



BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF APRIL 6, 2021 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

ZOOM Participation

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Dr. Satterfield

Report and update on COVID-19; receive report and discussion

2. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) **CLERK OF THE BOARD**

Approve Board minutes for March 2021

B) **AGRICULTURE**

Approve and authorize Chair to sign agreement between Plumas County and Regents of the University of California, not to exceed \$10,763.00; approved as to form by County Counsel [View Item](#)

C) **COUNTY COUNSEL**

Approve and authorize Chair to sign three (3) year agreement between Plumas County and Thomas Reuters, not to exceed \$25,000.00; approved as to form by County Counsel [View Item](#)

D) **BEHAVIORAL HEALTH**

1) Approve and authorize Chair to sign three (3) year agreement between Plumas County and Scott Tanner Business Equipment, not to exceed \$3,000.00; approved as to form by County Counsel [View Item](#)

2) Authorize payment of \$350.00, without a contract, to Dr. Juden Valdez, M.D. for mental health specialty services [View Item](#)

3) Authorize payment of \$5,975.00, without a contract, to Dr. Monila Rahimi for mental health specialty services [View Item](#)

4) Approve and authorize Chair to sign agreement between Plumas County and Gary Ernst, not to exceed \$15,000.00; approved as to form by County Counsel [View Item](#)

E) **FACILITY SERVICES**

1) Approve and authorize Chair to sign agreement between Plumas County and Siskiyou Elevator Co., not to exceed \$20,000.00; approved as to form by County Counsel [View Item](#)

2) Approve and authorize Chair to sign agreement between Plumas County and Smith Power Products, Inc, not to exceed \$22,000.00; approved as to form by County Counsel [View Item](#)

F) **PUBLIC HEALTH**

1) Approve and authorize Chair to sign agreement between Plumas County and Les Hall, not to exceed \$50,000.00; approved as to form by County Counsel [View Item](#)

2) Approve and authorize Chair to sign agreement between Plumas County and Far West RX Disposal, LLC, not to exceed \$18,000; approved as to form by County Counsel [View Item](#)

3) Approve and authorize Chair to sign the following agreements with Plumas County and Fiscal Experts, Inc. for Time Study Buddy Software for Medi-Cal Administrative Program: Fiscal Year 2020-2021, not to exceed \$18,000.00, effective June 1, 2021; FY 2021-2022, not to exceed \$18,000.00; approved as to form by County Counsel [View Item](#)

4) Approve and authorize Chair to sign the following agreements related to the Emergency Preparedness Programs for Fiscal Year 2020-2021, effective July 1, 2020: Plumas County and Eastern Plumas Healthcare, not to exceed \$20,000.00; Plumas County Fair, not to

exceed \$4,999.00; and Plumas County Facilities Services, not to exceed \$2,000.00; approved as to form by County Counsel [View Item](#)

- 5) Approve and Authorize Chair to sign Memorandum of Understanding between the California Government Operations Agency (Agency) and the County of Plumas governing vaccine allocation and administration; approved as to form by County Counsel [View Item](#)

G) **PUBLIC WORKS**

- 1) Approve and authorize Chair to sign Amendment No. 1 to agreement between Plumas County and Quincy Engineering, Spanish Ranch Bridge Replacement Project, not to exceed \$482,657.00; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize Chair to sign Amendment No. 5 to agreement between Plumas County and MGE Engineering, Inc., Gold Lake Forest Highway Guardrail Replacement Project, not to exceed \$127,690.00; approved as to form by County Counsel [View Item](#)
- 3) Approve and authorize Chair to sign Amendment No. 6 to agreement between Plumas County and MGE Engineering, Inc, Quincy-LaPorte Road Storm Damage Repair Project, not to exceed \$61,247.29 [View Item](#)
- 4) Authorize payment of \$4,966.46, without a contract, to Jet Plumbing for Emergency Repair to BCSA sewer pump [View Item](#)
- 5) Authorize payment of \$4,040.00, without a contract, to Plumas Sanitation for Emergency Repair to BCSA sewer pump [View Item](#)

H) **SHERIFF**

- 1) Adopt **Resolution** authorizing County Administrator, Gabriel Hydrick, to submit the Coronavirus Emergency Supplemental Funding (CESF) Program grant proposal and sign the awarded grant agreement on behalf of the Board of Supervisors; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize Chair to sign agreement between Plumas County and Little Norway Marine Service, not to exceed \$25,000.00, approved as to form by County Counsel [View Item](#)

I) **SOCIAL SERVICES**

Approve and authorize Chair to sign agreement between Plumas County and RSH, Inc. dba Horton Tire Center, not to exceed \$20,000.00; approved as to form by County Counsel [View Item](#)

3. **DEPARTMENTAL MATTERS**

A) **COUNTY COUNSEL** – Gretchen Stuhr

Adopt **Resolution** approving the reduction of Grand Jury Members in Plumas County Pursuant to California Penal Code Section 888.2; Discussion and possible action [View Item](#)

B) **ENVIRONMENTAL HEALTH** – Robert Robinette

Authorize Environmental Health to recruit and fill, funded and allocated 2.0 FTE positions, for Environmental Health Specialist I/II or Hazardous Materials Specialist I/II; Discussion and possible action [View Item](#)

C) **FACILITY SERVICES/AIRPORTS** – Kevin Correia

Authorize Facility Service and Airports to recruit and fill, funded and allocated, contracted Rogers Field Airport Manager position, due to resignation; Discussion and possible action [View Item](#)

D) **FAIRGROUNDS** – John Steffanic

Request approval for exemption of the 29 hour per week limit for seasonal extra help during fair time and adjacent months; Discussion and possible action [View Item](#)

E) **HUMAN RESOURCES** – Nancy Selvage

- 1) Adopt **Resolution** to amend the job classification for at-will Undersheriff job Description – Range 3421, and recruit and fill; Discussion and possible action **View Item**
- 2) Adopt **Resolution** to amend the job classification for Sheriff Patrol Commander updated job description – range 3073, and recruit and fill; Discussion and possible action **View Item**
- 3) Authorize Human Resources to recruit and fill, funded and allocated, 1.0 FTE, Human Resources Payroll Specialist I/II, due to promotion to other County department; Discussion and possible action **View Item**
- 4) Adopt **Resolution** authorizing Stipend for County Counsel Paralegal position for Deputy Clerk of the Board of Supervisors duties; Discussion and possible action **View Item**

F) **PLANNING** – Tracey Ferguson

Plumas County Board of Supervisors Comment letter on Rock-Creek-Cresta Project (FERC No. 1962) Condition No. 4.D Additional Reasonable Control Measures Report March 18, 2021 Pacific Gas & Electric (PG&E) Draft Plan and Schedule; Receive and file **View Item**

G) **PUBLIC HEALTH** – Tony Hobson **View Item**

- 1) Adopt **Resolution** to Amend the FY 2020-2021 County Personnel Allocation to add a 2.0 FTE in the Health Education Specialist (HES) in Budget Unit 70560 through July 31, 2023, and authorize Public Health to recruit and fill the positions; Discussion and possible action
- 2) Authorize Public Health to recruit and fill an Extra-help Peer Outreach Coordinator position for the Harm Reduction Program - up to 29 hours/week; Discussion and possible action

H) **SHERIFF** – Todd Johns

- 1) Authorize Sheriff to recruit and fill vacant, funded and allocated 1.0 FTE Deputy Sheriff, created by resignation, and establishing a hiring pool; Discussion and possible action **View Item**

I) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

Use of Old Probation Building – establish a Permit Center or relocate existing county office; Discussion and possible action **View Item**

4. **BOARD OF SUPERVISORS**

- A. Adopt **Resolution** to Allow Payout of Benefits to Andrew Woodruff Upon Resignation of Employment **View Item**
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

1:00 P.M. **AFTERNOON SESSION**

5. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

Convene as the Flood Control & Water Conservation District Governing Board

FLOOD CONTROL & WATER CONSERVATION DISTRICT

- A. Conference with real property negotiator, John Mannle, County Engineering and Manager, regarding sale of water by the District

Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- B. Personnel: Public employee appointment or employment – Chief Probation Officer
- C. Personnel: Public employee appointment or employment – Director of Public Works
- D. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600049)
- E. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- F. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- G. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- H. Conference with Legal Counsel: Code Enforcement complaint by Josh Hart against Hat Creek
- I. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, April 13, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

**TODAYS REGULAR MEETING OF THE BOARD OF SUPERVISORS
IS DEDICATED IN MEMORY OF
ROBERT PERREAULT**



Willo Vieira
Agricultural Commissioner
Sealer of Weights & Measures
willovieira@countyofplumas.com

Plumas-Sierra Counties Department of Agriculture

**Agriculture Commissioner
Sealer of Weights and Measures**



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

Date: March 19, 2021

To: Honorable Board of Supervisors

From: Willo Vieira, Agricultural Commissioner/ *WV*
Sealer of Weights & Measures

RE: Regents of the University of California Contract

Recommendation:

Approve and authorize the Chair to sign a contract between the Regents of the University of California and Plumas County.

Background and Discussion:

This agreement between the Regents of the University of California and Plumas County is in the amount of \$10,763.00 which begins upon the final signature of the contract and continues through March 31, 2022. The Department of Agriculture will provide services for placing and servicing traps for the survey for Invasive Shot Hole Borer which is considered hazardous to agriculture and to the economy of California. Approved as to form by County Counsel.



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS


Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone: (530) 283-6240 Fax: (530) 283-6116

GRETCHEN STUHR
COUNTY COUNSEL
SARA G. JAMES
DEPUTY COUNTY COUNSEL
JOSHUA BRECHTEL
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL

April 6, 2021

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: Gretchen Stuhr, Plumas County Counsel


SUBJECT: Approve and authorize Chair to sign three-year agreement with Thomas Reuters

Background:

The County Counsel's Office wishes to enter into a three-year agreement with Thomas Reuters for Westlaw Legal Research. This three-year agreement locks us into a price with a lower year over year increase of 2%, three-year agreement not to exceed \$25,000.00. This service is a must in our office as we need the ability to perform legal research.

Proposal:

The County Counsel's office would like to enter into a three-year agreement with Thomas Reuters, not to exceed \$25,000.00 over three-years.

Action:

It is recommended that the Board of Supervisors approve the attached Agreement.

END OF MEMORANDUM

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045

Tony Hobson Ph.D., Director



DATE: April 6, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director, 

SUBJECT: Consent Agenda

Recommendation

It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign an \$3,000.00 3-year Agreement with Scott Tanner Business Equipment.

BACKGROUND AND DISCUSSION:

The \$3,000.00 Agreement is with Scott Tanner Business Equipment for a Sharp MX-M465N Digital Copier and maintenance service at the Greenville Wellness Center located at 414 Main Street, Greenville, CA. This Agreement has been approved to form by County Counsel.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

2D2,3

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045



Tony Hobson Ph.D., Director

DATE: April 6, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director

SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize \$350.00 no contract payment to Dr. Juden Valdez M.D. INC.
2. It is respectfully requested the Board of Supervisors approve and authorize \$5975.00 no contract payment to Dr. Monila Rahimi

BACKGROUND AND DISCUSSION

1. This new charge of \$350.00 is to Dr. Valdez for mental health doctor fees for specialty services. March 3, 2021 Behavioral Health, with board approval, made a payment of \$1,230.00. December 31, 2020 Behavioral Health made a payment of \$880.00 for a different client, these additional invoices will exceed the \$999.99 limit per vendor, working without a contract. Behavioral Health is respectfully requesting payment approval.
2. This charge of \$5975.00 is to Dr. Monila Rahimi for mental health doctor fees for specialty services dates February 19 through March 4, 2021. These invoices will exceed the \$999.99 limit per vendor, working without a contract. Behavioral Health is respectfully requesting payment approval.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



PLUMAS COUNTY MENTAL HEALTH
SUITE 109
270 COUNTY HOSPITAL ROAD
QUINCY, CA 95971

RECEIVED
FEB 26 2021

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

BY:

PICA		PICA	
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA BLK LUNG <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> (ID#)		10. INSURED'S I.D. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>	
4. INSURED'S NAME (Last Name, First Name, Middle Initial)		5. PATIENT'S ADDRESS (No., Street)	
6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		7. INSURED'S ADDRESS (No., Street)	
8. RESERVED FOR NUCC USE		8. RESERVED FOR NUCC USE	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> PLACE (State)	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
11. INSURED'S POLICY GROUP OR FECA NUMBER		11. INSURED'S POLICY GROUP OR FECA NUMBER	
a. INSURED'S DATE OF BIRTH MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>		a. INSURED'S DATE OF BIRTH MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>	
b. OTHER CLAIM ID (Designated by NUCC)		b. OTHER CLAIM ID (Designated by NUCC)	
c. INSURANCE PLAN NAME OR PROGRAM NAME		c. INSURANCE PLAN NAME OR PROGRAM NAME	
d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, complete items 9, 9a and 9d.		d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, complete items 9, 9a and 9d.	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
SIGNED SIGNATURE ON FILE DATE 02222021		SIGNED SIGNATURE ON FILE	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL		15. OTHER DATE MM DD YY QUAL	
16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY		16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		17a. NPI 1861550444	
18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> \$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. Relate A-L to service line below (24E) ICD Ind.		22. RESUBMISSION CODE ORIGINAL REF. NO.	
A. F32.9 B. C. D. E. F. G. H. I. J. K. L.		23. PRIOR AUTHORIZATION NUMBER	
24. A. DATE(S) OF SERVICE From To B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER		F. \$ CHARGES G. DAYS OR UNITS H. EPSDT Family Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #	
1 11072020 11072020 21 99232 A 175.00 1 NPI 1861550444			
2 11082020 11082020 21 99232 A 175.00 1 NPI 1861550444			
3			
4			
5			
6			
25. FEDERAL TAX I.D. NUMBER SSN EIN 202700676 X		26. PATIENT'S ACCOUNT NO. 230112C	
27. ACCEPT ASSIGNMENT? (For govt. claims, see back) X YES <input type="checkbox"/> NO		28. TOTAL CHARGE \$ 350.00 29. AMOUNT PAID \$ 0.00 30. Rsvd for NUCC use 350.00	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) JUDEN VALDEZ MD 02222021		32. SERVICE FACILITY LOCATION INFORMATION DEL AMO BEHAVIORAL HEALTH 23700 CAMINO DEL SOL TORRANCE, CA 90505-5017	
33. BILLING PROVIDER INFO & PH. # (4244007748) JUDEN VALDEZ MD INC 1000 VIA NOGALES PALOS VERDES ESTATES, CA 90274-1624			



RECEIVED
MAR 03 2021

PLUMAS CO MENTAL HEALTH PAN
270 COUNTY HOSPITAL ROAD 109

HEALTH INSURANCE CLAIM FORM

QUINCY CA 95971

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PICA <input type="checkbox"/>		BY: _____		PICA <input type="checkbox"/>	
1. MEDICARE <input type="checkbox"/> (Medicare#)		MEDICAID <input type="checkbox"/> (Medicaid#)		TRICARE <input type="checkbox"/> (ID#/DoD#)	
CHAMPVA <input type="checkbox"/> (Member ID#)		GROUP HEALTH PLAN <input type="checkbox"/> (ID#)		FECA BLK LUNG <input type="checkbox"/> (ID#)	
OTHER <input checked="" type="checkbox"/> (ID#)		1a. INSURED'S I.D. NUMBER (For Program in Item 1)			
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)			3. PATIENT'S BIRTH DATE MM DD YY		SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F
4. PATIENT'S ADDRESS (No., Street)			5. PATIENT'S RELATIONSHIP TO INSURED		7. INSURED'S ADDRESS (No., Street)
CITY _____			Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		CITY _____
STATE _____			8. RESERVED FOR NUCC USE		STATE _____
ZIP CODE _____			TELEPHONE (Include Area Code) _____		ZIP CODE _____
TELEPHONE (Include Area Code) _____			10. IS PATIENT'S CONDITION RELATED TO:		11. INSURED'S POLICY GROUP OR FECA NUMBER
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)			a. EMPLOYMENT? (Current or Previous)		a. INSURED'S DATE OF BIRTH MM DD YY
a. OTHER INSURED'S POLICY OR GROUP NUMBER			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F
b. RESERVED FOR NUCC USE			b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. OTHER CLAIM ID (Designated by NUCC)
c. RESERVED FOR NUCC USE			c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		c. INSURANCE PLAN NAME OR PROGRAM NAME
d. INSURANCE PLAN NAME OR PROGRAM NAME			10d. CLAIM CODES (Designated by NUCC)		PLUMAS CO MENTAL HEALTH PAN
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.			13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?
SIGNED SIGNATURE ON FILE			DATE 02/26/21		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, complete items 9, 9a, and 9d.
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP)		15. OTHER DATE		16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION	
MM DD YY QUAL		MM DD YY QUAL		FROM MM DD YY TO MM DD YY	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		17a. NPI		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
				FROM 02 19 21 TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		\$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E)		ICD Ind.		22. RESUBMISSION CODE	
A. F332				ORIGINAL REF. NO.	
B. _____				23. PRIOR AUTHORIZATION NUMBER	
C. _____					
D. _____					
E. _____					
F. _____					
G. _____					
H. _____					
I. _____					
J. _____					
K. _____					
L. _____					
24. A. DATE(S) OF SERVICE		B. PLACE OF SERVICE		C. EMG	
From MM DD YY To MM DD YY		SERVICE		CPT/HCPCS MODIFIER	
E. DIAGNOSIS POINTER		F. \$ CHARGES		G. DAYS OR UNITS	
H. EPSDT Family Plan		I. ID. QUAL.		J. RENDERING PROVIDER ID. #	
02 19 21 02 19 21 51		99223		A 400 00 1 NPI 1548586951	
02 19 21 02 19 21 51		90833		A 225 00 1 NPI 1548586951	
02 20 21 02 20 21 51		99233		A 300 00 1 NPI 1548586951	
02 20 21 02 20 21 51		90833		A 225 00 1 NPI 1548586951	
02 21 21 02 21 21 51		99233		A 300 00 1 NPI 1548586951	
02 21 21 02 21 21 51		90833		A 225 00 1 NPI 1548586951	
25. FEDERAL TAX I.D. NUMBER		26. PATIENT'S ACCOUNT NO.		27. ACCEPT ASSIGNMENT? (For govt. claims, see back)	
636727051		EMIMA000 3409		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		32. SERVICE FACILITY LOCATION INFORMATION		33. BILLING PROVIDER INFO & PH #	
		SUTTER CENTER FOR PSYCHIATRY		530 8875425	
		7700 FOLSOM BLVD		P O BOX 1044	
		SACRAMENTO CA 95826		FAIR OAKS CA 956281044	
SIGNED 02/26/21 DATE		a. 1952350944		b. 1548586951	



PLUMAS CO MENTAL HEALTH PAN
270 COUNTY HOSPITAL ROAD 109

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

QUINCY CA 95971

<input type="checkbox"/> PICA										<input type="checkbox"/> PICA									
1. MEDICARE <input type="checkbox"/> (Medicare#) MEDICAID <input type="checkbox"/> (Medicaid#) TRICARE <input type="checkbox"/> (ID#/DoD#) CHAMPVA <input type="checkbox"/> (Member ID#) GROUP HEALTH PLAN <input type="checkbox"/> (ID#) FECA BLK LUNG <input type="checkbox"/> (ID#) OTHER <input checked="" type="checkbox"/> (ID#)										1a. INSURED'S I.D. NUMBER (For Program in item 1)									
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										3. PATIENT'S BIRTH DATE MM DD YY SEX <input checked="" type="checkbox"/> F <input type="checkbox"/> M									
5. PATIENT'S ADDRESS (No., Street)										6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>									
CITY										CITY									
STATE										STATE									
ZIP CODE										ZIP CODE									
TELEPHONE (include Area Code)										TELEPHONE (include Area Code)									
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)										10. IS PATIENT'S CONDITION RELATED TO:									
a. OTHER INSURED'S POLICY OR GROUP NUMBER										a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
b. RESERVED FOR NUCC USE										b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PLACE (State)									
c. RESERVED FOR NUCC USE										c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
d. INSURANCE PLAN NAME OR PROGRAM NAME										10d. CLAIM CODES (Designated by NUCC)									
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.										11. INSURED'S POLICY GROUP OR FECA NUMBER									
SIGNED SIGNATURE ON FILE DATE 03/12/21										a. INSURED'S DATE OF BIRTH MM DD YY SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F									
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL										b. OTHER CLAIM ID (Designated by NUCC)									
15. OTHER DATE QUAL MM DD YY										c. INSURANCE PLAN NAME OR PROGRAM NAME PLUMAS CO MENTAL HEALTH PAN									
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE										d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, complete items 9, 9a, and 9d.									
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.									
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) A. F332 B. C. D. E. F. G. H. I. J. K. L.										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY									
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. EPST/Family Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #										18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY									
25. FEDERAL TAX I.D. NUMBER 636727051 SSN EIN <input checked="" type="checkbox"/> <input type="checkbox"/>										20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO \$ CHARGES									
26. PATIENT'S ACCOUNT NO. EMIMA000 3435										22. RESUBMISSION CODE ORIGINAL REF. NO.									
27. ACCEPT ASSIGNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										23. PRIOR AUTHORIZATION NUMBER									
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. EPST/Family Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #									
32. SERVICE FACILITY LOCATION INFORMATION SUTTER CENTER FOR PSYCHIATRY 7700 FOLSOM BLVD SACRAMENTO CA 95826										25. FEDERAL TAX I.D. NUMBER 636727051 SSN EIN <input checked="" type="checkbox"/> <input type="checkbox"/>									
33. BILLING PROVIDER INFO & PH # (530) 8875425 MONILA RAHIMI DO P O BOX 1044 FAIR OAKS CA 956281044										26. PATIENT'S ACCOUNT NO. EMIMA000 3435									
SIGNED DATE 03/12/21										27. ACCEPT ASSIGNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO									
NUCC Instruction Manual available at: www.nucc.org										28. TOTAL CHARGE \$ 157500									
PLEASE PRINT OR TYPE										29. AMOUNT PAID \$									
APPROVED OMB-0938-1197 FORM 1500 (02-12)										30. Rsvd for NUCC Use									



PLUMAS CO MENTAL HEALTH PAN
270 COUNTY HOSPITAL ROAD 109

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

QUINCY CA 95971

<input type="checkbox"/> PICA										<input type="checkbox"/> PICA																																																	
1. MEDICARE <input type="checkbox"/> (Medicare#) MEDICAID <input type="checkbox"/> (Medicaid#) TRICARE <input type="checkbox"/> (ID#/DoD#) CHAMPVA <input type="checkbox"/> (Member ID#) GROUP HEALTH PLAN <input type="checkbox"/> (ID#) FECA BLK LUNG <input type="checkbox"/> (ID#) OTHER <input checked="" type="checkbox"/> (ID#)										1a. INSURED'S I.D. NUMBER (For Program in Item 1)																																																	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										3. PATIENT'S BIRTH DATE MM DD YY SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F										4. INSURED'S NAME (Last Name, First Name, Middle Initial)																																							
5. PATIENT'S ADDRESS (No., Street)										6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>										7. INSURED'S ADDRESS (No., Street)																																							
CITY										STATE										CITY										STATE																													
ZIP CODE										TELEPHONE (Include Area Code)										ZIP CODE										TELEPHONE (Include Area Code)																													
8. RESERVED FOR NUCC USE										10. IS PATIENT'S CONDITION RELATED TO:										11. INSURED'S POLICY GROUP OR FECA NUMBER																																							
a. OTHER INSURED'S POLICY OR GROUP NUMBER										a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO										a. INSURED'S DATE OF BIRTH MM DD YY SEX <input type="checkbox"/> M <input type="checkbox"/> F																																							
b. RESERVED FOR NUCC USE										b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PLACE (State)										b. OTHER (Specify, include CC)																																							
c. RESERVED FOR NUCC USE										c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO										c. INSURANCE PLAN NAME OR PROGRAM NAME																																							
d. INSURANCE PLAN NAME OR PROGRAM NAME										10d. CLAIM CODES (Designated by NUCC)										d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, complete items 9, 9a, and 9d.																																							
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.																																																	
SIGNED SIGNATURE ON FILE										DATE 03/12/21										SIGNED SIGNATURE ON FILE																																							
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL										15. OTHER DATE MM DD YY QUAL										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY																																							
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE										17a. NPI										18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY																																							
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)										20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO \$ CHARGES										22. RESUBMISSION CODE ORIGINAL REF. NO.																																							
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) A. F332 B. C. D. E. F. G. H. I. J. K. L. ICD Ind.										23. PRIOR AUTHORIZATION NUMBER																																																	
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. EPSDT Family Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #																																																											
1 02 25 21 02 25 21 51 99239 A 350 00 1 NPI 1548586951																																																											
2 02 25 21 02 25 21 51 90833 A 225 00 1 NPI 1548586951																																																											
3																																																											
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5																																																											
6																																																											
25. FEDERAL TAX I.D. NUMBER 636727051 SSN EIN <input checked="" type="checkbox"/> <input type="checkbox"/>										26. PATIENT'S ACCOUNT NO. EMIMA000 3435										27. ACCEPT ASSIGNMENT? (For govt. claims, see back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										28. TOTAL CHARGE \$ 57500										29. AMOUNT PAID \$										30. Rsvd for NUCC Use									
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										32. SERVICE FACILITY LOCATION INFORMATION SUTTER CENTER FOR PSYCHIATRY 7700 FOLSOM BLVD SACRAMENTO CA 95826										33. BILLING PROVIDER INFO & PH # (530) 8875425 MONILA RAHIMI DO P O BOX 1044 FAIR OAKS CA 956281044																																							
SIGNED 03/12/21 DATE										a. 1952350944 b.										a. 1548586951 b.																																							



PLUMAS CO MENTAL HEALTH PAN
270 COUNTY HOSPITAL ROAD 109

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

QUINCY CA 95971

PICA		PICA	
1. MEDICARE (Medicare#)		MEDICAID (Medicaid#)	
TRICARE (ID#/DoD#)		CHAMPVA (Member ID#)	
GROUP HEALTH PLAN (ID#)		FECA BLK LUNG (ID#)	
OTHER (ID#)		1a. INSURED'S I.D. NUMBER (For Program in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE MM DD YY	
4. INSURED'S NAME (Last Name, First Name, Middle Initial)		SEX M F	
5. PATIENT'S ADDRESS (No., Street)		6. PATIENT RELATIONSHIP TO INSURED	
CITY		Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>	
STATE CA		7. INSURED'S ADDRESS (No., Street)	
ZIP CODE		CITY	
TELEPHONE (Include Area Code)		STATE	
()		()	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous)	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
c. RESERVED FOR NUCC USE		c. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		11. INSURED'S POLICY GROUP OR FECA NUMBER	
SIGNED SIGNATURE ON FILE DATE 03/12/21		a. INSURED'S DATE OF BIRTH MM DD YY	
		SEX M F	
		b. OTHER CLAIM ID (Designated by NUCC)	
		c. INSURANCE PLAN NAME OR PROGRAM NAME	
		PLUMAS CO MENTAL HEALTH PAN	
		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?	
		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, complete items 9, 9a, and 9d.	
		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.	
		SIGNED SIGNATURE ON FILE	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY		15. OTHER DATE MM DD YY	
QUAL.		QUAL.	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
17a. NPI		FROM MM DD YY TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E)		22. RESUBMISSION CODE	
A. F332 B. C. D. E. F. G. H. I. J. K. L.		ORIGINAL REF. NO.	
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY		23. PRIOR AUTHORIZATION NUMBER	
B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER		F. \$ CHARGES G. DAYS OR UNITS H. EPSDT Family Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #	
1 03 01 21 03 01 21 51 99233 A 300 00 1 NPI 1548586951			
2 03 01 21 03 01 21 51 90833 A 225 00 1 NPI 1548586951			
3 03 02 21 03 02 21 51 99233 A 300 00 1 NPI 1548586951			
4 03 02 21 03 02 21 51 90833 A 225 00 1 NPI 1548586951			
5 03 03 21 03 03 21 51 99233 A 300 00 1 NPI 1548586951			
6 03 03 21 03 03 21 51 90833 A 225 00 1 NPI 1548586951			
25. FEDERAL TAX I.D. NUMBER 636727051 SSN EIN		26. PATIENT'S ACCOUNT NO. EMIMA000 3436	
27. ACCEPT ASSIGNMENT? (For gov't claims, see back) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		28. TOTAL CHARGE \$ 157500	
29. AMOUNT PAID \$		30. Rsvd for NUCC Use	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		32. SERVICE FACILITY LOCATION INFORMATION	
SIGNED 03/12/21 DATE		SUTTER CENTER FOR PSYCHIATRY	
		7700 FOLSOM BLVD	
		SACRAMENTO CA 95826	
		33. BILLING PROVIDER INFO & PH # 530 8875425	
		MONILA RAHIMI DO	
		P O BOX 1044	
		FAIR OAKS CA 956281044	
		a. 1952350944 b. 1548586951	



RECEIVED
MAR 16 2021

PLUMAS CO MENTAL HEALTH PAN
270 COUNTY HOSPITAL ROAD 109

QUINCY CA 95971

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12


<input type="checkbox"/> PICA		BY: _____		<input type="checkbox"/> PICA	
1. MEDICARE <input type="checkbox"/> (Medicare#) MEDICAID <input type="checkbox"/> (Medicaid#) TRICARE <input type="checkbox"/> (ID#/DoD#) CHAMPVA <input type="checkbox"/> (Member ID#) GROUP HEALTH PLAN <input type="checkbox"/> (ID#) FECA BLK LUNG <input type="checkbox"/> (ID#) OTHER <input checked="" type="checkbox"/> (ID#)		1a. INSURED'S I.D. NUMBER (For Program in Item 1)			
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE MM DD YY		4. INSURED'S NAME (Last Name, First Name, Middle Initial)	
5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)		6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM DD YY SEX M <input type="checkbox"/> F <input checked="" type="checkbox"/>	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		b. RESERVED FOR NUCC USE		c. RESERVED FOR NUCC USE	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. CLAIM CODES (Designated by NUCC)		d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, complete items 9, 9a, and 9d.	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.			
SIGNED SIGNATURE ON FILE DATE 03/12/21		SIGNED SIGNATURE ON FILE			
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL.		15. OTHER DATE QUAL. MM DD YY		16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		17a. <input type="checkbox"/> NPI		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM 02 26 21 TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		22. RESUBMISSION CODE ORIGINAL REF. NO.	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) A. F332 B. C. D. E. F. G. H. I. J. K. L.		ICD Ind.		23. PRIOR AUTHORIZATION NUMBER	
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY		B. PLACE OF SERVICE C. EMG		D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER	
E. DIAGNOSIS POINTER		F. \$ CHARGES		G. DAYS OR UNITS	
H. EPSDT Family Plan		I. ID. QUAL.		J. RENDERING PROVIDER ID. #	
1 03 04 21 03 04 21 51 99239 A 350 00 1 NPI 1548586951		2 03 04 21 03 04 21 51 90833 A 225 00 1 NPI 1548586951		3 NPI	
4 NPI		5 NPI		6 NPI	
25. FEDERAL TAX I.D. NUMBER 636727051		SSN EIN <input checked="" type="checkbox"/>		26. PATIENT'S ACCOUNT NO. EMIMA000 3436	
27. ACCEPT ASSIGNMENT? (For govt. claims, see back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		28. TOTAL CHARGE \$ 57500		29. AMOUNT PAID	
30. Rsvd for NUCC Use		31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		32. SERVICE FACILITY LOCATION INFORMATION SUTTER CENTER FOR PSYCHIATRY 7700 FOLSOM BLVD SACRAMENTO CA 95826	
33. BILLING PROVIDER INFO & PH # MONILA RAHIMI DO P O BOX 1044 FAIR OAKS CA 956281044		a. 1952350944		b. 1548586951	



PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045

Tony Hobson Ph.D., Director

DATE: April 6, 2021
TO: Honorable Board of Supervisors
FROM: Tony Hobson Ph.D., Behavioral Health Director 
SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign \$15,000.00 Agreement with Gary Ernst Financial Consultant.

BACKGROUND AND DISCUSSION:

1. This Service Agreement, with Gary Ernst, is required in providing consultation on the past submitted Department of Health Care cost reports from fiscal years 2011/2012, 2012/2013, 2013/2014, 2014/2015, 2015/2016 and 2016/2017. He will also aid Behavioral Health Office with state audits and financial information requests from the Department of Health Care Services. This amendment has been approved to form by County Counsel.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



Kevin Correira
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: April 6, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract between Facility Services and Siskiyou Elevator Co.

Recommendation

Approve and authorize Board Chair to sign contract between Facility Services and Siskiyou Elevator Co.

Background and Discussion

Siskiyou Elevator Co. provides regular inspections, maintenance, and repairs of 3 elevators in Plumas County (Courthouse, Annex, and Permit Center) as well as the chair-lift at the Quincy Memorial Hall.

Contract not to exceed \$20,000

A copy of the contract is on file with the Clerk of the Board.



Kevin Correira
Director

County of Plumas Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: April 6, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign agreement between Facility Services and Smith Power Products, Inc. for an emergency generator maintenance program.

Recommendation

Approve and authorize Board Chair to sign agreement between Facility Services and Smith Power Products, Inc. for emergency generator maintenance program.

Background and Discussion

Smith Power Products, Inc. provides an emergency generator maintenance program consisting of 3 quarterly inspections and 1 annual service with inspection of Plumas County's emergency generators (total of 10 generators). Smith Power Products, Inc. also provides emergency repair services for the generators.

Contract not to exceed \$22,000.

A copy of the contract is on file with the Clerk of the Board.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Facility Services** (hereinafter referred to as "County"), and **Smith Power Products, Inc.**, a Delaware Corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Twenty Two Thousand Dollars (\$22,000)**.
3. Term. The term of this agreement shall be from **May 1, 2021 through April 30, 2022**, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Facility Services
County of Plumas
198 Andy's Way
Quincy CA 95971
Attention: Kevin Correira, Director

Contractor:

Smith Power Products, Inc.
3065 W California Ave
Salt Lake City UT 84104
Attention: Contract Manager

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Smith Power Products, Inc., a Delaware Corporation

By: _____
Name: Michael B. Smith
Title: CEO
Date signed:

By: _____
Name: Kris H. Ahmann
Title: CFO
Date signed:

COUNTY:

County of Plumas, a political subdivision of the State of California

By: _____
Name: Jeff Engel
Title: Board of Supervisors, Chair
Date signed:

ATTEST:

By: _____
Name:
Title: Clerk of the Board
Date signed:

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

3/17/2021

EXHIBIT A

Scope of Work

1. Maintenance program consisting of 3 quarterly inspections and 1 annual service with inspection to include:
 - a. Oil, oil filter, and fuel filter change (annually);
 - b. Test coolant;
 - c. Maintain supplemental coolant additives as needed;
 - d. Checklist inspection of engine, generator, control panel, batteries, and transfer switches;
 - e. Test safety shutdown systems;
 - f. Test automatic transfer switches
 - g. Test auto-start time;
 - h. Building load test (if approved).

*It is the County's responsibility to maintain fluid in their equipment between scheduled inspections. However, contractor's personnel will top off fluids during scheduled inspections.

EXHIBIT B

Fee Schedule

1. The annual cost for this maintenance program is as follows:

- | | |
|-----------------------------------|-------------------|
| a. Correctional Facility | \$1,125.00 |
| b. Courthouse Annex | \$1,150.00 |
| c. Courthouse | \$1,190.00 |
| d. All other units Quincy/Portola | \$975.00 each (4) |
| e. Units in Greenville & Chester | \$995.00 each (3) |

*total cost for all 10 units: \$10,350.00

2. Repairs or maintenance will be performed on a time and materials basis at:

- a. \$125/hour regular time
- b. \$187.50/hour overtime

3. Materials will be billed according to our 'fleet' pricing schedule



PCPHA
PLUMAS COUNTY PUBLIC HEALTH AGENCY



Date: February 2, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Agenda: Agenda Item for April 6, 2021

Recommendation: Approve and direct the Chair to sign a Professional Agreement Number MAA2122HALL with Les Hall in the amount of \$50,000.00 to provide various services to Public Health related to the Medi-Cal Administrative Activities (MAA) Program for FY 2021-2022, approved by County Counsel.

As the Board is aware, Plumas County Public Health Agency participates in the Medi-Cal Administrative Activities (MAA) Program. This program allows counties, through a system of time studies and cost reports to enhance existing time and activities performed by specific staff relating to administration of Medi-Cal related services. Staff time and activities are enhanced with Federal funds using a formula based on staff classification, organizational structure and duty statements.

The MAA Program is very complex, especially the invoicing which is very detailed and takes a considerable amount of time to prepare. Due to a resignation this past January Public Health does not have the staff to complete various aspects of this program. Time is of the essence to ensure all revenues are captured. Les Hall has agreed to contract with Public Health to perform various MAA duties until a replacement has been hired.

Subcontract between Plumas County Public Health Agency and Les Hall was reviewed and approved County counsel, a copy of which is on file with the Clerk of the Board for your review.

Fiscal Impact: There will be no financial impact on the County General Fund, as this contract is fully funded by the Medi-cal Administrative Activities Program through Public Health.

Please contact me if you have any questions, or need additional information. Thank you.

C:\Documents and Settings\jpenn\My Documents\BOS\MAA2122HALL Agreement.doc

2F2



PCPHA
PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthier Communities

Date: March 22, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Agenda: Consent Item for April 6, 2021

Recommendation: Approve and direct the Chair to sign Agreement Number AEGIS2124FWRX with Far West RX Disposal, LLC in the amount of \$18,000 for the disposal of controlled substances. Approved by County Counsel.

Background and Discussion: Far West RX Disposal is a licensed reverse distributor who will provide collection and disposal of medication from the various pharmacies and the Sheriff's Department that are participating in the Drug Take Back Program in Plumas County.

Fiscal Impact: This agreement is fully funded through Public Health Programs, so there is no financial impact on the County General Fund.

County Counsel Office has reviewed and approved this agreement, a copy of which is on file with the Clerk of the Board for your review.

Please contact me should you have any questions, or need additional information. Thank you.





PCPHA
PLUMAS COUNTY PUBLIC HEALTH AGENCY

2f3



Growing Healthy Communities

Date: March 17, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Agenda: Consent Item for April 6, 2021

Recommendation: Approve and direct the Chair to sign the following agreements with Fiscal Experts, Inc., to provide Time Study Buddy software for the Medi-Cal Administrative Program: Agreement #: MAA2021TSB in the amount of \$18,000.00 for Fiscal Year 2020-2021 and approve ratification of payments of the services rendered to date; and Agreement #MAA2122TSB in the amount of \$18,000.00 FY 2021-2022

Background: As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for a number of different programs with diverse funding sources from the State Department of Health Services, private foundations, local sources, realignment and other county departments. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

Fiscal Impact: This agreement is fully funded through the Medi-Cal Administrative Program, so there is no financial impact on the County General Fund.

Please contact me should you have any questions, or need additional information. Thank you.



2F4



PCPHA
PLUMAS COUNTY PUBLIC HEALTH AGENCY



Creating Healthy Communities

Date: March 17, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Agenda: Consent Item for April 6, 2021

Recommendation: Approve and direct the Chair the following agreements related to the Emergency Preparedness Programs for Fiscal Year 2020-2021; and ratify agreements effective July 1, 2020. Approved by County Counsel.

Eastern Plumas Healthcare (HPP2021EPHC-COVID) \$20,000.00
Plumas County Fair (PAN2021FAIR) \$4,999.00
Plumas County Facilities Services (HPP2021PCFS) \$2,000.00

Background: As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

Plumas County has subcontracted with the Fair to provide services for the California Department of Public Health Hospital Preparedness and Pan Flu Programs.

Fiscal Impact: There is no financial impact on the County General Fund, as these subcontracts are fully funded by the Hospital Preparedness and Pan Flu Programs through Public Health.

Please contact me if you have questions, or need additional information. Thank you.



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PCPHA
PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: March 23, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Agenda: Item for April 6, 2021

Recommendation: Approve and direct the Chair to sign the Memorandum of Understanding between the California Government Operations Agency (Agency) and the County of Plumas governing vaccine allocation and administration. Approved by County Counsel.

Background: The Federal Government has been distributing the coronavirus vaccines to the states who then distribute the vaccines to those entities that administer the vaccines, including Local Health Jurisdictions (LHJs). California, to date, has distributed vaccines through the California Department of Public Health to both LHJs and Multi-County Healthcare Delivery Entities (MCEs) such as Kaiser Permanente.

The State of California has signed a new Third Party Administrator (TPA) contract with Blue Shield of California to help the state optimize and accelerate COVID-19 vaccine allocation and distribution equitably, efficiently, and safely throughout the state.

The Agency had originally request that LHJs sign a contract with the TPA in order to provide vaccine to residents within their jurisdiction. Local governments were concerned the public's health was inherently a governmental function and that the contract was inappropriate.

The Agency then developed a model MOU with a working group from the County Counsels Association. This MOU, plus two clarifying letters from the Agency, will allow the County to continue to vaccinate our residents as we currently are doing, pending a steady state or increasing amount of vaccines.

A Copy of the Memorandum of Understanding and the clarifying letters are attached for your review.

\\Healthmas\PHA\Admin\BOS\FOR REVIEW\TPA MOU 4-2021.Doc

**MEMORANDUM OF UNDERSTANDING
BETWEEN
California Government Operations Agency
and
the County of Plumas**

The California Government Operations Agency (Agency) and the County of Plumas (County) hereinafter referred to singularly as "the Party" and collectively as "the Participants," in an effort to provide for the vaccination of Californians in order to mitigate the continued spread of COVID-19, have reached the following understanding, and agree as follows:

**SECTION 1
Objective**

The purpose of this Memorandum of Understanding ("MOU") is to establish Agency's expectations and conditions for County's continued eligibility for allocation of COVID-19 vaccine. Agency recognizes the unique role played by County in providing vaccine access to California's underserved communities.

**SECTION 2
Statement of Understanding**

- A. Agency, together with the Department of Public Health (Department), (a) has supplied, and will continue to supply County, subject to the limitation in subparagraph B of this Section 2, with the COVID-19 vaccine for administration to its patients in connection with its ongoing vaccination efforts, and (b) will exercise reasonable efforts to assure that County is allocated sufficient doses of the vaccine for administration to eligible individuals by the County as a health care provider. Agency acknowledges and shall ensure that Blue Shield of California as the third-party administrator (TPA) for the statewide vaccinating provider network understands that County is dependent on sufficient supply of the vaccine from the State for its ongoing vaccine administration. County recognizes that Agency is dependent on the federal government for allocation of vaccine and that changing circumstances in the pandemic may require reallocation of vaccine to providers and to communities that are suffering from significant outbreaks of COVID-19 or where the local health care system is stressed; and
- B. Agency makes no guarantee or commitment for any minimum or maximum amount of COVID-19 vaccine that may be allocated to County; and
- C. County shall not reallocate or redistribute to other health care providers any vaccine it receives through its allocations. County shall use all vaccine it receives through its allocations to administer to individuals it serves as a health care provider; and

- D. Agency reserves the right at any time to provide County notice of changes in the amount or type of vaccines that may be allocated to a County and/or any of County's vaccination site(s) for administration to vaccine recipients to facilitate administration of the COVID-19 vaccine. Agency will provide County as much advance notice of such changes as is reasonably feasible in order to assist County in its vaccination planning. County acknowledges that vaccine allocation decisions will be made using the State allocation algorithm, as may be modified from time to time; and
- E. County shall use MyTurn (MyTurn.ca.gov), or other technology platform as directed by Agency to submit all required data reasonably necessary for Agency to manage the statewide vaccine network that is related to County's administration of the COVID-19 vaccine. County shall prepare and maintain complete and accurate vaccine-related medical and other records and reports relating to the administration of the COVID-19 vaccine (collectively, "Records"), in a form maintained in accordance with the generally accepted standards applicable to such Records, and in compliance with applicable State and federal confidentiality and privacy laws. Agency, and any authorized governmental officials entitled to such access by law, may at any time during the term of this MOU and for a period of at least three (3) years after the termination of this MOU or such longer period as may be required by applicable State or federal law, request access to such Records for inspection, including as part of a virtual or in-person site compliance request. County shall participate in and cooperate with any audit, oversight and monitoring processes conducted by Agency, including, without limitation, that County agrees to allow the auditor(s) access to Records during normal business hours to examine Records and upon reasonable notice, reproduce Records at no charge by County and to allow interviews of any employees who might reasonably have information related to such Records; and
- F. County shall not under any circumstances bill, charge, collect a deposit from, impose a surcharge on, directly or indirectly seek compensation, remuneration or reimbursement from, or have any recourse against any vaccine recipient for the cost of vaccine administration or related services, provided, however, that County can bill government health programs such as Medi-Cal, Medicare, and HRSA, and private insurance carriers for vaccine administration or other related costs; and
- G. County shall have the ability to establish and will maintain an electronic interface to either the State Immunization Registry or appropriate County Immunization Registry and MyTurn.ca.gov (or other appropriate electronic health record interface as directed by Agency). To the extent applicable and for purposes of clarity, the Participants acknowledge and agree that a County with an industry-standard and certified Electronic Medical Record system (e.g., EPIC, Cerner, or any vaccine information system that meets the requirements for integrating with MyTurn), may leverage a standard interface defined by Agency to connect from MyTurn to Scheduling and Vaccine Clinic Management with an electronic interface to the State Immunization Registry; and

- H. County shall follow criteria established by the Department in determining individuals' eligibility for vaccination appointments and prioritization of appointments, including targeting appointments to members of underserved communities that have suffered a disproportionate burden of the COVID-19 pandemic; and
- I. County acknowledges that, by signing this MOU, it is joining the statewide network of providers administering the COVID-19 vaccine that is supported by the TPA, acting as Agency's agent and at Agency's direction. County acknowledges Agency's expectation that all providers in the statewide vaccinator network will reasonably cooperate with the TPA in facilitating efficient administration of the COVID-19 vaccine.

SECTION 3

Services and Activities

County shall provide the following services (the "Services"):

- A. Within no more than twenty-four (24) hours of administering a dose of COVID-19 vaccine and adjuvant (if applicable), County shall record in the vaccine recipient's record, and shall report complete and accurate vaccine administration data required in the MyTurn reporting tool and other technology platforms required by Agency and CDC (such as, for example, VaccineFinder, and CAIR2) or other appropriate electronic health record interface as permitted under subparagraph E of this Section 3. Agency acknowledges that there may be circumstances that cause delay in the submission of data, in which case County will alert Agency and complete data recordation and submission as soon as practicable; and
- B. County shall make available at its vaccination site or sites written materials that Agency prepares, prints, and delivers to County; and
- C. County shall provide additional support as may be reasonably requested by Agency to assist Agency in the successful COVID-19 vaccine administration.

SECTION 4

Points of Contact; Notice

Any communications and notices shall be sent to:

For Agency:

Justyn Howard, Deputy Secretary
Fiscal Policy and Administration
Justyn.howard@govops.ca.gov
916-651-9004

For County:

Tina Venable, Director of Nursing
Plumas County Public Health Agency
tinavenable@countyofplumas.com
530-283-6346

Either Participant may change its designated contacts by written notice to the designated contact of the other Participant.

SECTION 5
Choice of Law

This MOU shall be governed by California law.

SECTION 6
Interpretation and Application

Any difference that may arise in relation to the interpretation or application of this MOU will be resolved through consultations between the Participants, who will endeavor in good faith to resolve such differences.

SECTION 7
Other Provisions

- A. Term. This MOU shall continue in effect until completion of COVID-19 vaccination services, unless either Participant withdraws from this MOU under subparagraph C of this Section 7.
- B. Modifications. This MOU may be modified at any time by mutual consent of the Participants. Any modification shall be by written addendum, signed by authorized representatives of each Participant and shall be effective upon the date it is subscribed to by all Participants.
- C. Withdrawal/Termination. Any Participant may, at any time, withdraw from this MOU by providing written notice. A Participant who intends to withdraw from this MOU shall endeavor to provide notice of such withdrawal to other Participants at least 60 days in advance.
- D. Counterparts. This MOU may be executed in counterparts, which taken together will constitute one document.
- E. Electronic Signatures. Electronically delivered signatures of the Participants shall be deemed to constitute original signatures.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES NEXT PAGE]

SIGNATURES

The Participants hereto have entered into this MOU as of the day and year set forth below to be effective as of the Effective Date.

AGENCY:

California Government Operations
Agency

By: _____

Printed Name: Justyn Howard

Title: Deputy Secretary, Fiscal Policy
and Administration

Date: _____

COUNTY:

County of Plumas

By: _____

Printed Name: Jeff Engel

Title: Chair, Plumas County Board of
Supervisors

Date: _____



CALIFORNIA GOVERNMENT OPERATIONS AGENCY

GAVIN NEWSOM
California Governor

YOLANDA RICHARDSON
Secretary

JULIE LEE
Undersecretary

DEPARTMENTS

Office of
Administrative Law
Franchise Tax Board
Department of
General Services
Department of
Human Resources
State Personnel Board
Public Employees'
Retirement System
State Teachers'
Retirement System
Department of
Technology
Victim Compensation
Board
Department of Tax and
Fee Administration
California Complete
Count Office
Office of Digital Innovation

March 16, 2021

Dear Chief Administrative Officers/Legal Counsel for California's
Local Health Jurisdictions:

This letter is to memorialize conversations we have had in recent
days on the memorandum of understanding governing vaccine
allocation and administration.

Recognizing that local health jurisdictions play a critical role as a
coordinator of the vaccine effort, Blue Shield as the state's Third-
Party Administrator (TPA) will collaborate and coordinate
vaccination plans with Counties/LHJs and jointly and directly
propose to the Government Operations Agency (Agency)
distributions for all vaccine providers participating in the
statewide network within each jurisdiction. Agency shall ensure
that the TPA consults with the County/LHJ before making any
allocation recommendations, and Agency's allocation decisions
shall be concurrently communicated to the County/LHJ and TPA.

Additionally, the County/LHJ, using its discretion and subject to
approval of the Agency, may distribute portions of vaccines
allocated to the County/LHJ to County/LHJ-supported sites.
Accordingly, Paragraph C of Section 2 of the MOU is modified
consistent with this paragraph.

With this assurance, we look forward to receiving your signed
MOU as soon as possible so that we may include you in the
state's vaccination network and prepare to deliver tens of millions
of vaccinations efficiently and equitably.

915 Capitol Mall
Suite 200
Sacramento, CA 95814

TEL: (916) 651-9011

www.GovOps.ca.gov

YOLANDA RICHARDSON
Secretary

Should you have any additional questions, please contact me at
Gabriel.ravel@govops.ca.gov or (916) 651-9011.

Sincerely,

/s/

Gabriel Ravel
Deputy Secretary and General Counsel
California Government Operations Agency

.....★.....
915 Capitol Mall
Suite 200
Sacramento, CA 95814
TEL: (916) 651-9011
www.GovOps.ca.gov



CALIFORNIA GOVERNMENT OPERATIONS AGENCY

GAVIN NEWSOM
California Governor

YOLANDA RICHARDSON
Secretary

JULIE LEE
Undersecretary

DEPARTMENTS

Office of
Administrative Law

Franchise Tax Board

Department of
General Services

Department of
Human Resources

State Personnel Board

Public Employees'
Retirement System

State Teachers'
Retirement System

Department of
Technology

Victim Compensation
Board

Department of Tax and
Fee Administration

California Complete
Count Office

Office of Digital Innovation

March 22, 2021

Dear Chief Administrative Officers/Legal Counsel for California's
Local Health Jurisdictions:

This letter is to further clarify and refine the California Government
Operations Agency's (Agency) understanding of how the MOU
between Agency and Local Health Jurisdictions (LHJs) will
operate.

Agency shall instruct Blue Shield, acting as the third-party
administrator (TPA) supporting the statewide network of
vaccinating providers, to include in the statewide network, during
the transition period to TPA management of the network of
vaccination providers within Counties/LHJs, all private, approved
vaccine providers currently receiving allocations from the
County/LHJ that are meeting the County's/LHJ's participation
requirements, which include timely data reporting and
vaccinating with a focus on equity. Providers shall make a good-
faith effort to align with requirements for participation in the
statewide network as quickly as possible. Additionally, Agency
shall instruct TPA to permit such vaccine providers to transition
their sites to MyTurn at an appropriate time, consistent with
adding requested functionality to MyTurn, providing requested
support for on-boarding, and addressing identified concerns.

Additionally, County/LHJ-operated clinics shall be able to
maintain "closed pod" vaccination structures to allow them to
focus on their eligible populations and shall report daily vaccine
inventories, transfers, redistributions, and reporting to CAIR2,
thereby facilitating visibility and oversight for the Agency of the
entire Statewide Vaccine Network. Such clinics shall have the
option of delaying transition to MyTurn until such a time as
Agency and County agree that adoption of the MyTurn platform
will not hamper these clinics' vaccine distribution efforts.

915 Capitol Mall
Suite 200
Sacramento, CA 95814

TEL: (916) 651-9011

www.GovOps.ca.gov

YOLANDA RICHARDSON
Secretary

With these additional assurances, we look forward to receiving your signed MOU as soon as possible so that we may include you in the state's vaccination network.

Should you have any additional questions, please contact me at Gabriel.ravel@govops.ca.gov or (916) 651-9011.

Sincerely,

/s/

Gabriel Ravel
Deputy Secretary and General Counsel
California Government Operations Agency

.....★.....

915 Capitol Mall
Suite 200
Sacramento, CA 95814
TEL: (916) 651-9011
www.GovOps.ca.gov

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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
John Mannle, P.E., Acting Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the April 6th, 2021 meeting of the Plumas County Board of Supervisors

Date: March 29th, 2021

To: Honorable Board of Supervisors

From: John Mannle, Acting Director of Public Works

A handwritten signature in black ink, appearing to read "John Mannle".

Subject: **Authorize Execution of Amendment No. 1 to the Professional Services Agreement between the County of Plumas and Quincy Engineering, Inc. for Construction Engineering Services for the "Spanish Ranch Road Bridge Replacement Project" in the amount not to exceed \$482,657.00**

Project Background:

Quincy Engineering, Inc. has been providing construction engineering services in support of the Spanish Ranch Road Bridge Replacement Project. The project is located in central Plumas County on Spanish Ranch Road at the Spanish Creek crossing in the rural community of Meadow Valley, approximately 5 miles west of the unincorporated Community of Quincy.

Amendment No. 1 authorizes a cost increase of \$65,657. This cost increase was due to delays in the start of construction due to the discovery of several endangered species that required the acquisition of additional permits from the California Department of Fish and Wildlife, and the associated accelerated construction schedule necessary to complete the project before the onset of winter conditions.

The additional cost increase is a reimbursable expense through the Highway Bridge Program (HBP), which is administered by Caltrans.

This agreement has been approved as to form by the County Counsel's Office.

Recommendation by Public Works:

The Acting Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Acting Director of Public Works to execute Amendment No. 1 to the Professional Services Agreement between the County of Plumas and Quincy Engineering, Inc. for Construction Engineering Services for the "Spanish Ranch Road Bridge Replacement Project" in the amount not to exceed \$487,657.00.

Attachment: Amendment No. 1 Professional Services Agreement between the County of Plumas and Quincy Engineering, Inc.

AMENDMENT NO. 1
to the
PROFESSIONAL SERVICES AGREEMENT

Bridge Construction Engineering Services for the
Spanish Ranch Bridge Construction Project

The February 19, 2020 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and Quincy Engineering, Inc., a California Corporation ("Consultant"), County Contract No. P.W.R.D. 20-015, is hereby amended as follows:

Article V Allowable Costs and Payments – Section I shall be amended to reflect a cost increase of \$65,657. Article V Allowable Costs and Payments – Section I shall be replaced with the following:

- I. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed Four Hundred Eighty-Two Thousand Six Hundred Fifty-Seven and No Cents (\$482,657.00)

The original Cost Proposal (Exhibit B) shall be replaced with the revised Cost Proposal as reflected on the attached Exhibit A

Other Contract Provisions.

All other contract provisions set forth in the February 19, 2020 Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by and through their respective authorized officers, as of the date first above written.

Signatures on following page

_____ Consultants Initials

_____ County Initials

COUNTY OF PLUMAS
A political subdivision of the State of California

Jeff Engel, Chair
Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board of Supervisors

Date: _____

CONSULTANT
Quincy Engineering, Inc.

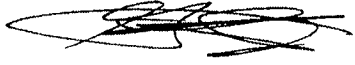
Chris Rayasam, President/CEO

Date: _____

Celeste Alvarez, Corporate Secretary

Date: _____

Approved as to form:



3/12/2021

Gretchen Stuhr
Plumas County Counsel

Taxpayer ID Number – 68-0269312

Attachments: Exhibit A – Revised Cost Proposal

Exhibit A

Revised Cost Proposal

Summary by Task	Budget Amount	Amount Expended	Amount Anticipated	Final Task Total	Amount Required
Task 1 – Pre Construction	\$ 15,380.21	\$ 15,424.07	\$ 0.00	\$ 15,424.07	(\$ 138.14)
Task 2 – Construction	\$269,792.74	\$291,876.62	\$ 60,625.87	\$352,502.49	\$ 82,709.75
Task 2.1 – Office Engineer	\$ 28,540.54	\$ 5,689.62	\$ 15,000.00	\$ 20,689.62	(\$ 7,850.92)
Task 3 –Labor Compliance	\$ 17,436.98	\$ 6,273.62	\$ 11,163.36	\$ 17,436.98	\$ 0.00
Task 4 – Materials Testing	\$ 43,346.18	\$ 22,056.19	\$ 13,000.00	\$ 35,056.19	(\$ 8,289.99)
Task 5 – Precast Source Inspection	\$ 291.10	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 291.00)
Task 6 – Environmental	\$ 26,551.65	\$ 25,066.38	\$ 1,485.27	\$ 26,551.65	\$ 0.00
Task 7 – Survey Verification	\$ 482.60	\$ 0.00	\$ 0.00	\$ 0.00	(\$ 482.60)
Task 8 – Construction	\$ 15,178.00	\$ 0.00	\$ 15,178.00	\$ 15,178.00	\$ 0.00
Totals	\$417,000.00	\$366,204.50	\$116,452.50	\$482,657.00	\$ 65,657.00

Cost Proposal

Spanish Ranch Road Bridge Replacement

AMENDMENT 1

Date: 2/5/2021

Quincy Engineering, Inc.

Direct Labor:	\$19,990.00
Estimated Salary Increases for Multi-Year Project	\$0.00
Subtotal	\$19,990.00
Overhead (1.757):	\$35,124.43
A. Labor Subtotal	\$55,114.43

Subconsultant Costs:

H&K/NV5	\$0.00
Webster	\$0.00
Panorama	\$0.00
DCM	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
B. Subconsultant Subtotal	\$0.00

Other Direct Costs:

(1). RE Per diem:	0.0 Days @ \$120 per day	\$0.00
(2). RE Vehicle:	Included in Overhead	
(3). SR Per diem:	0.0 Days @ \$120 per day	\$0.00
(4). SR Vehicle:	Included in Overhead	
(5). Inspector Per diem:	0.0 Days @ \$120 per day	\$0.00
(6). Inspector Vehicle:	Included in Overhead	
(7). CM Per diem:	0.0 Days @ \$120 per day	\$0.00
(8). CM Vehicle:	Included in Overhead	
(9). Misc. Field supplies :		\$0.00
(10). Construction Office:	0.0 Months @ \$1,250 per month	\$0.00
(11). Mileage:	0.0 Miles @ \$0.580 per mile	\$0.00
(12). Prevailing Wage Differential:		\$0.00
C. Other Direct Cost Subtotal:		\$0.00

Labor Subtotal A. =	\$55,114.43
Fixed Fee (10.0%):	\$5,511.44
Subconsultant Subtotal B. =	\$0.00
Fixed Fee (0.0%):	\$0.00
Other Direct Cost Subtotal: C. =	\$0.00
Fixed Fee (0.0%):	\$0.00

TOTAL = \$60,625.87

Note: Invoices will be based upon actual QEI hourly rates plus overhead at 175.71% plus prorated portion of fixed fee. Subconsultant and Direct Costs will be billed at actual cost. The overhead rate (ICR) shall remain fixed for the contract duration or until both parties agree to modify the rate in writing.

Project Number: TBD		Project Name: Span						
		Principal Eng.	Senior Eng.	H&K/NV5	Webster	Panorama	DCM	Subconsultant Subtotal
	TASKS							
		SM	LN					
No.	Initial Hourly Rate	\$92.30	\$80.					
AMENDMENT 1								
1	Pre Construction							\$0
2	Construction		8					\$0
2.1	Office Engineer							\$0
3	Labor Compliance							\$0
4	Materials Testing							\$0
5	Precast Source Inspection							\$0
6	Environmental Oversight							\$0
7	Survey Verification							\$0
8	Post Construction							\$0
								\$0
								\$0
								\$0
	Subtotal- Hours		0					0
	Estimated Salary Increases for Multi-Year Project							
	Other Direct Costs							0
	Total Cost	\$0		\$0	\$0	\$0	\$0	\$0

Exhibit 10-H1 Cost Proposal

Actual Cost-Plus-Fixed Fee Contracts

☒ Prime Consultant ☐ SubconsultantConsultant Quincy Engineering, Inc.Project Name Spanish Ranch Road Bridge ReplacementProject No. TBD Contract No. _____ Date 2/5/2021

DIRECT LABOR

Classification/Title	Name	Initials	Range	Hours	Initial Hourly Rate	Total
Principal Eng. *	Steve Mellon	SM	\$70-\$120	0	\$ 92.30	\$ -
Senior Eng. **	Leland Mason	LM	\$50-\$100	8	\$ 80.00	\$ 640.00
Senior Eng. **	Steve Elkins	SE	\$50-\$100	258	\$ 75.00	\$ 19,350.00
Senior Eng. **	Lacey Smith	LSm	\$50-\$100	0	\$ 65.99	\$ -
Const Inspector Gp 2 **	Const Inspector	CI	\$25-\$65	0	\$ 45.03	\$ -
Survey Mgr **	Jim Thornton	JT	\$40-\$70	0	\$ 64.40	\$ -
Survey Tech **	Alfonso Dabu	AD	\$29-\$50	0	\$ 45.00	\$ -
	blank			0	\$ -	\$ -
				266		\$ 19,990.00

LABOR COSTS

a) Subtotal Direct Labor Costs \$19,990.00

b) Estimated Salary Increases for Multi-Year Project \$0.00 (see calculation page attached)

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$19,990.00

INDIRECT COSTS

d) Fringe Benefits (Rate: 43.02%):

e) Total Fringe Benefits [(c) x (d)] \$8,599.70

f) Overhead (Rate: 132.69%):

g) Overhead [(c) x (f)] \$26,524.73

h) General Administration (Rate: 0.0%):

i) Gen & Admin [(c) x (h)] \$0.00

j) TOTAL INDIRECT COSTS [(e) + (g) + (i)] \$35,124.43

FIXED FEE

k) Fixed Fee (10.0%):

l) TOTAL FIXED FEE [(c) + (j)] x (k) \$5,511.44

CONSULTANT'S OTHER DIRECT COSTS (ODC)

(1). RE Per diem: 0.0 Days @ \$120 per day \$0.00

(2). RE Vehicle: Included in Overhead

(3). SR Per diem: 0.0 Days @ \$120 per day \$0.00

(4). SR Vehicle: Included in Overhead

(5). Inspector Per diem: 0.0 Days @ \$120 per day \$0.00

(6). Inspector Vehicle: Included in Overhead

(7). CM Per diem: 0.0 Days @ \$120 per day \$0.00

(8). CM Vehicle: Included in Overhead

(9). Misc. Field supplies : \$0.00

(10). Construction Office: 0.0 Months @ \$1,250 per month \$0.00

(11). Mileage: 0.0 Days @ \$0.580 per mile \$0.00

(12). Prevailing Wage Differential: \$0.00

m) TOTAL OTHER DIRECT COSTS \$0.00

n) SUBCONSULTANT COSTS (attach detailed cost proposal for each subconsultant)

H&K/NV5 \$0.00

Webster \$0.00

Panorama \$0.00

DCM \$0.00

0 \$0.00

0 \$0.00

0 \$0.00

0 \$0.00

0 \$0.00

0 \$0.00

\$0.00 \$0.00

o) TOTAL COST [(c) + (j) + (l) + (m) + (n)] \$60,625.87

NOTES:

- Key personnel marked with an asterisk (*).
- Employees subject to prevailing wage marked with two asterisks (**).
- Anticipated salary increases calculation (Item "b") on attached page.
- Note: Invoices will be based upon actual QEI hourly rates plus overhead at 175.71% plus prorated portion of fixed fee. Subconsultant and Direct Costs will be billed at actual cost. The overhead rate (ICR) shall remain fixed for the contract duration or until both parties agree to modify the rate in writing.

EXHIBIT 10-H1 COST PROPOSAL

PAGE 2 OF 2

ACTUAL COST-PLUS-FIXED FEE CONTRACTS

(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant Quincy Engineering, Inc.Contract No. 0Date 2/5/2021

Spanish Ranch Road Bridge Replacement

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor <u>Subtotal</u> per Cost Proposal	Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration
\$ 19,990.00	266	=	\$75.15	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Proposed Escalation =	0.0% Proposed Escalation		
	Avg Hourly Rate			
Year 1	\$75.15	+	0.0%	= \$75.15 Year 1 Avg Hourly Rate
Year 2	\$75.15	+	0.0%	= \$75.15 Year 2 Avg Hourly Rate
Year 3	\$75.15	+	0.0%	= \$75.15 Year 3 Avg Hourly Rate
Year 4	\$75.15	+	0.0%	= \$75.15 Year 4 Avg Hourly Rate
Year 5	\$75.15	+	0.0%	= \$75.15 Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	100.00%	*	266.0	=	266.0	Estimated Hours Year 1
Year 2	0.00%	*	266.0	=	0.0	Estimated Hours Year 2
Year 3	0.00%	*	266.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	266.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	266.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	266.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$75.15	*	266	=	\$19,990.00	Estimated Hours Year 1
Year 2	\$75.15	*	0	=	\$0.00	Estimated Hours Year 2
Year 3	\$75.15	*	0	=	\$0.00	Estimated Hours Year 3
Year 4	\$75.15	*	0	=	\$0.00	Estimated Hours Year 4
Year 5	\$75.15	*	0	=	\$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	\$19,990.00	
	Direct Labor Subtotal before Escalation			=	\$19,990.00	
	Estimated total of Direct Labor Salary Increase			=	\$0.00	Transfer to Page 1

NOTES:

This assumes that an average of one half year will be worked at the rate on the cost proposal.

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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the April 6, 2021 meeting of the Plumas County Board of Supervisors

Date: March 29, 2021

To: Honorable Board of Supervisors

From: John Mannle, Assistant Director of Public Works

Subject: **Authorize Execution of Amendment No. 5 to the MGE Engineering, Inc. Professional Services Agreement for "On-call Civil Engineering Services for Transportation Improvement Projects" for the "Gold Lake Forest Highway Guardrail Replacement Project" in an amount not to exceed \$127,690.22.**

Project Background:

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is requesting construction management services in support of the Gold Lake Forest Highway Guardrail Replacement Project.

The Plumas County Public Works Department (County) received approximately \$1.2 million dollars from the Highway Safety Improvement Program to install guardrail along Gold Lake Forest Highway between State Route 89 and the Sierra County line.

The project is expected to begin in early summer of 2021 and be completed in approximately two months.

The attached MGE Engineering, Inc. Amendment No. 5 to the Professional Service Agreement has been approved as to form by the County Counsel's Office.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Assistant Director of Public Works to execute Amendment No. 5 to the MGE Engineering, Inc. Professional Services Agreement for "On-call Civil Engineering Services for Transportation Improvement Projects" for the "Gold Lake Forest Highway Guardrail Replacement Project" in an amount not to exceed \$127,690.22.

Attachment: Amendment No. 5 to the Professional Services Agreement between the County of Plumas and MGE Engineering, Inc.

AMENDMENT NO. 5
to the
PROFESSIONAL SERVICES AGREEMENT

On-Call Civil Engineering Services for
Transportation Improvement Projects
For the
Gold Lake Forest Highway Guardrail Replacement Project

The December 22, 2020 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and MGE Engineering, Inc., a California Corporation ("Consultant"), County Contract No. P.W.R.D. 21-005, is hereby amended as follows:

Project Background

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is requesting construction management services in support of the Gold Lake Forest Highway Guardrail Replacement Project.

The Plumas County Public Works Department (County) received approximately \$1.2 million dollars from the Highway Safety Improvement Program to install guardrail along Gold Lake Forest Highway that connects SR 89 and SR 49 through the Lakes Basin Recreation Area.

The project is expected to begin in early summer of 2021 and be completed in approximately two months.

Scope of Work

The Scope of Work shall include Tasks 1 through 3 as set forth in the Scope of Work, which is attached hereto as Exhibit "A" and incorporated herein by this reference.

Compensation

Consultant shall be paid in accordance with the Fee Schedule, included as Exhibit "B" and incorporated herein by reference. The cost of the project is One Hundred Twenty-Seven Thousand, Six Hundred Ninety Dollars and Twenty-Two Cents (\$127,690.22).

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County's receipt of an undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

Project Schedule.

The Consultant shall complete the project as specifically set forth in the Project Schedule, which is attached hereto as Exhibit "C" and incorporated herein by this reference.

____ Consultant's Initials

____ County Initials

Other Contract Provisions.

All other contract provisions set forth in the December 22, 2020 Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 5 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS

A political subdivision of the State of California

Jeff Engel, Chair
Board of Supervisors

Date: _____

ATTEST:

Kristina Rogers
Clerk of the Board of Supervisors

Date: _____

CONSULTANT
MGE Engineering, Inc.

Robert E. Sennett, Vice President

Date: _____

Fred Huang, Chief Financial Officer

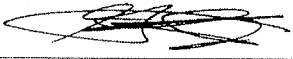
Date: _____

APPROVED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

Approved as to form:



Gretchen Stuhr
Plumas County Counsel

3/12/2021

Taxpayer ID Number – 68-0231292

Attachments: Exhibit A - Scope of Work
Exhibit B – Fee Schedule
Exhibit C – Project Schedule

Exhibit A

Guardrail Upgrade on Gold Lake Forest Highway (C.R. 519) Fed HRRRL-5909(113)

Scope of Services

This Scope of Services below is based on MGE's understanding of the specific process to be used in providing Construction Management services for the Guardrail Upgrade Project on Gold Lake Forest Highway (C.R. 519), Fed HSIPL-5909(113).

TASK 1 Project Management and Coordination

Task 1.1 Project Initiation

MGE will prepare and conduct a pre-construction conference. Topics of discussion will be: outline of project specifics, project administration procedures, labor compliance, equal employment opportunity, record keeping, State and Federal safety laws, DBE involvement, use of local businesses and subcontractors, environmental requirements including Storm Water Pollution Prevention, utility issues, traffic control issues, safety problems, etc. This meeting will establish a cooperative (partnering) attitude between MGE, field staff, the County, and the Contractor.

Deliverables: Meeting agendas, materials (graphics, visual aids and other presentation items), and minutes

Task 1.2 Coordination

1.2.1 Point of Contact – MGE will develop a list of individuals as points of contact for maintaining liaison and coordination throughout the project.

1.2.2 Project Data and Forms – MGE will utilize the Caltrans Field Office File Category System, with any modifications the County may find necessary. Should the files need to be changed for any reason MGE will obtain previous acceptance from the County.

1.2.3 Project Title and Descriptions – In reference to the project in any forms or formal written materials, MGE will use the project title of: Guardrail Upgrade Project on Gold Lake Forest Highway (C.R. 519), Fed HSIPL-5909(113). In e-mails and on forms with restricted space, MGE will use the short project description of: Guardrail Upgrade, Gold Lake Forest Highway.

1.2.4 Project Coordination with County – MGE will coordinate with the County through phone conversations, emails, written memoranda, fax, meetings, etc.

1.2.5 Project Schedule and Budget Management – MGE will provide the following:

- Project Schedule – MGE will obtain a project schedule from the Contractor. The Project Schedule will include the Contractor's internal Quality Control process and designated County reviews of submitted documents. MGE will update the Project Schedule as necessary, review, monitor, and document changes to the Contractor's schedule.
- Budget Management, Cost Control, and Progress Payments - MGE will maintain and manage our team's schedule, budget and subconsultant contracts. MGE will monitor project funding, financing, and budgets. MGE will review the Engineer's estimates, contract item payments, material quantities, and change order payments. MGE will review the Contractor's payment requests, verify pay items, and prepare payment documentation for execution by the County.

Deliverables: cash flow reports, budget reports, cost estimate reviews

1.2.7 As needed paperwork – MGE will review and assist the County and their designated inspector in all daily paperwork required under Caltrans requirements. MGE will develop a system for organizing, tracking, filing, and managing paper/electronic correspondence including letters, information requests, submittals, contracts, reports, O&M manuals, progress payments, and change orders. All project files will be maintained per procedures established by the County and will include:

- Part time observation of construction work and job site safety. MGE will notify the County in advance of any significant activities to permit their participation.

Exhibit A

Guardrail Upgrade on Gold Lake Forest Highway (C.R. 519) Fed HRRRL-5909(113)

- A photo record for the project site and adjacent properties to document preconstruction conditions including a photo log and descriptions of the work being recorded, date and time.

Deliverables: paper files, electronic files, correspondence logs, suspense lists

1.2.8 Records Filing System - MGE will develop a project records filing system based on the Caltrans Construction Manual. Project records will include Contractor budget control measures (including itemized accounting of each contract item) and a Contractor payment schedule. Project files will be kept up-to-date and will be monitored by the Construction Manager. Files will contain records for materials testing, survey verification, schedule reviews, and permit monitoring.

1.2.9 Records Maintenance - MGE will:

- Receive and process Contractor-developed material, plan, and Requests for Information (RFI) submittals.
- Develop and maintain a log of Contractor-developed submittals.
- Review for approval any Contractor-developed submittals for staging, traffic handling, and other Contractor-developed plans.
- Maintain records so that the County can successfully refute Contractor claims for extra work.
- Oversee DCM Group (a subconsultant to MGE) to monitor and audit certified payrolls of the Contractor and their subcontractor's personnel to verify compliance with all State and Federal laws.
- Conduct required labor compliance interviews in the field.
- Review potential contract change orders (CCO) for contractual and technical merit. Prepare independent cost estimate and schedule analysis of work. Prepare CCO's covering extra work authorized by the County. Negotiate CCO's for County-approved extra work keeping the County fully informed of status. Maintain daily extra work bills, quantity measurements, or such other information as necessary to document payment to the Contractor for the extra work. Maintain change order summary reports.
- Determine pay quantities and prepare monthly progress estimates for County.

Deliverables: Inspection Daily Diaries, Resident Engineer Diaries, Weekly Statements of Working Days

1.2.10 Invoices – MGE will prepare periodic invoices providing a summary of work, including covered dates of service, and copies of invoices from any subconsultants. Invoices will include the County's project number and consultant agreement number and will be consistent with the Local Assistance Procedures Manual, Chapter 10, Section 10.11 under "Invoicing (or Progress Payments)". MGE will follow Caltrans and County guidelines for submitting invoices.

1.2.12 Issue/Action Item/Decision Log – MGE will develop and maintain a project Issue/Action Item/Decision log if needed.

1.2.13 Site Safety – MGE will review and monitor the Contractor's safety program for compliance with Cal/OSHA and notify the Contractor if unsafe condition is being observed. If the Contractor refuses to rectify unsafe condition, MGE will notify the applicable authority(s). MGE will investigate accidents and make accident reports.

Deliverables to be placed in the Project Records:

- All reports delivered to the In-charge Inspector
- Contractor-developed Project schedule with updates as provided for in County's Contract Documents
- Project LAPM/LAPG Exhibits, as needed
- Monthly invoices and progress reports
- Communication documents (emails, memos, etc.)

Task 1.3 Project Team Meetings

Weekly Meetings - MGE will schedule, prepare for, and conduct Project Team Meetings with the County and the Contractor on an as needed basis to discuss schedule, task progress, and issues to be addressed. Key team members will be present at each team meeting depending on items to be discussed in person.

Exhibit A

Guardrail Upgrade on Gold Lake Forest Highway (C.R. 519) Fed HRRRL-5909(113)

Deliverables:

- Meeting agendas
- Meeting materials (graphics, visual aids and other presentation items).
- Updated Issue / Action Item / Decision Log
- Updated Project Schedule
- Meeting minutes

TASK 2 Materials Validation

Task 2.1 Materials Testing

NV5 (Holdrege and Kull) as a subconsultant to MGE will perform all materials testing accordance with the Construction Contract documents, Caltrans' standards and allowable budget for the contract

Deliverables to be placed in the Project Records:

- Copies of all test results

TASK 3 Project Construction Closeout

MGE will:

- Perform final observation of the project upon completion and provide written certification of substantial conformity with PS&E. Collect all written warranties provided by vendors, manufacturers, and CONTRACTOR.
- Compute the final quantities and prepare the final estimate.
- Determine over-runs and under-runs and prepare a report of same with explanation of each. □ Prepare the Final Invoice, Final Detail Estimate, Change Order Summary, Liquidated Damages/Contractors' Claims Report, Materials Certification, Report of Completion, and such other forms and reports as may be required.
- Provide the original set of the project records, including inspections reports, summaries, testing documentation, meeting minutes, RFIs, schedules, correspondence, maps, plans, photo record, shop drawings, submittals, and manufacturers literature. An electronic copy of the project computer files will also be provided.
- Assist the County with post-completion dispute resolution.

Task 3.1 – Project Punch List

MGE will assist the County in a list of items to be addressed to complete the project, or "punch list". The punch list will be typed, dated, and show the preparer's name and contact telephone number. Each item will reference the plan sheet number on which the item is drawn, the specifications reference and the exact shortcoming. In addition, MGE will schedule and conduct a project walk-through with the County and Contractor personnel to establish a "punch list" of items of work that are not satisfactory. MGE will assist the County in getting "punch list" items resolved.

Deliverables: Three copies of each punch list

Task 3.2 – As-Built Plans

MGE will coordinate with the Contractor to prepare a set of "as-built" plans. The as-built plans will be provided on the 24"x36" white paper copy provided by the County. All as-built information will be legibly hand-written in indelible red ink. Language will be developed for agreement by the Contractor, MGE and the County for completeness and accuracy. In addition, MGE will obtain from the County a set of full-size plans to be used as a working set of "as-built" drawings to note all changes as they occur.

Deliverables: Original as-built plans

County Responsibilities

MGE's understanding is that the following will be provided by the County:

- Provide copies of construction contract documents.
- Processing of Progress Pay Estimates, and Final Estimate.
- Appropriate staff available for meetings, site visits.
- Discuss with the Resident Engineer, recommendations made by the Resident Engineer.
- Review Construction Change Orders prior to authorization.

Exhibit A

Guardrail Upgrade on Gold Lake Forest Highway (C.R. 519) Fed HRRRL-5909(113)

- Process authorized Construction Change Orders, if estimated contract cost increase, for approval by the Board of Supervisors.
- Forward RFIs to the design engineer, and coordinate subsequent discussions amongst the project team, if necessary.
- Provide a location to function as an RE Office for the hardcopy construction files.
- Provide Project Control for Construction (Survey).
- Review notifications or letters prepared by the Resident Engineer prior to transmittal.
- Provide County staff for inspection on an as needed basis.

Exhibit C
Project Schedule

Project shall commence upon agreement execution and will be completed by November 30, 2021.

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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director

CONSENT AGENDA REQUEST

For the April 6, 2021 meeting of the Plumas County Board of Supervisors

Date: March 29, 2021

To: Honorable Board of Supervisors

From: John Mannle, Assistant Director of Public Works

A handwritten signature in blue ink, appearing to read "John Mannle".

Subject: **Authorize Execution of Amendment No. 6 to the MGE Engineering, Inc. Professional Services Agreement for "On-call Civil Engineering Services for Transportation Improvement Projects" for the "Quincy-LaPorte Road Storm Damage Repair Project" in an amount not to exceed \$61,247.29.**

Project Background:

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is requesting construction management services in support of the Quincy LaPorte Road Storm Damage Repair Project.

The project site is located on Quincy-LaPorte Road (County Road 511), 7.5 miles south of State Route 70 near East Quincy. In February 2017, flows overtopped culverts at the Quincy-LaPorte Road at the Willow Creek crossing. This event damaged ditch lines and washed out a travel lane, shoulders, and embankment on Quincy-LaPorte Road. The Scope of Work shall include Tasks 1 through 3 identified in the Scope of Work, which is attached to the attached contract as Exhibit "A".

The project is expected to begin in the spring of 2021 and be completed in approximately two months.

The attached MGE Engineering, Inc. Amendment No. 6 to the Professional Service Agreement has been approved as to form by the County Counsel's Office.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Assistant Director of Works to execute Amendment No. 6 to the MGE Engineering, Inc. Professional Services Agreement for "On-call Civil Engineering Services for Transportation Improvement Projects" for the "Quincy-LaPorte Road Storm Damage Repair Project" in an amount not to exceed \$61,247.29.

Attachment: Amendment No. 6 to the Professional Services Agreement between the County of Plumas and MGE Engineering, Inc.

AMENDMENT NO. 6
to the
PROFESSIONAL SERVICES AGREEMENT

On-Call Civil Engineering Services for
Transportation Improvement Projects
For the
Quincy LaPorte Road Storm Damage Repair Project

The December 22, 2020 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and MGE Engineering, Inc., a California Corporation ("Consultant"), County Contract No. P.W.R.D. 21-005, is hereby amended as follows:

Project Background

The Plumas County Department of Public Works (County), under an existing on-call agreement with MGE Engineering, Inc., is requesting construction management services in support of the Quincy LaPorte Road Storm Damage Repair Project.

The project site is located on Quincy-LaPorte Road (County Road 511), 7.5 miles south of State Route 70 near East Quincy. In February 2017, flows overtopped culverts at the Quincy-LaPorte Road at Willow Creek crossing. This event damaged ditch lines and washed out a travel lane and shoulders on Quincy-LaPorte Road. The project is federally funded through the Emergency Relief (ER) Program, which is administered by the California Department of Transportation (Caltrans).

The Scope of Work shall include Tasks 1 through 3 identified in the Scope of Work, which is attached to the attached contract as Exhibit "A".

Scope of Work

The Scope of Work shall include Tasks 1 through 3 as set forth in the Scope of Work, which is attached hereto as Exhibit "A" and incorporated herein by this reference.

Compensation

Consultant shall be paid in accordance with the Fee Schedule, included as Exhibit "B" and incorporated herein by reference. The cost of the project is Sixty-One Thousand, Two Hundred Forty-Seven Dollars and Twenty-Nine Cents (\$61,247.29).

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County's receipt of an undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

Project Schedule.

The Consultant shall complete the project as specifically set forth in the Project Schedule, which is attached hereto as Exhibit "C" and incorporated herein by this reference.

____ Consultants Initials

____ County Initials

Other Contract Provisions.

All other contract provisions set forth in the December 22, 2020 Professional Services Agreement first referenced above remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 6 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS

A political subdivision of the State of California

Jeff Engel, Chair
Board of Supervisors

Date: _____

ATTEST:

Kristina Rogers
Clerk of the Board of Supervisors

Date: _____

CONSULTANT
MGE Engineering, Inc.

Robert E. Sennett, Vice President

Date: _____

Fred Huang, Chief Financial Officer

Date: _____

APPROVED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

Approved as to form:



Gretchen Stohr
Plumas County Counsel

3/12/2021

Taxpayer ID Number – 68-0231292

Attachments: Exhibit A - Scope of Work
Exhibit B – Fee Schedule
Exhibit C – Project Schedule

Exhibit A

Storm Damage Repairs Project, Quincy La Porte Rd (C.R. 511) ER-32LO(409)

This Scope of Services below is based on MGE's understanding of the specific process to be used in providing Construction Management services for the Storm Damage Repair Project on Quincy La Porte Rd (C.R. 511) ER-32LO(409).

TASK 1 Project Management and Coordination

Task 1.1 Project Initiation

MGE will prepare and conduct a pre-construction conference. Topics of discussion will be: outline of project specifics, project administration procedures, labor compliance, equal employment opportunity, record keeping, State and Federal safety laws, DBE involvement, use of local businesses and subcontractors, environmental requirements including Storm Water Pollution Prevention, utility issues, traffic control issues, safety problems, etc. This meeting will establish a cooperative (partnering) attitude between MGE, field staff, the County, and the Contractor.

Deliverables: meeting agenda, materials (graphics, visual aids and other presentation items), and minutes

Task 1.2 Coordination

1.2.1 Point of Contact – MGE will develop a list of individuals as points of contact for maintaining liaison and coordination throughout the project.

1.2.2 Project Data and Forms – MGE will utilize the Caltrans Field Office File Category System, with any modifications the County may find necessary. Should the files need to be changed for any reason MGE will obtain previous acceptance from the County.

1.2.3 Project Title and Descriptions – In reference to the project in any forms or formal written materials, MGE will use the project title of: Storm Damage Repairs Project, Quincy La Porte Rd (C.R. 511) ER-32LO(409). In e-mails and on forms with restricted space, MGE will use the short project description of: Storm Damage Repairs Project, Quincy La Porte Rd.

1.2.4 Project Coordination with County – MGE will coordinate with the County through phone conversations, emails, written memoranda, fax, meetings, etc.

1.2.5 Project Schedule and Budget Management – MGE will provide the following:

- Project Schedule – MGE will obtain a project schedule from the Contractor. The Project Schedule will include the Contractor's internal Quality Control process and designated County reviews of submitted documents. MGE will update the Project Schedule as necessary, review, monitor, and document changes to the Contractor's schedule.
- Budget Management, Cost Control, and Progress Payments - MGE will maintain and manage our team's schedule, budget and subconsultant contracts. MGE will monitor project funding, financing, and budgets. MGE will review the Engineer's estimates, contract item payments, material quantities, and change order payments. MGE will review the Contractor's payment requests, verify pay items, and prepare payment documentation for execution by the County.

Deliverables: cash flow reports, budget reports, cost estimate reviews

1.2.7 As needed paperwork – MGE will review and assist the County and their designated inspector in all as needed paperwork required to cover the project needs and budget. MGE will develop a system for organizing, tracking, filing, and managing paper/electronic correspondence including letters, information requests, submittals, contracts, reports, O&M manuals, progress payments, and change orders. All project files will be maintained per procedures established by the County and will include:

- Part time observation of construction work and job site safety. MGE will notify the County in advance of any significant activities to permit their participation.
- A photo record for the project site and adjacent properties to document preconstruction conditions including a photo log and descriptions of the work being recorded, date and time.

Exhibit A

Storm Damage Repairs Project, Quincy La Porte Rd (C.R. 511) ER-32L0(409)

Deliverables: paper files, electronic files, correspondence logs, suspense lists

1.2.8 Records Filing System - MGE will develop a project records filing system based on the Caltrans Construction Manual. Project records will include Contractor budget control measures (including itemized accounting of each contract item) and a Contractor payment schedule. Project files will be kept up-to-date and will be monitored by the Construction Manager. Files will contain records for materials testing, survey verification, schedule reviews, and permit monitoring.

1.2.9 Records Maintenance - MGE will:

- Receive and process Contractor-developed material, plan, and Requests for Information (RFI) submittals
- Develop and maintain a log of Contractor-developed submittals
- Review for approval any Contractor-developed submittals for staging, traffic handling, and other Contractor-developed plans
- Maintain records so that the County can successfully refute Contractor claims for extra work
- Oversee DCM Group (a subconsultant to MGE) to monitor and audit certified payrolls of the Contractor and their subcontractor's personnel to verify compliance with all State and Federal laws.
- Conduct required labor compliance interviews in the field.
- Review potential contract change orders (CCO) for contractual and technical merit. Prepare independent cost estimate and schedule analysis of work. Prepare CCO's covering extra work authorized by the County. Negotiate CCO's for County-approved extra work keeping the County fully informed of status. Maintain daily extra work bills, quantity measurements, or such other information as necessary to document payment to the Contractor for the extra work. Maintain change order summary reports.
- Determine pay quantities and prepare monthly progress estimates for County.

Deliverables: Inspection Daily Diaries, Resident Engineer Diaries, Weekly Statements of Working Days

1.2.10 Invoices – MGE will prepare periodic invoices providing a summary of work, including covered dates of service, and copies of invoices from any subconsultants. Invoices will include the County's project number and consultant agreement number and will be consistent with the Local Assistance Procedures Manual, Chapter 10, Section 10.11 under "Invoicing (or Progress Payments)". MGE will follow Caltrans and County guidelines for submitting invoices.

1.2.12 Issue/Action Item/Decision Log – MGE will develop and maintain a project Issue/Action Item/Decision log if needed.

1.2.13 Site Safety – MGE will review and monitor the Contractor's safety program for compliance with Cal/OSHA and notify the Contractor if unsafe condition is being observed. If the Contractor refuses to rectify unsafe condition, MGE will notify the applicable authority(s). MGE will investigate accidents and make accident reports.

Deliverables to be placed in the Project Records:

- All reports delivered to the In-charge Inspector
- Contractor-developed Project schedule with updates as provided for in County's Contract Documents
- Project LAPM/LAPG Exhibits, as needed
- Monthly invoices and progress reports
- Communication documents (emails, memos, etc.)

Task 1.3 Project Team Meetings

Weekly Meetings - MGE will schedule, prepare for, and conduct Project Team Meetings with the County and the Contractor on an as needed basis to discuss schedule, task progress, and issues to be addressed. Key team members will be present at each team meeting depending on items to be discussed in person.

Deliverables:

- Meeting agendas

Exhibit A

Storm Damage Repairs Project, Quincy La Porte Rd (C.R. 511) ER-32L0(409)

- Meeting material (graphs, visual aids and other presentation items).
- Updated Issue/Action Item/Decision Log
- Updated Project Schedule
- Meeting minutes

TASK 2 Materials Validation

Task 2.1 Materials Testing

NV5 (Holdrege and Kull) as a subconsultant to MGE will perform all materials testing accordance with the Construction Contract documents, Caltrans' standards, and allowable budget for the contract.

Deliverables to be placed in the Project Records

- Copies of all test results

TASK 3 Project Construction Closeout

MGE will:

- Perform final observation of the project upon completion and provide written certification of substantial conformity with PS&E. Collect all written warranties provided by vendors, manufacturers, and CONTRACTOR.
- Compute the final quantities and prepare the final estimate.
- Determine over-runs and under-runs and prepare a report of same with explanation of each. □ Prepare the Final Invoice, Final Detail Estimate, Change Order Summary, Liquidated Damages/Contractors' Claims Report, Materials Certification, Report of Completion, and such other forms and reports as may be required.
- Provide the original set of the project records, including inspections reports, summaries, testing documentation, meeting minutes, RFIs, schedules, correspondence, maps, plans, photo record, shop drawings, submittals, and manufacturers literature. An electronic copy of the project computer files will also be provided.
- Assist the County with post-completion dispute resolution.

Task 3.1 – Project Punch List

MGE will assist the County in a list of items to be addressed to complete the project, or "punch list". The punch list will be typed, dated, and show the preparer's name and contact telephone number. Each item will reference the plan sheet number on which the item is drawn, the specifications reference and the exact shortcoming. In addition, MGE will schedule and conduct a project walk-through with the County and Contractor personnel to establish a "punch list" of items of work that are not satisfactory. MGE will assist the County in getting "punch list" items resolved.

Deliverables: Three copies of each punch list

Task 3.2 – As-Built Plans

MGE will coordinate with the Contractor to prepare a set of "as-built" plans. The as-built plans will be provided on the 24"x36" white paper copy provided by the County. All as-built information will be legibly hand-written in indelible red ink. Language will be developed for agreement by the Contractor, MGE and the County for completeness and accuracy. In addition, MGE will obtain from the County a set of full-size plans to be used as a working set of "as-built" drawings to note all changes as they occur.

Deliverables: Original as-built plans

County Responsibilities

MGE's understanding is that the following will be provided by the County:

- Provide copies of construction contract documents.
- Processing of Progress Pay Estimates, and Final Estimate.
- Appropriate staff available for meetings, site visits.
- Discuss with the Resident Engineer, recommendations made by the Resident Engineer.
- Review Construction Change Orders prior to authorization.
- Process authorized Construction Change Orders, if estimated contract cost increase, for approval by the Board of Supervisors.

Exhibit A

Storm Damage Repairs Project, Quincy La Porte Rd (C.R. 511) ER-32L0(409)

- Forward RFIs to the design engineer, and coordinate subsequent discussions amongst the project team, if necessary.
- Provide a location to function as an RE Office for the hardcopy construction files.
- Provide Project Control for Construction (Survey).
- Review notifications or letters prepared by the Resident Engineer prior to transmittal.
- Provide County staff for inspection on an as needed basis.

Exhibit B Plumas County Storm Damage Repairs Quincy La Porte Rd (C.R. 511) ER-32L0(409) Construction Management Services - MGE Engineering - Estimated Hours February 1, 2021					
	Joe Siemers, P.E. - Resident Engineer	Mohammad Rezaian - MGE	MGE Task Total Hours	NV5 (Holdrege and Kull) Material Testing	Guillani and Kull - Construction Surveys
Hourly Rate	198.93	176.35			
Task 1 - PRECONSTRUCTION SERVICES					
270 . 25 Construction Contract Administration Work	8		8		
270 . 99 Other Construction Engineering and General Contract Administration	4		4		
SUBTOTAL HOURS	12	0	12		
COST	\$2,387.16	\$0.00	\$2,387.16		
Task 2 - CONSTRUCTION SERVICES					
270 Construction Engineering and General Contract Administration					
270 . 20 Perform Construction Engineering Work			0		
270 . 25 Construction Contract Administration Work	10		10		
270 . 30 Contract Item Work Inspection		88	88		
270 . 35 Construction Material Sampling and Testing	2		2	\$20,081.75	
270 . 40 Perform Safety and Maintenance Reviews			0		
270 . 55 Perform Final Inspection and Recommend Acceptance	2		2		
270 . 56 Employment Compliance			0		\$3,069.22
270 . 65 TMP Implementation During Construction	2		2		
270 . 99 Other Construction Engineering and General Contract Administration	2	0	2		
SUBTOTAL HOURS	18	88	106		
COST	\$3,580.74	\$15,518.80	\$19,099.54		
285 Prepare and Administer Contract Change Orders					
285.05 Contract Change Order Process	2		2		
290 Resolve Contract Claims					
290 . 05 Review and Analyze Notices of Potential Claims	2		2		
290 . 10 Supporting Documentation & Responses to NOPCs			0		
SUBTOTAL HOURS	4	0	4		
COST	\$795.72	\$0.00	\$795.72		
Task 3 - POST CONSTRUCTION SERVICES					
295 Accept Contract, Prepare Final Construction Estimate, and Prepare Final Report					
295 . 05 Process Estimate After Acceptance	4		4		
295 . 10 Prepare Proposed Final Contract Estimate	4		4		
295 . 15 As-Built Plans	4	4	8		
295 . 20 Prepare Project History File	16	4	20		
295 . 25 Prepare Final Report	4		4		
295 . 30 Process Final Estimate	4	4	4		
295 . 99 Other Accept Contract/Prepare Final Construction Estimate and Final Report	4		4		
SUBTOTAL HOURS	40	12	48		
COST	\$7,957.20	\$2,116.20	\$10,073.40		
TOTAL HOURS	74	100	174		
TOTAL LABOR COST	\$14,720.82	\$17,635.00	\$32,355.82	\$20,081.75	\$3,069.22
Per Diem (12 days at cost) Inspector			\$ 2,532.00		
Mileage: Estimated 152 miles per trip x 20 trips at \$0.575/mile (Resident Engineer)			\$ 1,748.00		
Mileage: Estimated 156 mi x 5 trips at \$0.575/mile (Inspector)			\$ 448.50		
Mileage: Estimated 40 mi x 44 trips at \$0.575/mile (Inspector)			\$ 1,012.00		

The cost of our services includes furnishing of all materials, equipment and computers, labor and insurance for all services as outlined in the County's Request for Proposal. Part-time working hours are included for our RE/Structure Rep for 30 Working Days with exception of working hours not allowed to be performed on Saturdays, Sundays or Holidays as stated in the construction contract special provisions.
WBS codes for MGE internal purposes

\$61,247.29

Exhibit C

Project Schedule

Project shall commence upon agreement execution and will be completed by November 30, 2021.

264,5

BECKWOURTH COUNTY SERVICE AREA
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, BCSA*

AGENDA REQUEST

for the April 6, 2021 meeting of the Plumas County Board of Supervisors

[Signature]
Acting Director

Date: March 29, 2021

To: Honorable Governing Board

From: Rob Thorman FOR: Robert Perreault, Manager, Beckwourth CSA

Subject: Approval of Payments to Jet Plumbing and Plumas Sanitation for Emergency
Repair of BCSA Sewer Pump Without a Contract

BACKGROUND:

On March 4, 2021, the BCSA operator, Jared Recasens, made his daily inspection of the sewer pump station and found the pump had stopped pumping and the sewer vault was quickly filling and was approximately 10 feet from the top. Jared texted Rob Thorman at approximately 8:00 AM to report the sewer pump was not running and also was not able to run in reverse.

Plumas Sanitation was called and responded mid-day to pump the wet well to prevent sewage from overflowing the wet well. Rob Thorman called Easy Rooter, John Kuipers and Jet Plumbing. Easy Rooter would take 2 days to respond, John Kuipers was not available and Jet Plumbing could respond the next morning on the 5th. The wet well was pumped sufficiently on the 4th and Plumas Sanitation was requested to be on site at 9AM to pump the wet well and be on standby while the plumber entered the wet well.

The only truck available from Plumas Sanitation was a small truck with 2,200 gallon capacity. This small truck capacity required the driver to make three trips to Delleker sewer pond to dump its contents. This severely delayed the plumbers entering the wet well until they could access the sewer pump at the bottom of the wet well. The pump truck was very inefficient in pumping the lowest portion of the wet well due to the 25 feet of head pressure to overcome.

Rob Thorman called Plumas Sanitation two times to see what other options or trucks were available, but was told no other pump trucks were available. The third call to Plumas Sanitation resulted in the owner, Lance Wehrman calling back to discuss the problem. The wet well was pumped down enough for the plumber to enter the wet well at approximately 2:15.

Jet Plumbing found that the sewer pump was not clogged with debris, but was not working and needed to be replaced. Beckwourth CSA keeps a spare pump in the pump house in the event that this happens, so Jet Plumbing pulled the burned out pump and lower and connected the spare pump. The new pump was installed and wired into the panel by approximately 3:40.

When Plumas Sanitation responded in May 2020 to pump the wet well for the plumbers to unclog the sewer pump, the biggest truck responded and was able to pump the wet well all the way down without issue in a fraction of the time. Lance reported on the phone, that the smaller truck had more suction and power for the deep wet well. He responded that the smaller truck would actually have more suction due to the suction hose being located lower on the truck. Based on the Plumas Sanitation response in May 2020, it was not foreseen that there would be an issue with the pump truck and that it would take some 5 hours including driving to Delleker 3 times with two plumbers waiting.

In the future, if Plumas Sanitation does not have their biggest pump truck available, a pump company from Reno will be called. This would be a longer drive from Reno, but could supply a pump truck with capability of pumping a 25 foot deep wet well in a fraction of the time Plumas Sanitation took with the only available small pump truck

RECOMMENDATION

The Beckwourth CSA Manager respectfully requests that the Governing Board authorize the Manager of the Beckwourth CSA to pay the invoice from Jet Plumbing totaling \$4,966.46 and invoice from Plumas Sanitation totaling \$4,040 without a contract and to ratify all approved work performed to date.

Attachment: Jet Plumbing Invoice
 Plumas Sanitation Invoice

JET Plumbing, Heating & Drain Services
1553 Hymer Avenue
Sparks, NV 89431
Phone: (775) 331-3933
Fax: (775) 331-5584

INVOICE NUMBER	318360
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BILL TO:
BECKWORTH COMMUNITY SERVICE AREA
1834 E MAIN ST
QUINCY, CA 95971

WORK ADDRESS:
BECKWORTH COMMUNITY SERVICE AREA
80956 HIGHWAY 70
BECKWORTH, CA 96129

INVOICE DATE	CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	SERVICE CALL #	WORKORDER #
03/05/2021	42384		COD	318360	33755

Item ID	Description	Quantity	Unit Price	Ext Price
LABOR1	SERVICE LABOR - PLUMBING CREW RATE OT	9.00	500.00	4,500.00
EQUIP-MISC	CONFINED SPACE	1.00	300.00	300.00
MAC1	Consumables, Gas, Flux, Glue	1.00	13.95	13.95
MAC2	COVID, PPE, Safety Etc	1.00	4.95	4.95
F	Trip Charge	1.00	146.00	146.00

Sales Total	4,964.90
Disc. Amount	0.00
Tax Total	1.56
Net Amount	4,966.46

LIFT STATION -
PUMP LIFT STATION SEVERAL TIMES, INSTALL CUSTOMER SUPPLIED PUMP, TEST GOOD
NO WARRANTY ON LIFT STATIONS

Plumas Sanitation, Inc.

CA License #958997

73762 Industrial Dr.

Portola, CA 96122

Phone (530) 832-0370

Fax (530) 832-0373

Invoice

Number: 18460

Date: 09-Mar-2021

P.O. Number:

Job Description:

Order Num: 18460

Served 05-Mar-2021

BILL TO: 1014

Beckwourth County Service Area
1834 E. Main St
Quincy, CA 95971

JOB SITE

Rob Thorman
81590 Hwy 70
Beckowurth Lift Station
Beckwourth, CA 96129

Quantity	ServiceType	Amount	Tax	Extension
1	Septic Tank Pumping 3/4/21 - pumped 4400gal	\$1,320.00	No	\$1,320.00
1	Standby Time 3/5/21 - pumped 7,400gal	\$2,220.00	No	\$2,220.00
1	Standby Time 3/5/21 - 9:15am to / Repairing pump at lift station	\$500.00	No	\$500.00

Taxable Amount	Tax Rate	Tax	Description	Subtotal NonTaxed:	\$4,040.00
\$0.00	0	\$0.00		Subtotal Taxable:	\$0.00
				Subtotal Tax:	\$0.00

Payment Terms	Payment	Adjustment	Late Charge	Please Pay:	\$4,040.00
Net 30	\$0.00	\$0.00	\$0.00		

You are a valued customer!

All outstanding balances subject to a finance charge computed at a periodic rate of 1.5% per month after 30 days delinquent.

From:

Please detach here and return the bottom portion with your payment.

Beckwourth County Service Area
1834 E. Main St
Quincy, CA 95971

Order No.	Invoice No.	Date	Amount Due
18460	18460	09-Mar-2021	\$4,040.00

To:**Plumas Sanitation, Inc.**

CA License #958997

73762 Industrial Dr.

Portola, CA 96122



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

241

Memorandum

DATE: March 23, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns

RE: Agenda Item for the meeting of April 6, 2021

It is recommended that the Board:

Adopt Resolution authorizing the County Administrator to submit grant proposal and sign grant award agreement on behalf of the Board of Supervisors for the Coronavirus Emergency Supplemental Funding (CESF) Program.

Background and Discussion:

The Coronavirus Emergency Supplemental Funding (CESF) Program is funded through the U.S. Department of Justice, Bureau of Justice Assistance and administered by the Board of State and Community Corrections (BSCC).

This grant package was required to be submitted by March 12, 2021 and now requires a Resolution to move the process forward.

The grant amount being received is \$35,289.03.

\$20,499.00 of the funding is being utilized to provide safe space and meet social distancing requirements for COVID-19 within the correctional facility by reducing inmate population using electronic monitoring for approved inmates. The grant award requires that applicants passthrough a minimum of 20% to local non-profit organizations, therefore, \$12,351.80 will be passed on to the Literacy Program & to Plumas Rural Services so that inmates not housed inside

the facility are able to obtain self-help and literacy programs. The remaining \$2,438.23 will provide funds for indirect costs associated with the financial and administrative duties of the grant.

A supplemental budget will be prepared and submitted when the grant award agreement is fully executed.

Resolution and contract have been reviewed by County Counsel.

PLUMAS COUNTY BOARD OF SUPERVISORS
RESOLUTION # _____

WHEREAS the **County of Plumas** desires to participate in the Coronavirus Emergency Supplemental Funding (CESF) Program funded through the U.S. Department of Justice, Bureau of Justice Assistance and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the **County Administrator** be authorized on behalf of the **Plumas County Board of Supervisors** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the **County of Plumas** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the **Plumas County Board of Supervisors** in a meeting thereof held on _____ **2021** by the following:

AYES;

NOES;

ABSENT;

CHAIR SIGNATURE: _____ **DATE:** _____

TYPED NAME AND TITLE: Jeff Engel, Chair

ATTEST; SIGNATURE: _____ **DATE:** _____

TYPED NAME AND TITLE: Kristina Rogers, Deputy Clerk

Approved as to form:



COUNTY COUNSEL

**Coronavirus Emergency Supplemental Funding
(CESF) Program**

**PROPOSAL PACKAGE
COVER SHEET**

Submitted by:
County of Plumas

Date Submitted:
March 11th, 2021

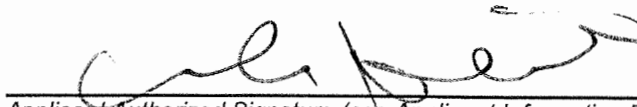
CESF Program Proposal Checklist

A complete proposal package for funding under the Coronavirus Emergency Supplemental Funding (CESF) Program must contain the following items:

	Required Items:	✓
1	Cover Sheet (previous page) • Insert Applicant Name and Date of Submission	X
2	CESF Proposal Checklist • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	X
3	Applicant Information Form • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	X
4	Proposal Narrative • 6 pages or less	X
5	Criteria for Non-Governmental Organizations (Appendix C) • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	X
6	CESF Local Advisory Committee Membership Roster (Appendix D)	X
7	Project Work Plan (Appendix E)	X
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix J I) • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.	X
9	Budget Information (Budget Table & Narrative) • Use the BSCC provided template	X
	Optional:	
	Governing Board Resolution (Appendix I H) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	

I have reviewed this checklist and verified that all required items are included in this proposal packet.

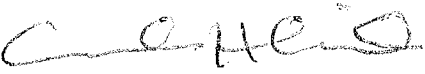
X


Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

CESF Applicant Information Form

A. APPLICANT < Name> County		B. TAX IDENTIFICATION NUMBER	
NAME OF APPLICANT County of Plumas		TAX IDENTIFICATION #: 94-6000528	
STREET ADDRESS 520 West Main Street, #309	CITY Quincy	STATE CA.	ZIP CODE 95971
MAILING ADDRESS (if different) 520 West Main Street, #309	CITY Quincy	STATE CA.	ZIP CODE 95971
C. PROJECT TITLE: PCCF Safe Space			
D. PROJECT SUMMARY (100-150 words):			
This project will allow additional electronic monitoring equipment to be rented in order to reduce the income and current correctional facility inmate population. The goal is to reduce the inmate population allowing greater spacing and quarantining of inmates to reduce the spread of COVID 19. Those inmates not housed will be able to attend self help programming through the literacy program in the community.			
E. GRANT FUNDS REQUESTED: See page 3 for funding by County		F. PASS-THROUGH FUNDS: Applicants must pass through a minimum of 20%	
\$ 35,289.03		\$ 12351.80 and % 35	
G. LEAD PUBLIC AGENCY:		Plumas County Sheriff's Office	
H. PROJECT DIRECTOR:			
NAME Todd Johns	TITLE Sheriff	TELEPHONE NUMBER (530)283-6375	
STREET ADDRESS 1400 East Main Street,		FAX NUMBER (530) 283-6344	
CITY Quincy	STATE CA	ZIP CODE 95971	EMAIL ADDRESS tjohns@pcso.net
I. FINANCIAL OFFICER:			
NAME Roni Towery	TITLE Sheriff's Fiscal Officer	TELEPHONE NUMBER (530) 283-6396	
STREET ADDRESS 1400 East Main Street,		FAX NUMBER (530) 283-6344	
CITY Quincy	STATE CA	ZIP CODE 95971	EMAIL ADDRESS ronitowery@countyofplumas.com
PAYMENT MAILING ADDRESS (if different) 1400 East Main Street	CITY Quincy	STATE CA	ZIP CODE 95971
J. DAY-TO-DAY PROGRAM CONTACT:			
NAME April Gott	TITLE Correctional Sergeant	TELEPHONE NUMBER (530) 283-6267	
STREET ADDRESS 50 Abernathy Lane		FAX NUMBER (530) 283-6154	
CITY Quincy	STATE CA	ZIP CODE 95971	EMAIL ADDRESS gott@pcso.net

K. DAY-TO-DAY FISCAL CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
Chad Hermann	Undersheriff	(530) 283-6361	
STREET ADDRESS		FAX NUMBER	
1400 East Main Street		(530) 283-6344	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
Quincy,	CA	95971	chermann@pcso.net

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Gabriel Hydrick	County Administrator	(530) 283-6446	gabrielhydrick@countyofplumas.com
STREET ADDRESS	CITY	STATE	ZIP CODE
520 West Main Street, #309	Quincy	CA	95971
EMAIL ADDRESS gabrielhydrick@countyofplumas.com			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.)			DATE
X 			3/10/21

Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant

CONFIDENTIALITY NOTICE

All documents submitted as a part of the Coronavirus Emergency Supplemental Funding (CESF) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

Proposal Narrative

Section 1.1- Description of needs

The Plumas County Correctional Facility has goals of safely reducing the inmate population and reintegrating low-risk individuals back into the community, but we are in need of resources to make this happen. The facility is a linear-style jail consisting of eight total inmate housing areas with the capability of housing sixty-seven inmates. Of the eight cells, five are dorm-style housing units. The three remaining housing units consist of a dayroom and thirteen double or individual cells. Ten of the cells are made to house eighteen maximum security or segregated male inmates, and three of the cells are made to house five high-risk female inmates. Due to our limited housing and resources, it is impossible for us to safely and effectively quarantine our new intakes per CDC guidelines and departmental policies. To help achieve our goal of reducing the inmate population, we plan to house within a safe space only those inmates who pose a serious risk to the community. Therefore, it is necessary to increase our ability to provide services to those who have committed low-level offenses through house arrest and electronic monitoring. These services would be far more effective than services currently available in the facility. Additionally, the services would help ease an offender's transition back into the community, an advantage currently not offered in the facility. In the facility, we are currently limited to providing programming over video or telephone within a constrictive window of time. Because of these time and resource constraints, it is presently impossible to provide our inmates with the tools needed to succeed once they are released back into the community. We intend to use the Coronavirus Emergency Supplemental Funding (CESF) to provide our agency the ability to safely reduce the inmate population. We aim to do so by placing inmates who are remanded from the court for low-level offenses—and who do not qualify for our Alternative Custody Program (ACP)—on house arrest through electronic monitoring.

1.2-How need(s) were identified

With the onset and continuation of COVID-19, it has been extremely difficult to house long-term inmates alongside a continual influx of fresh arrests and court remands—all while trying to provide a safe space for inmates to social distance. Because of the facility's layout, it is impossible to properly quarantine new intakes. Many convicted individuals have only fifteen or fewer days to serve in our facility. The risk of housing these individuals without a proper quarantine procedure increases the risk of COVID-19 transmission. Recently, we have been unable to accept low-level court remands into custody because we lack the suitable space to quarantine individuals. Thus, the advisory group concludes that the best practice to prevent and reduce COVID-19

exposure is to place low-level convicted persons on house arrest through electronic monitoring. Along with the electric monitoring, we will include services with Behavioral Health, Plumas Rural Services, and the Literacy Program as tools to support individuals transitioning back into the community.

1.3-Why the need(s) are not met with existing criteria

Currently, our Alternative Custody Program consists of electronic monitoring, work furlough, and weekend commitments. Since the onset of COVID-19, we have ceased the use of weekend commitments and work furlough. Our requirements and application process are stringent, as we do not want applicants placed in a position where they are unsuccessful at completing the program. Applicants who are required to register as sex offenders, have active warrants or restraining orders, or who are unable to provide completed applications for various reasons have historically been excluded from participating in ACP. Our agency requires those who can pay for the services to be held financially responsible for the service, while those who are unable to pay are not required to pay.

Since COVID-19 has affected local businesses and individuals' financial stability, many applicants have not been financially responsible for ACP services. Nevertheless, our agency has had to pay the vendors for services. This increased financial responsibility has quickly eliminated our resources. As the situation stands now, our goal of placing additional individuals on electronic monitoring to control the jail population and reduce COVID-19 infection is not financially sustainable. We are also cognizant of the importance of continuing to provide education, training, and programming services for inmates not housed in the facility.

Inmates housed in the facility complete a STRONG assessment, which helps identify and assess actuarial risk and needs. Program assignment is based on those needs. This assessment includes static and dynamic items and measures both risk and protective factors. These tools help determine the risk of re-offending and offer individuals the opportunity to be successful with re-entry through ankle monitoring. Many of our facility programs are run through non-profit organizations such as the Plumas County Literacy Program, Plumas Adult Education, and Plumas Rural Services. Participants on electronic monitoring must be able to engage and continue in self-help programs, which have been shown to reduce recidivism. To help fund the programs, we would utilize the 20% for our non-profit organizations by purchasing materials needed and paying additional time in wages required by administering the self-help programs. Because we are a small rural community, our local non-profit groups are

dependent on grant funding to successfully provide services. The CESF would help financially support these programs while contributing to reducing our recidivism rate.

1.4-Qualitative/Quantitative data

It has been demonstrated that low-risk or first-time offenders who receive immediate sanctions with proper preventative programming through Behavioral Health, Probation, and the Literacy program are less likely to re-offend.

Participating in these programs gives individuals the ability to improve their education, obtain training skills, and receive moral recognition therapy courses. These services, coupled with community support and positive reinforcement with measurable feedback, help reduce recidivism rates. Currently, completing a moral recognition class takes up to three months in the facility. Accordingly, low-risk offenders who are serving thirty days or less are unable to participate in all the program has to offer in this short time frame. Each weekend, we receive between six to nine court remands. Three to four of these remands are low-risk offenders who could be receiving the programs through ankle monitoring, lessening the chance of spreading or contracting COVID-19. Due to time restraints, availability, and lack of space, Behavioral Health, and Plumas Rural Services are not able to give every inmate the necessary amount of attention and quality time one could get if they were on ankle monitoring. Simultaneously, reducing the facility's population would give high-risk offenders within the facility the opportunity to engage with Behavioral Health, Plumas Rural Services, and Literacy with greater time and attention. . Behavioral Health is only able to assist three to five inmates a day because we only have one room to treat these individuals through video conference. A Behavioral Health daily list could hold up to ten inmates a day. Currently, we have been supplying three to five offenders a month on ankle monitoring. With this project, we can take in more low-risk offenders through ankle monitoring and provide the tools and resources to succeed within the community.

Section 2

2.1-Focus on re-entry needs

We believe that limiting inmate housing to those who pose a high risk to community safety will allow the ability to better space and quarantine inmates who need to be housed. The use of house arrest through electronic monitoring will limit potential exposure of COVID-19 from outside the facility to inmates and staff. The ability to place low-level or first-time offenders on house arrest will not only reduce potential exposure into the facility, but it will also help reduce or prevent infected people from being released back into the general public. Reducing the number of exposed or potentially exposed inmates will help reduce active cases within our community, leading to reduced use of our local hospitals and emergency medical care. Moreover, continuing self-help

programs will aid individuals in their roads to recovery Through intensive self-help services, participants are more likely to succeed in overcoming issues that led to their incarceration.

2.2-Description of proposed approach

In custody, inmates have limited time to meet and work on programs Because programs often take about three months to complete, most inmates serving short sentences are not able to complete the program. It would be ideal for individuals in the programs, including family members, to work at their own pace, and engage in meaningful conversations with the instructor and other participants. These relationships help form bonds, increase acceptance of offenders back into our communities, and provide offenders a sense of self-worth. Additionally, those participating in the program would have access to more community services that are not currently offered at the correctional facility.

Section 3: CESF Local Advisory Committee Criteria

3.1-Process to determine CESF Advisory Committee

Our advisory committee was based on the needs of services and involvement from various departments. We aimed to procure valuable information from multiple parties to provide a targeted approach—from addressing the criminal offense through the courts, providing oversight through law enforcement, and administering proactive programming through program providers. The intent is to identify the participant's needs and continue with a wrap-around approach for all participants, commonly called a warm transition of services.

All participants need to have access and input from varying departments and non-profit groups within Plumas County for critical feedback. We opted to include a member from the District Attorney's Office and Defense Attorney's Office. These community partners can provide information from the courts, which will best help the participant while assuring legislative statutes are met. Members from the Sheriff's Office and Correctional Facility will provide the actual monitoring and checks to ensure participants comply with the house arrest regulations. Our non-profit program providers will help ensure program participation, education, and training is completed. Behavioral Health will provide access to treatment where needed and help with assessment needs, and probation will help with continued programming, assessment, and transition for those who have probation terms.

Our goal is to start more programs that inmates will be able to work on at their own pace and can continue when they have been released. These programs would assist the inmates with reintegrating into society by helping them write resumes, complete job

applications, and learn interview tips. We have seen these activities prove daunting for our inmates; providing programs geared towards help in these areas will keep inmates motivated in spite of the challenges, which will in turn ease their transition back to the community.

Ultimately, a versatile team that provides critical resources can make all the difference, especially regarding a participant reentering the community as a productive citizen.


Grantee Name: County of Plumas

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
Paula Johnson	771 East Main Street, Quincy, CA. 95971	pjohnston@plumasruralservic es.org (530) 283-2735, ext 875	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Lindsay Fuchs	445 Jackson Street, Quincy, CA. 95971	lindsayfuchs@countyofpluma s.com (530) 283-6575	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the CESF RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.










Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Gabriel Hydrick		TITLE County Administrator	TELEPHONE (530) 283-6446
STREET ADDRESS 520 West Main Street, #309		CITY Quincy	STATE CA
ZIP CODE 95971			
EMAIL ADDRESS gabrielhydrick@countyofplumas.com			
SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature.) x 			DATE 2/11/21

Appendix D: CESF Local Advisory Committee Membership Roster

At a minimum the CESF Local Advisory Committee should include representatives from non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal (Page 5). Please list the members of the CESF Local Advisory Committee that are responsible for the development, implementation, and oversight of the proposed project in the below table. Include a name, title, organization, email address and signature (e-signatures are acceptable). This document shall be considered public record, do not include confidential information.

*	Name	Title		Business Email Address	Signature
		Organization			
1	Chad Hermann	Undersheriff		1400 East Main Street, Quincy, CA. 95971	
2	April Gott	Plumas County Sheriff's Office		50 Abernathy Lane, Quincy, CA. 95971	
3	David Hollister	Corrections Sergeant		520 West Main Street, Room 404 Quincy, CA. 95971	
4	William Abramson	Plumas County District Attorney's Office		429 West Main Street, Quincy, CA. 95971	
5	Stephanie Tanaka	Plumas County Defense Attorney		520 West Main Street, Room 408, Quincy, CA. 95971	
6	Kevin Allred	Coordinator, Alternative Sentencing Plumas County Alternative Sentencing Interim Probation Chief		270 Hospital Road, Suite 128, Quincy, CA. 95971	
7	Tony Hobson	Plumas County Probation Department		270 Hospital Road, Suite 109, Quincy, CA. 95971	
8	Lindsay Fuchs	Director, Behavior Health Plumas County Behavioral Health County Librarian		445 Jackson Street, Quincy, CA. 95971	
9	Paula Johnson	Plumas County Literacy, Quincy Chief Operating Officer		771 East Main Street, Quincy, CA. 95971	
10		Plumas Rural Services			

*If needed, add additional rows to reflect the full CESF Local Advisory Committee

Appendix E: Project Work Plan

This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project's **top goals and objectives** (minimum of two); (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant.

(1) Goal:			
Objectives (A., B., etc.)	A. Reduce low risk inmate population to minimize COVID 19 exposure and infection. B. Reduce risk of exposure to staff and inmates currently housed in Plumas County Correctional Facility. C. Reduce risk of releasing infected inmates back into the community.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline Start Date End Date	
1. Sentencing options for D.A and Defense Attn.	David Hollister / Bill Abramson	Mar. 1 st , 2021 Jan. 31 st , 2022	
2. Process electronic monitoring services	April Gott / Chad Hermann	Mar. 1 st , 2021 Jan. 31 st , 2022	
3. Monitor E.M. participant's progress	April Gott / Chad Hermann	Mar. 1 st , 2021 Jan. 31 st , 2022	

(2) Goal:			
Objectives (A., B., etc.)	A. Provide or assign recommendations to self-help programs for participating clients B. Issue work books and provide recommended self-help services C. Re-entry services from electronic monitoring / custodial setting to normal community living		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
		Mar. 1 st , 2021	Jan. 31 st , 2022
		Mar. 1 st , 2021	Jan. 31 st , 2022
1. STRONG assessment at time of booking	April Gott / Plumas County Correctional staff Paula Johnson, Lindsay Fuchs, Tony Hobson Chad Hermann / April Gott / Keevin Allred	Mar. 1 st , 2021	Jan. 31 st , 2022
2. Provide work book material and requirements		Mar. 1 st , 2021	Jan. 31 st , 2022
3. Evaluate work progress, additional needs		Mar. 1 st , 2021	Jan. 31 st , 2022

(3) Goal:				
Objectives (A., B., etc.)	A. Transition from electronic monitoring / custody to finishing any probation terms B. Continuation of self-help programing C. Continuation of Behavior Health Services if needed			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	Start Date	End Date
1. Transition from Jail to Probation to be served	Keevin Allred		Mar. 1 st , 2021	Jan. 31 st , 2022
2. Continue self-help services initiated	Keevin Allred		Mar. 1 st , 2021	Jan. 31 st , 2022
3. Continue with behavioral health treatment	Tony Hobson		Mar. 1 st , 2021	Jan. 31 st , 2022

(4) Goal:			
Objectives (A., B., etc.)	A. B. C.	Responsible staff/partners	Timeline
N/A			
Project activities that support the identified goal and objectives:			
1.			Start Date
2.			
3.			
			End Date

Appendix I: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

(Page 1 of 2)

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.


BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- ☒ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- ☒ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- ☒ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

(Page 2 of 2)

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Gabriel Hydrick		TITLE County Administrator	
		TELEPHONE NUMBER (530) 283-6446	
STREET ADDRESS 520 West Main Street, #309		CITY Quincy	STATE CA
		ZIP CODE 95971	
EMAIL ADDRESS Gabrielhydrick@countyofplumas.com			
AUTHORIZED OFFICER SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature.) x 			DATE 3/10/21



Name of Applicant: Plumas County Sheriff's Office

Contract Term: March 31, 2021 - January 31, 2022.

The total amount of funding each county is eligible to receive is provided on the Funding Allocation tab. Please request the **full amount** of funding next to your county name.

Note: Rows 8-15 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

[illegible]

	N/A
--	-----

Description of Services or Supplies	Calculation for Expenditure	Total
Attenti US. Inc., Electronic Monitors for participants	30 people monthly, 15 day average sentence @ \$3.20 per day for 10 month period, 450 days X \$3.20 x 10	\$14,400.00
Attenti US. Inc., Electronic SCRAM for participants	6 people monthly, 10 day average sentence @ \$5.50 per day for 10 month period, 60 days X \$5.50 x 10	\$3,300.00
Literacy Prog. - Book, "How to escape your prison"	50 books at \$25.00 per book.	\$1,250.00
Literacy Prog. - Book, "Parenting & Family Values"	50 books at \$15.00 per book	\$750.00
Literacy Prog. - Book, "Coping with anger"	50 books at \$10.00 per book	\$500.00
Literacy Program - Composition books	100 books at \$2.99 per book	\$299.00
		\$0.00
		\$0.00
	TOTAL	\$20,499.00

2b. Services and Supplies Narrative:

The Attenti electronic monitors and SCRAM alcohol sensing units would be used on all low level offenders participating in the Alternative Custody Sentencing Program. The monthly number of participants is based off our current average for low level court remand offenders and days of incarceration that would be able to utilize the program. Participants would not be required any out of pocket expense to participate in the ACS program. The workbooks listed would be purchased for the participants engaged is self help programming through the Plumas County Literacy. The workbooks would be made completed while participants were on electronic monitoring and would be overseen and reviewed by the Plumas County Literacy instructors.

3a. Professional Services

[illegible]

3b. Professional Services Narrative

N/A.

a. Non-Governmental Organizations (NGO) Subcontracts

Description of Subcontract	Calculation for Expenditure	Total
Plumas County Literacy Admin - Lead Instructor	8 hours per month for 10 months at \$31.21 per hour	\$2,496.80
Plumas County Literacy - Instructor Time	20 hours per month for 10 months at \$14.00 per hour	\$2,800.00
Plumas Rural Services - Anger Management	5 participants for 6 week course. \$375.00 per person, (\$375.00 x 5). (Based on needs of participant).	\$1,875.00
Plumas Rural Services - Mindful Nurturing Parenting	10 participants for 8 week course. \$170.00 per person, (\$170.00 x 10). (Based on the needs of the participant).	\$1,700.00
Plumas Rural Services - Mindful Nurturing Parenting	One on one private session services per hour. \$58.00 per hour. 20 hours over life of the grant	\$1,160.00
Plumas Rural Services - Trauma recovery & Education	One on one private session services per hour. \$58.00 per hour. 40 hours over life of the grant	\$2,320.00
		\$0.00
		\$0.00
	TOTALS	\$12,351.80

4b. Non-Governmental Organizations (NGO) Subcontracts Narrative

Participants will be able to utilize services from trained instructors from the Plumas Literacy Program and Plumas Rural Services. Plumas Literacy Program provides one on one instruction and mentoring with the following programs, "How to escape your prison", "Parenting and family values", and "Coping with anger". These contacts between the Plumas Literacy Program and participants allows for to meet with the instructors and receive guidance and have their workbooks reviewed on weekly basis. Participants requiring a more intense self help program may be diverted to Plumas Rural Services where they will have opportunity to participate in a more robust self help program including group training sessions, (courses), and one on one private sessions to help ensure successful rehabilitation.

5a. Equipment/Fixed Assets

[illegible]

5b. Equipment/Fixed Assets Narrative

N/A

6a. Other (Travel, Training, etc.)

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$0.00

6b. Other (Travel, Training, etc.) Narrative:

N/A

7. Indirect Costs

Indirect costs may be charged to grant funds by choosing **either** Option 1) or 2) listed below:

	Total
1) Indirect costs will be charged as Grantee's federally approved Negotiated Indirect Cost Rate (NICR): Enter NICR Percentage and Amount:	0.00% \$0.00
2) Indirect costs will be charged as the Federal De Minimis (10% of Modified Total Direct Cost):	\$2,438.23
TOTAL	\$2,438.23

7b. Indirect Costs Narrative:

Using Federal De Minimis rate of 10% = \$3,528.91* *Only charging \$2,438.23*. Costs associated with fiscal and administrative duties of county budgeting, processing invoices for payment, reviewing NGO reimbursement requests, submitting claims to BSCC etc

Before submission, please verify that you have requested the full amount of funding your county is eligible to receive.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

242

Memorandum

DATE: March 18, 2021
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *GA For 1A1*
RE: Agenda Items for the meeting of April 6, 2021

It is recommended that the Board:

Approve and sign contract #PCSO00040 between the Plumas County Sheriff's Office (PCSO) and Little Norway Marine Service in the amount of \$25,000.

Background and Discussion:

The term of this contract is 05/01/21 - 04/30/22. The purpose of this agreement with Little Norway Marine Service is to provide service to the Sheriff's boats.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and LITTLE NORWAY MARINE SERVICE, a general partnership, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty Five Thousand and No/100 Dollars (\$25,000.00).
3. Term. The term of this agreement shall be from May 1, 2021 through April 30, 2022, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements.
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that

Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by

the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Roni Towery

Contractor:

Little Norway Marine Service
3718 Big Springs Rd.
Lake Almanor, CA 96137
Attention: Keith Peterson

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Little Norway Marine Service, a General Partnership

By: _____
Name: Keith Peterson
Title: General Partner
Date signed:

COUNTY:

County of Plumas, a political subdivision of the State of California


By: _____
Name: Todd Johns
Title: Sheriff-Coroner
Date signed:

By: _____
Name: Jeff Engel, Chair
Title: Board of Supervisors
Date signed:

Attest:
By: _____
Nancy Daorno
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

Plumas County Counsel



Deputy County Counsel

Date signed: 3/16/21

EXHIBIT A

Scope of Work

1. Provide general marine repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
 - a. Tune-up service.
 - b. Outdrive and sterndrive and replacement.
 - c. Engine repair and replacement.
 - d. Fluid changes.
 - e. Alternator/starter replacement.
 - f. Battery sales and replacement.
 - g. Electrical diagnostics and wiring.
 - h. Fuel and exhausts systems repair.
 - i. Power steering repair (pumps/services).
 - j. Coolant flush.
 - k. Heat exchanger replacement.
 - l. Heads & valves repair and replacement.
 - m. Driveshaft and axles replacement.
 - n. Diagnostics, including driveability and mechanical repairs.
 - o. Scheduled service, maintenance & repairs as needed.
2. All Work shall be provided in accordance with industry standards for high-quality marine repairs.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at a rate not to exceed \$115 per hour.
2. All parts shall be provided at fair retail value.
3. County shall be provided with an estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount of the estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized estimate, Contractor shall provide a revised estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid per invoice in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



NEAL CAIAZZO
DIRECTOR

21

**DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN**

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: MARCH 24, 2021

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 6, 2021 – CONSENT AGENDA

RE: APPROVAL OF CONTRACT FOR VEHICLE MAINTENANCE AND REPAIR
SERVICES

It is Recommended that the Board of Supervisors

Approve and authorize the Board Chair to sign an agreement with Les Schwab – Horton Tire Center for vehicle maintenance and repair for FY 2021-2022. Agreement not to exceed \$20,000.

Background and Discussion

The Department of Social Services annually executes contracts for vehicle maintenance and repair. A contract with Les Schwab – Horton Tire Center is before the Board today for your approval.

Financial Impact

Funds have been appropriated in the proposed Department budget to cover the cost of these agreements.

Other Agency Involvement

County Counsel has reviewed the agreements and approved them as to form.

Copies (cover memo only): DSS Management Staff

Enclosures (2)

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Department of Social Services (hereinafter referred to as "County"), and RSH, Inc., a California Corporation dba Horton Tire Center (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed TWENTY THOUSAND Dollars (\$20,000.00).
3. **Term.** The term of this agreement shall be from JULY 1, 2021 through JUNE 30, 2022, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured

endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of

this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by

the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Department of Social Services/Public Guardian
County of Plumas
270 Co. Hospital Rd., Suite 207
Quincy, CA 95971
Attention: Christine Renteria

Contractor:

RSH Inc. dba Horton Tire Center
116 E. Main Street
Quincy, CA 95971
Attention: STEPHANIE HORTON

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

RSH Inc., a California Corporation

By: _____

Name: RON HORTON

Title: CEO

Date signed:

By: _____

Name: STEPHANIE HORTON

Title: CFO

Date signed:

COUNTY:

County of Plumas, a political subdivision of the State of California

By: _____

Name: Jeff Engel, Chair

Title: Board of Supervisors

Date signed:

ATTEST:

By: _____

Clerk of the Board of Supervisors

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

3/23/2021

EXHIBIT A

Scope of Work

1. Provide the following automotive repair services on an as-needed basis upon request of the County:
 - a. Lube, oil, and filter changes (LOF).
 - b. Sale and installation of new tires.
 - c. Tire rotation.
 - d. Mounting and balancing of tires.
 - e. Vehicle alignment.
 - f. Brakes and shocks repair and replacement.
 - g. Transmission Service
2. All work shall be provided in accordance with industry standards for high-quality automotive repairs.

EXHIBIT B

Fee Schedule 1. Labor shall be charged at \$130/hr.

2. Prices for tires quoted prior to installation.
3. Prices for brake service quoted after inspection.
4. Front end alignment shall be charged at \$90.00. Alignment service on all four wheels shall be charged at \$110.00
5. LOF changes with inspection shall be charged at current rate (all inclusive), depending on the type of vehicle, for up to 5 quarts of oil, with no charge rotation with Les Schwab Tires.
6. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
7. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone: (530) 283-6240 Fax: (530) 283-6116

3A


GRETCHEN STUHR
COUNTY COUNSEL
SARA G. JAMES
DEPUTY COUNTY COUNSEL
JOSHUA BRECHTEL
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL

April 6, 2021

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: Gretchen Stuhr, *Plumas County Counsel*



SUBJECT: Adopt Resolution Approving the Reduction of Grand Jury Members in Plumas County Pursuant to California Penal Code § 888.2

Background:

The County Counsel's Office, Plumas County Administrator and Plumas County Superior Court wish to reduce the number of Grand Jury Members from nineteen (19) to eleven (11) pursuant to California Penal Code § 888.2(b): "Eleven in a county having a population of 20,000 or less, upon approval of the board of supervisors". Plumas County has a population of approximately 18,939 allowing the County to reduce the number of Grand Jury members.

Since Plumas County has a population of less than 20,000, the Plumas Superior Court is prepared to select eleven (11) citizens for the 2021-2022 Plumas County Grand Jury, if the Plumas County Board of Supervisors approves.

Proposal:

The County Counsel's Office, Plumas County Administrator and Plumas County Superior Court wish for the Board of Supervisors to adopt the Resolution approving the reduction of Grand Jury Members in Plumas County pursuant to California Penal Code § 888.2.

Fiscal Effect:

Reducing the number of grand jurors from 19 to 11 will result in a minor savings to the General Fund in terms of grand juror fees, travel expense reimbursement, and training expense.

Recommended Action:

That the Board of Supervisors consider the Resolution to reduce the required number of Plumas County grand jurors from 19 to 11 as a result of the Plumas County's population being less than 20,000, and:

1. Approve the Resolution reducing the required number of grand jurors for the Plumas County Grand Jury to eleven (11) grand jurors for the 2021-2022 Grand Jury and each year thereafter so long as the population of Plumas County is less than 20,000 as determined or estimated by the California Department of Finance; or
2. Not approve the Resolution thus keeping the number of required grand jurors for the Plumas County Grand Jury at 19 grand jurors.

END OF MEMORANDUM

Plumas County Resolution No. 21- _____

**A RESOLUTION APPROVING THE REDUCTION OF GRAND JURY MEMBERS IN
PLUMAS COUNTY PURSUANT TO CALIFORNIA PENAL CODE § 888.2**

WHEREAS, the Plumas County Civil Grand Jury is an independent arm of the Superior Court of California, but the Plumas County Board of Supervisors has some legislative control over the Grand Jury; and

WHEREAS, Article 1, Section 23 of the California Constitution requires that “[o]ne or more grand juries shall be drawn and summoned at least once a year in each county”; and

WHEREAS, California Penal Code § 888.2 (b) defines “required number” as “eleven in a county having a population of 20,000 or less, upon approval of the Board of Supervisors”; and

WHEREAS, Plumas County has a population of approximately 18,939; and

WHEREAS, the total number of Grand Jury members in Plumas County be reduced from nineteen (19) to eleven (11) members; and

WHEREAS, a quorum of the Grand Jury is correspondingly reduced from twelve (12) to seven (7) members.

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

1. The facts and circumstances set forth in above recitals are true and correct.
2. That, pursuant to Penal Code § 888.2(b), the number of Grand Jury Members in Plumas County be reduced from nineteen (19) to eleven (11), with a quorum correspondingly being reduced from twelve (12) to seven (7) is approved.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said board held on the 6th day of April, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Jeff Engel
Chair, Board of Supervisors

ATTEST:

Kristina Rogers
Deputy Clerk of the Board



Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

3B

Date: March 25, 2021

To: Honorable Board of Supervisors

From: Rob Robinette, Interim Director

Re: Agenda Item for April 6, 2021

A handwritten signature in black ink, appearing to be "Rob Robinette", is written over the "Re:" line.

Recommendation:

Authorize Environmental Health to recruit and fill:

- 1.0 FTE "Environmental Health Specialist I/II" or "Hazardous Materials Specialist I/II" position; AND
- 1.0 FTE "Environmental Health Specialist I/II" or "Hazardous Materials Specialist I/II" position.

These two vacated positions were created by resignations. These positions are authorized and funded for FY20-21 as "Environmental Health Specialist I/II or Hazmat Specialist I/II".

Background and Discussion:

Two Environmental Health Specialists are leaving County service resulting in a reduction of staff to less than 50%. One employee is relocating to reside closer to family and will leave County service on or about the 30th of April. The other employee is seeking a new career path and will leave County service on or about April 2nd.

These vacancies leave only two field inspection staff to accomplish the work of the previous four field staff. In addition, one of these remaining staff members is already serving as interim director. The filling of these vacated positions is vital to the function and efficiency of Environmental Health, especially in the area of Hazardous Materials programs. The remaining staff do not have the training and certifications required to conduct hazardous materials evaluations of fuel storage tanks, facilities that use hazardous materials, and to respond to releases of hazardous materials.

The operation of Environmental Health at less than 50% staffing level could result in the loss of local control of regulatory programs to Cal EPA and other CA State agencies, and the loss of grant, contract, and sanitation service revenue due to unfulfilled taskings.

Until both of these positions are filled, and the new staff have received sufficient training and obtained needed certifications, significant delays in service capacity and response times are anticipated in all Environmental Health program areas.

In order to minimize these impacts, the Board is requested to authorize Environmental Health to recruit and refill these positions immediately. These positions are funded and allocated in the FY 20-21 budget. The Critical Staffing Questionnaire and the Departmental Organization Chart is attached for your review.

If you have any questions, please do not hesitate to contact me at 283-6593.

Thank you.

Enclosures: (2)

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED
Environmental Health

1. Is there a legitimate business, statutory or financial justification to fill the position?

Yes, the requested Environmental Health Specialist or Hazardous Materials Specialist I/II positions are a critical for workload, customer service, business needs.

2. Why is it critical that this position be filled at this time?

These vacancies reduce field staff by 50%. Combine these vacancies with the currently vacant department director position, the total staffing level is less than 50%. This reduced level of staffing severely limits Environmental Health's ability to address land use permit applications, perform water quality and hazardous materials mandates, limit food safety investigations, and result in significant delays in service capacity and response times in all program areas.

3. How long has this position been vacant?

The resignations will be effective April 2nd and April 30th.

4. Can the Department use other wages until the next budget cycle?

No other wages are currently budgeted. Two (2) permanent full-time replacement employees are needed.

5. What are the staffing levels at other counties for similar departments and/or positions?

Unknown

6. What core functions will be impacted without filling the position until July 1?

The summer is the busiest time for EH due to seasonal operations of food venues, water recreation, campgrounds, septic and well repairs and construction, drinking water system evaluations, and hazardous material facility evaluations.

Extensive training will be necessary for new staff in order to obtain program competency prior to performing field duties.

The lack of staff to maintain these programs could result in loss of local regulatory control to Cal-EPA and other State agencies.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED
Environmental Health

7. What negative fiscal impact will the County suffer if this position is not filled prior to July 1?

The lack of staff to maintain these programs could result in the loss of funding from service fees and grants to include, and not limited to:

- a. Sanitation Services such as: drinking water, swimming pools, store and use hazardous materials, and food service.*
- b. Grants such as: "Childhood Lead Prevention", "Certified Unified Program Agency" (CUPA) [hazmat], and State Local Enforcement Agency (LEA) [solid waste].*
- c. Contracts such as "Sierra County CUPA".*

A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

N/A

8. Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

None known.

9. Does the budget reduction plan anticipate the elimination of any of the requested positions?

N/A

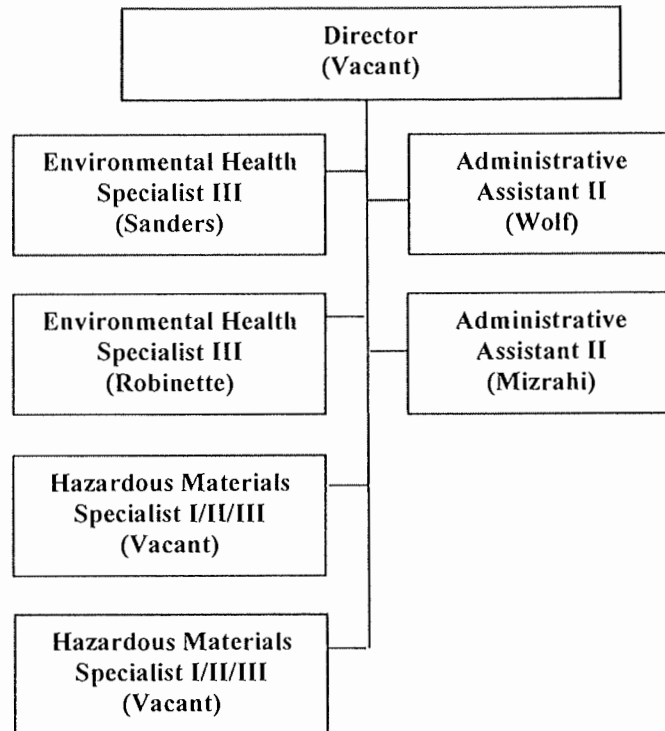
10. Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

These positions have been funded and allocated. Funding comes from a variety of sources including fees for services and portions from a variety of small grants for various Environmental Health programs. No change in general fund support for Environmental Health is anticipated for these positions.

11. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

None known.

ENVIRONMENTAL HEALTH



Allocations 2020/2021			
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		19/20 Positions Adopted	20/21 Positions Requested	20/21 Positions Recommended	20/21 Positions Adopted
PUBLIC ASSISTANCE TOTALS					
HEALTH AND SANITATION					
ENVIRONMENTAL HEALTH	20550				
Environmental Health Director		1.000	1.000	1.000	1.000
Senior Environmental Health Specialist		0.000	0.000	0.000	0.000
Environmental Health Specialist I/II/III OR Hazardous Materials Specialist I/II/III		4.000	4.000	4.000	4.000
Environmental Health Technician I/II		0.000	0.000	0.000	0.000
Environmental Health Aide		0.000	0.000	0.000	0.000
Administrative Assistant I/II		2.000	2.000	2.000	2.000
Office Assistant I/II/III		0.000	0.000	0.000	0.000
		7.000	7.000	7.000	7.000

ENVIRONMENTAL HEALTH SPECIALIST I

DEFINITION

Under supervision, assists with and learns to conduct sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Environmental Health Specialist class series. Incumbents in this class are Environmental Health Specialist Trainees and learn to conduct a broad array of education, inspection and enforcement activities in all environmental health program areas. Incumbents must be eligible to obtain State Registration as an Environmental Health Specialist within 18 months of initial employment. After attaining registration, meeting the experience requirement and demonstrating sound work habits, they are eligible for promotion to Environmental Health Specialist II.

REPORTS TO

Director of Environmental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ENVIRONMENTAL HEALTH SPECIALIST I – 2

EXAMPLES OF DUTIES

- The Environmental Health Specialist I position is designed to enable incumbents to be trained and qualify for state registration while working under close supervision.
- The incumbent assists with and learns to conduct investigations and tasks in all environmental health program areas including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include; performs food facility inspections.
- Conducts investigations of public or private sanitation-related nuisances or complaints.
- Makes inspections of public and private recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Explains environmental health laws and regulations to the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and recommends changes in building plans to comply with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts hazardous materials storage, treatment, disposal, reduction, and reuse inspections.
- Works with various environmental health committees.
- Makes abatement recommendations and instructs communities in control methods.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

ENVIRONMENTAL HEALTH SPECIALIST I – 3

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Chemical, biological, physical, and environmental sciences.
- Basic principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

Ability to:

- Assist with and learn to perform a variety of environmental health and hazardous waste investigations and inspections.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and unsanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

ENVIRONMENTAL HEALTH SPECIALIST I – 4

Training and Experience:

Qualifications needed for this position:

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Some previous experience performing or assisting with environmental investigations and inspections is highly desirable.

Special Requirements: Possession of valid letter of eligibility for employment as an Environmental Health Trainee from the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

ENVIRONMENTAL HEALTH SPECIALIST II

DEFINITION

Under general direction, conducts routine sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; provides training for other staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced journey level in the Environmental Health Specialist class series. Incumbents in this class are registered Environmental Health Specialists and conduct a broad array of education, inspection and enforcement activities in all environmental health program areas.

REPORTS TO

Director of Environmental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide training for other staff, as necessary.

ENVIRONMENTAL HEALTH SPECIALIST II – 2

EXAMPLES OF DUTIES

- The Environmental Health Specialist II performs a broad array of environmental health program activities.
- The incumbent conducts routine inspections to secure compliance with Federal, State, and local sanitation laws and regulations in all environmental health program areas including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include:
 - Performs food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.
 - Conducts investigations of public or private sanitation-related nuisances or complaints.
 - Makes inspections of public recreational facilities and swimming pools.
 - Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
 - Takes water, sewage, soil, and waste samples and interprets data.
 - Interprets environmental health laws and regulations for the public.
 - Reviews plans for new subdivisions and recommends suitable water and sewage installations.
 - Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.
 - Conducts on-site evaluations of sewage disposal systems.
 - Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.
 - Completes reports of findings.
 - Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.
 - Works with various environmental health committees.
 - Assists with the development of Environmental Health policies and ordinances.
 - Makes abatement recommendations and instructs communities in proper control methods.
 - Participates in and conducts training of staff.
 - Prepares and submits complex studies and reports.
 - Conducts educational meetings with the public.
 - Testifies in court as expert witness.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

ENVIRONMENTAL HEALTH SPECIALIST II – 3

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, and hazardous wastes.
- Chemical, biological, physical, and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary conditions.
- Sampling techniques and standards.
- Functions and operations of related local, State, and Federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

Ability to:

- Perform a variety of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision.
- Perform special assignments and projects.
- Provide training for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and unsanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

ENVIRONMENTAL HEALTH SPECIALIST II – 4

Training and Experience:

Qualification needed for this position:

Eighteen (18) months of experience performing a variety of environmental health investigations and inspections equivalent of Environmental Health Specialist I with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements: Possession of valid Environmental Health registration issued by the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

HAZARDOUS MATERIALS SPECIALIST I

DEFINITION

Under supervision, to assist with and learn to conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Hazardous Materials Specialist class series. Incumbents receive training in the techniques and procedures essential to conducting inspections and investigations in the enforcement of hazardous waste, hazardous materials and underground storage tank regulations. After incumbents become familiar with the full scope of office and field activities and demonstrate sound work habits, they are eligible for promotion to Hazardous Materials Specialist II.

REPORTS TO

Director of Environmental Health, Environmental Health Specialist III, Hazardous Materials Specialist II.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HAZARDOUS MATERIALS SPECIALIST I – 2

EXAMPLES OF DUTIES

- Attends training inspections to receive instruction on environmental health and safety and hazardous materials management principles, methods and techniques.
- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, and sampling.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings for corrective actions.
- Prepares inspection reports for the enforcement of public health laws and regulations.
- Develops and recommends procedures for corrective action hazardous waste generators.
- Assists other agencies in the investigation of complaints and suspected violations of hazardous waste, hazardous materials and underground tank laws.
- Gathers evidence of violations and non compliance with public health laws and regulations.
- Assists in preparing court cases by completing inspection reports and attending office hearings.
- May participate in the collection of recyclable wastes from the public and the household hazardous waste collection operation.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

HAZARDOUS MATERIALS SPECIALIST I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Chemical, biological, physical and environmental sciences.
- Basic principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

Ability to:

- Assist with and learn to perform a variety of hazardous materials and hazardous waste investigations and inspections.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of hazardous materials and hazardous waste problems and conditions.
- Operate a variety of office equipment and computers in the performance of assigned duties.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

HAZARDOUS MATERIALS SPECIALIST I - 4

Training and Experience

Qualifications needed for this position:

Equivalent to graduation from a four (4) year college or university with a major on biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science or a closely related field.

Some previous experience performing or assisting with environmental health of hazardous materials investigations and inspections is highly desirable.

Special Requirements:

Possession of current HAZWOPER certification, or state approved alternative hazardous materials certification, is highly desirable and required with 6 months of employment.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

HAZARDOUS MATERIALS SPECIALIST II

DEFINITION

Under general direction, conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; provides training for other staff and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced journey level in the Hazardous Materials Specialist class series. Incumbents in this class conduct routine to complex independent inspections in the hazardous material, hazardous waste and underground storage tank program areas.

REPORTS TO

Director of Environmental Health, Environmental Health Specialist III

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead direction and training for Hazardous Materials Specialist I

HAZARDOUS MATERIALS SPECIALIST II – 2

EXAMPLES OF DUTIES

- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, and sampling.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings for corrective actions.
- Prepares inspection reports for the enforcement of public health laws and regulations.
- Performs hazardous materials mitigation or categorization evaluations in the field.
- Prepares environmental recommendations and technical reports and conducts special hazardous waste or hazardous materials management projects including storage tank release cleanups.
- Makes joint inspections with federal, state and local agencies as required.
- Assists in field supervision of hazardous substance releases during emergency or disaster situations under the authority of the Health Officer.
- Analyzes proposed or existing legislation to determine impact on hazardous materials operations.
- Participates in the development and implementation of staff development and training programs gathers evidence of violations and non-compliance with hazardous materials and hazardous waste laws and regulations.
- Issues warnings and citations for infraction violations, preparing reports and evidence, testifies in court as the investigation officer or supporting witness.
- Makes presentations to the public or business groups.
- May participate in the collection of recyclable wastes from the public or oversee the household hazardous waste collection operation.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

HAZARDOUS MATERIALS SPECIALIST II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of hazardous materials management.
- Laws, rules, regulations, requirements, and procedures governing environmental health, hazardous materials, and hazardous wastes.
- Chemical, biological, physical and environmental sciences.
- Principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Functions and operations of related local, state and federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

Ability to:

- Perform hazardous materials and hazardous waste investigations and inspections with minimal guidance and supervision.
- Perform special assignments and projects.
- Provide training for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of hazardous materials and hazardous waste problems and conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

HAZARDOUS MATERIALS SPECIALIST II - 4

Training and Experience

Qualifications needed for this position:

Twelve (12) months of experience performing a variety of hazardous materials and hazardous waste investigations and inspections equivalent to Hazardous Materials Specialist I with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major on biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science or a closely related field.

Special Requirements: Possession of current HAZWOPER certification, or advanced state-approved hazardous materials certification.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

3C

Kevin Correia
Director

Board Meeting: April 6, 2021

To: The Honorable Board of Supervisors

From: Kevin Correia, Director

Subject: Approve and Authorize board chair to allow Facility services and Airports to advertise and hire a Airport manager for Rogers Field under contract to replace Current manager that will be resigning at the end of the month

Background

Facilities and Airports would like permission to advertise and hire a new Airport manager at Rogers field due to the current manager resigning at the end of the month

Recommendation

Approve facility and Airports to advertise and hire for the contract position of Rogers field airport Manager.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR
FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?

yes

2. Why is it critical that this position be filled at this time?

ROGERS FIELD AIRPORT MANAGER

3. How long has this position been vacant?

WILL BE VACATED APR 31

4. Can the department use other wages until the next budget cycle?

NOT NECESSARY

5. What are staffing levels at other counties for similar departments and/or positions?

UNKNOWN

6. What core function will be impacted without filling the position prior to July 1st?

NON FUNCTIONING AIRPORT

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1st?

LOSS OF REVENUE

A non -general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

N/A

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

NO

9. Does the budget reduction plan anticipate the elimination of any of the requested positions?

NO

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

ALL PAYROLL IS FROM AIRPORTS BUDGET

10. Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

UNKNOWN

Kiwani Murphy
668 State Hwy89
Greenville, Ca

To:
Kevin Correia
Director of facilities and Airports
198 Andy's way
Plumas County, CA

Dear Kevin,

I am writing to notify you, and Plumas County that I will be resigning from my position as Chester Airport Manager. My last date of employment will be April 30th of 2021. This date is still a few months off, but I wanted to give you ample time to plan for my departure.

If I can be of any help during this time, please let me know. I will be happy to assist in the transition by training my replacement, and would be willing to adjust my last day of employment to help accommodate the hiring and training process.

Thank you for the opportunity to work for Plumas County, and the Chester Airport. I wish you and Plumas County all the best.

Sincerely,
Kiwani Murphy

ROGERS FIELD AIRPORT EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and KIWANI MURPHY, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY in the capacity of Rogers Field Airport Manager, Chester CA.

The parties agree as follows:

1. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Airport Manager, and other duties as may be assigned. A copy of the Airport Manager's job description is set forth in Exhibit A, and incorporated herein by this reference. CONTRACT EMPLOYEE's employment with COUNTY shall be [full-time/1.0 FTE]. Any outside employment shall not interfere with CONTRACT EMPLOYEE's duties and responsibilities of county employment. CONTRACT EMPLOYEE shall advise the COUNTY of any outside employment.

2. TERM

CONTRACT EMPLOYEE shall be retained as the Roger Field Airport Manager, effective March 8, 2019, and continuing until this Agreement is terminated as set forth in paragraph 3, below.

3. TERMINATION

CONTRACT EMPLOYEE may terminate this Agreement and separate from employment in good standing, by giving at least thirty (30) days prior written notice of the proposed effective date of termination.

COUNTY may terminate this Agreement at any time, with or without cause, upon a thirty (30) days prior written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to notice of dismissal and to any rights to hearing or appeal thereon. Further, COUNTY may "buy-out" any part of the 30-day notice period, by providing the equivalent of the monthly salary, or portion thereof equivalent to the notice not provided, (hereinafter "Severance") to CONTRACT EMPLOYEE.

The Severance payment shall only be based on the following (1) CONTRACT EMPLOYEE'S salary at the time of termination and (2) the monetary value of the hours that would have otherwise been earned for vacation and administrative leave. Severance shall not include any payment for sick leave or any credit towards retirement. Severance will be paid bi-weekly for the remainder of the notice period; however, subsequent to twelve (12) months continuous employment at County's option severance may be paid in one payment.

Further, this contract may be terminated for cause for reasons that shall include, but not be limited to:

1. Conviction of any felony, or conviction of any misdemeanor involving dishonesty or moral turpitude.
2. Any material breach of this Agreement, including but not limited to a serious dereliction of, or inexcusable failure to perform, the duties set forth by this contract.
3. Gross insubordination.
4. Misappropriation or theft.
5. Intentional misrepresentation or willful failure to disclose a material fact to the Board of Supervisors (Board) or County Administrative Officer (CAO).
6. A serious violation of the County's personnel rules.

Any termination for cause shall be made in good faith. Upon such termination, Contract Employee shall immediately cease providing service pursuant to this contract and will not be provided the severance pay described above.

4. SALARY

- (a) CONTRACT EMPLOYEE shall be considered a [full-time/1.0 FTE] employee paid at an hourly rate, on bi-weekly basis. Effective beginning March 8, 2019 the CONTRACT EMPLOYEE shall be paid at the hourly rate of \$22.0345 [Forty Five Thousand Eight Hundred & Thirty One and 96/100s dollars (\$45831.96 per year)]. Salary and benefits costs shall be apportioned according to the personnel allocation and approved annual budget for Plumas County Department of Airports. CONTRACT EMPLOYEE is subject to unpaid furlough as determined by the Board of Supervisors, consistent with the provisions of the County's Personnel Rules and law.
- (b) Compensatory Time - Compensatory Time Off (CTO) shall be accrued in-lieu of overtime pay for overtime work. Employee will receive one and a half (1 1/2) hours of compensatory time for every hour worked in excess of his normal workday or workweek. Maximum balance of compensatory hours that employee can have on the books is 120 hours. The Facility Services Director may in an emergency situation, approve the employee additional hours above the Maximum. Once the emergency has been addressed any additional hours accrued in excess of the 120 hours must be taken within 90 days of accrual. The compensatory time shall be tracked by the payroll system through the employee's timecard. The record of earned, taken and net balance of Compensatory time will be posted on employee's check-stub, and on the departments leave balance sheets. Compensatory time off shall be taken only when it is ascertained that there is significant coverage at the Airport. Should this employment contract be terminated by either party, employee shall be paid the value of his unused compensatory time off at his hourly rate at time of termination.

5. PERFORMANCE EVALUATION

The Director of Facility Services & Airports shall conduct an annual performance evaluation of the CONTRACT EMPLOYEE.

6. BENEFITS

Manager shall be compensated in the following manner, which shall represent all compensation and benefits payable under this contract.

- (a) Public Employees Retirement System contributions payable by employer. MANAGER shall pay the employee's contribution of approximately seven percent of gross salary.
- (b) If MANAGER elects to participate, COUNTY shall pay the full cost of the COUNTY'S contribution to health insurance provided through a COUNTY-recognized group plan, and MANAGER shall pay any remaining contribution payable by unrepresented employees generally.
- (c) A cost of living adjustment COLA shall be given at the same amount and same time the Unrepresented Bargaining Group receives a COLA.

7. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to this Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental procedures. See attached job description and scope of work (Exhibit A).

8. NON-ASSIGNABLE:

This Contract is personal to CONTRACT EMPLOYEE and is not assignable under any circumstances.

9. MODIFICATION

This Agreement may be modified only by a written amendment hereto, executed by both parties.

10. ATTORNEY'S FEES AND COSTS

If any court action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other relief, to which such party may be entitled.

11. INTEREST OF CONTRACT EMPLOYEE

CONTRACT EMPLOYEE hereby declares that he has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to this Agreement, and that he shall not in the future acquire any such interest.

CONTRACT EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Sections 87100 et seq., including regulations promulgated by the California Fair Political Practices Commission.

12. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

13. ENTIRE AGREEMENT

This written instrument constitutes the entire agreement between the parties, and supersedes any other promises or representations, oral or written, which may have preceded it.

14. RIGHT TO CONSULT WITH COUNSEL

CONTRACT EMPLOYEE and COUNTY acknowledge that each has read and understood the contents of this written instrument, and have had the opportunity to consult with legal counsel prior to entering into this Agreement. Each warrants that it has either so consulted with legal counsel of its choice, or has elected not to so consult.

15. INTERPRETATION OF AGREEMENT

No portion of this written instrument shall be construed against the other, and all portions shall be construed as though drafted by each party.

16. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of the personal service, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Notice to the COUNTY shall be given to Kevin Correia, Director of Facility Services & Airports , 193 Andy's Way , Quincy, CA 95971, with a copy to the County Counsel, 520 Main St., Room 301, Quincy, CA 95971. Notice to CONTRACT EMPLOYEE shall be given to the last address on file with the Human Resources Department for CONTRACT EMPLOYEE.

17. INDEMNIFICATION

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of the COUNTY.

18. REPORTING

CONTRACT EMPLOYEE will report directly to the Director of Facility Services & Airports.

19. GENERAL PROVISIONS

This Agreement is entered into in Quincy, California, and shall be governed by California law. Venue for any action arising out of this Agreement shall lie in Plumas County, California. If a court determines that venue is not proper in Plumas County, the parties agree that venue shall be Sierra County.

This Agreement reflects the entire agreement of the parties and supersedes any prior agreements, promises or commitments. This Contract may be amended in writing by mutual consent of the parties.

20. EFFECTIVE DATE

This Agreement shall be effective on March 8, 2019, (the "Effective Date") if approved by both parties.

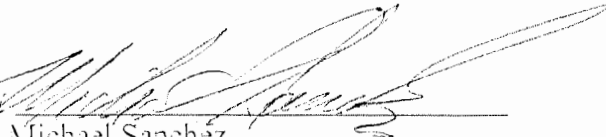
21. SIGNATURES

COUNTY:

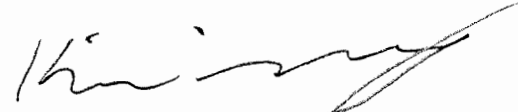
CONTRACT EMPLOYEE:

County of Plumas,
a political subdivision of the State of California

By


Michael Sanchez
Board Chair, Plumas County Supervisors

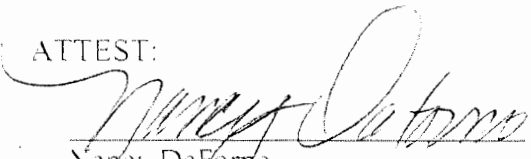
Dated: 1/22/19



Kiwani Murphy
"Contract Employee"

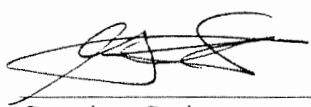
Dated: 01/31/2019

ATTEST:


Nancy DaFormo,
Clerk of the Board of Supervisors

Dated: 1/22/19

APPROVED AS TO FORM:


Gretchen Stuhr
Deputy County Counsel

Dated: 1/11/19

EXHIBIT A

MANAGER'S DUTIES: MANAGER shall be solely responsible for carrying out the following mandatory duties in a manner satisfactory to the Plumas County Board of Supervisors and the Plumas County Director of Airports.

(a) MANAGER shall supervise, operate, maintain, repair, and keep in a clean and orderly condition all of the County's real and personal property at the Chester, Rogers Field Airport, all of which shall be done in a prudent and businesslike manner.

(b) Solid waste shall be collected and disposed of promptly. COUNTY to provide solid waste collection service as necessary.

(c) All landing areas, taxi strips, apron areas, lighting systems, and air navigation facilities under MANAGER'S control shall be kept in a safe and usable condition. The MANAGER shall notify the County Airport Director of any unsafe or malfunctioning facility that is beyond the MANAGER'S responsibility to correct.

(d) Snow removal as required and practical to keep the airport open to air traffic, utilizing County provided equipment and/or supervising County authorized contract employees.

(e) General office operations and tasks such as bookkeeping, fuel tax records management, collection of fees and unicom communications.

(f) Operation and maintenance of the COUNTY – owned self-serve fuel terminal including daily inspections, inventories, receiving, testing and releasing of aviation fuel for sale.

(g) Providing tie-downs as needed by the aviation public. MANAGER shall promptly deposit all revenues collected from parking of aircraft and vehicles in the public lot into the County Treasury through the Airports Director's Office.

(h) Securing compliance by airport users with all applicable laws and regulations, and with all agreements, leases, or other legal obligations relating to the use of the airport.

(i) Promotion of increased aeronautical activities at the airport, including the securing of persons who wish to base their aeronautical activities or business at the airport.

(j) Manager shall provide routine maintenance and certification of all of the County's Automated weather observations systems. (AWOS).

ADDITIONAL DUTIES: MANAGER may, with the approval of the Airport Director and pursuant to the provisions of the County's purchasing policy, engage the services of independent contractors to perform work at Chester Rogers Field Airport.

MANAGER may not hire any new employees to assist the MANAGER in performing under this contract without the express written consent of Airport Director.

Further, MANAGER shall comply with the COUNTY'S policy of maintaining a drug-free workplace. MANAGER shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, including but not limited to marijuana, heroin, cocaine, and amphetamines at any of MANAGER'S, or the County's, facilities or worksites. If MANAGER is convicted of or pleads nolo contendere to a criminal drug statute violation, occurring at a County facility or worksite, of which MANAGER has knowledge, MANAGER, within five (5) days thereafter, shall notify the COUNTY at the address provided herein. Violation of this provision shall constitute a material breach of this Agreement.

MANAGER shall be personally present at the airport 40 hours per week (1.0 FTE)

MANAGER'S REPORTING REQUIREMENTS: MANAGER shall keep adequate records and account of airport operations and financial transactions. MANAGER shall make all reports required by the COUNTY, State Board of Equalization, Cal-Trans Division of Aeronautics and the Federal Aviation Administration.

FUEL TERMINAL MAINTENANCE: MANAGER, or a properly trained employee of the COUNTY, shall provide for daily maintenance, inspection and record keeping of the airport's fuel terminal. MANAGER or properly trained employee shall receive delivery and provide for proper testing and documentation of received fuel prior to accepting fuel and releasing for public sale. MANAGER or MANAGER'S representative shall take a physical inventory of the total fuel on hand at the close of business on the last day of each month and transmit this information to the Airport Coordinator.



3D

204 Fairgrounds Road, Quincy, CA 95971 530-283-6272 Fax: 530-283-6431
johnsteffanic@countyofplumas.com www.plumas-sierracountyfair.net

Date: March 22, 2021

To: Honorable Board of Supervisors

Cc: Nancy Selvage, Human Resources Director

From: John Steffanic, Fair Manager

Re: Seasonal Extra Help

Recommendation: Approve exemption of the 29 hour-week limit for Seasonal Extra Help during Fair time and adjacent months.

Background and Discussion: The Fair has traditionally hired Extra Help to assist with maintenance, event management, janitorial duties, and landscaping. The number of Extra Help employees can range from three to seven individuals, mainly depending on finding qualified help. The funding for anyone hired this fiscal year is already budgeted in the current budget. Appropriate funding for Extra Help in next year's budget will be requested as usual.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countvofplumas.com



DATE: March 26, 2021

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director 

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
April 6, 2021

**RE: APPROVE RESOLUTION TO AMEND THE JOB
CLASSIFICATION FOR AT-WILL UNDERSHERIFF JOB
DESCRIPTION - RANGE 3421**

**Re: APPROVE RESOLUTION TO AMEND THE JOB
CLASSIFICATION FOR SHERIFF PATROL COMMANDER
UPDATED JOB DESCRIPTION - RANGE 3073**

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to amend Undersheriff Classification to an at-will contract position and update the Sheriff Patrol Commander Job classification. The base wage for both positions will not change.

BACKGROUND AND DISCUSSIONS

Sheriff John has requested Human Resources to update these two job classifications. After the Sheriff Employee Association (S.E.A.) voted down the recent re-organization, the Sheriff requesting assistance with updating their current Undersheriff position to an at-will contract position and requested updates to the qualifications for the Sheriff Patrol Commander Job classification.

The obligation of the meet and confer with the Plumas County Sheriff's Employee Association has been completed and there are no issues with the re-classification for the Sheriff Patrol Commander.

These changes do not affect the pay schedule for FY 2020/2021 or the department's budget as these are allocated and funded positions.

I recommend that the Board adopt the attached Resolutions:

APPROVE RESOLUTION TO AMEND THE JOB CLASSIFICATION FOR
AT-WILL UNDERSHERIFF JOB DESCRIPTION - RANGE 3421

APPROVE RESOLUTION TO AMEND THE JOB CLASSIFICATION FOR
SHERIFF PATROL COMMANDER UPDATED JOB DESCRIPTION - RANGE
3073

Thank you for your consideration

Attachments:

Exhibit A:

Sheriff's Office organizational chart

Job descriptions for Undersheriff, both current and proposed

Exhibit B:

Job description for Sheriff Patrol Commander, both current and proposed

RESOLUTION NO. 2021- _____

**RESOLUTION TO AMEND FISCAL YEAR 2020/2021 JOB CLASSIFICATION PLAN
UNDERSHERIFF JOB DESCRIPTION, RANGE 3421 FOR SHERIFF DEPARTMENT
#70330**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification Plan covering all positions in the County service; and

WHEREAS, this position are necessary in the daily operational needs of the Sheriff Department #70330; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2020/2021 Job Classification Plan for the Undersheriff job description to an “at-will” classification with current base wage range of 3421; and

WHEREAS, Plumas County is not required to conduct the meet and confer obligations for this Undersheriff funded and allocation position is not in the Sheriff Employee Association (SEA); and

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

Approve the amendments to the Fiscal Year 2020/2021 Job Classification Plan for the Undersheriff Classification will now be an at-will contract position.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April, 2021 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

RESOLUTION NO. 2021- _____

**RESOLUTION TO AMEND FISCAL YEAR 2020/2021 JOB CLASSIFICATION PLAN
SHERIFF PATROL COMMANDER JOB DESCRIPTION, RANGE 3165**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification Plan covering all positions in the County service; and

WHEREAS, this position are necessary in the daily operational needs of the Sheriff Department #70330; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2020/2021 Job Classification Plan for the Sheriff Patrol Commander job description with current base wage range of 3165; and

WHEREAS, Plumas County has met the meet and confer obligations for this FY 2020/2021 funded and allocated position under Sheriff Employee Association (SEA); and

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

Approve the amendments to the Fiscal Year 2020/2021 Job Classification Plan for the updated job description for Sheriff Patrol Commander Classification.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April, 2021 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

SHERIFF

UNDERSHERIFF

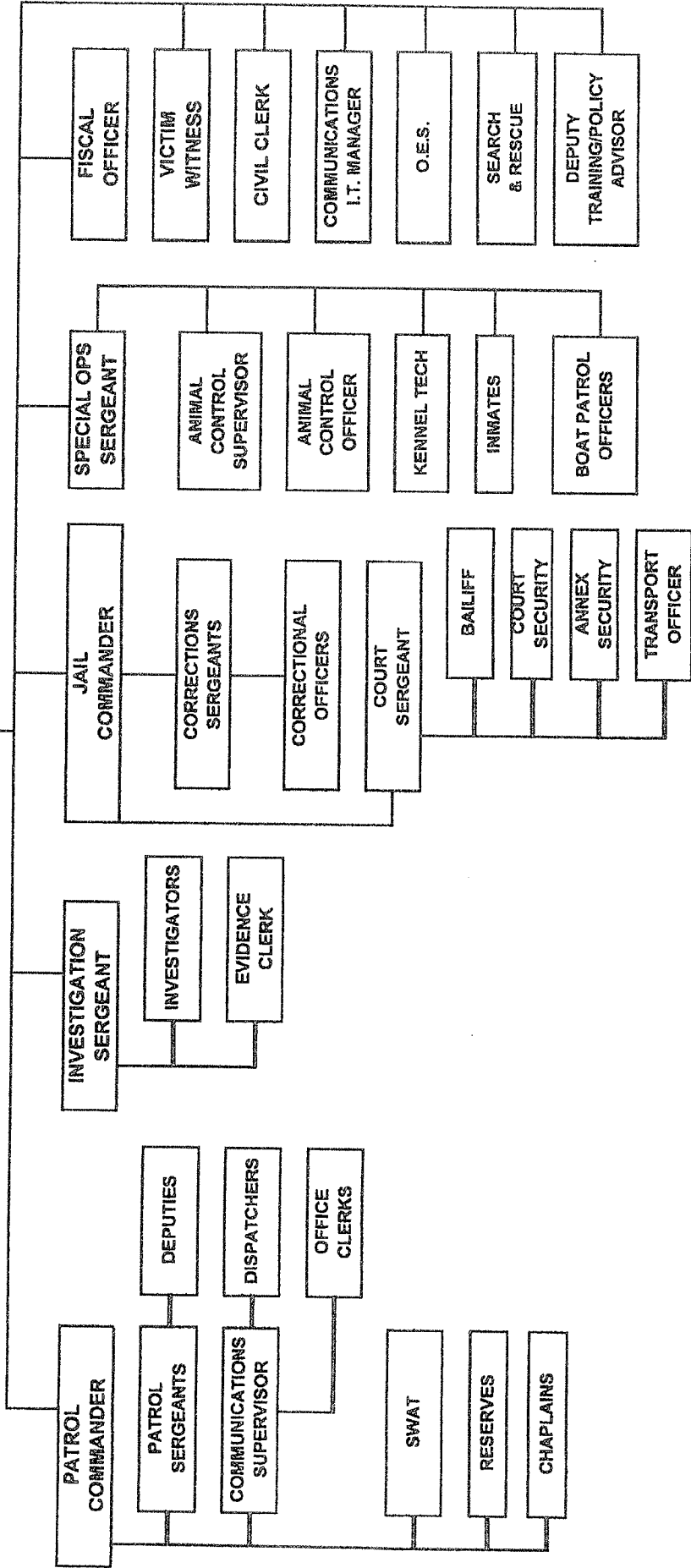


Exhibit A

2201520 BN 1A1
3/24/2021
Approved 04/2016

PLUMAS COUNTY

UNDERSHERIFF

DEFINTION

To plan, direct and review the activities and operations of the Sheriff's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff.

(WORKS AT DISCRETION OF SHERIFF. AT-WILL POSITION)

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the County Sheriff-Coroner with the general management, planning, coordination, and supervision of Department functions and programs. Incumbent is assigned management responsibility for all areas of Department functions and operations. Incumbent is "on-call" to respond to law enforcement emergencies as necessary.

REPORTS TO

Sheriff-Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Patrol Commander, Investigator Sergeant, Fiscal Officer, Victim/Witness Program Director, Jail Commander, Administrative Sergeant, Civil Clerk, Communications/IT manager, O.E.S. director, Search and Rescue Coordinator.

(SPECIAL OPERATIONS)

UNDERSHERIFF-2

EXAMPLES OF DUTIES

- Assist in the development, planning, and implementation of Department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other County departments and divisions and outside agencies and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Department budget.
- Direct the forecast of funds needed to staffing, equipment, materials, and supplies.
- Monitor and approve expenditures; select, train, motivate and evaluate personnel.
- Maintain all personnel records.
- Direct and supervise personnel recruitment.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct investigations.
- Investigate or direct investigations involving internal affairs.
- Respond to District Attorney and judges regarding criminal investigations.
- Maintain records of the Department.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Review inmate requests for early releases.
- Process inmate grievances and writs; coordinate medical and dental needs of inmates.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

UNDERSHERIFF-4

Ability to (continued):

- Use and care for firearms.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer budget.
- Oversee maintenance schedules of police equipment and supplies.
- Gain cooperation through discussion and persuasion.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course work.

EXPERIENCE AND TRAINING

Minimum qualifications for this position are:

Six years of increasingly responsible experience in law enforcement work, including five years of supervisory responsibility.

College level courses in administration of criminal justice, police science, public administration, business administration or a related field are highly desirable.

Special Requirements:

(ADVANCED)

Possession of a P.O. S.T. Supervisor Certificate.

Possession of a valid and current California Driver's license at that time of appointment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of radio equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; contact with staff and the public. Perform general law enforcement duties as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest.
- Principles and practices in processing Coroner's cases, search and seizure, preservation and presentation of evidence in traffic and criminal cases.
- Types of law enforcement equipment, materials, and specialty items.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations and adopt effective course of action, often in stressful and emergency situations.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.

UNDERSHERIFF

DEFINTION

To plan, direct and review the activities and operations of the Sheriff's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff/Coroner. This is an "at-will" contract position and works at the discretion of the Sheriff/Coroner.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the County Sheriff/Coroner with the general management, planning, coordination, and supervision of Department functions and programs. Incumbent is assigned management responsibility for all areas of Department functions and operations. Incumbent is "on-call" to respond to law enforcement emergencies as necessary.

REPORTS TO

Sheriff-Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Patrol Commander, Investigator Sergeant, Sheriff Fiscal Officer, Victim/Witness Program Coordinator, Jail Commander, Special Operations Sergeant, Civil Clerk, Sheriff Deputy /Communications Specialist, O.E.S. Training Coordinator, Investigation Sergeant/Cannabis Code Enforcement Search, and Rescue Coordinator.

UNDERSHERIFF-2

EXAMPLES OF DUTIES

- Assist in the development, planning, and implementation of Department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other County departments and divisions and outside agencies and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Department budget.
- Direct the forecast of funds needed to staffing, equipment, materials, and supplies.
- Monitor and approve expenditures; select, train, motivate and evaluate personnel.
- Maintain all personnel records.
- Direct and supervise personnel recruitment.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct investigations.
- Investigate or direct investigations involving internal affairs.
- Respond to District Attorney and judges regarding criminal investigations.
- Maintain records of the Department.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Review inmate requests for early releases.
- Process inmate grievances and writs; coordinate medical and dental needs of inmates.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

UNDERSHERIFF-3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of radio equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; contact with staff and the public. Perform general law enforcement duties as needed.

Willingness and ability to work various shifts including evenings, weekends and holidays, and respond to calls after hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest.
- Principles and practices in processing Coroner's cases, search and seizure, preservation and presentation of evidence in traffic and criminal cases.
- Types of law enforcement equipment, materials, and specialty items.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations and adopt effective course of action, often in stressful and emergency situations.

UNDERSHERIFF-4

Ability to (continued):

- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Use and care for firearms.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer budget.
- Oversee maintenance schedules of police equipment and supplies.
- Gain cooperation through discussion and persuasion.
- Respond to requests and inquiries from the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships.

EXPERIENCE AND TRAINING

Minimum qualifications for this position are:

Six years of increasingly responsible experience in law enforcement work, including five (5) years of supervisory responsibility.

College level courses in administration of criminal justice, police science, public administration, business administration or a related field are highly desirable.

Licenses and Certificates:

Possession of a Peace Officer Standards and Training P.O.S.T. Advanced Certificate. Complete and successfully pass a P.O.S.T. certified Management Course within one year of assignment.

Special Requirements:

Must submit to and pass a psychological evaluation, medical examination and a background investigation, if not already a Plumas County Sheriff's Office employee as part of a conditional offer of employment for a background investigation.

Possession of a valid and current California Driver's license at that time of appointment and maintained throughout Plumas County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Exhibit B

PLUMAS COUNTY

REVISED: 10/2016

REVISED BY 141

SHERIFF PATROL COMMANDER

3/24/2021

DEFINITION

Incumbent will manage, as well as supervise the day to day operations of the Patrol Division, Communications Division, Swat, Reserves, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

SHERIFF PATROL COMMANDER - 2

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.
- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- As needed, act as the OES Duty Officer.
- Perform related duties as assigned.

SHERIFF PATROL COMMANDER - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.

- Communicate clearly and concisely, both orally and in writing.

SHERIFF PATROL COMMANDER - 4

Ability to (continued):

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

TRAINING AND EXPERIENCE

Minimum qualifications for this position:

Five years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

SPECIAL REQUIREMENTS

Possession of a P.O.S.T. Intermediate ~~and Supervisory~~ Certificate.

Possession of a valid California Driver's License at time of appointment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

(CONSISTANT WITH
UNDER SHERIFF.)

SHERIFF PATROL COMMANDER

DEFINITION

Incumbent will manage, as well as supervise the day to day operations of the Patrol Division, Communications Division, Swat, Reserves, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff and Sheriff/Coroner

CLASSIFICATIONS SUPERVISED

Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

SHERIFF PATROL COMMANDER - 2

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.
- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- As needed, act as the OES Duty Officer.
- Perform related duties as assigned.

SHERIFF PATROL COMMANDER - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.

SHERIFF PATROL COMMANDER - 4

Ability to (continued):

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

TRAINING AND EXPERIENCE

Five years of increasingly responsible experience in law enforcement work, including one (1) year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Licenses and Certificates:

Possession of a Peace Officer Standards and Training P.O.S.T. Advanced Certificate. Complete and successfully pass a P.O.S.T. certified Management Course within one year of assignment.

Special Requirements:

Must submit to and pass a psychological evaluation, medical examination and a background investigation, if not already a Plumas County Sheriff's Office employee as part of a conditional offer of employment for a background investigation.

Possession of a valid and current California Driver's license at that time of appointment and maintained throughout Plumas County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: March 24, 2021

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director 

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
APRIL 6, 2021

**RE: AUTHORIZE THE HUMAN RESOURCES DIRECTOR TO
RECRUIT AND FILL 1.0 FTE FUNDED AND ALLOCATED
HUMAN RESOURCES HUMAN RESOURCES PAYROLL
SPECIALIST I/II POSITION.**

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Human Resources Director to fill the 1.0 FTE allocated and funded Human Resources Payroll Specialist I/II.

BACKGROUND AND DISCUSSIONS

By the time you read this, Human Resources will absent our Payroll Specialist to resignation due to a promotional opportunity. Therefore, I am requesting approval to recruit and fill this allocated and funded position.

Our Human Resources Payroll Specialist II is a critical position for our department and to the County's related payroll functions. The Human Resources Payroll Specialist II position works with limited direction from the Human Resources Director. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll employee data base system for the purpose of payroll. This position works closely with the Auditor's Payroll Specialist II in ensuring payroll coordination between these two departments is maintained in a professional manner.

The Human Resources Payroll Specialist II performs difficult and complex work involved in human resource operations and activities; to assist with the development, implementation and maintenance of the County personnel program, CalPERS retirement system, garnishments, leaves and related claims for coordination of benefits and insurance plans; just to name a few.

To have this vacancy is a huge loss to the County and there is no question about the necessity of this position. In fact, at times I believe Human Resources Department should have two-(2) Payroll Specialist positions due to the overwhelming workload for our payroll duties.

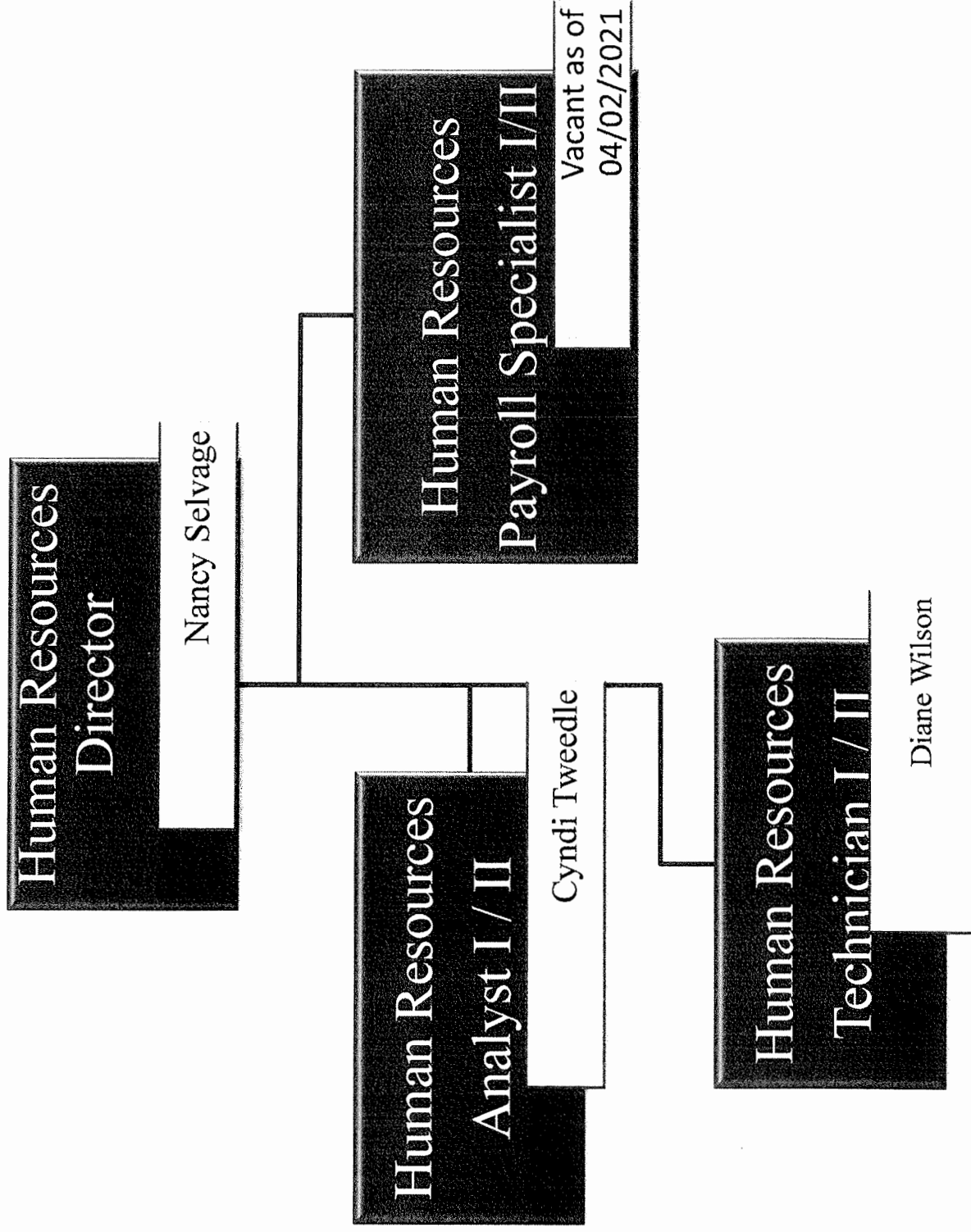
I have attached the Critical Staffing Questionnaire for your consideration along with our current organization chart and job descriptions. At this time, I am requesting that the Board authorize Human Resources to recruit and fill the vacant 1.0 FTE allocated and funded Human Resources Payroll Specialist I or II position.

Thank you for your consideration.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH
ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? *Yes, the position is allocated and funded within the 2020/2021 fiscal year budget. This position is critical support to the department and is responsible for all data entry of employees for the data base for payroll functions, all that effect employees pays and benefits. This position is a critical team member of this department and critical to Plumas County functions.*
- Why is it critical that this position be filled at this time? *This position is vital to the daily operations of the Human Resources Department.*
- How long has the position been vacant? *The position was vacant effective April 2, 2021*
- Can the department use other wages until the next budget cycle? *This position is funded and allocated for FY 2020/2021.*
- What are staffing levels at other counties for similar departments and/or positions? *For the amount of work that is requested from the Human Resources Department, staffs are stretched thin as it is. We process all the data for payroll, ACA tracking, provide new hire orientations, maintain personnel files, track employees, verify employment, conduct job classification reviews, update system codes and records as needed , and building a new payroll system. We are a small department with a very big workload.*
- What core function will be impacted without filling the position prior to July 1?
YES
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
Paychecks could be effected for the County.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? *N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
- Does the department have a reserve? *No, Human Resources is funded totally by the General Fund.* If yes, provide the activity of the department's reserve account for the last three years?

Human Resources Department Organizational Chart



HUMAN RESOURCES PAYROLL SPECIALIST II

DEFINITION

The Human Resources Payroll Specialist II position works with limited direction from the Human Resources Director. Position performs the most difficult and responsible fiscal work involved in processing the County-wide payroll employee data base system for the purpose of payroll. This position works closely with the Auditor's Payroll Specialist II in ensuring payroll coordination between these two departments is maintained in a professional manner.

The Human Resources Payroll Specialist II performs difficult and complex work involved in human resource operations and activities; to assist with the development, implementation and maintenance of the County personnel program and insurance plans; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the Journey Level position in the Human Resource Payroll Specialist series which performs complex and technical human resource assignments with only general supervision.

REPORTS TO

Human Resources Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HUMAN RESOURCES PAYROLL SPECIALIST II - 2

EXAMPLES OF DUTIES

- Assists County staff and the public by answering inquiries concerning personnel transactions, policies, and records, as well as availability and types of employment
- Provides new hire orientation and required paperwork for enrollment into related bargaining unit, health insurance plans, and explains policies and procedures as it relates to payroll
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of employee personnel payroll data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Update payroll database according to specific MOU stipulations.
- Reviews payroll pre calculations of the payroll accounts by resolving payroll discrepancies making appropriate updates.
- Provides payroll and personnel information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures for County compliance issues.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential, up to date and accurate record keeping.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Stays current with labor laws as related to employee payroll.
- Communicates with other County staff regarding potential problems with payroll data.
- Reviews employees personnel action forms for accuracy and make corrections as needed.
- Calculates employees merits and longevity increases by hours worked and dates of employment according to County policies.
- Reviews payroll data base, enters related information into the payroll system according to pay schedules
- Update annual calendar for payroll schedule reflecting payroll periods, paid holidays, and data base due dates.
- Update calendar year employee benefits for copays for health, dental, vision and life insurance by bargaining unit, department heads, elected officials, and unrepresented. Make adjustments in personnel payroll data base and track for accurate payments.
- Calculate, track, and deduct garnishments from employee's disposable income each pay period. Inform employees of garnishment deductions for child support, taxes, vehicle registrations, etc.
- Assist retiring employees with proper paperwork, update them in the data base system with appropriate information and provide updated information to the Auditor's Department. May calculate accrued sick leave for conversion to health benefit payments and enter information into the CalPERS system.

HUMAN RESOURCES PAYROLL SPECIALIST II - 3

EXAMPLES OF DUTIES – continued:

- Balance AFLAC and Colonial employees supplemental insurance claims and remit bill to vendor.
- Prepare and process donation of leave requests and track donated hours according to personnel policies.
- Update state and federal tax tables in the payroll automated system each year as required by law and deadline to assure accurate payroll taxes.
- Update classifications pay scales, codes, and needed information to maintain accurate data base for personnel payroll system.
- Assist with the coordination of the annual personnel budgeting preparation and department reports required for the annual County's budget approval process
- Coordinate request for unemployment insurance claims, State Disability Insurance, warrants, and other required payroll coordination
- Manage disability claims coordination for employee payroll and leave banks
- Assist employees with health insurance enrollment applications and process to appropriate agency for enrollments, enroll in payroll system for payment deductions according to plan.
- Ensure Auditor's Payroll Specialist receives copies of personnel records for payroll processing of paychecks according to deadlines.
- Troubleshoot and update data entry to ensure employees' payroll information is current and information maintained in their personnel file as appropriate documentation.
- Organize and sets up deduction codes for all payroll accounts.
- Works with County employees and management, providing a variety of information and answering questions regarding payroll items, including pay rates,
- Coordinate employee leaves as it relates to employment benefits, Worker's Compensation, disability, unemployment insurance programs, compensatory time off, and leave banks and keep accurate records.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Coordinate the Affordable Care Act regulations as it relates to health insurance benefits and the affordability.
- Ensure COBRA insurance is offered to applicable employees and their dependents coordinate offer with PERS system requirements.
- Track, update, and maintain the current list of position allocations for the County departments, including allocated positions and filled positions.
- Contributes to Human Resources team by accomplishing related results as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

HUMAN RESOURCES PAYROLL SPECIALIST II - 4

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General knowledge of County personnel policies and functions.
- Policies, procedures, requirements, and method used in a payroll system.
- Principles and methods of financial and statistical recordkeeping.
- Uses of computers in payroll processing
- Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.
- Office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Laws, rules and regulations affecting the County's personnel policies and procedures.
- County hiring rules, including procedures used by the California Interagency Merit System, state and federal labor laws.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers, software applications related to administrative support work, such as Excel or other spreadsheet software applications.

Ability to:

- Performs a wide variety of difficult and complex financial and statistical work required for County Payroll.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records
- Make arithmetical calculations quickly and accurately.
- Operate a variety of computing and office equipment.
- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for word processing, recordkeeping, spreadsheets, and other employee tracking systems.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain professional working relationships at all times.

HUMAN RESOURCES PAYROLL SPECIALIST II - 5

Training and Experience:

Qualifications needed for this position:

Two (2) years of experience comparable to a Human Resources Payroll Specialist I with Plumas County,

OR

Equivalent completion of courses required for a Bachelor's degree in Accounting with two (2) years of responsible office and administrative experience in a local government payroll office.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

3E4

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: March 24, 2021

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
JANUARY 14, 2020.
RE: RESOLUTION AUTHORIZING STIPEND FOR COUNTY
COUNSEL PARALEGAL POSITION FOR DEPUTY CLERK OF
THE BOARD OF SUPERVISORS DUTIES

IT IS RECOMMENDED THAT THE BOARD:

Adopt Resolution authorizing stipend to County Counsel's Paralegal position for a stipend while performing Deputy Clerk of the Board of Supervisors position as back up to the Clerk of the Board of Supervisors.

BACKGROUND AND DISCUSSIONS

Due to the resignation of the long standing Clerk of the Board of Supervisor, the Board needed back up to fill the duties during the recruitment period to fill the position. The Board also wanted to establish assistance for this position when needed. The Board decided the backup would be filled by County Counsel's Paralegal position to perform the incidental Clerk duties. A stipend would be paid to this position for when they are performing the Clerk's duties and this time will be tracked on a separate time card, and charged to the Board's fund #20010.

The Paralegal classification is in the Confidential bargaining Unit and the Clerk of the Board of Supervisors is an at-will contract employee. The stipend will be effective February 8, 2021 and will continue forward until further notice.

Thank you for your consideration.

Attachments:
Resolution

RESOLUTION NO: 2021-_____

**RESOLUTION AUTHORIZING STIPEND FOR COUNTY COUNSEL PARALEGAL
POSITION FOR DEPUTY CLERK OF THE BOARD OF SUPERVISORS DUTIES**

WHEREAS, Plumas County Personnel Rule 5.01 provides for amendments to be made by resolution of the Classification Plan covering all positions in the County service; and

WHEREAS, during the Fiscal Year needs may arise to amend Plumas County's Pay Schedule; and

WHEREAS, this Resolution addresses stipend pay increase for an additional stipend hourly rate of \$4.33 per hour for the duties performed as Deputy Clerk of the Board which will be charged to the Board of Supervisors department #20010; and

WHEREAS, the Clerk of the Board resigned leaving the position for the Clerk of the Board of Supervisors vacant; and

WHEREAS, the Paralegal in County Counsel's Office was appointed on February 8, 2021 to serve as Deputy Clerk of the Board, in order to provide Clerk of the Board services during the vacancy, and to provide ongoing backup for the Clerk of the Board position as needed.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows: Approve Resolution to amend County Counsel's Paralegal Classification and Pay Schedule while acting as Deputy Clerk of the Board to reflect the following:

Effective February 8, 2021, County Counsel's Paralegal classification will be paid a stipend of \$4.33 an hour in addition to regular Paralegal pay for Deputy Clerk of the Board of Supervisors duties. The stipend will be charged to fund #20010. This shall be retroactive to February 8, 2021.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April 2021 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

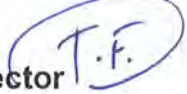
Clerk, Board of Supervisors



3F

BOARD OF SUPERVISORS STAFF REPORT

TO: Honorable Board of Supervisors

FROM: Tracey Ferguson, AICP, Planning Director 

MEETING DATE: April 6, 2021

SUBJECT: Plumas County Board of Supervisors Comment Letter on Rock Creek-Cresta Project (FERC No. 1962) Condition No. 4.D Additional Reasonable Control Measures Report March 18, 2021 Pacific Gas and Electric Company (PG&E) Draft Plan and Schedule

RECOMMENDATION:

At the Board of Supervisors meeting on March 16, 2021, the Board took unanimous action to authorize Supervisor Goss and Supervisor Thrall to work with the Planning Department and County Counsel to prepare a Plumas County comment letter to PG&E's revised Draft Plan and Schedule.

Receive and file Board of Supervisors comment letter (Attachment 1), dated March 22, 2021, to PG&E on the Rock Creek-Cresta Hydroelectric Project (FERC No. 1962) March 18, 2021 Draft Plan and Schedule to complete the Additional Reasonable Control Measures Report.

DISCUSSION:

Attachment 2 is provided for informational purposes and is the Forest Service and Selected Ecological Resources Committee (ERC) members (i.e., California Department of Fish and Wildlife, State Water Resources Control Board, United States Fish and Wildlife Service, California Sportfishing Protection Alliance, and American Whitewater) proposed edits to PG&E's March 18, 2021 Condition No. 4D Draft Plan and Schedule.

Per FERC's order, PG&E's Plan and Schedule is to be filed with Federal Energy Regulatory Commission (FERC) by April 1, 2021.

At the time this staff report was submitted, the April 1, 2021 PG&E Plan and Schedule had not yet been filed with FERC. It's anticipated that at the April 6, 2021 Board of Supervisors meeting, the PG&E Plan and Schedule will be available and will be provided to the Board.

PG&E must include with the Plan and Schedule, documentation of agency consultation, including copies of agency comments and recommendations. If PG&E does not adopt a recommendation, the filing must include PG&E's reasons for not incorporating it.

BACKGROUND:

On November 18, 2020, PG&E, licensee for FERC No. 1962, filed a request with the FERC for an extension of time to file its Water Temperature Report, also known as the Additional Reasonable Control Measures Report (Report). This Report is required by ordering paragraph "D" of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401, and Appendix Condition 4.D of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project.

The purpose of the Report is to evaluate whether mean daily temperatures of 20°C or less, have been and will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

This Report was originally to be filed with FERC by July 31, 2007. PG&E has been granted numerous extensions of time to file the Report, with the most recent extension until December 31, 2020, which FERC granted on January 16, 2019. The premise for these extensions was that PG&E was waiting for the relicensing of the Upper North Fork Feather River (UNFFR) Hydroelectric Project (FERC No. 2105) and issuance of the Water Quality Certification.

In the meantime, PG&E continues to implement the Interim Temperature Control Measures Plan with the objective of controlling water temperatures in the North Fork Feather River until permanent control measures are identified in the Report.

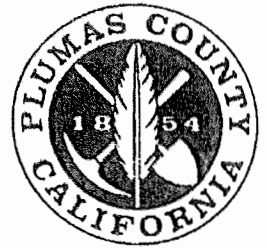
FERC's December 22, 2020 Order granted PG&E's request to extend the deadline to file the Report to December 31, 2022 with the additional requirement to file a Plan and Schedule by April 1, 2021 on the how the Report will be completed. FERC's order stated PG&E's Plan and Schedule is to be developed in consultation with the Forest Service and ERC, including documentation of consultation, for a minimum of 30 days.

ATTACHMENTS:

1. Plumas County Board of Supervisors March 22, 2021 Comment Letter to PG&E on the Rock Creek-Cresta Project (FERC No. 1962) Condition No. 4.D Additional Reasonable Control Measure Report March 18, 2021 Draft Plan and Schedule
2. Forest Service and Selected ERC Members Proposed Edits to PG&E's March 18, 2021 Condition No. 4D Draft Plan and Schedule

BOARD OF SUPERVISORS

DWIGHT CERESOLA, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
GREG HAGWOOD, DISTRICT 4
JEFF ENGEL, DISTRICT 5



March 22, 2021

VIA ELECTRONIC SUBMITTAL

JNVS@pge.com

Jamie Visinoni, Hydro License Coordinator
Pacific Gas and Electric (PG&E) Company
Power Generation

**RE: Plumas County Comments
Rock Creek-Cresta Project (FERC No. 1962)
Condition No. 4.D Additional Reasonable Control Measures Report
March 18, 2021 PG&E Draft Plan and Schedule**

Dear Ms. Visinoni,

Plumas County (Plumas) appreciates the opportunity to provide comments on the Draft Plan and Schedule for the Rock Creek-Cresta Project (FERC No. 1962) Condition No. 4.D Additional Reasonable Control Measures Report (Report).

Plumas recognizes the purpose of the Report is to evaluate whether mean daily temperatures of 20°C or less, have been or will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report also is to include recommendations for the implementation of any such measures.

Plumas, as a consulting member of the Rock Creek-Cresta (RCC) Ecological Resources Committee (ERC), participated in RCC ERC meetings on February 17, 2021, March 15, 2021, and March 17, 2021, where PG&E's Draft Plan and Schedule was discussed, and PG&E received informal comments. In addition, Plumas staff participated in meetings with the Forest Service and RCC ERC caucus to discuss PG&E's Draft Plan and Schedule.

At the March 17, 2021, RCC ERC meeting, PG&E presented a revised Draft Plan and Schedule for discussion with the Forest Service and RCC ERC, including Plumas staff, and additional informal comments were provided to PG&E during the meeting.

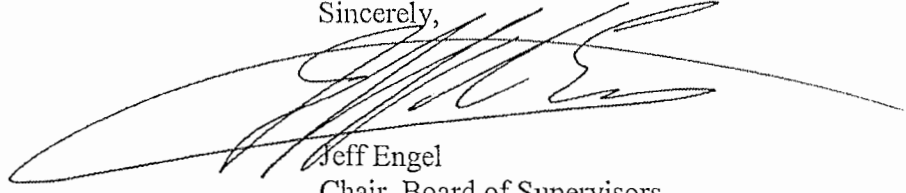
PG&E responded on March 18, 2021, with a Revised Redline Draft Plan and Schedule to the Forest Service and RCC ERC for formal comments due no later than March 22, 2021.

Plumas submits the following formal comments in response to PG&E's March 18, 2021 Revised Redline Draft Plan and Schedule (Attachment 1).

1. Plumas understands PG&E is agreeable to additional meetings to consult with the RCC ERC and Forest Service beyond the currently scheduled meetings planned for the 3rd Wednesday of every month through December 2021 and the regular ERC meetings planned for the 3rd Wednesday of March, April, October, and November. Plumas will participate in the regular ERC meetings and any additional meetings scheduled.
2. Should PG&E revise the Schedule or propose a Plan revision, Plumas, as a RCC ERC member will participate in consultation activities.
3. Plumas understands PG&E will continue to implement the Interim Temperature Control Measures Plan (April 30, 2012) (Interim Plan) until the Final Additional Reasonable Control Measures Report is completed and filed with FERC. The Interim Plan directs PG&E to notify the Forest Service and RCC ERC of any temperature exceedances and inform of the actions being taken in response. Plumas requests such notifications and information be provided to Tracey Ferguson, Plumas County Planning Director, at traceyferguson@countyoofplumas.com (555 Main Street, Quincy, CA 95971).
4. Regardless of the issuance of a new FERC No. 2105 license, if PG&E determines the need for changes to the interim temperature control measures, as outlined in the Interim Plan, Plumas respectfully requests inclusion in any consultation on proposed changes.
5. Plumas supports PG&E's inclusion of the Coldwater Habitat and Fishery Mitigation Enhancement Fund discussion, including options for the use of the fund, as a standing item of the regularly scheduled RCC ERC meetings and any additional meetings, as appropriate.
6. Plumas appreciates PG&E's efforts to compile existing water temperature, streamflow, and meteorological monitoring data (2001-present), and Plumas will participate in discussions and joint review.
7. Plumas understands PG&E will initiate, report out, and complete review of modeling results from "relevant" models for use in evaluation of potential reasonable control measures. Plumas does not support limiting the models to be considered, rather, Plumas supports a collaborative Forest Service and RCC ERC effort to determine which model(s) are most relevant for use in evaluation of potential reasonable control measures.
8. Plumas will participate in the PG&E discussions and seeks understanding of the factors and information necessary to define what is controllable for improving water temperatures in the RCC reaches.
9. Plumas understands PG&E is agreeable to discussions on the potential reasonable control measures and evaluation of economic considerations. For Plumas to agree a measures is reasonable, it cannot have an adverse effect on the beneficial uses within the FERC No. 2105 and FERC No. 1962 project areas including, but not limited to, Lake Almanor, Seneca Reach, Canyon Dam, Prattville Intake, Butt Valley Reservoir, Caribou 1 and Caribou 2 Powerhouses, Rock Creek Reach, Cresta Reach, and the North Fork Feather River. Beneficial uses of greatest importance to Plumas include cold freshwater habitat, fisheries, wildlife habitat, and recreation. Further, Plumas would not support measures that negatively affect the local economy and water quality.

In closing, throughout the development of the Report—from April 2021 through December 2022—Plumas will participate in RCC ERC discussions to collectively define what is reasonable and what is controllable; understand PG&E's costs, power generation valuations, and economic considerations; and communicate Plumas' position on no adverse effect on beneficial uses. The interests of Plumas rest in improving water quality and forest health, advancing the quality of life for residents, increasing economic prosperity, supporting tourism and local businesses, preserving property values, and maintaining access to recreational amenities.

Sincerely,



Jeff Engel
Chair, Board of Supervisors

Enclosure:

Attachment 1 – PG&E Revised Redline Draft Plan and Schedule (March 18, 2021)

cc: Board of Supervisors, Plumas
Doug LaMalfa, Congressional District 1
Brian Dahle, Senate District 1
Megan Dahle, Assembly District 1
Kimberly D. Bose, Secretary, Federal Energy Regulatory Commission
Curtis Anderson, Office Chief, Northern Region, California Department of Water Resources

Plan and Schedule to complete the Cond. 4.D Additional Reasonable Control Measures Report

Background:

The Additional Reasonable Control Measures Report (Report) is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,¹ and Forest Service Condition No. 4.D from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.4 from the Rock Creek-Cresta Settlement Agreement (December 2000).

The purpose of the report is to evaluate whether mean daily temperatures of 20°C² or less, have been or will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

Plan and Schedule

From April of 2021 through December of 2022, PG&E is agreeable to additional will convene ~~monthly~~ meetings to consult with the Rock Creek-Cresta (RCC) Ecological Resources Committee (ERC) and USDA Forest Service (Forest Service) ~~beyond the currently scheduled meetings planned for the 3rd Wednesday of every month through December 2021 and the regular ERC meetings planned for the 3rd Wednesday of March, April, October and November.~~

The schedule provided below is dependent upon FERC issuance of the Upper North Fork Feather River Project (UNFFR Project) (FERC No. 2105) license prior to March of 2022. If the UNFFR Project license is not issued by that date, PG&E will revise the schedule in consultation with the ERC and Forest Service and file an Extension of Time Request to FERC.

In consultation with the ERC and the Forest Service, PG&E will:

1. Continue to collect and analyze data and assess temperatures in the Rock Creek and Cresta reaches and throughout the Upper North Fork Feather River Project (UNFFR, FERC No. 2105) consistent with the FERC 1962 project license.
2. ~~When a FERC license is issued, PG&E will implement new required flows during the May 2021 through August 2023 period and evaluate whether (i) the mean daily temperature objective of 20°C or less is being met in the Rock Creek and Cresta reaches and (ii) determine if there is a need for changes to interim temperature control measures.~~
2. ~~Initiate and complete discussions on options and decide on use of the Coldwater Habitat and Fishery Mitigation Enhancement Fund (Fund) established pursuant to RCC License Condition I.E.~~

¹ 102 FERC ¶ 62,136, issued February 28, 2003.

² 97 FERC ¶ 61,084, Order Approving Settlement and Issuing New License, Project Nos. 1962-000 and 028. See, Settlement Agreement, p. B-1: Water Temperature Objective

- a. ~~By April 21, 2021, initiate discussions and identify information that may be necessary regarding any potential options for use of the Fund proposed by the ERC and the Forest Service.~~
- b. ~~By September 30, 2021, review information gathered and resume discussions of potential options for use of the Fund and continue discussions as a standing monthly item.~~
- c. ~~By August 31, 2022, and sooner if possible, reach decision on use of the Fund.~~
- 3. By May 31, 2021, compile existing water temperature, streamflow, meteorological monitoring data (2001-present) and provide to the ERC and Forest Service for discussion and joint review. identify the monitoring data that is most relevant to subsequent discussions of controllable and reasonable measures³.
- 4. Agree on Review modeling data results from relevant models for use in evaluation of potential reasonable controllable measures.
 - a. By June-July 30³¹, 2021, report out on results from relevant modelling efforts pertaining to the Rock Creek and Cresta reaches water temperature modeling data sets and modeling output for existing water temperature models, including but not limited to: (1) Model output from PG&E's August 25, 2003 response to the FERC's Additional Information Request in the UNFFR relicensing (FERC No. 2105); (2) State Water Resources Control Board model output as presented in its 2020 UNFFR (FERC No. 2105) Revised DEIR, especially Appendix E2, and (3) any water temperature modeling that PG&E has performed using the water temperature model PG&E has developed for the Rock Creek and Cresta reaches pursuant to Forest Service Condition No. 4.C from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.3 from the Rock Creek-Cresta Settlement Agreement (December 2000).
 - b.
 - c. By August-September 30, 2021, complete review of results from relevant models, reach agreement on the models and model output to use for evaluation of current and subsequent controllable and reasonable measures.
 - d. b.
- 5. ~~Generate any needed additional data and operational information. Specifically:~~
- 6. ~~By August 1, 2021, update the economic analysis for PG&E's Projects in the North Fork Feather River (e.g., expand PG&E's spreadsheet model from the Pee Project (FERC No. 2107) to include valuation of generation within the UNFFR (FERC No. 2105)).~~
- 7. By October-November 30, 2021, discuss and seek agreement on the factors that are controllable, if any, for improving June through September water temperatures in the Rock Creek and Cresta reaches, with the goal of achieving mean daily temperatures of 20°C or less.

Commented [VJ1]: PG&E to add CWE discussion as regular agenda item to future ERC meetings

³ Definitions: Controllable—measures that are technically possible within the existing configuration of PG&E's Projects in the North Fork Feather River. Reasonable—those controllable measures that are warranted, taking into account the costs (both power generation and facilities costs) and effects on other beneficial uses.

~~If FERC issues a new license for LYFER (FERC No. 2105) and PG&E implements new required flows during the May 2021 through August 2022 period, evaluate whether the mean daily temperature objective of 20°C is being met in the Rock Creek and Cresta reaches.~~

~~8.6. From November 2021 through August 2022~~ Within the timeframe defined by this plan and schedule, discuss controllable factors, potential reasonable control measures and evaluate economic analysis considerations and arrive at an affirmative consensus determination of reasonable control measures.

~~9.7. By September 30~~ October 15, 2022, complete discussions of data, controllable factors, and reasonable measures, and develop provide a Draft Report to the ERC and Forest Service. The Draft Report will include any new water temperature data, and if identified, any recommended reasonable control measures, to reduce June through September water temperatures in the Rock Creek and Cresta reaches.

~~10.8.~~ By December 31, 2022, PG&E will address and/or incorporate comments from the ERC and Forest Service, and after approval by the Forest Service, file the Final Report with the FERC.

PG&E will continue to implement the Interim Temperature Control Measures Plan until permanent control measures are identified in the Final Additional Reasonable Control Measures Report and those measures are implemented is completed and filed with FERC.

Forest Service and Selected ERC Members¹ Proposed Edits to PG&E'S March 18, 2021 Condition No. 4D Draft Plan and Schedule

Plan and Schedule to complete the ~~Cond~~Condition No. 4.D Additional Reasonable Control Measures Report [PG&E, March 18, 2021, track changes edits from Forest Service and ERC on "clean" version of Plan and Schedule]

Background:

The Additional Reasonable Control Measures Report (Report) is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,² and Forest Service Condition No. 4.D from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.4 from the Rock Creek-Cresta Settlement Agreement (December 2000). Pacific Gas and Electric Company began implementing Interim Reasonable Control Measures Plan in 2012 and will continue to implement those measures until measures in the final Report are implemented.

The purpose of the report is to evaluate whether mean daily temperatures of 20°C³ or less, have been or will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

Plan and Schedule

From April of 2021 through December of 2022, PG&E is agreeable to additional meetings to consult with the Rock Creek-Cresta (RCC) Ecological Resources Committee (ERC) and USDA Forest Service (Forest Service) beyond the currently scheduled meetings planned for the 3rd Wednesday of every month through December 2021 and the regular ERC meetings planned for the 3rd Wednesday of March, April, October and November.

The schedule provided below is dependent upon FERC issuance of the Upper North Fork Feather River Project (UNFFR Project) (FERC No. 2105) license prior to March of 2022. If the UNFFR Project license is not issued by that date, PG&E may seek to will revise the schedule in consultation with the ERC and Forest Service and file an Extension of Time Request to FERC.

¹ ERC members who contributed and reviewed these comments: California Department of Fish and Wildlife, State Water Resources Control Board, United States Fish and Wildlife Service, California Sportfishing Protection Alliance, American Whitewater

² 102 FERC ¶ 62,136, issued February 28, 2003.

³ 97 FERC ¶ 61,084, Order Approving Settlement and Issuing New License, Project Nos. 1962-000 and 028. See, Settlement Agreement, p. B-1: Water Temperature Objective

However, PG&E understands that the Forest Service and ERC do not currently support such an extension of time.

In consultation with the ERC and the Forest Service, PG&E will:

1. Continue to collect and analyze data and assess temperatures in the Rock Creek and Cresta reaches and throughout the Upper North Fork Feather River consistent with the FERC 1962 project license.
2. When a FERC license is issued for UNFFR (FERC No. 2105) PG&E will implement new required flows and evaluate whether (i) the mean daily temperature objective of 20°C or less is being met in the Rock Creek and Cresta reaches and (ii) determine if there is a need for changes to interim temperature control measures evaluate whether monitoring under the new UNFFR license requirements provides additional insight on the adequacy of the existing Rock Creek – Cresta “interim temperature control measures.”
3. By **May 31, 2021**, compile existing water temperature, streamflow, meteorological monitoring data (2001-present) and provide to the ERC and Forest Service for discussion and joint review.
4. Review modeling results from relevant models for use in evaluation of potential reasonable control measures.
 - a. By **July 31, 2021**, report out on results from relevant modelling efforts pertaining to the Rock Creek and Cresta reaches including but not limited to those pursuant to Forest Service Condition No. 4.C from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.3 from the Rock Creek-Cresta Settlement Agreement (December 2000).
 - b. By **September 30, 2021**, complete review of results from relevant models.
5. By **November 30, 2021**, discuss and seek agreement on the factors that are controllable, if any, for improving June through September water temperatures in the Rock Creek and Cresta reaches, with the goal of achieving mean daily temperatures of 20°C or less.
6. Within the timeframe defined by this plan and schedule, discuss potential reasonable control measures and evaluate economic considerations
7. By **October 15, 2022**, provide a Draft Report to the ERC and Forest Service. The Draft Report will include any new water temperature data, and, if identified, any recommended reasonable control measures, to reduce June through September water temperatures in the Rock Creek and Cresta reaches.
8. By **December 31, 2022**, PG&E will respond to address and/or incorporate comments from the ERC and Forest Service, and after approval by the Forest Service, file the Final Report with the FERC.

PG&E will continue to implement the Interim Temperature Control Measures Plan until the Final Additional Reasonable Control Measures Report is completed and filed with FERC.

The Forest Service and ERC recommend that PG&E's Final Plan and Schedule (pages 1-2, above) reinstate the following elements from the Forest Service and ERC's March 4, 2021 Draft Plan and Schedule (see Attachment A) that PG&E deleted from its March 18, 2021 draft; brief rationale is provided below:

Item #2 (relating to deployment of the Coldwater Habitat and Fishery Mitigation Enhancement Fund). We believe it to be important to begin the discussion to assure that information is available to inform discussion of the Fund's disposition.

Footnote [6] in Item #3 (relating to data collection); the footnote defines what is "controllable" and what is "reasonable."

Item #4 (calling out specific model output for consideration). Input temperatures from the UNFFR Project are relevant to summer water temperatures in the Rock Creek and Cresta reaches. *[This comment may be addressed if PG&E accepts the new edits on Item #4 (above, on page 2), but our preference is to list out all of the existing models.]*

Item #5a (prescribing additions to the existing PG&E power valuation model and its use to evaluate power that might be foregone in changes to operation of the UNFFR Project). To determine whether measures are reasonable, it is necessary to understand these costs.

*Attachment A - FOREST SERVICE AND ERC PROPOSED PLAN AND SCHEDULE
PROVIDED TO PG&E ON MARCH 4, 2021 AND DISCUSSED WITH PG&E ON MARCH 15, 2021*

Plan and Schedule to complete the Cond. 4.D Additional Reasonable Control Measures Report [Forest Service and ERC, March 4, 2021]

Background:

The Additional Reasonable Control Measures Report (Report) is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,⁴ and Forest Service Condition No. 4.D from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.4 from the Rock Creek-Cresta Settlement Agreement (December 2000).

The purpose of the report is to evaluate whether mean daily temperatures of 20°C⁵ or less, have been or will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

Plan and Schedule

From April of 2021 through December of 2022, PG&E will convene monthly meetings to consult with the Rock Creek-Cresta (RCC) Ecological Resources Committee (ERC) and USDA Forest Service (Forest Service).

In consultation with the ERC and the Forest Service, PG&E will:

1. Continue to collect and analyze data and assess temperatures in the Rock Creek and Cresta reaches and throughout the Upper North Fork Feather River Project (UNFFR, FERC No. 2105).
2. Initiate and complete discussions on options and decide on use of the Coldwater Habitat and Fishery Mitigation Enhancement Fund (Fund) established pursuant to RCC License Condition 1.E.
 - a. **By April 21, 2021**, initiate discussions and identify information that may be necessary regarding any potential options for use of the Fund proposed by the ERC and the Forest Service.
 - b. **By September 30, 2021**, review information gathered and resume discussions of potential options for use of the Fund and continue discussions as a standing monthly item.

⁴ 102 FERC ¶ 62,136, issued February 28, 2003.

⁵ 97 FERC ¶ 61,084, Order Approving Settlement and Issuing New License, Project Nos. 1962-000 and 028. See, Settlement Agreement, p. B-1: Water Temperature Objective

- c. By **August 31, 2022**, and sooner if possible, reach decision on use of the Fund.
3. By **May 31, 2021**, compile existing water temperature, streamflow, meteorological monitoring data (2001-present) and identify the monitoring data that is most relevant to subsequent discussions of controllable and reasonable measures⁶.
4. Agree on modeling data for use in evaluation of controllable measures.
 - a. By **June 30, 2021**, report out on water temperature modeling data sets and modeling output for existing water temperature models, including but not limited to: (1) Model output from PG&E's August 25, 2003 response to the FERC's Additional Information Request in the UNFFR relicensing (FERC No. 2105), (2) State Water Resources Control Board model output as presented in its 2020 UNFFR (FERC No. 2105) Revised DEIR, especially Appendix E3, and (3) any water temperature modeling that PG&E has performed using the water temperature model PG&E has developed for the Rock Creek and Cresta reaches pursuant to Forest Service Condition No. 4.C from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.3 from the Rock Creek-Cresta Settlement Agreement (December 2000).
 - b. By **August 1, 2021**, reach agreement on the models and model output to use for evaluation of current and subsequent controllable and reasonable measures.
5. Generate any needed additional data and operational information. Specifically:
 - a. By **August 1, 2021**, update the economic analysis for PG&E's Projects in the North Fork Feather River (e.g., expand PG&E's spreadsheet model from the Poe Project [FERC No. 2107] to include valuation of generation within the UNFFR [FERC No. 2105]).
 - b. By **October 30, 2021**, discuss and seek agreement on the factors that are controllable for improving June through September water temperatures in the Rock Creek and Cresta reaches, with the goal of achieving mean daily temperatures of 20°C or less.
 - c. If FERC issues a new license for UNFFR (FERC No. 2105) and PG&E implements new required flows during the **May 2021 through August 2022** period, evaluate whether the mean daily temperature objective of 20°C or less is being met in the Rock Creek and Cresta reaches.
6. From **November 2021 through August 2022**, discuss controllable factors and economic analysis and arrive at an affirmative consensus determination of reasonable control measures.
7. By **September 30, 2022**, complete discussions of data, controllable factors, and reasonable measures, and develop a Draft Report. The Draft Report will include any new water temperature data, and recommended reasonable control measures, to reduce June through September water temperatures in the Rock Creek and Cresta reaches.

⁶ Definitions: Controllable - measures that are technically possible within the existing configuration of PG&E's Projects in the North Fork Feather River. Reasonable – those controllable measures that are warranted, taking into account the costs (both power generation and facilities costs) and effects on other beneficial uses.

8. By **December 31, 2022**, PG&E will address and/or incorporate comments from the ERC and Forest Service, and after approval by the Forest Service, file the Final Report with the FERC.

PG&E will continue to implement the Interim Temperature Control Measures Plan until permanent control measures are identified in the Final Additional Reasonable Control Measures Report and those measures are implemented.



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Date: March 15, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Cc: Nancy Selvage
Agenda: Item for April 6, 2021

Recommendation:

- a. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation to add a 2.00 FTE in the Health Education Specialist (HES) in Budget Unit 70560 through July 31, 2023, and authorize Human Resources to recruit and fill the positions; and
- b. Approve and Direct Human Resources to recruit and hire an Extra-help Peer Outreach Coordinator position for the Harm Reduction Program - up to 29 hours/week.

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. The Covid-19 pandemic has caused our staff to take on much more than they ever have and resulted in staff not being able to meet the deliverables of other essential service programs. Through additional Epidemiology and Laboratory Capacity funding, which extends through July 31, 2023, Public Health is able to hire 2.00 FTE Health Education positions with duties which are related to the county's response to the COVID-19 pandemic.

The Health Education Specialist positions will work under the direct supervision of Emergency Preparedness Office and/or the Logistics or Planning Sections within the Incident Command structure. Duties include, but are not limited to: work with the Director of Nursing and the COVID-19 Liaison regarding coordination of COVID vaccination clinics for the county, oversee the COVID-19 phone lines, assist with weekly COVID-19 newsletter, assist with maintaining social media and county website which pertains to COVID-19, train as a Clinic Manager for MyTurn, developing and maintaining COVID response planning documentation and any other duties as assigned.

The Peer Outreach Coordinator position will be a key part of the Public Health harm reduction program linking people who use drugs to harm reduction and treatment services. The ideal candidate will have local connections to the affected community, and knowledge of the substance use disorder treatment options in Plumas County. Activities include, but are not limited to: outreach, treatment navigation and data collection.

RESOLUTION NO: 21-_____

**RESOLUTION TO AMEND FISCAL YEAR 2020-2021 PLUMAS COUNTY
POSITION ALLOCATION FOR THE PUBLIC HEALTH AGENCY,
BUDGET UNIT 70560- COVID-19ELC32**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Classification Plan covering all positions in the County service; and

WHEREAS, during the Fiscal Year needs may arise to amend the Position Allocation;
and

WHEREAS, these positions are necessary for Public Health's coordination of COVID vaccination clinics for the county through July 31, 2023; and

WHEREAS, this request was brought to the attention of the Human Resources Director who approves of this resolution to amend the 2020-2021 Position Allocation adding a 2.00 FTE to the Health Education series; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2020-2021 to reflect the following:

<u>Budget Unit 70560</u>	<u>Current FTE</u>	<u>Change</u>	<u>New FTE</u>
Health Education Coordinator I/II or	2.00	+2.00	4.00
Health Education Specialist or			
Community Outreach Coordinator			

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April 2021 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

Clerk, Board of Supervisors



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



GOVERNMENT COMMUNITIES

3G1,2

Date: March 15, 2021
To: Honorable Board of Supervisors
From: Tony Hobson, Acting Director
Cc: Nancy Selvage
Agenda: Item for April 6, 2021

Recommendation:

- a. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation to add a 2.00 FTE in the Health Education Specialist (HES) in Budget Unit 70560 through July 31, 2023, and authorize Human Resources to recruit and fill the positions; and
- b. Approve and Direct Human Resources to recruit and hire an Extra-help Peer Outreach Coordinator position for the Harm Reduction Program - up to 29 hours/week.

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. The Covid-19 pandemic has caused our staff to take on much more than they ever have and resulted in staff not being able to meet the deliverables of other essential service programs. Through additional Epidemiology and Laboratory Capacity funding, which extends through July 31, 2023, Public Health is able to hire 2.00 FTE Health Education positions with duties which are related to the county's response to the COVID-19 pandemic.

The Health Education Specialist positions will work under the direct supervision of Emergency Preparedness Office and/or the Logistics or Planning Sections within the Incident Command structure. Duties include, but are not limited to: work with the Director of Nursing and the COVID-19 Liaison regarding coordination of COVID vaccination clinics for the county, oversee the COVID-19 phone lines, assist with weekly COVID-19 newsletter, assist with maintaining social media and county website which pertains to COVID-19, train as a Clinic Manager for MyTurn, developing and maintaining COVID response planning documentation and any other duties as assigned.

The Peer Outreach Coordinator position will be a key part of the Public Health harm reduction program linking people who use drugs to harm reduction and treatment services. The ideal candidate will have local connections to the affected community, and knowledge of the substance use disorder treatment options in Plumas County. Activities include, but are not limited to: outreach, treatment navigation and data collection.

RESOLUTION NO: 21-_____

**RESOLUTION TO AMEND FISCAL YEAR 2020-2021 PLUMAS COUNTY
POSITION ALLOCATION FOR THE PUBLIC HEALTH AGENCY,
BUDGET UNIT 70560- COVID-19ELC32**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Classification Plan covering all positions in the County service; and

WHEREAS, during the Fiscal Year needs may arise to amend the Position Allocation; and

WHEREAS, these positions are necessary for Public Health's coordination of COVID vaccination clinics for the county through July 31, 2023; and

WHEREAS, this request was brought to the attention of the Human Resources Director who approves of this resolution to amend the 2020-2021 Position Allocation adding a 2.00 FTE to the Health Education series; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2020-2021 to reflect the following:

Budget Unit 70560	Current FTE	Change	New FTE
Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator	2.00	+2.00	4.00

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April 2021 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

Clerk, Board of Supervisors



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

341

Memorandum

DATE: March 29, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *TJ*

RE: Agenda Item for the meeting of April 6, 2021

RECOMMENDATION:

Authorize the Sheriff to recruit and fill one funded and allocated 1.0 FTE Deputy Sheriff, and establish a hiring pool.

BACKGROUND & DISCUSSION:

The Plumas County Sheriff's Office requests authorization to recruit and fill one funded and allocated 1.0 FTE Deputy Sheriff, and establish a hiring pool.

The vacancy was created by a resignation on 03/13/21.

CRITICAL STAFFING QUESTIONS– ALLOCATED POSITION

DEPARTMENT TITLE: SHERIFF DEPT: 70330

POSITION TITLES: DEPUTY SHERIFF

FTE: 1

ALLOCATED? YES BUDGETED? YES

Is there a legitimate business, statutory or financial justification to fill the position?

**KEEPING POSITIONS FILLED ALLOWS FOR COVERAGE AND HELPS PREVENT
ADDITIONAL OVERTIME COSTS**

Why is it critical that this position be filled at this time? **RECRUITMENT TAKES TIME AND
COVERAGE IS ALWAYS CRITICAL**

How long has the position been vacant? **VACANCY CREATED BY RESIGNATION ON MARCH
13, 2021**

Can the department use other wages until the next budget cycle? **NO**

What are staffing levels at other counties for similar departments and/or positions? **EQUAL TO OR
HIGHER THAN PLUMAS COUNTY**

What core function will be impacted without filling the position prior to July 1?
ONE VACANT PATROL SHIFT

What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
ADDITIONAL OVERTIME FOR OTHER TO COVER SHIFT

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **NO**

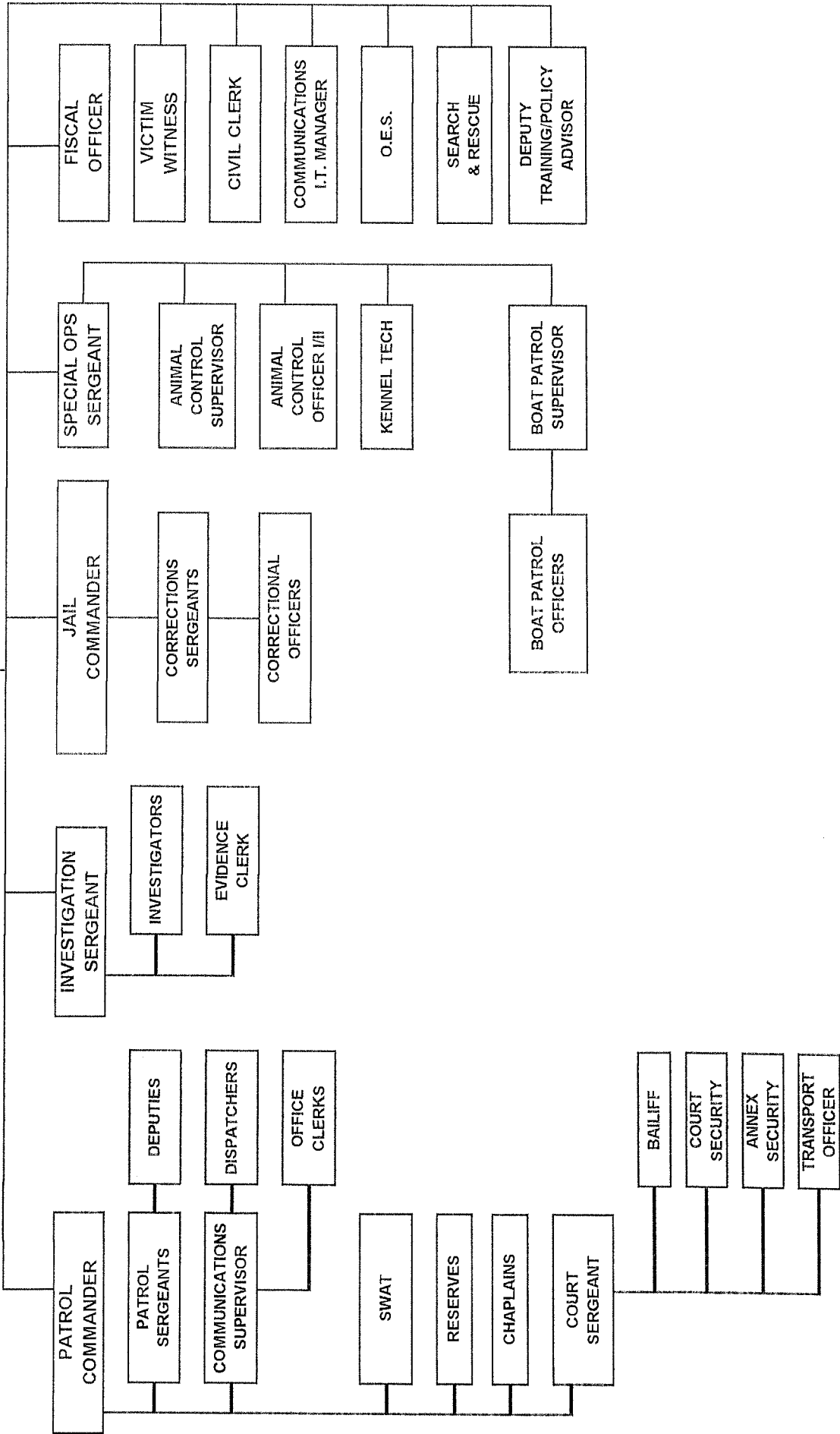
Does the budget reduction plan anticipate the elimination of any of the requested positions? **N/A**

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
SHERIFF BUDGET IS PRIMARILY A GENERAL FUND BUDGET

Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **NO**

SHERIFF

UNDERSHERIFF



3I



COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the April 6, 2021 meeting of the Plumas County Board of Supervisors

Subject: Use of the Old Probation Building- establish a Permit Center or relocate existing County offices into old Probation building

To: Honorable Board of Supervisors, Clerk of the Board, County Counsel

From: Gabriel Hydrick, County Administrator

Date: 3/26/2021

Background/Introduction:

The School District leased the 'Old Probation Building' (1446 E Main St.) until August of 2019 with the lease beginning around 2014. Since then, the building has sat vacant, but is in good condition and the zoning is conducive to office space. The building has a handful of offices, restrooms, a front counter, controlled access, a couple smaller conference rooms, a large common space in the middle, and a break room. The building was constructed by Mike Beatty originally for lease to the State of California as office space and contains approximately 5,000 square feet. The building has been vacant since August of 2019.

Under this Permit Center scenario, the current proposal is to move the Planning and Building Departments, including GIS and Code Enforcement, and an Environmental Health Tech to the Old Probation Building. At the January 12, 2021 Board of Supervisors meeting, the Board directed staff to cost out tenant improvements (TI) to the Old Probation building and include potential savings in staffing the facility.

Proposal for TI:

- o \$27,760.00
- o See Attachment 'A' for more detail
- o Facility Services reached out to a few companies to solicit estimates and only one company responded with others not wanting to work with the County or having a full schedule for this year.

Potential FTE Savings:

- o Current FTEs
 - Planning: 0
 - Building: 2
 - Env. Hlth: 2
- o Average Cost (fully burdened) of these positions: ~\$72,916.29
- o If only two FTEs were staffed in support positions at the proposed Permit Center, the savings would be ~\$145,832.58 at fully burdened rates.
- o Note:

- though improvements may not be needed immediately, the current Permit Center will need improvements to accommodate County Counsel and Human Resources. These costs are not included in this staff report and remain unknown at the moment.
- Staff asked for a revised price should the full TI not be built (see Attachment 'B', floor plan minimized) and staff was told by the contractor that ~\$3,000 would be saved. This would be building only about half of the proposed walls.

Finding Analysis:

The most likely expensive option will be to create a one-stop permit center in the old Probation building. Modifications will need to be made not only to this facility, but likely to the current Permit Center to accommodate offices to relocate there. In particular, the large common space of the current Permit Center will be awkward, not functional and wasted space if not modified. Currently, it successfully serves as a public counter space for plan and document review with Building and Planning staff, as a public space and plan review space. However, it is not a 'one stop shop' because it is absent the presence of Environmental Health. A one stop shop is more functional for the public, but not the County wherein the most functional option for the County is to relocate Human Resources and County Counsel to the Old Probation Building.

The least expensive option given present conditions is to relocate Human Resources and County Counsel to the old Probation building.

Recommended Actions:

Provide staff direction to move forward with plans to develop a one stop shop Permit Center at the Old Probation Building

Or

Provide staff direction to relocate Human Resources and County Counsel to the Old Probation Building

Or

Provide different direction to staff

Fiscal Impact:

~\$27,760.00 for TIs with minor costs in moving and staff time and

Potential operational cost savings with 2 front office staff ~\$145,832.58 at fully burdened rates.

Attachments:

Attachment 'A'- TI Estimate

Attachment 'B'- Various floor plans: current, proposed, and a minimized improvement

Attachment 'C'- Additional details of spatial needs and TIs for the proposed one stop shop Permit Center

Precision Building

LIC#910473

P.O. BOX 3666

Quincy Ca.

95971

Estimate

Date	Estimate #
2/24/2021	6598

ATTACHMENT 'A'

Name / Address
Plumas County Facilities 198 Andy Way Quincy Ca 95971

Item	Description	Qty	Rate	Taxes	Total
02 Site Work	Site Work Bid per plan and discussion at on site meeting with facilities department and building official.	1	25,760.00		25,760.00
07 Wall Frame	Wall Framing Frame new walls per plan. (note) all walls will be framed out of 2x6 DF concrete pin shot to the foundation slab, all walls will be framed up to the drop down t-bar ceiling and not to go past ceiling line to eliminate the procedure of re-doing the t-bar grid.		0.00		0.00
07 Wall Frame	Wall Framing Cut open a pass through on the right side of the structural beam of the existing pass through for office access to the public needs.		0.00		0.00
16 Electrical & ...	Electrical & Lighting Install one back to back outlet to each NEW framed 2x6 wall. all outlets will need to be tied into from above circuits with code compliant access splice box. if extra power is needed for such things as copiers? or higher voltage use this will need to be added and change order will be discussed and agreed upon before any changes are done.		0.00		0.00
15 HVAC	Heating & Cooling Split the ducting work and install new registers in the ceiling for the new proposed rooms per plan.		0.00		0.00
17 Insulation	Insulation All new walls will have R-19 installed for sound dampening needs to eliminate the hollow echo effect of just putting up walls in a giant echo chamber.		0.00		0.00
Office# (530)283-3123 Cell# (530)354-6095 precisionbuildingquincy@yahoo.com			Total		

Precision Building
LIC#910473
P.O. BOX 3666
Quincy Ca.
95971

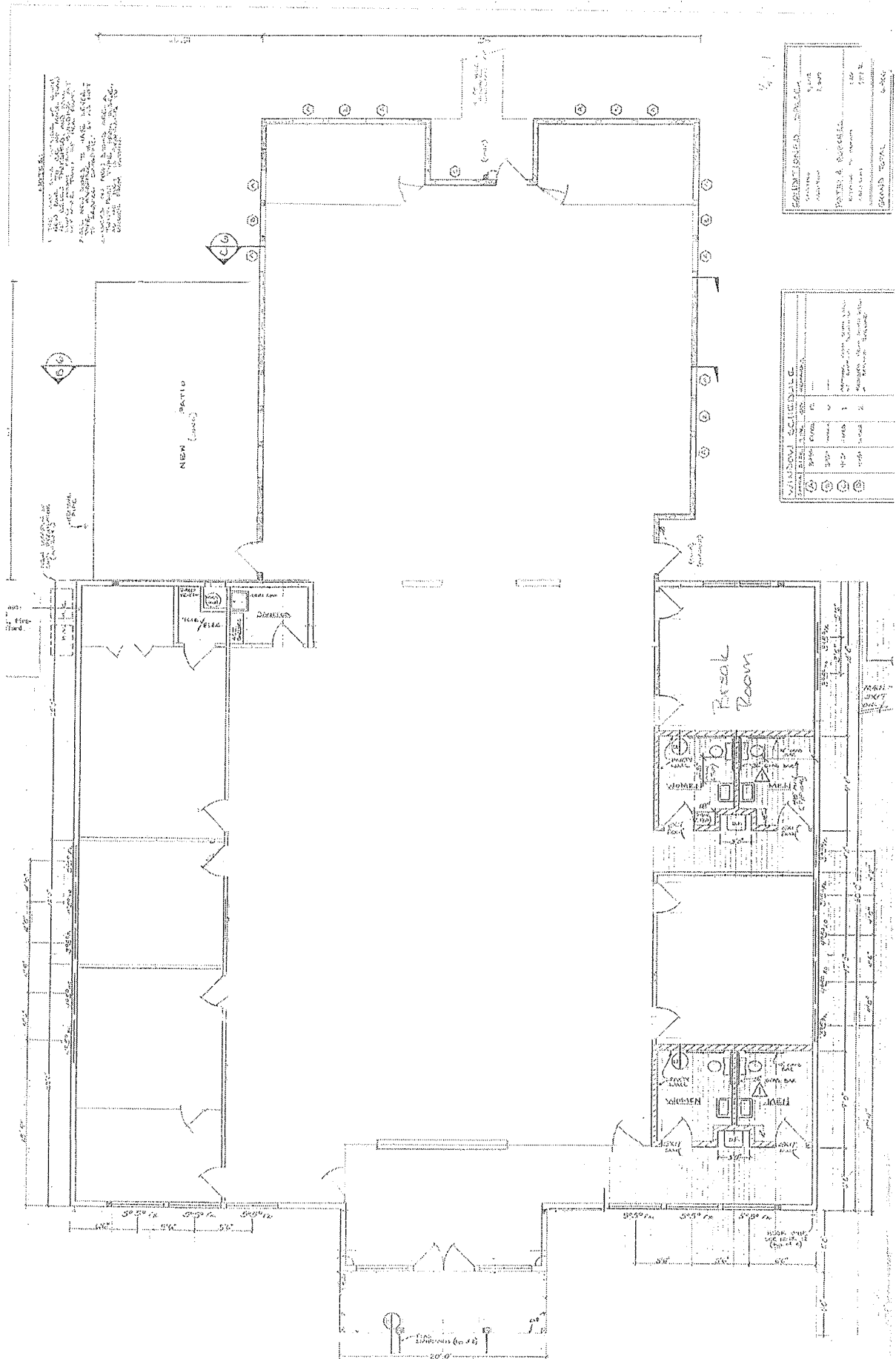
Estimate

Date	Estimate #
2/24/2021	6598

Name / Address
Plumas County Facilities 198 Andy Way Quincy Ca 95971

Item	Description	Qty	Rate	Taxes	Total
18 Interior Walls	Interior Walls Sheetrock all new walls with 1/2 sheetrock, hang tape texture with light Orange peel texture. all wall connections will be taped and the tops area will be just flat tapped to cover nails no sheet rock will be tapped to the t-bar grid on the ceiling.		0.00		0.00
12 Doors & Trim	Doors & Trim Install 6 new solid core doors to match existing with metal jamb. One door is to have a side light as requested by building official for code enforcement location includes doors and install (does not include hardware)		0.00		0.00
21 Cabinets & V...	Cabinets & Vanities Install a new corian counter top to match existing side as close as possible in new pass through area.		0.00		0.00
22 Specialty	Specialties Re set ADA bathroom finishes in to meet code heights and requirements and install and install new brail signage on wall next to entrance door.		0.00		0.00
12 Doors & Trim	Doors & Trim Install new 2" 1/4 baseboard on all new partion walls and doors		0.00		0.00
124 Paint	paint all new drywall with a neutral color with two coats.		0.00		0.00
Office# (530)283-3123 Cell# (530)354-6095 precisionbuildingquincy@yahoo.com			Total \$25,760.00		

Existing Floor Plan

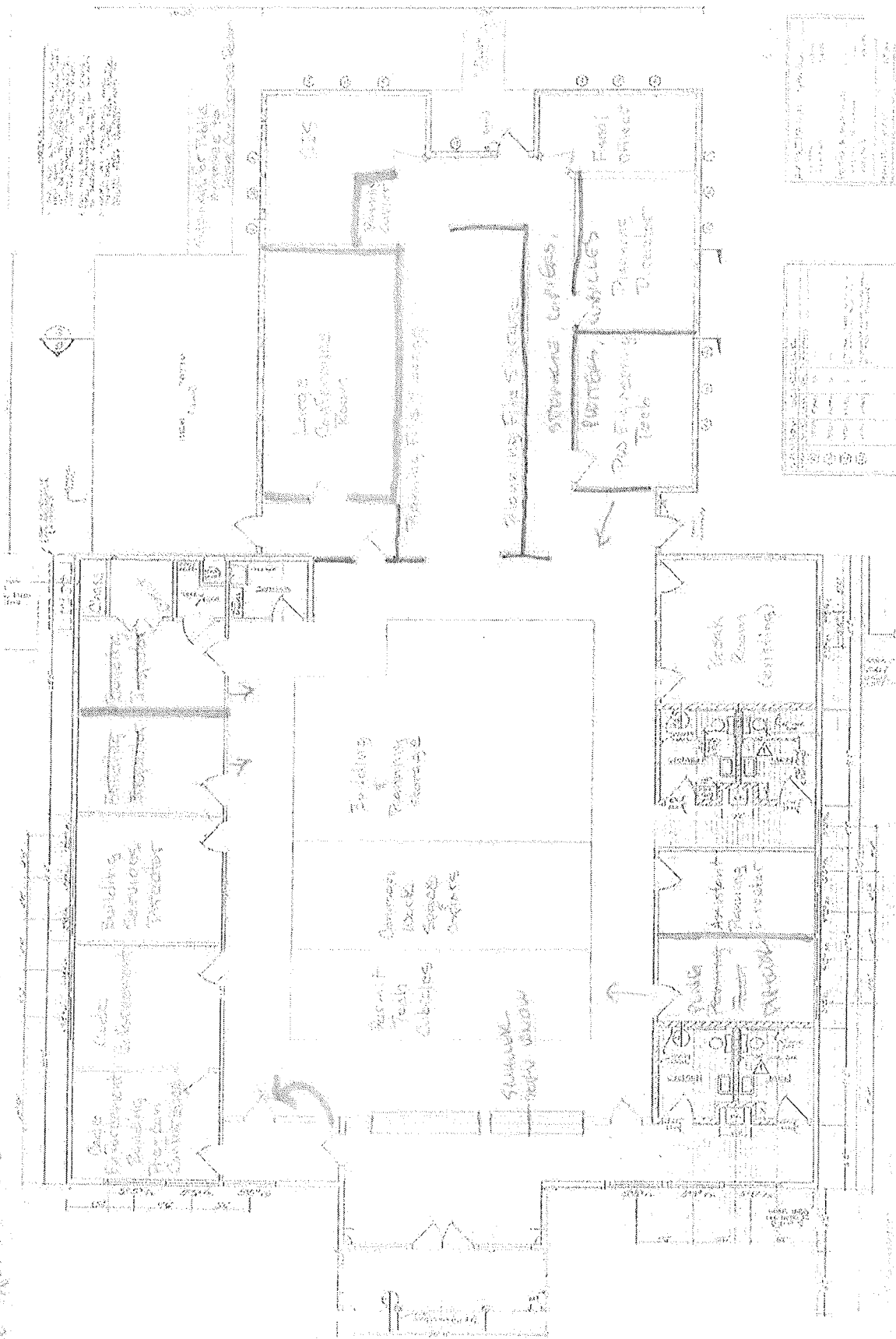


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STANDARD SCHEDULE			
DATE	TIME	PLACE	REMARKS
1/1	10:00	10:00	10:00
2/1	10:00	10:00	10:00
3/1	10:00	10:00	10:00
4/1	10:00	10:00	10:00
5/1	10:00	10:00	10:00
6/1	10:00	10:00	10:00
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• TRUCKY FEEDS
 • PULLING INTO RESTAURANT INSTEAD
 OF BLUE SUPPLEMENT
 • MORE OFTENAL MORE EUBICLES
 COST 1000000 AND 1000000 WHEELS
 • ONE OFTENAL MORE WHEELS



ATTACHMENT 'C'

From: White, Charles
To: Hydrick, Gabriel
Cc: Ferguson, Tracey
Subject: OPB Planning and Building Proposed Use TI
Date: Friday, January 29, 2021 1:34:45 PM
Attachments: OPB Existing and Proposed Floor Plans.pdf

Hi Gabriel,

I have attached both existing and proposed rough drawings of changes to the old probation building for Planning and Building to move in. Though the changes may seem extensive it is hoped that there shouldn't be any need for further tenant improvements.

- 1) There is enough room in the permit tech cubical area to have 4 cubicles, two for Building, one for Environmental Health and one for Planning.
- 2) An entry was added at the front entrance of the building to access the Code Enforcement conference room for use by Code Enforcement for security purposes. This conference room would also be used for small scale pre construction meetings.
- 3) The large office on the east side, adjacent to the Building Services Director's office would be split in two for the two Building Inspectors.
- 4) The large office on the west side would be split in two for the Planning Tech, and the Assistant Planning Director.
- 6) The existing office on the S/E corner would need to be enlarged to accommodate GIS and their equipment.
- 7) A large conference room added for staff meetings, and use by other departments, and the public if needed with a separate secure existing entrance from the exterior.
- 8) Offices added on the west side for the Planning Director and the Public Works Engineering Tech.
- 9) The break room is existing and would only require a residential type refrigerator/freezer.
- 10) All 4 existing bathrooms would require changes for the correct accessible handrail and sink mounting heights.
- 11) A second opening made for an additional front counter at the main entry vestibule.
- 12) The internet connectivity of the existing building is unknown but that could be an additional cost.
- 13) The changes made by adding rooms or splitting existing offices will require changes to the HVAC duct work.
- 14) The changes made by adding rooms or splitting existing offices will require changes or additions to the 125v electrical, both for receptacles and lighting.

15) Signage for both the existing restrooms and parking would need to be brought into current accessibility compliance.

The building size, construction type, occupancy classification, and occupancy load will NOT require either an NFPA 13 fire sprinkler system or NFPA 72 manual fire alarm system. Double wall lines are full height walls to the underside of the suspended ceilings. Single floor lines only define use areas or partial height partitions. The partitions and office furniture currently in the building would be used along with what Planning and Building currently has at 555 main. The detached storage shed at the OPB will be used for storage of department vehicle snow tires and supplies.

Thank you,

Charles White

Director of Building Services
County of Plumas
555 Main Street, Quincy, CA 95971
(530) 283-7011
charleswhite@countyofplumas.com



"You are never wrong to do the right thing" – Mark Twain

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From: White, Charles
To: Ferguson, Tracey; Hydrick, Gabriel
Subject: RE: OPB Planning and Building Proposed Use TI
Date: Monday, February 1, 2021 3:19:48 PM
Attachments: image001.png

Nothing exterior other than updated ADA parking signage and any related striping, but that was covered in my previous email.

From: Ferguson, Tracey <TraceyFerguson@countyofplumas.com>
Sent: Monday, February 1, 2021 2:45 PM
To: Hydrick, Gabriel <GabrielHydrick@countyofplumas.com>
Cc: White, Charles <CharlesWhite@countyofplumas.com>
Subject: RE: OPB Planning and Building Proposed Use TI

Hi Gabriel – floorplan looks good and what Chuck and I have discussed.

Additional comments:

- “Planning Tech” office should be labeled “Associate Planner”
- Talked about adding a generator, should be included in cost estimate
- Large conference room may not be big enough to accommodate the Zoning Administrator hearings (2nd Wednesday, monthly) – those hearings would then need to move to BOS chambers at Courthouse
- Parking
 - Estimate approximately 14 employees at any given time
 - From what I can tell via an aerial image, there are 25+ non-ADA parking spaces
 - Required parking 1 space per employee + 1 space per 500 SF of service area
 - No additional parking required
- Zoning / Special Use Permit / Sign Permit
 - APN 116-320-058 is zoned C-2 (Periphery Commercial Zone) and Special Plan Design Review (Combining Zone)
 - Permit Center use per PCC is a “public service facility” which requires a special use permit (SUP) to occupy
 - SUP Cost \$1,231.00 (assume 3-4 months to process)
 - Sign Permit required for any building signage
 - Sign Permit Cost \$101.00
 - Sign Permit (and any exterior improvements – although, don’t think we’re including any exteriors, right Chuck) would be required to go to Quincy Design Review Committee for review/approval (assume 1-2 months to process, concurrent with SUP)

Thanks,
Tracey

Tracey Ferguson, AICP
Planning Director



Planning Department

P: (530) 283-6214

traceyferguson@countyofplumas.com

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From: Hydrick, Gabriel <GabrielHydrick@countyofplumas.com>

Sent: Saturday, January 30, 2021 7:15 AM

To: White, Charles <CharlesWhite@countyofplumas.com>

Cc: Ferguson, Tracey <TraceyFerguson@countyofplumas.com>

Subject: RE: OPB Planning and Building Proposed Use TI

Thanks Chuck. I'll review closely this coming week.

Tracey, anything to add?

Thanks all

From: White, Charles <CharlesWhite@countyofplumas.com>

Sent: Friday, January 29, 2021 1:35 PM

To: Hydrick, Gabriel <GabrielHydrick@countyofplumas.com>

Cc: Ferguson, Tracey <TraceyFerguson@countyofplumas.com>

Subject: OPB Planning and Building Proposed Use TI

Hi Gabriel,

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Thank you,

Charles White

Director of Building Services

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DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: nancyselvage@countyofplumas.com



DATE: March 26, 2021

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
APRIL 6, 2021

**RE: APPROVE RESOLUTION TO AMEND ANDREW
WOODRUFF'S EMPLOYMENT AGREEMENT PROVIDING
TERMS FOR PAYOUT OF BENEFITS UPON RESIGNATION OF
EMPLOYMENT**

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached resolution to amend Andrew Woodruff's Employment Agreement providing payout of his administrative leave of 40 hours and convert his sick leave at 35%.

BACKGROUND AND DISCUSSIONS

Andrew Woodruff dedicated his time for the last year to direct and manage the COVID-19 emergency. He worked long hours (evening & weekend) on a weekly basis reaching his cap of accrued vacation hours. Due to the demands of the pandemic, Andrew was unable to take time off from his Public Health responsibilities. Therefore, he could not reduce his accrual of vacation hours, remained capped at 240 hours, and maintained his balance of 40 administrative hours. Andrew's employment agreement does not allow for administrative leave reimbursement.

I recommend the Board of Supervisors make an exception to Personnel Rules and Andrew's Employment Agreement, which excludes payout for his 40 hours of administrative leave and sick leave conversion.

Thank you for your consideration.

**RESOLUTION TO ALLOW PAYOUT OF BENEFITS TO ANDREW WOODRUFF
UPON RESIGNATION OF EMPLOYMENT**

WHEREAS, under the current contract terms, Andrew Woodruff's final payment for employment benefits as the Director of Public Health does not provide for sick leave conversion or administrative payment; and

WHEREAS, it is the recommendation of the Human Resources Director to provide Andrew Woodruff with a 35% conversion of sick leave hours and pay the balance of the 40 hours of administrative leave with his final pay check; and

WHEREAS, Andrew Woodruff regularly exceeded his scheduled work hours from the start of the declared emergency caused by the COVID-19 Pandemic in March 2020. As the Director of Public Health, he was required to oversee Public Health's additional COVID-19 duties. Due to the declared emergency, his work hours regularly exceeded the regular 40 hour work weeks, including nights and weekends, and he was unable to schedule and use the administrative leave and vacation time he was entitled to under his contract, as evidenced by his vacation accrual hours capping; and.

WHEREAS, in consideration of Andrew Woodruff's excellent coordination of services for Plumas County and his inability to use his contractually earned administrative leave, the Board will authorize payment of 40 hours of administrative leave, and in consideration of Andrew Woodruff's loss of vacation time, the Board will authorize payment of a 35% conversion of the sick time balance, to be paid to Andrew Woodruff on his final paycheck.

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

Approve Plumas County to pay Andrew Woodruff for 40 hours of administrative leave and authorize a conversion of 35% of his accrued sick leave to be paid out on his final paycheck.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of April, 2021 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors