



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 MAY 4, 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=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> 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 April 2021

B) **ENVIRONMENTAL HEALTH**

Approve and authorize the Chair to sign agreement between Plumas County and the California Association of Environmental Health Administrators (CAEHA) to supply temporary inspection and staff training services; not to exceed \$13,500.00; effective May 4, 2021; approved as to form by County Counsel [View Item](#)

C) **FACILITY SERVICES/ AIRPORTS**

Approve and authorize the Chair to sign agreement between Plumas County Facility Services and Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of the County's boiler systems; not to exceed \$10,000.00; approved as to form by County Counsel [View Item](#)

D) **PUBLIC WORKS**

Adopt **Resolution** establishing the 2020 Plumas County Maintained Road Data; approved as to form by County Counsel [View Item](#)

E) **SHERIFF**

- 1) Approve and authorize Chair to sign agreement, between Plumas County and A&P Helicopters, Inc., not to exceed \$75,000.00; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign the annual amendment to the Cooperative Law Enforcement Agreement between Plumas County Sheriff's Department and the USDA Forest Service in the amount of \$5,000.00; approved as to form by County Counsel [View Item](#)

3. **PRESENTATION**

A) **Northern California EMS, Inc.** – Kevin Goss

Updates concerning the activities and changes of the Northern California EMS, service area demographics, and funding challenges; Nor-Cal EMS Board seeking each Member County consider making a one-time, \$5,000.00 supplemental payment to assist the organization, due to the impact of COVID – 19 Pandemic; Discussion and possible action [View Item](#)

B) **FARM ADVISOR** – David Lile

Receive the 2020 Annual Report on Farm Advisor/UC Cooperative and update of workshops and research from 2020 and plans for the remainder of 2021 [View Item](#)

4. DEPARTMENTAL MATTERS

A) **BEHAVIORAL HEALTH** - Tony Hobson

- 1) Adopt **Resolution** amending the 2020 – 2021 personnel allocation for Budget Unit 70571 by adding 1.0 FTE Behavioral Health Site Coordinator and removing 1.0 FTE Behavioral Health Supervising Site Coordinator; Discussion and possible action; **Roll call vote** [View Item](#)
- 2) Authorize Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Site Coordinator; Discussion and possible action [View Item](#)
- 3) Authorize Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Therapist I/II Senior Position; Discussion and possible action [View Item](#)

B) **LIBRARY** – Lindsay Fuchs

Authorize Librarian to recruit and fill vacant, Extra Help Library Aid position, created by resignation; Discussion and possible action [View Item](#)

C) **PLANNING DEPARTMENT** – Tracy Ferguson

Planning Commission Recommendations Concerning 2035 Plumas County General Plan; Economics Element Priority Implementation Measures; discussion and possible action [View Item](#)

D) **PUBLIC HEALTH** - Tony Hobson

Approve and authorize Chair to sign agreement, between Plumas County and Mark Satterfield, M.D., not to exceed \$90,000.00, to act as County Health Officer/Medical Director FY 2021-2022; approved as to form by County Counsel; Discussion and possible action; **Roll call vote** [View Item](#)

E) **PUBLIC WORKS** – John Mannle

Authorize Public Works/Road Department to recruit and fill, funded and allocated, 1.0 FTE Public Works Lead Worker for the LaPorte Maintenance Yard, created by resignation; Discussion and possible action [View Item](#)

F) **PROBATION DEPARTMENT** – Keevin Allred

Authorize Probation Department to recruit and fill, funded and allocated, 1.0 FTE Legal Services Assistant; created by resignation; Discussion and possible action [View Item](#)

G) **SHERIFF** – Todd Johns

- 1) Adopt **Resolution** to authorize the Sheriff to sign the 2021 – 2022 Boating Safety and Enforcement Financial Aid Program Contract; The program requires a county contribution of the estimated county boat tax revenue in the amount of \$31,177.20; Discussion and possible action; **Roll call vote** [View Item](#)
- 2) Authorize Sheriff to recruit and fill, funded and allocated, 1.0 FTE Public Safety Dispatcher I/II and establish a Hiring Pool; Discussion and possible action [View Item](#)

H) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

- 1) Updates regarding County Administrator, County Counsel and Auditor's work together regarding legal and financial feasibility of advancing Feather River Tourism Association the requested \$50,000.00 for start-up fees; Discussion and possible action
- 2) Update regarding RFP for Redistricting and Demographic Services and recommendation on successful bidder; and authorize County Administrator to sign agreement with successful bidder, not to exceed \$55,000.00, subject to approval by County Counsel; Discussion and possible action [View Item](#)

- 3) Update on status of CDBG CV 2 & 3 grant applications; Discussion and possible action
- 4) Approve and authorize the County Administrator to release the Request for Proposal (RFP) for Franchise Fee Audit and Consultant Services; approved as to form by County Counsel; Discussion and possible action [View Item](#)

5. BOARD OF SUPERVISORS

- A) Approve and authorize Plumas County to be added to a letter with a growing list of supporters of COVID Relief Funding for Special Districts; Discussion and possible action [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. Appoint John Forno to the Plumas County Solid Waste Task Force, representing District 3; Discussion and possible action
 2. Appoint Marsha Roby to the Plumas County Solid Waste Task Force as an Alternate representing District 2; Discussion and possible action

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A) Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- B) Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- C) 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, May 11, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



Plumas County Environmental Health

2B

270 County Hospital Road, Ste. 127, Quincy CA 95971
Phone: (530) 283-6355 ~ Fax: (530) 283-6241

Date: May 4, 2021

To: Honorable Board of Supervisors

From: Rob Robinette, Interim Director 

Agenda: Agenda Item for May 4, 2021

Recommendation: Authorize the Board Chair to sign an Agreement for temporary Environmental Health inspection and staff training services with the California Association of Environmental Health Administrators and authorize a budget transfer from regular wages to professional services in the amount of \$13,500 to cover the cost of this Agreement in Fiscal Year 2020-21.

Background and Discussion: As the Board is aware, Environmental Health has 4 field staff positions allocated as either Environmental Health Specialists or Hazardous Materials Specialists depending on need. These four positions, along with the Environmental Health Director, provide the full range of environmental health field services and programs throughout the County.

Until recently, two of the four Environmental Health field staff were trained and certified to provide Unified Hazardous Materials Program (CUPA program) services. One of these individuals resigned in early April to pursue other interests, and the other has submitted a letter of resignation effective the end of April. These 2 vacancies, along with the vacancy created by the retirement of the previous Environmental Health Director last October have left the Department extremely short-handed heading into our busiest spring and summer seasons. Furthermore, none of the remaining staff have the training or certifications required to provide services in the CUPA program. All of this is in addition to the recent turnover of administrative staff and ongoing admin vacancy.

As an interim solution, Environmental Health recommends entering into an Agreement for temporary employee services with the California Association of Environmental Health Administrators (CAEHA), a 501(c)4 corporation. Services would be provided by trained, certified employees of CAEHA and services would be provided only as request by the Environmental Health Director or designee. Approximately 60 hours of work per month is needed to ensure the core hazardous materials program responsibilities of this state-mandated program can be completed. The Agreement would be terminated once Environmental Health is able to recruit, train, and certify local staff to perform these duties. However, it could also be terminated at any time by either party in accordance with the terms of the Agreement.

Environmental Health - Agenda Item for May 4, 2021

The Agreement would be paid for from salary savings from staff vacancies. Considering 60 hours of contract staff time per month is needed, and considering travel and per diem reimbursement as specified in the Agreement, Environmental Health estimates that \$6,750 per month should be budgeted for this work. For Fiscal Year 2020-21, this mean a transfer of \$13,500 from regular wages to professional services will be required, and for FY 21-22 an additional \$81,000 needs to be budgeted.

At this time, the Board is asked to:

1. Authorize the Board Chair to sign the Agreement with CAEHA for temporary Environmental Health inspection and staff training services; and
2. Authorize the transfer of \$13,500 from Environmental Health Regular Wages (Account 51000) to Professional Services (Account 521900) in FY 2020-21.

The Agreement for Professional Services has been reviewed and approved as to form by County Counsel and is attached along with the required budget transfer request for FY 20-21. If you have any questions, please do not hesitate to contact me at 283-6593.

Thank you.

enclosures

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE COUNTY OF PLUMAS AND CALIFORNIA ASSOCIATION OF
ENVIRONMENTAL HEALTH ADMINISTRATORS

THIS AGREEMENT is made this 12th day of April 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California (hereinafter called "County") and California Association of Environmental Health Administrators (CAEHA), (hereinafter called "Contractor") pursuant to the following terms and conditions:

1. TERM

The term of this Agreement shall commence on May 4, 2021, and shall terminate June 30, 2022.

2. PROJECT

County requests Contractor to work on a Flex schedule to perform duties as a *Registered Environmental Health Specialist* with duties and responsibilities as outlined in Appendix A Scope of Work. Unless otherwise approved by the County, Contractor shall provide part time services through its employee, Jerry Sipe and/or REHS to be determined.

3. DUTIES

Contractor shall demonstrate the following: an ability to work at a high level of independence, an ability to meet additional specialized knowledge requirements within the field of environmental health, an ability to manage by assignment projects which are highly complex and difficult in nature.

4. COMPENSATION

- A. Contractor shall be paid \$106.09 per hour for Jerry Sipe and/or REHS to be determined. Staff will work on a flexible schedule approved by the County in advance. If overtime is required, and has been approved by the County for the contractor in advance, the hourly rate is \$159.14. CAEHA shall invoice County for work performed by the 15th of each month with summary of time worked.
- B. If travel is requested, Hotel reimbursement at cost (not to exceed \$160 per night and state rate will be requested). If hotels are hard to find under \$160 per night, County will pre-approve the higher hotel costs. Receipts will be provided.
- C. If County requests travel then mileage will be reimbursed by County at current IRS rate (currently at .56 per mile).

- D. Per diem rates of \$7.00 for breakfast, \$11.00 for Lunch, \$26.00 for dinner if travel by County is requested.
- E. If postage or shipping costs are required to accomplish scope of work services, the County will reimburse with receipts.
- F. Invoices will be sent monthly to the County and payment to be made directly to CAEHA - Tax ID#94-1675492 a 501(c)(4):

California Association of Environmental Health Administrators
Attn: Sheryl Baldwin, Contract Manager
P.O. Box 2017
Cameron Park, CA 95682-2017
Telephone: (530) 676-0715 or cell (530)-363-0027
Email: Sheryl@ccdeh.com

- G. All payment requests must be reviewed and approved by the County. Total compensation for the services rendered (including any travel, per diem or other expenses) under this Agreement shall not exceed **Ninety-Four Thousand Five Hundred Dollars (\$94,500)**.
- H. Compensation provided herein shall constitute complete and full payment to Contractor for the services provided hereunder to be paid within 30 days of a proper invoice. Interest will be added at 5% per month for invoices paid after 90 days.
- I. CAEHA has to comply with new COVID-19 Safe Families Act sick time if an employee is required to take 14-day quarantine, this sick time would be invoiced.

5. **INSURANCE REQUIREMENTS**

Contractor shall provide at its own expenses and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The policies or certificates thereof shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the Risk Manager of the County by registered mail, return receipt requested, for all of the following state insurance policies.

- A. **Workers' Compensation Coverage:** To the extent that Contractor has any employees, Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly

maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractors' employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by City at least thirty (30) days prior to such change.

- B. **Professional Liability Insurance:** Contractor shall maintain Professional Liability Insurance for malpractice 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). The insurance coverage provided by Contractor shall contain language providing coverage for up to three (3) years following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is claims made.
- C. **Automobile liability coverage:** Contractor shall maintain 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.
- D. **Proof of Coverage:** At the time of execution of this contract, Contractor shall furnish County with copies of its insurance policies affecting coverage required by this Contract.

6. **HOLD HARMLESS**

The Contractor shall hold the County, its elected and appointed officials, officers, employees, agents, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of Contractor, its agents, officers, employees, or volunteers, during the performance of its obligations under this Agreement, and out of any assertion by any employee of Contractor that they are individually entitled to compensation of benefits of any kind directly from the County as a result of their work performed for the County under this Agreement. If such indemnification becomes necessary, the County Counsel for the County shall have the absolute right to approve any and all counsel employed to defend it.

The County shall hold the Contractor, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including

reasonable attorney fees, arising directly or indirectly out of any act or omission of County, its agents, officers, employees, or volunteers, during the performance of its obligations under this Agreement.

7. **TERMINATION**

A. This Agreement may be terminated by County at County's option:

- (1) Upon Contractor's failure, refusal or neglect to perform the duties hereunder other than for reasons of illness. Such a termination shall be effective immediately upon notice to Contractor.
- (2) For any reason satisfactory to County (without cause) provided, however, Contractor shall be given fourteen (14) days written notice of such termination.

B. This Agreement may be terminated by Contractor:

- (1) Upon County's failure, neglect or refusal to make any payment as required hereunder.
- (2) Upon County's failure to cooperate with the Contractor in the performance of its work under this Agreement.
- (3) Upon fourteen (14) days written notice to County.

8. **STATUS**

Contractor and County agree that Contractor is an independent contractor and in no event shall Contractor or any of its employees be considered an employee of the County.

9. **ASSIGNMENT**

This Agreement is for the professional services of Contractor and in particular for the services of Contractor's employee Jerry Sipe and/or other REHS staff to be determined, and Contractor shall not assign, subcontract, or sublet any part of this Agreement without the express written consent of County.

10. **NOTICE**

Any and all notices, Invoices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following address:

County: Plumas County Department of Environmental Health
Robert Robinette, Environmental Health Interim Director
270 County Hospital Road
Courthouse Annex Room 127
Quincy, CA 95971
Email: robrobinette@countyofplumas.com
530-283-6593

Contractor: California Association of Environmental Health Administrators
Justin Malan, Executive Director
910 K Street, Suite 300
Sacramento, CA 95814
Telephone: (916) 448-1015
Email: Justin@ccdeh.com

IN WITNESS WHEREOF, the parties have hereunder set their hands the day and year first herein above written.

COUNTY

Jeff Engel
Chair, Board of Supervisors

Date: _____

CONTRACTOR

April Meneghetti, President CAEHA
Tax ID#94-1675492

Date: _____

Steve Van Stockum,
Secretary/Treasurer CAEHA

Date: _____

ATTEST:

Heidi Putnam, Clerk of the Board

Approved as to form:



Gretchen Stuhr
Plumas County Counsel

4/21/2021

APPENDIX A

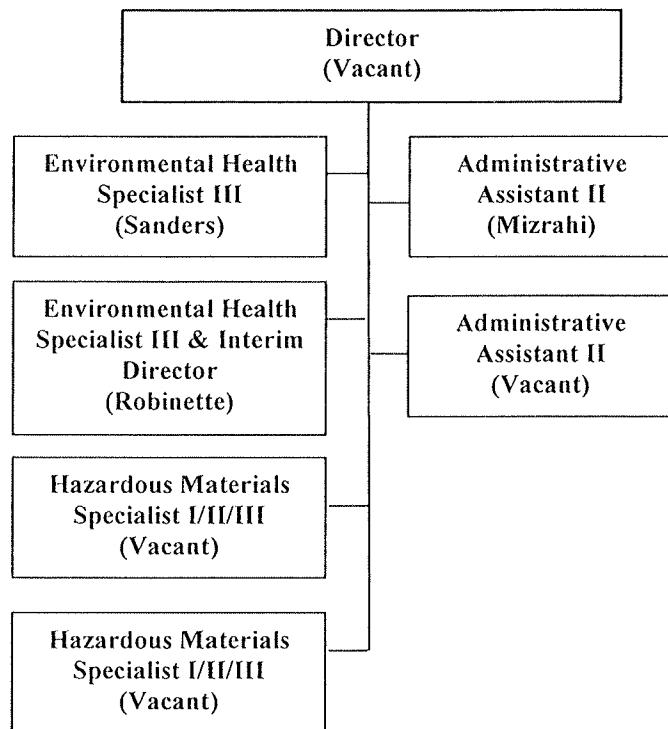
Scope of Work Registered Environmental Health Services

Plumas County Environmental Health Department seeks an Registered Environmental Health Specialist (REHS) to address a backlog of inspections at the Director's discretion.

Consultant shall provide Environmental Health inspection services to Plumas County as requested by the Director of Environmental Health or his/her designee. Said services shall include, but not limited to, the following:

- A. Consultant shall conduct routine inspections, investigations and permitting of regulated environmental health facilities, which include, but are not limited to, the following: Certified Unified Program Agency (CUPA) facilities, and general environmental health services.
- B. Consultant shall prepare, on behalf of the County, written inspection reports of each facility inspection or investigation. Consultant shall provide written documentation of all inspections, investigations, site visits or complaints for each activity performed.
- C. Consultant shall review facility permits, business plans, reports, California Environmental Reporting System (CERS), correspondence, and facility files for completeness and prepare necessary reports or correspondence
- D. Consultant shall assist County with preparation of State reports, State evaluations, and meetings that are conducted in the County as recognized within the scope and practice of environmental health.
- E. Consultant shall assist the County with environmental health program planning and evaluation.
- F. Aboveground Petroleum Storage Act (APSA) and Hazardous Waste Operations Certifications are necessary.
- G. Other REHS work as directed by the Director of Environmental health.

ENVIRONMENTAL HEALTH



COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Environmental Health Dept. No: 20550 Date 4/22/2021

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

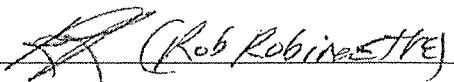
A) Temporary contract for professional services to cover shortfall in staffing

B) Resignations and retirements of staff and management

C) Temporary staffing required to fulfill critical hazardous materials taskings.

D) N/A

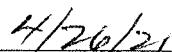
Approved by Department Signing Authority:



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:



Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: May 4, 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 & Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of county's boiler systems.

Recommendation

Approve and authorize Board Chair to sign agreement between Facility Services & Airports and Nevada Chiller & Boiler, Inc. for maintenance, inspection, and repair of county's boiler systems

Background and Discussion

Nevada Chiller & Boiler, Inc. provides semi-annual maintenance and inspections of the county's boiler systems (mid-Spring & mid-Fall) to help ensure proper operation of the systems. They also provide repair and emergency repair services for the same systems. The county operates three boiler systems in the county: Plumas County Courthouse, Permit Center, and Plumas County Jail.

Contract not to exceed \$10,000.00

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 **Dept. of Facility Services & Airports** (hereinafter referred to as "County"), and **Nevada Chiller & Boiler, Inc.**, a Nevada 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 **Ten Thousand dollars and 00/100** (\$10,000).
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

_____ COUNTY INITIALS

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

_____ COUNTY INITIALS

- 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

_____ COUNTY INITIALS

obligations under this Agreement. In particular, Contractor represents that it holds a current and active licenses as a **C20 – warm-air heating, ventilating and air-conditioning** and **C-4 – boiler, hot water heating and steam fitting contractor**, issued by the State of CA, No. 1014257.

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. **Business-to-Business Relationship.** Contractor represents and warrants that Contractor is an individual acting as a sole proprietor, or a business entity formed as a partnership, limited liability company, limited liability partnership, or corporation ("business service provider") that customarily provides services of the same nature as the services provided for County under this Agreement. Contractor represents and warrants that Contractor advertises these services to and contracts with entities other than County. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance of, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services. Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than the County without restriction. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance that Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. **Assignment.** Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **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.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.

_____ COUNTY INITIALS

16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 & Airports
County of Plumas
198 Andy's Way
Quincy CA 95971
Attention: Kevin Correira, Director

Contractor:

Nevada Chiller & Boiler
10 Hardy St.
Sparks NV 89431
Attention: Rodney Leavitt, Owner

_____ COUNTY INITIALS

23. 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.
24. 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.
25. 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.
26. 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.

_____ COUNTY INITIALS

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

CONTRACTOR:

Nevada Chiller & Boiler, a NV corporation

By: _____

Name: Rodney Leavitt

Title: CEO/CFO

Date signed:

COUNTY:

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

By: _____

Name: Jeff Engel

Title: Board Chair

Date signed:

ATTEST:

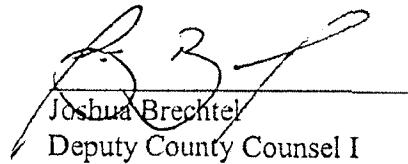
By: _____

Name: Heidi Putnam

Title: Clerk of the Board

Date signed:

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

4/22/2021

_____ COUNTY INITIALS _____

EXHIBIT A

Scope of Work

- Preventative Maintenance Program – 2 annual inspections of boiler systems at:
 - Courthouse
 - Permit Center
 - Plumas County Jail
- Repair
- Emergency repair

EXHIBIT B

Fee Schedule

- \$3,106.00/inspection to total \$6,212.00 annually for Preventative Maintenance Program
- Repairs:
 - \$130/hr
 - \$195/hr – emergency repairs
 - \$260/hr – holiday rate
- Parts – cost plus 20%
- Invoices to be paid Net 30

_____ COUNTY INITIALS



Preventative Maintenance Program

Agreement Start Date _____

April 15, 2021

By and Between:

Contractor

and

Customer

Nevada Chiller & Boiler
10 Hardy Dr.
Sparks NV. 89431

Plumas County Facilities
198 Plumas Ave
Quincy, CA 95971

Contractor will provide the services in accordance with the schedules, scopes, terms and conditions on the pages, which are attached and listed below. These services will be provided as described in the scopes of work and according to the frequency listed on schedule.

Location of Service Preventative Maintenance Program

County Assessor, Superior Court, Sheriff/Jail Buildings **Semi-Annual Service**

Agreement coverage will begin on date of acceptance. The agreement price is (\$6,212.00) per year, to be paid (\$3,106.00) semi-annual in advance beginning on the effective date.

The coverage included in this agreement, including terms, conditions and schedules attached, will constitute the entire agreement between us. This agreement is the property of the Contractor and is provided for the Customer's use only. This agreement is subject to management approval by Contractor. No waiver, change, or modification of any terms or condition shall be binding on Contractor unless made in writing and signed by authorized management of Contractor.

This agreement shall continue in effect from year to year, unless either party gives a (30) day written notice to the other of intent to cancel as stated in the Terms & Conditions of the agreement.

CONTRACTOR
Nevada Chiller and Boiler

CUSTOMER
Plumas County Facilities

By: _____
Rodney Leavitt

By: _____

Date:

Date



Preventative Maintenance Program

The Maintenance Program Concepts described below has been designed to provide you, the customer, with a continuing maintenance program. This will be planned, scheduled, managed, monitored and enhanced by Nevada Chiller & Boiler throughout the term of this agreement.

Test and Inspection

This Agreement includes all labor to visually inspect and search for worn, failed, and/or doubtful parts. Nevada Chiller & Boiler will visually check coil surfaces, fan blades, fan belts, couplings, equipment housings, motor mounts, dampers, valves, fluid levels, heat exchangers, etc. Nevada Chiller & Boiler will make recommendations to the Customer of any necessary repairs, replacements, and/or adjustments.

Preventative Maintenance and Predictive Maintenance

This agreement includes labor to perform preventative maintenance on the equipment included in the attached schedules. Maintenance intervals for systems and equipment are determined by run time, system use, application, location and manufacturer's recommendations. This information, along with our years of practical experience with HVAC product lines assures that the Customer receives the industry's most cost-effective maintenance program.

Consumable Materials

This agreement includes normal consumable materials and supplies; such as lubricants, grease, towels/rags, wire nuts, cleaning solutions, and clean up materials.

Air Filter Media and Service

As defined in Schedule 2 "Air Filter Service", this agreement does not include regular air filter changing. If Schedule 2 is not included in this agreement, then the customer has assumed responsibility for the labor and materials to change air filters.

Nevada Chiller & Boiler will monitor the air filter conditions and notify the Customer of any recommended adjustments to this maintenance program. If applicable.

Coil Service

This agreement includes inspection and cleaning of the condenser, as defined in Schedule 1 "Inventory of Equipment". If applicable.

Belt Service

This agreement includes belt inspection for the equipment listed, as defined in Schedule 1 "Inventory of Equipment". Should belt changes be required, Nevada Chiller & Boiler will notify the Customer and provide pricing. If applicable.

Repair and Replacement

Should repair or replacement of additional parts or equipment be necessary, Nevada Chiller & Boiler will perform such repairs with Customer approval and all labor and materials will be billed separately.

Emergency Service

Emergency service is available – 24 hours a day – 7 days a week – to reduce the risk of down time and inconvenience for the Customer. Should emergency service be required, such service will be billed separately.



Preventative Maintenance Program

Annual and Seasonal Inspections

NCB will perform routine inspections of equipment for normal wear and tear and other common issues that may occur with the equipment. Testing will then be performed to confirm the equipment is functioning optimally.

Maintenance of the equipment will include:

1. Compressor performance verification.
2. Refrigeration component integrity.
3. Safety controls functionality.
4. Air / Water regulation accuracy and dependability.
5. Relief valves, float chambers, and expansion valves accuracy.
6. Verify temperature / pressure controller operating thresholds.
7. Annually open and inspect fire side refractory and burn face plate.
8. Annually chemically clean air-cooled condensers and surrounding area.
9. Annually inspect associated pumps and pump motor control center.

Scheduling and Emergency Services

Maintenance service will be outlined in the attached schedule. Notification will be given one week in advance before annual and quarterly visits. Visits will be performed during normal business hours. Service is available 7 days a week, 24 hours a day. After hours' emergency service will be charged accordingly and a work order will be sent for your records.

Summary

Thank you for considering Nevada Chiller and Boiler for your building systems servicing needs. The following schedule and Planned Service Agreement detail a customized plan including pricing, payment terms, included equipment, a schedule of visits and services to be performed within the agreement.

Preventative Maintenance delivered by NCB ensures your equipment and facility perform ideally, providing dependable function to maximize occupant comfort, reduce energy costs, maximize the life of your equipment and reduce repair costs. We look forward to providing proper maintenance and repair services for your facility and optimizing your building's facility performance.

Facility Covered Under Preventative Maintenance Program

Plumas County Assessor	1 Crescent St. Quincy, CA 95971	Annual / Semi Annual
Plumas County Superior Court	520 Main St. Quincy, CA 95971	Annual / Semi Annual
Plumas County Sheriff-Jail	50 Abernathy Ln. Quincy CA 95971	Annual / Semi Annual



Preventative Maintenance Program

Schedule 1 – Inventory of Equipment

Plumas County Assessor	Burner / Boiler	Beckett CF800 / Boiler
Plumas County Superior Court	Burner / Boiler	Beckett CF1400/Burnham FD24 / Trane RTAA
Plumas County Sheriff- Jail	Burner / Boiler	Gordon Piatt R6GO03/Rite13675

Semi Annual Inspection

1. Observe combustion air openings and vent system for integrity. Openings must be clean and free of obstructions.
2. Check oil lines and fittings to verify there are no leaks.
3. Observe burner ignition and performance to verify smooth operation.
4. Record the service performance and the combustion test results.

Annual Operating Season Inspection

1. Replace the oil supply line filter. The line filter cartridge must be replaced to avoid contamination of the fuel unit and nozzle.
2. Inspect the oil supply system. All fittings should be leak-tight. The supply lines should be free of water, sludge and other restrictions.
3. Remove and clean the pump strainer if applicable.
4. Replace the used nozzle with a new nozzle that conforms to the appliance manufacturer's specifications.
5. Clean and inspect the electrodes for damage, replacing any that are cracked or chipped.
6. Check electrode tip settings. Replace electrodes if tips are rounded.
7. Inspect the igniter spring contacts.
8. Clean the cad cell lens surface, if necessary.
9. Inspect the combustion head and air tube. Remove any carbon or foreign matter.
10. Clean the blower wheel, air inlet, air guide, burner housing and static plate of any lint or foreign material.
11. If motor is not permanently lubricated, oil motor with a few drops of SAE 20 nondetergent oil at each oil hole. DO NOT over oil motor.
12. Check motor current. The amperage draw should not exceed the nameplate rating.
13. Check all wiring for secure connections or insulation
14. Check the pump pressure and cutoff function.
15. Check primary control safety lockout timing.
16. Check ignition system for proper operation.
17. Inspect the vent system and chimney for soot accumulation or other restriction.
18. Clean the appliance thoroughly according to the manufacturer's recommendations. □ Check the burner performance. Refer to 'Set High-fire Air' section and set combustion with test instruments.
19. It is good practice to make a record of the service performed and the combustion test results



Preventative Maintenance Program

Terms and Conditions

Unless Otherwise advised in writing to the contrary within seven days of the execution of this agreement, the following terms and conditions as written are hereby accepted between Customer and Nevada Chiller and Boiler, hereafter referred to as NCB. By execution of this agreement, the Customer represents that he has the authority to enter such agreement.

1. Acceptance of this agreement by NCB assures that all systems and equipment covered are in maintainable condition. If repairs are found necessary during the new agreement start up inspection or the initial seasonal start up, a repair proposal will be submitted for approval. If the repair proposal is declined, the non-maintainable items will be eliminated from the maintenance agreement price adjusted accordingly or the agreement may be canceled or otherwise revised.
2. The Customer will provide access to all areas and equipment and will allow NCB to stop and start equipment as maybe necessary to fulfill the term of the agreement. All maintenance, repair or replacement tasks will be performed during normal working hours, 7:30 AM to 4:30 PM, Monday through Friday, Holidays excepted. Customer agrees to pay maintenance and work requested to be performed outside said normal working hours.
3. If any emergency call is made at the Customer's request and inspection does not reveal any defect, Customer will be liable for such services, including but not limited to, investigative labor, travel time, and overtime. Customer acknowledges that there is a minimum charge of two hours for emergency calls, if no defect is found.
4. NCB reserves the right to adjust and or terminate this agreement, should the systems and/or equipment covered under this agreement be altered, modified, changed or moved, including but not limited to any direct changes in application or architectural modifications resulting in changes to the mechanical systems and/or equipment performance. If persons other than representatives of NCB performs maintenance or repair of equipment covered under this agreement, and as a result further repair by NCB is required, such repairs will be made and charges Billed to the Customer at NCB applicable labor and material rates then in effect.
5. In addition to any price specified on the face hereof, the Customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated to the price, sale or delivery of any products, services or the work furnished hereunder or for their use by NCB on behalf of the Customer whether such tax shall be local, state, or federal in nature. This includes, but is not limited to the recovery, recycling, reclamation, handling and disposal of all refrigerants and the additional costs incurred for refrigerant tax and/or increased costs due to shortages.
6. Maintenance service charges will be invoiced in advance of the period during which the service is provided. Extra work performed will be invoiced upon completion of work. Payment for services performed under this agreement is due within 30 days of invoice date. Finance charges will apply to balances over 30 days, and NCB reserves the right to stop all work until such balances are made current.
7. NCB reserves the right to adjust this agreement should the customer request a material change in the scope of services, as determined by NCB in its sole discretion. When NCB determines a change is material, NCB will reduce the change to writing and provide the completed written change to Customer. Both NCB and Customer will have to provide written approval of the change as detailed in the written description of the change, including the impact of the schedule, resources, and the price of the service, before NCB will make the change. When Customer accepts the change, Customer will modify its forms for payment as requested by NCB. If Customer does not accept the change (including the impact on the schedule, resources, or price), the parties will complete their obligations as set forth in this agreement.
8. This annual agreement shall continue in effect from year to year, unless either party gives 30 days written notice of intent to cancel. The annual agreement price is subject to adjustment on each renewal anniversary date to reflect increases in labor, materials and other industry related costs.
9. Either party may terminate this agreement if the other party commits a material breach of such Agreement, including but not limited to non-payment of any amount when due, and the breach is not cured within 30 days of receipt of written notice from the injured party. If NCB terminates this agreement for cause, Customer shall be responsible for NCB's costs incurred and reasonable profit up through the date of termination.



Preventative Maintenance Program

10. Either party may at its option cancel or terminate this agreement and all Supplemental Agreements in their entirety, or cancel or terminate merely one or more of the Supplemental Agreements without cause upon 30 days prior written notice to the other party. NCB shall advise Customer of the extent to which performance has been completed through the date of the notice of termination. Customer shall be responsible for NCB's costs incurred and reasonable profit up through the date of cancellation.

Exclusions

11. Repair, replacement and emergency service provisions apply only to the systems and equipment covered by this agreement. Repair or replacement of non-maintainable parts of the system(s) such as, but not limited to, duct work, piping, coils, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, boiler refractory material, heat exchangers, insulating material, electrical wiring, tubing, tanks, fixtures, and finishes, structural supports and other non-moving parts, are not included in this agreement.

12. NCB is not responsible for (a) the design of the mechanical and/or plumbing system (b) obsolescence (c) water supply and drainage (d) damage caused by freezing (e) additional work required by government regulated codes (f) additional work required to meet insurance requirements (g) any air/water balancing (h) safety tests (i) electrical service or service requirements due to power failure (j) misuse and/or abuse of system(s) (k) negligence of Customer or others (l) vandalism (m) and all other causes that are beyond NCB control.

13. This agreement does not include the identification, removal, handling or disposal of asbestos or other hazardous substances. In the event such substances or materials are discovered, NCB responsibility is limited to notifying the Customer of the possibility of the existence of such materials.

Limitations of Liability

14. NCB will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond NCB's reasonable control.

15. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall NCB or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damages including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, attorney fees, lost profits or claims of such damages by the Customer or against the Customer or against the Customer by any other party.

16. NCB warrants materials only to the extent and for the time period said warranted to NCB by the manufacturer(s) of the same. NCB liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by NCB.

18. NCB and Customer agree to seek to avoid litigation of any disputes. However, should either party commence legal action against the other, the prevailing party shall be entitled to recover from the other party all court costs, disbursements and reasonable attorney's fees. NCB and the Customer agree to indemnify and hold each other, including their officer, agents, directory and employees, harmless from all liabilities, costs, claims, demands, or suits of any kind, including but not limited to reasonable attorney's fees, resulting from the negligence or willful misconduct or breach of this agreement by the indemnifying party or its employees, contractors or agents.

Please contact me with any questions you may have.

Sincerely

Rodney Leavitt

Rodney Leavitt
Account Manager
775-432-1331



Preventative Maintenance Program

admin@ncbservice.com

Scheduling and Emergency Services

Maintenance service will be outlined in the attached schedule. Notification will be given one week in advance before annual and quarterly visits. Visits will be performed during normal business hours. Service is available 7 days a week, 24 hours a day. After hours' emergency service will be charged accordingly and a work order will be sent for your records.

Summary

Thank you for considering Nevada Chiller and Boiler for your building systems servicing needs. The following schedule and Planned Service Agreement detail a customized plan including pricing, payment terms, included equipment, a schedule of visits and services to be performed within the agreement.

Preventative Maintenance delivered by NCB ensures your equipment and facility perform ideally, providing dependable function to maximize occupant comfort, reduce energy costs, maximize the life of your equipment and reduce repair costs. We look forward to providing proper maintenance and repair services for your facility and optimizing your building's facility performance.

We will make an accurate equipment list with model and S/N# on first preventative service visit.

Plumas County Maintenance Checklist-**SEMI-ANNUAL** JOB #M-1011

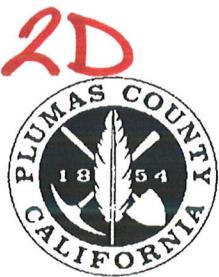
County Assessor 1 Crescent St. Quincy, CA 95971

1011-1

Beckett CF800 Boiler	
	Superior Court 520 Main St. Quincy, CA 95971
Beckett CF1400 Boiler	
	Sheriff-Jail 50 Abernathy Lane Quincy, CA 95971
Gordon Plant ReG003/Rite 13675	
<p>April</p> <ul style="list-style-type: none">1. Replace the oil supply line filter. The line filter cartridge must be replaced to avoid contamination of the fuel unit and nozzle.2. Inspect the oil supply system. All fittings should be leak-tight. The supply lines should be free of water, sludge and other restrictions.3. Remove and clean the pump strainer if applicable.4. Replace the used nozzle with a new nozzle that conforms to the appliance manufacturer's specifications.5. Clean and inspect the electrodes for damage, replacing any that are cracked or chipped.6. Check electrode tip settings. Replace electrodes if tips are rounded.7. Inspect the igniter spring contacts.8. Clean the cad cell lens surface, if necessary.9. Inspect the combustion head and air tube. Remove any carbon or foreign matter.10. Clean the blower wheel, air inlet, air guide, burner housing and static plate of any lint or foreign material.11. If motor is not permanently lubricated, oil motor with a few drops of SAE 20 nondetergent oil at each oil hole. DO NOT over oil motor.12. Check motor current. The amperage draw should not exceed the nameplate rating.13. Check all wiring for secure connections or insulation14. Check the pump pressure and cutoff function.15. Check primary control safety lockout timing.16. Check ignition system for proper operation.17. Inspect the vent system and chimney for soot accumulation or other restriction.18. Clean the appliance thoroughly according to the manufacturer's recommendations. <input type="checkbox"/> Check the burner performance. Refer to 'Set High-fire Air' section and set combustion with test instruments.19. It is good practice to make a record of the service performed and the combustion test results	
Superior Court 520 Main St. Quincy, CA 95971	
Trane RTAA	
<ul style="list-style-type: none">1. Chemically Pressure wash condenser, outside of equipment and surrounding area.2. Check the condition cabinet door seals, and refrigerant piping for damage.3. Verify that electrical wire terminal connections are tight.4. Inspect both the main unit control panel and Starter control cabinet.5. Complete Electrical Integrity test on all motors and note Meg Ohm readings.6. Check the Chiller heat exchanger for any corrosion, cracks, or holes.7. Manually rotate the condenser fans to ensure free movement. Verify that all fan mounting hardware is tight.8. Check Control Panel Contactors, Relays, BAS Control Inter Face.9. Check and Review Configuration Parameters, and Service Set Points.10. Check and Verify Temperature Sensors Accuracy Calibrate if Necessary.11. Check and Verify External Safety's Evaporator Flow Protection are Functional	

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



CONSENT AGENDA REQUEST

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

April 26, 2021

To: The Honorable Board of Supervisors
From: John Mannie, Director of Public Works
Subject: To Adopt Resolution, Establishing the 2020 Plumas County Maintained Mileage.



Mr. Murch

Discussion:

Each year, The Public Works Department is required to submit a tabulation to the State to indicate the mileage that is maintained by the Plumas County Road Department. This mileage is used in the calculation of Gas Tax funds and other State funding sources for the Road Department.

The necessary updates have been completed and the attached resolution is ready for your approval.

Please note that this year's maintained mileage total is **681.275** miles.

A complete copy of the "2020 Plumas County Maintained Road Data" is on file with the Clerk of the Board of the Supervisors and at the Public Works Headquarters Building for public review during normal office hours.

Attached is a copy of the draft Resolution, for consideration by the Board of Supervisors.

The attached Resolution has been approved as to form by County Council

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors adopts the attached resolution

Attached: Draft Resolution

RESOLUTION NO. 21-

(Establishing Mileage of Maintained County Roads)

WHEREAS, Section 2121 of the Streets and Highways Code of the State of California provides that in May of each year each County shall submit to the California Department of Transportation any additions or exclusions from its mileage of maintained County roads, specifying the termini and mileage of each route added or excluded; and

WHEREAS, the California Department of Transportation certified to the State Controller in June 2020 that the total mileage of maintained county roads is 681.501 miles; and

WHEREAS, The County of Plumas now finds the total mileage of maintained County roads is **681.275** miles;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that the mileage of maintained County roads is now **681.275** miles, as indicated on the list titled “2020 Plumas County Maintained Road Data”, which is attached hereto and hereby made, by reference, a part of this resolution.

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 5th day of May, 2021, by the following vote:

AYES: SUPERVISORS:

NOES: SUPERVISORS:

ABSTAIN/ABSENT: SUPERVISORS:

Supervisors
ATTEST:

Clerk of the Board of Supervisors

Chair of the Board of

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	NAME	[NUMBER AND NAME]	TO	AND NAME	[NUMBER]	LENGTH MILES	MAP NUMBER	MAP COORDINATE	REMARKS	NON COUNTY	CONSTRUCTED	TAB5 FROM
1	101		PLINCO MINE RD	8089		LAS CO				7.940	09E	09D			7940	
1	102		PATTERSON ST	102A CHILCOOT AVE		SH070				0.218	09F	09E			218	
1	103		DOTTA GUIDICI RD	SH070		SH284				3.910	09F	09F			3910	
1	104		EDE ST	SH049		SH070				0.310	09F	09F			310	
1	105		DOTTA LN	SH049		117 SIERRA VLY RD				1.790	09F	07G			1790	
1	106		MADDALENA RD	SH070		END				2.820	09F32	03H			2820	
1	107	1	DYSON LN	109 BECKWOURTH CP RD		108				3.260	09F32	10C			3260	
1	107	3	DYSON LN	108		SH049				6.930	09F32	09H			6930	
1	108		BCKWRTH LYLTN RD	107 DYSON LN		SH070				4.320	09F32	08H			4320	
1	109		BECKWOURTH CALP RD	SH070		SIE CO				8.630	09F32	02A			8630	
1	110		RENFR0 LN	SH070		END				0.006	09F	09E			6	
1	111		BCKWRTH GENIESE RD	SH070		PLU NF				2.500	09F32	02C			2500	
1	113	4	GRIZZLY RD	111 BCKWRTH GEN RD		8076				20.075	08E	10E			20075	
1	113	6	GRIZZLY RD	126 LAKE DAVIS RD		PLU NF				4.160	09F1	01B			4160	
1	113	7	GRIZZLY RD	PLU NF		SH070				2.200	09F31	04B			2200	
1	114	10	PORTOLA MCLEARS RD	IN PLU NF	SH089 TO	PRTL				0.750	08F45	02E			750	
1	114		PRTL MCLEARS RD	SH089		SIE CO				6.360	08F45	02E			6360	
1	117		SIERRA VALLEY RD	107 DYSON LN		END				3.750	09F	08E			3750	
1	118		HARRIET LN	107 DYSON LN		SIE CO				3.000	09F32	10K			3000	
1	119		VINTON TR STA RD	SH070		END				0.038	09F	05G			38	
1	120			SH070		END				0.040	09F31	03A			40	
1	121		RAMELL GREIG RD	SH49		END				1.250	09F	08F			1250	
1	122		MEADOW WAY	PRTL		END				1.051	09F31	02E			1051	
1	123		CEMETERY RD	112		END				0.140	09F31	01H			140	
1	124		ROCKY POINT RD	SH070 (west)		SH070 (east)				2.273	09F31	03E			2273	
1	125		SH070 (west)	SH070 (east)		SH070 (east)				0.966	09F31	01J			966	
1	126	10	LAKE DAVIS RD	IN PLU NF	PRTL TO	112				2.500	09F31	02C			2500	
1	126		LAKE DAVIS RD	PRTL		112 GRIZZLY RD				4.695	09F31	02C			4695	
1	127		PLUMAS AVE	112 GRIZZLY RD		END				0.265	09F31	03C			265	
1	128		OLD GRIZZLY RD	112 GRIZZLY RD (north)		112 GRIZZLY RD (south)				0.668	09F	04B			668	
1	131		SOUTH DELLEKER RD	SH070		132 INDUSTRIAL WY				0.266	09F31	04A			266	
1	132		INDUSTRIAL WY	SH070		END				0.260	09F32	02D			260	
1	133		PORTOLA PARK RD	126 LAKE DAVIS RD		END				0.155	09F31	02C			155	
1	134		TOMMY'S LN	SH070		END				0.200	08F55	04J			200	
1	135		PARK AVE	SH070		END				0.019	09F	06H			19	
1	136		NORTH INDUSTRIAL WAY	SH070		END				0.553	09F32	002			553	
1	137		NERVINO RD	136 NORTH INDUSTRIAL WAY		END				0.167	09F32	002			167	
1	138		INDUSTRIAL WAY	END		END				0.133	09F31	04A			133	
1	138		PARKERS RD	SH070		END				0.540	08F34	04E			540	
1	139		CHILCOOT AVE	102A CHILCOOT AVE		END (east)				0.526	09F	05G			526	
1	102A		MCKISSIK ST	SH070		END				0.072	09F	05G			72	
1	108A		HAWLEY RD	SH070		END				0.460	09F32	02E			460	
1	109B		FRANCE RD	109 BECKWOURTH CP RD		END				0.190	09F	07C			190	
1	117A		SIERRA VLY MCN LN	117 SIERRA VLY RD		118 HARRIET LN				3.230	09F	07E			3230	
1	124A		PARKSIDE LN	124		END				0.161	09F31	03E			161	
1	124B		PARKSIDE LN	124 ROCKY PT RD		END				0.239	09F31	03E			239	
1	125A			125		END				0.114	09F32	02A			114	
1	AA01		MAGNOLIA AVE	PRTL		END				0.280	09F31	02D			280	
1	BW02		MYRTLE ST	BW02 INDIAN ST		BW06 BECKWOURTH ST				0.070	09F32	02C			70	
1	BW03		NORTH ST	BW05 GREELEY ST		111				0.190	09F32	02C			190	
1	BW04		MAIN ST	111		END				0.300	09F32	02C			300	
1	BW05		GREELEY ST	BW04 MAIN ST		END				0.180	09F32	02C			180	
1	BW06		BECKWOURTH ST	BW02 MYRTLE ST		BW04 MAIN ST				0.120	09F32	02C			120	
1	BW08		INDIAN ST	BW04 MAIN ST		BW02 MYRTLE ST				0.130	09F32	02C			130	
1	BW09		NEW ST	BW04 MAIN ST		SH070				0.070	09F32	02C			70	

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER AND NAME]	MAP COORDINATE	MILEAGE FROM TAB 5	NON COUNTY CONSTRUCTED
1	CE01	CROCKER COURT	WE10 VALLEY VIEW DR	END	0.230	09F1	03D	230	
1	CE02	CULL COURT	WE10 VALLEY VIEW DR	END	0.120	09F1	03D	120	
1	CE03	PINE CT	112	END	0.050	09F1	03C	50	
1	DE01	10 DELLEKER RD	PLU NF	END	0.100	09F31	03A	100	
1	DE01	DELLEKER RD	SH070	PLU NF	0.450	09F31	03A	450	
1	DE02	ESCONDIDO WAY	DE01 DELLEKER RD	END	0.200	09F31	03A	200	
1	DE03	MONTANA CT	DE02 ESCONDIDO WAY	END	0.080	09F31	03A	80	
1	DE04	ARRIBA AVE	DE01 DELLEKER RD	END	0.260	09F31	03A	260	
1	DE05	BELLA VISTA DR	DE01 DELLEKER RD	DE04 ARRIBA	0.620	08F35	03K	620	
1	DE06	LADERA LN	DE01 DELLEKER RD	DE05 BELLA VISTA DR	0.220	09F31	03A	220	
1	DE07	HUERTA WAY	DE05 BELLA VISTA DR	DE06 LADERA LN	0.110	08F35	03K	110	
1	DE08	CUESTA WAY	DE05 BELLA VISTA DR	DE06 LADERA LN	0.170	08F35	03K	170	
1	DE09	COLINA CT	SH070	END	0.080	09F31	03A	80	
1	DE10	DELLEKER PARK DR	DE10 DELLEKER PK DR	END	0.096	08F35	04K	96	
1	DE11	HORSESHOE TRAIL	DE10 DELLEKER PK DR	DE12 N HORSESHOE TR	0.098	08F35	04K	98	
1	DE12	N HORSESHOE TRAIL	DE10 DELLEKER PK DR	END	0.067	08F35	04K	67	
1	FL01	HIDDEN VALLEY RD	SH284	END	0.107	09F	05G	107	
1	FL02	MEADOW VIEW LN	FL01 HIDDEN VLY RD	END	0.251	09F	05G	251	
1	PH01	WOLF AVE	127 PLUMAS AVE	PH04 GRIZZLY WY	0.208	09F31	03C	208	
1	PH02	COUGAR WAY	127 PLUMAS AVE	PH01 WOLF AVE	0.038	09F31	03C	38	
1	PH03	BEAR WAY	127 PLUMAS AVE	PH01 WOLF AVE	0.049	09F31	03C	49	
1	PH04	GRIZZLY WAY	127 PLUMAS AVE	PH01 WOLF AVE	0.192	09F31	03C	192	
1	PH05	OTTER WAY	PH01 WOLF AVE	END	0.120	09F31	03C	120	
1	WE01	FAWN LN	112	END	0.410	09F	04B	410	
1	WE02	CHIPMUNK LN	112	END	0.060	09F	04B	60	
1	WE10	VALLEY VIEW DR	112	END	0.720	09F1	03D	720	
1	WE11	SIERRA CT	WE10 VLY VIEW DR	END	0.050	09F1	03D	50	
2	111	1 BCKWRTH GENEESE RD	PLU NF	111A GEN IND CR RD	28.380	09F	04C	283.80	
2	112	3 GENEESE RD	111A GEN IND CR RD	113	4.150	09F	09F	41.50	
2	112	3 GENEESE RD	207 ARLINGTON RD	111 BCKWRTH GEN RD	6.450	08E52	01G	64.50	
2	112	1 MAIN ST	SH089	112 NORTH VALLEY RD	0.900	08E41	03E	900	
2	112	2 NORTH VALLEY RD	112 MAIN ST	207 ARLINGTON RD	10.480	08E41	02F	104.80	
2	113	5 GRIZZLY RD	8076	126 LAKE DAVIS RD	5.855	09F1	01B	58.55	
2	201	10 OLD HAUN RD	PLU NF	SH089	4.600	07E35	07C	46.00	
2	201	10 OLD HAUN RD	SH147	PLU NF	2.800	07E35	07C	28.00	
2	202	1 GRNVL WOLF CR RD	SH089	202B PINEBROOK WY	2.180	08E41	04E	21.80	
2	202	2 GRNVL WOLF CR RD	202A SETZER CR RD	202A SETZER CR RD	0.400	08E1	05C	400	
2	202	3 GRNVL WOLF CR RD	202A SETZER CR RD	SH089	1.110	08E1	05C	11.10	
2	203	10 GRNVL RND VLY RD	PLU NF	204	2.490	08E41	04E	24.90	
2	203	GRNVL RND VLY RD	202 GRNVL WOLF CR RD	PLU NF	0.300	08E41	04E	300	
2	204	DX CYN AND LNG RD	8047	SH089	7.020	07E	08J	7020	
2	205	INDIAN FLS PXTN RD	END	END	1.490	08E51	06A	1490	
2	206	STAMPFLI LANE RD	112	SH089	3.040	08E	08C	3040	
2	207	1 ARLINGTON RD	SH089	TV1 ANNIE ST	4.460	08E41	10H	44.60	
2	207	3 ARLINGTON RD	207	112 BECKWORTH GRN	0.430	08E52	01F	43.0	
2	207	2 MAIN ST	TV1 ANNIE ST	207	0.290	08E52	01F	29.0	
2	208	CHINA GRADE RD	403 MT HOUGH CR LK	207 ARLINGTON RD	5.240	08E52	07D	52.40	
2	209	TAYLRLV TR STA RD	112 NORTH VALLEY RD	END	0.180	08E	08C	18.0	
2	211		112	207	1.070	08E	08C	107.0	
2	213	1 DIAMOND MT RD	112	214 NO ARM RD	5.290	08E	08C	52.90	
2	213	3 DIAMOND MT RD	214 NO ARM RD	LAS CO	15.770	08E	07D	157.70	
2	214	NO ARM RD	112	213 DIAMOND MT RD	6.560	08E	08D	65.60	
2	215	HIDEAWAY RD	SH089	203	1.009	08E41	04F	100.9	
2	216	FORGAY RD	SH089	216 PIONEER RD	3.003	08E41	04H	300.3	
2	216	5 PIONEER RD	SH089	216 FORGAY RD	0.497	08E41	06J	49.7	

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER AND NAME]	ENGTH MILES	MAP NUMBER	MAP COORDINATE	MILEAGE FROM TABS IN CONSTRUCTED NON COUNTY
2	217	PECK VLY RD	112	END	SH089 (south)	0.640	08E41	02G	640	
2	218	ALTA CAMP RD	SH089 (north)	END	SH089	0.230	08E41	02E	230	
2	219	WILLIAMS VALLEY RD	112 MAIN ST	END	1.598	08E41	02F	1598		
2	220	LO WILLIAMS VLY RD	219 WILLIAMS VLY RD	END	0.100	08E	07A	100		
2	221	WARD CREEK RD	112 BECKWITH TAY RD	END	0.429	08E	10E	429		
2	111A	GENESE INDN CR RD	111 BCKWRTH GEN RD	8106	0.680	08E	09F	680		
2	111B	5 ANTELOPE RD	PLU NF BDRY	END	0.131	08E	09F	131		
2	111B	ANTELOPE ROAD	111A GEN INDN CR RD	PLU NF BDRY	0.308	08E	09F	308		
2	112A	WALKER MINE RD	112	112	2.070	08F	02F	2070		
2	112C	GREENVILLE RES RD	112	END	0.370	08E	07B	370		
2	201A	GREENVILLE DUMP RD	SH089	END	0.450	08E41	02E	450		
2	201B	WILLOW WY	SH089 (north)	SH089 (south)	1.000	08E41	02E	1000		
2	202A	SEITZER CAMP RD	202 GRANVL WOLF CR RD	SH089	0.110	08E	07E	110		
2	202B	PINEBROOK WAY	202 GRANVL WOLF CR RD	END	0.180	08E	07A	180		
2	207A	JOHNSON RANCH RD	207 (west)	207 (east)	0.490	08E	01E	490		
2	207C	OLD ARLINGTON RD	207	END	0.300	08E41	10J	300		
2	214A	LIGHTS CREEK LN	213 DIAMOND MT RD	214 NO ARM RD	0.220	08E	07D	220		
2	306A	LITTLE SENECA RD	306 SENECA RD	END	0.300	07E	08H	300		
2	AR01	OPENSHAW RD	207	AR02 MARIE DR	0.100	08E52	01B	100		
2	AR02	MARIE DR	END (west)	END (east)	0.270	08E52	01B	270		
2	CM01	SCHOOL ST	CM04 CARTER ST	CM11	0.213	08E41	09J	213		
2	CM02	CRESCENT ST	CM11	CM04 CARTER ST	0.140	08E41	09J	140		
2	CM03	MAIN ST	SH089 (south)	SH089 (north)	0.600	08E41	09J	600		
2	CM04	CARTER ST	SH083	END	0.310	08E41	09J	310		
2	CM05	WILLOW ST	CM04 CARTER ST (west)	CM04 CARTER ST (east)	0.160	08E41	09J	160		
2	CM06	OLD GREEN MTN RD	CM04 CARTER ST	END	0.330	08E41	09J	330		
2	CM07	ALDER ST	CM05 WILLOW ST	CM04 CARTER ST	0.100	08E41	09J	100		
2	CM08	OLD WAGON RD	SH089	END	0.189	08E41	09J	189		
2	CM09	SOBREIRO WY	CM04 CARTER ST	CM10	0.097	08E41	09J	97		
2	CM10	BACHER ST	CM01 SCHOOL ST	CM02 CRESCENT ST	0.035	08E41	09J	35		
2	CM11	CM01 SCHOOL ST	CM01 SCHOOL ST	CM03 MAIN ST	0.037	08E41	09J	37		
2	GV01	AYOOB ALLEY	SH089 (west)	SH089 (east)	0.228	08E41	04E	228		
2	GV02	CHURCH ST	GV04 BUSH ST	GV07 PINE ST	0.130	08E41	04E	130		
2	GV03	HAMBLIN AVE	GV06 JESSIE ST	GV05 GRAND ST	0.100	08E41	03F	100		
2	GV04	BUSH ST	GV05 GRAND ST	112 MAIN ST	0.160	08E41	03F	160		
2	GV05	GRAND ST	SH089	GV04 BUSH ST	0.130	08E41	03F	130		
2	GV06	JESSIE ST	SH089	GV04 BUSH ST	0.130	08E41	03F	130		
2	GV07	PINE ST	112	SH089	0.100	08E41	04E	100		
2	GV08	BIDWELL ST	112	SH089	0.100	08E41	03E	100		
2	GV09	MILL ST	SH089	202	0.130	08E41	03E	130		
2	GV10	HILLSIDE DR	SH089	END	0.350	08E41	03E	350		
2	GV11	LANDON AVE	202	GV18 KINDER AVE	0.100	08E41	03D	100		
2	GV12	FORGAY AVE	GV16 SECOND ST	202	0.120	08E41	03D	120		
2	GV13	HUDSON AVE	202	GV14 HIGBIE AVE	0.200	08E41	03D	200		
2	GV14	HIGBIE AVE	202	GV18 KINDER AVE	0.190	08E41	03D	190		
2	GV15	FIRST ST	GV14 HIGBIE AVE	GV11 LANDON AVE	0.200	08E41	03D	200		
2	GV16	SECOND ST	GV18 KINDER AVE	GV14 HIGBIE AVE	0.114	08E41	03D	114		
2	GV17	WILLIAMS WY	GV14 HIGBIE AVE	GV11 LANDON AVE	0.187	08E41	03D	187		
2	GV18	KINDER AVE	202	GV14 HIGBIE AVE	0.415	08E41	03E	415		
2	GV19	HOT SPRINGS RD	SH089	END	0.460	08E41	04F	460		
2	GV20	STANDART MINE RD	SH089	SH089 (east)	1.180	08E41	04G	1180		
2	GV21	HUMPHREY CIR	SH089 (west)	GV09 MILL ST	0.180	08E41	04G	180		
2	GV22	FRANKLIN ALLEY	SH089	GV09 MILL ST	0.040	08E41	03E	40		
2	GV23	LANDON ALLEY	GV11 LANDON AVE	GV14 HIGBIE AVE	0.148	08E41	03D	148		
2	GV24	THIRD ST	GV13 HUDSON AVE	GV18 KINDER AVE	0.043	08E41	03D	43		

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]		TO [NUMBER AND NAME]		LENGTH MILES	MAP NUMBER	MAP COORDINATE	MILEAGE FROM CONSTRUCTED END	NON COUNTY
				END	END	END	END					
2	GV25	JUSTICE LN	SH089 CRESCENT	END	END	0.053	08E41	04E			53	
2	GV26		GV19 HOT SPRINGS RD (west)	GV19 HOT SPRINGS RD (east)	END	0.100	08E41	04F			100	
2	GV27	HIDEAWAY LN	2.5 HIDEAWAY RD	END	END	0.104	08E41	04F			104	
2	GV28	CEDAR DR	2.5 HIDEAWAY RD	END	END	0.100	08E41	04F			100	
2	GV29	GREEN MEADOWS LN	GV19 HOT SPRINGS RD	END	END	0.320	08E41	03F			320	
2	GV30	GREENVILLE PARK RD	GV19 HOT SPRINGS RD	END	END	0.400	08E41	04G			400	
2	IF01	THIRD ST	IF03 CARROL AVE	IF06 ROEDER AVE	END	0.170	08E51	04D			170	
2	IF02	FOURTH ST	IF03 CARROL AVE	IF07 THOMPSON AVE	END	0.230	08E51	04D			230	
2	IF03	CARROL AVE	IF01 THIRD ST	END	END	0.180	08E51	04D			180	
2	IF04	INDIAN FALLS RD	SH089	END	END	0.370	08E51	04D			370	
2	IF05	HANNON AVE	END	END	END	0.280	08E51	04D			280	
2	IF06	ROEDER AVENUE	END	IF08 FIFTH ST	END	0.300	08E51	04D			300	
2	IF07	THOMPSON AVE	IF02 FOURTH ST	IF08 FIFTH ST	END	0.130	08E51	04D			130	
2	IF08	FIFTH ST	IF04 INDIAN FALLS RD	END	END	0.040	08E51	04D			40	
2	IF09	FIFTH ST	IF07 THOMPSON AVE	END	END	0.100	08E51	04D			100	
2	MH01	HIGHLAND RD	2.6 PIONEER RD	END	END	0.170	08E41	06I			170	
2	MH02	MT HOUGH CIR	2.6 PIONEER RD	END	END	0.050	08E41	06J			50	
2	MH03	MOUNTAIN VIEW RD	2.6 PIONEER RD	END	END	0.380	08E41	06I			380	
2	MH04	VALLEY VIEW RD	MH03 MTN VIEW RD	2.6 PIONEER RD	END	0.070	08E41	06J			70	
2	MW01	WAGON RD	CH02 FEATHER RIVER	END	END	0.615	07E23	03G			615	
2	MW02	MEADOW RD	MW01 WAGON RD	END	END	0.228	07E23	03G			228	
2	MW03	SETTLERS RD	MW03 MEADOW RD	END	END	0.358	07E23	03G			358	
2	TV01	ANNE ST	TV02 HODGKINS ST	END	END	0.160	08E52	01F			160	
2	TV02	NELSON ST	TV04 WARREN ST	END	END	0.210	08E52	01F			210	
2	TV03	THOMPSON ST	TV01 ANNE ST	TV03 CEMETERY ST	END	0.390	08E52	01F			390	
2	TV04	WARREN ST	TV01 ANNE ST	TV02 NELSON ST	END	0.230	08E52	01F			230	
2	TV05	CARRIE ST	TV03 THOMPSON ST	211	END	0.090	08E52	01F			90	
2	TV06	PORTSMOUTH ST	TV01 ANNE ST	TV03 CEMETERY ST	END	0.230	08E52	01F			230	
2	TV07	HODGKINS ST	TV01 ANNE ST	TV02 NELSON ST	END	0.070	08E52	01F			70	
2	TV08	CEMETERY ST	TV04 WARREN ST	207	END	0.120	08E52	01F			120	
2	TV09	FISHER ALLEY	2.1	TV03 THOMPSON ST	END	0.063	08E52	01F			63	
3	305	3 PRTVL BUT RSVR RD	8045	PLU NF BDRY	END	7.230	07E	08G			7230	
3	305	15 PRTVL BUT RSVR RD	PLU NF BDRY	SH089	END	2.300	07E34	09B			2300	
3	305	35 PRTVL BUT RSVR RD	SH089	LAS NF BDRY	END	0.400	6	05C			400	
3	306	SENECA RD	SH089	310 ALMANOR DR W	END	0.185	07E34	05D			185	
3	307	10 HUMBBLG RD	IN LAS NF BUT CO TO	305 HMBG HUM CROSS	END	10.130	07E35	10B			10130	
3	307	HUMBBLG RD	BUT CO	309 HMBG HUM CR RD	END	11.340	07E33	06A			11340	
3	308	10 HUMBBLD RD	IN LAS NF SH059 TO	BUT CO	END	4.000	07E	08C			4000	
3	308	HUMBBLD RD	SH089	BUT CO	END	12.590	07E33	06C			12590	
3	309	10 HMBG HUM CROSS RD	IN LAS NF 305 TO	308 HUMBOLDT RD	END	4.000	07E33	03J			4000	
3	309	HMBG HUM CROSS RD	307 HUMBOLDT RD	308 HUMBOLDT RD	END	2.330	07E34	05C			2330	
3	310	5 ALMANOR DR WEST	SH089 (east)	LAS NF BDRY	END	1.000	07E33	06C			1000	
3	310	10 ALMANOR DR WEST	LAS NF BDRY	305 PRTVL BUT RSVR R	END	1.700	07E34	04B			1700	
3	310	15 ALMANOR DR WEST	305 PRTVL BUT RSVR R	LAS NF BDRY	END	0.550	07E34	04C			550	
3	310	20 ALMANOR DR WEST	LAS NF BDRY	SH059 (west)	END	0.600	07E34	05D			600	
3	311	1 SECTION OLD BL RD	312	TEH CO	END	1.200	07E34	06E			1200	
3	312	10 CHESTER WAR VLY RD	LAS NF	8140	END	7.800	07E	02D			7800	
3	312	CHESTER WAR VLY RD	CH02 FEATHER RIV DR	LAS NF	END	10.889	07E23	02B			10889	
3	313	A13	SH036	SH47	END	2.800	07E23	03F			2800	
3	314	BIG SPRGS CO RD	313 A 13	LAS CO	END	3.790	07E24	04F			3790	
3	318	10 CHESTER JUN LK RD	LAS NF	8142	END	3.440	07E24	07K			3440	
3	318	CHESTER JUN LK RD	312	LAS NF	END	5.470	07E	02E			5470	
3	320	CATFISH BEACH RD	SH036	SH036	END	3.500	07E23	03F			3500	
3	321	BIG SPRINGS RD	3 3 A 13 (west)	313 A 13 (east)	END	0.540	07E24	03B			540	
3					END	2.000	07E24	07J			2000	

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

ROAD NUMBER	ROAD SEGMENT	ROAD NAME	[NUMBER AND NAME]		[NUMBER AND NAME]	LENGTH MILES	MAP NUMBER	MAP COORDINATE	REMARKS	EASEMENT FROM	EASEMENT TO	NON COUNTY CONSTRUCTED
			FROM	TO								
3	322	INDIAN HILLS RD	SH036	END		2.310	07E24	04F		2310		
3	323	CLIFFORD DR	313 A13	END		2.517	07E24	06G		2517		
3	324	ROSEBURG CIR	SH036	END		0.409	07E23	08E		409		
3	325	ROCKY PT CAMP GR R	SH089	END		1.000	07E24	07H		1000		
3	327	INDIAN HILLS RD	SH147	END		0.218	07E33	05C		218		
3	328	RIVER BEND WY	SH147	END		0.422	07E25	09B		422		
3	329	OLD STATE HWY	SH089	END		0.140	07E24	08B		140		
3	330	WARNER CREEK RD	SH147	END		0.180	07E24	3F		180		
3	332	HARKNESS DR	SH147 (north)	SH147 (south)		0.290	07E35	10B		290		
3	333	PENINSULA DR	SH147	END		0.640	07E	02D		640		
3	334	LAKE ALMANOR DR	SH147	END		0.307	07E	02D		307		
3	335	FIREHOUSE RD	SH147	END		2.000	07E24	06J		2000		
3	336	STOVER MOUNTAIN RD	SH036	END		0.740	07E25	08A		740		
3	337	STOVER MOUNTAIN RD	SH036	END		0.066	07E24	08G		66		
3	338	DYER DR	SH147	END		0.100	07E35	02C		100		
3	339	STOVER MOUNTAIN RD	SH147	END		0.190	07E5	10C		190		
3	340	NEW CHESTER DMP RD	SH147	END		1.250	07E23	06B		1250		
3	341	BIG COVE RD	SH147	END		2.000	07E23	07E		2000		
3	342	313A PENINSULA DR	SH147	END		1.050	07E24	04F		1050		
3	343	313A PENINSULA DR	SH147	END		1.200	07E24	03G		1200		
3	344	313A PENINSULA DR	SH147	END		0.902	07E24	06G		902		
3	AL01	POLE LINE RD	SH147	END		0.310	07E34	04C		310		
3	AL02	DUSTY RD	SH147	END		0.130	07E34	04C		130		
3	AP01	MONZANITA WAY	SH036	END		0.802	07E24	07G		802		
3	AP02	FIRLAND WAY	SH010	END		0.430	07E24	07G		430		
3	AP03	CEDAR CIR	SH010	END		0.100	07E24	07G		100		
3	AP04	MONZANITA WAY	SH010	END		0.030	07E24	07G		30		
3	AP05	MONZANITA WAY	SH010	END		0.030	07E24	07G		30		
3	AP06	MONZANITA WAY	SH010	END		0.130	07E24	07G		130		
3	AP07	MONZANITA WAY	SH010	END		0.100	07E24	08G		100		
3	AP08	REDWOOD CIR	SH010	END		0.030	07E24	08G		30		
3	AP09	PINE CIR	SH010	END		0.030	07E24	08G		30		
3	AP10	SPRUCE CIR	SH010	END		0.020	07E24	08G		20		
3	AW01	LAKE ALMANOR W DR	SH089	END		2.732	07E33	02H		2732		
3	AW02	KOKANEE TR	AW01 LK ALMANOR W	END		0.242	07E33	01H		242		
3	AW03	SLIM DR	AW01 LK ALMANOR W	END		0.828	07E33	01H		828		
3	AW04	LONG IRON DR	AW01 LK ALMANOR W	END		0.502	07E33	02J		502		
3	AW05	MARION TRL	AW01 LK ALMANOR W	END		0.339	07E33	01H		339		
3	AW06	OSPREY LOOP	AW01 LK ALMANOR W	END		1.480	07E33	02J		1480		
3	AW07	MAIDU DR	AW04 LONG IRON DR	END		0.574	07E33	02K		574		
3	AW08	MANZANITA DR	AW04 LONG IRON DR	END		0.314	07E33	02K		314		
3	AW09	RACCOON TR	AW04 LONG IRON DR	END		0.236	07E33	02J		236		
3	AW10	TOP OF THE WEST DR	AW05 OSPREY LOOP (west)	END		0.917	07E33	01H		917		
3	AW11	GOOSE BAY VIEW TRAIL	AW06 OSPREY LOOP	END		0.414	07E33	02H		414		
3	AW12	EAGLE CREST DR	AW10 TOP OF THE WEST DR	END		0.250	07E33	01J		250		
3	AW13	MORNINGSIDE CT	AW10 TOP OF THE WEST DR	END		0.081	07E33	01J		81		
3	BC01	RED RIVER DR	BC01 BAILEY CREEK DR	END		1.026	07E23	05G		1026		
3	BC02	DURKIN DR	323 CLIFFORD DR	END		0.636	07E24	05G		636		
3	BC03	GATEWAY DR	BC02 DURKIN DR	END		0.403	07E23	05G		403		
3	BC04	MANOR DR	BC03 GATEWAY DR	END		0.236	07E23	05G		236		
3	BC05	HIGHWOOD CIR	BC04 MANOR DR	END		0.299	07E23	05G		299		
3	BC06	BYRD CT	BC01 RED RIVER DR	END		0.034	08F11	05G		34		
3	BC07	FLINT WY	BC02 DURKIN DR (west)	END		0.430	07E24	06F		430		
3	BC08	BAILEY CREEK DR	BC12 DINSMORE DR	END		0.873	07E24	06F		873		
3	BC09	IDYLLBERRY CR	BC03 GATEWAY DR	END		0.288	07E24	01S		288		

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MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	NAME	[NUMBER AND NAME]	TO	[NUMBER AND NAME]	[NUMBER AND NAME]	MAP NUMBER	MAP COORDINATE	MILEAGE FROM CONSTRUCTED END	MILEAGE FROM NON COUNTY END
3	BC10	CREEKHAVEN DR	BC08 BAILEY CREEK DR	BC15						0.346	07E24	0F6	3.46
3	BC11	WALSH CT	BC10 CREEKHAVEN DR	END						0.500	07E24	F6	5.00
3	BC12	DINSMORE DR	BC10 CREEKHAVEN DR	END						0.634	07E24	0F6	6.34
3	BC13	MARINA DR	323 CLIFFORD DR	END						0.571	07E24	0F7	5.71
3	BC14	VILLAGE DR	BC13 MARINA DR	BC15						0.447	07E24	0F7	4.47
3	BC15	FROSTWOOD AVE	END (north)	END						0.188	07E24	06G	1.88
3	CH01	LASSEN ST	CH02 FEATHER RIV DR	END						0.640	07E23	03G	6.40
3	CH02	FEATHER RIVER DR	SH36	312 CHESTER WARNER						0.521	07E23	03G	5.21
3	CH03	STOVER RD	CH02 FEATHER RIV DR	END						0.120	07E23	03G	1.20
3	CH04	OLSEN ST	SH036	CH01 LASSEN ST						0.090	07E23	03G	90
3	CH05	GAY ST	CH13 FIRST AVE	CH11 MELISSA AVE						0.220	07E23	03G	220
3	CH06	BRIDGE ST	CH11 MELISSA AVE	CH08 FROST AVE						0.190	07E23	03G	190
3	CH07	PLUMAS ST	CH11 MELISSA AVE (west)	CH11 MELISSA AVE (east)						0.138	07E23	03G	138
3	CH08	FROST AVE	CH06 BRIDGE ST	CH05 GAY ST						0.050	07E23	03G	50
3	CH10	STONE AVE	SH036	CH07 PLUMAS ST						0.133	07E23	03G	133
3	CH11	MELISSA AVE	SH036	CH06 BRIDGE						0.518	07E23	03H	518
3	CH13	5 FIRST AVE	CH26 MOODY MEADOW RD	SH036						0.570	07E23	04G	570
3	CH13	FIRST AVE	END	CH26 MOODY MEADOW RD						1.900	07E23	07G	1900
3	CH14	SECOND AVE	CH21 RIVERSIDE AVE	END						0.458	07E23	03H	458
3	CH15	THIRD AVE	CH17 FIRST ST	CH21 RIVERSIDE AVE						0.230	07E23	04H	230
3	CH16	FOURTH AVE	CH19 THIRD ST	CH18 SECOND ST						0.120	07E23	04H	120
3	CH17	FIRST ST	CH13 FIRST AVE	CH15 THIRD AVE						0.170	07E23	04H	170
3	CH18	SECOND ST	CH16 FOURTH AVE	CH13 FIRST AVE						0.210	07E23	04H	210
3	CH19	THIRD ST	CH13 FIRST AVE	CH16 FOURTH AVE						0.210	07E23	04H	210
3	CH20	FOURTH ST	CH21 RIVERSIDE AVE	CH13 FIRST AVE						0.072	07E23	03G	72
3	CH21	RIVERSIDE AVE	CH20 FOURTH ST	CH16 FOURTH AVE						0.220	07E23	03H	220
3	CH22	WILLOW ST	CH13 FIRST AVE	SH036						0.130	07E23	03G	130
3	CH23	MYRTLE ST	SH036	CH13 FIRST AVE						0.190	07E23	03G	190
3	CH24	ASPEN ST	SH036	CH13 FIRST AVE						0.260	07E23	04G	260
3	CH25	CEDAR ST	SH036	CH13 FIRST AVE						0.320	07E23	04G	320
3	CH26	MOODY MEADOW RD	CH13 FIRST AVE	CH35 MARTIN WY						0.250	07E23	04G	250
3	CH27	FIR ST	CH35 MARTIN WY	END						0.050	07E23	04G	50
3	CH28	CROSS ST	CH26 MOODY MEADOW RD	CH24 ASPEN ST						0.220	07E23	04G	220
3	CH29	FIRST ST	SH036	CH28 CROSS ST						0.382	07E23	04G	382
3	CH30	FARRAR DR	SH036	CH31 RICHARDSON WY						0.310	07E23	04G	310
3	CH31	RICHARDSON WY	CH29 FIRST ST	CH30 FARRAR DR						0.400	07E23	04G	400
3	CH33	PINE WY	CH31 RICHARDSON WY	CH25 CEDAR ST						0.350	07E23	04G	350
3	CH34	IRWIN WY	CH35 MARTIN WY	SH036						0.130	07E23	04G	130
3	CH35	MARTIN WY	SH036	CH29 FIRST ST						0.280	07E23	04G	280
3	CH36	GLENWOOD DR	SH036	CH38 EDGEWOOD DR						0.080	07E23	04G	80
3	CH37	BRENTWOOD DR	CH38 EDGEWOOD DR	END						0.210	07E23	04G	210
3	CH38	EDGEMOOR DR	CH36 GLENWOOD DR	CH46 MAYWOOD DR						0.250	07E23	04G	250
3	CH39	INGLEWOOD DR	CH40 RIVERWOOD DR	CH38 EDGEWOOD DR						0.130	07E23	04G	130
3	CH40	RIVERWOOD DR	CH38 EDGEWOOD DR	SH036						0.300	07E23	04G	300
3	CH41	WILLOW WY	SH036 (north)	SH036 (south)						0.180	07E23	03G	180
3	CH42	LAUREL LN	CH13 FIRST AVE	CH22 WILLOW ST						0.118	07E23	04F	118
3	CH43	REYNOLDS RD	SH036	END						0.150	07E23	04G	150
3	CH44	SCHOOL ST	CH28 CROSS ST	END						0.070	07E23	04G	70
3	CH45		CH01 LASSEN ST	END						0.040	07E23	03G	40
3	CH46	MAYWOOD DR	CH38 EDGEWOOD DR	SH036						0.180	07E23	04F	180
3	CH47	JENSEN RD	SH036	END						0.180	07E23	04F	180
3	CH48	CAROL AVE	CH47 JENSEN RD	SH036						0.197	07E23	04F	197
3	CH49	NANCY AVE	CH48 CAROL AVE	SH036						0.137	07E23	04F	137
3	CH50		CH05 GAY ST	CH46 BRIDGE ST						0.047	07E23	03G	47
3	CH51	WILLHOTTE RD	CH13 FIRST AVE	CH54 WATSON RD						0.746	07E23	05G	746

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM	NAME	[NUMBER AND AND NAME]	TO	[NUMBER AND NAME]	LENGTH MILES	MAP NUMBER	MAP COORDINATE	DISTRICT	
											NON COUNTY 25 CONSTRUCTED MILEAGE FROM	NON COUNTY 551 CONSTRUCTED MILEAGE FROM
3	CH52	PURDY RD	CH13 FIRST AVE	CH54 WATSON RD	0.551	07E23	05G					
3	CH53	PEHAR RD	CH13 FIRST AVE	CH52 PURDY RD	0.409	07E23	05G					409
3	CH54	WATSON RD	CH13 FIRST AVE	SH056	0.771	07E23	05G					771
3	CH55	ANDREWS RD	CH13 FIRST AVE	CH57 SHERMAN RD	0.379	07E23	05G					379
3	CH56	LORRAINE DR	CH55 ANDREWS RD	CH13 FIRST AVE	0.237	07E23	05G					237
3	CH57	SHERMAN RD	CH56 LORRAINE DR	CH54 WATSON RD	0.404	07E23	05G					404
3	CH58	PEARL RD	CH56 LORRAINE DR	END	0.186	07E23	05G					186
3	CH59	MARIE RD	CH56 LORRAINE DR	END	0.087	07E23	05G					87
3	CH60	RED CEDAR WY	CH54 WATSON RD	END	0.117	07E23	05F					117
3	CH61	RED CEDAR CT	CH60 RED CEDAR WY	END	0.047	07E23	05F					47
3	CH62	BLACK OAK DR	CH51 WILLHOTER RD	CH62 BLACK OAK DR	0.072	07E23	05F					496
3	CH63	GREY BIRCH WY	CH51 WILLHOTER RD	END	0.190	07E23	05F					72
3	CH64	ALDON DR	SH036	CH65	0.172	07E23	05F					190
3	CH65	CH37 BRENTWOOD DR	CH65	END	0.073	07E23	05G					172
3	CH67	N SIERRA MIDS LN	CH11 MELLUSA AVE	END	0.054	07E23	05G					54
3	CH68	S SIERRA MIDS LN	CH11 MELLUSA AVE	END	0.904	07E23	05J					904
3	CH69	CHESTER AIRPORT RD	SH36	CH41 WILLOW WY	0.240	07E23	05G					240
3	CH70	MEADOW BROOK LOOP	SH036	CH69 CHESTER AIRPORT RD	0.183	07E23	06F					183
3	CH71	MASSON RD	CH70 MEADOWBROOK LOOP	END	0.134	07E23	05G					134
3	CH72	WILLOWOOD LN	END	END	0.440	07E25	05B					440
3	HB01	MARY ANN LN	3 13 A-13	END	0.640	07E25	07A					640
3	HB02	HILL CREST DR	HB01 MARY ANN LN	END	0.118	07E25	07A					118
3	HB03	LAKE VIEW WAY	3 13 A-13	HB01 MARY ANN LN (north)	0.759	07E25	08B					759
3	HB04	WOODLAKE DR	HB01 MARY ANN LN	END	0.111	07E25	07A					111
3	HB05	EVERGREEN CIR	HB04 WOODLAKE DR	END	0.429	07E25	08A					429
3	HB06	CEDAR LN	321	313 A-13	0.381	07E25	07A					381
3	HB07	PARK HILL DR	HB04 WOODLAKE DR (west)	HB04 WOODLAKE DR (east)	0.080	07E25	07A					80
3	HB08	FIR LANE	HB01 MARY ANN LANE	HB01 PARK HILL DR	0.045	07E25	08A					45
3	HB09	PARKSIDE WY	3 13 A-13	HB04 WOODLAKE DR	0.134	07E25	08A					134
3	HB10	CHER MAR LN	321 BIG SPRINGS DR	END	0.108	07E25	07A					108
3	HB11	SPRINGWOOD CIR	HB06 CEDAR LN	END	0.170	07E34	05D					170
3	PV01	TERRACE DR	PV04 WEST ST	PV05 SCOTT DR	0.070	07E34	05E					70
3	PV03	CENTER ST	PV01 TERRACE DR	310 ALMANOR DR WEST	0.160	07E34	05D					160
3	PV04	WEST ST	305	PV05 SCOTT DR	0.250	07E34	05D					250
3	PV05	SCOTT DRIVE	PV04 WEST ST	PV06 EAST ST	0.040	07E34	05E					40
3	PV06	EAST ST	PV05 SCOTT DR	310 ALMANOR DR WEST	0.040	07E34	05E					40
3	PV07	ASHLEY AVE	310 ALMANOR DR WEST	END	1.414	07F1	02C					1414
4	301	HIGHLANDS RD	423 BIG CREEK RD	SH070	0.470	07E1	02B					470
4	303	BELDEN TOWN RD	SH070	END	0.450	07E1	02C					450
4	304	RICHBAR RD	SH070	END	1.320	07E	106					1320
4	317	RUSH CREEK RD	SH070	8065	0.620	07E1	04B					620
4	319	DIGGER RAVINE RD	SH070	8047	0.250	07E1	04B					250
4	326	TWAIN STORE RD	SH070	417 BUTTERFLY VLY	2.260	08F	03D					2260
4	401	SQUIRREL CREEK RD	SH070	END	0.410	08F12	08G					410
4	402	MASSACK RD	8006	SH070	10.133	08F11	05K					10133
4	403	MT HOUGH CREEK RD	406 QUINCY JCT RD	END	2.600	08F11	08F					2600
4	404	10 CHANDLER RD	IN PLU NF	SH070 TO	4.100	08F12	05A					4100
4	404	CHANDLER RD	SH070 (west)	SH070 (east)	2.000	08F11	03F					2000
4	405	LEE RD	SH070	406 QUINCY JCT RD	2.160	08F12	08A					2160
4	406	10 QUINCY JCT RD	404 CHANDLER RD	END	0.510	08F11	05K					510
4	406	QUINCY JCT RD	SH070	404 CHANDLER RD	0.810	08F11	08E					810
4	408	WEST'S RANCH RD	SH070 (north)	END	1.050	08F11	07E					1050
4	409	BESKEEN LN	SH070	PLU NF	1.930	08F11	08F					1930
4	411	3 BUCKS LAKE RD	411 MAIN ST	414 BUCKS LAKE RD	4.530	08F11	07A					4530
4	411	9 BUCKS LAKE RD	PLU NF	414 BUCKS LAKE RD	4.530	08F11	07A					

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MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER]	MAP COORDINATE	MILEAGE FROM CONSTRUCTED END	MILEAGE FROM NON COUNTY LINE	OTHER AREA	LENGTH MILES	REMARKS
4	411	1	MAIN ST	SH070 CRESCENT ST	411 BUCKS LAKE RD		0.270	08F11	08F			
4	412		SILVER CREEK RD	414 BUCKS LAKE RD	END		1.000	07F15	09D			270
4	413		RANCH RD	414 BUCKS LAKE RD	413 SPANISH RANCH RD		0.409	07F15	07E	NEW		1000
4	413		SPANISH RANCH RD	413 SPANISH RANCH RD	411 BUCKS LAKE RD		0.365	07F15	07E	LIMIT CHANGE		409
4	414		BUCKS LAKE RD	BUCKS LAKE RD	433		13.000	07F	06D			365
4	414	5	BUCKS LAKE RD 433	433	411 BUCKS LAKE RD		11.940	07F	04F			13000
4	415		KEDDIE RESORT RD	SH070	END		0.450	08E51	09D			11940
4	416		OLD HWY RD	SH070 (north)	SH070 (south)		1.690	08E51	10E			450
4	417		BITELY VLY TWAIN RD	SH070	326 (MAIN ST. RD		8.340	08E51	10D			1690
4	418		OLD MEADOW VLY RD	411 BUCKS LAKE RD (west)	411 BUCKS LAKE RD (east)		0.270	08F11	08E			8340
4	419	5	GOLDEN EAGLE AVE	SH070	END		0.568	08F11	06E			270
4	420		BLACKHAWK RD	SH070	8019		1.121	08F11	03F			568
4	422		COPIHER HILL LAND R	425 SNAKE LAKE RD	END		0.542	07F15	06G			1212
4	423		BIG CREEK RD	414 BUCKS LAKE RD (west)	414 BUCKS LAKE RD (east)		0.222	07F1	02B			542
4	424		KELSEY LN	406 QCY JCT RD	411 BUCKS LAKE RD		0.270	08F11	07G			9537
4	425		COUNTRYMAN DR	423 BIG CREEK RD	429 GRIZZLY LOOP		0.502	07F1	02C			222
4	426		GANSNER PARK DR	409 BESKEEN LANE	END		0.242	08F11	07E			502
4	427		RUTHERFORD AVE	419 GOLDEN EAGLE AVE	END		0.250	08F11	06C			242
4	428		SCHNEIDER CRK RD	414 BUCKS LAKE RD	8022 SCHNEIDER CRK		0.284	07F15	09D			250
4	429		GRIZZLY LOOP	423 BIG CREEK ROAD (west)	423 BIG CREEK ROAD (east)		0.586	07F1	02D			284
4	430		JOYCE COURT	429 GRIZZLY LOOP	END		0.140	07F1	02D			586
4	431		SPANISH CREEK RD	SH070	END		0.817	08F11	07E			140
4	432		AMERICAN WAY	406 QUINCY JCT RD	404 CHANDLER RD		0.505	08F11	05K			817
4	433		BUCKLIN RD	414 BUCKS LAKE RD	8024		2.293	07F	04F			558
4	434		SOUTH PADRE LN	411 BUCKS LAKE RD	END		0.058	07F15	07E			2293
4	435		SNAKE LAKE RD	411 BUCKS LAKE RD	END		2.350	07F15	06G			58
4	436		MEADOW VLY CEM RD	414 BUCKS LAKE RD	END		0.114	07F15	06G			2350
4	437		PURDY LN	SH070	END		0.300	08F11	06D			114
4	438		DARBY LN	414 BUCKS LAKE RD	END		0.032	07F	054			300
4	508		GREENHORN RANCH RD	8057	SH070		2.052	08F23	03D			32
4	510		RADIO HILL RD	SH070	END		0.490	08F11	08H			2052
4	511	1	QUINCY LA PORTE RD	SH070	PLU NF		2.100	08F12	08B			490
4	523		REDKEY WY	404 CHANDLER RD	END		0.018	08F12	06B			2100
4	532	2	HARRISON RD	508A	PLU NF		2.200	08F23	05G			18
4	532	4	OLD STATE HWY	PLU NF	508 GREENHORN RANCH RD		0.750	08F23	03F			650
4	532	1	HARRISON RD	SH070	508A		0.350	08F23	05G			2200
4	303A		HOWELLS RD	303 BELDEN TOWN RD	END		1.400	07E1	02B			350
4	317A		VIRGINIA DEPOT RD	SH070	END		0.050	10E	10G			1400
4	402A		OLD STATE HWY	SH070	END		0.650	08F12	10H			50
4	403A		OAKLAND CAMP RD	404 CHANDLER RD	END		0.256	08F12	03C			650
4	404A		BELL LN	406 QUINCY JCT RD	405 LEE RD		1.670	08F1	04H			256
4	405A		BARLOW	SH070	404 CHANDLER RD		0.950	08F1	06H			1670
4	406A		COUNTY HOSPITAL RD	419 GOLDEN EAGLE DR (west)	419 GOLDEN EAGLE DR (east)		0.120	08F12	03B			150
4	415A		SPANISH OAKS LN	415 KEDDIE RESORT RD	END		0.440	08F11	06E			120
4	416A		ROUNDHOUSE RD	SH070	END		0.200	08E51	09D			440
4	416B			416 OLD HWY RD	END		0.360	08E51	10D			200
4	508B		RAIL ROAD ST	SH070	END		0.150	08E51	10E			360
4	508C			8056	END		0.410	08F23	03B			150
4	BE01		VALLEY VIEW DR	BE07 BELLAMY LN	8008		0.100	08F23	04B			100
4	BE02		EDGEWOOD DR	BE05 MEADOW WY	BE06 WILDWOOD CT		0.470	08F1	08D			470
4	BE03		DAISY LANE	BE01 VALLEY VIEW DR	END		0.080	08F1	08D			80
4	BE04		WILLOW WY	BE01 VALLEY VIEW DR	END		0.040	08F1	08D			40
4	BE05		MEADOW WAY	411 VALLEY VIEW DR	END		0.030	08F1	08D			30
4	BE06		WILDWOOD CT	BE01 VALLEY VIEW DR	END		0.090	08F1	08D			90
4				BE01 VALLEY VIEW DR	END		0.050	08F1	08D			50

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Numerical

ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER]	NAME	TO [NUMBER]	AND NAME]	[NUMBER]	MAP COORDINATE	MILEAGE FROM CONSTRUCTION LINE	MILEAGE FROM NON CONSTRUCTION LINE	
4	BE07	BELLAMY LN	4111		BE01	VALLEY VIEW DR	0.100	08F11	08D	100	
4	BE08	GANSNER CREEK CT	BE01	VALLEY VIEW DR	END		0.080	08F11	8E	80	
4	EQ01	CLAREMONT WAY	EQ04	MILL CR RD	END		0.160	08F11	08K	160	
4	EQ02	ELM ST	405	LEE RD	END		0.120	08F12	08A	120	
4	EQ03	ALTA AVE	405	LEE RD	SH070		0.100	08F11	08K	100	
4	EQ04	MILL CREEK RD	405	LEE RD	END		0.670	08F11	08J	670	
4	EQ05	20 PIONEER RD	405	LEE RD (west)	END (east)		0.495	08F11	08H	495	
4	EQ05	PIONEER RD	405	LEE RD	EW28	WEST ST	0.150	08F11	08J	150	
4	EQ06	ROGERS AVE	405	LEE RD	EQ05	PIONEER RD	0.090	08F11	08J	90	
4	EQ07	REDBERG AVE	SH070		EQ05	PIONEER RD	0.192	08F11	08J	192	
4	EQ08	MANZANITA WY	EQ29	WEST ST	EQ07	REDBERG AVE	0.070	08F11	08J	70	
4	EQ09	PLU FAIRGROUND RD	SH070		EQ03		0.250	08F11	08J	250	
4	EQ10	CEDAR ST	EQ16	THIRD ST	EQ01	KATHERINE ST	0.170	08F12	09A	170	
4	EQ11	FIRST ST	SH070		END		0.651	08F12	09A	651	
4	EQ12	1 PINE ST	END (west)	EQ01	FIRST ST	EQ01	FIRST ST	0.070	08F12	08A	70
4	EQ12	3 PINE ST	EQ01	FIRST ST	EQ19	REESE AVE	0.220	08F12	08A	220	
4	EQ12	5 PINE ST	EQ01	REESE AVE	END (east)		0.070	08F12	08A	70	
4	EQ13	CENTER ST	EQ18	FIFTH ST	EQ04	MILL CREEK RD	0.602	08F12	09A	602	
4	EQ14	MANSELL ST	EQ01	FIRST ST	EQ1	8 FIFTH ST	0.250	08F12	09A	250	
4	EQ15	SECOND ST	EQ01	MANSELL ST	EQ01	CEDAR ST	0.210	08F12	09A	210	
4	EQ16	THIRD ST	EQ01	2 PINE ST	END		0.300	08F12	09A	300	
4	EQ17	FOURTH ST	EQ12	PINE ST	EQ12	PINE ST	0.260	08F12	09A	260	
4	EQ18	FIFTH ST	EQ14	MANSELL ST	EQ12	PINE ST	0.260	08F12	09A	260	
4	EQ19	REESE AVE	EQ12	PINE ST	SH070		0.080	08F12	08A	80	
4	EQ20	OLD HWY	SH070		END		0.300	08F12	08B	300	
4	EQ21	KATHERINE ST	EQ10	CEDAR ST	EQ26	CRAWFORD ST	0.250	08F12	09A	250	
4	EQ22	KAREN ST	EQ10	CEDAR ST	EQ26	CRAWFORD ST	0.250	08F12	09A	250	
4	EQ23	SYLVAN WAY	405A	BELL LN	END		0.150	08F11	06J	150	
4	EQ24	MEADOW LN	405	LEE RD	END		0.120	08F12	08A	120	
4	EQ25	CLOUGH ST	SH070		END		0.237	08F12	08A	237	
4	EQ26	CRAWFORD ST	EQ01	1 FIRST ST	EQ37	SIERRA WAY	0.181	08F12	09A	181	
4	EQ27	ABERNETHY LN	SH070		END		0.114	08F11	09J	114	
4	EQ28	SOUTH REDBERG AVE	SH070		END		0.204	08F11	09J	204	
4	EQ29	WEST ST	EQ08	MANZANITA WAY	EQ05	PIONEER RD	0.035	08F11	08J	35	
4	EQ30	WELDON AVE	EQ06	ROGERS AVE	EQ05	PIONEER RD	0.046	08F11	08J	46	
4	EQ31	MAC LN	EQ01	1 FIRST	END		0.058	08F12	09A	58	
4	EQ32	PONDEROSA ST	EQ01	8 FIFTH ST	EQ05	CLOUGH ST	0.077	08F12	09A	77	
4	EQ33	PEPPARD ELAT RD	EQ09	PLU FAIRGRND RD	EQ33		0.472	08F11	08J	472	
4	EQ33	BLUE ROSE CT	405A	BELL LN	END		0.024	08F11	06H	123	
4	EQ34	EC027 ABERNETHY LN	EC027	ABERNETHY LN	END		0.038	08F11	08J	38	
4	EQ35	BRESCIANI CIR	405	LEE RD (west)	405	LEE RD (east)	0.379	08F11	07H	379	
4	EQ36	BRESCIANI LN	405A	BELL LN	END		0.131	08F11	07J	131	
4	EQ37	SIERRA WY	END (north)	SH070			0.252	08F11	09K	252	
4	EQ38	SH070		END	END		0.172	08F11	08J	172	
4	EQ39	405A BELL LN	END				0.024	08F11	08J	24	
4	EQ40	405A BELL LN	END				0.060	08F11	08J	60	
4	EQ41	405A BELL LN	END				0.150	08F12	09A	150	
4	EQ42	405A BELL LN	END				0.273	08F11	09J	273	
4	EQ43	405A BELL LN	END				0.090	08F11	08J	90	
4	EQ44	405A BELL LN	END				0.340	08F11	08J	340	
4	EQ45	405A BELL LN	END				0.063	08F11	08J	63	
4	EQ46	405A BELL LN	END				0.110	08F11	08J	110	
4	EQ47	405A BELL LN	END				0.076	08F11	09J	76	
4	EQ48	405A BELL LN	END				0.053	08F11	09J	53	
4	EQ49	405A BELL LN	END				0.049	08F11	08K	49	
4	EQ50	405A BELL LN	END								

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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER]	MAP COORDINATE	MILEAGE FROM MILES	OTHER AREA	ENGTH MILES	MILEAGE FROM END	CONSTRUCTED IN NON COUNTY
4	MV01	SUNSET DR	BE07 BELLAMY LN	END		0.109	08F11	07D				109
4	MY02	COTTONWOOD CT	BE01 VALLEY VIEW DR	END		0.046	08F11	07D				46
4	PL01	PINELEAF DR	414 BUCKS LAKE RD	END		0.693	07F15	07E				693
4	PL02	SPANISH VIEW DR	PL01 PINELEAF DR	414 BUCKS LAKE RD		0.506	07F15	07D				506
4	PL03	ADA LN	PL02 SPANISH VIEW DR	412 SILVER CREEK RD		0.190	07F15	08D				190
4	PL04	SPANISH VIEW CIR	PL02 SPANISH VIEW DR	END		0.040	07F15	08D				40
4	PL05	ADA CIR	PL03 ADA LN	END		0.040	07F15	08D				40
4	PL06	ABBETT LN	PL01 PINELEAF DR	END		0.381	07F15	07D				381
4	PL07	SILVER CIRCLE	PL06 ABBETT LN	END		0.015	07F15	07D				15
4	PL01	CAROL LANE WEST	405A BELL LN	END		0.520	08F11	07J				520
4	QU01	BRADLEY ST	SH070 LAWRENCE ST	003 JACKSON ST		0.238	08F11	08E				128
4	QU03	1 JACKSON ST	Q134 CLAREMONT DR	014 ROCHE AVE		0.293	08F11	08G				293
4	QU03	2 JACKSON ST	Q114 ROCHE AVE	QU08 COURT ST		0.450	08F11	08F				450
4	QU03	3 JACKSON ST	Q108 COURT ST	418		0.448	08F11	08E				448
4	QU04	EAST HIGH ST	Q113 EAST ST	QU10 HARBISON AVE		0.220	08F11	08F				220
4	QU05	DAVIS ST	Q103 JACKSON ST	411		0.060	08F11	08E				60
4	QU06	MYERS ST	411	Q03 JACKSON ST		0.070	08F11	08E				70
4	QU07	BUCHANAN ST	Q03 JACKSON ST	QU21 EDWARDS AVE		0.200	08F11	08E				200
4	QU08	COURT ST	Q114 ROCHE AVE	SH070 MAIN ST		0.070	08F11	08F				70
4	QU09	ODDIE WAY	Q004 EAST HIGH ST	END		0.120	08F11	08F				120
4	QU10	HARBISON AVE	Q004 EAST HIGH ST	SH070 MAIN ST		0.100	08F11	08F				100
4	QU11	FILLMORE ST	SH070 MAIN ST	Q04 EAST HIGH ST		0.100	08F11	08F				100
4	QU12	CHURCH ST	Q004 EAST HIGH ST	SH070 LAWRENCE ST		0.160	08F11	08F				160
4	QU13	EAST ST	SH070 MAIN ST	END		0.230	08F11	08F				230
4	QU14	1 ROCHE AVE	SH070	Q03 JACKSON ST		0.100	08F11	08F				100
4	QU14	3 ROCHE AVE	Q004 EAST HIGH ST	SH070 MAIN ST		0.040	08F11	08F				40
4	QU15	PLUMAS AVE	Q116 LEONARD AVE	SH070 LAWRENCE ST		0.090	08F11	08F				90
4	QU16	LEONARD AVE	SH070 LAWRENCE ST	Q15 PLUMAS AVE		0.130	08F11	08F				130
4	QU17	RAILWAY AVE	SH070 MAIN ST	END		0.170	08F11	08F				170
4	QU18	GOODWIN AVE	Q007 BUCHANAN ST	END		0.100	08F11	08E				100
4	QU19	WEST HIGH ST	Q129 LEE AVE	END		0.150	08F11	08E				150
4	QU20	MONTEVISTA AVE	Q025 COBURN ST	END		0.287	08F11	08E				287
4	QU21	EDWARDS AVE	END (west)			0.162	08F11	08E				162
4	QU22	SPRING ST	Q020 MONTEVISTA AVE	END		0.040	08F11	08E				40
4	QU23	BOYLE ST	Q124 FOOTHILL WY	Q126 ALDER ST		0.100	08F11	08F				100
4	QU24	FOOTHILL WY	Q020 MONTEVISTA AVE	Q123 BOYLE ST		0.100	08F11	08F				100
4	QU25	COBURN ST	Q103 JACKSON ST	END		0.300	08F11	08F				300
4	QU26	ALDER ST	Q102 EAST HIGH ST	END		0.310	08F11	08F				310
4	QU27	OAK ST	Q126 ALDER ST	END		0.060	08F11	08F				60
4	QU28	CATE ST	Q113 EAST ST	END		0.050	08F11	08F				50
4	QU29	LEE AVE	Q103 JACKSON ST	END		0.120	08F11	08E				120
4	QU30	LINDAN AVE	SH070	END		0.100	08F11	08F				100
4	QU31	LOUISIANA AVE	Q114 ROCHE AVE	END		0.130	08F11	08F				130
4	QU32	ALDER CT	Q126 ALDER ST	END		0.050	08F11	08F				50
4	QU33	STEPHAN WAY	Q126 ALDER ST	END		0.080	08F11	08F				80
4	QU34	CLAREMONT DR	SH070	Q46 NUGGET LN		0.298	08F11	08G				298
4	QU35	CREST VIEW DR	Q134 CLAREMONT DR	Q44 LINDAN LN		0.140	08F11	08G				140
4	QU36	CLOMAN AVE	SH070 MAIN ST	SH070 LAWRENCE ST		0.070	08F11	08F				70
4	QU37	SOUTH LINDAN AVE	SH070	Q03 JACKSON ST		0.133	08F11	08F				133
4	QU38	CENTRAL AVE	Q137 S LINDAN AVE	Q046 CLAREMONT DR		0.208	08F11	08F				208
4	QU39	ORION WAY	SH070	END		0.066	08F11	07E				66
4	QU40	GROVER ALLEY	Q101 BRADLEY ST	Q110 HARBISON AVE		0.029	08F11	08F				29
4	QU41	BAKER WAY	Q003 JACKSON ST	Q129 LEE AVE (south)		0.062	08F11	08F				62
4	QU42	LEE CIRCLE	Q129 LEE AVE (north)	Q129 LEE AVE (south)		0.059	08F11	08E				59
4	QU43	PLUMIE WY	SH070 LAWRENCE ST	END		0.193	08F11	08E				193

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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER]	MAP COORDINATE	MILEAGE FROM END	MILEAGE FROM CONSTRUCTED END	NON COUNTY	
								OTHER AREA	LENGTH MILES	MAP NUMBER	REMARKS
4	QU44	LINDAN LN	Q003 JACKSON ST	Q035 CRESTVIEW DR	END (west)	0.059	08F11	08F	59		
4	QU45		END	END	END	0.170	08F11	08H	170		
4	QU46	NUGGET LN	Q034 CLAREMONT DR	END	END	0.299	08F11	08G	299		
4	QU47	SUMMERFIELD LN	Q017 RAILWAY AVE	END	END	0.089	08F11	08F	89		
4	QU48	CIRCLE DR	Q003 JACKSON ST	Q037 SO LINDAN AVE	END	0.168	08F11	08F	168		
4	QU49	DAME SHIRLEY LN	Q008 COURT ST	QUI 0 HARBISON AVE	END	0.088	08F11	08E	88		
5	115 10	CLIO STATE 40A RD	IN PLU NF	SH070 TO	SH089	2.000	08F44	01C	2000		
5	115	CLIO STATE 40A RD	SH070	END	SH089	3.380	08E35	05G	3380		
5	129	FEATHER RIVER INN	SH070	END	END	0.265	08E34	06G	265		
5	130	LONG VALLEY WAY	SH070	END	END	0.011	08E23	06K	11		
5	501 1	GOLD LAKE RD	GE46 YONKALLA TRL	519 GOLD LAKE FH	END	0.539	08F44	01H	539		
5	501 3	GOLD LAKE RD	519 GOLD LAKE FH	SIE CO	END	4.280	08F44	01H	4280		
5	502 10	POPLAR VALLEY RD	PLU NF	8060	END	0.500	08E34	06E	500		
5	502	POPLAR VALLEY RD	506 GRAEGLE JOHN R	PLU NF	END	0.250	08E34	07E	250		
5	503	OLD CROMBERG RD	509 SLOAT RD	SH070	END	0.670	08F24	08A	670		
5	505	GRAEGLE TR STA RD	S21 BLSDEN GRA RD	END	END	0.025	08E34	08J	25		
5	506 10	GRAEGLE JHNSVL RD	PLU NF	JY02 CHURCH ST	END	4.390	08E34	07F	4390		
5	506	GRAEGLE JHNSVL RD	SH089	PLU NF	END	1.300	08E34	08H	1300		
5	507	JHNSVL MCCREA RD	506	SIE CO	END	13.320	08E34	10A	13320		
5	509 10	SLOAT RD	PLU NF	PLU NF	END	0.100	08E23	06H	100		
5	509 20	SLOAT RD	PLU NF	503 OLD CROMBERG RD	END	2.400	08F23	06H	2400		
5	509	SLOAT RD	SH070	PLU NF	END	0.900	08E23	06J	900		
5	515	CAMP LAYMAN RD	SH070	PLU NF	END	0.590	08E24	10C	590		
5	516 10	MOHAWK VISTA DR	PLU NF	SH070 (east)	PLU NF	1.100	08E35	08B	1100		
5	516 20	MOHAWK VISTA DR	PLU NF	SH070 (west)	PLU NF	0.200	08E35	07C	200		
5	516	MOHAWK VISTA DR	PLU NF	END	END	1.240	08E34	07J	1240		
5	517 10	MT TOMBA RD	PLU NF	PLU NF	END	0.200	08E24	08B	200		
5	517	MT TOMBA RD	SH070	SIE CO	END	0.400	08E24	08B	400		
5	519	GOLD LAKE FOR HWY	SH139	SH089	END	7.565	08E34	10A	7565		
5	520	LITTLE BEAR RD	SH070	END	END	1.240	08E34	05F	1240		
5	521	BLAIRDSDEN GRAEGLE	SH089	S21 BONITA ST	END	1.000	08E34	08H	1000		
5	521 10	BONITA ST	S21 BLAIRDSDEN GRAEGLE	SH089	END	0.500	08E34	07J	500		
5	522	OLD MILL POND RD	SH070	END	END	0.227	08E24	08B	227		
5	524	GOLD RIDGE DR	506 GRAEGLE JHNSVL R	END	END	0.490	08E34	07G	490		
5	525	HILLSIDE DR	404 CHANDLER RD	END	END	0.360	08P12	07D	360		
5	526	JAMISON RD	506 GRA JHNSVL RR	S24 GOLD RIDGE DR	END	0.469	08E34	07G	469		
5	527	MINERS LN	S26 JAMISON RD	528 PENMAN LN	END	0.122	08E24	07G	122		
5	528	PENMAN LN	S26 JAMISON RD (west)	S26 JAMISON RD (south)	END	0.210	08E24	07G	210		
5	529	GILL RANCH RD	SH070	END	END	0.700	08F23	06J	700		
5	530	GOLD NUGGET LN	531 SMITH CREEK RD	END	END	0.260	08F24	08G	260		
5	531	SMITH CREEK RD	534 GOLD RIDGE DR	END	END	0.190	08E34	08G	190		
5	533	C-ROAD	115 CLO STATE 40A RD	END	END	0.285	08F34	01C	285		
5	534	SIERRA ESTATES DR	SH089	END	END	0.472	08F45	02G	472		
5	503A	CROMBERG CEMTRY RD	S03 OLD CROMBERG RD	END	END	0.165	08F24	08A	165		
5	506B	MOHAWK HWY 40A RD	S06	PLU NF	END	0.640	08F34	07G	640		
5	506C	JHNSVL EURKA LK RD	JY02 CHURCH ST	END	END	1.020	08P12	07D	1020		
5	508A	508 HARRISON RD	PLU NF	END	END	0.079	08F23	08G	79		
5	509A 10	OLD RD	PLU NF	PLU NF	END	0.250	08F23	08G	250		
5	509A 20	OLD RD	509 SLOAT RD	END	END	0.350	08F23	06G	350		
5	509B	SLOAT POPLR VLY RD	8060	PLU NF	END	0.380	08F23	08G	380		
5	BLO1	S21 BONITA	SH070	END	END	0.340	08F23	07G	340		
5	BLO2	S21 BONITA (west)	S21 BONITA (east)	END	END	0.070	08F34	07H	70		
5	CLO1	UPPER MAIN ST	CLO4 SPRUCE ST	END	END	0.110	08E34	07H	110		
5	CLO2	LOWER MAIN ST	CL03 MAIN ST	END	END	0.130	08E44	01B	130		
5	CLO2	LOWER MAIN ST	115	CL03 MAIN ST	END	0.100	08E44	01B	100		

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DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NAME]	TO [NAME]	NUMBER AND NAME	[NUMBER]	MAP COORDINATE	MILEAGE FROM UNCONSTRUCTED ROADS	NON COUNTY ROADS
5	CL03	PINE ST	115		END	0.280	08F34	01B	280	
5	CL04	SPRUCE ST	115		END	0.060	08F34	01B	60	
5	GEO1	IROQUOIS TRAIL	SH089		END	0.500	08F34	09H	500	
5	GEO2	CHINOOK TRAIL	GEO1 (IROQUOIS TRL (north))	GEO1 (IROQUOIS TRL (south))	END	0.240	08F34	09H	240	
5	GEO3	APACHE TRAIL	GEO1 (IROQUOIS TRL (north))	GEO1 (IROQUOIS TRL (south))	END	0.210	08F34	09H	210	
5	GEO4	NAVAJO TRAIL	GEO1 (IROQUOIS TRL	GEO8 SHAWNEE TRL	END	0.220	08F34	09H	220	
5	GEO5	O SAGE TRAIL	GEO1 (IROQUOIS TRL	GEO8 SHAWNEE TRL	END	0.140	08F34	09H	140	
5	GEO6	HUPA TRAIL	GEO4 NAVAJO TRL	GEO6 HUPA TRL	END	0.230	08F34	09H	230	
5	GEO7	HOPI TRAIL	GEO6 HUPA TRL	GEO6 HUPA TRL	END	0.030	08F34	09H	30	
5	GEO8	SHAWNEE TRAIL	GEO1 (IROQUOIS TRL	GEO6 HUPA TRL	END	0.200	08F34	09H	200	
5	GEO9	SIOUX TRAIL	GEO1 (IROQUOIS TRL	GEO1 (IROQUOIS TRL	END	0.270	08F34	09H	270	
5	GE10	SEMINOLE TRAIL	GEO9 SIOUX TRL	GEO9 SIOUX TRL	END	0.030	08F34	09H	30	
5	GE11	TOMAHAWK TRAIL	GEO1 (IROQUOIS TRL (west))	GEO1 (IROQUOIS TRL (east))	END	0.250	08F34	09H	250	
5	GE12	LASSIK TRAIL	GE14 MAIDU TRL	GE14 MAIDU TRL	END	0.040	08F34	09H	40	
5	GE13	WAILAKI TRAIL	GE14 MAIDU TRL	GE14 MAIDU TRL	END	0.040	08F34	09H	40	
5	GE14	MAIDU TRAIL	SH089	GE14 MAIDU TRL	END	0.360	08F34	09H	360	
5	GE15	POMO TRAIL	GE15 POMO TRL (north)	GE15 POMO TRL (south)	END	0.380	08F34	09H	380	
5	GE16	MIMOK TRAIL	GE15 POMO TRL	GE15 POMO TRL	END	0.250	08F34	09H	250	
5	GE17	SHOSHONI TRAIL	GE19 PAUITE TRL	GE19 PAUITE TRL	END	0.090	08F34	09H	90	
5	GE18	MOCCASIN TRAIL	GE46 YONKALLA TRL	GE23 TOLOWA TRL	END	0.240	08F34	09H	240	
5	GE19	PAUITE TRAIL	GE19 PAUITE TRL	GE19 PAUITE TRL	END	1.122	08F34	09H	1122	
5	GE20	WASHO TRAIL	GE19 PAUITE TRL	GE28 KOROMINU TRL	END	0.040	08F34	09J	40	
5	GE21	WINTUN TRAIL	GE21 WINTUN TRL	SH089	END	0.243	08F34	09J	243	
5	GE22	YUROK TRAIL	SH070	GE22 SHASTA TRAIL (west)	END	0.060	08F34	09J	60	
5	GE23	TOLOWA TRAIL	GE23 TOLOWA TRL	GE28 KOROMINU TRL	END	1.330	08F34	09J	1330	
5	GE24	KAROK TRAIL	YOKUT T'RAIL	GE23 TOLOWA TRL	END	0.050	08F34	09J	50	
5	GE25	YOKUT T'RAIL	GE25 YOKUT T'RAIL	GE25 YOKUT T'RAIL	END	0.220	08F34	09J	220	
5	GE26	WHILKUT TRAIL	GE46 YONKALLA TRL	SH089	END	0.040	08F34	09J	40	
5	GE27	SHASTA TRAIL	GE27 SHASTA T'RAIL (west)	GE27 SHASTA T'RAIL (east)	END	0.616	08F34	09J	616	
5	GE28	KOROMINU TRAIL	GE27 SHASTA T'RAIL	GE28 KOROMINU T'RAIL	END	0.529	08F34	09J	529	
5	GE29	MATTOLE TRAIL	GE27 SHASTA T'RAIL	GE27 SHASTA T'RAIL	END	0.199	08F34	09J	199	
5	GE30	HOKAN TRAIL	GE31 TOLOWA TRL	GE31 TOLOWA TRL	END	0.175	08F34	09J	175	
5	GE32	W CHILULA TRAIL	GE32 W CHILULA TRAIL	GE32 W CHILULA TRAIL	END	0.131	08F34	09J	131	
5	GE33	E CHILULA TRAIL	GE33 TOLOWA TRL	GE33 TOLOWA TRL	END	0.068	08F34	09J	68	
5	GE34	KATO TRAIL	GE34 KATO TRAIL	GE34 KATO TRAIL	END	0.382	08F34	09J	382	
5	GE35	NOZI TRAIL	GE34 KATO TRAIL	GE34 KATO TRAIL	END	0.105	08F34	09J	105	
5	GE36	KLAMATH TRAIL	GE35 TOLOWA TRL	GE35 TOLOWA TRL	END	0.559	08F34	09J	559	
5	GE37	NONGATI TRAIL	GE38 MOHAVE TRL	GE38 MOHAVE TRL	END	0.045	08F34	09J	45	
5	GE38	MOHAVE TRAIL	GE39 HUCHNOM TRL	GE42 WISHRAM TRL	END	0.494	08F34	09J	439	
5	GE39	HUCHNOM TRAIL	GE39 HUCHNOM TRL	GE41 MODOC TRL	END	0.138	08F34	09J	138	
5	GE40	KUSA TRAIL	GE39 HUCHNOM TRL	GE39 HUCHNOM TRL	END	0.055	08F34	09J	55	
5	GE41	MODOC TRAIL	GE38 MOHAVE TRL	GE38 MOHAVE TRL	END	0.098	08F34	09J	98	
5	GE42	WISHRAM T'RAIL	GE42 WISHRAM T'RAIL	GE42 WISHRAM T'RAIL	END	0.079	08F34	09J	498	
5	GE43	WAPPO TRAIL	GE43 PAPOOSE TRL	GE43 PAPOOSE TRL	END	0.039	08F34	09J	79	
5	GE44	PAPOOSE TRAIL	GE44 YANA TRL	GE44 YANA TRL	END	0.047	08F34	09J	39	
5	GE45	YANA TRAIL	GE46 YONKALLA TRL	GE46 YONKALLA TRL	END	1.047	08F34	09J	47	
5	GE46	YONKALLA TRL	SH089	STATE ROUTE 89	END	1.047	08F34	09J	1047	
5	GE47	NOMLAKI TRAIL	STATE ROUTE 89	519 GOLD LAKE FOREST HIGHWAY	END	0.828			828	
5	GE48	YUKI TRAIL	GE47 NOMLAKI T'RAIL	GE47 NOMLAKI T'RAIL	END	0.033			33	
5	GE49	ISHI TRAIL	GE47 NOMLAKI T'RAIL	GE47 NOMLAKI T'RAIL	END	0.496			469	
5	GE50	KONKOW TRAIL	GE47 NOMLAKI T'RAIL	GE47 NOMLAKI T'RAIL	END	0.237			237	
5	GE51	YAHI TRAIL	GE47 NOMLAKI T'RAIL	GE47 NOMLAKI T'RAIL	END	0.125			125	
5	GE52	WIVOT TRAIL	GE47 NOMLAKI T'RAIL	GE47 NOMLAKI T'RAIL	END	0.082			82	
5	GE53	MONACHE TRAIL	519 GOLD LAKE FOREST HIGHWAY	519 GOLD LAKE FOREST HIGHWAY	END	0.147			147	
5	JV01	EUREKA ST	506	506	END	0.078	08F34	09A	78	

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	[NUMBER]	LENGTH MILES	MAP NUMBER	AP COORDINATE	REMARKS	
										OTHER AREA	NON COUNTY
5	JV02	CHURCH ST	506	JV03 ARASTRA ST	506	0.110	08F34	09A		110	
5	JV03	ARASTRA ST	506C		506	0.323	08F34	09A		323	
5	JV04	SCHOOL ST	JV02 CHURCH ST	JV03 ARASTRA ST	JV02 (north)	0.066	08F34	09A		66	
5	JV05	BRIDE ST	END	END (south)		0.089	08F34	09A		89	
5	JV06	PINE ST	JV02 CHURCH ST	JV03 ARASTRA ST	JV02	0.070	08F34	09A		70	
5	PE01	PINION PINE CIR	PE04 LUNDY LN	PE02 SUGAR PINE LN	PE01 SUGAR PINE CT	0.234	08F34	06E		234	
5	PE02	SUGAR PINE DR	PE04 LUNDY LN (west)	PE04 LUNDY LN (east)	END	0.321	08F34	06E		321	
5	PE03	CEDAR LN	502 POPLAR VLY RD	502 POPLAR VLY RD (north)	END	0.292	08F34	06E		292	
5	PE04	LUNDY LN	502 POPLAR VLY RD	502 POPLAR VLY RD (south)	END	0.693	08F34	06E		693	
5	PE05	EVERGREEN CIR	502 POPLAR VLY RD	502 POPLAR VLY RD (north)	END	0.499	08F34	06E		499	
5	PE06	MADORA LAKE RD	PE04 LUNDY LN	PE06 MADORA LAKE	END	0.141	08F34	06E		141	
5	PE07	TIMBER LN	PE05 EVERGREEN	PE06 MADORA LAKE	END	0.152	08F34	06E		152	
5	PE08	PINE TREE CT	PE05 EVERGREEN	END		0.052	08F34	06E		52	
5	PE09	COTTONWOOD DR	502 POPLAR VLY RD	502 POPLAR VLY RD	END	0.426	08F34	06E		426	
5	PE10	PONDEROSA DR	PE02 SUGAR PINE DR	PE02 SUGAR PINE DR	END	0.148	08F34	05F		148	
5	PE11	SUGAR PINE CT	PE02 SUGAR PINE DR	PE10 PONDEROSA DR	END	0.134	08F34	05F		134	
5	PE12	TAMARACK PL	PE09 COTTONWOOD DR	PE09 COTTONWOOD DR	END	0.088	08F34	06E		88	
5	PE13	TAMARACK CT	PE12 TAMARACK PL	PE09 COTTONWOOD DR (north)	END	0.079	08F34	06E		79	
5	PE14	SEQUOIA DR	PE09 COTTONWOOD DR (north)	PE09 COTTONWOOD DR (south)	END	0.518	08F34	06E		518	
5	PE15	ALDER CT	PE14 SEQUOIA DR	PE14 SEQUOIA DR	END	0.042	08F34	06E		42	
5	PE16	RED WILLOW CT	PE14 SEQUOIA DR	PE14 SEQUOIA DR	END	0.045	08F34	06E		45	
5	PE17	POPLAR CT	PE14 SEQUOIA DR	PE14 SEQUOIA DR	END	0.034	08F34	06E		34	
5	PE18	OAK CT	502 POPULAR VALLEY DR	502 POPULAR VALLEY DR	END	0.055	08F34	06E		55	
5	PE19	VANESSA CT	502 POPULAR VALLEY DR (north)	502 POPULAR VALLEY DR (north)	END	0.010	08E34	7E		10	
5	PE20	EUREKA SPRINGS DR	502 POPULAR VALLEY DR (north)	502 POPULAR VALLEY DR (north)	END	0.430	08F34	7E		430	
5	PE21	DAVID CIR	PE20 EUREKA SPRINGS DR	PE20 EUREKA SPRINGS DR	END	0.030	08F34	7E		30	
5	PE22	BRAIN DR	PE20 EUREKA SPRINGS DR	PE20 EUREKA SPRINGS DR	END	0.060	08F34	7E		60	
5	PE23	JACK'S COURT	502 POPLAR VALLEY RD	502 POPLAR VALLEY RD	END	0.040	08F34	06E		40	
5	VRO1	VALLEY RANCH DR	SH089	VRO1 VALLEY RCH RD	END	2.112	08F45	02D		2112	
5	VRO2	CAYDEN DR	VRO1 VALLEY RCH RD	VRO1 VALLEY RCH RD	END	0.290	08F45	02D		290	
5	VRO3	CASSIDY DR	VRO1 VALLEY RCH RD	VRO1 VALLEY RCH RD	END	0.083	08F45	02D		83	
5	VRO4	SILVER SAGE TRAIL	VRO1 VALLEY RCH RD	VRO2 CAYDEN DR	END	0.051	08F45	02D		51	
5	VRO5	CODY DR	VRO1 VALLEY RCH RD	VRO2 CAYDEN DR	END	0.234	08F45	04G		234	
6	511	5 MAIN ST	LP07 GOLD ST	511B LA PORTE PNS RD	END	0.722	08F41	08B		722	
6	511	4 QUINCY LA PORTE D	SIE CO	LPT GOLD ST	END	4.610	08F41	03G		4610	
6	511	2 QUINCY LA PORTE RD	PLU NF	SIE CO	END	19.900	08F12	10E		19800	
6	511	3 QUINCY LA PORTE RD	SIE CO	SIE CO	END	3.470	C 08F	07C		3470	
6	511	6 QUINCY LA PORTE RD	SIE CO	SIE CO	END	9.182	08F41	08B		9182	
6	512	ST LOUIS RD	SIE CO	4.440	08F41	07C				4440	
6	513	CHURCH ST	SIE CO	SIE CO	END	0.190	08F41	08B		190	
6	513	5 PORT WINE RD	SIE CO	SIE CO	END	1.830	08F41	08B		1830	
6	514	1 LITTLE GRASS VLY RD	DAM	DAM	END	5.000	08F41	07D		5000	
6	511A	10 LEXINGTON HILL RD	511 QUI LA PORTE RD	8036	END	1.250	07F	09I		1250	
6	511B	10 LAPORTE PINES RD	511 MAIN ST		END	0.057	08F41	08B		57	
6	514A	5	514 LTL GRASS VLY RD		END	0.200	08F41	05C		200	
6	LP01	ARISTOCRACY DR	511 MAIN ST	LP07 GOLD ST	END	0.246	08F41	08B		246	
6	LP02	PIKE RD	511 MAIN ST	LP4 WARREN HL RD	END	0.120	08F41	08B		120	
6	LP03	CHINA ALLEY	513 CHURCH ST	LP02 PIKE RD	END	0.060	08F41	08B		60	
6	LP04	WARREN HILL RD	513 CHURCH ST		END	0.090	08F41	08B		90	
6	LP05	MOOREVILLE RD	511 MAIN ST		END	0.217	08F41	08B		227	
6	LP06	PRIMEAU DR	LP01 ARISTOCRACY DR		END	0.057	08F41	08B		57	
6	LP07	GOLD ST	511 MAIN ST		END	0.133	08F41	08B		133	
6	LP08	GLENWOOD WY	LP05 MOOREVILLE RD		END	0.013	08F41	08B		13	
6	LP09	RABBIT CREEK RD	511 MAIN ST		END	0.109	08F41	08B		109	
6	LP10	SCHOOL STREET	511 MAIN ST		END	0.160	08F41	08B		160	

2020 PLUMAS COUNTY MAINTAINED ROAD DATA

2020 PLUMAS COUNTY
MAINTAINED ROAD DATA

Numerical

DISTRICT	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	[NUMBER AND NAME]		[NUMBER AND NAME]	MAP COORDINATE	MILEAGE FROM UN CONSTRUCTED	NON COUNTY
				FROM	TO				
6	LP11	POST ST	LP10 SCHOOL ST	513 CHURCH ST		0.056	08841	088	56
6	LP12	CIRCLE DR	LP13 CEDAR LN	511 MAIN ST		0.220	08841	088	220
6	LP13	CEDAR LN	511 MAIN ST (west)	511 MAIN ST (east)		0.180	08841	088	180
6	L101	LAKEVIEW TERR	313A PENINSULA DR	LTO2 LAKEVIEW DR		0.093	07224	07H	93
6	L102	LAKEVIEW DR	LTO1 LAKEVIEW TER	LTO3 COVE ST		0.205	07224	07H	205
6	L103	COVE ST	LTO2 LAKEVIEW DR	313A PENINSULA DR		0.120	07224	07H	120
6	SS01	SILVERTIP SPRG DR	514	8180		0.294	08841	06D	294
6	SS02	TAMARACK WY	SS01 SILVERTIP SPRG	END		0.247	08841	06D	247
6	SS03	GOLD MTN RD	SS02 TAMARACK WY	END		0.115	08841	06D	115
	S23	3	PLU NF			0.186	08F	02F	186
COMPLETED - 03/22/21 MDC								681275	



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Office of the Sheriff

Office of Emergency Services

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: April 14, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *(Signature)*

RE: Agenda Item for the meeting of May 4, 2021

RECOMMENDATION:

Approve and sign service agreement with A & P Helicopters, Inc. (PCSO00001) in the amount of \$75,000.00.

BACKGROUND & DISCUSSION:

The Sheriff's Office utilizes the services of many vendors. All service agreements over \$10,000.00 require Board approval.

Attached is the service agreement between the County of Plumas, Office of the Sheriff and one of the vendors that provide helicopter rentals with licensed pilots for the Sheriff's law enforcement needs - A & P Helicopters, Inc. (PCSO00001).

This agreement has been approved by County Counsel. It is now being submitted for Board approval as per County policy.

Services Agreement

This Agreement is made this 1st day of June, 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Department (hereinafter referred to as "County"), and A & P Helicopters, Inc., a California 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 seventy thousand Dollars (\$75,000.00).
3. Term. The term of this Agreement commences June 1, 2021, and shall remain in effect through May 31, 2022, unless terminated earlier pursuant to this Agreement.
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. 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 thousands 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 insured. 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. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insured. Contractor's insurance 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. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

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:

Plumas County Sheriff's Office
County of Plumas
1400 E. Main St.
Quincy, CA, 95971
Attention: Steve W Peay/Investigations Sergeant

Contractor:

A & P Helicopters, Inc.
P.O. Box 245
Richvale, CA, 95974
Attention: Vickie Compton

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 first set forth above.

CONTRACTOR:

A & P Helicopters, Inc.

COUNTY:

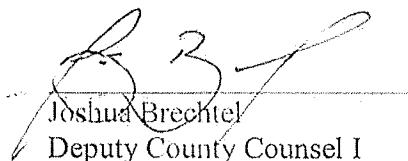
County of Plumas, a political subdivision
of the State of California

By: _____ Date _____
Name: Vickie Compton
Title: CEO/CFO

By: _____ Date: _____
Jeff Engel, Chair
Board of Supervisors

Attest
By: _____
Heidi Putnam
Clerk of the Board

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

4/14/2021

EXHIBIT A

Scope of Work

Contractor agrees to provide the county the following, on an as needed basis;

An appropriately licensed and insured helicopter, McDonnell Douglas Hughes 500D and/or Bell 206 B-III Jet Ranger and licensed and insured pilot for the services requested below;

- Marijuana reconnaissance
- External and internal removal of personnel
- Short Haul/Stabo transportation for certified employees, equipment, contraband and ground support staff (if needed)
- Fuel truck and appropriately licensed driver, as needed

Exhibit B

Fee Schedule

Contractor shall submit invoices to the county consistent with the fee schedule below. Invoices will include number, tachometer time, location, name of person that ordered service, date of flight, and cost breakdown. The County shall pay Contractor no later than 30 days after approval of the invoice by county staff.

- Marijuana reconnaissance \$1200.00 per flight hour includes aircraft; Bell 206BIII or Hughes 500D; and licensed pilot
- Short Haul/Stabo, for personnel, equipment and/or contraband, \$1,350.00 per flight hour. Includes aircraft; Bell 206BIII or Hughes 500D and licensed pilot
- Fuel truck and license driver \$650 per day, if requested
- \$200 per person overnight if requested, pilot and fuel truck driver.



Office of the Sheriff 2E2

Office of Emergency Services

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: April 15, 2021
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *TJ*
RE: Agenda Items for the meeting of May 4, 2021

It is recommended that the Board:

Approve and sign the annual amendment to the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the U.S. Department of Agriculture, Forest Service, Lassen National Forest, Exhibit A - FY 2021 in the amount of \$5,000.00.

Background and Discussion:

The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

Exhibit A will be in effect from October 1, 2020 through September 30, 2021. This is updated annually so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for law enforcement patrols on National Forest System lands. The USFS reimburses the Sheriff's Office for expenses related to law enforcement patrols performed under the agreement on National Forest System lands.

Agreement has been approved as to form by County Counsel.

ORIGINAL

USDA, Forest Service

OMB 0596-0217
FS-1500-8AFS Agreement No. 21-LE-11051360-003
Modification No. 001**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**
Between The
PLUMAS, COUNTY OF
And the
USDA, FOREST SERVICE
LASSEN NATIONAL FOREST

FY-2021 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Plumas, County of, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Lassen National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #21-LE-11051360-003 executed on January 12, 2021. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2020 and ending September 30, 2021.

Previous Year Carry-over: \$0.00

Current FY-2021 Year Obligation: \$5,000.00

FY-2021 Total Annual Operating Plan: \$5,000

I. GENERAL:

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Todd Johns Sheriff, Plumas County 1400 E. Main St Quincy, CA 95971 Phone: 530-283-6392 FAX: 530-283-6344 E-Mail: tjohns@pcso.net	Roni Towery Sheriff's Fiscal Officer 1400 E. Main St Quincy, CA 95971 Phone: 530-283-6396 FAX: 530-283-6344 E-Mail: roni@pcso.net

**Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Adam Hill, Patrol Captain 2550 Riverside Drive Susanville, CA 96130 Phone: 530-252-6400 FAX 530-252-6420 E-Mail: adam.hill@usda.gov	Margaret A Mustain, LE Program Support 2550 Riverside Drive Susanville, CA 96130 Phone: 530-252-6627 FAX 530-252-6420 E-Mail: margaret.mustain@usda.gov
U.S. Forest Service Grants and Agreement Contact	
	Geraldine C. Bordash (Gerri) Grants Management Specialist Pacific Southwest Region 1323 Club Drive Vallejo, CA 94592-1110 Phone: 707-562-8782 FAX: 707-562-9144 E-Mail: geraldine.bordash@usda.gov

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$.56 mile patrolled
Per diem rate is \$51/M&IE + \$93 lodging /day
Wages at the prevailing rate of \$40/hour plus fringe benefits for the individual officer at the rate of \$60/hour.

II. PATROL DISPATCH ACTIVITIES:

A. Plumas County will be an unscheduled service.

Total reimbursement for this category shall not exceed the amount of \$1,500

III. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:



All Forest Service roads within the Cooperator's area of jurisdiction.

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

Lake Almanor Recreation Area: To include Almanor North, Almanor South campgrounds, Almanor Rest Area on Highway 89 (known as Almanor Overflow campground), Canyon Dam Boat Launch and Day Use Area. Patrol 1 hour during the day and 1 hour at night extending to 2200 hours or later on Holiday weekends. Patrol 1 hour every regular weekend with occasional short patrols during the week.

High Bridge – Domingo Springs – Warner Creek campgrounds:
Patrol 1 hour on all weekends at the discretion of the patrolling Deputy, to include patrols after dark on weekends. Occasional short patrols during the week.

Total reimbursement for this category shall not exceed the amount of: \$3,500.

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: \$5,000.

IV. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
 1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.



2. Fire Emergency: During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

V. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

- A. Mail copies of itemized PNF/LNF Patrol billing statements to:

Adam Hill, Patrol Captain
2550 Riverside Drive
Susanville, CA 96130

- B. **System for Award Management (SAM) at www.sam.gov will be used for the verification of the Electronic Funds Transfer (EFT) banking information (DUNS#).**

- C. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$3,500	N/A
Patrol Dispatch	\$1,500	N/A
Total	\$5,000	



D. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*

E. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

TODD JOHNS, Sheriff
Plumas, County of

Date

DEB BUMPUS, Forest Supervisor
U.S. Forest Service, Lassen National Forest

Date

Plumas
County Board of Supervisor

Date

DON HOANG, Special Agent in Charge
U.S. Forest Service, Pacific Southwest Region, R-5

Date

The authority and format of this agreement have been reviewed and approved for signature.

GERALDINE BORDASH Digitally signed by GERALDINE BORDASH
Date: 2021.04.13 13:00:17 -07'00'

4/13/21

GERALDINE C. BORDASH
U.S. Forest Service, Grants Management Specialist

Date

Approved as to form:

Sara James
Deputy Plumas County Counsel

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**Law Enforcement Billing Summary
PATROL**

USDA Forest Service: Lassen NF	County: PLUMAS
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Law Enforcement Billing Summary	Month:	Year:
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Check appropriate block:	<input checked="" type="checkbox"/> X	Coop Patrol	Controlled Substance Operations
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A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Invoice Reimbursement:	\$
G. Total Reimbursement for Maximum Op Plan Amt:	\$

Certification Statement

County Sheriff	USFS Patrol Captain		
I certify the above billing/invoice is accurate and complete.	I certify services have been received as stated.		
Sheriff	Date	USFS Patrol Captain	Date



**USDA
Forest Service**

**LAW ENFORCEMENT ACTIVITY
REPORT**
(Ref. FSM 5300)

Agreement Number

21-LE-11051360-003

Initial

Follow Up

1. Cooperator (Department Name):

Plumas County Sheriff's Department

2. National Forest:

Lassen

3. Record (1)

4. Action Code (2)
(FS Use Only) U-Update

5. Unit Identification (3-11)

6. Date (12-5)

Region

Forest

State

County

Month

Year

05

06

CA

Plumas

7. Patrol Units (16-18)

8. Search and Rescue Missions

Hours (19-22)

No. (23-24)

9. Property Stolen (25-30)

Dollars

10. Property Recovered (31-36)

Dollars

11. Controlled Substances Seized (37-45)

Dollars (Street Value)

12. Record (1)

13. Number of Crimes Occurring on National Forest System Lands

13a. Item # (16-17)	13b. Type of Crime	13c. Coop Agreement Reimbursed Activity (18-20)	13d. Non-Coop Agreement Activities (21-23)
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PART I - FBI UNIFORM CRIME REPORTING

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

PART II - FBI UNIFORM CRIME REPORTING

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

PART III - COOPERATOR ASSISTS

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.



NORTHERN CALIFORNIA EMS, INC.

930 Executive Way, Suite 150, Redding, CA 96002-0635

Phone: (530) 229-3979

Fax: (530) 229-3984

3A

March 29, 2021

Plumas County Board of Supervisors
520 Main St, Room 309
Quincy, CA 95971

Dear Colleagues:

We write this letter as two of your county representatives on the Nor-Cal EMS Board.

Under California law, every county must be served by a local emergency medical services agency (LEMSA) that among other things, is the licensing agency for emergency medical personnel including Emergency Medical Technicians (EMTs) and paramedics.

Five Northern California counties are served by Nor-Cal EMS. They are the five counties of Lassen, Modoc, Plumas, Trinity, and Sierra.

In the past decades, two issues have financially stymied the agency. First, was the departure of other member counties. With their departure some years ago, the demographics of the Nor-Cal service area has changed. The population of the service area is a fraction of what it once was, yet the agency continues to provide the service that we have expected, service that exceeds that required by state law, and a service that we control with each county being represented on the Nor-Cal EMS Board.

The second issue was the disallowance of some grant monies from the California Department of Public Health. None of the funding was used by the Nor-Cal EMS agency internally, but was funding dispersed to local agencies in each county that was then disallowed. Instead of demanding each agency return the disapproved funding, Nor-Cal EMS disputed the demand before a state administrative law judge who sided with the state and a ten-year repayment period began. Each of our counties at the time agreed to \$3,371 a year dues increase to assist with this repayment and as of now, six of the ten annual payments have been made.

As a result, for the past few years the agency has operated with all or most staff working less than full time. The responsibilities of the agency are carried out without complaint, but with very little contingency funds. Like most agencies, Nor-Cal EMS has been impacted by the issue of COVID 19 but has been the recipient of very little funding to assist with the COVID 19 pandemic.

We write this letter on behalf of the entire Nor-Cal EMS Board seeking each member county consider making a one-time \$5,000 supplemental payment to Nor-Cal EMS in order to assist the organization in navigating these unparalleled times, due to COVID 19 and its financial impact. While the agency is financially stable, it has little contingency and such a one-time influx to its general fund would reduce the stress on its ability to provide the excellent service that all five counties have come accustomed to.

During our last weeks Nor-Cal EMS Board meeting, we received reports that emergency medical services personnel have been a huge resource in both COVID 19 testing and vaccination programs in each of our counties. No doubt without the involvement of these selfless professionals, our COVID 19 testing and vaccination programs in each member county would be far behind the successes that we are having today.

Also, during our recent board meeting, we learned that through the implementation of the federal American Rescue Plan Act of 2021 that became law on this past Wednesday, each of our counties will receive the following funding:

Lassen County	\$5.9 million
Modoc County	\$1.7 million
Plumas County	\$3.6 million
Sierra County	\$582 thousand
Trinity County	\$2.3 million

The federal rescue plan also contains language that allows State and local governments be permitted to transfer funds to private nonprofit organizations, public benefit corporations involved in the transportation of passengers or cargo, and special-purpose units of state or local government.

Finally, the measure will provide an additional \$1.5 billion to public lands counties, with \$750 million allotted each year for fiscal years 2022 and 2023. The funding can be used for general government spending, with the exception of lobbying.

While we have not seen any information with respect to how those additional public lands appropriations will be made, each of our five counties have a significant percentage of public lands and will be the receivers of additional monies though this program to assist local governments.

While we understand we all have any number of competing demands locally in these trying times, we hope that each member county will consider this budgetary augmentation to Nor-Cal EMS as they continue to support EMS activities throughout our five-county region.

As a final note, the Sierra County Board voted 5/0 to join its regional colleagues in this endeavor in a past board meeting. Should you have any questions or comments, please do not hesitate contact either of us, or any member of your Nor-Cal EMS Board.

Sincerely,



LEE ADAMS, Chair
District One Supervisor, Sierra County



KEVIN GOSS, Vice Chair
District Two Supervisor, Plumas County

UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION

3B

PLUMAS-SIERRA COUNTIES
208 FAIRGROUNDS ROAD
QUINCY, CA 95971

PHONE (530) 283-6270
FAX (530) 283-6088

Date: April 21, 2021

To: Honorable Board of Supervisors

From: David Lile, County Director

Agenda: Agenda Item for May 4, 2021

Item Description: Receive the 2020 Annual Report on Farm Advisor/UC Cooperative Extension programs and activities.

Background and Discussion: The 2020 Annual Report showcases Farm Advisor/UC Cooperative Extension workshops, research and highlights some accomplishments from the past year. The Board is invited to discuss programs and activities for past and future events.

A copy of the Annual Report is attached for your review. If you have any questions please contact us at 283-6270.

Thank you.

UNIVERSITY OF CALIFORNIA, U.S. DEPARTMENT OF AGRICULTURE AND PLUMAS-SIERRA COUNTIES COOPERATING



Cooperative Extension (Plumas-Sierra County) provides reasonable accommodations for all disabled individuals to participate in our workshops/programs. If you require accommodations, please call (530) 283-6270 at least 2 weeks in advance. Hearing impaired persons may also use the 711 Relay System to make a request.

Plumas & Sierra Counties

ucce-plumas-sierra.ucanr.edu

University of California
Agriculture and Natural Resources



Annual Report 2020

David Lile, County Director
530-251-6673 - dffile@ucanr.edu

Tracy Schohr, Livestock and Natural Resources
916-716-2643 cell - tkschohr@ucanr.edu

Ryan Tompkins, Forestry and Natural Resources
530-283-6125 - retompkins@ucanr.edu

Kari O'Reilly, 4-H Program Representative
530-283-6173 - koreilly@ucanr.edu

Tom Getts, Weed Control and Cropping Systems
530-251-2650 - tjgetts@ucanr.edu

Samantha Brown, Administrative Assistant
530-283-6270 - smgbrown@ucanr.edu

We are excited to share with you this report highlighting local impacts of UC Cooperative Extension in Plumas and Sierra counties! Due to COVID-19 restrictions that limited in person activities, our staff remained busy hosting online activities, socially distanced trainings and collected data for research projects. Ryan Tompkins the Forestry and Natural Resources Advisor was deeply engaged with partners helping our community become more fire resilient, improving sustainable forest management and responding to local disasters. Livestock and Natural Resources Advisor Tracy Schohr's program is high energy and casts a wide net as she helps local ranchers and land managers with invasive pests, rangeland management, regulatory compliance, and more. Kari O'Reilly was a constant connection in our community with local youth as schools were closed, she launched a new program to engage youth and expand leadership development. Tom Getts, provides technical assistance to farmers and land managers and conducts field research in weed control, invasive pests and irrigation efficiency to help local farmers stay productive and viable. And Samantha Brown, our Administrative Assistant, keeps us all moving forward by providing critical support to our staff and volunteers. We encourage you to reach out to learn more about UC activities, research and educational programs.

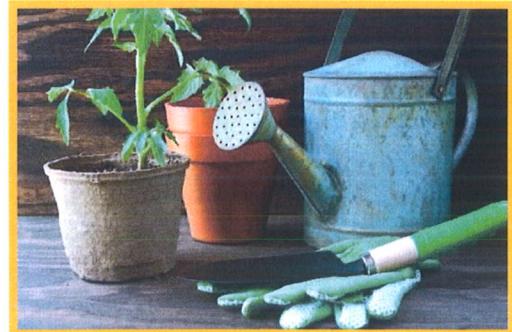
- David Lile, County Director



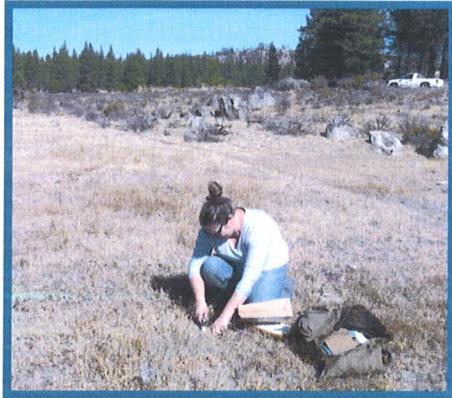
Master Gardener Program



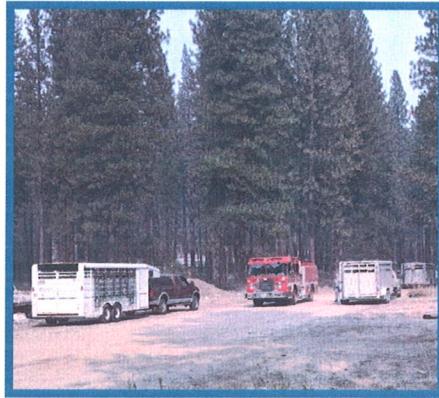
The Plumas/Sierra group of Master Gardeners is an enthusiastic cadre of volunteers, trained by UCCE, who advise and provide technical support to backyard gardeners throughout both counties!



Tracy Schohr is the Livestock and Natural Resources advisor. Schohr is conducting extension, education and applied research focusing on livestock production, water, economics, and sustainable range and pasture management. She is developing solutions to the complex issues facing land managers and commercial livestock producers in the region.



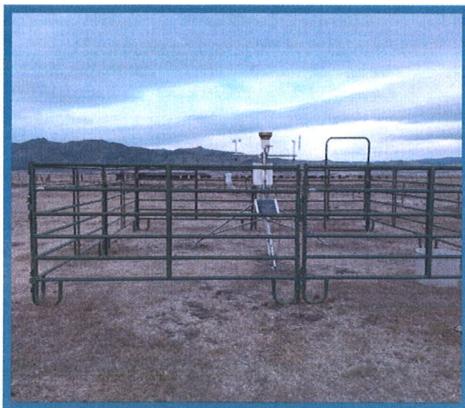
Collected data on Walker Fire to analyze meadow response to fire, vegetation productivity and grazing. Also, provided post-fire technical assistance to ranchers and local federal agency staff.



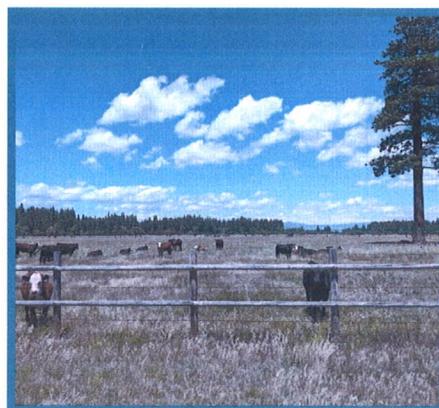
During Loyalton and North Complex Fires supported local government on livestock evacuations and shelter management. Conducted assessment of fire impacts and assisted ranchers with recovery.



Supported ranchers in Indian Valley during grasshopper infestation that depleted livestock forage. Provided early identification outreach, hosted field workshop and supplied technical resources.



Coordinated the installation of California Irrigation Management Information System weather station in Sierra Valley to improve agricultural irrigation efficiency.



Launched study investigating irrigated pasture and hay operation economics, management practices and productivity across region.



Hosted trainings and provided technical assistance to ranchers on regulatory compliance, land management and animal health.

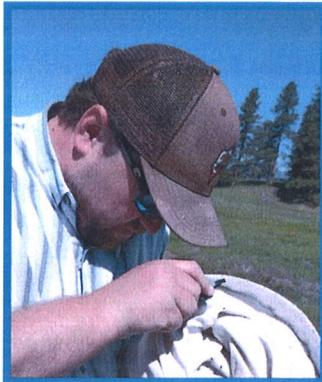
Weed Ecology and Cropping Systems Advisor, Tom Getts, has been working with agricultural producers since 2015. His program focuses on providing insight to agronomic challenges and solving invasive weed problems throughout the intermountain region.



UC Advisors are available in person and over the phone to provide technical information for local producers to diagnose fertility and pest problems.

Outreach

Updates on research and activities are distributed in newsletters and online.

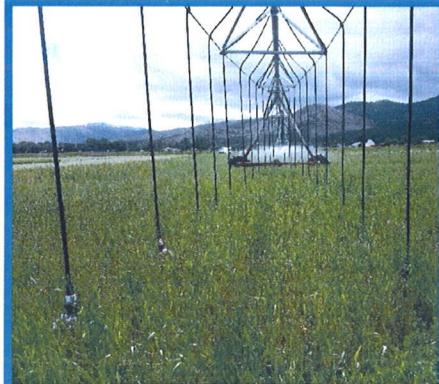


UC works to organize and contribute to educational workshops to address issues relevant to producers in Plumas and Sierra counties.

Research



Weed control trials to demonstrate the effectiveness of newly registered herbicides are conducted regionally to provide non-biased information for producers.

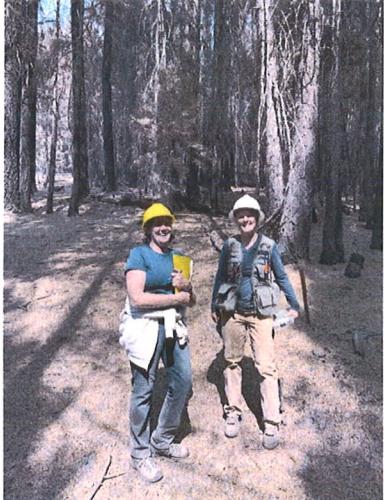


Research is being conducted to help improve agricultural irrigation efficiency, minimize water stress, and quantify how much water is applied.



Invasive weeds are problematic for all land owners. Research is being conducted to better control invasive weeds with both Chemical and Biological options.

Ryan Tompkins is the Cooperative Extension Forester and Natural Resources Advisor (RPF#3108). His research and extension program focuses on sustainable forest management and restoration, building community resilience to wildfire and climate change, and supporting rural natural resource-based community capacity development.



Sustainable Forest Management and Restoration:

- Hosted virtual [Forest Stewardship workshop](#) for small forest landowners to develop Calif. Cooperative Forest Mgmt. plans
- Post-fire Reforestation Research: [Reforestation in a Burning Climate](#)
- Delivered [post fire recovery technical assistance](#) to landowners affected by the North Complex fires
- Developed [US Senate Staff Policy Brief on Wildfire & Forest Mgmt.](#) with Dr. Scott Stephens at UC Berkeley

Building community resilience to wildfire & climate change:

- Home Hardening & Wildfire Preparedness [Webinar June 2020](#)
- Fall 2020 Plumas TREX: Prescribed Fire Training Exchange
- Supported the development of Firewise Communities (e.g. Sierra Brooks and Quincy)
- Prepared the Tree Mortality Section for the Plumas County Local Hazard Mitigation Plan
- Developed [Burn Permit Policy](#) recommendations to promote prescribed fire as a tool for forest landowners
- Deployed regional 2020 Wildfire Preparedness research survey to inform community fuel reduction & home hardening efforts



Support rural natural resource-based community capacity:

- Collaborated with Capital Public Radio and local partners on the [Rural Reporting project](#) to highlight COVID challenges in natural resource mgmt. & rural communities
- RCD & UCCE Apple Pruning Workshop February 2020
- Developed Plumas Stakeholder's Exchange to be delivered in 2021
- Partnering with RCDs, FSCs, Firewise communities, Plumas Underburn Cooperative, UC Berkeley, USFS, & CSU Chico (BCCER)

4-H Community Education Specialist, Kari O'Reilly has been working with youth in Plumas and Sierra Counties for six years. COVID 19 posed significant challenges this year but Plumas-Sierra worked to deliver programs and keep kids connected whenever possible. We are looking forward to continuing this 4-H year with engaging, in-person events and activities!



County Events

Plumas-Sierra 4-H hosted it's first ever Virtual Presentation Day! 4-H members honed their public speaking skills by delivering presentations via Zoom. It was a fun and successful event but we are happy to be planning in-person events moving forward!



Livestock Projects

Members are excited to be working with their animals and are feeling optimistic that they will be able to bring them to fair this year!

County Ambassador

We are excited to be offering the 4-H County Ambassador program. This is a working honor where teens are selected to develop leadership skills and design a community service project to meet local needs.



In-School Programs

Traditional collaborations between in-school garden programs and 4-H continued with 4-H providing curriculum to school gardeners and teachers.



Camp

We are happy to share that plans for a 4-H summer camp are moving forward this year! This year we will hold a week long Day Camp and next year we hope to hold our traditional overnight camp.



Community Service

4-Hers pledge their "hands to larger service" which means they continually participate in community service activities, like these members making cards and wreaths to deliver to the long term care facility in Loyalton.

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: May 4, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Adopt Resolution amending the 2020-2021 Personnel Allocation for the Behavioral Health Budget Unit 70571 (MHSA) adding 1.0 FTE Behavioral Health Site Coordinator and removing 1.0 FTE Supervising Site Coordinator. Authorize the Director of Human Resources to recruit to fill the allocated position.

Recommendation

1. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation in the Budget Unit 70571 (MHSA) adding 1.0 FTE Behavioral Health Site Coordinator and remove 1.0 FTE Behavioral Health Supervising Site Coordinator. Approved by the Director of Human Resources Director.
2. Authorize the Director of Human Resources to recruit and fill the allocated position of 1.0 FTE Behavioral Health Site Coordinator.

Background and Discussion

The Mental Health Services Act Coordinator was hired for the position on March 15, 2021. Since that time, the Director, MHSA Coordinator and ASO have met to review the needs of the Wellness Center activities throughout the county. Some of the oversight of the Wellness Centers will be assumed by the Mental Health Services Act Coordinator's duties and responsibilities as well as backed up by the ASO and Department Fiscal Officer. Based on this change, the position of Supervising Site Coordinator will no longer be needed. It should also be noted, the former Behavioral Health Supervising Site Coordinator was promoted to the MHSA Coordinator. She led the successful development of the Wellness Centers and would like to continue to provide leadership and improvement of this vital MHSA 3-Year Plan programing. However, adding an additional Behavioral Health Site Coordinator will be needed to assure continuity to the Wellness Centers throughout the County. This change will provide a cost savings to the department due to the reduced rate of pay for the position.

Based on budget projections, the department is realizing a savings in wages and benefits that will fund the added expense for this position. This position would be filled without the use of any General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position allocation changes outlined in this letter.

**RESOLUTION TO AMEND FISCAL YEAR 2020/2021 POSITION ALLOCATION FOR
BEHAVIORAL HEALTH DEPARTMENT #70571**

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

WHEREAS, the Behavioral Director has requested to reallocate 1.0 FTE for job classification MHSA; and

WHEREAS, the position is necessary in the daily operational needs of the Behavioral Health Department; 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 County's Position Allocation to allocate an additional 1.0 FTE Site Coordinator (MHSA) and remove 1.0 FTE Supervising Site Coordinator (MHSA) in the Behavioral Health Department #70571; and

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

Approve the amendment to Fiscal Year 2020/2021 Position Allocation as follows:

<u>Behavioral Health Department #70571</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
BH Supervising Site Coordinator	1.00	0.00
BH Site Coordinator	2.00	3.00

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 4th day of May, by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED IN 20-21 BUDGET

1.0 FTE Behavioral Health Site Coordinator

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Behavioral Health Site Coordinator position is a legitimate business justification due to the oversight necessary to manage and oversee the activities within the Behavioral Health Department Wellness Centers.**
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, working closely with community partners and local vendors, behavioral health clients and staff, performing outreach activities and running the day to day Wellness Center operations and peer activities performed at the site.**
- How long has the position been vacant? **The Portola Site Coordinator left in 2020. Since that time, the Portola Wellness Center was limited in activities due to COVID restrictions and was mainly accessed by clients only. It was Peer ran with the support of the Supervising Site Coordinator. The needs have changed and without a Supervising Site Coordinator, a Site Coordinator is needed.**
- Can the department use other wages until the next budget cycle? **Other wages are being used currently, but the demands of running a Wellness Center is greater than the 29- hours an Extra Help employee can provide.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a comparable number of Site Coordinators.**
- What core function will be impacted without filling the position prior to July 1? **Without a Site Coordinator to run the Wellness Center operations, the Wellness Center would be without employee coverage. Reduction of hours the Center is open would impact the community and the clients as well as the billing of the Center.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue due to the client's ability to access the Center for Crisis intervention and groups. This would reduce the Medi-Cal reimbursement of funding to the department.**

- 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? **No impact is expected as funding is secure and ongoing.**
- 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? **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? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development. Some reserves have been used in the past 3 budget years and financial reductions are currently a priority for sustainability**

BEHAVIORAL HEALTH SITE COORDINATOR

DEFINITION

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the "face" of the agency to clients and the general public in Plumas County's outlying areas.

REPORTS TO

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

EXAMPLES OF DUTIES:

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department's office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

BEHAVIORAL HEALTH SITE COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; 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 an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

Ability to:

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

BEHAVIORAL HEALTH SITE COORDINATOR – 3

TRAINING AND EXPERIENCE

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

One (1) year of experience in a supervisory capacity.

SPECIAL REQUIREMENTS

Must possess 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.

Plumas County Behavioral Health Department
September 2020

Director
Tony Hobson

Administrative Services Officer Shelley Evans

Behavioral Health QA/QI Manager Jessica McGill

MHSA Coordinator Liz Brunton

Clinical Records Specialist Robert McGill

Behavioral Health Psychiatric Nurse Eliza Fletcher

Unit Supervisor Kathy Schwartz
--

Unit Supervisor Sharon Sousa
--

Community Care Coordinator Jacqueline Martinez-Bianchi

Management Analyst Che Shannon
--

Fiscal Officer Kyle Hardee

Administrative Assistant III Amy Miller
--

Office Supervisor
**III
Candy Leland**

VACANT

VACANT

Case Management Specialist I/II/III Ton Brown
--

BH Site Coordinator Rhonda Remes
--

BH Site Coordinator III Nina Peay
--

Case Management Specialist I/II/III Gary Sunderson

BH Therapist III Matt Ward

BH Therapist III Junita Lamantia*
--

BH Therapist III James Burkhalter
--

BH Therapist III Kegan Hood*

BH Therapist III Kristi Rood

Case Management Specialist I/II/III Kristy Pierson

Case Management Specialist I/II/III Nate Dunn
--

Case Management Specialist I/II/III Desiree Freival
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VACANT

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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: May 4, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Request for approval to recruit for allocated and funded 1.0 FTE Behavioral Health Therapist I/II/Senior position

Recommendation

1. Approve the filling of the funded, allocated position of 1.0 FTE Behavioral Health Therapist I/II/ Senior that is funded .50 in Department 70570 and .50 in Department 70571, which was allocated and funded in the 2020-2021 budget year.

Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 FTE Behavioral Health Therapist I/II/Senior position which was created due to a recent resignation. The position will be filled without the use of any General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: PCBH request to fill 1.0 FTE Behavioral Health Therapist I/ II/ Senior positions.

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to provide an adequate number of clinical personnel to meet the ongoing needs of the community.**
- Why is it critical that this position be filled at this time?
This position needs to be filled to provide clients and citizens with a baseline level of clinical service.
- How long has the position been vacant? **The position was vacated January 26, 2021.**
- Can the department use other wages until the next budget cycle? **N/A**
- What are staffing levels at other counties for similar departments and/or positions? **Staffing by county depends upon population, caseloads, and management style.**
- What core function will be impacted without filling the position prior to July 1? **There will be a further reduction of service availability to the community. Existing clients will not receive ongoing services as good ethical practice would indicate. There will be a decrease in staff resources to provide 24-hour crisis services. New requests for services will be delayed.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There will be a possible increase in liability exposure to the county as the result of a decrease in services and additional stress on remaining staff in terms of providing adequate emergency services. A reduction of services to citizens will occur. A further decrease in staffing support will result in additional deterioration of staff moral and will risk additional staff turnover which will incur additional cost.**
- 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? **This position is funded by MediCal, Realignment, and MHSA sources. As such, funding is expected to remain stable. In the event of a considerable reduction of funding, clinical positions can be eliminated, or the fiscal shortfall can be compensated for from departmental reserves.**

- 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? **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? **This position does not rely on general fund support.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **PCBH has a reserve that would provide financial coverage if needed.**

BEHAVIORAL HEALTH THERAPIST I

DEFINITION

Under supervision of a licensed clinical supervisor, to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an intern position in the Behavioral Health Therapist series, for therapists who have a Master's Degree in Social Work or Counseling Psychology and are registered with the California Board of Behavioral Sciences. Candidate must be working on accumulating supervised hours toward becoming a Licensed Marriage Family Therapist, Licensed Clinical Social Worker or a Licensed Professional Clinical Counselor. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST I - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; 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.

BEHAVIORAL HEALTH THERAPIST I - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.

BEHAVIORAL HEALTH THERAPIST I - 4

Ability to - continued

- Establish and maintain effective working relationships with staff, other agencies, and the public.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Possession of a Master's Degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, Psychology, or Counseling.

SPECIAL REQUIREMENTS

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for licensure as either a Licensed Clinical Social Worker (LCSW), a Licensed Marriage Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPPC) in the state of California as established by the Board of Behavioral Science Examiners. Must obtain licensure as an MFT, LCSW or LPCC in the state of California within five (5) years of the effective date of employment.

Employees failing to obtain licensure as required will be terminated or demoted to an appropriate lower position in which they meet the minimum requirements within the Behavioral Health Department, if one is available.

Registration with an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California preferred. Requires possession of a valid State of California certification as an AOD Counselor within five years of date of hire. Plumas County Behavioral Health will support employees efforts by providing training or paying for education toward AOD certification.

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 Driver's 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.

BEHAVIORAL HEALTH THERAPIST II

DEFINITION

Under supervision of a Behavioral Health Unit Supervisor, to provide integrated mental health or alcohol and drug counseling and treatment to individuals with qualifying mental and/or alcohol and drug conditions; serve a population of individuals that may be involved with the criminal justice system, experienced incarceration or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully licensed position in the Behavioral Health Therapist series, candidate having obtained either a Marriage Family Therapist License or is a Licensed Clinical Social Worker through the California Board of Behavioral Science. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST II – 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the Department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency “on-call” system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; 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.

BEHAVIORAL HEALTH THERAPIST II - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

BEHAVIORAL HEALTH THERAPIST II – 4

Training and Experience:

Qualifications required for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

Special Requirements: Possession of a license, as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

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 Driver's 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

BEHAVIORAL HEALTH THERAPIST SENIOR

DEFINITION

Under general direction of the Behavioral Health Unit Supervisor, organize and assist with clinical supervision for assigned staff and Behavioral Health programs; to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Assists with service development, and provides serves to higher acuity cases of a population of individuals that may be involved with the criminal justice system, experienced incarceration, or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level Behavioral Health Therapist classification series. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

REPORTS TO

Behavioral Health Unit Supervisor or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Clinical Supervision of Behavioral Health Therapist I, and other clinical and/or administrative staff as assigned.

BEHAVIORAL HEALTH THERAPIST SENIOR - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with mental health and alcohol and drug problems; and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis; and individuals with co-occurring disorders.
- Prepares case histories and maintains up to date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency “on-call” system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of MHSA (Mental Health Services Act) programs.
- May provide management functions and oversight of branch offices.
- May serve as a “specialty resource” in a number of specialty Mental Health or Behavioral Health areas, included but not limited to: Crisis Intervention; Trauma;

BEHAVIORAL HEALTH THERAPIST SENIOR – 3

Examples of Duties - Continued:

Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; 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 an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards, including proper documentation as to treatment plans, medical necessity, note writing within 72 hours of service.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

BEHAVIORAL HEALTH THERAPIST SENIOR – 4

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling during individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited graduate school or program;

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Two (2) years of post-licensure experience preferred in a mental or behavior health setting, to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

SPECIAL REQUIREMENTS

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing, preferred.

BEHAVIORAL HEALTH THERAPIST SENIOR – 5

Special Requirements – continued:

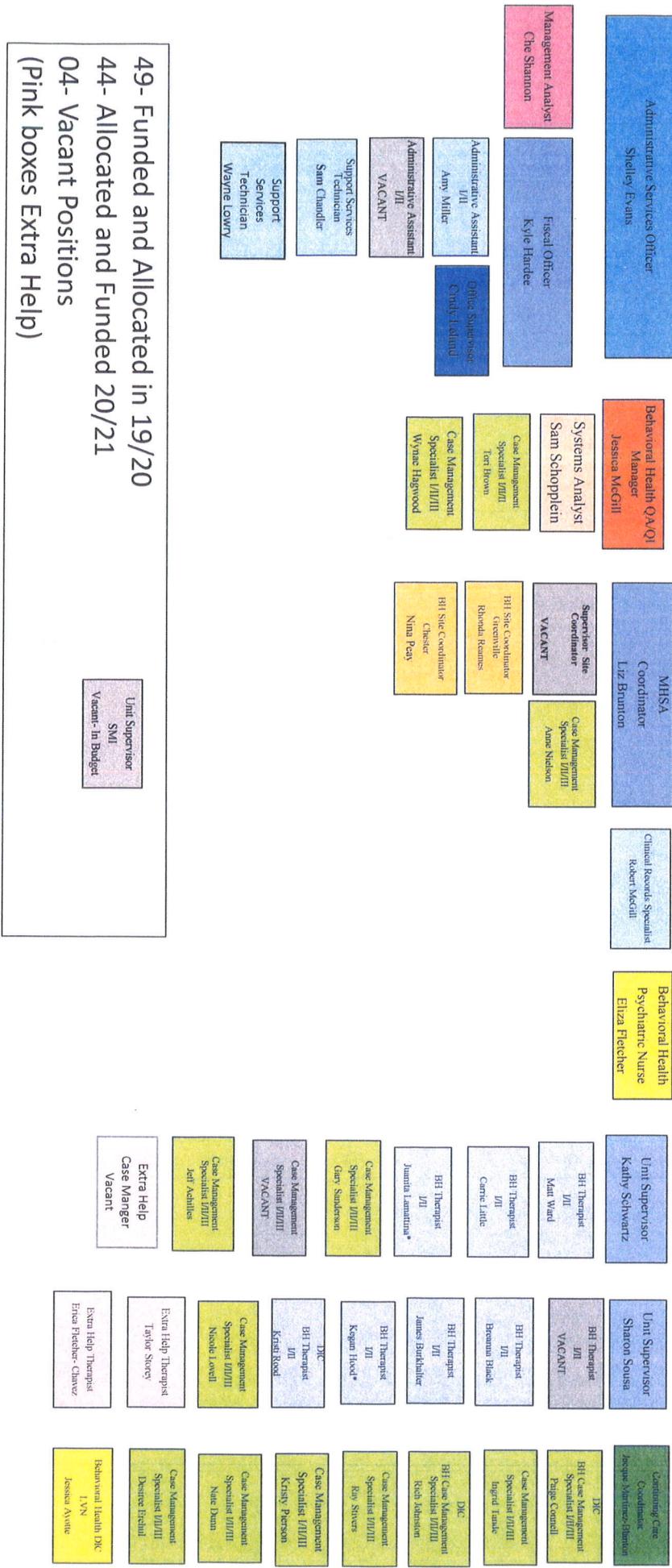
Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred.

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 Driver's 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.

Plumas County Behavioral Health Department
September 2020

Director
Tony Hobson



Plumas County Behavioral Health Department
September 2020

Director
Tony Hobson

Administrative Services Officer Shelley Evans	Behavioral Health QA/QI Manager Jessica McGill	MHSA Coordinator Liz Brunton	Clinical Records Specialist Robert McColl
Management Analyst Che Shannon	Fiscal Officer Kyle Hardee	Supervisor Site Coordinator VACANT	BH Case Management Specialist (U/I)
Administrative Assistant U/I Amy Miller	Office Supervisor Candy LeLund	Case Management Specialist (U/I)	BH Therapist III Matt Ward
Administrative Assistant III VACANT	Case Management Specialist (U/I/II) Wynae Hagwood	BH Site Coordinator Greenville Rhonda Raines	BH Therapist III Carrie Latte
Support Services Technician Sam Chandler	Case Management Specialist (U/I/II) Nina Peay	BH Site Coordinator Chester	BH Therapist III James Burkhalter
Support Services Technician Wayne Lowry	Case Management Specialist (U/I/II) Gary Sunderson	BH Therapist III Jannith Lamantia*	DIC Case Management Specialist (U/I/II) Ingrid Truade
Unit Supervisor SMI VACANT in Budget	Case Management Specialist (U/I/II) Jeff Athletes	BH Therapist III Kegan Hood*	BH Case Management Specialist (U/I/II) Reich Johnston
Extra Help Therapist Taylor Story	Case Management Specialist (U/I/II) Nicole Lovell	BH Therapist III Keshia Rood	Case Management Specialist (U/I/II) Elo Stivers
Extra Help Therapist Erica Fletcher-Chavez	Case Management Specialist (U/I/II) Natalie Dunn	Case Management Specialist (U/I/II) Kristy Person	Case Management Specialist (U/I/II) Continuing Care Coordinator Angela Martinez-Banman
Extra Help Therapist Case Manager Vacant	Case Management Specialist (U/I/II) Jeff Athletes	Case Management Specialist (U/I/II) Desiree Frischai	Case Management Specialist (U/I/II) L VN Jessica Avotte

BOARD AGENDA REQUEST FORM

Department: BEHAVIORAL HEALTH

Authorized Signature: *Shelley Evans*

Board Meeting Date: 5-4-2021

Consent Agenda: Yes/No

Request for 5 minutes for presentation
(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. Approval to fill the vacant, allocated and funded 1.0 FTE Behavioral Health Therapist I/II/ Senior position.
B. _____

C. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

HR

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y/N)

Signed? (Y/N)

Budget Transfers Sheets:

Signed? (Y/N)

Other: _____

Publication:

Clerk to publish on _____ Notice attached and e-mailed to Clerk.

Notice to be published _____ days prior to the hearing. _____ (if a specific newspaper is required, enter name here.)

Dept. published on _____ (Per Code § ____). Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: _____ No: _____ Not Applicable: _____

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242

4B



Lindsay Fuchs
County Librarian

DATE: April 13, 2021
TO: Honorable Board of Supervisors
FROM: Lindsay Fuchs, Plumas County Librarian
RE: Authorize the County Librarian to recruit and fill vacant Extra-Help Library Aide position(s) for Chester and Greenville.

Recommendation:

Authorize the County Librarian to recruit and fill vacant Extra-Help Library Aide position(s) for Chester and Greenville.

Background:

Due to resignation and reduction in available hours for current staff, Plumas County Library currently needs more Extra Help Library Aides for as-needed duties for Greenville and Chester Branches.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Cost:

Other Wages to fulfill this Extra Help position have already been approved and marked for in the Library budget for 20/21FY. This position starts at \$14/hr.

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. The Extra Help Library Aide position(s) for the Greenville and Chester Branches were funded for the 20/21FY budget. The Library Aide position is vital for Library operations to continue without interruption.

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

These position(s) are crucial to continue the Plumas County Library service hours when the Branch Manager is unavailable (due to vacation, sick leave, and potential COVID-19 issues) or require additional help. There are not enough subs to currently cover Branch Manager/Extra Help if they need to use their leave, and therefore we would have to completely close down the Branch or pay additional funds to provide a sub from a different branch (dependent on weather and sub availability/interest in other branches.)

3. How long has this position been vacant?

Current staff availability will be reduced in April and the resignation will become effective May 2021.

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

This position is Extra Help and will be using Other Wages.

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

Other counties who run similar programs through the Literacy and/or Library systems have similar positions.

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

Branches will be closed if we do not have enough coverage to keep operations continuing.

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

Library branch closures lead to service reductions, which in turn cause a decrease of patrons.

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?

This position is Extra Help and is at-will. This is a General Fund dept.

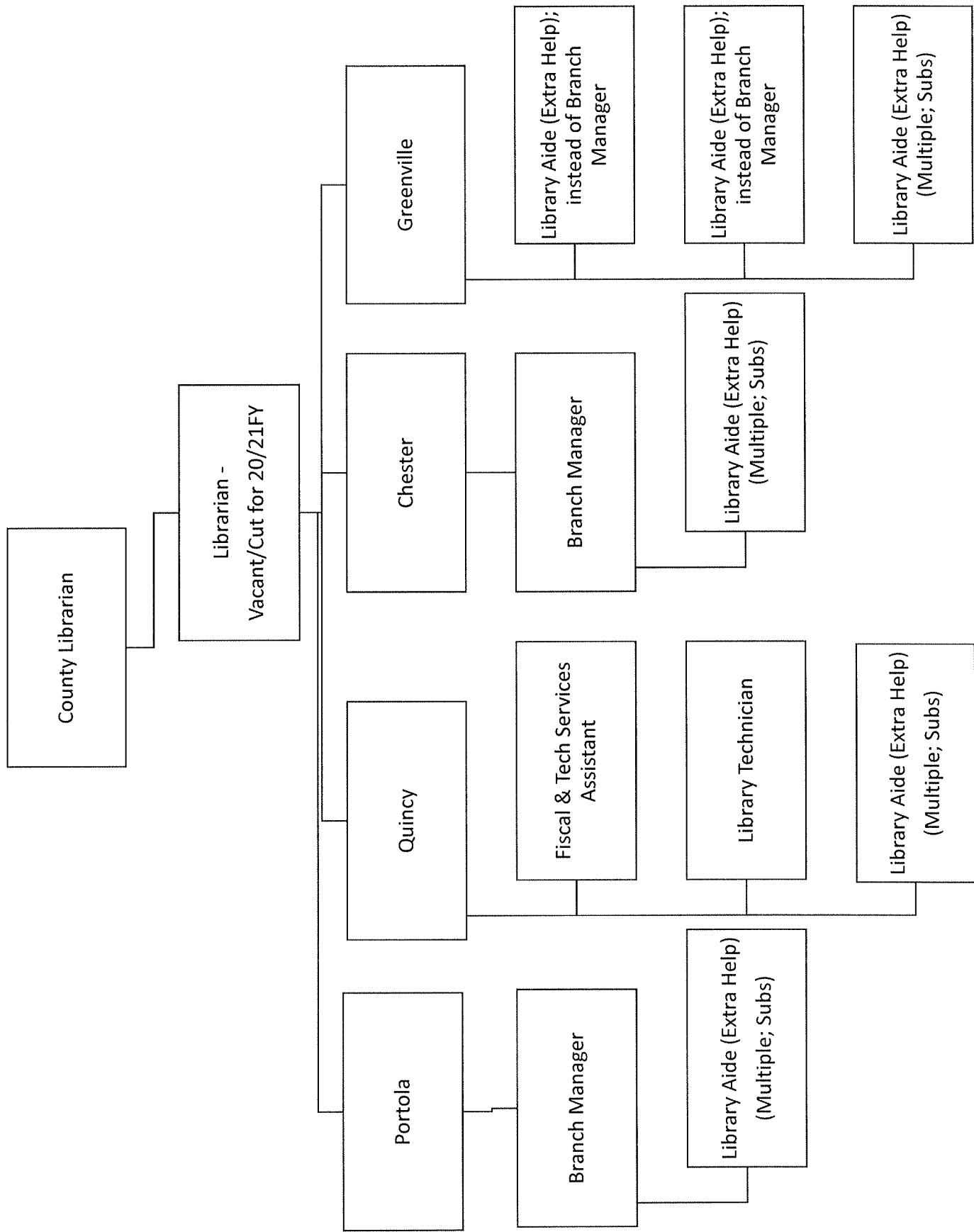
10. Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

The immediate filling of this position will not impact the Dept/General Fund as funding has already been sent aside for the current fiscal budget. This position is accounted for during budget planning as it is a necessary position to run the Library Department.

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

No, the department is funded by the General Fund.

Organizational Chart for Plumas County Library





4C

BOARD OF SUPERVISORS STAFF REPORT

TO: Honorable Board of Supervisors

FROM: Tracey Ferguson, AICP, Planning Director *T.F.*

MEETING DATE: May 4, 2021

SUBJECT: **PLANNING COMMISSION RECOMMENDATIONS
CONCERNING 2035 PLUMAS COUNTY GENERAL PLAN
ECONOMICS ELEMENT PRIORITY IMPLEMENTATION
MEASURES**

RECOMMENDATION

1. Discussion and possible action:
 - a. Accept Planning Commission's recommendations
 - b. Set future Board of Supervisors agenda item to continue discussion
 - c. Direct Planning staff to create a plan(s) to fulfill any given Economics Element implementation measure(s) and bring back to the Board of Supervisors for discussion, confirmation, and further direction

BACKGROUND

In October 2019 the Planning Commission began discussing a process by which they would review the 2035 General Plan, element by element. At the regularly scheduled meeting on June 20, 2020 the Planning Commission began its review of the Economics Element, and the reviews continued until November 5, 2020.

At the regularly scheduled meetings on February 4, 2021 and March 18, 2021 the Planning Commission revisited the Economics Element implementation measures for discussion, and members of the public were involved in providing feedback on ideas for investment in economic development.

Such public feedback included expanding broadband telecommunications, installing electric vehicle charging stations, establishing community advisory boards (CABs), assisting in the creation of a regional economic development agency (REDA), working with and providing County funding to local chambers of commerce, inviting US Forest Service recreational tourism cooperation, growing revenue through the collection of TOT (transit occupancy tax), utilizing multi-media and virtual platforms to market Plumas County, working with the newly established Feather River Tourism Marketing District, and supporting the development of workforce training programs for job creation.

At the regularly scheduled meeting on April 1, 2021 the Planning Commissioners provided their recommendations to Planning staff regarding priority implementation measures.

Based on the recommendations at the regularly scheduled meeting on April 15, 2021 Planning staff presented a bulleted list of nine (9) overarching Planning Commission economic development priority themes for discussion and final recommendations (Attachment – Planning Commission Staff Report).

The staff report also includes a table with an inventory of the priority Economics Element implementation measures, those that are complete, those that are ongoing, and implementation measures that are yet to be prioritized for action.

PLANNING COMMISSION RECOMMENDATIONS

In order of importance, the following lists the Planning Commission's recommendations for priority 2035 General Plan Economics Element implementation measures based on their final feedback during the regularly scheduled meeting on April 15, 2021.

1. Establish an economic development advisory body to assist in the development of a current economic development strategy.

The Planning Commission acknowledges there are budget considerations with this recommendation, as County staff time and resources would be dedicated.

Implementation Measure #1a. The County shall consider the establishment of an economic advisory body to assist in the development of an economic development strategy and workforce. Such a body should be appointed by the Board of Supervisors and should include representatives of key sectors, including but not limited to local business, forestry and timber products, energy, tourism, agriculture, banking and finance, health services and education. In addition, the County should seek participation from the United States Forest Service.

Implementation Measure #1b. The County shall manage the preparation and regular updates of an economic development strategy that will guide the overall development of Plumas County as a competitive location for existing businesses to remain and expand and for attracting new businesses, consistent with the General Plan vision. The County may prepare the economic development strategy itself with guidance from the economic advisory body or may delegate this responsibility to local economic development service providers for adoption by the County with review and input by the economic advisory body.

2. Establish one economic development point of contact as a key communication and organizational component of the County's overall economic development strategy.

Although likely not a main job duty, the Planning Commission acknowledges those County staff members such as the County Administrator, Planning Director, Fair Manager, Public Works Director, Treasurer/Tax Collector, and Facilities Services Director, among others, that play a role in furthering economic development in Plumas County. Of those listed, Commissioners remarked the County Administrator or Planning Director are the two positions most appropriate for consideration of the one economic development County point of contact.

The Planning Commission further acknowledges staff workload considerations with this recommendation. Consequently, the County should consider creating and funding a dedicated economic development 1.0 FTE position where the primary job is leading economic development strategies and should include proficiency in grant writing and knowledge of economic development funding streams.

Implementation Measure #1a and b. (see above)

3. **Support local chambers of commerce with County resources including A. staff time and B. revisiting a direct source of funding, such as dedication of County general fund budget (TOT) to chambers.**

The Planning Commission acknowledges there are budget considerations with this recommendation, as County staff time and resources would be dedicated.

Implementation Measure #20. The County shall coordinate with local businesses and Chambers of Commerce to create “buy local” campaigns to build local residents’ awareness of the options for and benefits of shopping locally.

4. **Support County infrastructure improvements to benefit economic development.**

The Planning Commission acknowledges there are budget considerations with this recommendation, primarily with the Facility Services and Public Works departments.

Implementation Measure #6a. To the extent possible, the County shall prioritize development of basic public infrastructure for tourism, such as public restrooms and public gathering places.

ADDITIONAL INFORMATION

It should be noted that many of the 2035 General Plan Economics Element implementation measures include responsible entities such as the Board of Supervisors and County departments such as Planning and Public Works, in addition to what is called the “County Economic Development Services Provider.”

As defined in the 2035 Plumas County General Plan, the Economic Development Service Provider may include “a wide range of organizations, including government agencies and non-profit organizations specifically organized to promote business retention, expansion and attraction as well as other types of organizations, which may be important partners in economic development. This may include educational institutions, financial institutions, utilities and transportation providers, Chambers of Commerce and other types of organizations that can contribute resources towards local economic growth.”

The incorporation of such wide-ranging entities responsible for economic development speaks to the need for countywide partnerships and collaboration in order to achieve economic development success in Plumas.

ATTACHMENT

Planning Commission Staff Report, April 15, 2021, from Tracey Ferguson, AICP, Planning Director, with subject PLANNING COMMISSION REVIEW OF 2035 GENERAL PLAN – Planning Commission Recommendation to Board of Supervisors of Priority Economics Element Implementation Measures and Attachment 1 (2035 General Plan Economics Element Implementation Measures Planning Commission Recommendations)



PLANNING COMMISSION STAFF REPORT

TO: Honorable Planning Commissioners
FROM: Tracey Ferguson, AICP, Planning Director
MEETING DATE: April 15, 2021
SUBJECT: **PLANNING COMMISSION REVIEW OF 2035 GENERAL PLAN –**
Planning Commission Recommendation to Board of Supervisors of
Priority Economics Element Implementation Measures

BACKGROUND:

In October 2019 the Planning Commission began discussing a process by which they would review the 2035 General Plan, element by element. At the regularly scheduled meeting on June 20, 2020 the Planning Commission began its review of the Economics Element, and the reviews continued until November 5, 2020. Throughout the review process, the Commissioners and staff made notes and suggested action outcomes for the implementation measures. Upon conclusion of the review of the Economics Element, Planning staff created a summary table that documented the review.

At the regularly scheduled meetings on February 4, 2021 and March 18, 2021 the Planning Commission revisited the Economics Element implementation measures summary table for discussion, and members of the public were involved in providing feedback on ideas for investment in economic development. Such public feedback included expanding broadband telecommunications, installing electric vehicle charging stations, establishing community advisory boards (CABs), assisting in the creation of a regional economic development agency (REDA), working with and providing County funding to local chambers of commerce, inviting US Forest Service recreational tourism cooperation, growing revenue through the collection of TOT (transit occupancy tax), utilizing multi-media and virtual platforms to market Plumas County, working with the newly established Feather River Tourism Marketing District, and supporting the development of workforce training programs for job creation.

At the regularly scheduled meeting on April 1, 2021 the Planning Commissioners provided their recommendations to Planning staff regarding priority implementation measures to present to the Board of Supervisors for discussion and possible action. Those priorities are listed in Attachment 1, along with an inventory of Economics Element implementation measures that are complete, those implementation measures that are ongoing, and implementation measures that are yet to be prioritized for action.

It should be noted that many of the Economics Element implementation measures include responsible entities such as the Board of Supervisors and County departments such as Planning and Public Works, in addition to what is called the "County Economic Development Services Provider."

As defined in the 2035 Plumas County General Plan, the Economic Development Service Provider may include "a wide range of organizations, including government agencies and non-profit organizations specifically organized to promote business retention, expansion and attraction as well as other types of organizations, which may be important partners in economic development. This may include educational institutions, financial institutions, utilities and transportation providers, Chambers of Commerce and other types of organizations that can contribute resources towards local economic growth."

The incorporation of such wide-ranging entities responsible for economic development speaks to the need for countywide partnerships and collaboration in order to achieve economic development success in Plumas.

Some of the organizations, governmental agencies, and private businesses discussed as part of the Planning Commission meeting conversations that can contribute towards local economic growth include, but are not limited to the following:

- California Governor's Office of Business and Economic Development (GO-Biz)
- Plumas National Forest, Lassen National Forest, and Tahoe National Forest
- City of Portola
- Lassen County and Sierra County
- Chambers of commerce (Chester/Almanor, Quincy, Lost Sierra, Indian Valley, Loyalton, and Westwood)
- Feather River Tourism Marketing District
- Plumas-Sierra Rural Electric Cooperative and other utilities
- Plumas Bank and other financial institutions
- Feather River College, Plumas Unified School District, Sierra-Plumas Joint Unified, charter schools, private schools, and other educational institutions
- Plumas Transit and other transportation providers
- Plumas County Museum, Indian Valley Museum, Portola Railroad Museum, Plumas Arts, Main Street Artists, West End Theatre, County libraries, and other museums and cultural centers
- Collins Pine, Sierra Pacific Industries, and other timber companies
- Sierra Institute for Community & Environment
- Recreation and Park Districts (Central Plumas, Eastern Plumas, Indian Valley, and Almanor)
- Special Districts (water, sewer, fire protection, hospital, groundwater, flood, and dry utilities)
- Alliance for Workforce Development
- Sierra Small Business Development Center

Previous County leadership in advancing economic development initiatives included former Supervisor Lori Simpson, former Planning Director Randy Wilson, former County Assessor Chuck Leonhardt, former Environmental Health Director Jerry Sipe, former Agricultural Commissioner Tim Gibson and others.

Current County leadership involved in continuing to direct and advance economic development includes, but is not limited to, the Chair of the Board of Supervisor Jeff Engel, Supervisor Greg Hagwood, County Administrator Gabriel Hydrick, Fair Manager John Steffanic, Planning Director Tracey Ferguson, Treasurer/Tax Collector Julie White, and Facilities Services Director Kevin Correira.

INFORMATION:

In 2002-2003 when Plumas Corporation was one of the primary entities leading economic development initiatives in the County, an Economic Development 5 Point Strategy was developed with goals, objectives, strategies, and success measures, and was funded, in part, through state Community Development Block Grants and County General Fund.

The 5 strategies included:

1. Tourism Marketing, Promotion, and Visitor Attraction and Tourism Infrastructure Development – visitor attraction, development of year-round recreational attractions
2. Product Development – infrastructure (including recreation – trail systems, campground, Forest Service activities), industrial land development, natural resource management and development, housing development, and workforce development
3. Business Retention and Expansion – business assistance, educational component, and capital access
4. Business Attraction – small to medium size businesses compatible with natural resources and culture
5. Public Policy Initiative – streamlining the permitting process, create a pro-business image

Later in 2016 into 2017, a small County committee was formed to revisit the 2002-2003 Economic Development Strategy with a focus on:

- Special events
- Creating a central County point of contact
- Improved customer service
- Building County relationships with economic development service providers through concierge service methods

RECOMMENDATIONS:

The overarching economic development priority themes the Planning Commissioners communicated include:

- Establishing an economic development advisory board to assist in the development of a current economic development strategy, acknowledging County staff time and resources will need to be dedicated that includes budgeting
- Establishing a central economic development County point contact as a key communication and organizational component, acknowledging the County may need to create, fund, and staff such a position where the job description should include proficiency in grant writing and knowledge of economic development funding streams
- Acknowledging recreational tourism, and tourism in general, is a leading economic driver in Plumas
- Growing businesses and jobs with development training and education to enter the workforce (for example, working with the schools, both public and private, and Feather River College regarding vocational training courses)
- Addressing the needs for affordable housing, cultural amenities, and childcare services which are directly linked to a successful economy and attraction of young families to make Plumas their home
- Supporting County infrastructure improvements (for example, County roads, certain parks to the degree in which Plumas County manages and maintains, public restrooms in County-owned public spaces)
- Establishing public/private partnerships
- Working with, and providing County resources including funding such as dedication of TOT, to local chambers of commerce
- Creating a vision, positive action, and continuous momentum for what Plumas County economic development will be

Specifically, the Planning Commission's Economics Element implementation measures priority recommendations to the Board of Supervisors include those action items directly tied to the establishment of an economic advisory body to develop an overall Countywide economic development strategy working with County economic development service providers (Attachment 1 – see section (1) Planning Commission Priority Implementation Measures for Recommendation to the Board of Supervisors).

ATTACHMENT:

1. **2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS**

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

The following 2035 General Plan Economics Element implementation measures table documents the following: (1) Planning Commission priority implementation measures for recommendation to the Board of Supervisors, (2) completed implementation measures, (3) ongoing implementation measures, and (4) implementation measures not yet prioritized for action.

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(1) PLANNING COMMISSION PRIORITY IMPLEMENTATION MEASURES FOR RECOMMENDATION TO THE BOARD OF SUPERVISORS					
1. a. The County shall consider the establishment of an economic advisory body to assist in the development of an economic development strategy and workforce. Such a body should be appointed by the Board of Supervisors and should include representatives of key sectors, including but not limited to local business, forestry and timber products, energy, tourism, agriculture, banking and finance, health services and education. In addition, the County should seek participation from the United States Forest Service.	5.1.2	Board of Supervisors	X	Consider	
b. The County shall manage the preparation and regular updates of an economic development strategy that will guide the overall development of Plumas County as a competitive location for existing businesses to remain and expand and for attracting new businesses, consistent with the General Plan vision. The County may prepare the economic development strategy itself with guidance from the economic advisory body or may delegate this responsibility to local economic development service providers for adoption by the County with review and input by the economic advisory body.		County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>		

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

2. When requested, and as County resources allow, the County shall work with existing or prospective businesses in industries targeted by the County's economic development strategy to secure financial assistance from such sources as Community Development Block Grants, Economic Development Administration or United States Department of Agriculture Rural Development.	5.1.3	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
4. a. The County shall consider designating a County staff person or third party economic development organization to collect and disseminate information to existing and prospective businesses regarding demographics, labor-force characteristics, availability of sites, including both buildings and land able to be developed, with appropriate zoning and infrastructure, transportation, and services, and other factors relevant to business location and expansion decisions, in collaboration with the City of Portola, County Chambers of Commerce and local property owners and real estate representatives.	5.1.6	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
b. As part of an overall economic development strategy, the County shall work with local partners to develop and implement an ongoing proactive business-retention program to support existing businesses and foster their expansion. As part of the business retention program, establish a business outreach program aimed at enhancing communication between existing businesses and the County, which could include convening business roundtable meetings for sharing information and concerns.	5.1.7		

The meetings should include representation from government and businesses and should provide a forum for any local business to share concerns.

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

c. See policies and implementation programs in Agriculture and Forestry Elements, regarding ongoing support for these industries.

d. As part of the larger economic development strategy, the County shall consider the establishment of a “local foods” initiative that will help to increase the supply of locally grown food. Elements of the initiative may include ensuring that existing policies facilitate greenhouse development on agricultural lands; expanding farmers market operations, working with local farmers to determine methods of extending the season, expanding number of vendors, increasing the days per week and considering other locations in the County; making it easier for farmers to establish farm stands for direct sales on agricultural property and supporting programs that promote and assist in the identification and marketing of local products, including outreach to the newspaper, Chambers of Commerce, businesses and any others seeking to improve the environment to foster an effective local foods initiative.

5. a. The County shall disseminate information on available sites. See Implementation Measure 5.1.6, above.

b. The County shall ensure adequate land supply. See Policy 5.1.6 above.

c. The County shall strive to support efforts of local economic development service providers to coordinate in conducting outreach and assistance to prospective new businesses.

d. The County shall encourage and support efforts to foster new economic activity in conjunction with established industry, such as linking forestry to renewable fuels production or leveraging the value of Plumas County’s “watershed

5.1.8
County
Economic
Development
Services
Provider

X
*with overall
Economic
Development
Strategy*

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

services" to downstream users in order to support local watershed maintenance and enhancement activities.

e. The County shall conduct and disseminate economic research relating to emerging markets, innovations and opportunities in which the County may have a competitive advantage.

f. The County shall consider targeting Internet marketing, web design, video production and entertainment media firms for business-attraction efforts.

g. The County shall encourage businesses and research that support sustainability and contribute to the emerging "green" economy, including agricultural and timber forestry enterprises.

h. The County shall support appropriate home businesses, "cottage" industries, telecommuting and telepresence to link local businesses to the larger global economy and reduce fuel consumption.

i. The County shall encourage public/private partnerships to market Plumas County as a business location.

6. a. To the extent possible, the County shall prioritize development of basic public infrastructure for tourism, such as public restrooms and public gathering places.

b. The County shall encourage tourism development that emphasizes protection and enhancement of the natural scenic beauty of Plumas County.

c. The County shall encourage and support lodging and food service facilities to support recreation and cultural and historic events and activities, including lodging and food facilities to support eco-tourism and agritourism needs, guest ranch facilities, campgrounds, bed and breakfasts, and event and business lodging.

5.2.2

Public Works

County
Economic
Development
Services
Provider

X
review Public
Works capital
improvement
program

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

7.	a. To the extent possible, the County shall support public/private tourism industry marketing efforts. b. The County shall support the efforts of private and non-profit and other groups to increase local spending through tourism and "shop local" campaigns. See Policy 5.6.8. c. The County shall support Scenic Byways, Bucks Lake Wilderness area and other designated recreational areas on the National Forests to further the promotion of tourism in the County.	5.2.2	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
8.	a. The County shall support the development of recreational events and activities that attract visitors on a year-round basis, including but not limited to, athletic events and outdoor activities. b. The County shall encourage destination recreation and tourism through projects on private lands. On public lands, coordinate efforts with Federal and State agencies. Some examples of activities are: <ul style="list-style-type: none">Promoting motorcycle tourism, fishing, boating, golf, destination education facilities, viewing fall colors, ice fishing, and other outdoor activities during the four seasonsDeveloping snowmobile staging areas with parking and restrooms open in winterDeveloping snowmobile trail network maps/web siteEstablishing routes, an overnight hut system, parking and trailhead facilities, etc. for back-country ski touring/snowshoeingDeveloping destination mountain biking and whitewater rafting/kayaking destinations within the County, including provision of parking and river put-in/takeout facilities	5.2.3	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

<ul style="list-style-type: none">• Developing guidebooks for mountain routes, etc.• Installing “Share the Road-Bicycles” signs to support organized bike rides and events and independent cycle touring as visitor activities• Establishing bicycle touring routes and the pursuit of funding to widen shoulders to safe widths for cyclists on those routes• Promoting agritourism and the development of specialty agricultural products.• Promoting winter sports, destination hunting, fishing, and wildlife viewing.• Coordinating the marketing message promoting recreational resources and the availability of lodging and food services to accommodate visitors.	9. a. As part of an overall economic development strategy, the County shall incorporate measures to encourage the development of the literary, performing and visual arts through programs and facilities which will support tourism and otherwise contribute to the retention and creation of job opportunities.	5.2.4	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
	b. The County shall support development of cultural tourism attractions based on the interpretation of the County's history, including collaboration with local groups on projects relating to local Native American culture and history, and other historic themes such as mining, logging and railroads.			
	c. The County shall, where feasible, identify and support local groups in the performing and visual arts.			
	e. The County shall encourage protection, maintenance and restoration of historic facilities, structures, including barns, and venues used for cultural and art activities.			

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

10. The County shall consider strategic use of County assets, such as property, buildings, structures and rights-of-way to be used in partnership with service providers to expand broadband and other new technology networks.	5.3.2	Board of Supervisors	X <i>with overall Economic Development Strategy</i>
11. As part of an overall economic development strategy, the County shall inventory and assess the County's existing assets for economic development and develop an action plan to maintain, improve, expand and re-use them for the benefit of economic development. Such an inventory could include:	5.3.3	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
<ul style="list-style-type: none">• Plumas County's three airports• Old mine sites• Abandoned mill sites and other key opportunity sites• Railroad lines and spurs• Power transmission infrastructure and other infrastructure• Support services and facilities, such as produce processing facilities, animal-processing facilities and dairies• Natural resources	5.4.1	County Economic Development Services Provider	X <i>with overall Economic Development Strategy</i>
12. a. The County will support the location of a satellite campus for Feather River College within the County and will also explore incentives and marketing programs to attract an accredited four-year college or university to the County. b. The County shall encourage Feather River Community College and the public school system to develop and offer courses that will help local residents develop skills that will position them for jobs in Plumas County's emerging industries.			

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
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ATTACHMENT 1

c. The County shall encourage collaboration between the public education system, non-profits and private sectors to promote education, vocational training, professional development, workforce development and lifelong learning in the workforce.			
13. a. As part of an overall economic development strategy, the County shall strive to support economic development programs that promote and seek funding for workforce development and housing and provide technical and financial assistance, including capital, technical expertise, and training, to businesses starting up and expanding.	5.4.2	County Economic Development Services Provider	<i>X</i> <i>with overall Economic Development Strategy</i>
b. The County shall promote job training by coordinating with local non-profits, Feather River College, private sectors and agencies in placing unemployed residents, including youth, in appropriate skill-enhancement programs.			
c. The County shall strive to facilitate networking among local entrepreneurs and potential mentors by working with local business organizations to establish a Plumas County entrepreneur's and potential mentor's forum involving a speaker's series that would serve as a venue to attract entrepreneurs and potential mentors. The purpose of the forum would be for networking and to begin building a database of local entrepreneurs and potential mentors and their interests and resources, which can be used to help match fledgling businesses with mentors and resources to support their success.	5.5.1	Planning	<i>X</i> <i>prepare Zoning Clearance Certificate &</i>
15. c. The County shall support efforts, including revisions to the Zoning Code to improve signage, displays and mapping for downtowns.			

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

			<i>review and revised Zoning Code as needed</i>
e.	The County shall modify the Zoning Code to facilitate commercial, industrial and/or mixed-use projects at sites near transit stops.		
f.	The County shall support efforts of local economic development service providers to coordinate and identify ways that local regulations and procedures could be improved in order to better support business within the County.		
20.	The County shall coordinate with local businesses and Chambers of Commerce to create "buy local" campaigns to build local residents' awareness of the options for and benefits of shopping locally.	5.6.8 County Economic Development Services Provider	<i>X with overall Economic Development Strategy</i>
23. a.	The County shall develop and implement a program that analyzes the existing and potential public services and infrastructure available to vacant land zoned for commercial and industrial uses within Towns and Communities and take steps to strive to provide adequate public services and facilities to support their development with employment generating uses.	5.1.6 5.6.12 Public Works	<i>X with overall Economic Development Strategy</i>

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(2) COMPLETED IMPLEMENTATION MEASURES					
3. The County shall include designated mineral resource areas in Plumas County land-use maps and protect these sites from encroachment.	5.1.4	Planning		X completed	
9d. The County shall establish and implement a standardized permitting process and requirements to facilitate concerts (complete), festivals and other large visitor-attracting events while considering potential negative impacts on the surrounding community.			X completed		
15 a. The County shall implement a program that increases the efficiency of the development review, which may include amending the Zoning Code to streamline review of minor projects with minimal environmental impacts that enhance the County's economic base on sites suitable for commercial and industrial uses.			X completed		
b. The County shall facilitate build-out of digital infrastructure by amending the Zoning Code as necessary to facilitate the installation of digital communications infrastructure for businesses and industry, including expanded availability of broadband service options for home businesses.					<i>amended Code to include ministerial Administrative Use Permit process</i>
					<i>Code includes ministerial Site Development Review process</i>

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(3) ONGOING IMPLEMENTATION MEASURES					
14. a. The County will continue its outreach to local residents in filling vacant positions within County departments and agencies.	5.4.3	County Human Resources			X as positions become available
b. When considering any outsourcing of services to private enterprise, the County shall incorporate a preference for local firms, when financially feasible.					X generally not an issue
15d. The County shall review parking in existing communities and explore solutions to identified parking problems.		Planning			X current practice
18. The County shall provide mixed-use zoning in downtown and community core areas to allow a mix of housing, retail, offices, entertainment and public/civic uses.	5.6.3	Planning			X based on project applications
19. The County shall encourage preparation of Specific Plans or master plans and master environmental assessments for industrial parks in order to streamline the subsequent development process.	5.6.4	Planning			X based on project applications
22. The County shall encourage property owners to utilize programs such as Historic Preservation Tax Credits to rehabilitate and reuse historic buildings while maintaining their historic integrity.	5.6.11	Planning			X based on project applications
23. b. The County shall strive to coordinate County budget and capital-improvement programs with the Economic Element to ensure that public facilities and services are appropriately located and sized and properly timed to support the desired economic development.	5.1.6 5.6.12	Public Works			X during CIP and budget cycles

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(3) ONGOING IMPLEMENTATION MEASURES					
24. The County shall support the re-use of abandoned or underutilized facilities and buildings in existing communities and shall investigate the use of incentives or grants for the establishment of new productive uses.	5.6.5	County Economic Development Services Provider			X based on project applications
25. The County shall charter the Plumas County Coordination Council to be the forum responsible for the coordination of planning efforts between the County and other local, state and federal land managers.	5.1.9	Planning			X PCCC meets quarterly
21. The County shall support and implement Policies and Implementation Measures in the Housing Element that are designed to increase the supply of affordable housing within County, including providing adequate sites zoned to accommodate anticipated affordable-housing needs and Policies and Implementation Measures that call for the provision of incentives or other forms of assistance or public/private partnerships to develop and maintain affordable housing.	5.6.7 5.6.10	Planning			X 2019-2024 Housing Element Implementation

2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES
PLANNING COMMISSION RECOMMENDATIONS

ATTACHMENT 1

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
(4) IMPLEMENTATION MEASURES NOT YET PRIORITIZED FOR ACTION					
16. The County shall consider using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage transit-oriented development.	5.6.1	Planning		X review potential TOD incentives	
17. The County shall consider using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage infill development.	5.6.2	Planning		X review potential TOD incentives	

4D



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: March 4, 2021

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Item for April 20, 2021

Recommendation: Approve and direct the Chair to sign Agreement Number PCPHA2122MS in the amount of \$90,000.00 with Mark Satterfield, M.D., to act as the County Health Officer/Medical Director for FY 2021-2022.

Background: As the Board are aware, State Health and Welfare Code mandates that each county provides the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, public health nursing protocols, conducts trainings with clinic staff on the use of buprenorphine for addiction treatment and Public Health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System. The Plumas County Health Officer also serves as Medical Director for the Mountain County HIV Care and Treatment Program.

The agreement amount for the Health Officer increased due to the additional activities related to the Covid-19 pandemic. The Health Officer has and will continue to hold the position of Health/Safety Officer for the Covid-19 Pandemic Incident Command System.

Fiscal Impact: There will be no financial impact on the County General Fund, as this contract is fully funded by multiple Programs through Public Health.

This Agreement was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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

**CONSULTANT SERVICES AGREEMENT
FOR
MARK SATTERFIELD, M.D.**

This Agreement is made by and between the County of Plumas, by and through its Public Health Agency, a political subdivision of the State of California, hereinafter referred to as "County", and Mark Satterfield M.D., a Sole Proprietor, hereinafter referred to as "Consultant".

The parties agree as follows:

1. Scope of Work. Consultant shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Consultant for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Consultant under this Agreement shall not exceed Ninety Thousand Dollars and No/100 (\$90,000.00) (hereinafter referred to as the "Contract Amount").
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 Consultant or furnish any other consideration under this Agreement and Consultant 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 Consultant 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. Consultant 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. Consultant 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. Consultant 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 Consultant 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 Consultant or its officers, employees, agents, Consultants, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Consultant 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.** Consultant 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 Consultant, as the named insured, shall also be available and applicable to the County, as the additional insured; and

- iii. All of Consultant'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. Consultant'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 Consultant'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 Consultant 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, Consultant 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. Consultant shall require all Consultants to comply with all indemnification and insurance requirements of this agreement and Consultant shall verify Consultant's compliance.

10. Licenses and Permits. Consultant 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 Consultant to practice its profession and to perform its duties and obligations under this Agreement. Consultant represents and warrants to County that Consultant 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 Consultant or its principals to practice its professions and to perform its duties and obligations under this Agreement.

Consultant represents that it holds a current active license as a Physician and Surgeon, issued by the State of California, License Number G62328.

11. Relationship of Parties. It is understood that Consultant is not acting hereunder as an employee of the County, but solely as an independent Consultant. Consultant, 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, Consultant has no authority or

responsibility to exercise any rights or power vested in County. It is understood by both Consultant and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

12. **Statement of Occupation.** Contractor represents and warrants that Contractor is engaged in a profession described by California Labor Code section 2783 as a physician. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. **Assignment.** Consultant may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **Non-discrimination.** Consultant 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.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.
16. **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.
17. **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.
18. **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.
19. **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.

20. **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.
21. **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. Consultant 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 Consultant.
22. **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.

IF TO CONSULTANT:

Mark Satterfield, MD
5353 Chandler Road
Quincy, California 95971
(530) 283-2121

IF TO COUNTY:

County of Plumas
Public Health Agency
270 County Hospital Road, Suite 206
Quincy, CA 95971

23. **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.
24. **Contract Execution.** Each individual executing this Agreement on behalf of Consultant represents that he or she is fully authorized to execute and deliver this Agreement.
25. **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 Consultant 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.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

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

CONSULTANT: Mark Satterfield, a Sole Proprietor

By: _____
Mark Satterfield, MD

Date: _____

COUNTY OF PLUMAS:

By: _____
Andrew Woodruff, Director
Plumas County Public Health Agency

Date: _____

By: _____
Chair, Plumas County Board of Supervisors

Date: _____

Attest:

By: _____
Clerk, Plumas County Board of Supervisors

Date: _____

Approved as to form:


Sara James
Deputy County Counsel II

4/1/2021

EXHIBIT A - SCOPE OF WORK

Physician agrees to perform, in an efficient and professional manner, all duties and services of a County Health Officer/Medical Director including but not limited to the following:

1. Represent Plumas County Local Health Jurisdiction as an active member of California Conference of Local Health Officers Association.
2. Act as Health Officer on a consulting basis to PCPHA, providing medical oversight, recommendations, and protocols for public health programs.
3. Act as Health Officer on a consulting basis to local health care providers, and other physicians of agencies in or out of County, as necessary to meet the standards of Federal, State, and local laws.
4. Enforce and observe all laws pertaining to public and environmental health as promulgated by the County, state or federal government.
5. Direct the detection and control of communicable diseases, sexually transmitted diseases and tuberculosis; consult with physicians, nurses, patients, staff members, other county departments, agencies, or other individuals in the diagnosis of, and investigation of, cases of suspected communicable diseases and to exchange information or provide recommendations; takes measures to prevent and control epidemics.
6. Be available by pager, electronic mail, or telephone when not on site to respond to requests for information and assistance.
7. Act as employee health physician, performs physical examinations and medical evaluations in compliance with all appropriate and pertaining laws.
8. Perform other duties as mutually agreed upon by the Director of Plumas County Public Health Agency, or defined in Health & Welfare Code, Public Health Emergency Preparedness Plan or related County Codes.
9. Assessing, and implementing health officer orders authorized under declared public health emergencies.
10. Providing medical oversight and direction to regional healthcare organizations and providers during pandemics and other public health emergencies.
11. Liaise with community partners and provide guidance for safe operation during emergencies
12. Review infectious disease cases and clusters and provide guidance to internal and external response partners.
13. Represent PCPHA Health Officer perspective during emergencies to state and local officials

The local Health Officer will conduct activities, such as outreach, case finding, and provider education in regards to the local MCAH program and its utilization for their patient's thus increasing access to services for our vulnerable population.

Implementation Activities

1.1 The local Health Officer will provide information on MCAH services and referrals to the MCAH population through:

- Activities that facilitate early and continuous access to medical care and services, such as, outreach, case finding, and provider education
- Education to providers and partners on identification of local high risk populations and prioritization of these populations for outreach and referral services for medical care

Evaluation Process or Outcomes

1.1.1 Document outreach and education provided to the medical community as well as other service providers for our vulnerable populations.

1.2 The Health Officer will continue to promote community wide collaboration in the development and implementation of outreach programs and will work to assure that services are provided in a culturally sensitive manner with no duplication of services.

Evaluation Process or Outcomes

1.2.1 Complete and submit Form 4, MCAH Related Collaborative, with the Annual Report to document participation of MCAH staff in MCAH-related collaborative.

Act as the medical director of the Mountain Counties HIV Early Intervention Services program. The Medical Director reports to the EIS Project Director and provides expert medical oversight and program development to the EIS Program.

JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for the overall quality of medical care being provided to PCPHA EIS patients. Including providing consultation to the CQI/Program Coordinator and the Patient Coordinators as part of the EIS multidisciplinary team, providing medical direction and leadership for the EIS program.
2. Works with the Project Director to develop HIV providers' education plan and requirements.
3. Oversees Continuous Quality Improvement to assure that care meets current standards and that deficiencies are identified and addressed.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge of the principles and methods of HIV/AIDS medical care and general medicine.
2. Knowledge of current developments in the field of HIV primary care and community HIV care resources.
3. Knowledge of health services organization and procedures.
4. Graduation from an approved medical school, supplemented by the satisfactory completion of an approved residency and possession of a valid license to practice medicine in the State of California.

EXHIBIT B – COMPENSATION**Invoicing and Payment:**

1. PCPHA shall pay Consultant the sum of Seven Thousand Five Hundred Dollars (\$7,500.00) per month as the exclusive compensation under this agreement beginning July 1, 2021 and ending June 30, 2022. Contract shall not exceed Ninety Thousand Dollars (\$90,000.00).
2. All travel will be pre-approved by the Director of Public Health and will be reimbursed with original receipts and/or per diem.

Certificates of Insurance:

1. County shall pay for and maintain professional malpractice insurance from CSAC Excess Insurance Authority covering the Physician, **but only with respect to work performed for the County under this Agreement and any extension or continuation of the Agreement.**
2. Physician shall carry at his sole expense, personal automobile liability insurance consistent with the insurance requirements listed in this Agreement (Item 9.0 Insurance).

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement") supplements and is made a part of the Services Agreement ("SA") by and between the COUNTY OF PLUMAS referred to herein as Covered Entity ("CE"), MARK SATTERFIELD M.D., an Individual, referred to herein as Business Associate ("BA"), dated July 1, 2015.

RECITALS

CE wishes to disclose certain information to BA pursuant to the terms of a business agreement between the parties (the "Contract"), some of which may constitute Protected Health Information ("PHI") (defined below).

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

1. Definitions

a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].

b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media.

f. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

g. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

h. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

i. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].

j. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.

k. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

l. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

2. Obligations of Business Associate

a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].

b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected

Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

d. Appropriate Safeguards. BA Shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract and this Agreement that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].

e. Reporting of Improper Access, Use or Disclosure. BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and this Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 90 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

f. Business Associate's Agents. BA shall ensure that any agents, including Consultants, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and Consultants that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).

g. Access to Protected Information. BA shall make Protected Information maintained by BA or its agents or Consultants in Designated Record Sets available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

h. Amendment of PHI. Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or Consultants shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or Consultants, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or Consultants shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

i. Accounting Rights. Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or Consultants shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or Consultants for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received

Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or Consultants, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

j. Governmental Access to Records. BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

k. Minimum Necessary. BA (and its agents or Consultants) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

l. Data Ownership. BA acknowledges that BA has no ownership rights with respect to the Protected Information.

m. Notification of Breach. During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

n. Breach Pattern or Practice by Covered Entity. Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or this Agreement or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

o. Audits, Inspection and Enforcement. Within ten (10) days of a written request by CE, BA and its agents or Consultants shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested

by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

3. Termination

a. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, or any provision in the Contract to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

b. **Judicial or Administrative Proceedings.** CE may terminate the Agreement, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

c. **Effect of Termination.** Upon termination of the Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or Consultants still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

4. Disclaimer

CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

5. Certification

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or Consultants, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or Consultants to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

6. Amendment

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand

and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement when requested by CE pursuant to this Section or (ii) BA does not enter not enter into an amendment to the Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

7. Assistance in Litigation of Administrative Proceedings

BA shall make itself, and any Consultants, employees or agents assisting BA in the performance of its obligations under the Agreement, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its Consultant, employee or agent is named adverse party.

8. No Third-Party Beneficiaries

Nothing express or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

9. Interpretation

The provisions of this Agreement shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

COVERED ENTITY

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

Name: Andrew Woodruff

Title: Director, Public Health Agency

Signature: _____

Date: _____

BUSINESS ASSOCIATE

Mark Satterfield, M.D., an Individual

Name: Mark Satterfield, M.D.

Title: Plumas County Health Officer

Signature: _____

Date: _____

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323

John Mannie, P.E., Director

Joe Blackwell, Deputy Director

4E



AGENDA REQUEST

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

April 22, 2021,

To: Honorable Board of Supervisors

From: John Mannie, Director of Public Works

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW LeadWorker position in the LaPorte Maintenance District, discussion and possible action.

A handwritten signature in black ink that reads "John Mannie".

Background:

One (1) FTE PW LeadWorker has resigned effective April 19, 2021 in the LaPorte Maintenance District.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY 20/21 budget of the Department of Public Works

The completed Critical Staffing Questionnaire and Departmental Organization Chart are attached.

Recommendation:

The Acting Director of Public works respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW LeadWorker position in the LaPorte Maintenance District.

Attachments: Critical Staffing Questionnaire
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Leadworker / Public Works Maintenance Division – La Porte District

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

Yes- Street & Highways Code - the Maintenance division is a necessary component to maintain county roads in a safe condition for public use for all modes of travel 24/7/365.

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

The minimum crew size for the La Porte area is 4. At least 2 personnel provide for traffic control during the majority of maintenance activities leaving just 2 personnel to perform the activity. The Leadworker is in charge of the crew in the absence of the Foreman.

How long has the position been vacant?

Vacant as of 04/18/2021.

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

The Maintenance Division's budget line item for wages in the 20/21 budget includes funds for this position.

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

A minimum of one Leadworker per crew at all times.

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

Providing adequate maintenance necessary component to keep County roads in the La Porte Area in a safe condition for public use for all modes of travel.

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

The negative fiscal impact will be the increase in the County's liability due to inadequate maintenance of County roads in the La Porte Area.

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? None

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?

No

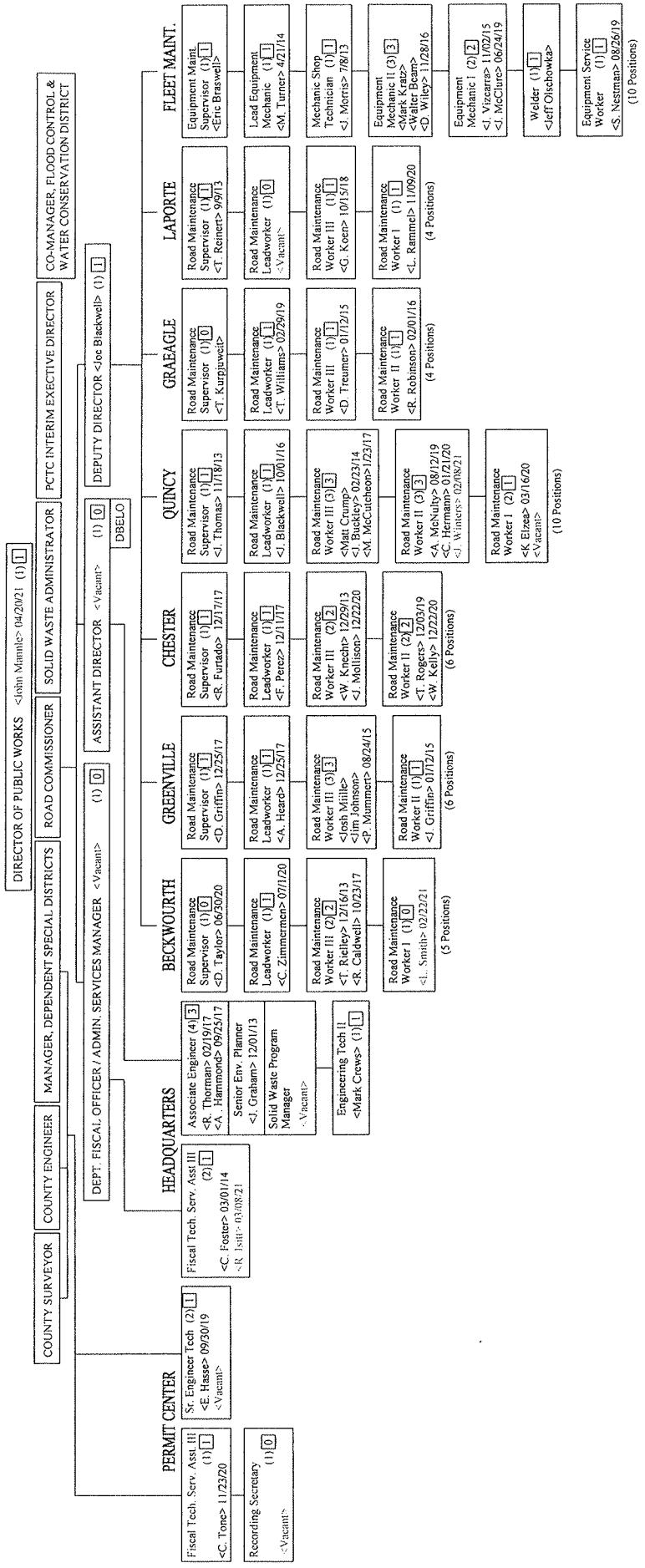
Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

No change in General Fund support since this is already a budgeted position.

Does the department have a reserve?

Yes – \$1,069,000.

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART





4F

County of Plumas

Department of Probation

270 County Hospital Rd. #128,
Quincy, California, 95971



Keevin Allred
Acting Chief Probation Officer

Phone: 530-283-6200
FAX: 530-283-6165

DATE: April 26th, 2021

TO: The Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer 

SUBJECT: Authorize the Probation Department to fill vacant, allocated and funded 1.0 FTE Legal Services Assistant position.

Recommendation:

Approve the recruitment and filling of the vacant 1.0 FTE Legal Services Assistant position. This Legal Services Assistant position is allocated and funded through the Probation General fund in the current 2020-2021 Budget year.

Background:

On April 23rd, 2021, Probation's sole Legal Services Assistant position became vacant due to resignation. This position is critical to the Probation Department. The position is responsible for administrative detail work, office legal support and secretarial work.

Therefore, we respectfully request the approval to recruit and fill the vacant 1.0 FTE Legal Services Assistant position.

LEGAL SERVICES ASSISTANT I

DEFINITION

Under general supervision, to perform legal services assistant duties for an assigned County Department or staff attorneys; to perform a variety of office and administrative support work; to answer public and staff contacts and concerns; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Legal Services Assistant class series. Positions in this class are assigned to legal services assistant, administrative support and office assistance work for designated a County of Plumas Department or staff attorneys. Positions are characterized by a substantial amount of contact with others and administrative detail responsibility. Work performance requires substantive knowledge of legal terminology, legal procedures, and legal documents. This class may be used as an entry level for individuals with requisite legal secretarial experience, but no detailed program or policy knowledge of the program or service area where assigned. As requisite knowledge is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Legal Services Assistant II.

REPORTS TO

Appropriate Legal or Administrative Staff in the Department and work unit where assigned.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LEGAL SERVICES ASSISTANT I - 2

EXAMPLES OF DUTIES

- Serves as Legal Services Assistant to administrative staff, professional staff, or staff attorneys, relieving them of a variety of administrative details.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- May personally prepare a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas.
- Receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Prepares affidavits, petitions, complaints, warrants, and abstracts of judgments.
- Checks and reviews information and documents for completeness and conformance with established standards and procedures.
- Composes routine legal documents as directed.
- Calendars court appearances and maintains case logs of proceedings.
- Assists with special projects.
- May do basic research to assist with obtaining proper citations for cases.
- Compiles information for records and reports.
- Composes correspondence.
- Types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes a variety of forms and information documents.
- Maintains and checks employee time records.
- Maintains inventories of office supplies and program material.
- Maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

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 audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

LEGAL SERVICES ASSISTANT I – 3

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Office practices, methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.
- Personal computers and software applications related to office and administrative support work.

Ability to:

- Perform a variety legal office support, secretarial and administrative detail work.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment and computers.
- Use a variety of computer software applications for administrative support work.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Establish and maintain cooperative working relationships.

LEGAL SERVICES ASSISTANT I - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least Two (2) years of responsible office and administrative support work including secretarial experience with public contact. Any work experience with law enforcement, administration of justice or special training and education in legal secretarial related fields is desirable.

Special training and education in legal secretarial related fields may substitute for work experience on a time for time bases.

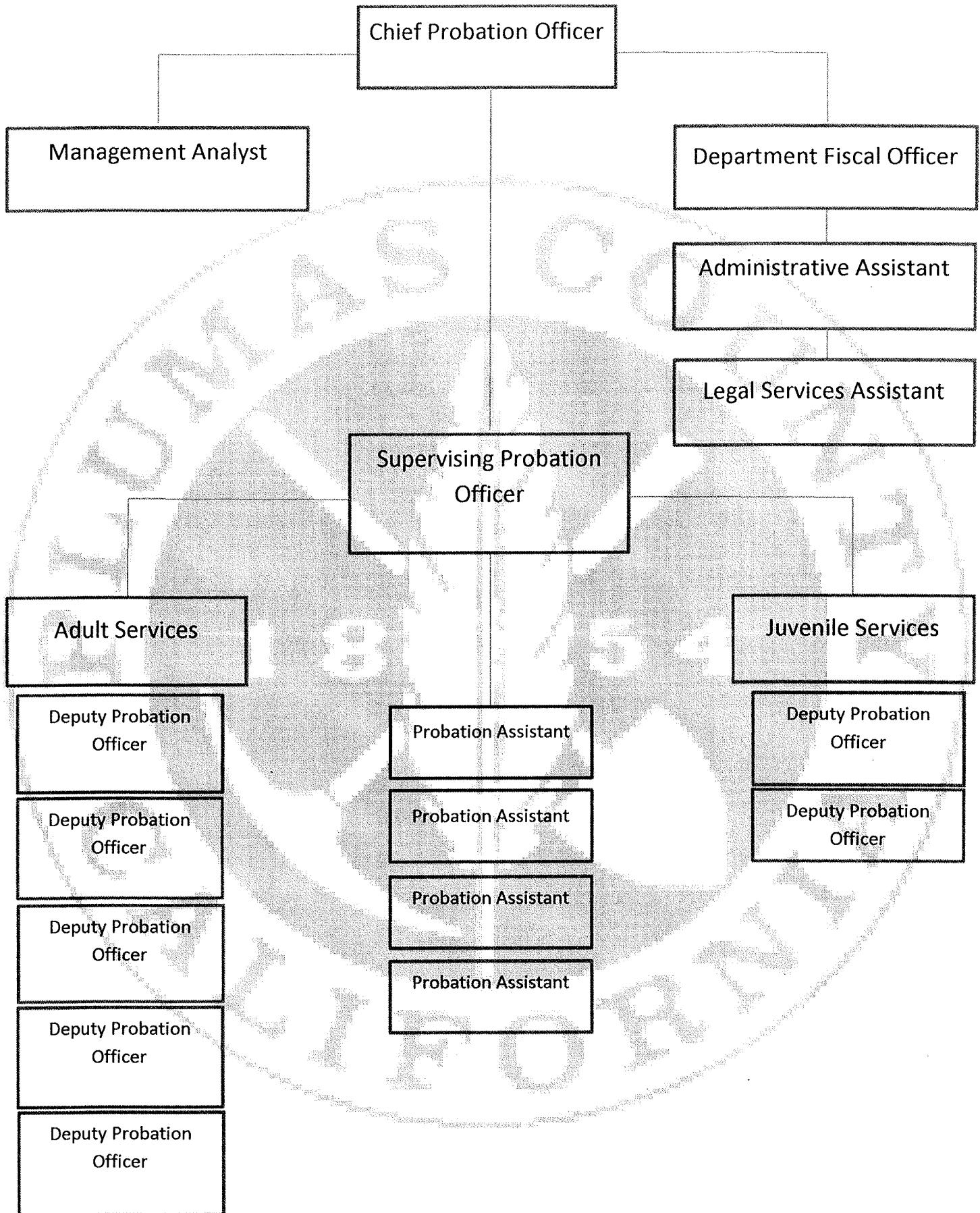
Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
 - Yes, the Legal Services Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time?
 - The main function of the position is a support role for all staff within the Department, and includes duties such as preparation of legal documents, administrative support work, and as a vital point of contact for office visitors and callers. The position handles a substantial amount of contact with others and administrative responsibilities. This vacancy will pull other staff members away from their duties in order to fulfil the necessary roles provided by the Legal Services Assistant.
- How long has the position been vacant?
 - The Legal Services Assistant position has been vacant since April 23rd, 2021.
- Can the department use other wages until the next budget cycle?
 - In the current, upcoming, and prior Fiscal years, the Legal Services Assistant positions have been funded in their entirety through the General Fund.
 - Other wages are used to fund part-time staff members, and are therefore not suitable in recruiting, hiring, and retaining the Legal Services Assistant position. A permanent staff member in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
 - Other county Probation Departments of similar size use a comparable number of office staff in similar roles.
- What core function will be impacted without filling the position prior to July 1?
 - Not having a dedicated staff member to greet and assist clients and other members of the public, both in person and over the phone, or furnish paperwork in a timely manner would pull other Probation staff away from important tasks.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
 - There would be no negative fiscal impact to the County.
- 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?
 - The Probation Department is a General Fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
 - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
 - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
 - The Legal Services Assistant position in question is borne entirely via the General Fund. The anticipated cost for the next two years in wages and benefits would be approximately \$122,463, using values provided by Human Resources for FY20-21 as a baseline estimate. As potential recruits may not begin employment at the rank allocated for in this estimate, there may be slight savings.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
 - The Probation General Fund department (20400) does not carry a reserve amount. While other Probation staff positions are offset through various grants, which do carry reserves, the Legal Service Assistant position is not supported through any of the grants.





Office of the Sheriff

Office of Emergency Services

4G1

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: April 14, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *(Signature)*

RE: Agenda Item for the meeting of May 4, 2021

It is recommended that the Board:

Adopt Resolution and authorize the Sheriff to sign the 2021-2022 Boating Safety and Enforcement Financial Aid Program Contract allowing the Sheriff's Office to participate in the Department of Boating & Waterways Financial Aid Program.

Background and Discussion:

The Boating Safety and Enforcement Financial Aid Program provides funding for the Plumas County Sheriff's Boating Safety and Enforcement Unit to provide education and information on boating safety issues, supervise organized water events, provide assistance to water users, and enforce state and local laws on the waterways in Plumas County.

The funding awarded in the annual contract for BS&E program costs for fiscal year 21/22 is a baseline allocation of \$132,511.00. The program requires a county contribution of the estimated county boat tax revenue in the amount of \$31,177.20. The total BS&E program budget for FY 21/22 is \$163,688.20.

This agreement shall be for the term beginning July 1, 2021 and ending June 30, 2022.

Resolution and contract have been reviewed by County Counsel.

ORIGINAL



Boating Safety and Enforcement Financial Aid Program Agreement

This agreement entered into this *1ST day of July, 2021*, by and between the CALIFORNIA DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS, hereinafter called "Department," and the *COUNTY OF PLUMAS*, hereinafter called "Agency";

WITNESSETH

WHEREAS, Contingent on approval of **Governor's Fiscal Year 2021-22 Budget Act**, the Department intends to agree with Agency for the purpose of performing boating safety and enforcement activities as described in Title 14, California Code of Regulations Section 6593.3; and

WHEREAS, Agency is equipped, staffed and prepared to provide such services on the terms and conditions set forth in this agreement and in accordance with Title 14, California Code of Regulations Section 6593 et seq.; and

WHEREAS, pursuant to Title 14, California Code of Regulations Section 6593.6, Department shall enter into an annual agreement with each participating agency;

NOW, THEREFORE, it is mutually agreed as follows:

I. Applicable Law

Agency shall observe and comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws, including, but not limited to, Harbors and Navigation Code Section 663.7 and Section 6593 et seq. of Title 14, California Code of Regulations. Agreement shall be deemed to be executed within the State of California and construed and governed by the laws of the State of California.

II. Description of Services

Agency shall conduct boating safety and enforcement activities in the jurisdiction of the Agency in consideration of the payments hereinafter set forth.

III. Payments

- A. **Maximum Amount**. The amount the Department shall be obligated to pay for services rendered under this agreement shall not exceed **\$132,511.00** for the agreement term in full consideration of Agency's performance of the services described in this agreement.
- B. **Rate of Payment**. The Department shall reimburse Agency in accordance with the reimbursement procedures set forth in Title 14, California Code of Regulations Section 6593.9.

- C. Submission of Claims. Agency shall submit claims for reimbursement to the Department contact person identified in paragraph V of this contract on a monthly **OR** ~~X~~ quarterly basis. **(Please check one)**
- D. Failure to Submit Claims. Claims for reimbursement shall be submitted within 60 days following the last day of the reporting period. Pursuant to Title 14, California Code of Regulations 6593.9 (i), the Department may reduce an Agency's allocation by five percent if the Agency exceeds the sixty-day billing period and an additional five percent for every thirty-day period thereafter that the Agency is late in filing a claim.

IV. Records

Agency shall maintain records pursuant to Section 6593.10 of Title 14, California Code of Regulations.

V. Notice

Notice shall be in writing and shall be deemed to have been served when it is deposited in the United States mail, first class postage prepaid, and addressed as follows:

TO DEPARTMENT

*Ms. Joanna Andrade
Department of Parks and Recreation
Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, CA 95814*

TO AGENCY

*Plumas County Sheriff
1400 E. Main Street
Quincy, CA 95971*

Either party may change the address to which subsequent notice and/or other communication can be sent by giving written notice designating a change of address to the other party.

VI. Term

This agreement shall be for the term beginning **July 1, 2021**, and ending **June 30, 2022**.

VII. Prior Agreements

All prior agreements regarding this subject matter between Department and Agency are hereby terminated effective June 30 prior to the term beginning date of this agreement.

VIII. Amendment

No amendment or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.

IX. Termination

Agency may terminate this agreement without cause in writing at any time. Department may terminate this agreement without cause upon a sixty (60) days written notice served upon the Agency.

X. Special Provisions

- A. Agency hereby certifies that the obligations created by this agreement do not violate the provisions of Sections 1090 to 1096 of the Government Code.
- B. This agreement shall have no force or effect until signed by the Department, Agency, and approved by the Department of General Services Legal Department, if required.
- C. Agency shall continue with the responsibilities of this agreement during any dispute.
- D. In the event of an allocation reduction for this program, an equal allotment will be decrease from every participant.

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

CALIFORNIA DEPARTMENT OF PARKS AND
RECREATION, DIVISION OF BOATING AND
WATERWAYS

By: _____

*California Department of Parks and Recreation,
Division of Boating and Waterways*

Date: _____

“Department”

COUNTY OF PLUMAS

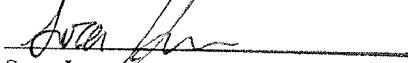
By: _____

Title: Sheriff

Date: _____

“Agency”

Approved as to form:


Sara James
Deputy Plumas County Counsel

PLUMAS COUNTY BOARD OF SUPERVISORS
RESOLUTION #_____

WHEREAS, THE SHERIFF OF PLUMAS COUNTY DESIRES TO UNDERTAKE A CERTAIN PROJECT DESIGNATED "THE PLUMAS COUNTY SHERIFF'S BOATING SAFETY AND ENFORCEMENT PROGRAM" FOR FY 2021-2022, TO BE ADMINISTERED BY THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, DIVISION OF BOATING AND WATERWAYS.

NOW, THEREFORE, BE IT RESOLVED THAT THE SHERIFF OF THE COUNTY OF PLUMAS IS AUTHORIZED TO SIGN AND SUBMIT THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID APPLICATION AND PROGRAM CONTRACT ON BEHALF OF THE BOARD OF SUPERVISORS. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN THE ANNUAL ACTIVITY REPORT. THE SHERIFF OR AUTHORIZED REPRESENTATIVE SHALL SIGN ALL QUARTERLY CLAIMS FOR REIMBURSEMENT. THE GRANT PROPOSALS AND ANY EXTENSIONS OR AMENDMENTS THEREOF AND ANY SUBSEQUENT CONTRACT WITH THE STATE IN RELATION THERETO, WILL BE APPROVED BY THE BOARD OF SUPERVISORS.

IT IS AGREED, THAT THE COUNTY OF PLUMAS SHALL COMPLY WITH THE FISCAL AND OPERATIONAL REQUIREMENTS OF THE BOATING SAFETY AND ENFORCEMENT FINANCIAL AID PROGRAM GUIDELINES. THE COUNTY WILL EXPEND NOT LESS THAN AN AMOUNT EQUAL TO 100 PERCENT OF THE AMOUNT RECEIVED BY THE COUNTY FROM PERSONAL PROPERTY TAXES ON VESSELS FOR BOATING SAFETY AND ENFORCEMENT AS PER THE HARBORS AND NAVIGATION CODE.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE BOARD OF SUPERVISORS OF PLUMAS COUNTY IN A MEETING THEREOF HELD ON _____, 2021 BY THE FOLLOWING VOTE;

AYES;

NOES;

ABSENT;

CHAIR SIGNATURE: _____ DATE: _____

TYPED NAME AND TITLE: Jeff Engel, Chair

ATTEST; SIGNATURE: _____ DATE: _____

TYPED NAME AND TITLE: _____



Office of the Sheriff

Office of Emergency Services

4G2

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: April 22, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *PK*

RE: Agenda Item for the meeting of May 4, 2021

RECOMMENDATION:

Authorize the Sheriff to recruit and fill one funded and allocated 1.0 FTE Public Safety Dispatcher I/II, 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 Public Safety Dispatcher I/II, and establish a hiring pool. The Sheriff needs to be able to fill dispatch positions as they become vacant and a hiring pool will help to keep the process moving.

The vacancy was created by a resignation on 04/17/21.

CRITICAL STAFFING QUESTIONS– ALLOCATED POSITION

DEPARTMENT TITLE: SHERIFF DEPT: 70330

POSITION TITLES: PUBLIC SAFETY DISPATCHER

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 APRIL 17, 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 DISPATCH SHIFT

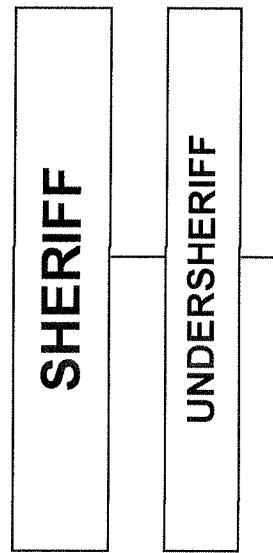
What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
ADDITIONAL OVERTIME FOR OTHERS TO COVER SHIFT

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**





COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the May 4th, 2021 meeting of the Plumas County Board of Supervisors

Subject: Execute a services agreement with Flo Analytics for Redistricting and Demographic Services, not to exceed \$55,000

To: Honorable Board of Supervisors, Clerk of the Board, County Counsel

From: Gabriel Hydrick, County Administrator

Date: 4/22/2021

Background/Introduction:

After the Census, which occurs every 10 years, supervisorial districts must be drawn so that each district is substantially equal in population. The purpose is to ensure each supervisorial district represents about the same number of constituents when they vote for a County Supervisor. The process includes four (4) public hearings and the drawing of maps. This process also follows a set of criteria with a set order of priority, which include:

1. Geographically contiguous districts whereby supervisorial districts should share a common border with the next supervisorial district.
2. The geographic integrity of local neighborhoods or communities shall be respected in a manner that minimizes its division.
3. Geographic integrity of a city shall be respected in a manner that minimizes its division.
4. Easily identifiable boundaries should follow natural or artificial barriers, such as rivers, streets, highways, and rail lines.
5. Lines shall be drawn to encourage geographic compactness. In addition, boundaries shall not be drawn for purposes of favoring or discriminating against a political party.

Further details of criteria and requirements are found in [AB 849](#) and [AB 1276](#).

Currently the County faces challenges with the timeline and a number of uncertainties. The California State Census Data Center contacted the County to inform us the Census Bureau has announced that the 2020 PL 94-171 data file will be delivered to all states at once by September 30, 2021. This is 6 months later than the original planned delivery date of March 31, 2021. Staff will continue to monitor legislative actions for potential changes as well as updates from the California State Census Data Center and the Census Bureau. At this point, staff anticipates receiving final numbers by the end of October, which gives the County less than two weeks to fit in 3 public hearings and two readings of the ordinance, plus development of the map.

At the March 2, 2021 Board of Supervisor meeting, staff received approval for the County Redistricting team to be comprised of the Planning Director, County Counsel, GIS, Clerk-Recorder-Elections, IT and the County Administrator. Also at this meeting, the Board adopted the suggested timeline for the redistricting process and staff received authorization and direction to develop and

distribute a RFP for Redistricting and Demographic Services. Staff developed and distributed a RFP for these services and evaluated the responses.

Finding Analysis:

The County Redistricting team received six (6) responses to the RFP, one (1) was disqualified and considered not responsive. The other five (5) were considered responsive to the RFP criteria and were evaluated by the County team. After evaluation of the five (5) responsive bids, the County team selected two (2) firms to interview for further detail after using a forced ranking matrix. The firms selected for an interview were Flo Analytics and NDC. As a result of the interview and RFP process, the County team recommends to the Board of Supervisors that Flo Analytics be awarded the contract for the County's Redistricting and Demographic services. All RFP responses are available for review in the County Administrator's Office.

Recommended Actions:

Staff respectfully requests the Board to:

- Approve and authorize the Chair to sign agreement, not to exceed \$55,000, between the County of Plumas and Flo Analytics to provide Redistricting and Demographic Services, effective May 5, 2021; approved as to form by County Counsel.

Or

- Provide staff with different direction

Fiscal Impact:

\$ 55,000 from Gen Admin., Prof. Service's line item. Sufficient funding is available.

Attachments:

Attachment 'A'- Redistricting and Demographics Services contract

Attachment 'B'- RFP Response, Flo Analytics

COUNTY OF PLUMAS

PROFESSIONAL REDISTRICTING & DEMOGRAPHIC CONSULTANT SERVICES

Response to Request for Proposals

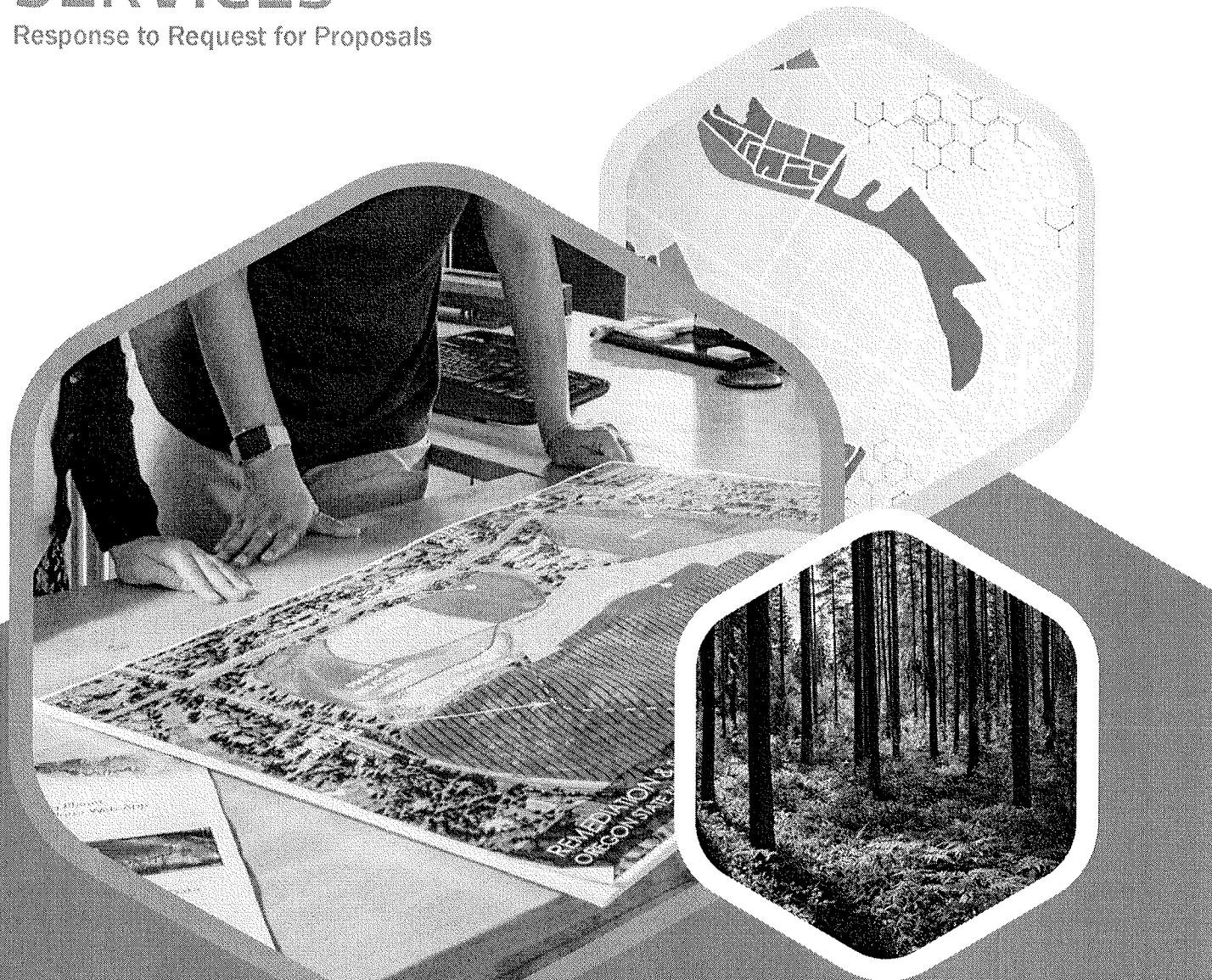


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1. Cover Letter

April 7, 2021

REQUEST FOR
PROPOSALS

McKay Larrabee
Project Manager

3140 NE Broadway Street
Portland, OR 97232
Desk: 503-501-5218
mlarrabee@flo-analytics.com

Office of the County Administrator
Gabriel Hydrick
520 Main Street, Rm. 309
Quincy, California 95971

Re: RFP for Professional Redistricting Consultant Services

Dear Gabriel Hydrick:

FLO Analytics (FLO) appreciates the opportunity to submit this proposal to assist the County of Plumas (County) with redistricting services. We understand that the objective of the project is to evaluate the County's Supervisorial district boundaries following the completion of the 2020 U.S. Census to ensure they meet all local, state, and federal requirements, and recommend new boundaries if the 2020 federal decennial census data indicate that the existing boundaries are no longer legally compliant. We also understand the County is seeking assistance with training the County team and the public on the redistricting process and applicable voting rights and election laws, and with facilitating public hearings to promote public participation. Our team is well qualified to help the County with this important project.

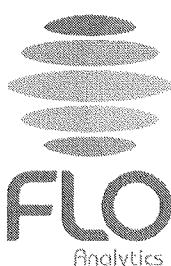
Firm Introductions

FLO is a trusted partner to local governments nationwide. We are the sole GIS and spatial analytics solutions provider for two statewide municipal GIS consortia (the Association of Washington Cities GIS Consortium and the Connecticut Conference of Municipalities GIS Consortium) and hold a deep understanding of county operations.

In the past five years, we have conducted over 90 redistricting and demographic analysis projects for public agencies, and in the last year we have expanded our successful process to assist clients in virtual environments due to COVID-19 restrictions. Our portfolio includes some of the most complex, challenging, and fulfilling redistricting projects, including redistricting the school attendance boundaries for Portland Public Schools and The School District of Philadelphia. Over the past year, we have translated our proven approach with school districts to electoral redistricting. FLO is currently helping several cities, counties, and special districts across the country reapportion their boundaries in response to the 2020 Decennial Census.

A successful boundary redistricting project requires rigorous analysis, strategic public engagement, and a unique ability to earn the community's trust. FLO's success in this area is a testament to our technical prowess and dedication to the communities we serve. We use custom-designed tools and procedures that specifically promote transparency and help create public buy-in for our proposed solutions. We have deployed our technology and facilitated countless public meetings, both in person and in virtual settings.

To provide our clients with the best possible redistricting services, we have partnered with **Renne Public Law Group (RPLG)** to provide legal guidance throughout the redistricting process. RPLG's attorneys have spent decades serving public agency clients throughout California. RPLG are government lawyers, first and foremost. A central focus of government law is harmonizing the potentially competing powers of different agencies or officials within a city or



county. Many of their attorneys have litigated extensively in the areas of constitutional law, charter powers, preemption, and statutory interpretation.

RPLG's lawyers have unparalleled experience providing practical legal advice on the wide range of elections and voting-related state and federal legal issues faced by cities in California. The firm includes current and former city attorneys, former counsel to the California Secretary of State, and a member of the San Francisco City Attorney's Office Ethics and Elections Team. RPLG has provided election law advice and representation on both routine and cutting-edge legal issues, including recall elections; the Voting Rights Act; the Help America Vote Act; and the certification, security, and reliability of new voting systems.

Our Project Team

Our uniquely qualified team of demographers, GIS analysts, and election law and voting rights experts will ensure a successful and transparent redistricting process that garners public trust and provides the best possible solution. Our team brings:

- Analysts who have developed public-facing tools and technology that are faster, more reliable, and easier to use than our competitors'.
- A nonpartisan, transparent, and data-driven approach to redistricting. Neither FLO nor subconsultant RPLG has ever contracted with or represented any political party, and we are committed to being unbiased advisors.
- Skilled communicators and facilitators with a history of successfully guiding public agencies through complex projects.
- Elections and voting rights legal experts who understand voting-related issues faced by cities.

We believe we are the best team for this project and hope to support the County's redistricting and public engagement efforts. Thank you for considering this proposal, and please contact us if you have questions or would like to discuss our qualifications.

Sincerely,

FLO Analytics



Tyler Vick
Principal in Charge/Managing Director

2. Statement of Qualifications

Key Capabilities

FLO brings a track record of redistricting success, having assisted public agencies of all sizes with redistricting and demographic analysis projects. Every boundary analysis project we have conducted has been approved by the governing council or board.

We have designed our own tools and procedures to create a fully transparent redistricting process that earns the trust of the community. In the past year, we have dedicated countless hours to tailoring our process for success in the virtual environment. Our team has facilitated dozens of virtual public meetings ranging in size from just a handful of participants to over three hundred. This experience, in addition to the skills outlined below, makes us uniquely qualified to perform the services requested.

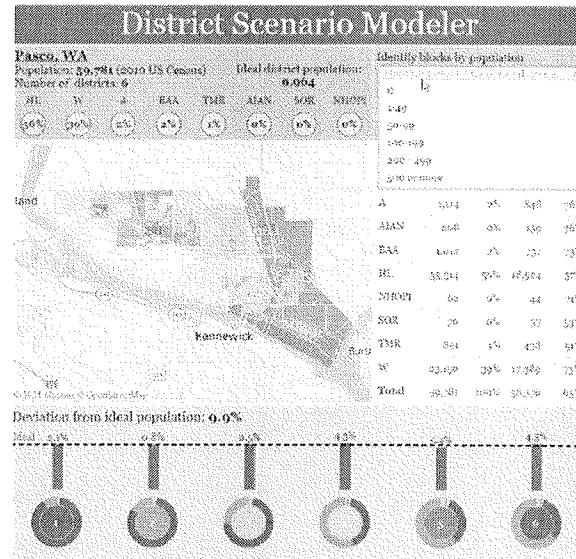
Demographic and spatial analysis—FLO's team of 25 includes experienced demographers, data analysts, application developers, and spatial analysts. We excel at integrating data sources to perform advanced analyses. Our demographers routinely evaluate land and building development data in combination with demographic information to produce population forecasts.

Modern technology and tools—As technical experts, we consider it our responsibility to stay up to date with the latest tools and technologies. We have extensive knowledge of the data analytics and geospatial software landscape and employ only the best products to complete project work. FLO has been an ESRI business partner for nine years, and we are accomplished users of Alteryx, Tableau, QGIS, R, and other mapping and analytical software. The nature of our work makes it imperative that we provide our clients with user-friendly tools, and if the available products do not meet our expectations, we build them ourselves. Our analysts have developed redistricting processes and tools that are faster, more reliable, and easier to use than our competitors'.

The District Scenario Modeler is an interactive, web-based mapping tool that we designed to provide your community with an easy way to participate in the districting or redistricting process. The tool allows users to draw their own boundaries and instantly view demographic information to see if the boundaries are population balanced and support fair representation. The tool includes several features that guide users and help them to create viable district maps.

Public engagement and meeting facilitation—We bring many years of experience in facilitating genuine communication between elected councils, appointed staff, and stakeholders. The professionals on our proposed project team have experience using in-person and virtual platforms to ensure that public engagement processes are transparent and accessible to members of the community. We have experience communicating to nontechnical audiences and have developed proven workflows to make sure your community members know their voices are being heard.

Experience leading projects subject to legal and regulatory scrutiny—We have led countless projects that supported court cases or required strict adherence to complicated regulations. Attorneys; private companies; and local, state, and federal government agencies have all called on FLO to provide rigorous technical analyses



that stand up in a court of law. RPLG's election law practice recognizes the critical need for local officials to receive timely, accurate, and practical legal advice to solve election problems arising under state and federal law. The firm is uniquely positioned to provide these expert services in this high-stakes area. RPLG also regularly provides advice and representation on cutting-edge legal issues including recall elections; the Voting Rights Act; the Help America Vote Act; and the certification, security, and reliability of new voting systems.

FLO Project Examples

CITY COUNCIL REDISTRICTING

CITY OF BROOKHAVEN, GEORGIA

Project Completed: expected to be completed in 2021

Project Contact: Chris Balch, City Attorney, chris@balchlawgroup.com, 404.202-5934

Faced with the dilemma of a significantly constrained timeframe to redistrict their city council boundaries, the City of Brookhaven, GA contracted FLO to help them get a jumpstart on the redistricting process. We are using a combination of available population projection and demographic estimate data to create our own estimated 2020 census block demographic attributes tables.

By blending data from the American Community Survey, ESRI's demographic program, DeKalb County population projections and the city's building permit and address databases, we will develop highly accurate block-level demographic estimates prior to the Decennial Census PL 94-171 Redistricting Data Summary Files' release. These estimates allow the city, which has experienced rapid population growth and several annexations since its incorporation in 2012, to create population-balanced districts and ensure fair representation in advanced of an early city council primary election.

ATTENDANCE AREA REDISTRICTING

CENTRAL VALLEY SCHOOL DISTRICT WASHINGTON

Project Completed: 2018

Project Contact: Tim Nootenboom, Associate Superintendent of Learning & Teaching
TNootenboom@cvsd.org, 509.558.5400

Central Valley School District (CVSD) is in one of the fastest-growing counties in Washington. To get ahead of their community's population growth, FLO helped CVSD redistrict attendance area boundaries, which included the creation of a new attendance area. FLO provided comprehensive boundary review services, guiding the district through our five-step data-driven and consensus-based process that resulted in the CVSD School Board's approval of 13 new elementary school boundaries. FLO also helped CVSD leverage student enrollment forecasts for capacity planning. Using information from in-person interviews with city planners and site developers, data on construction permits, and our mapping and analytical tools, we identified where land use trends would affect the future distribution of students in the district.

ATTENDANCE AREA REDISTRICTING

SALEM-KEIZER PUBLIC SCHOOLS, OREGON

Project Completed: 2019

Project Contact: Michael Wolfe, Chief Operations Officer
WOLFE_MICHAEL@salkeiz.k12.or.us, 503.508.9700

In order to balance ten-year projected enrollment and plan for the future, a boundary review of 65 individual schools within a six high school feeder system was necessary. FLO completed several phases of enrollment and facilities planning to support a comprehensive boundary review process for Salem-Keizer Public Schools (SKPS). Pre-boundary review work included using existing elementary school attendance areas and ten-year attendance-based enrollment forecasts to validate SKPS' long-range facilities plan and post-bond 2,200 capacity model for the six high schools. This helped in right sizing SKPS' high schools to confirm recommended capacities from past capital facility planning will meet the needs of SKPS for the next ten years.

FLO then developed five- and ten-year residence-based enrollment forecasts to inform boundary scenario modeling during Boundary Review Task Force meetings. The Task Force was a coalition of approximately 60 parents, principals, community members, and representatives from community-based organizations, charged with providing boundary change recommendations to the Superintendent. New boundaries were presented to the SKPS Board of Directors and approved without revisions in February 2019.

RPLG Project Examples

BARRETT V. COUNTY OF NAPA

NAPA COUNTY, CALIFORNIA

Project Completed: 2020

Project Contact: Sherri Kaiser, Chief Deputy County Counsel, Napa County Counsel
sherri.kaiser@countyofnapa.org, 707.259.8247

In Barrett v. County of Napa, Case No. 18-cv-6124 (N.D. Cal.), we represented Napa County in defending a voter initiative against facial preemption and constitutional vagueness and vested rights challenge brought in consolidated actions. We obtained dismissal of the central part of the case—a federal preemption claim. Ultimately, the remainder of the case, which was based on an assertion of vagueness, settled based on a clarification of ballot language issued by the County.

SONOMA COUNTY BOARD OF SUPERVISORS

SONOMA COUNTY, CALIFORNIA

Project Completed: 2020

Project Contact: Bruce Goldstein, Sonoma County Counsel
bruce.goldstein@sonoma-county.org, 707.565.6118

RPLG represented the Sonoma County Board of Supervisors and successfully defeated the Sheriff's petition for a writ of mandate to require the Board to provide funds to the Sheriff to challenge a county-wide ballot measure that expanded the authority of the Independent Office of Law Enforcement Review and Outreach, the county office that oversees the Sheriff's Department.

CITY AND COUNTY OF SAN FRANCISCO V. RETIREMENT BOARD OF SAN FRANCISCO EMPLOYEES' RETIREMENT SYSTEM

CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA

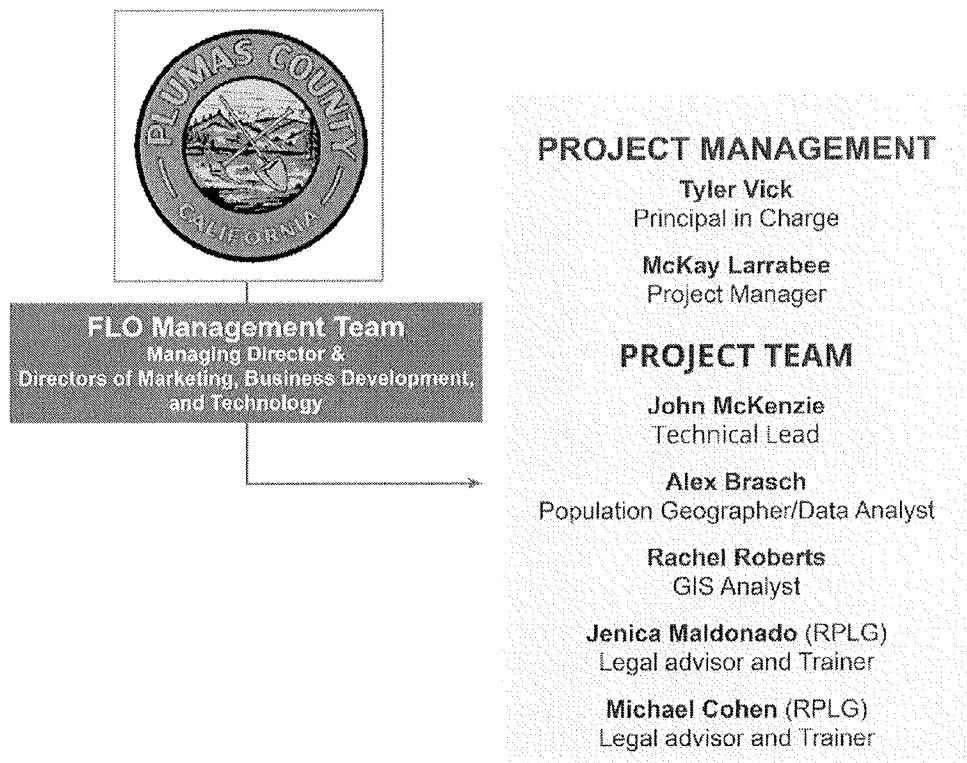
Project Completed: 2019

Project Contact: Moira Walsh, Managing Attorney, City and County of San Francisco
Moira.Walsh@sfcityatty.org, 415.55.4707

In City and County of San Francisco v. Retirement Board of San Francisco Employees' Retirement System, Case No. A151518 (Cal. App. 1st Dist. May 10, 2019), RPLG successfully defended San Francisco in its interpretation of a ballot measure that reduced certain pension benefits involving cost-of-living adjustments.

3. Organization and Staffing

FLO has assembled a team of professionals with the experience and skill sets required to provide the County with innovative and cost-effective redistricting services. We have structured our team so that FLO will serve as the technical experts and project managers. The attorneys of RPLG will provide legal training to the County Council and the public and ensure that FLO's analyses and tools produce district boundary scenarios that are fully compliant with all local, state, and federal laws. Our team's expertise is highlighted on the resumes in this section.



PROJECT TEAM KEY CAPABILITIES SUMMARY

Staff	Mapping and Balancing Districts	Demographic and Census Data Analysis	Federal and California Voting Rights Acts	Engagement with Diverse Non-Technical Audiences	Working with Governing Boards and Councils
Tyler Vick	✓				✓
McKay Larrabee	✓			✓	✓
John McKenzie	✓		✓	✓	✓
Alex Brasch	✓	✓			
Rachel Roberts	✓	✓		✓	
Jenica Maldonado			✓	✓	✓
Michael Cohen			✓	✓	



Tyler Vick

PRINCIPAL IN CHARGE/MANAGING DIRECTOR

Mr. Vick is principal and managing director at FLO, where he has managed the firm's planning, GIS, and data analytic services for over 15 years. He has broad experience designing and implementing complex data-driven projects, having successfully managed over 300 projects for school districts; government entities (local, state, and federal); public utilities; ports; businesses; nonprofit organizations; and tribes.

His specialty is providing visioning, strategic planning, and implementation strategies for FLO's most complex projects for both private and municipal clients. He is experienced in leading and working on diverse teams and enjoys the opportunity to collaborate with clients to solve complex technical challenges.

RELEVANT PROJECTS

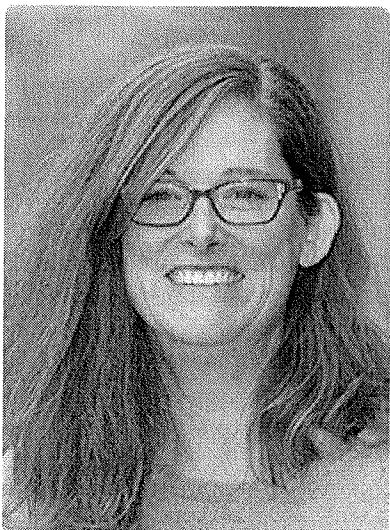
Mr. Vick provided principal-level oversight for the following projects.

- Leading boards and committees through complex technical processes and contentious public engagement processes
- Managing redistricting and demographic analysis projects
- Technical communication for nontechnical audiences in high-stakes public meetings

Qualifications

- MS, Geography: Portland State University
- Graduate Certificate, Geographic Information Systems: Portland State University
- BS, Environmental Studies, with Honors: University of Oregon
- BS, Anthropology, with Honors: University of Oregon

- Portland Public Schools, Attendance Area Redistricting, Portland, OR
- School District of Philadelphia, Comprehensive School Planning Review, Philadelphia, PA
 - Central Valley School District, Attendance Area Redistricting, Spokane Valley, WA
 - Salem-Keizer Public Schools, Attendance Area Redistricting, Salem, OR
 - Tacoma Public Schools, Attendance Area Redistricting, Tacoma, WA
 - Lake Washington School District, Attendance Area Redistricting, Bellevue, Washington
 - Gresham-Barlow School District, Attendance Area Redistricting, Gresham, Oregon
 - North Mason School District, Attendance Area Redistricting Belfair, Washington
 - Reynolds School District, Attendance Area Redistricting, Portland, Oregon, 2019
 - Hood River County School District, Attendance Area Redistricting, Hood River, Oregon
 - McMinnville School District, Attendance Area Redistricting, McMinnville, Oregon
 - North Clackamas School District, Attendance Area Redistricting, Clackamas, Oregon
 - West Linn-Wilsonville School District, Attendance Area Redistricting, West-Linn, Oregon
 - Snohomish School District, Attendance Area Redistricting, Snohomish, Washington



mlarrabee@flo-analytics.com
503.501.5218

Key Strengths

- Managing redistricting and demographic analysis projects
- Boundary scenario modeling
- Technical communication for nontechnical audiences
- Optimizing analytical procedures and workflows

Qualifications

- Communicating complex technical topics to nontechnical audiences
- MS, Biology: Portland State University
- GIS Certificate: Portland State University
- BA, Biology: University of North Carolina at Chapel Hill

McKay Larrabee

SENIOR GIS ANALYST

Ms. Larrabee's has over 13 years of experience in the geospatial field and holds a Master of Science degree in biology and a GIS Certificate from Portland State University. Her expertise is in providing geospatial support to school districts through numerous means, including boundary reviews, committee facilitation, community engagement support, siting analyses for new schools, and enrollment forecasting.

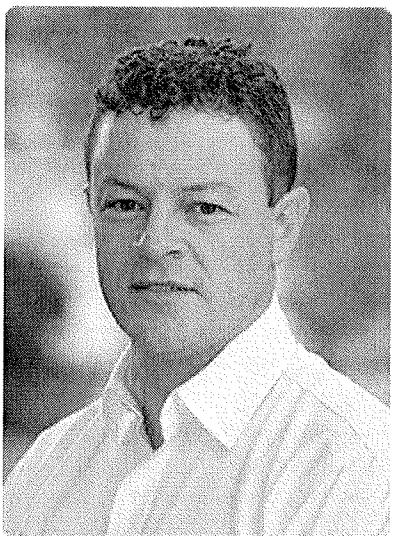
She is adept at modeling different catchment scenarios and provides school districts with springboard options informed by both district policy and enrollment forecasts. Her data-driven and communicative approach allows for objective results transmitted in a timely manner to stakeholders. She creates custom ArcGIS Online web map applications that provide interactive support to school district staff, transparency to the public during the boundary review process, and support school board decision-making and policy updates. She is skilled at facilitation and consensus building, both in-person and through virtual formats, and has administered and provided technical support for numerous community input forums.

As a project manager, Ms. Larrabee is highly adept at leading projects from nascent to delivery, ensuring client satisfaction while fostering a collaborative team atmosphere. She attributes project success to early coordination and cross pollination of ideas from both technical and nontechnical stakeholders.

RELEVANT PROJECTS

Ms. Larrabee was project manager, lead analyst, community engagement assistance, and working group meeting facilitator for the following attendance area redistricting projects.

- Franklin-Pierce School District, Attendance Area Redistricting, Tacoma, WA
- Harford County Public Schools, Attendance Area Redistricting, Harford County, MD
- Fife Public Schools, Enrollment Forecasting and Attendance Area Redistricting and Enrollment Forecasting, Fife, WA
- Camden City School District, Attendance Area Redistricting, Camden, NJ
- Lake Washington School District, Enrollment Forecasting, Lake Washington, WA
- Gresham-Barlow School District, Enrollment Forecasting and Attendance Area Redistricting, Gresham, OR
- Lake Oswego School District, Attendance Area Redistricting, Lake Oswego, OR



John McKenzie

TECHNICAL LEAD/SENIOR ANALYST

Mr. McKenzie has over a decade of experience managing technical projects for local and state governments, federal agencies, nonprofit and private organizations. He is a perspicacious analyst with deep expertise in quantitative, qualitative, and spatial analytical methods.

Mr. McKenzie is particularly adept at creating intuitive decision support tools to help users discern solutions to complex problems. He is the developer of FLO's District Scenario Modeler and Redistricting Engagement Portal. In addition to his technical proficiency, Mr. McKenzie is a skilled communicator and public speaker. He has spoken on a variety of technical and analytical concepts for webinars and interviews and has presented at dozens of conferences, workshops, and public meetings.

RELEVANT PROJECTS

Redistricting Consulting Services, Brookhaven, GA

Mr. McKenzie is assisting City of Brookhaven with redistricting as project manager. He oversees all project work, including analysis of electoral voting districts and coordinating public outreach tasks. He also works closely with the city attorney's office and city staff to ensure all project goals are met.

Local Elections Tracker, Association of Washington Cities, Olympia WA

Mr. McKenzie managed a project that resulted in an election results tracking dashboard for mayoral and city council races in Washington. Mr. McKenzie coordinated with the Washington Secretary of State, Elections Division to integrate elections results data from all 39 Washington Counties. The results were compiled into an interactive tool that provided near real-time results for every mayoral and city council race in the state, the type of technology that is usually reserved for state and national elections.

Facility Profiler, Portland Public Schools, Portland OR

Mr. McKenzie built an interactive tool that allowed the internal project team to analyze and visualize key information for a large attendance area redistricting project. The tool included a mapping interface of attendance areas boundaries and accompanying student demographic information. By distilling Student Information System data into a visual platform, the Facility Profiler proved critical to the project team by revealing transfer rates between schools amongst different segments of the student population.

jmckenzie@flo-analytics.com

617.865.5443

Key Strengths

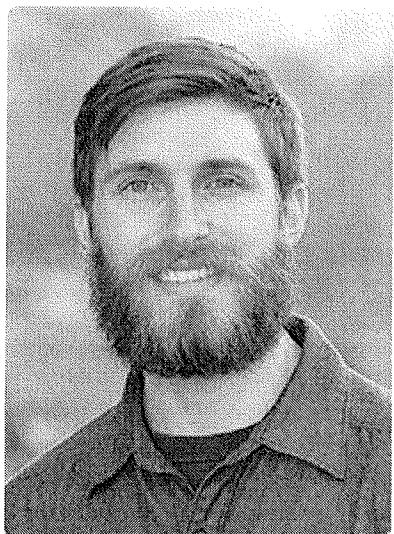
- Managing large data analysis projects
- Technical communication for nontechnical audiences
- Optimizing analytical procedures and workflows
- Data analytics and visualization
- Decision support tool creation
- Designing public-facing open data portals

Qualifications

- BA Political Science, Eckerd College
- MA Environment Science & Policy, Clark University
- Certificate in GIS, University of Washington

Survey Response Dashboard, Camden City School District, Camden NJ

Mr. McKenzie oversaw the development of a dashboard that visualized the results of an online and phone survey of parents and guardians of students in the Camden City School District. The dashboard displayed thousands of responses by hundreds of parents via a user-friendly interface that the district was able to easily navigate and understand.



Alex Brasch

POPULATION GEOGRAPHER & DATA ANALYST

Mr. Brasch has eight years of experience in the fields of geography, Geographic Information Systems (GIS), and data analytics. His academic background includes a BA in Human Geography and Environmental Studies and graduate studies in applied social demography and population geography.

Mr. Brasch regularly employs the full spectrum of analytics—from data wrangling and discovery to modeling and visualization—in order to achieve a comprehensive understanding of spatial phenomena. He specializes in the development of workflows and tools using GIS, Alteryx, R, and Tableau for streamlining data preparation, geospatial analysis, process modeling and optimization, and data visualization.

Mr. Brasch works closely with FLO analysts, project managers, and clients to identify project requirements and goals, develop analytical solutions, and produce informative data visualizations. Mr. Brasch also regularly integrates demographic research and analysis into a variety of projects to better inform strategic planning and decision-making. He plays an integral role in nearly all aspects of school district projects but focuses on the synthesis of residential development data, demographic variables, and student enrollment information to inform attendance area boundary modeling, as well as the preparation of student enrollment forecasts. Additionally, he creates and maintains custom analytical applications and web maps that provide school districts with the ability to interactively view student information, generate on-the-fly boundary scenarios, and present spatial data to public stakeholders.

abrasch@flo-analytics.com
503.501.5231

Key Strengths

- Analyzing statistical, demographic, and census data
- Integrating demographic data into boundary scenario modeling software applications
- Communicating complex technical topics to nontechnical audiences

Qualifications

- Graduate Certificate in Applied Social Demography: Portland State University
- BA, Geography and Environmental Studies: University of Wisconsin-Madison

Certifications

- Alteryx Designer Core Certified

RELEVANT PROJECTS

Mr. Brasch was or is the population geographer for the following projects.

- City of Brookhaven, City Council District Redistricting, Brookhaven, GA
- Portland Public Schools, Attendance Area Redistricting, Portland, OR
- School District of Philadelphia, Comprehensive School Planning Review, Philadelphia, PA
- Central Valley School District, Attendance Area Redistricting and Student Enrollment Forecasting, Spokane Valley, WA
- Edmonds School District, Attendance Area Redistricting and Student Enrollment Forecasting, Edmonds, WA
- North Clackamas School District, Attendance Area Redistricting and Student Enrollment Forecasting, Milwaukie, OR
- Camden City School District, Attendance Area Redistricting, Camden, NJ



rroberts@flo-analytics.com
503.501.5219

Key Strengths

- ◆ Developing GIS/Alteryx workflows to support redistricting projects
- ◆ Data compilation, data blending, and boundary scenario modeling
- ◆ Creating easy-to-understand and visually appealing maps to support public engagement initiatives

Qualifications

- ◆ BA, Environmental Studies: University of Washington—Seattle

Rachel Roberts

GIS ANALYST

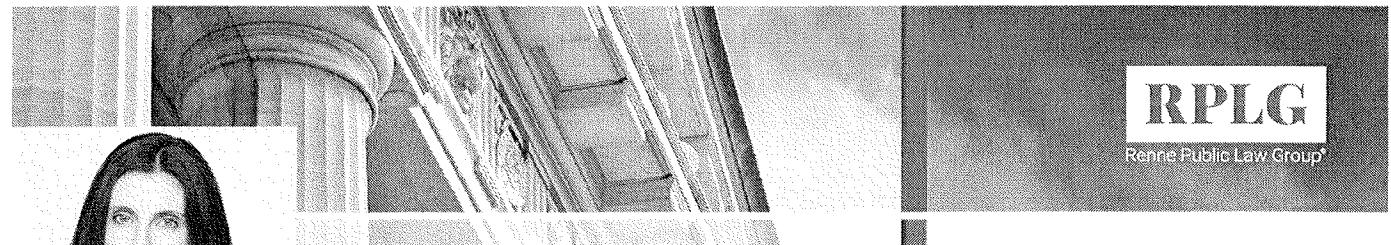
Ms. Roberts joined FLO in 2016 with an academic background in environmental studies and geography, focusing on environmental planning and communication. She has worked on projects using GIS in the private, nonprofit, and government sectors and has experience managing data, performing spatial analyses, and producing cartographic products.

Her GIS capabilities include geospatial data analysis, GIS/Alteryx workflow development, data modeling, data management, and data visualization. Ms. Roberts has experience modeling options for districts to explore potential outcomes from grade reconfiguration, boundary review, and program relocation. She also creates and maintains custom ArcGIS Online web map applications for internal district use and as a public outreach tool. She enjoys exploring and solving problems through both qualitative and quantitative data analysis.

RELEVANT PROJECTS

Ms. Roberts was or is the GIS analyst for the following projects.

- ◆ School District of Philadelphia: Comprehensive School Planning Review, Philadelphia, PA
- ◆ Portland Public School, Attendance Area Redistricting, Portland, OR
- ◆ Camden City School District, Attendance Area Redistricting, Camden, NJ
- ◆ Salem-Keizer Public Schools, Attendance Area Redistricting, Salem, OR
- ◆ Central Valley School District, Attendance Area Redistricting and Enrollment Forecasting, Spokane, WA
- ◆ Trulia, Inc: School District Boundary Error Assessment, San Francisco, CA
- ◆ West Linn-Wilsonville School District, Attendance Area Redistricting and Enrollment Forecasting, West Linn/Wilsonville, OR
- ◆ North Clackamas School District, Attendance Area Redistricting and Student Enrollment, Clackamas, OR



RPLG
Renne Public Law Group®



Jenica Maldonado

Of Counsel

(415) 848-7200 • jmaldonado@publiclawgroup.com

Practice Areas

- Labor & Employment
- Government

Bar Admission

- California

Education

- University of San Francisco School of Law, JD, *magna cum laude*
- Santa Clara University, BS, *magna cum laude*

Experience

Beginning in February 2021, Jenica Maldonado will be joining Renne Public Law Group as an Of Counsel after working as a Deputy City Attorney with the San Francisco City Attorney's Office.

RELATED EXPERIENCE

As a Deputy City Attorney on the Ethics & Elections Team, Ms. Maldonado advises the Department of Elections regarding local and state election laws and municipal law matters, including public records and open meeting laws; draft title and summaries, ballot questions and digests and staff Ballot Simplification Committee meetings for the November 2019, March 2020, and November 2020 elections. She defends election contests in trial and appellate courts, including obtaining dismissals of challenges to a November 2019 affordable housing general obligation bond measure. She also advises the Ethics Commission and staff regarding local and state ethics laws. She advises staff regarding enforcement matters during investigative-stage. Ms. Maldonado advises, and trains elected officials, commissioners, and City employees regarding conflicts of interest and conduct related trainings. She advises deputy city attorneys regarding professional responsibility matters. She drafts legislation and provides advice regarding City's response to COVID-19.

As a Deputy City Attorney on the Labor Team, Ms. Maldonado represented the City in multi- and single-plaintiff matters during trial and appellate court phases. Some representative matters include:

- *Daugherty v. CCSF* – defended San Francisco Police Department following termination of officers after discovery of racist, homophobic and misogynistic text messages. Managed evidence collection and production, including securing declarations from U.S. Attorney's Office and took and defended key depositions, and drafted motions. Following adverse trial court order, Court of Appeal issued published decision finding terminations did not violate the Public Safety Officers Procedural Bill of Rights Act.
- *Stockwell et al. v. CCSF; Stevenson v. CCSF; Johnson v. CCSF* – defended SFPD and San Francisco Fire Department in multi-plaintiff cases challenging promotional exams for causing a disparate impact based on age. Managed voluminous discovery productions, defended depositions, worked with experts on statistical analyses, and drafted motions, including oppositions to class certification and motions for summary judgment.
- *Lai v. CCSF* – defended SFFD's reassignment of managers to new fire stations following finding that subordinate had suffered sexual harassment. Prevailed on anti-SLAPP motion. Developed and executed discovery plan to protect third party privacy interests during substantial discovery production.

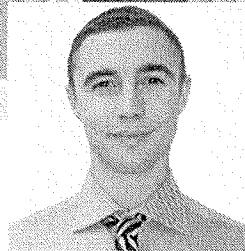
Ms. Maldonado led counsel on single plaintiff matters alleging employment discrimination, retaliation and disability accommodation claims. She also took and defended depositions, drafted and argued motions, including successful motions for summary judgment and drafted appellate briefs as well as negotiated favorable settlements.

She represented the City in labor arbitrations and administrative proceedings, including before the Public Employment Relations Board.

Ms. Maldonado served as assigned labor advice counsel to various City departments, including the Public Defender, Department of Building Inspection, the Department of Homelessness and Supportive Housing, and Clerk of the Board of Supervisors.

Prior to the Office of the City Attorney, Ms. Maldonado was a labor & employment associate at Perkins Coie LLP and Hanson Bridgett LLP. During law school, she externed for the Hon. Joyce Kennard of the Supreme Court of California and clerked for the Government Team at the San Francisco City Attorney's Office.

www.rennepubliclawgroup.com



Michael Cohen

Law Clerk

(415) 848-7200 • cohenm2021@lawnet.ucla.edu

Practice Areas

- Litigation

Bar Admission

Education

- University of California, Los Angeles, JD (May 2021)
- University College of London, MA
- University of Colorado at Boulder, BA, *magna cum laude*

Experience

Beginning Fall 2021, Michael S. Cohen will be joining Renne Public Law Group as a Law Clerk. Mr. Cohen has served in the chambers of Presiding Justice Arthur Gilbert at the California Court of Appeals and pursued a variety of work advancing accessibility to social services and public benefits. On UCLA Law campus, Mr. Cohen is heavily involved with student government and political student groups and is an editor on multiple journals, including the UCLA Law Review.

Mr. Cohen works as a Legal Fellow for the UCLA Voting Rights Project. Mr. Cohen has worked on several of the recent vote-by-mail lawsuits, published policy papers and scholarship on voting rights matters, and collaborated with state and federal government officials to facilitate compliance with election laws and expand access to the voting franchise.

VOTING RIGHTS WORK

- California Redistricting Reports:** Wrote several reports on California counties potentially liable under the CVRA and/or VRA for private use by voting rights organization. These included a racially polarized voting analysis and alternative voting district maps establishing majority-minority districts for use in future litigation.
- Asian Language Ballot Access:** Identified a dozen counties nationwide with especially large limited-English-proficient Asian language-speaking populations that barely avoided coverage by Voting Rights Act section 203 during the Census Bureau's 2016 coverage determination. I coordinated an effort with several voting rights organizations to issue letters to local election officials asking that the jurisdictions provide election materials in the relevant languages and warning them of possible litigation.
- Harding v. County of Dallas*, 336 F.Supp.3d 677 (N.D. Tex. 2018) (helped prepare lead counsel for Dallas County, Texas for oral arguments defending the County's 2011 redistricting plan from Anglo voters bringing VRA section 2 claim alleging that the plan improperly favored minority voters)
- In re State*, 602 S.W.3d 549 (Tex. 2020) (drafted several documents for amicus Texas Democratic Party in action seeking to establish that a prospective voter's lack of immunity to COVID-19 is a basis for obtaining a mail ballot under Texas law)
- Texas Democratic Party v. Abbott*, 461 F.Supp.3d 406 (W.D. Tex. 2020) (drafted several documents in First, Fourteenth, and Twenty-Sixth Amendment challenge to Texas mail ballot access law)
- Texas Democratic Party v. Abbott*, 978 F.3d 168 (5th Cir. 2020) (drafted several documents in Twenty-Sixth Amendment challenge to Texas mail ballot access law)
- Black Voters Matter Fund v. Raffensperger*, 2020 WL 4597053 (N.D. Ga. 2020) (helped research and write expert witness report for ACLU's Twenty-Fourth and Fourteenth Amendment challenge to Georgia's refusal to pay postage for mail ballots)
- Issa v. Newsom*, 2020 WL 6580452 (E.D. Cal. 2020) (drafted motion to intervene for intervenor-defendant voting rights organization to protect California Governor's order that all voters receive a mail ballot for the 2020 general election)
- Republican National Committee v. Newsom*, 2020 WL 3430243 (E.D. Cal. 2020) (drafted motion to intervene for intervenor-defendant voting rights organization to protect California Governor's order that all voters receive a mail ballot for the 2020 general election)
- Anderson v. Raffensperger*, 2020 WL 6048048 (N.D. Ga. 2020) (drafted section of expert witness report for plaintiffs seeking relief from long polling location lines in Georgia during the June 2020 primary election)

PUBLICATIONS

- COVID-19, the Census Delay, and Local Redistricting: What Local Public Agencies Can Do to Prepare*, PUBLIC CEO (June 25, 2020).

4. Scope of Work

TASK 1—PROJECT PLANNING & COORDINATION

Task 1A—Kickoff Meeting

The project will begin with a kickoff meeting between the project team and County staff to create project alignment and establish timelines for deliverables. The kickoff meeting will cover the following topics:

- Redistricting process, including the legal requirements (local, state, and federal); analytical process; and public involvement components
- Key points of contact within the County
- Community outreach and engagement plan
- Brief discussion of communities of mutual or related interest
- Project timeline, including future meeting dates with the County Team and the public

Task 1B—Data Collection and Compilation

Under Task 1B, we will collect and compile all data required to conduct our analyses. In addition to the Decennial Census P.L. 94-171 Redistricting Data Files, we will collect the County's existing district boundary data, school attendance area data, street center lines, boundary data for other communities of mutual interest (e.g., Tribal lands, defined neighborhoods, homeowners' associations), and additional data identified during the project. All data and accompanying metadata will be compiled into an ESRI ArcGIS geodatabase that can easily be transferred to the County after completion of the project.

Task 1C—Additional Project Management and Coordination

Task 1C is designed to account for anticipated project management and coordination needs between the project team and the County throughout the course of the project. Such tasks may include, but are not limited, to weekly status update and coordination calls with the County and ad hoc data or demographic information requests.

Deliverables Summary

- (Task 1A) A detailed project timeline
- (Task 1B) An ESRI ArcGIS Geodatabase containing all files used in the redistricting analysis
- (Task 1C) Weekly status updates and coordination calls

TASK 2—COMMUNITY OUTREACH & PUBLIC ENGAGEMENT

Task 2A—Community Outreach Strategy

In coordination with the County, our team will develop a community outreach and engagement strategy to create awareness of the project throughout the county and to ensure our process captures the input of various stakeholders and community groups. Part of the outreach strategy will include developing a list of groups and organizations within the county that should be expressly notified about the redistricting process and the opportunities for public input.

Task 2B—Public Hearings

To comply with the FAIR MAPS Act, a minimum of four public hearings will be held. These hearings will be designed to ensure a fair and transparent process that offers sufficient opportunity for public involvement.

These meetings will be facilitated by our experienced staff. A summary of the topics to be covered at each meeting is provided below:

- **First public hearing:** Before drafting district boundary maps, we will conduct a public presentation to describe the procedural, legal, and analytical aspects of the redistricting process. The presentation will include: (1) training on the legal aspects of the redistricting process, including the Federal Voting Rights Act, California Voting Rights Act of 2001 and the FAIR MAPS act; (2) training on how to use the District Scenario Modeler (DSM) web-based mapping tool; and (3) a description of the analyses and the process we will use to draw the new district lines.
- **Second public hearing:** During the second public hearing, we will present a minimum of two and no more than five district boundary options that satisfy the County's requirements including all local, state, and federal redistricting regulations and guidelines. For each scenario, we will provide a map, demographic summary of the districts, estimated population balance, and written description of the scenario including how it compares to the county's original council district lines. We will also solicit and document public feedback about each of the scenarios.
- **Third public hearing:** At the third public hearing, we will present a revised set of scenario options that account for any feedback we receive about the initial district scenarios from county staff and/or members of the community.
- **Fourth public hearing:** At the fourth public hearing, we will present the final district boundary scenario for public comment and adoption by the County Board of Supervisors.

Task 2C—Deploy the District Scenario Modeler

The District Scenario Modeler (DSM) is an interactive web-based mapping tool that we designed to provide users with an easy way to participate in the redistricting process. The tool allows users to draw their own boundaries and instantly view demographic information to see if the boundaries are population-balanced and support fair representation. Maps are easily submitted online to the project team for consideration.

The 2020 Census Block Geographies, the redistricting data files, and other requested attributes (e.g., voting age population, population by housing type, etc.) will be loaded into the DSM. Our team will then work with county staff to embed the District Scenario Modeler into the County's website and make it accessible to the public.

Deliverables Summary

- (Task 2A) A memo describing our community outreach strategy that includes a list of groups and organizations within the county that should be expressly notified about the districting process and the opportunities for public input
- (Task 2B) Presentations on the redistricting process and updates on the project status
- (Task 2C) District Scenario Modeler loaded with the 2020 Census Block Geographies within Plumas County limits and Decennial Census Redistricting Data

TASK 3—MAP EVALUATION

After the County and the public have submitted their district boundary maps, the project team will evaluate each map. The analyses we will use to inform our assessment include, but are not limited to, mapping the county's population to identify clusters of protected classes, measuring the compactness of each district by calculating and assigning a Polsby-Popper score and Convex-Hull measure, calculating the deviation from the ideal district population, and analyzing other demographic information such as voting age population and language spoken at home.

When the evaluations are complete, the project team will compile the maps into a single document and provide summary demographic and analytical data for each map, including whether each map meets the minimum legal requirements and whether it satisfies the concerns raised by the community.

Deliverable Summary

- A document compiling each boundary map submitted for evaluation, summary demographic and analytical data for each map, whether each map meets the minimum legal requirements, and whether the boundary satisfies the concerns raised by the community

TASK 4—REDISTRICTING PLAN DEVELOPMENT

Task 4A—Develop Draft District Proposal

Utilizing the maps submitted by the public and the feedback gathered during the public hearings, we will develop a minimum of four Supervisorial Board district boundary options. For each option we will include all the demographic and analytical data that were provided as part of the initial assessment, as well as a thorough written description of the boundaries and the benefits and limitations of each as we understand them. Prior to presenting the options to the County team, RPLG will review the plans to ensure compliance with all applicable local, state, and federal laws. The maps, the accompanying data tables, and the written description will be compiled into a single report and presented at the third public hearing.

Task 4B—Develop Final District Proposal

Drawing on the public feedback gathered during course of the project, we will develop the final proposal for the Supervisorial Board district boundaries. The final map will include all the demographic and analytical data that were provided as part of the initial assessment, as well as a written description of the plan and the benefits and limitations as we understand them. The final map, the accompanying data tables, and the written description will be compiled into a single report and presented at the fourth public hearing.

Deliverable Summary

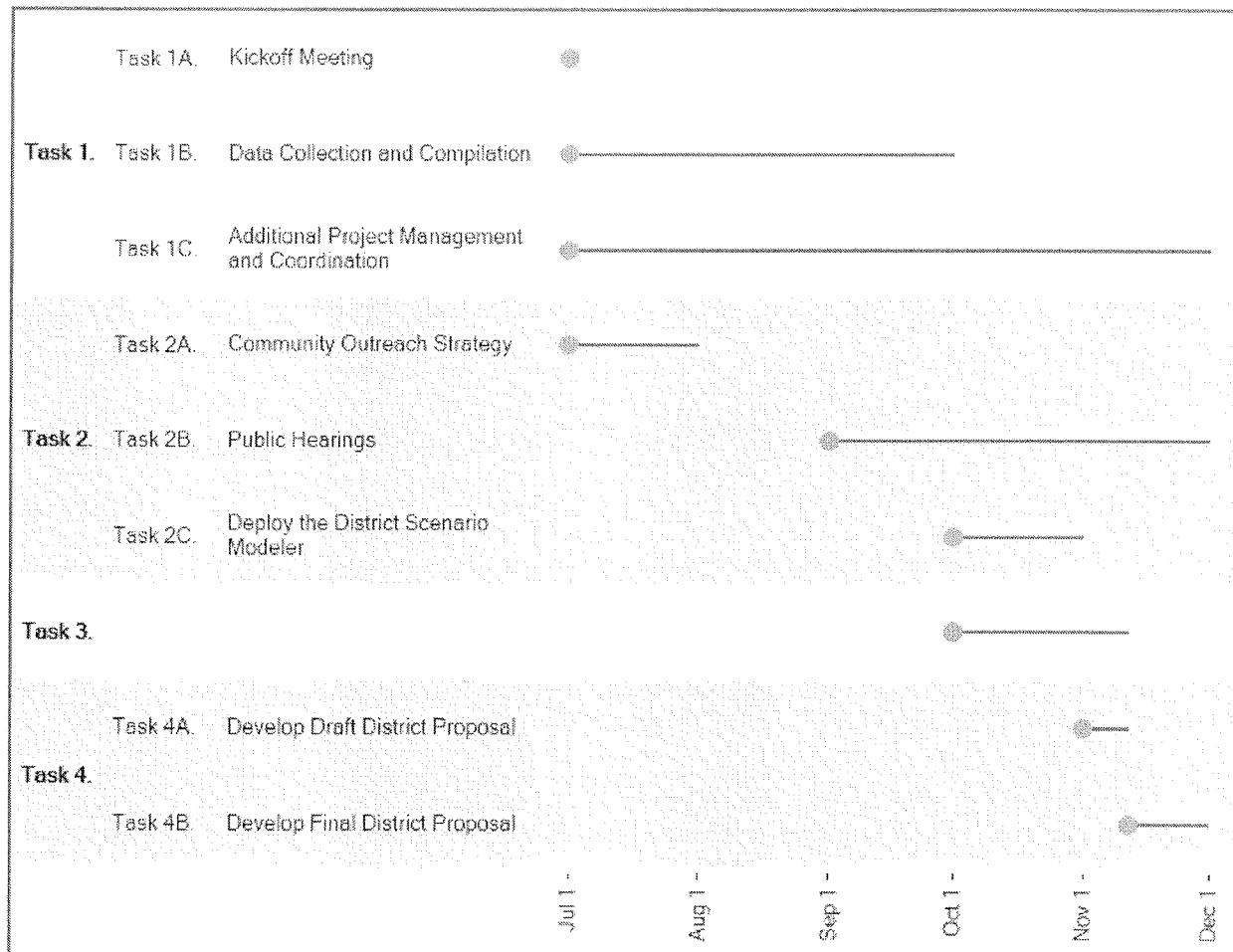
- (Task 4A) Maps, the accompanying data tables, and the written descriptions of the district boundary proposals
- (Task 4B) Final map, the accompanying data tables, and written description of the final district boundary proposal

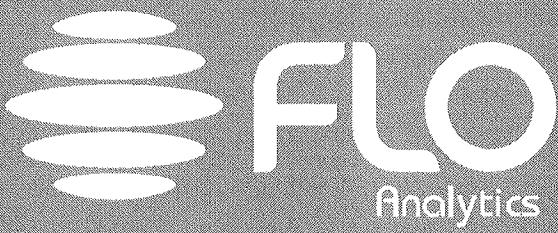
5. Person Hours by Task

	TASK	1A	1B	1C	2A	2B	2C	3	4A	4B
FLO	Tyler Vick	1						1		
FLO	McKay Larrabee	2		14	6	40	1	2	6	6
FLO	John McKenzie			2	2	2	1	1	1	1
FLO	Alex Brasch	2	8	8	2	20	12	18	18	8
FLO	Rachel Roberts	1	16	8		20	4	6	24	16
RPLG	Of Counsel					10			10	4

6. Project Schedule

The timeline below depicts our best estimate for the time it will take to perform each task and assumes that the 2020 federal decennial census data will be available on April 1, 2021. However, due to continued uncertainty concerning the release date of the 2020 Census data, the schedule may need to be adjusted. In addition, the schedule below should be considered preliminary and can be adjusted upon request as needed to best serve County staff, Board of Supervisors, and the public.





Portland OR Seattle WA Denver CO Boston MA

COUNTY OF PLUMAS

PROFESSIONAL REDISTRICTING & DEMOGRAPHIC CONSULTANT SERVICES

COST PROPOSAL

Response to Request for Proposals



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April 7, 2021

1. Cover Letter

REQUEST FOR
PROPOSALS

McKay Larrabee
Project Manager
3140 NE Broadway Street
Portland, OR 97232
Desk: 503-501-5218
mlarrabee@flo-analytics.com

Office of the County Administrator
Gabriel Hydrick
520 Main Street, Rm. 309
Quincy, California 95971

Re: RFP for Professional Redistricting & Demographic Consultant Services

Dear Gabriel Hydrick:

FLO Analytics (FLO) appreciates the opportunity to submit this cost proposal to assist the County of Plumas (County) with redistricting services.

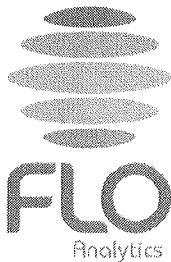
The cost proposal in this document represents our best estimate to provide the redistricting services requested by the County. We charge a flat rate of \$2,000 for the use of our District Scenario Modeler by the County and the public. All other work will be billed on an hourly basis.

We have allotted some time towards performing tasks that are not explicitly referenced in the scope of work (e.g., additional demographic analyses). However, the extent and nature of such tasks could require additional budget. Any additional public hearings, beyond the four specified in the scope could also impact the budget. Please also note that this proposal was written with the assumption that meeting attendance will be virtual. In-person attendance may require adjustments to the budget. We charge on an hourly basis for meeting preparation and attendance.

Sincerely,
FLO Analytics



Tyler Vick
Principal in Charge/Managing Director



2. Cost of Services

Task	Hours	Cost
Kickoff meeting	6	\$955
Data collection and compilation	24	\$3,320
Additional project management and coordination	32	\$4,810
Community outreach strategy	10	\$1,580
Public Hearings	92	\$15,830
Deploy the district scenario modeler	18	\$2,605
Map Evaluation	28	\$4,115
Develop draft district proposal	59	\$10,475
Develop final district proposal	35	\$5,845
Flat fee charges		Cost
District Scenario Modeler		\$2,000
Total		\$51,535

3. Hourly Rates by Classification

Personnel	Hourly Rates
FLO	
Principal	\$190–250/hour
Senior	\$140–190/hour
Analyst	\$120–150/hour
RPLG	
Of Counsel	\$305–\$425



Portland OR Seattle WA Denver CO Boston MA



COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the May 4, 2021 meeting of the Plumas County Board of Supervisors

Subject: **Approve & Authorize Release of Franchise Fee Audit and Consulting RFP**
To: Honorable Board of Supervisors, Clerk of the Board, County Counsel
From: Gabriel Hydrick, County Administrator
Date: 4/17/2021

Background/Introduction:

Over this last fiscal year the County Administrator has consistently invited Department Heads and other staff to be revenue oriented. More specifically, be attentive to, improve and leverage revenue opportunities. One such opportunity presents itself in the form of performing an audit on Franchise Fee Agreements, both existing and potential franchise opportunities. Franchise Agreements exist where a local government charges for use of its property. The fee(s) must not exceed the reasonable value of the franchise and be reasonably related to the value of the franchise. The value of Franchise Fees is they are a revenue stream for the General Fund. Additionally, Franchise Fees are not subject to Prop 218 and the revenue is available for unrestricted purposes.

A Franchise Fee Audit consulting service will help the County achieve and ensure widespread compliance on companies and agencies that utilize the County's right-of-ways. Such opportunities are not limited to solid waste agreements or roadway easements alone, but include communications, cable, video, electric and gas utilities.

On June 29, 2017, the California Supreme Court decided *Jacks v. City of Santa Barbara*, the Court's latest opportunity to consider the impact of 1996's Proposition 218 on municipal finance. The case makes important contributions to the law, confirming that:

- fees for use of government property are not taxes requiring voter approval,
- such fees generate discretionary (i.e., general fund) revenues to be used for any lawful purpose of the agency, and
- standing to challenge a revenue measure is limited to those who have a legal duty to pay it.

<https://chwlaw.us/wp-content/uploads/June-2017-Bulletin.pdf>

The County Administrator pursued exploratory dialogue for Franchise Fee Audit services with a company, MuniServices, when they reached out over a social media platform. These discussions resulted in MuniServices making a proposal for services (Attachment 'A'). The County Administrator also proposed the idea of Franchise Fee audit services at a budget committee meeting during the summer of 2020 where the idea was received well and encouraged to pursue further. At the Board of Supervisor meeting on February 2, 2021, the Board directed staff to develop a RFP for Franchise Fee Audit and Consultant Services; this RFP is now ready and reviewed by County Counsel.

Recommended Actions:

Staff respectfully requests the Board to:

- Approve and authorize release of the Franchise Fee Audit and Consulting RFP

Or

- Provide different direction to staff

Fiscal Impact:

This is a revenue-generating project that will discover the potential revenue impact once initiated. Expenditures beyond fixed fees should be covered by revenues generated through Franchise Agreements. The fixed fee(s) may be funded by General Services, Professional Services and contingent fees paid through implementation of franchise agreements.

Attachments:

Attachment 'A'- Franchise Fee Audit and Consulting RFP

COUNTY OF PLUMAS

REQUEST FOR PROPOSALS

FOR

FRANCHISE FEE AUDITING SERVICES

RFP Submittals Due By:
May 28, 2021 at 3:00pm

Office of the County Administrator
Gabriel Hydrick
520 Main Street, Rm. 309
Quincy, California 95971
gabrielhydrick@countyofplumas.com
(530) 283-6446

INTRODUCTION

This Request for Proposals ("RFP") is to seek qualified firms, individuals or consultants for the County of Plumas ("County") to retain a qualified professional firm to conduct an audit of County Franchise Fees currently in place and identify Franchise Fee opportunities that are currently not identified or leveraged by the County.

BACKGROUND

Plumas County is located near the northeast corner of California, where the Sierra and the Cascade mountain ranges meet. The Feather River, with its several forks, flows through the County. Quincy, the unincorporated county seat, is about 80 miles northeast from Oroville, California, and about 85 miles north of Lake Tahoe and Reno, Nevada. State highways 70 and 89 traverse the county.

The population of Plumas County is just under 20,000, and the Quincy area population is about 4,217. The population of the county has grown quite slowly, and with U.S. National Forests covering over approximately 80% of its area, the county has been able to maintain the lifestyle, which is so attractive to its residents and visitors.

The county boasts more than 100 lakes and 1,000 miles of rivers and streams with over a million acres of national forest. With only nine people per square mile, this rural, four seasons mountain retreat offers beauty, solitude, and clean air, making it the ideal spot for a quiet vacation.

It is unknown as to when the County last had a Franchise Fee Audit to this level completed. The County anticipates there may be miscalculations and a number of Franchise Fee opportunities that have not been identified and leveraged to date.

SCOPE OF WORK

The County of Plumas seeks qualified firms, individuals or contractors that have expertise in and services for:

- Franchise Fee Auditing services
- Identifying missed Franchise Fee opportunities
- Guidance for implementing missed Franchise Fee opportunities
- Present findings to County, including Board of Supervisors

Tasks and responsibilities of the selected consultant may include:

Planning:

- Meet with County team to review franchise fee areas of interest, ordinances, agreements, compliance issues, payment records, exempted customers, rate and boundary changes

Audit:

- Review franchise agreements, correspondence with the providers, and a history of franchise payments.
- Review methodologies for computing franchise fees used by inside and outside auditors.
- Review franchise agreements and all ordinances and governing regulations relating to taxes to ensure compliance with all Federal, State and Local laws, and correspondence relating to the County's franchise fees.
- Communicate with each franchise to obtain the information needed to review and negotiate necessary confidentiality and non-disclosure agreement related to the audit.
- Review and analyze each franchise's general ledger and financial statements for reasonableness, completeness, and accuracy as related to the franchise fee.
- Identify excluded revenues from the franchise fee calculation.
- Review and analyze all the franchise's revenue accounts to determine if they are permitted by the County's franchise agreement, or relevant state law.
- Sample test the franchise's billings for completeness and accuracy.
- Compare the franchise's payments, exclusions, and other computations and compare the actual payments made to the County for timeliness and accuracy.
- Review applicable franchise fee opportunities within the County
- Advise the County on missed franchise fee opportunities
- Provide direction to the County to initiate and leverage missed opportunities
- Provide regular reports to the County on: accomplishments, next-steps, timelines, identify open items and responsible parties, applicable penalties and interest, issues requiring County attention/action, audit findings including missed, miscalculated and potential opportunities.
- Provide general assistance to the County as needed, such as, emails, public presentations, phone calls, and drafting correspondence to franchisees.

Implementation:

- Provide all necessary schedules and supporting documents to assist the County in collecting underpaid franchise fees.
- Assist in procuring, negotiating, and/or preparing any necessary closing agreements requested to conclude the audit and solidify past due amounts and remedial practices for future reporting.

REQUIRED PROPOSAL INFORMATION

Technical Proposal

1. **Cover Letter:** This letter should introduce your firm and team and should be limited to two (2) pages.

2. **Statement of Qualifications:** Include a statement of your firm's qualifications to perform the work associated with Franchise Fee Audits according to local, state and federal parameters. The statement should include information describing at least two (2) completed projects of a similar size and complexity within the past eight (8) years. Provide client contact personnel, email and telephone numbers for each project. Similar material should be provided for each sub-consultant participating in the project. This material should be limited to three (3) pages.
3. **Organization and Staffing:** Include an organizational chart showing your firm's project management team and their organizational relationship. Provide resumes for the project team, including a resume for the Project Manager and for each proposed sub-consultant, if applicable. Each resume should be as brief as possible, ideally no more than one (1) page in length.
4. **Scope of Work:** Provide a scope of work that describes task-by-task how you plan to accomplish the required work. Said scope should include tasks for review of work products by County staff. Effort should be made to keep the length of this section to under three (3) pages.
5. **Person Hours by Task:** Provide a table that shows your planned personnel hours by classification and task for all work you plan to perform.
6. **Project Schedule:** Provide a timeline that shows the planned starting time and duration of each task in your scope of work. The County hopes to complete this process within 6 -8 months.

Cost Proposal: To be provided in a separate sealed envelope and separate email attachment.

1. **Cover Letter:** This letter should point out any conditions which could affect your firm's costs.
2. **Cost of Services:** Provide a table that shows your firm's estimated cost for the services, listed by task. The County anticipates the audit discovering missed opportunities and miscalculations. The best cost structure may include a Fixed Fee per audit and/or Contingent Fees per finding; however, the County is open to different cost structures and is sensitive to the structure that best preserve the General Fund funding source.
3. **Hourly Rates by Classification:** Provide a listing of your firm's hourly rates by classification, as well as any other cost factors which you would need to price extra work. If a flat rate is proposed, please indicate the amount.

PROPOSAL EVALUATION CRITERIA

The County of Plumas intends to evaluate and rank the technical proposals received by utilizing the following criteria:

Criteria	Points
Qualifications of the Firm: Based on experience and projects similar to this project	20
References: Based on quality of references	10
Staffing: Based on background and experience of proposed staffing on similar projects with the proposing firm	15
Schedule: Based on thoroughness and reasonableness of the proposed schedule	20
Scope of Work: Based on the understanding of work, approach, methods, procedures, etc.	35

The proposal submitted by each firm will be ranked by County staff using the evaluation method described above. The highest ranked firm(s) may be interviewed by an evaluation team consisting of the County team (County Administrator, Public Works, Board member), in full or in part. The technical ranking may be adjusted subsequent to the completion of the interview(s).

The final evaluation and ranking of the proposals will consider the scores from the technical review and interviews, with the final selection being based upon qualification, experience, resources, understanding of the County's requirements, approach, methods and procedures, and schedule. The highest ranked firm will be selected to negotiate an Agreement utilizing the submitted cost proposal as a starting point.

The County is not bound to select any of the firms submitting proposals, may waive any irregularities in proposals and their submittal which may be advantageous to the County, and is not liable for any costs of preparation and submittal of proposals, including any presentations made to the County.

GENERAL INFORMATION

- Contract shall be for no more than one (1) year.
- Interested respondents may obtain a copy of this solicitation by contacting the County Administrator (see contact info on cover page)
- The County reserves the right to reject any and all submittals.
- The Consultant shall provide the County with any exceptions, additions, or suggestions that will aide in the selection process.
- The proposal and this RFP shall jointly become part of the Agreement for Professional Services for this project when said agreement is fully executed by the Consultant and County.
- Consultant is obligated to provide evidence of insurance.
- Subcontractors/subconsultants (subcontractors): The Proposer may utilize the services of subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the Proposer, Proposer is representing to County that Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor without prior written approval of the County. The proposer shall be fully responsible to the County for the performance of his/her subcontractors, and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subcontractor and the County.

- A term of the Agreement will be that the individual directly responsible for Consultant's overall performance of the work will be so designated in the Agreement and that person will serve as principal liaison between County and Consultant, and attend all community meetings and all Board of Supervisors' meetings related to the redistricting process. This person shall be identified ahead of time and designated in the Agreement, and no other individual may be substituted without the prior written approval of the County Administrator or the County Administrator's designee.

RFP SCHEDULE

The following is the County's tentative schedule for selection of the Consultant:

1. Issuance of RFP:	May 5, 2021
2. Deadline for RFP Submittal:	May 28, 2021 at 3:00pm
3. RFP Opening:	May 28, 2021 at 3:15pm
4. Review of Qualifications:	Week of May 31, 2021
5. Consultant Interviews (if necessary):	June 7 & 8, 2021
6. Award of Agreement:	June 15, 2021

SUBMITTAL

Six (4) printed copies and one (1) emailed digital copy of each technical and cost proposal must be received by 3:00 p.m. on May 28, 2021 at:

County of Plumas, Office of the County Administrator
Attn: Gabriel Hydrick
520 Main St, Rm. 309, Quincy CA 95971
gabrielhydrick@countyofplumas.com

Please clearly mark the envelope and email subject line as follows:

RFP – Franchise Fee Auditing and Consulting Services

The consultant's cost proposal shall be submitted in a separate sealed envelope from the submittal documents and clearly marked "COST PROPOSAL". This shall be submitted digitally via email as a separate attachment with the above title.

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 County Administrator (hereinafter referred to as "County"), and [INSERT], a California Corporation hereinafter referred to as "Contractor" or "[INSERT]".

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 [INSERT\$].
3. **Term.** The term of this Agreement shall be from [INSERTDATE] through [INSERTDATE], 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. 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:

Gabriel Hydrick
County Administrator
County of Plumas
520 Main St., Rm. 309
Quincy, CA 95971
Attention: [INSERT]

Contractor:

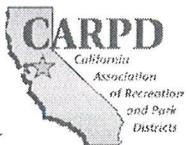
22. [INSERT]
[INSERT]
23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

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.

5A



California Special
Districts Association
Districts Stronger Together



CALIFORNIA
BUILDERS ALLIANCE



SRBX
SACRAMENTO REGIONAL BUILDERS EXCHANGE

20th ANNIVERSARY
NBS

CALTRUST
A PUBLIC AGENCY

SDRMA

ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES
California

GREATER CONEJO VALLEY
CHAMBER OF COMMERCE



DURAN KINST
STRATEGIES



FIVE STAR BANK



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

SCFB
SACRAMENTO COUNTY FARM BUREAU



STANISLAUS COUNTY
FARM BUREAU



Converting Waste Into Resources



Elsinore Valley Municipal Water District

ACWD
ALAMEDA COUNTY WATER DISTRICT



Health Care District

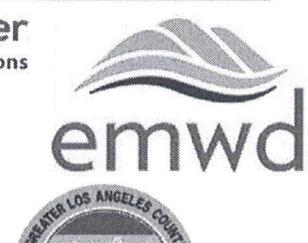


CENTRAL CONTRA COSTA SANITARY DISTRICT

Monterey One Water
Providing Cooperative Water Solutions



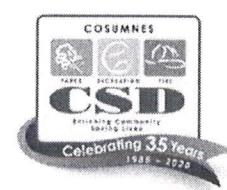
 Cambria Community Healthcare District



MesaWater
DISTRICT[®]

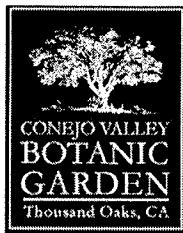
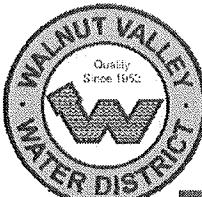
MesaWater DISTRICT[®]

CASITAS
Municipal Water District

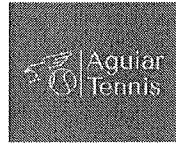
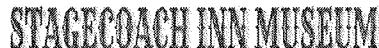


CVSan





• CIVIL / STRUCTURAL ENGINEERS
• MUNICIPAL CONSULTANTS
• SURVEYORS / PLANNERS
• WATER RESOURCES
• TRANSPORTATION



April 8, 2021

The Honorable Gavin Newsom
Governor, State of California
State Capitol, 1st floor
Sacramento, CA 95814

The Honorable Toni Atkins
Senate President pro Tempore
State Capitol, Room 205
Sacramento, CA 95814

The Honorable Anthony Rendon
Speaker of the Assembly
State Capitol, Room 219
Sacramento, CA 95814

Re: COVID-19 Impacts – Fiscal Assistance for California’s Independent Special Districts

Dear Governor Newsom, Pro Tem Atkins, and Speaker Rendon:

We, the undersigned organizations, strongly urge your Administration and the Legislature to extend special district local governments access to Coronavirus fiscal relief to help these vital units of local governments stabilize operations and impacts due to pandemic response.

California’s special districts have received no direct access to COVID-19 relief funding programs unlike other government entities: the state, schools, cities and counties.

Special districts provide vital services that many cities and counties cannot, such as fire protection, health and wellness programs, and core infrastructure, including access to reliable water, wastewater, and electricity. These special purpose local governments are struggling under the burden of an estimated \$1.92 billion collective unmet fiscal need since the March 2020 Emergency Proclamation and a projected \$2.43 billion anticipated unmet fiscal need by December of 2021.

1) California has both the authority and the resources to assist the state’s special districts.

- **Through the American Rescue Plan Act (ARPA), Congress has provided a flexible solution by explicitly empowering states with authority to transfer Coronavirus State Fiscal Recovery monies to special districts.** We respectfully urge you to use this authority to its fullest extent and distribute a portion of our State Fiscal Recovery funding to California’s special districts for the benefit of the millions of Californians they serve statewide.

California’s revenues are enough to share. The January 2021-2022 Budget Proposal reflected an unexpected revenue windfall of \$15 billion—with major additional revenues indicated in February and March, of which billions are reported to be discretionary. Further, between the Coronavirus Relief Fund (CRF) and the American Rescue Plan Act, Congress has approved a projected \$57.955 billion in relief funds to aid California and its local governments. Between these two funds, the State will have received a total \$36.14 Billion in discretionary dollars to address COVID-19 impacts, with cities and counties receiving the other \$21.8 billion in direct allocations from the federal government.

- **Dedicating a portion of these unanticipated one-time funds to address COVID-19 response impacts on special districts and the communities they serve is an appropriate use, consistent**

with the near \$1.8 billion California previously distributed to cities and counties from its CRF funds. To date, Federal and State relief have appropriately focused on stabilizing individuals and families and on allocations to cities and counties directly involved in the pandemic response. These funds and programs have been and will continue to be essential, and we applaud your vigilance and recognition that more can be done. The time has come to also focus on special districts.

- **There is precedent that supports this request and your ability to grant it.** Last year, the States of Colorado and Oregon included special districts in distributions of Coronavirus Relief Fund monies to local governments. We encourage California to follow their examples of distributing essential funding to special districts.

2) Many special district funding streams have been dramatically compromised due to pandemic response operations and, for some districts, expenses have skyrocketed to pay for mandated health and safety protocols for their frontline workers and the public they serve. The pandemic’s fiscal toll on special districts and their communities is greater than previously expected, with many districts in the early months responsibly dipping into reserves to mitigate impacts. Reported revenue losses, unmet by federal or state relief programs, are most substantial among districts providing fire protection; healthcare and emergency services; community services and parks; ports, harbors, and transit; and utilities.

- **When special districts are excluded from relief, essential frontline workers and community residents are excluded from relief.** As of February 5, 2021, 42 percent of special districts reported reducing essential services, and 33 percent reported reducing workforce due to COVID-19 response impacts.
- **Universally experienced special district impacts include deferred/delayed/cancelled infrastructure projects, increased workers compensation/FMLA/unemployment/overtime costs, and unbudgeted expenditures necessary to safely maintain operations, as well as public and employee health and safety.** As public agencies, special districts were not eligible for COVID-19 relief programs, such as PPP, tax credits, and grants, provided to businesses and non-profits to address these impacts.
- **Other special district impacts vary depending on service type and primary revenue source.** Examples include a staggering amount of past due water, wastewater, and electric bills (utilities); unprecedented losses in operational revenues due to restricted activities, rentals, and charges; loss of lease and other business enterprise revenues; overwhelming increased operational expenses and notable revenue losses due to pivoted services.

3) Special districts would utilize funding allocated by the state to benefit their residents, stabilize services, and boost the local economy. They would do this through reimbursing expenditures related to pandemic response; assisting their residents with utility arrearages; restoring services following a year’s worth of losses; rehiring or boosting frontline workers with premium pay where appropriate; and investing in critical water, sewer, and broadband infrastructure – including many capital projects which have been delayed, deferred, or canceled due to the pandemic’s fiscal impacts.

In conclusion, we the undersigned implore you utilize the tools Congress has provided to transfer relief funds to special districts expeditiously, and to ensure these critical, essential service providers continue to provide uninterrupted services to our recovering communities.

Collectively,

A coalition of local government, business, non-profit organizations, and local stakeholders listed attached and available [online here](#).

CC: The Honorable Scott Wilk, Senate Republican Leader
The Honorable Marie Waldron, Assembly Republican Leader
The Honorable Nancy Skinner, Chair, Senate Committee on Budget and Fiscal Review
The Honorable Jim Nielsen, Vice-Chair, Senate Committee on Budget and Fiscal Review
The Honorable Phil Ting, Chair, Assembly Committee on Budget
The Honorable Ving Fong, Vice-Chair, Assembly Committee on Budget
The Honorable Mike McGuire, Chair, Senate Governance and Finance Committee
The Honorable Cecilia Aguiar-Curry, Chair, Assembly Local Government Committee
Committee Members, Senate Committee on Budget and Fiscal Review
Committee Members, Assembly Committee on Budget
Keely Bosler, Director, Department of Finance

**COALITION SUPPORTING COVID-19 RELIEF
FOR CALIFORNIA'S SPECIAL DISTRICT LOCAL GOVERNMENTS**

The undersigned organizations and individuals, strongly urge the Administration and State Legislature to extend special district local governments access to Coronavirus fiscal relief to help these vital units of local governments stabilize operations and impacts due to pandemic response:

Statewide Local Government Associations

1. California Special Districts Association
2. California Air Pollution Control Officers Association
3. California Association of Public Cemeteries
4. California Association of Recreation and Park Districts
5. California Association of Resource Conservation Districts
6. California Association of Sanitation Agencies
7. California Fire Chiefs Association
8. California Municipal Utilities Association
9. California Park & Recreation Society
10. Fire Districts Association of California
11. Mosquito and Vector Control Association of California

Statewide Business and Nonprofit Organizations

12. American Council of Engineering Companies, California
13. Associated General Contractors
14. California Builders Alliance
15. CSDA Finance Corporation
16. Sacramento Regional Builders Exchange
17. Special District Leadership Foundation

Local Business and Nonprofit Organizations

18. 101North Locations
19. Amateur Baseball Development Group Inc.
20. Array of Life Services
21. Aviara Real Estate
22. Becky Castano Acupuncture
23. Bodysattva Healing Arts Center
24. Bsmc Tools
25. Canine Logic
26. Carrie Holmquist Photography
27. Chumash Indian Museum
28. C.L. Smith Hay & Grain
29. Cocoa Rome Chocolate Company
30. Cohen Land Use Law
31. Concerned Off-Road Bicyclists Association
32. Conejo Chinese Cultural Association
33. Conejo Unified Pickle Ball

LAST UPDATED: APRIL 8, 2021

- 34. Conejo Valley Botanic Garden
- 35. Conejo Valley Historical Society – Stagecoach Inn Museum
- 36. Cozad & Fox Inc.
- 37. DenimDawgs
- 38. Duran Kinst Strategies
- 39. Five Star Bank
- 40. Greater Conejo Valley Chamber of Commerce
- 41. Jason Love Comedy
- 42. JELD Therapy
- 43. Las Flores Community Garden
- 44. Law Offices of Richard S. Rabbin, Inc.
- 45. Lifesong Church
- 46. Look Up Life Coaching
- 47. Lori Raupe Enterprises
- 48. Michael Lang Design
- 49. Montecito Association
- 50. Monterey Bay Fisheries Trust
- 51. Mustang Marketing
- 52. NBS
- 53. Neyda Honda CoachingRed Hat Cowgirl
- 54. Organic Garden Club of Ventura County
- 55. Pack 0046, Boy Scouts of America
- 56. R and J Prosthetic
- 57. Real Estate More Sacramento County Farm Bureau
- 58. Ride On Therapeutic Horsemanship
- 59. Sacramento County Farm Bureau
- 60. Santa Barbara County Chapter of the California Special Districts Association
- 61. Southern California Lacrosse Association
- 62. Special Districts Association of Monterey County
- 63. Stanislaus County Farm Bureau
- 64. Streamline
- 65. Telesis Physical Therapy
- 66. Thousand Oaks Soccer League
- 67. Thousand Oaks Badminton Organization
- 68. Thousand Oaks Teen Center
- 69. Telesis Physical Therapy
- 70. Ventura County Special Districts Association
- 71. Ventura Recovery Center

Counties, Cities, JPAs, and Schools

- 72. City of Thousand Oaks
- 73. County of Fresno
- 74. County of Inyo
- 75. County of Kings
- 76. County of Mariposa
- 77. Investment Trust of California (CalTRUST)
- 78. Jurupa Unified School District

LAST UPDATED: APRIL 8, 2021

- 79. Monterey One Water
- 80. San Luis & Delta-Mendota Water Authority
- 81. Special District Risk Management Authority
- 82. Tulare County Board of Supervisors

Special Districts

- 83. Alameda-Contra Costa Transit District (AC Transit)
- 84. Alameda County Mosquito Abatement District
- 85. Alameda County Water District
- 86. Arbuckle Parks and Recreation District
- 87. Arden Park Recreation and Park District
- 88. Aromas Water District
- 89. Artesia Cemetery District
- 90. Auburn Area Recreation and Park District
- 91. Auburn Public Cemetery District
- 92. Beach Cities Health District
- 93. Biola Community Services District
- 94. Brooktrails Township Community Services District
- 95. Buena Park Library District
- 96. Calleguas Municipal Water District
- 97. Camarillo Health Care District
- 98. Cambria Community Healthcare District
- 99. Cameron Park Community Services District
- 100. Casitas Municipal Water District
- 101. Castro Valley Sanitary District
- 102. Cazadero Community Services District
- 103. Central Contra Costa Sanitary District
- 104. Chester Public Utility District
- 105. Chino Valley Independent Fire District
- 106. Clear Creek Community Services District
- 107. Coastsides County Water District
- 108. Conejo Recreation and Park District
- 109. Cosumnes Community Services District
- 110. Crestline Village Water District
- 111. Cucamonga Valley Water District
- 112. Del Puerto Health Care District
- 113. East Contra Costa Fire Protection District
- 114. East Side Mosquito Abatement District
- 115. Eastern Kern County Resource Conservation District
- 116. Eastern Municipal Water District
- 117. Eastern Sierra Community Services District
- 118. Ebbetts Pass Fire District
- 119. Elsinore Valley Municipal Water District
- 120. Fair Oaks Recreation and Park District
- 121. Feather River Air Quality Management District
- 122. Florin Resource Conservation District/Elk Grove Water District
- 123. Frazier Park Public Utility District

LAST UPDATED: APRIL 8, 2021

- 124. Fresno Metropolitan Flood Control District
- 125. Fresno Mosquito and Vector Control District
- 126. Fulton-El Camino Recreation and Park District
- 127. Garberville Sanitary District
- 128. Georgetown Divide Public Utility District
- 129. Georgetown Divide Recreation District
- 130. Georgetown Fire Department
- 131. Gold Mountain Community Services District
- 132. Goleta Sanitary District
- 133. Greater Los Angeles County Vector Control District
- 134. Greater Vallejo Recreation District
- 135. Grizzly Flats Community Services District
- 136. Grossmont Healthcare District
- 137. Groveland Community Services District
- 138. Hayward Area Recreation and Park District
- 139. Heber Public Utility District
- 140. Helix Water District
- 141. Herlong Public Utility District
- 142. Hesperia Recreation and Park District
- 143. Hidden Valley Municipal Water District
- 144. Highlands Recreation District
- 145. Home Garden Community Services District
- 146. Humboldt Community Services District
- 147. Indian Wells Valley Water District
- 148. Inland Empire Utilities Agency
- 149. Jurupa Area Recreation and Park District
- 150. Jurupa Community Services District
- 151. Kensington Police Protection & Community Services District
- 152. Keyes Community Services District
- 153. Klamath Community Services District
- 154. La Selva Beach Recreation District
- 155. Lakeside Fire Protection District
- 156. Loleta Community Services District
- 157. Los Angeles County Sanitation Districts
- 158. Los Osos Community Services District
- 159. Las Virgenes Municipal Water District
- 160. Mammoth Community Water District
- 161. Mark Twain Health Care District
- 162. Marina Coast Water District
- 163. Mariposa Public Utility District
- 164. McFarland Recreation and Park District
- 165. Mendocino Coast Recreation and Park District
- 166. Mesa Water District
- 167. Midpeninsula Regional Open Space District
- 168. Mission Springs Water District
- 169. Mokelumne Hill Veteran's Memorial District
- 170. Monte Rio Recreation and Park District

LAST UPDATED: APRIL 8, 2021

- 171. Monte Vista Water District
- 172. Montecito Fire Department
- 173. Monterey Peninsula Water Management District
- 174. Monterey Regional Waste Management District
- 175. Moss Landing Harbor District
- 176. Moulton Niguel Water District
- 177. Municipal Water District of Orange County
- 178. Napa County Regional Park and Open Space District
- 179. Newcastle Fire Protection District
- 180. Nipomo Community Services District
- 181. North County Fire Protection District
- 182. North Humboldt Recreation and Park District
- 183. North of the River Recreation and Park District
- 184. North Tahoe Public Utility District
- 185. Northern Sonoma County Fire Protection District
- 186. Olivenhain Municipal Water District
- 187. Olympic Valley Public Service District
- 188. Orange County Cemetery District
- 189. Orangevale Recreation and Park District
- 190. Otay Water District
- 191. Oxnard Harbor District – The Port of Hueneme
- 192. Padre Dam Municipal Water District
- 193. Palmdale Water District
- 194. Palos Verdes Library District
- 195. Patterson Tract Community Services District
- 196. Peninsula Fire District
- 197. Placer County Air Pollution Control District
- 198. Pleasant Hill Recreation and Park District
- 199. Pleasant Valley Recreation and Park District
- 200. Port San Luis Harbor District
- 201. Rancho Santa Fe Fire Protection District
- 202. Rancho Simi Recreation and Park District
- 203. Reclamation District No. 1000
- 204. Resource Conservation District of Tehama County
- 205. Rincon del Diablo Municipal Water District
- 206. Rio Linda-Elverta Recreation and Park District
- 207. Riverdale Memorial District
- 208. Rossmoor Community Services District
- 209. Sacramento Municipal Utility District
- 210. Sacramento-Yolo Mosquito and Vector Control District
- 211. San Bernardino County Fire Protection District
- 212. San Diego Air Pollution Control District
- 213. San Juan Water District
- 214. San Mateo County Mosquito and Vector Control District
- 215. San Mateo Resource Conservation District
- 216. Santa Clara Valley Water District
- 217. Santa Cruz Port District

LAST UPDATED: APRIL 8, 2021

- 218. Santa Margarita Water District
- 219. Santa Nella County Water District
- 220. Santa Ynez Community Services District
- 221. Santa Ynez River Water Conservation District
- 222. Sierra County Fire Protection District #1
- 223. Sierra Resource Conservation District
- 224. Solano Irrigation District
- 225. Soledad Community Health Care District
- 226. South Coast Air Quality Management District
- 227. South Santa Clara Valley Memorial District
- 228. South Tahoe Public Utility District
- 229. Southern Marin Fire Protection District
- 230. Stallion Springs Community Services District
- 231. Stege Sanitary District
- 232. Tahoe City Public Utility District
- 233. Tamalpais Community Services District
- 234. Templeton Community Services District
- 235. Three Valleys Municipal Water District
- 236. Truckee-Donner Recreation and Park District
- 237. Tulare Mosquito Abatement District
- 238. Tuolumne City Sanitary District
- 239. Tuolumne Utilities District
- 240. Turlock Irrigation District
- 241. Twain Harte Community Services District
- 242. Twentynine Palms Water District
- 243. Union Public Utility District
- 244. United Water Conservation District
- 245. Vacaville-Elmira Cemetery District
- 246. Vallecitos Water District
- 247. Vallejo Flood and Wastewater District
- 248. Valley Center Cemetery District
- 249. Valley Center Municipal Water District
- 250. Valley Sanitary District
- 251. Valley-Wide Recreation and Park District
- 252. Vandenberg Village Community Services District
- 253. Ventura Port District
- 254. Visalia Memorial District
- 255. Walnut Valley Water District
- 256. Weed Recreation and Parks District
- 257. West Side Recreation and park District
- 258. Westlands Water District
- 259. Winton Water and Sanitary District
- 260. Yolo-Solano Air Quality Management District

Community Leaders*

- 261. Georgette Aaberg, Volunteer, ETI Corral 37
- 262. Nicklas Aaberg, Volunteer, ETI Corral 37

LAST UPDATED: APRIL 8, 2021

- 263. Jonathan Abboud, General Manager, Isla Vista Community Services District
- 264. Kristen Abrams, Project Manager, Mike Rovner Construction
- 265. Aram Agdaian, Negotiator, SEIU Local 721
- 266. Lance Aguiar, Founder, Aguiar Tennis
- 267. Alexander Alekseenko, Professor, California State University Northridge
- 268. Mrs. Kimberly Alikhan
- 269. Kerri Arnold, Bookkeeper, Csis
- 270. Marilyn Arvizu
- 271. Douglas Askegard, Vice Chair, IEEE Buenaventura Section
- 272. David Assorson, Tennis Professional, Conejo Unified School District
- 273. Chakameh Azimpour
- 274. Jeffrey Baarstad, Retired Superintendent, Conejo Valley Unified School District
- 275. Dara Baf, Assistant Coach, Simi Valley Judo Club
- 276. Stephanie Bailey, Treasurer, SMRPD
- 277. Janet Barlet, Educator, CVUSD
- 278. Chris Barajas, Councilmember, Jurupa Valley
- 279. Shelley Barnes, Principal, Shelley Barnes Communications
- 280. Mark Bartel, Retired
- 281. Kelli Bauwens, Homemaker
- 282. Janice Bell, Emergency Services Technician, Colusa County Sheriff/OES
- 283. Gloria Berghofer, Controller, Sunquest
- 284. Nancy Berk, Homeowner
- 285. Pamela Bermann Casa of Ventura County
- 286. Nancy Berry
- 287. Nicole Best, Community Member
- 288. Vivian Bi, Researcher, Amgen Inc.
- 289. Samantha Bilodeau, Headmistress, Madjy's Academy of Creative Discovery
- 290. Yessika Bischel, Manager, Superior Pools and Spas
- 291. Mike Blondino, District Administrator, Carmichael Recreation and Park District
- 292. Jeff Boberg
- 293. Tracy Bolden, Para educator, CVUSD
- 294. Maiya Borchard, Sales Support, Dole
- 295. Erin Borchard
- 296. Jayme Bosch, Parent
- 297. Karen Bradford, President, Jurupa Unified School District Board of Education
- 298. Doris Briers, Administrative Assistant, FFAM Group
- 299. Michelle Brower, Accounting Assistant II, Conejo Recreation & Park District
- 300. Nancy Buckle
- 301. Alexandra Bulcke Riba, Mother
- 302. Richard Burke
- 303. Mark Burley, Councilmember, Santa Rosa Valley Municipal Advisory Council
- 304. Amy Buss
- 305. Don Butz, Board President, Resource Conservation District of Greater San Diego
- 306. Mike Byrne, President, Conejo Disc Golf Club
- 307. Scott Byrne, Scoutmaster, Troop 711
- 308. Sara Cahill, Resident, Newbury Park

LAST UPDATED: APRIL 8, 2021

- 309. Rochelle Callis, Administrator, Recreation & Park District, Conejo Recreation & Park District
- 310. Mrs. Laura Campagnola
- 311. Tara Campbell, Lead Preschool Teacher, Conejo Recreation and Park District
- 312. Kevin Capen, Account Executive, loanDepot
- 313. Kimberley Caputo, MD
- 314. Jeffrey Caputo, MD
- 315. Mrs. Catherine Carlton
- 316. Geraldine Caruso
- 317. Sarah Casey
- 318. Mr. Gene Cash
- 319. Terri Cata, Member, Conejo Valley Genealogical Society
- 320. Victor Cee, VP Chemistry, Oncovariant Therapeutics
- 321. Victor Dias Chavarin, Director, Armona Community Service District
- 322. Victor Chavarin, Jr., Director, Armona Community Service District
- 323. Michelle Chen, Resident
- 324. Ms. Susan Cheng
- 325. Mr. Scott Chew
- 326. Susan Choi
- 327. Wesley Clare
- 328. Alice and Phil Clark
- 329. Gordon Clint
- 330. Theresa Cohn Senior Citizen
- 331. May-Ying Coles, Human Resources Sr. Manager, BCG
- 332. Kim Consaga, Parent
- 333. Elisabeth Cortina
- 334. Marisa Cotteleer, Homeowner
- 335. Gregg Cowdery, Curator, Patterson House Museum
- 336. Jacqueline Cox
- 337. Ms. Jacqueline Cox
- 338. Brenda Coyle, Parent
- 339. Jillian Crudup
- 340. Steph Cruz
- 341. Nellie Cusworth, Board Director, Conejo Recreation and Park District
- 342. Christine Cyran, Homeowner
- 343. Jamshid Damooei, Professor of Economics, California Lutheran University
- 344. Michael Davies, General Manager, Town of Discovery Bay Community Services District
- 345. Lorraine Davis, Homemaker
- 346. Robert Davis, Atty, D&W
- 347. Cristina de la Torre
- 348. Margaret De Rose
- 349. Charles Deboer, Resident, Wildwood Elementary
- 350. Debra DeGoey
- 351. Matt DeHaro, Mail carrier, USPS
- 352. Natalie DeSavia, Theatre Communications Specialist, Conejo Recreation & Park District
- 353. Shannon Diffner

LAST UPDATED: APRIL 8, 2021

- 354. John Dixon, Managing Attorney, Dixon Law Office
- 355. Joe Dodge, Irrigation Tech, Conejo Recreation and Park District
- 356. Rebecca Doll
- 357. Boyd Donavon, Personal/Volleyball Manager, Conejo Recreation & Park District
- 358. Ping Dong, PVA President, CCCA
- 359. Marla Donley
- 360. Connor Donohoe, Member, Conejo Recreational Park District
- 361. Christy Douglass, Faculty, Moorpark College
- 362. Jody Dubuque, Account Executive, Sierra
- 363. Tim Duerr, Recreation Services Manager, Conejo Recreation and Park District
- 364. Ms. Amy Dunn Citizen of Thousand Oaks
- 365. Michael Eaton, Owner, Stellar Connect LLC
- 366. Carina Eddy, Resident
- 367. Carina Eddy, Resident
- 368. Ms. Grace Ellerbrock
- 369. Amy Endo, Resident
- 370. Scott Engel, Retired
- 371. Kala Everhart
- 372. Jenna Fante, The Firefly Revolution
- 373. Ms. Tara Farkash
- 374. Vincent Ferrante, Commissioner, Moss Landing Harbor District
- 375. Erik Fido
- 376. David Filgas, Trail Runner
- 377. Michelle Fishman Resident
- 378. Michael Fletcher
- 379. April Flores
- 380. Statia Foresti, Student, Conejo Valley Adult School
- 381. Christine Formica, Hemet Stake Just Serve Specialist
- 382. Edward Formica, Vice President, Western Science Center Foundation
- 383. Mrs. Brooke Foxworthy
- 384. Lisa Friedman, Consultant, Lisa Friedman Consulting
- 385. Jennifer Friedman, Resident, Private Citizen
- 386. Tina Frugoli
- 387. Anna Fuentes, Teacher, CFSUCCESS
- 388. Linda Fullerton, ETI Past President, Equestrian Trails, Inc
- 389. Angela Fusco, Engineer, Takeda
- 390. Tom Gardner, Architect, Target
- 391. Michael Garofolo, Board Member, Thousand Oaks Girls Softball Association
- 392. Tom Garnella, President, Hemet Concert Association
- 393. Jordan Gascon, Board Member, Resource Conservation District of Greater San Diego
- 394. Nicole Gaspar, Account Manager, Gaspar Insurance
- 395. V Gee, Community Member
- 396. Michael Gennette, Head Coach Men's & Women's Tennis, California Lutheran University
- 397. Jonathan Gereige, Budget Analyst, DOI
- 398. Idine Ghoreishian, Concerned Citizen
- 399. Heidi Giddy Van Pernis, Volunteer, Adelante Comunidad

LAST UPDATED: APRIL 8, 2021

- 400. Deb Gill
- 401. Kellie Gilmore
- 402. Teresa Gin, Self-employed
- 403. Ariella Ginoza, Resident, Thousand Oaks, CA
- 404. Stacy Glenn
- 405. Brad Glenn, Business Owner, FDPM
- 406. Griffin Glenn
- 407. Kelly Goebel, Principal, G3 Group LA, Inc.
- 408. Robin Goldfinger, Occupational Therapist/Citizen
- 409. Maggie Goodrich, Community Member
- 410. Eric Gosch
- 411. Ralph Gould
- 412. Candace Gray, Volunteer, Conejo Players Theatre
- 413. Jason Gregory
- 414. Brion Grube
- 415. Joan Gunning
- 416. Sandra Haga, Resident, Conejo Recreation and Park District
- 417. Theresa Hagman, Executive Consultant, SMPS
- 418. Jennifer Haigh, School Therapist, CVUSD
- 419. Kelli Ham, Newbury Park, CA Resident
- 420. Laila Hammes
- 421. Tanya Harrison
- 422. Steven Hawkins, Board member, AYSO
- 423. Michael Hayward, Member, Lake Linder Homeowners Association
- 424. Robert Hazard, Assistant District Commissioner, Boy Scouts of America
- 425. Chenxu He
- 426. Nancy Healey, Volunteer, Conejo Valley Village
- 427. Greta Heath, Student
- 428. Carrie Hebert
- 429. Linda Heckendorf, Resident
- 430. John Helm
- 431. Mr. Mark Henderson
- 432. Devon Herbert
- 433. Judy Hergesheimer, Ombudsman/Long Term Care, Long Term Care Services/Vta C
- 434. M Hernandez, QA Manager
- 435. Philip Herrera
- 436. Victoria Hervey
- 437. Sally Hibbitts AAUW Thousand Oaks
- 438. Anthony Hoffman
- 439. Kirsten Hoffman, Retired
- 440. Angela Hong, Director, Bank of America
- 441. Tina Hoover, VP Licensing, Scientific Games
- 442. Mila Horak, USPTA Pro, RSTA
- 443. Rebecca Houseman Attorney at Law
- 444. Patricia Howard, Attorney and Resident
- 445. Shawn Howie, Coach, AYSO
- 446. Karen Hribar, ESL Teacher, CVAE

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- 447. Lily Huang, Technical Lead, Corptax
- 448. Mr. Frank Huchingson
- 449. Charles Huffer, Director, Conejo Recreation & Park District
- 450. Catrina Iacovelli, Senior Business Systems Analyst, Macerich
- 451. Barbara Ikenouye
- 452. Mrs. Ellen Jelinek
- 453. Dena Jenson, Director, California Lutheran University, Center for Nonprofit Leadership
- 454. Linda Joachims, Parent
- 455. Allison Johnson Mother of Adult Son with Autism
- 456. Tamara Johnson, Registered Nurse
- 457. Mrs. Leslie Jones
- 458. Thomas Jones
- 459. Michelle Jordanhazy, HR, Hazy Inc
- 460. Christina Kajita, Community Resident
- 461. Nick Karim, Resident
- 462. Julie Kassan, Tennis Player/Hiker
- 463. Bennett Katz, Retired Resident
- 464. Mrs. Diana Kauffman
- 465. Wakako Kawashima
- 466. Matt Kawecki, Parent
- 467. Beverly Kemmerling, Retired, Nurse practitioner
- 468. Robert Kemmerling, President, Kemmerling and Associates
- 469. Merritt Kent, US Army Active Duty Soldier
- 470. Isabell Kerins, President, Silverado Modjeska Recreation and Park District
- 471. Mrs. Zarrinfar Ketabi
- 472. Jessica Khan, Manager, Farmers Insurance
- 473. Carrie Kim, Resident and Supporter
- 474. Mary Kimball, Executive Director, US Quidditch
- 475. Scott Kittinger, Retired
- 476. Roger Klausler, Secretary, Kiwanis of Conejo Valley
- 477. Ellen Klein, Citizen
- 478. Todd Klipp, Property Owner, Klipp Family
- 479. Ken Knipe
- 480. Lorraine Kollman
- 481. Carl Kolvenbach
- 482. Diane Kolvenbach, Specialist Paralegal, Amgen
- 483. Carolyn Kopp, Retired
- 484. Brenda Kriger
- 485. Linda Krupa, Council Member, City of Hemet
- 486. Susie Kubes
- 487. Susan Labadie, Rn
- 488. Rosario Lahoud, HR Assistant, Conejo Recreation and Park District
- 489. Ms. Carol Lambert
- 490. Thomas Lasater, CEO, Creative Concepts Inc.
- 491. Elaine Lawrence, Contractor,
- 492. Michelle LeBlanc, CEO, Free Speech Coalition
- 493. Bette Lee

LAST UPDATED: APRIL 8, 2021

- 494. Amy Leicht
- 495. Pricilla Lemette
- 496. Sheryl Lewanda, Retired
- 497. Marisol Lewis
- 498. Julie Lewis, Community Member
- 499. Karen Lieberman, President, Lieberman Financial Services
- 500. Arlynn Liebster, Parent
- 501. Britt Lind, President, People for Reason in Science and Medicine
- 502. Eloda Linehan, Resident
- 503. Nicole LoBianco, Parent
- 504. Ms. Shelly Machell
- 505. Laura Mackney, Owner, Sancho Cycles
- 506. Diane Mader
- 507. Mr. James Malch
- 508. William Maple, Resident, Newbury Park, CA
- 509. Merissa Marcuccella, Owner, Integrity Cacao
- 510. Terri Maria, Resident
- 511. Ashley Marth, Specialist, DHHS
- 512. Patricia Martin
- 513. Zyg Martynowicz
- 514. Jacqueline Mason
- 515. Kevin Mason
- 516. Laura Mazur
- 517. Jeffrey McCormick, Scientist, Amgen
- 518. Steve McDaniel
- 519. Sherill McMichael
- 520. Matthew McNey, Grounds Worker II, Conejo Recreation & Park District
- 521. Deborah McNulty, Self Employed
- 522. Liliana Means, Instructor, Conejo Recreation and Park District
- 523. Kendra Mellinger, Director of Marketing, 2018 Conejo Valley Pride Festival
- 524. Sarita Meresman
- 525. Claudia Michelson - Garcia, Parent
- 526. Robert Mihailovich
- 527. Nicole Mikals, Parent
- 528. Raymond Milewski, Citizen
- 529. Nate Miley, Vice President, Alameda County Board of Supervisors – 4th District
- 530. Kelly Milgalter, Mom
- 531. Jill Miller
- 532. Jerry Miller, President Emeritus, California Lutheran University
- 533. William Miller
- 534. Dana Miller, Recreation Supervisor, Conejo Recreation and Park District
- 535. Michael Minore
- 536. Casey Morris, Resident
- 537. Rusty Morris, Board Member, Silverado Modjeska Recreation and Park District
- 538. Anthony Morro
- 539. Debbie Muffoletto, Member, Ahh chorus
- 540. Raisa Muraoka, Community Resident

LAST UPDATED: APRIL 8, 2021

- 541. Ken Murray, Professor, CSUN
- 542. Evelyn Nacif, Dance Teacher, Deseo Flamenco
- 543. Binnie Nadler
- 544. Paula Neustadt, Resident
- 545. Patricia M Newman, Senior
- 546. Alissa Nial, HR Manager, Outsourced Recruiting
- 547. Doug Nickles, Chair/Director, Conejo Recreation and Park District
- 548. Shane Niebergall
- 549. Kazzy Nishida
- 550. Robert Nunes, Grounds Supervisor, Conejo Recreation and Park District
- 551. Paul Nuttall, Homeowner
- 552. CarolAnn O'Rourke
- 553. Paula Osterbink, Citizen
- 554. Ms. Kristin Owens
- 555. Ann Paglia, Conejo Valley Citizen
- 556. Bill Palermo, Park Operations Analyst, Conejo Recreation and Park District
- 557. Ms. Olga Panina
- 558. Gerardo Pantoja, Director of Major and Planned Giving, Ventura College Foundation
- 559. Linda Pappas Diaz, Retired, Assistant City Manager, City of Thousand Oaks
- 560. Nam Park, Pastor, Immanuel Bible Church
- 561. Desiree Patenaude
- 562. Jennifer Patrick, Branding and Packaging, Patagonia
- 563. Andrea Patrick, Community Member
- 564. Ms. Robin Paul
- 565. Jack Paulson, Retired, TOSS
- 566. Elaine Pawelczyk, Contractor, Conjeo Recreation and Park District
- 567. Deirdre Pearson, Supervisor, Conejo Recreation and Park District
- 568. Laurie Perdue, Sr Benefit Analyst, Teledyne
- 569. Karen Persichetti
- 570. Laura Peterson Conejo Valley Unified School District
- 571. Chaitanya Phade, Software Engineer, Pontis Research Inc.
- 572. Thuy Phan, Retiree
- 573. Michael Phillips, Owner, Art of Michael Phillips
- 574. Richard Piernot, President, Friends of the Thousand Oaks Library
- 575. John Pirie, Parent
- 576. Sally Pittman-rabbin, Self-employed, Concerned citizen
- 577. Mrs. Susan Poprock
- 578. James Power, Director, Kenrose Kitchen Table Foundation
- 579. Alfred Powers, Retired
- 580. Poornima Prasad, Treasurer, Rotary Club of Westlake Village
- 581. Robert Prendergast, Resident, Thousand Oaks
- 582. Joanne Ratshin, Mother
- 583. Jean Rauch-Fontayne, Owner, EcoStar Holdings
- 584. Mike Record, Board Member, Friends of Valley Wide
- 585. Mr. Chance Redmond
- 586. Kenneth Reed, San Jacinto Lions Club
- 587. Christine Reiber, Community Member

LAST UPDATED: APRIL 8, 2021

- 588. Joseph Riccio, Independent Contractor, Basketball Instructor/Official
- 589. Sharon Rocha, Information Risk Analyst, Amgen
- 590. Tara Romero, Conejo Valley Resident
- 591. Megan Rooks
- 592. Stefanie Rosen
- 593. Ana Rubio, Corporate Events Planner, SAGE
- 594. Zachary Russell, Naturalist
- 595. Parisa Samii, Concerned Parent / Citizen,
- 596. Ajit Sankhe, PT, Select Rehab
- 597. Ms. Mariana Santangelo Westlake Elementary School
- 598. Anand Satyadev
- 599. Gregory Schrader, Grounds Worker III, Conejo Recreation and Parks District
- 600. George Schultz, Retired
- 601. Maryza Seal, Resident of Thousand Oaks
- 602. Irene Seda
- 603. John Seybold, Citizen
- 604. Baharak Shahidi
- 605. Namita Shanbhag
- 606. Josh Shayne
- 607. Dan Sheldon, Athlete speed and agility training, My Speed Secrets
- 608. Barry Sheppard, Retired
- 609. Ms. Sharon Siemering
- 610. Marc-Antoine Simard, Managing Member, Collectivity Trading
- 611. Frances Smith
- 612. John Smith, President, Carnegie General Insurance Agency
- 613. Shirley Smith, Homeowner
- 614. Tim Smith, Recreation Coordinator, Conejo Recreation and Park District
- 615. Elizabeth Sorensen, Youth Outreach Worker, Conejo Recreation and Park District
- 616. Anastasia Soroa
- 617. Ms. Betty Soucy
- 618. Jeff Spahr, Father
- 619. Ashlee Spear
- 620. Pamela Stark, Resident
- 621. Roslyn Stewart, Former Board Member, Play Conejo
- 622. Neal Storm, Regulatory Affairs Director, Amgen
- 623. Mrs. Denice Stouffer
- 624. Jessica Stull, Citizen
- 625. Whitney Stuver, Citizen
- 626. Erin Sweeney, Administrative Clerk, Conejo Recreation & Park District
- 627. Laci Sylvester, Parent
- 628. Paul Teplitz, Concerned Parent
- 629. Joseph Thomas, Thousand Oaks Resident
- 630. Christopher Todd
- 631. Robert Tokin, Resident - Newbury Park CA
- 632. Rodney Tolliver, Friends of Valley Wide
- 633. Jonathon Trent
- 634. Mrs. Heather Trifiro

LAST UPDATED: APRIL 8, 2021

- 635. Eileen Tseng, Club Member, Thousand Oaks Badminton Organization
- 636. Jeannine Tuvesson, Resident
- 637. Bruce Underwood, Trustee, Coachella Valley Public Cemetery District
- 638. Christina Varble, Co Owner, Rick Varble Inspections Inc
- 639. Emily Velasco, Resident
- 640. Jason Venable, Customer Service Supervisor, Lake Hemet Municipal Water District
- 641. Vijay Velusamy, Technical Lead, Farmers Insurance Group
- 642. Mrs. Connie Vine
- 643. Xavier Volgenau, Aquatics Coordinator, Conejo Recreation & Park District
- 644. Preetaman Wadhwa, Director, Amgen
- 645. Tonya Wagner, Homeschooling Teacher, Blue Ridge Academy
- 646. Janet Wall, Member, Conejo Oak Tree Advocates
- 647. Bruce Wallis, President, Healthy Valley Foundation
- 648. Brett Wample
- 649. Xinxin Wang, Senior Manager, Amgen
- 650. Cindy Wang, Conejo Chinese Cultural Association
- 651. Grahame Watts, Emergency Services Manager, City of Thousand Oaks
- 652. John Watts, Chair, Oak Park-Recreation and Park Planning Committee
- 653. Karen Weisskirch
- 654. Sherri Wentworth, CEO, Left Brain, Right Brain
- 655. Christy Whisman
- 656. Steve Wiley, Retired
- 657. Wendy Williams, Citizen
- 658. Ron Winzelberg, Homeowner
- 659. Tony Wold, Attorney, County of Ventura
- 660. Mr. Bill Wolff Anthem Inc.
- 661. Mr. Brett Wolmrans
- 662. Susan Wood, Communications Manager, California Lutheran University
- 663. Nicole Wright, Videographer, Seven Star Films
- 664. David J. Yanez, Associate Attorney, McCormick Kabot Jenner & Lew
- 665. Sherry Yas, Caregiver, Visiting Angels
- 666. Alex Yefimova, Parent
- 667. Corinne Yost
- 668. Rosa Zapata
- 669. Jeff Zatlin, Citizen
- 670. Jane Zhang

*Titles and organizations listed by an individual's name are for purposes of reference/identification only.