmates volunteer to go to schools and other public places where they talk about their lives and encourage other to do good and not to make the mistakes they've made. Each camp may have up to 12 inmates approved to participate.

Re-entry Program Inmates can participate in a re-entry program which emphasizes preparation for parole and obtaining and keeping a job when released.

Inmate Family Council SCC is one of five institutions to implement the Family Council concept on a pilot basis. The purpose of the Family Council is to improve communication and understanding between the institution and inmate families on issues that affect both.

Self Help Programs Inmates may participate in Narcotics and/or Alcoholics Anonymous on a weekly basis. SCC also has one of the most successful Parenting programs for inmates wishing to re-establish and maintain positive relationships with their children.

Citizen's Advisory Committee In accordance with Departmental guidelines, SCC has established a Citizen's Advisory Committee comprised of members of the local community. The Warden and members of his Executive Staff meet with the committee bi-monthly and arrange for a staff presentation on a specific operation at the institution. The committee members are also briefed by the Warden on any issues at the prison that may affect the local community.

Prison Industries Authority (PIA) PIA operates a fabric products factory employing 100 inmates that produce a number of items of clothing such as coveralls and jumpsuits. These fabric products are sold to other state agencies making the program self-supporting.

Victims Awareness Program These six month classes are taught by specially trained staff members. By the end of the program, most of the inmates have become sensitive to the trauma their victims have suffered by their actions.

SCC is proud to be recognized as a valuable member of the community and is firmly committed to being a good neighbor. This commitment is enhanced by the active involvement of over 120 volunteers. These citizens, working with the self-help/substance abuse programs, education, religious programs and trade advisory committees, provide a key ingredient for the success of the institution.

BRIDGING PROGRAM
Flow Chart
General Population