



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

NOVEMBER 2, 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.

Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commission, committees, boards, and council, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), 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

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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. Dana Loomis
Report and update on COVID-19; receive report and discussion
2. **DISASTER RECOVERY OPERATIONS** - Dennis Schmidt
Report and update Dixie Fire Recovery efforts; receive report and discussion
3. **USDA FOREST FIRE MANAGEMENT** – Aaron Grove
Report and update regarding the Dixie Fire (status/ containment)
4. **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 October 2021. [View Item](#)

B. ELECTIONS

Accept and Certify Election results of the California Gubernatorial Recall Election held on September 14, 2021 [View Item](#)

C. FACILITY SERVICES

- 1) Approve the request to waive fees for the use of Quincy Memorial Hall on December 4, 2021 for Sally Nichol/ Eta Alpha Chapter of Beta Sigma Phi for their annual Holiday Craft Fair.
[View Item](#)
- 2) Approve and authorize the Chair to sign Lease Agreement between Plumas County and the Chester Cemetery District for office space at the Chester Complex; one year lease term, with the option for renewal if needed; approved as to form by County Counsel [View Item](#)

D. FAIRGROUNDS

Authorize and approve the Chair to sign and ratify Agreement between Plumas County and Plumas Sierra Junior Livestock Auction; to help pay expenses related to the 2021 Plumas Sierra Junior Livestock Show held in Sierraville, CA; not to exceed \$6,590.00; approved as to form by County Counsel [View Item](#)

E. HUMAN RESOURCES

Adopt **Resolution** to approve job classification wage ranges for the Sheriff Emergency Services Coordinator and Operating Engineers Local #3 Crafts & Trades Unit; approved as to form by County Counsel [View Item](#)

F. INFORMATION TECHNOLOGY

- 1) Authorize the IT Director to proceed with “Sole Source” purchase from DGI, for network equipment/ hardware necessary for the Disaster Recovery Operations Center (DROC); not to exceed \$13,766.40 [View Item](#)
- 2) Approve and authorize no contract payment to All Blue Solutions for IBM Informix Software Support through 11/2024; not to exceed \$15,260.00; funds have been budgeted as a part of the 2021/2022 IT budget; [View Item](#)

G. PUBLIC WORKS

Approve and authorize the Chair to sign Change order No. 01 of Fueling Facility Upgrade Project; to extend expiration of the Construction Agreement to December 31, 2021, and includes pulling new conductors through existing conduit from generator to the fuel island and a technician to travel to Quincy to program fuel management system; not to exceed \$4,588.80; approved as to form by County Counsel [View Item](#)

H. SHERIFF

Approve and authorize no contract payment of invoices for the month of August 2021; Approve payment of emergency County Credit Card ending in 7280, in the amount of \$1,500.00; and for payment of remaining Invoice of \$521.46 to Hi Tech Commercial Service for repair and install services rendered. [View Item](#)

I. SOCIAL SERVICES

Approve and authorize the Director of Social Services to act as Board Designee to sign, Non-Financial Agreement between Plumas County and California Department of Social Services Legal Division, for Legal representation on Appeals of Notices of Action in connection with the Resource Family Approval Program; approved as to form by County Counsel [View Item](#)

SPECIAL DISTRICTS GOVERNED BY THE BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for Various special districts and county service areas in Plumas County including Dixie Valley Community Service District; Walker Ranch Community Services District; Beckwourth Community Service Area; Plumas County Flood Control and Walker Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

Convene as the Beckwourth Community Service Area Governing Board

5. BECKWOURTH COMMUNITY SERVICE AREA – John Mannle

Approve and authorize no contract payment to Plumas Sanitation, and ratify all approved emergency repair work performed to date for completed Emergency repair services of BCSA Sewer pump; not to exceed \$1,980.00.00; discussion and possible action [View Item](#)

Adjourn as the Beckwourth Community Service Area Governing Board and reconvene as the Board of Supervisors

6. DEPARTMENTAL MATTERS

A. BEHAVIORAL HEALTH – Tony Hobson

Authorize the Director of Behavioral Health to recruit and fill, budgeted Extra-help Therapist I/II/III Senior, due to the growing need for mental health services in the community; discussion and possible action [View Item](#)

B. DISTRICT ATTORNEY – David Hollister

Authorize the District Attorney to recruit and fill, funded and allocated 1.0 FTE Deputy District Attorney I, II, III or Assistant District Attorney Position; vacancy due to resignation; discussion and possible action [View Item](#)

C. PUBLIC WORKS – John Mannle

Authorize the Public Works Road Department to recruit and fill, funded and allocated 1.0 FTE Public Works Maintenance Supervisor/ Foreman position for the Graeagle Maintenance District; discussion and possible action [View Item](#)

D. **SHERIFF'S OFFICE** – Todd Johns

- 1) Approve supplemental budget transfer in the amount of \$27,000.00 from Account 48000 of Title III funds previously awarded to Search and Rescue in 2020, and 2021, to Account 542600; discussion and possible action. [View Item](#)
- 2) Approve and authorize the Sheriff's office to purchase of the following fixed assets; one Track system for side by side UTV not to exceed \$12,000.00 and one Track system for side by side not to exceed \$15,000.00; discussion and possible action. [View Item](#)

7. **BOARD OF SUPERVISORS**

A. Accept letter of retirement from Kevin M. Correira, effective November 30th, 2021, and direct Human Resources to begin recruitment to fill position; discussion and possible action. [View Item](#)

B. **Appointments**

- 1) Appoint Charles Plopper to on the Almanor Recreation and Park District; discussion and possible action.
- 2) Appoint Steve Volboril, and Steve Graffweg to the Chester Public Utilities District; discussion and possible action.

C. Correspondence

D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

E. **TIME CERTAIN: 1:00 P.M.**

CONDUCT A PUBLIC HEARING: PURSUANT TO ELECTIONS CODE SECTION 21507.1 Conduct 3rd Public Redistricting Hearing, Review Draft Maps, Receive Public Input and Proposals Regarding Supervisors Districts. [View Item](#)

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

8. **CLOSED SESSION**

Convene as the Flood Control & Water Conservation District Governing Board

FLOOD CONTROL & WATER CONSERVATION DISTRICT

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

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

B. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code §54956.9 (County of Butte and County of Plumas v. Department of Water Resources and State Water Contractors, Inc., Court of Appeal, Third Appellate District, Case No. C071785)

C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (1 Case)

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 9, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



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

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY, ON OCTOBER 5, 2021

Live Stream of Meeting

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

ZOOM Participation

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Public Comment Opportunity/Written Comment

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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

Roll Call.

Present: Supervisor Hagwood, Supervisor Engel, Supervisor Goss, Supervisor Ceresola.

Absent: Supervisor Thrall.



PLEDGE OF ALLEGIANCE

George lead the Pledge of Allegiance.



ADDITIONS TO OR DELETIONS FROM THE AGENDA

None

PUBLIC COMMENT OPPORTUNITY

Jen Terhume commented regarding informed consent, and her opposition to mandated Covid-19 vaccination.
Rose Buzzetta commented regarding the Hippocratic Oath
Virginia Jaquez commented regarding brush clean up and maintenance at the park, and fire fuels in Quincy.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Sheriff Todd Johns made brief announcements regarding the housing development project for FEMA and Cal OES. He also reported regarding employee retention, and positions that are vacant/ or soon to be vacant in the Sheriff's Department.

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Dr. Dana Loomis

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

- Gabriel Hydrick suggests that we should begin opening Town Hall meetings.

2. **DISASTER RECOVERY OPERATIONS** - Dennis Schmidt

Report and update Dixie Fire Recovery efforts; receive report and discussion

3. **USDA FOREST FIRE MANAGEMENT** – Aaron Grove

Report and update regarding the Dixie Fire (status/ containment)

Not in attendance

4. **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**.

Supervisor Engel requested that Consent Agenda Item E1 be removed for further discussion

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood.

A. **BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for an encroachment permit (Chester Jr. Sr. High School's Annual Homecoming Parade October 22, 2021)

B. **CLERK OF THE BOARD**

Approve Board minutes for September 2021

C. **BUILDING DEPARTMENT**

Approve and authorize the Chair to sign and ratify Agreement and between Plumas County and Michael Laszar, dba Axel's Boneyard LLC; for dismantling services under the Abandoned Vehicle Abatement Program; agreement term effective July 1, 2021 through June 30, 2022; not to exceed \$10,000.00; approved as to form by County Counsel

D. PROBATION DEPARTMENT

Approve and authorize the Chair to sign and ratify Agreement between Plumas County and Track Group, Incorporated, for full continuum of GPS monitoring technologies and services for juveniles, parolees, probationers, and pretrial defenders; agreement term effective from July 1, 2021 through June 30, 2022; not to exceed \$25,000.00; approved as to form by County Counsel

E. PUBLIC WORKS

- 1) Approve and authorize Department of Public Works to purchase replacement Grader, using FY 2021-2022 budget funds, \$428,998.70 to be reimbursed by Trindel Insurance Company less the \$100,000.00 deductible; Coordinated and reviewed by the Auditor

Motion: Approve and authorize Department of Public Works to purchase replacement Grader, using FY 2021-2022 budget funds, \$428,998.70 to be reimbursed by Trindel Insurance Company less the \$100,000.00 deductible, **Action:** Approve, **Moved by** Supervisor Engel, **Seconded by** Supervisor Goss.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood.

- 2) Approve and authorize Department of Public Works to purchase a replacement long block 3126E engine with purchase order; due to catastrophic engine failure; using 2021-2022 budget funds; not to exceed \$15,000.00

F. TREASURER-TAX COLLECTOR

Approve and authorize the Chair to sign Agreement between Plumas County Tax Collector and Cal-Sierra Title Company for title guarantees; not to exceed \$6,000.00; approved as to form by County Counsel

5.  PRESENTATIONS

A.  ALLIANCE FOR WORKFORCE DEVELOPMENT – Valerie Bourque

Operations and Program Highlights in Plumas County

B.  CROMBERG REHABILITATION PROJECT PRESENTATION - Project Manager, Clint Burkenpas
Clint Burkenpas, Project Manager, attended by phone

6.  DEPARTMENTAL MATTERS

A.  AUDITOR/ CONTROLLER – Roberta Allen

Presentation by Norm Newell for Smith & Newell, CPA's of the Plumas County Audited Financial Report for 2019/ 2020 audited financial report; discussion and possible action

Motion: Received and Accept Plumas County Audited Financial Report for 2019/ 2020, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.
Motion passed unanimously.

B.  **PUBLIC HEALTH** – Dr. Dana Loomis

Authorize the Director of Public Health to recruit and fill, funded and allocated 0.875 FTE Head Cook Position for the Portola Nutrition Site due to retirement; discussion and possible action

Motion: Authorize the Director of Public Health to recruit and fill, funded and allocated 0.875 FTE Head Cook Position for the Portola Nutrition Site, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Ceresola.

Motion passed unanimously.

C.  **PUBLIC WORKS** – John Mannie

Authorize the Director of Public Works to recruit and fill, funded and allocated 1.0 FTE Assistant Director of Public Works; created by promotion; authorize the Human Resource Department to begin in-County promotional recruitment; discussion and possible action

Motion: Authorize the Director of Public Works to recruit and fill, funded and allocated 1.0 FTE Assistant Director of Public Works; created by promotion; authorize the Human Resource Department to begin in-County promotional recruitment, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Motion passed unanimously.

D.  **SHERIFF'S DEPARTMENT** – Todd Johns

Adopt **RESOLUTION** authorizing the Sheriff to sign and execute Grant Agreement for the Law Enforcement Equipment Grant Program with the California Department of Parks and Recreation Division of Boating & Waterways; to accept funding that has been awarded in the amount of \$26,000.00; for purchase of replacement motor for a boat used for the Sheriff's Boating Safety and Enforcement Program; approved as to form by County Counsel

Motion: Adopt RESOLUTION No. 21-8631 authorizing the Sheriff to sign and execute Grant Agreement for the Law Enforcement Equipment Grant Program with the California Department of Parks and Recreation Division of Boating & Waterways; to accept funding that has been awarded in the amount of \$26,000.00; for purchase of replacement motor for a boat used for the Sheriff's Boating Safety and Enforcement Program, **Action:** Approve, **Moved by** Supervisor Hagwood, **Seconded by** Supervisor Goss

Roll Call.

Present: Supervisor Hagwood, Supervisor Engel, Supervisor Goss, Supervisor Ceresola.

7.  **BOARD OF SUPERVISORS**

A. Appoint Darrin Damonte, Bryan Williams, and Milton N. Frei to the Last Chance Creek Water District, each to a four (4) year term; discussion and possible action

Motion: Appoint Darrin Damonte, Bryan Williams, and Milton N. Frei to the Last Chance Creek Water District, each to a four (4) year term, **Action:** Approve, **Moved by** Supervisor Ceresola, **Seconded by** Supervisor Goss.

Motion passed unanimously.

B. **Correspondence**

Correspondence regarding Greenville fire recovery, CalOES, and FEMA.

Correspondence regarding Covid-19 vaccination mandates, in opposition and approval of.

Correspondence regarding Covid-19 vaccination mandates, water board matters and fire department matters

Correspondence regarding Covid-19 vaccination mandates, and fire district consolidation.

C. INFORMATIONAL ANNOUNCEMENTS

Supervisor Goss, regarding issues related to the County Government, and include a meeting with Greenville business owners, and the RCRC Conference he attended.

Supervisor Hagwood, regarding issues related to County Government, and include a meeting with American Valley CSD, and the LPSCAA meeting.

Supervisor Ceresola, regarding issues related to the County Government, and include the Air Quality meeting, a meeting with the Forest Service and Land owners

Supervisor Engel, regarding issues related to County Government, and include the jail project meeting, and the DROC meeting.

8.  CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – County Counsel (Board Only)
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (1 case)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (Wildlife Services)
- D. 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
- E. Conference with Legal Counsel: Existing Litigation - Michael Meyer v. County of Plumas, et al., Superior Court of California, County of Plumas, Case No. CV19-00238, pursuant to subdivision (a) of Government Code §54956.9.

 REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

No reportable action taken in closed session

- This Meeting is dedicated to the Memory of Carol Ann Ceresola

 ADJOURNMENT

Adjourn meeting to Tuesday, October 12, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



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

MEETING MINUTES

ADJOUNDED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA QUINCY ON OCTOBER 12, 2021

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:

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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**

Roll Call.

Present: Supervisor Hagwood, Supervisor Thrall, Supervisor Engel, Supervisor Goss, Supervisor Ceresola.

PLEDGE OF ALLEGIANCE

Joe Blackwell lead the Pledge of Allegiance.

 **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Supervisor Engel moved Agenda Item 5A up for discussion to allow remote options for meetings to continue.

 **PUBLIC COMMENT OPPORTUNITY**

Pastor George lead the prayer.

Linda M. commented regarding the Covid-19 vaccination profits of drug companies.

Rose B. commented regarding Covid expenses that were paid by the County and requested that Agenda Item 3C1 and the cost to the County be removed from consent and discussed

 **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

Tracey Ferguson introduced Al McGrugon as to assist the Planning department in recovery efforts in the Disaster Recovery Operations Center.

ACTION AGENDA

1.  **PUBLIC HEALTH AGENCY** – Dr. Dana Loomis

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

Consent Item 3C1 discussed, and cost clarified as item specific grant funds from the State are being used.

2.  **DISASTER RECOVERY OPERATIONS** - Dennis Schmidt

Report and update Dixie Fire Recovery efforts; receive report and discussion

3.  **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.

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Thrall.

Roll Call.

Present: Supervisor Hagwood, Supervisor Thrall, Supervisor Engel, Supervisor Goss, Supervisor Ceresola.

A. BOARD OF SUPERVISORS

Approve and authorize the Chair to sign a letter supporting the Sierra Institute, for Post Disaster Recovery Grant application Opportunities through the U.S. Economic Development Association (EDA)

B. DIASTER RECOVERY OPERATIONS

Approve and authorize the Chair to sign Lease Agreement between Plumas County and the State of California, Department of General Services; ongoing use of 600 square feet of the 7,000 square foot building located at 1446 East Main Street, Quincy Ca; to allow seamless integration of CalOES staff and County staff and better serve the Plumas County Residents effected by the Dixie Fire; approved as to form by County Counsel;

C. FACILITY SERVICES

- 1) Approve and authorize the Chair to sign Amendment to Agreement between Plumas County Facility Services and Environmental Systems, Inc., to extend agreement due to unexpected delays due to COVID-19 and the Dixie Fire, and ratify, and approve for payment, services provided prior to the amendment, for updated security door and HVAC system controls at the Annex; Amendment does not increase cost; not to exceed \$62,400.00; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Amendment to Agreement between Plumas County Facility Services and Environmental Systems, Inc. to extend agreement due to unexpected delays due to COVID-19 and the Dixie Fire, and ratify, and approve for payment, services provided prior to the amendment, for updated security door and HVAC system controls at the Courthouse; Amendment does not increase cost; not to exceed \$9,500.00; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign Agreement between Plumas County Facility Services and Sierra Cascade Aggregate, Inc. for snow removal services for Chester Facilities; not to exceed \$15,000.00; approved as to form by County Counsel

D. PUBLIC HEALTH

Approve and authorize the Chair to sign Agreement between Plumas County Public Health and Public Health Institute, to promote awareness, publicize locations where the public can receive information regarding COVID-19; increase, and provide access to vaccines; not to exceed \$251,756.00; approved as to form by County Counsel

E. PUBLIC WORKS

Approve and authorize the Chair to sign Agreement between Plumas County, Public Works Department and RSH, Inc. a California Corporation dba Horton Tire Center; for the costs of tire and wheel repair services; agreement term from April 1, 2021 through April 1, 2024; not to exceed \$27,000.00; approved as to form by County Counsel

4.  DEPARTMENTAL MATTERS

A.  BEHAVIORAL HEALTH – Tony Hobson

- 1) Authorize the Behavioral Health Director to recruit and fill, funded and allocated 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior; vacancies due to resignation, and promotion; discussion and possible action
- 2) Authorize the Behavioral Health Director to recruit and fill, funded and allocated 2.0 FTE Site Coordinator positions; vacancies are both due to resignation; discussion and possible action

Motion: Approve agenda Items 4A (1&2), Authorize the Behavioral Health Director to recruit and fill, funded and allocated 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior; vacancies due to resignation; and Authorize the Behavioral Health Director to recruit and fill, funded and allocated 2.0 FTE Site Coordinator positions, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Goss.

Motion passed unanimously.

B.  **PROBATION** - Keevin Allred

1) Authorize the Chief Probation Officer to recruit and fill, funded and allocated 1.0 FTE Deputy Probation Officer Position; vacancy due to promotion; discussion and possible action

Motion: Authorize the Chief Probation Officer to recruit and fill, funded and allocated 1.0 FTE Deputy Probation Officer Position, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Ceresola.

Motion passed unanimously.

2) Update confirm and approve of adjusted Executive Community Corrections Partnership Public Safety Realignment Budget for FY 2021-2022; totaling \$1,025,975.00 with allocations as follows: Probation \$216,484.00; Sheriff \$485,792.00; Alternative Sentencing(DA) \$189,252.00; Behavioral Health \$74,499.00; Literacy \$14,948.00; PCIRC Pathways Program \$45,000.00; discussion and possible action **Roll call vote**

Motion: Approve of adjusted Executive Community Corrections Partnership Public Safety Realignment Budget for FY 2021-2022; totaling \$1,025,975.00 with allocations as follows: Probation \$216,484.00; Sheriff \$485,792.00; Alternative Sentencing(DA) \$189,252.00; Behavioral Health \$74,499.00; Literacy \$14,948.00; PCIRC Pathways Program \$45,000.00, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

C.  **PUBLIC WORKS** – John Mannie

Authorize the Director of Public Works to recruit and fill, funded and allocated 1.0 FTE Public Works Maintenance Worker position in the Quincy Maintenance District; vacancy due to resignation; discussion and possible action

Motion: Authorize the Director of Public Works to recruit and fill, funded and allocated 1.0 FTE Public Works Maintenance Worker position in the Quincy Maintenance District, **Action:** Approve, **Moved by** Supervisor Ceresola, **Seconded by** Supervisor Goss.

Motion passed unanimously.

D.  **COUNTY ADMINISTRATOR** – Gabriel Hydrick

Approve and Authorize the Chair to sign contract between Plumas County and California Health Collaborative for American Recovery Plan (ARPA) grant management assistance; not to exceed \$40,000; approved as to form by County Counsel.

Motion: Approve and Authorize the Chair to sign contract between Plumas County and California Health Collaborative for American Recovery Plan (ARPA) grant management assistance; not to exceed \$40,000, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Thrall.

Motion passed unanimously.

5.  **BOARD OF SUPERVISORS**

A. Possibility of remote options for meetings based on Public Health Officer's recommendations for social distancing during public meetings; discussion and possible action.

Motion: Approve continued remote options for meetings based on Public Health Officer's recommendations for social distancing during public meetings, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Motion passed unanimously.

B.  **CORRESPONDENCE**

Correspondence with the Long Term Recovery Group, the advisory committee group will be added through the Long Term Recovery Group; correspondence with the recovery group from Greenburg, Kansas, correspondence with LAFCo regarding Indian Valley CSD, and correspondence with Greenville constituents and housing issues.

Correspondence regarding the people concerned with when reopening the Chester Cemetery will happen.

Correspondence regarding medical mandates and vaccination mandates; Plumas County Unified School District policy, related to Vaccination mandates, and critical race theory; public access to meetings; trash pick-up; hazardous trees; American Valley Service District Fees, in relation to OES temporary housing site project.

Correspondence with the fire department regarding consolidation on the east end of the County; Sierra Valley Groundwater correspondence; mandated masks and vaccination correspondence; correspondence with a land owner regarding a fire line, tree removal during the Dixie fire, and possible compensation.

Correspondence regarding the vaccine, pros, and cons; communication regarding vacancies on CSD Boards; correspondence regarding the OES Camp hook-up fees

C. **INFORMATIONAL ANNOUNCEMENTS**

Supervisor Goss reported regarding issues related to County Government, and include meetings at the Disaster Recovery Operations Center (DROC); planning meetings, Redistricting meeting

Supervisor Thrall reported regarding issues related to County Government.

Supervisor Hagwood reported regarding issues related to County Government, and include the Redistricting Meeting

Supervisor Ceresola reported regarding issues related to County Government.

Supervisor Engel reported regarding issues related to County Government, and include, grocery store, corner meetings with constituents.

6.  **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – County Counsel
- B. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. 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)**

There was no reportable action taken in Closed Session

ADJOURNMENT

Adjourned meeting to Tuesday, October 19, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



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

MEETING MINUTES

ADJOUNDED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA QUINCY ON OCTOBER 19, 2021

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.

Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commission, committees, boards, and council, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), 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

Roll Call.

Present: Supervisor Hagwood, Supervisor Thrall, Supervisor Ceresola, Supervisor Goss, Supervisor Engel.

PLEDGE OF ALLEGIANCE

John Mannle lead the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Hearing None

PUBLIC COMMENT OPPORTUNITY

Pastor George lead the Board Room in prayer

Linda M. commented regarding reliability and accuracy of the PCR testing related to Covid-19

Sue Webber commented regarding concern for people effected by the wildfire and the help needed for the communities of Greenville and Taylorsville areas.

Rose Buzzetta commented regarding the participation of school children and staff participating in the walk out in protest of the mandated Covid-19 vaccine.

Tonya Watenburg commented praising Sheriff Tod Johns actions and work during and after the Dixie Fire disaster.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

John Mannle on behalf of the Public Works Department he extended thanks to Public Health and the Auditors Office regarding the assistance received during staffing challenges.

ACTION AGENDA

1. PUBLIC HEALTH AGENCY – Dr. Dana Loomis

Report and update regarding the new shelter being stood up in Greenville for disaster survivors and a report and update on COVID-19; receive report and discussion

2. DISASTER RECOVERY OPERATIONS - Dennis Schmidt

Report and update Dixie Fire Recovery efforts; receive report and discussion

October 25th is the deadline to sign up with FEMA 1- (800) 621-3362.

Limited request for direct housing has been approved by FEMA.

Submitting Right of Entry (ROE) application deadline is November 15, 2021.

3. USDA FOREST FIRE MANAGEMENT

Report and update regarding the Dixie Fire suppression repair (status/ containment)

Burn area emergency repair (BAER)

4. **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.

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

A. **SHERIFF**

Approve and authorize the Sheriff to sign post event memorandum of Agreements for the Dixie Fire Law Enforcement Mutual Aid (LEMA) and Emergency Management Mutual Aid Emma; approved as to form by County Counsel

SPECIAL DISTRICTS GOVERNED BY THE BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for Various special districts and county service areas in Plumas County including Dixie Valley Community Service District; Walker Ranch Community Services District; Beckwourth Community Service Area; Plumas County Flood Control and Walker Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

Convene as the Beckwourth Community Service Area Governing Board

5. **BECKWOURTH COMMUNITY SERVICE AREA** – John Mannle

Approve and authorize no contract payment to Jet Plumbing and Easy Rooter Plumbing, and ratify all approved emergency repair work performed to date for completed Emergency repair services of BCSA Sewer pump; not to exceed \$2,096.00 for Jet Plumbing, and \$2,100.00 for Easy Rooter; discussion and possible action

Motion: Approve and authorize no contract payment to Jet Plumbing and Easy Rooter Plumbing, and ratify all approved emergency repair work performed to date for completed Emergency repair services of BCSA Sewer pump; not to exceed \$2,096.00 for Jet Plumbing, and \$2,100.00 for Easy Rooter, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Ceresola.

Motion passed unanimously.

Adjourn as the Beckwourth Community Service Area Governing Board and reconvene as the Board of Supervisors

6. **DEPARTMENTAL MATTERS**

A. **DISASTER RECOVERY OPERATIONS** – Nancy Selvage, Logistics Chief

- 1) Adopt RESOLUTION appointing Cindy Dunsmore, Retired Annuitant, as the Disaster Recovery Operations Center (DROC) Technical Advisor for coordination of the disaster recovery related efforts from the Dixies Fire; discussion and possible action **Roll call vote**
- 2) Adopt RESOLUTION approving the Dixie Fire Disaster Recovery Operations Center (DROC) Technical Advisor Scope of Work; wage range \$40.00 per hour; discussion and possible action **Roll call vote**

Motion: Adopt both items 1 and 2 - **RESOLUTION No. 21-8632** appointing Cindy Dunsmore, Retired Annuitant, as the Disaster Recovery Operations Center (DROC) Technical Advisor for coordination of the disaster recovery related efforts from the Dixies Fire; and adopt **RESOLUTION No. 21-8633** approving the Dixie Fire Disaster Recovery Operations Center (DROC) Technical Advisor Scope of Work; wage range \$40.00 per hour, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Goss.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

3)  Approve and authorize no contract payment for lodging for responders to Dixie Fire as Mutual Aid and Recovery Operations Staff; Bucks Lake Marina Invoice \$40,900.00; discussion and possible action **Roll call vote**

Motion: Approve and authorize no contract payment for lodging for responders to Dixie Fire as Mutual Aid and Recovery Operations Staff; Bucks Lake Marina Invoice \$40,900.00, **Action:** Approve, **Moved by** Supervisor Ceresola, **Seconded by** Supervisor Goss.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

B.  **HUMAN RESOURCES** – Nancy Selvage

Request direction be provided to the Human Resource Director regarding job classification for Sheriff Special Operations Sergeant; discussion, direction or possible action

Following brief discussion; there was no change to the job classification for Special Operations Sergeant

C.  **PUBLIC HEALTH** – Dr. Dana Loomis

Authorize the Director of Public Health to recruit and fill, two (2), funded Extra-help Contact Tracers/ Case Investigator positions; up to 29 hours/ week; vacancies are due to resignations; discussion and possible action

Motion: Authorize the Director of Public Health to recruit and fill, two (2), funded Extra-Help Contact Tracers/ Case Investigator positions; up to 29 hours/ week; **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Motion passed unanimously.

D.  **PLANNING** – Tracy Ferguson

11:00 - Conduct a Public Hearing: Adopt Resolution adopting the 2035 General Plan Public Health and Safety Element Amendment to address compliance with Assembly Bill 2140; approved as to form by County Counsel **Roll call vote**

Motion: Adopt **RESOLUTION No. 21-8634** adopting the 2035 General Plan Public Health and Safety Element Amendment to address compliance with Assembly Bill 2140, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Goss.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

7.  **BOARD OF SUPERVISORS**

A.  **Appointments**

- 1) Appoint Kristy Tucker to serve on the Plumas County Behavioral Health Commission Board; discussion and possible action
- 2) Appoint Steve Janovick to serve as the Director on the Plumas Eureka Community Service District Board; discussion and possible action
- 3) Appoint Ken Wilson and Jim Pope to the Prattville Almanor Fire Protection District Board; discussion and possible action

Motion: Approve the following appointments: Kristy Tucker to serve on the Plumas County Behavioral Health Commission Board; Steve Janovick to serve as the Director on the Plumas Eureka Community Service District; Ken Wilson and Jim Pope to serve on the Prattville Almanor Fire Protection District, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Thrall.

Motion passed unanimously.

1:00 P.M. AFTERNOON SESSION

B.  **APPEAL HEARING:** Appeal received on September 20, 2021 filed by Sharon L. Preckwinkle, 5225 Money Road, Beckwourth, CA, per Plumas County Code, Article 10 of Chapter 2 of Title 9 (Planning and Zoning) of Zoning Administrator's Decision of September 8, 2021 approving a Special Use Permit (U 8-20/21-07) for Place of assembly, Bed and breakfast Inn, and Recreation facilities for Spring Valley Ranch, Beckwourth, Sierra Valley CA (Plan C Holdings, LLC); Appeal hearing procedures shall follow Plumas County Code Sec. 9-2.1007

Sara gave background regarding to the matter at hand.

Rebecca Herrin gave a staff report, presentation and recommendation to the Board.

Timothy Taggart, Attorney for the Appellants gave a brief presentation.

Amy Dee, representing Plan C Holding, LLC, gave a brief presentation.

Chair Engel opened the hearing to public comment

Sharon Preckwinckle commented regarding notification in relation to the project in question.

Paving Contractor Mr. Allen Crosby commented regarding the effects the project could have on the head waters of the Feather River and past flooding conditions on Money Road.

Amy Dee responded to public comment, and gave a summation of the project and terms of Special use permit.

Attorney for the Appellants gave a summation of the appeal and request to amend the language to the Spring Valley Ranch Special Use Permit, Mitigation Measure WIL-1.

Rebecca Herrin gave summation in regards to fire safe regulations, the noticing practices followed and the Zoning Administrators recommendation

 Supervisor Engel closed the Public Hearing

 **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

Urgency Item added to Closed Session – triggered by the time limit for a decision to be made by the Board of Supervisors

Conference with Legal Counsel; Appeal received on September 20, 2021 filed by Sharon L. Preckwinkle, 5225 Money Road, Beckwourth, CA, per Plumas County Code, Article 10 of Chapter 2 of Title 9 (Planning and Zoning) of Zoning Administrator's Decision of September 8, 2021 approving a Special Use Permit (U 8-20/21-07) for Place of assembly.

Motion: Urgency Item to be added to Closed Session – triggered by the time limit for a decision to be made by the Board of Supervisors

Conference with Legal Counsel; Appeal received on September 20, 2021 filed by Sharon L. Preckwinkle, 5225 Money Road, Beckwourth, CA, per Plumas County Code, Article 10 of Chapter 2 of Title 9 (Planning and Zoning) of Zoning Administrator's Decision of September 8, 2021 approving a Special Use Permit (U 8-20/21-07) for Place of assembly, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Hagwood.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Ceresola, Supervisor Engel, Supervisor Goss, Supervisor Hagwood, Supervisor Thrall.

8. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (2 cases)
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) 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
- D. Conference with Legal Counsel: Existing litigation – BNSF Railway Company v, Alameda County, et al., United State District Court, Northern District of California, Case No. 19-cv-07230-HSG, pursuant to Subdivision (d)(1) of Government Code Section 54956.9.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Following the conclusion of the Public Hearing, the Board of Supervisors rendered its decision to deny the appeal received by Sharon and John Preckwinckle; The Appellants have not presented evidence showing that the decision of the Zoning Administrator altered any existing easement or easement rights of the Appellants. In addition, any dispute regarding rights to use easements or private roadways is a civil matter and not under jurisdiction of the Plumas County Zoning Administrator or the Plumas County Board of Supervisors.

There was no additional action taken in Closed Session

ADJOURNMENT

Adjourned meeting to Tuesday, November 2, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

Spring Valley Ranch

Plan C Holdings, LLC
Board of Supervisors Hearing, October 19, 2021
Special Use Permit Appeal Response

Overview of the Project

- The Spring Valley Ranch main project site consists of an approximately 1,120 acre private ranch property located within a valley that is not accessible to the public.
- The Applicant proposes to develop a private retreat facility, inclusive of a working ranch, consisting of 58 Bed and Breakfast guest rooms, with accessory Places of Assembly and Recreational Facilities.
- The retreat facilities would be concentrated in three “villages” consisting of two guest villages (Villages 1 and 2) and a third Support Village. By utilizing existing structures and clustering the proposed new development into three small development footprints, the project has a low density of permanent land disturbance.

Overview of the Project

- Development on the ranch will occur within portions of the property zoned R10, with no new development in the portions zoned Agricultural Preserve, including the central meadow complex.
- The main project site is located approximately 1-2 miles or more from the nearest development on adjacent properties, shielded from neighboring properties by topography and pine forest, and would not be visible from publicly-accessible vantage points.
- The Project will support the greater community because:
 - The Property will remain as a working ranch
 - Ownership will partner with local business
 - The Project will bring construction and long term job opportunities
 - Ownership will buy local supplies and provisions whenever feasible

Special Use Permit Process

- We appreciate the thorough work of the Plumas County staff in this matter, who have worked diligently to carefully review the proposed project and SUP over the past 20 months.
- A Special Use Permit with Conditions was granted for the Project by the Zoning Administrator on September 8, 2021.
- An appeal of the Zoning Administrator's decisions was filed on September 20, 2021.
- The Appeal focuses on two of the Special Use Permit Conditions of Approval.
- The Applicant respectfully requests that the Appeal be denied.

The Appeal Has No Merit and Should be Denied

- The appeal should be denied because it entirely lacks merit.
- First, the argument set forth in the appeal – that the Applicant’s proposed secondary emergency access would overburden or expand easements over Appellant’s land – is not supported by any evidence.
- Second, to the extent the Appellant is seeking to contest the scope of the Applicant’s easement rights, the appeal must be denied because the County Special Use Permit process is not an appropriate forum to adjudicate private rights between landowners.

The Narrow Scope of the Appeal

- The Appellant focuses its appeal on two conditions of approval imposed on the SUP: Condition 10(p) and Condition 14.
- Appellant's argument appears to be that one or both of these conditions would improperly overburden existing easements or require Appellant's consent because the Emergency Response Plan would identify portions of Appellant's property as a route for secondary emergency access to the project site.
- Neither Condition purport to establish any new or expanded rights over Appellant's property. Neither of these conditions seek to regulate Appellant's property in any way.
- The Applicant must comply with the Conditions within the scope of its rights (including its rights under existing easements), and the Special Use Permit does not purport to create new rights that do not currently exist.

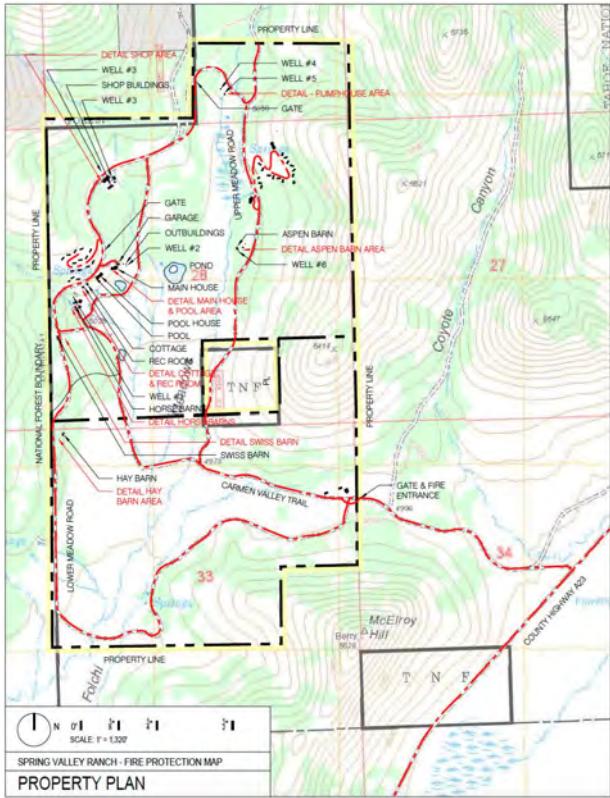
The Narrow Scope of the Appeal

- The Applicant does intend to utilize its existing easement rights to provide access through a portion of Appellant's property for the very limited purpose of identifying a route for secondary emergency access. However this access is an existing right of Applicant's, and the County has no ability to expand – or limit – this right.
- To the extent that Appellant seeks to dispute the Applicant's rights under its existing easements, that would be a private dispute between property owners, but the Special Use Permit is not the forum for addressing or resolving that type of dispute.
- The Applicant does not expect that there will be a dispute with respect to the easements and remains committed to working with all parties to the easements, including Appellant, to address any questions.

Proposed Project Access

- The Applicant's use of its existing easements over Appellant's property for secondary emergency access would have a very limited scope.
- The Applicant does not propose to utilize its easements over Appellant's property for general access to the project site for project construction or operation.
- The project site's primary vehicular access extends from the southeastern corner of the project site and utilizes the private Carmen Valley Trail driveway to access County Road A23 (Westside Road/Beckwourth-Calpine Road).

Project Site's primary vehicular access



- The project will utilize this primary access (south of the Appellant's Property) for construction on the project site and project operation.
- The primary access would also function as the primary emergency access

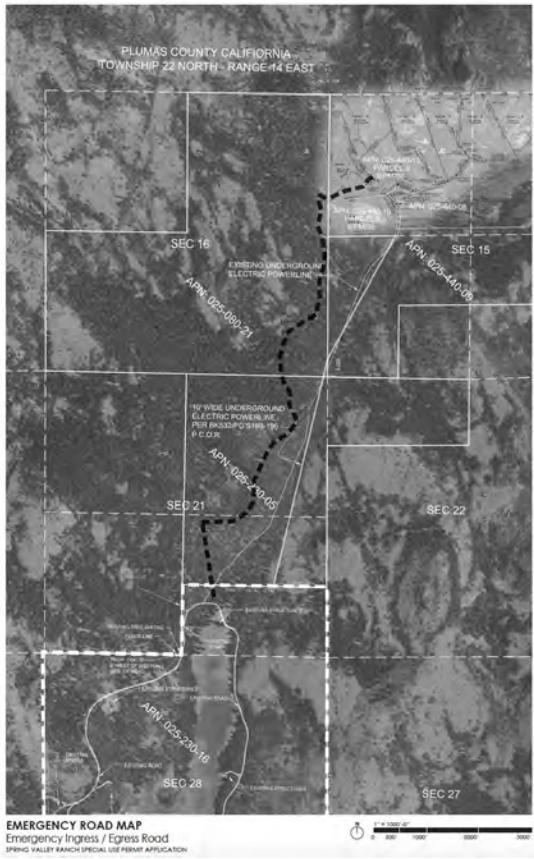
Proposed Project Access

- While it is anticipated that the project's primary vehicular access via the Carmen Valley Trail will be sufficient for all project vehicular ingress and egress, in an abundance of caution, the project has also identified a secondary emergency access route to the north.
- This secondary emergency access route utilizes existing easements through a number of properties, including property owned by Appellant.
- This secondary emergency access route would not be used to access the project site for construction or project operation.

Proposed Project Access

- This secondary emergency access route would be used exclusively for emergencies, such as evacuation of the project site, or to allow access by first responders or other emergency personnel, and only in the event the project's primary access was unavailable or insufficient for the necessary emergency access.
- The route from the project site to the Applicant's Northern Property contains existing unpaved roads, but some limited improvements will be necessary to ensure adequate access to County standards.
- Appellant does not own any portion of the route from the project site to the Applicant's Northern Property.

Project Site to Applicant's Northern Property



- The secondary emergency access route extends from the northern tip of the project site along existing unpaved roads on private property owned by a third party, to a second property owned by the Applicant (APN 025-440-011), the Applicant's Northern Property.

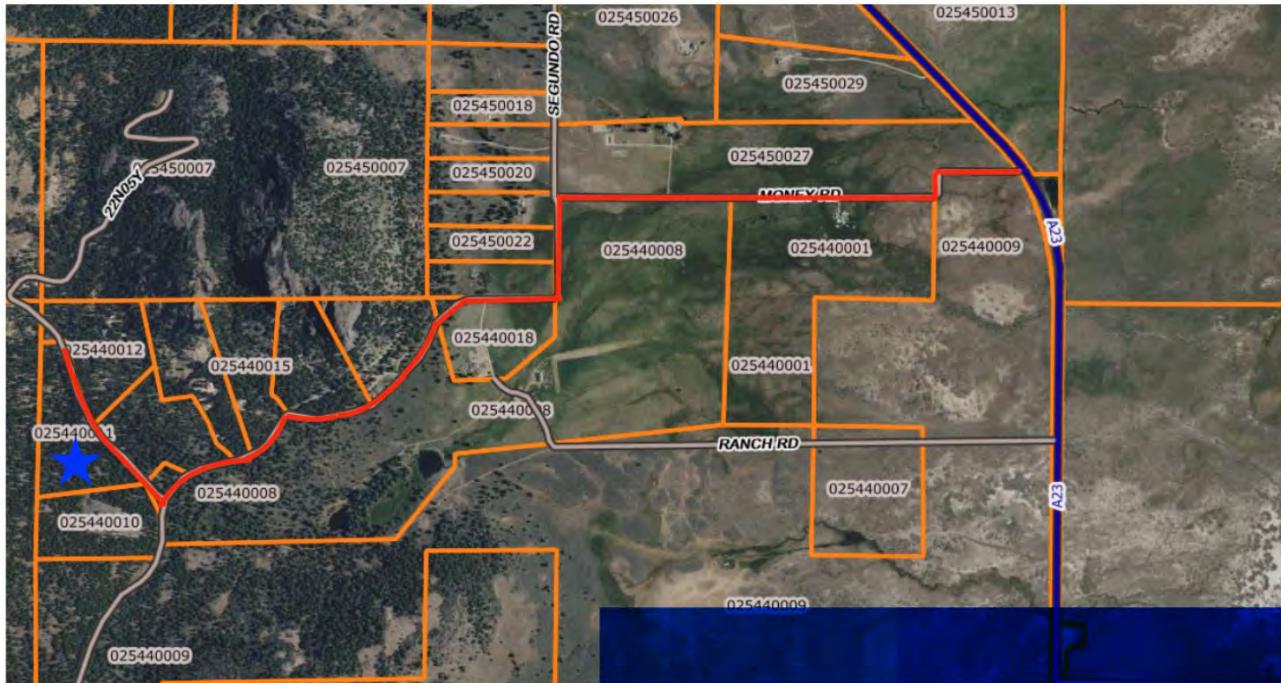
Proposed Project Access

- The Applicant's Northern Property has existing access to County Road A23 via a series of three easements which extend over private property, including a portion of Appellant's property.
- The Applicant believes that the existing roadway extending from the Applicant's Northern Property to County Road A23 is sufficient for providing an emergency access route, and does not propose any improvements to existing roads on Appellant's property.

Existing Easements that Authorize Ingress and Egress Over the Secondary Emergency Access Route

- The Applicant holds a series of easements that permit access over the entirety of the secondary emergency access route, extending from the northern tip of the project site to the Applicant's Northern Property, and then continuing northeast from the Applicant's Northern Property to County Road A23.
- The Applicant's existing easements establish a continuous sixty foot wide right of way providing ingress and egress between the Applicant's Northern Property and County Road A23.
- These easements were established as part of the subdivision process, for the purpose of providing access to the public road system, and contemplated that the roads would be used in connection with the existing or future use and development of area properties.

Applicant's Northern Property to A23



Applicant's Northern Property
APN 025-440-011

60' wide right of way from
APN 025-440-011 to A23



Existing Easements that Authorize Ingress and Egress Over the Secondary Emergency Access Route

- All lots in the subdivision are also subject to a Declaration of Restrictions and Road Maintenance Agreement.
- The Maintenance Agreement provides that the easements shall run with the land and continue “until such time as the roads within the subdivision are dedicated to and accepted for public use by the County of Plumas.”
- The Applicant currently holds existing easements for ingress and egress along the entirety of the secondary emergency access route.
- The easements must be consistently maintained to allow ingress and egress for all easement owners at all times.

There Is No Evidence To Support Appellant's Contention that the Project Would Overburden Easements Over Appellant's Property

- The secondary emergency access use is entirely consistent with the purpose and scope of these easements.
- The secondary emergency access route is intended to provide an available alternative route for ingress and egress between the public road system and the project site, for use only in the event of an emergency.
- This secondary emergency access route is an alternative emergency route, and thus even in emergencies, this route is intended to be used only if the project's primary access route were unavailable or insufficient.
- Applicant does not propose to make improvements to the existing access road over Appellant's property, as it believes the existing improvements are sufficient for emergency ingress/egress purposes.

There Is No Evidence To Support Appellant's Contention that the Project Would Overburden Easements Over Appellant's Property

- The use of the easements for secondary emergency access would not expand the maintenance requirements or obligations beyond that already contemplated or required. The easements over Appellant's property provide each easement holder with the right to ingress and egress at all times, year round.
- The Maintenance Agreement expressly requires that “[e]ach road in the subdivision shall be maintained and repaired in common by the owners of each lot in the subdivision in good and passable condition under all traffic and weather conditions.”
- In addition, California Law requires that all easement owners maintain the easement
- The secondary emergency access use will not involve frequent or heavy use of the roads, and would not increase required maintenance and repair beyond that already required.

The Special Use Permit Does Not Modify the Existing Easements

- Neither Condition 10(p), Condition 14 nor any other condition or authorization of the Special Use Permit would modify any existing easements over Appellant's property.
- While the Applicant intends to include the secondary emergency access route in the Emergency Response Plan, this limited use is within the scope of the Applicant's existing easements.
- There is no basis for Appellant's request for a consent right over the Emergency Response Plan or the Applicant's compliance with other conditions of the Special Use Permit.
- The easements do not require the easement holders to obtain the consent or approval of any property owner in order to utilize the easements, and the conditions of approval do not require the Applicant to utilize the Appellant's property beyond the scope of its rights, including its rights under the existing easements.

Conclusion

The Spring Valley Ranch project will preserve existing agricultural and ranching uses on the project site while providing a private bed and breakfast retreat that is compatible with the surrounding area and will contribute to the local economy. The Applicant has worked to cultivate strong relationships with local residents and businesses throughout the application process and looks forward to continuing to work cooperatively with the area stakeholders as the project proceeds.

Plumas County Clerk-Recorder-Elections

520 Main Street, Room 102, Quincy, CA 95971

Marcy DeMartile, Clerk-Recorder/Registrar of Voters

Julie Hagwood, Assistant Clerk-Recorder



Certification of Election Results of the California Gubernatorial Recall Election, September 14, 2021

I, Marcy DeMartile, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the California Gubernatorial Recall Election held on September 14, 2021 and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

Shall Governor Newsom Be Recalled:

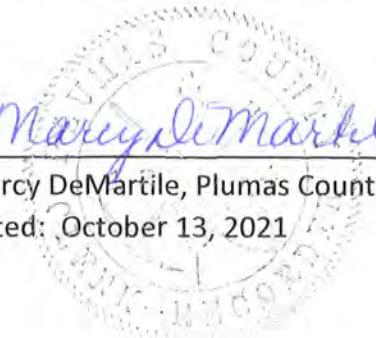
YES	5,843
NO	3,408
Total Votes	9,251

Candidates to Succeed Gavin Newsom if Recalled:

Dan Kapelovitz	51
Kevin K. Kaul	4
Chauncey "Slim" Killens	14
Kevin Kiley	345
Patrick Kilpatrick	40
Anthony Trimino	12
Joel Ventresca	142
Kevin L. Faulconer	424
Rhonda Furin	3
Robert C. Newman II	10
Dennis Richter	11
Brandon M. Ross	144
Sam L. Gallucci	8
Ted Gaines	200
Caitlyn Jenner	172
Leo S. Zacky	15
Jenny Rae Le Roux	54
David Lozano	4

Steve Chavez Lodge	13
Michael Loebs	5
Denis Lucey	4
Diego Martinez	3
Jeremiah "Jeremy" Marciniak	3
Daniel Mercuri	8
Jacqueline McGowan	87
David Moore	5
David Alexander Bramante	2
Holly L. Baade	35
Angelyne	21
James G. Hanink	3
David Hillberg	3
Jeff Hewitt	52
John R. Drake	44
Larry A. Elder	3,919
Kevin Paffrath	230
Adam Papagan	2
Armando "Mando" Perez-Serrato	6
John Cox	421
Heather Collins	11
Daniel Watts	45
Nickolas Wildstar	6
Sarah Stephens	11
Denver Stoner	29
Joe M. Symmon	1
Major Singh	12
Doug Ose	186
Write-Ins, Qualified	0
Write-Ins, Non-Qualified	5
Total Votes	6,825

The Official Final Canvass of votes cast is attached hereto and made a part hereof. The total turnout of voters was 65.59%.


Marcy DeMartile
 Marcy DeMartile, Plumas County Clerk Recorder/Registrar of Voters
 Dated: October 13, 2021

PLUMAS COUNTY
SEPTEMBER 14, 2021
CALIFORNIA GUBERNATORIAL RECALL ELECTION
OFFICIAL FINAL

Precincts Reported: 29 of 29 (100.00%)

Voters Cast: 9,290 of 14,162 (65.60%)

RECALL GAVIN NEWSOM (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		9,290 / 14,162	65.60%
Candidate	Party		Total
YES		5,843	
NO		3,408	
Total Votes		9,251	
Unresolved Write-In		0	

CANDIDATES TO SUCCEED GAVIN NEWSOM IF RECALLED (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		9,290 / 14,162	65.60%
Candidate	Party		Total
DAN KAPELOVITZ		51	
KEVIN K. KAUL		4	
CHAUNCEY "SLIM" KILLENS		14	
KEVIN KILEY		345	
PATRICK KILPATRICK		40	
ANTHONY TRIMINO		12	
JOEL VENTRESCA		142	
KEVIN L. FAULCONER		424	
RHONDA FURIN		3	
ROBERT C. NEWMAN II		10	
DENNIS RICHTER		11	
BRANDON M. ROSS		144	
SAM L. GALLUCCI		8	
TED GAINES		200	
CAITLYN JENNER		172	
LEO S. ZACKY		15	
JENNY RAE LE ROUX		54	
DAVID LOZANO		4	
STEVE CHAVEZ LODGE		13	
MICHAEL LOEBS		5	
DENIS LUCEY		4	

Candidate	Party	Total
DIEGO MARTINEZ		3
JEREMIAH "JEREMY" MARCINIAK		3
DANIEL MERCURI		8
JACQUELINE MCGOWAN		87
DAVID MOORE		5
DAVID ALEXANDER BRAMANTE		2
HOLLY L. BAADE		35
ANGELYNE		21
JAMES G. HANINK		3
DAVID HILLBERG		3
JEFF HEWITT		52
JOHN R. DRAKE		44
LARRY A. ELDER		3,919
KEVIN PAFFRATH		230
ADAM PAPAGAN		2
ARMANDO "MANDO" PEREZ-SERRATO		6
JOHN COX		421
HEATHER COLLINS		11
DANIEL WATTS		45
NICKOLAS WILDSTAR		6
SARAH STEPHENS		11
DENVER STONER		29
JOE M. SYMON		1
MAJOR SINGH		12
DOUG OSE		186
Write-in		5
Total Votes		6,825
Unresolved Write-In	Total	0



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correira
Director

Board Date: November 2, 2021

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Authorize the Department of Facility Services to waive the rental fee for Sally Nichol/Eta alpha Chapter of Beta Sigma Phi for Holiday Craft Fair on December 4th 2021 from 9am to 3pm to be held at the Quincy Memorial Hall

Background

Sally Nichol/Eta Alpha Chapter of Beta Sigma Phi has requested to waive the rental fee for a Holiday Craft Fair on December 4th 2021 from 9am to 3pm to be held at the Quincy Memorial Hall. After reviewing the request, Facility Services has no issue with deviating from the fee schedule.

Recommendation

Authorize the Department of Facility Services to waive the rental fee for Sally Nichol/Eta Alpha Chapter of Beta Sigma Phi for a Holiday craft fair on December 4th 2021 at the Quincy Memorial Hall.

October 12, 2021

Plumas County

Kevin Correira, Dept. of Facility Services

198 Andy's Way

Quincy CA 95971

The Eta Alpha Chapter of Beta Sigma Phi is requesting a waiver of the rental fee for the Quincy Memorial Hall for our event Holiday Craft Fair to be held on December 4, 2021, hours of 9am to 3:00. At this event we rent table space to local artists to sell their crafts. The proceeds from this event are returned to our community in the form of scholarships for graduating high school students and other community needs.

We appreciate your consideration to our request.



Sally Nichol

Vice President

P.O. Box 503

Quincy CA 95971

530-283-2668

sanichol@gmail.com



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: November 2, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign a lease agreement between the County of Plumas and the Chester Cemetery District for office space at the Chester Complex.

Recommendation

Approve and authorize Board Chair to sign a lease agreement between the County of Plumas and the Chester Cemetery District for office space at the Chester Complex.

Background and Discussion

The Chester Cemetery District lost their office building to the Dixie Fire when it reached Chester. The county has available office space at the Chester Complex which the district has stated it is enough space to suit their needs. Lease is a one year term with possibility of renewal, if necessary. Plumas County is not charging for this space as the impact of the district utilizing this space will be very minimal.

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

LEASE AGREEMENT FOR COUNTY PROPERTY USE

This Lease agreement ("Lease"), entered into effective September 1, 2021, by and between COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and the Chester Cemetery District ("Tenant"), provides as follows:

County warrants and represents that it owns that certain parcel of land located in Chester, California, County of Plumas, more particularly described on Exhibit "A" attached to this Lease and incorporated for the purposes of description ("Parcel") and office space located within this building that is commonly referred to as the Chester Sheriff Substation or Chester Complex ("Building"); and

County wishes to lease to Tenant, and Tenant wishes to lease from County, under the terms and conditions of this Lease, office space within the Sheriff Substation located at the corner of Willow St. and 1st Ave in Chester, California. Except as specifically provided herein this lease does not include the use of any other common areas on the property.

Therefore, the parties agree as follows:

1. The Premises. County hereby agrees to lease to Tenant, and Tenant hereby leases from County, only that 12' X 16' office space indicated with a red arrow as shown on Exhibit "B" and made a part of this lease for description purposes (the "Premises").
 - a. The Premises shall be leased to Tenant in its "as-is" condition, and County shall not be required to construct any improvements on, or provide any tenant improvement allowance for, the Premises.
 - b. Tenant has the right during the term of this Lease to the nonexclusive use of common corridors and hallways, restrooms and other public or common areas located on the parcel to include use of the parking lot.
 - c. Tenant does not have the right to use or access any other private offices located within the Chester Substation to include the Sheriff's Office.
 - d. County warrants that Premises are suitable for use as office space and that Premises are in compliance with applicable building codes and other laws and regulation governing use of the Premises as office space. County shall maintain Premises in compliance with applicable building code requirements for the duration of this lease. Notwithstanding the foregoing, the County does not warrant that the Premises are in compliance with building codes and other laws and regulation governing new construction, but only such codes, laws, and regulations applicable to a building of its age.
2. Term. The term of this lease shall commence on 10/1/2021 and shall continue for a period of one (1) year thereafter, unless sooner terminated as provided in this Lease Agreement. This lease shall automatically renew annually for additional one-year terms (each such term a "Renewal Term") unless either party provides written notice of its election not to renew the lease to the other party as provided in Paragraph 6 at least thirty (30) calendar days prior to

the expiration of the then-current term.

3. Rent. Tenant agrees to pay County a minimum monthly rent during the term of this Lease in the amount of \$1.00 per month, payable in arrears. Minimum monthly rent to be inclusive of applicable utilities and services as detailed in Exhibit "C". Payments to be made by personal delivery or mailing by US Mail to County's office.
4. Escalation of Minimum Monthly Rent. Upon completion of each year, the minimum monthly rent shall be automatically increased by an amount equal to zero percent (0%) of the previous minimum monthly rental amount.
5. Notice. Wherever in this lease it is required or permitted that notice or demand be given or served by either party on the other, such notice or demand shall be deemed given or served when written and hand delivered, or deposited in the United States Mail, certified, return receipt requested, postage prepaid, addressed as follows:

To County at: Facilities Services
198 Andy's Way
Quincy, CA 95971
Attention: Director of Facilities

To Tenant at: Chester Cemetery District
PO Box 539
Chester CA 96020
Attention: Judy Hardig, Board Secretary

6. Parking. It is agreed that Tenant, its agents, servants, employees, customers, guests, and invitees, shall have the non-exclusive right to park without charge, throughout the original term of this lease and any subsequent renewal term.
7. Possession. County promises to place Tenant in peaceful possession of the Premises, and Tenant, by taking possession of the Premises, will have acknowledged that the Premises are in satisfactory and acceptable condition.
8. Use. Tenant shall use the Premises as office space, and shall not use or permit the Premises to be used for any other purpose. Tenant agrees that no use consuming abnormally high utility or other service costs shall be permitted in the Premises.
9. Compliance with Laws. Tenant shall, at Tenant's own cost and expense, obtain and maintain all licenses, permits, certificates, or other authorizations of any governmental authority having jurisdiction thereover, which may be necessary for the conduct of its business in the Premises. Without limiting the generality of the foregoing, and except for obligations that are the responsibility of the County as provided in Paragraph 1, Tenant shall comply with all applicable laws, resolutions, codes, rules, orders, directions, ordinances, and regulations of any department, bureau or agency or any governmental authority having jurisdiction over the operations, occupancy, maintenance and use of the Premises by Tenant for the purposes leased hereunder. Tenant shall defend, indemnify, and hold County harmless from and against any claims, penalties, losses, damages, or expenses imposed by

reason of Tenant's violation of any applicable law or the rules and regulations of governmental authorities having jurisdiction thereof.

10. Alterations by Tenant. Tenant agrees that Tenant will make no alterations to the Premises without the prior written consent of the County.
11. Hazards. Tenant shall not use the Premises, nor permit them to be used, for any purpose which shall increase the existing rate of insurance upon the Building, or cause the cancellation of any insurance policy covering the Building, or sell or permit to be kept, used, or sold in or about the Premises, any article that may be prohibited by County's insurance policies.
 - a. Tenant shall not commit any waste upon the Premises, nor cause any public or private nuisance or other act that may disturb the quiet enjoyment of any other tenant, nor shall Tenant allow the Premises to be used for any improper, immoral, unlawful, or unsafe purpose, including, but not limited to, the storage of any flammable materials.
 - b. Tenant shall not use any apparatus, machinery, or device in or on said Premises that shall make any noise or cause any vibration that can be detected by other tenants, or that shall in any way be a detriment to the Building.
 - c. Tenant further agrees that Tenant will not install or construct within the Premises or Building electrical wires, water or drain pipes, machinery, or other permanently installed devices, including, but not limited to, alarm systems, private music systems, or special ventilation, without the prior written consent of County.
 - d. Tenant shall not cause or permit any Hazardous Material, as defined below, to be generated, brought onto, used, stored, or disposed of in or about the Premises or the Building by Tenant or its agents, employees, contractors, subtenants, or invitees, except for limited quantities of standard office and janitorial supplies containing chemicals categorized as Hazardous Material. Tenant shall use, store, and dispose of all such Hazardous Material in strict compliance with all applicable statutes, ordinances, and regulations in effect during the term of the Lease that relate to public health and safety and protection of the environment.
 - e. "Hazardous Material" shall mean any hazardous or toxic substance, material, or waste at any concentration that is or becomes regulated by the United States, the State of California, or any local government authority having jurisdiction over the Building. Hazardous Material includes: (i) any "hazardous substance," as that term is defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) (42 United States Code sections 9601-9675); (ii) "hazardous waste," as that term is defined in the Resource Conservation and Recovery Act of 1976 (RCRA) (42 United States Code sections 6901-6992k); (iii) any pollutant, contaminant, or hazardous, dangerous, or toxic chemical, material, or substance, within the meaning of any other applicable federal, state, or local law, regulation, ordinance, or requirement (including consent decrees and administrative orders imposing liability or standards of conduct concerning any hazardous, dangerous, or toxic waste, substance, or material, now or hereafter in effect); (iv) petroleum products; (v) radioactive material, including any source, special nuclear, or byproduct material as defined in 42 United States Code

sections 2011-2297g-4; (vi) asbestos in any form or condition; and (vii) polychlorinated biphenyls (PCBs) and substances or compounds containing PCBs.

12. Care of the Premises. Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term.
13. Indemnification. County shall not be liable to Tenant or any other person whomsoever for death or personal injury or for loss or destruction of, or damage to, property in, on, or about the Premises and any improvement thereon, and Tenant shall indemnify and hold harmless County and its officers, agents, and employees from and defend the same against any and all claims, liens, liability, expense (including attorneys' fees), losses and judgments arising from death or personal injuries or from the loss or destruction of, or damage to, property of any person whomsoever resulting from the acts, omissions, or negligence of Tenant, Tenant's officers, agents, contractors, permittees, or employees with respect to use of or Tenant's obligation to maintain the Premises and any improvements thereon, except for claims, liens, liability, expense, losses and judgments arising from the active negligence of County, its officers, agents, contractors, and employees. The indemnification provided in this paragraph may not be construed or interpreted as in any way restricting, limiting, or modifying Tenant's insurance or other obligations under this Lease and is independent of Tenant's insurance and other obligations. Tenant's compliance with the insurance requirements and other obligations under this Lease shall not in any way restrict, limit, or modify Tenant's indemnification obligations under this Lease.
14. County's Right to Inspect. Tenant agrees to permit County and its authorized representatives to enter the Premises at all reasonable times during usual business hours for the purpose of inspection, or for the making of any necessary repairs for which the County is responsible or feels necessary for the safety and preservation of the Premises or for the performance of any work on the premises that may be necessary to comply with any laws or regulations of any public authority.
15. Fixtures and Personal Property. Any trade fixtures, equipment, or personal property permanently installed in or permanently attached to the Premises, Building, or Parcel by or at the expense of Tenant shall be and remain the property of Tenant and County agrees that Tenant shall have the right to remove any and all of such property prior to the expiration or termination of this Lease Agreement, so long as no default exists under this Lease. Tenant agrees that it will, at its expense, repair any damage occasioned to the Premises by reason of the removal of any of its trade fixtures, equipment, or other permanently affixed personal property as described above.
16. Repairs and Maintenance. Tenant shall make any repairs or replacements necessitated by damage caused by the Tenant or its employees, agents, invitees, or visitors. Provided, however, if Tenant fails to make any such repairs or replacements promptly, County may, at its sole option, make the repairs or replacements after at least ten (10) days prior written notice to Tenant, and Tenant shall repay the cost of the repairs or replacements to County on demand.

17. Utilities. County agrees that applicable utilities with some utilities being excluded as detailed in Exhibit "C" will be all inclusive and be made a part of the monthly rent.
18. Destruction of Premises. If at any time during the term of this lease, the Premises or any part of the Building or Parcel shall be damaged or destroyed by earthquake, fire, or other casualty, County shall have the option to either repair or terminate the Lease. County shall notify Tenant within thirty (30) days of the date of the damage whether County elects to repair or terminate the Lease. If County elects to terminate the Lease, the Lease shall be deemed terminated as of the date of damage. If County elects to repair, County shall promptly and through the exercise of reasonable diligence repair the damage and restore the premises, at County's expense, to the condition in which the premises existed immediately prior to the damage or destruction. If the damage does not render the Premises unfit for the conduct of Tenant's business, there shall be no abatement of rent during the period of repair. If the damage renders the Premises, in whole or in part, unfit for the conduct of Tenant's business, and the damage was not the result of the negligence or willful misconduct of Tenant or Tenant's employees, contractors, licensees, or invitees, and provided that Tenant is not then in default under this Lease, Tenant shall be provided with a proportionate abatement of rent based on the rentable square footage of the Premises rendered unusable (due to physical damage to the Premises or the Building or the unavailability of access to the Premises).
19. Condemnation. As used in this section, the word "condemned" shall include (a) receipt of written notice of the intent to condemn from an entity having the power of eminent domain, (b) the filing of any action or proceeding for condemnation by any such entity, (c) the conveyance of any interest in the Premises by the County or the Tenant to a public or quasi-public authority having the power of eminent domain with respect to the Premises as a result of the authority's express written intent to condemn, and (d) the decision by the Board of Supervisors of the County to change the use of the Premises, Building, or Parcel in a way that is no longer compatible with Tenant's continued use of the Premises, including a decision to allow any County agency or department to occupy the Premises, in whole or in part. In the event any part of or interest in the Premises, Building, or Parcel is condemned, this lease shall terminate at the option of either County or Tenant as of the date title or actual possession vests in the condemnor, whichever first occurs, or the date set by the Board of Supervisors of the County for the change of use of the Building or Parcel, as applicable, and rent under this Lease shall be payable only to that date. County shall return to Tenant any rent paid beyond that date. County shall give Tenant written notice promptly after receiving notice of any contemplated condemnation and Tenant shall have thirty (30) days after receipt of the notice to terminate this lease, provided the contemplated condemnation will render the Premises unfit for use by Tenant in the ordinary conduct of its business or will in Tenant's opinion injure Tenant's business.
20. Assignment and Subletting. Tenant may not sublease or assign all or any portion of the Premises without County's prior written consent,
21. Liens. Tenant shall keep the Premises and all improvements thereon, as well as Tenant's leasehold interest therein, free from any and all liens arising out of any work performed, materials furnished, or obligation incurred, by Tenant, Tenant's employees, agents, and contractors. County has the right at all times to post and keep posted on the Premises and

any building or facility built thereon, any notice it considers necessary for protection from such liens. At least seven (7) days before beginning construction of any improvements or alteration to any improvements on the Premises, Tenant shall give County written notice of the expected commencement date of that construction to permit County to post and record a notice of non-responsibility. Tenant agrees to hold County harmless from any such liens, and to pay County upon demand the cost of discharging such liens with interest at the then existing legal rate per annum from the date of discharge, together with reasonable attorneys' fees in connection with the settlement, trial, or appeal of any such lien matter. Should Tenant's leasehold interest be transferred to any other party by operation or enforcement of any such lien, such transfer shall constitute an immediate event of default under Paragraph 29 of this Lease without any requirement for notice or an opportunity to cure to be given to Tenant, the transferee, or any other party, and County shall have the right, in its sole discretion, to immediately terminate this Lease at any time following such transfer and pursue any additional remedies available under this Lease and applicable law.

22. Landlord Self-Help. In the event Tenant shall fail to pay and discharge or cause to be paid and discharged, when due and payable, any tax, assessment or other charge upon or in connection with the Premises, or any lien or claim for labor or material employed or used or any claim for damages arising out of the construction, repair, restoration, replacement, maintenance and use of the Premises and any improvements thereon, or any judgment on any contested lien or claim, or any insurance premium or expense in connection with the Premises and improvements, or any other claim, charge or demand which Tenant has agreed to pay or cause to be paid under the terms of this Lease, and if Tenant, after 10 days' written notice from County to do so shall fail to pay and discharge the same, or in the event Tenant contests such tax, assessment, claim or charge and fails to post security as provided in Paragraph 28, then County may, at its option, pay any such tax, assessment, insurance expense, lien, claim, charge or demand, or settle or discharge any action therefor, or judgment thereon, and all costs, expenses and other sums incurred or paid by County in connection with any of the foregoing shall be paid by Tenant to County upon demand, together with interest thereon at the legal rate from the date incurred or paid. Any default in such repayment by Tenant shall constitute a breach of the covenants and conditions of this Lease.
23. Default by Tenant. Should Tenant at any time be in default with respect to payment of rent for a period of five (5) days after written notice from County; or should Tenant be in default in the performance of any other of its obligations under this Lease for fifteen (15) days after written notice from County specifying the particulars of the default; or should Tenant vacate and abandon the Premises; or if a petition in bankruptcy or other insolvency proceeding is filed by or against Tenant, without dismissal within thirty (30) days of filing; or if Tenant makes any general assignment for the benefit of creditors or composition; or if a petition or other proceeding is instituted by or against the Tenant for the appointment of a trustee, receiver, or liquidator of Tenant or of any of Tenant's property pursuant to laws for the benefit of creditors; or if a proceeding is instituted by any governmental authority for the dissolution or liquidation of Tenant; then and in any such events, County, in addition to other rights or remedies it may have, shall have the immediate right of reentry in the Premises, and after five (5) days prior written notice to Tenant, may remove all persons and property from the premises.

- a. The property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, Tenant.
- b. Should County elect to reenter, this lease shall be deemed terminated; provided, however, that County shall be entitled as against Tenant to the measure of damages provided by law, namely the difference between the rent for the balance of the term of this lease following the day of reentry and the amount of rent County receives during that period from any subsequent tenant of the Premises.
- c. Should this lease be terminated pursuant to the terms of this paragraph, County may, at its sole discretion, relet the Premises and any improvements thereon or any part thereof for such term or terms (which may be for a term extending beyond the term of this Lease) and at such rental or rentals and upon such other terms and conditions as County, in its sole discretion, may deem advisable, with the right to make alterations and repairs to said Premises and improvements. County shall have no obligation to relet the Premises.
- d. In the event that County relets the Premises pursuant to the terms of this paragraph, Tenant shall be immediately liable to pay to County, in addition to any indebtedness other than rent due hereunder, the cost and expenses of such reletting, including any costs for alterations and repairs to the Premises incurred by County.

24. Recovery of Damages. Should County at any time terminate this lease under County's express rights set forth in this Lease for any breach, County may, in addition to any other remedy it may have, recover from Tenant all damages incurred by reason of the breach, including the cost of recovering the Premises.

25. Non-waiver of Defaults. The waiver by County of any breach by Tenant of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or of any other term, covenant, or condition of this Lease. No term, covenant or condition hereof can be waived except by the written consent of County, and forbearance or indulgence by County, in any regard whatsoever, shall not constitute a waiver of the terms, covenants or conditions to be performed by Tenant to which the same may apply, and until complete performance by Tenant of the term, covenant or condition, County shall be entitled to invoke any remedy available to it hereunder or by law, despite such forbearance or indulgence.

26. Nondiscrimination. Tenant agrees not to discriminate in the conduct of its business on the Premises, or through any other use of the Premises, on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

27. Estoppel Certificates. County and Tenant shall, respectively, at any time and from time to time upon not less than ten (10) days prior written request by the other, deliver to the requesting party an executed and acknowledged statement in writing certifying: (i) that this

Lease is unmodified and in full force and effect (or if there has been any modification(s) thereof that the same is in full force and effect as modified, and stating the nature of the modification or modifications); (ii) that to its knowledge the requesting party is not in default under this Lease (or if any such default exists, the specific nature and extent thereof); and (iii) the date to which rent and other charges have been paid in advance, if any. Each certificate delivered pursuant to this section may be relied on by any prospective purchaser or transferee of the Premises or of County or Tenant's interest hereunder or by any fee mortgagee of the Premises or of County or Tenant's interest hereunder or by any assignee of any such mortgagee.

28. Redelivery of Premises. Tenant agrees to redeliver to County the physical possession of the Premises at the end of the term of this Lease, or any extension of this Lease, in good condition, excepting reasonable wear and tear, and damage by fire or from any other cause not attributable to the willful or negligent act of the Tenant, or its employees, agents, invitees, or visitors.
29. Attorneys' Fees. If either party is required to place the enforcement of all or any part of this Lease, the recovery of possession of the Premises, or damages in the hands of an attorney, or if legal proceedings are commenced by either party against the other party to protect or enforce rights or obligations under this Lease, the prevailing party, whether as Plaintiff or Defendant, shall be entitled to recover its reasonable attorneys' fees and costs.
30. Time of Essence. Time is of the essence in this lease.
31. Headings. The headings contained herein are for convenience of reference and are not intended to define or limit the scope of any provisions of this Lease.
32. Mutuality. All covenants and conditions in this Lease are mutually dependent.
33. Refurbishments. Tenant shall be responsible for repaving the Premises if repaving is made necessary by the negligent or intentional acts of Tenant or its agents, employees, servants, contractors, or subcontractors, or by the breach of any other obligation of Tenant under this lease.
34. Lease Made in California. This Lease has been made and shall be construed in accordance with the laws of the State of California.
35. County's Signs. County reserves the right for itself or its agents to install a sign designating the Building and/or Parcel for sale or for lease, and to show the space to a prospective tenant, should Tenant not renew this lease within ninety (90) days prior to its termination date.
36. Recordable Acceptance. Upon request by County, Tenant agrees to give a letter of acceptance and memorandum of lease in recordable form on commencement of this lease.

37. Real Estate Commission. Tenant acknowledges that Tenant contacted County directly, and that no real estate commission is due or payable from County. Tenant will hold County and owners harmless from any claim made for a real estate commission.
38. Transfer By County. The term "County" shall mean only the owner for the time being of the Building and Parcel, and in the event of a transfer by that owner of its interest in the Building or Parcel, the owner shall be released and discharged from all covenants and obligations of the County thereafter accruing, but such covenants and obligations shall be binding during the lease term on each new owner, and their successors and assigns for the duration of this lease.
39. Relationship of Parties. County is neither a joint venturer with nor a partner or association of Tenant with respect to any matter provided for in this Lease. Nothing herein contained shall be construed to create any such relationship between the parties or to subject County to any obligation of Tenant hereunder.
40. Surrender and Merger. The voluntary or other surrender or termination of this Lease by Tenant or a mutual cancellation thereof shall not work a merger and shall, at the option of County, terminate all or any existing subleases or subtenancies or may, at the option of County, operate as an assignment to County of all such subleases or subtenancies.
41. SB 1186 Notice. As of the date of this Lease, the Premises have been inspected by a Certified Access Specialist.
42. Liability Insurance. During the lease term, Tenant shall, at Tenant's own expense, maintain in full force a policy or policies of comprehensive liability insurance, including property damage, written by one or more responsible insurance companies licensed to do business in California, that will insure Tenant and Owner (and such other parties as are designated by Owner) against liability for injury to person and property and for each of any person or persons occurring in or about the premises. Each such policy shall be subject to approval by Owner as to form and as to insurance company. The liability coverage under such insurance shall have a minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000) for any one person injured or killed, a minimum per accident limit the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000), and a coverage limit for property damage the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000). Each policy shall be endorsed to name the Owner, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section, the "Owner") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. If, in the considered opinion of Owner's insurance advisor, the amount of such coverage is not adequate, Tenant shall increase the coverage to such amounts as Owner's advisor shall deem adequate. All coverage available under such policy to Tenant, as the named insured, shall also be available and applicable to the Owner, as the additional insured. All of Tenant's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the Owner, including defense costs and damages. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement. Tenant's policy shall be primary insurance as respects the Owner, its officers, officials,

employees, representatives and agents, and any insurance or self-insurance maintained by the Owner, its officers, officials, employees, representatives and agents shall be in excess of the Tenant'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. To the extent that Tenant carries any excess insurance policy applicable to its occupancy of the premises, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the Owner before the Owner'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. Tenant shall provide Owner with copies or certificates of all policies required by this Lease, including in each instance an endorsement providing that such insurance shall not be canceled except after thirty (30) days' notice to Owner.

43. Landlord's Lien. County shall have at all times a valid lien for all rentals and other sums of money becoming due under this Lease from Tenant, subject to any purchase money liens or security interests outstanding from time to time to third parties, on all goods, wares, equipment, fixtures, furniture, and other personal property of Tenant, other than Tenant's lighted sign, situated on and in the Premises, and after notice of default is given by County such property shall not be removed from the premises without the consent of County until all arrearages in rent as well as any and all other sums of money then due to County under this Lease shall first have been paid and discharged.
 - a. Tenant hereby grants a security interest, subject to any purchase money liens or security interests executed by Tenant outstanding from time to time to third parties, in that personal property, and the lien hereby granted may be foreclosed in the manner and in the form provided by law for foreclosure of a security interest under the Uniform Commercial Code of the State of California, or in any other manner and form provided by law.
 - b. The statutory lien for rent is not hereby waived, but the express contractual lien herein granted is in addition and supplemental thereto.

This instrument is executed as of the above date in multiple counterparts, each of which shall constitute an original.

“COUNTY”

COUNTY OF PLUMAS, a political subdivision of the State of California

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

ATTEST:

By: _____
Name: Heidi Putnam
Title: Clerk of the Board
Date

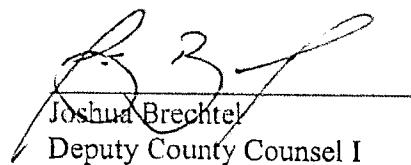
“TENANT”

Chester Cemetery District

By: _____
Name: Tammie Helsel
Title: Board Chair / President
Date:

By: _____
Name: Judy Hardig
Title: Secretary
Date:

Approved as to form:



10/8/2021
Joshua Breckel
Deputy County Counsel I

EXHIBIT "A"

AERIAL MAP OF PREMISE LOCATION

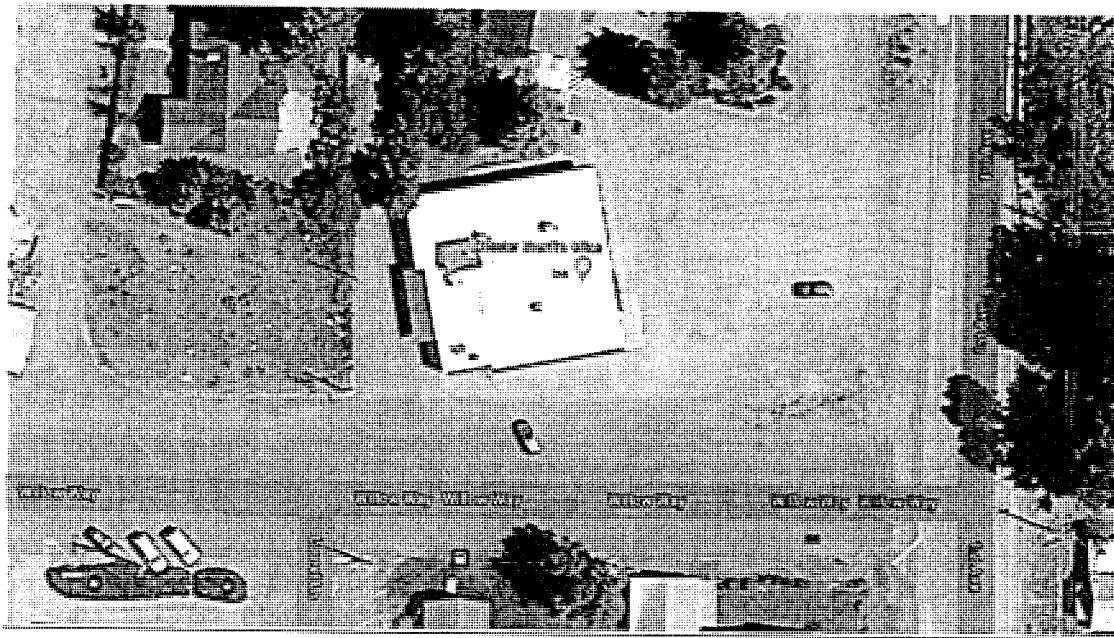
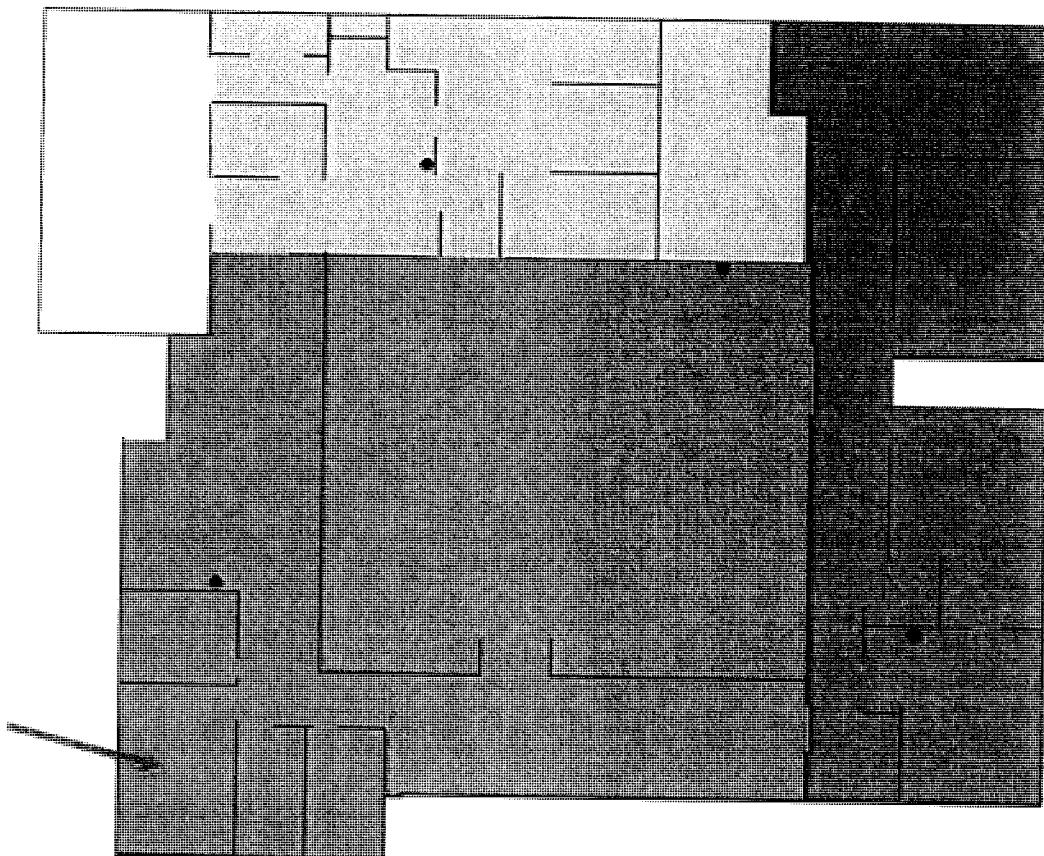


Exhibit B

Chester Complex Floor Plan



Front of building – Main Entrance

Exhibit C

Utilities/Services

1. The following utilities/services are inclusive with rent:

- a. Electricity
- b. Water/Sewer
- c. Heat/Air-conditioning
- d. Custodial service one time per week

2. The following utilities are **not** inclusive with rent:

- a. Telephone
- b. Fax line
- c. Internet service

EXHIBIT C

DETAIL OF MONTHLY MINIMUM RENT

Electricity, water, refuse disposal, and custodial service 1-time per week are inclusive with this lease.



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

MEMORANDUM

DATE: October 12, 2021
TO: The Honorable Board of Supervisors
FROM: John Steffanic, Fair & Event Center Manager
SUBJECT: Approval of contract related to off-site livestock show

It is recommended that the Board:

Approve contract with the Plumas Sierra Junior Livestock Sales Committee to help pay for expenses related to the 2021 Plumas Sierra Livestock Show held in Sierraville, CA

Background and discussion:

Due to the Dixie Fire Camp occupying the Plumas Sierra County Fairgrounds, the 2021 Junior Livestock Show and Auction was moved to Sierraville, CA. As the fire danger increased, the Fair's insurance carrier said they would not cover the event, so the event was turned over to the independent Plumas Sierra Junior Livestock Sales Committee with no involvement from Plumas County for liability reasons. Available resources were offered to the event, including awards, entry data, livestock panels and promotional efforts. The event was highly successful.

After the event, the Committee requested additional funds to help defray some of the costs of the event. Expenses covered by the proposed contract are for expenses that would have been paid by the Fair if it had put on the event; judges fees and tents.

Thank you for your consideration,

John Steffanic
Fair & Event Center Manager

Services Agreement
SC-003-22

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California by and through its **Plumas Sierra County Fair** (hereinafter referred to as "County"), and **Plumas Sierra Junior Livestock Auction**, a non-profit 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 the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Six Thousand Five Hundred Ninety Dollars and 00/100 (\$6590.00) (hereinafter referred to as the "Contract Amount").
3. **Term.** The term of this agreement shall be from August 12, 2021, through August 16, 2021. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Plumas Sierra Junior Livestock Auction from August 12, 2021 to the date of approval of this Agreement by the Board of Supervisors.
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

COUNTY INITIALS

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. 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. The obligations of this Section 8 shall survive the expiration, termination or assignment of this Agreement.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability coverage at least as broad as the current Insurance Services Office (ISO) policy form #CG 00-01 (and professional liability, if applicable to the services provided), 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 and hired 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 and hired automobiles) shall meet the following requirements:

Plumas County Initials

COUNTY INITIALS

- i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents, and the State of California, California Fair Services Authority, the District Agricultural Association, Plumas/Sierra County Fair, Lessor/sublessor if fair site is leased/subleased, Citrus Fruit Fair, or California and State Fair, and their officers, directors, employees, representatives and agents (collectively, for the purpose of this section 9, the “County Parties”) 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 Parties, as the additional insureds; 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 Parties, including defense costs and damages; and
- iv. Nothing herein shall be construed as limiting the extent to which Contractor may be held responsible for damages resulting from Contractor’s operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve Contractor of liability in excess of such minimum coverage, nor shall it preclude the County from taking other actions available to it under this Agreement or by law, including but not limited to actions pursuant to Contractor’s indemnity obligations; and
- v. Contractor’s policy shall be primary insurance as respects the County Parties. Any insurance policies or self-insurance coverage maintained by the County Parties shall be secondary and in excess of the Contractor’s insurance and shall not contribute with it, and Contractor’s 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 Parties before the County Parties own insurance policies or self-insurance shall be called upon to protect them as additional named insureds, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law. If the Contractor is exempt, they will complete the Worker’s Compensation Exempt Statement, attached hereto and incorporated herein as Exhibit C.

J
C

COUNTY INITIALS

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.

COUNTY INITIALS

CONTRACTOR INITIALS

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 Sierra County Fair
County of Plumas
204 Fairground Road
Quincy, CA 95971
Attention: John Steffanic

Contractor:

Plumas Sierra Junior Livestock Auction
P.O. Box 1060
Loyalton, CA 96118
Attention: Suzanne Powers

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party



COUNTY INITIALS

- 5 -

CONTRACTOR INITIALS



hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

25. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

26. **Force Majeure.** Neither party shall be liable or responsible to the other party for delays or failures in performance resulting from the occurrence of an event which materially interferes with the ability of either party to perform under the contract, including, without limitation, acts of God; acts of war; natural disaster; declared public health emergency, including plague, epidemic, pandemic; or compliance with any law or governmental order. This provision shall become effective only if the Party failing to perform notifies the other party within a reasonable time of the extent and nature of the Force Majeure Event, limits delay in performance to that required by the Event, and takes all reasonable steps to minimize damages and resume performance. The County will not be obligated to make payments under this contract in the event of a failure in performance due to a Force Majeure Event.

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

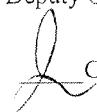
CONTRACTOR:

Plumas Sierra Junior Livestock Auction, a non-profit corporation

By: _____
Name: Megan Neer
Title: President
Date signed: _____

By: _____
Name: Suzanne Powers
Title: Treasurer
Date signed: _____

Approved as to form:


9/30/2021
Joshua Brechner
Deputy County Counsel I

COUNTY INITIALS _____

COUNTY:

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

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

ATTEST:

By: _____
Clerk of the Board of Supervisors

EXHIBIT A

Scope of Work

1. Reimbursement for expenses associated with the livestock showmanship competition in Sierraville, CA, August 13-16, 2021, including judging and providing appropriate facilities and show rings.
2. Provide and pay for all labor, taxes, and insurance.
3. Contractor acknowledges that Plumas County did not participate in, nor authorize any portion of the August 13-16 event (the “event”), including the Livestock Auction and Showmanship Competition. Plumas County assumes no liability in regards to the event, and is not providing any indemnification to Contractor in regards to the event.

COUNTY INITIALS

EXHIBIT B

Fee Schedule

1. Contractor will be paid \$6,590.00 for completion of the services in Exhibit A.
2. The Contract Amount, including authorized adjustments, is the maximum amount payable by the County to Contractor for performance of the Service Agreement. No additional amounts will be paid to Contractor.
3. Contractor shall promptly pay any subcontractors upon receipt of payment from the County.
4. The County shall not have any responsibility to make payments to any subcontractor or supplier.



COUNTY INITIALS

hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

25. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

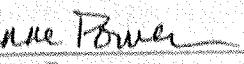
26. **Force Majeure.** Neither party shall be liable or responsible to the other party for delays or failures in performance resulting from the occurrence of an event which materially interferes with the ability of either party to perform under the contract, including, without limitation, acts of God; acts of war; natural disaster; declared public health emergency, including plague, epidemic, pandemic; or compliance with any law or governmental order. This provision shall become effective only if the Party failing to perform notifies the other party within a reasonable time of the extent and nature of the Force Majeure Event, limits delay in performance to that required by the Event, and takes all reasonable steps to minimize damages and resume performance. The County will not be obligated to make payments under this contract in the event of a failure in performance due to a Force Majeure Event.

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

CONTRACTOR:

Plumas Sierra Junior Livestock Auction, a non-profit corporation

By: 
Name: Megan Neer
Title: President
Date signed:

By: 
Name: Suzanne Powers
Title: Treasurer
Date signed: 10/1/21

Approved as to form:


Joshua Breobiel
Deputy County Counsel I

 COUNTY INITIALS

9/30/2021

COUNTY:

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

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

ATTEST:

By: _____
Clerk of the Board of Supervisors

 CONTRACTOR INITIALS

Plumas-Sierra Junior Livestock Auction
PO Box 1060
Loyalton, CA 96118
(530) 412-2981
powers@gotsky.com

INVOICE

BILL TO

Plumas Sierra County Fair
204 Fairgrounds Rd
Quincy, CA 95971

INVOICE # 63**DATE** 08/27/2021**DUE DATE** 09/26/2021**TERMS** Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/13/2021	Sales	Tent Rental for Junior Livestock Shows & Auction (Aug 13-16, 2021) in Sierraville, CA			5,040.00
08/14/2021	Sales	Judges: Montana Beck \$500 Todd Peters: \$350 Travis Heffner: \$350 Desi Dworzecki: \$350			1,550.00
We greatly appreciate your support, thank you!			BALANCE DUE	\$6,590.00	

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: October 25, 2021

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
NOVEMBER 2, 2021
RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S
PAY SCHEDULE**

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to approve job classification wage ranges for the Sheriff Emergency Services & Training Coordinator and the Operating Engineers Local #3 Crafts & Trades Unit.

BACKGROUND AND DISCUSSIONS

Plumas County's pay schedule has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

RESOLUTION NO. 2021-_____

RESOLUTION TO ADOPT PLUMAS COUNTY'S PAY SCHEDULE

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan and Pay Schedules covering all positions in Plumas County; and

WHEREAS, during the Fiscal Year 2021/2022 needs may arise to amend the Job Classification Plan and Pay Schedule; and

WHEREAS, this is necessary in the daily operational needs of the Plumas County job classifications; and

WHEREAS, this request meets the CCR section 570.5 requirements for a publicly available pay schedule used to determine pay rates:

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

Approve this Resolution to adopt Plumas County's revised Pay Schedule.

The foregoing Resolution is 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 2nd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

County of Plumas
Pay Schedule

Exhibit A

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

CONFIDENTIAL EMPLOYEE UNIT

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15
ASST RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51
PARALEGAL 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85
PARALEGAL 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49
PARALEGAL 3	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15

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County of Plumas
Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

CONTRACT EMPLOYEES

Job Title	HOURLY RATE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$23.14
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$45.88
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72
CLERK OF THE BOARD OF SUPERVISORS	\$26.44	\$0.00	\$0.00	\$0.00	\$27.77
					\$29.16
					\$30.61
					\$32.14
					\$33.75

County of Plumas Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584 and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-

DEPARTMENT HEADS

Job Title	Hourly Rate						L5
	Step 1	Step 2	Step 3	Step 4	Step 5	L1	
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$46.99
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87
COUNTY ADMINISTRATOR	\$47.97	\$0.00	\$0.00	\$0.00	\$0.00	\$50.37	\$52.89
COUNTY COUNSELOR	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21
DIRECTOR OF PUBLIC HEALTH	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76
MUSEUM DIRECTOR	\$21.59	\$22.67	\$23.81	\$25.01	\$26.27	\$27.59	\$28.97
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$46.86

County of Plumas
Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

ELECTED OFFICIALS

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
	HOURLY RATE									
ASSESSOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
AUDITOR/CONTROLLER	\$37.12	\$0.00	\$0.00	\$0.00	\$0.00	\$38.98	\$40.93	\$42.97	\$45.12	\$47.38
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$27.11	\$0.00	\$0.00	\$0.00	\$0.00	\$28.47	\$29.89	\$31.39	\$32.96	\$34.61
BOARD OF SUPERVISORS-PERSABLE	\$25.35	\$0.00	\$0.00	\$0.00	\$0.00	\$26.62	\$27.95	\$29.35	\$30.81	\$32.35
CLERK-RECORDER	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
DISTRICT ATTORNEY	\$48.43	\$0.00	\$0.00	\$0.00	\$0.00	\$50.85	\$53.39	\$56.06	\$58.87	\$61.81
SHERIFF/CORONER	\$45.77	\$0.00	\$0.00	\$0.00	\$0.00	\$48.06	\$50.47	\$52.99	\$55.64	\$58.42
TREASURER/TAX COLLECTOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89

County of Plumas Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584 and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-

OE 3 CRAFTS & TRADES

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	Hourly Rate
EQUIPMENT SERVICE WORKER	\$14.79	\$15.53	\$16.32	\$17.14	\$17.99	\$18.90	\$19.85	\$20.85	\$21.90	\$22.95	\$23.90	\$24.95	\$25.90	\$26.95	\$27.90	
LEAD POWER EQUIPMENT MECHANIC	\$20.44	\$21.47	\$22.55	\$23.68	\$24.88	\$26.12	\$27.44	\$28.82	\$30.26	\$31.78	\$33.30	\$34.82	\$36.34	\$37.86	\$39.38	
MECHANIC/SHOP TECHNICIAN	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.11	\$27.42	\$28.79	\$30.37	\$31.94	\$33.51	\$35.08	\$36.64	
POWER EQUIPMENT MECHANIC 1	\$17.14	\$17.99	\$18.90	\$19.85	\$20.85	\$21.90	\$23.00	\$24.15	\$25.37	\$26.64	\$28.01	\$29.26	\$30.53	\$31.79	\$33.06	
POWER EQUIPMENT MECHANIC 2	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.11	\$27.42	\$28.79	\$30.37	\$31.94	\$33.51	\$35.08	\$36.64	
PUBLIC WORKS MAINT LEADWORKER	\$17.99	\$18.90	\$19.85	\$20.85	\$21.90	\$23.00	\$24.15	\$25.37	\$26.64	\$28.01	\$29.26	\$30.53	\$31.79	\$33.06	\$34.33	
PUBLIC WORKS MAINT WORKER 1	\$14.28	\$14.99	\$15.75	\$16.54	\$17.38	\$18.26	\$19.18	\$20.13	\$21.14	\$22.21	\$23.28	\$24.35	\$25.42	\$26.49	\$27.56	
PUBLIC WORKS MAINT WORKER 2	\$15.30	\$16.07	\$16.87	\$17.72	\$18.60	\$19.54	\$20.52	\$21.55	\$22.63	\$23.77	\$24.96	\$26.21	\$27.38	\$28.55	\$29.72	
PUBLIC WORKS MAINT WORKER 3	\$16.87	\$17.72	\$18.60	\$19.54	\$20.52	\$21.55	\$22.63	\$23.77	\$24.96	\$26.21	\$27.38	\$28.55	\$29.72	\$30.89	\$32.06	
WELDER	\$17.98	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.36	\$26.63	\$27.97	\$30.00	\$31.27	\$32.54	\$33.81	\$35.08	

County of Plumas
Pay Schedule

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and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

OE3 GENERAL

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE										
ACCOUNTANT	\$17.23	\$18.09	\$18.99	\$19.95	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.76
ACCOUNTING TECHNICIAN	\$18.12	\$19.03	\$19.99	\$20.99	\$22.05	\$23.16	\$24.32	\$25.54	\$26.82	\$28.17
ADMINISTRATIVE ASSISTANT 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ADMINISTRATIVE ASSISTANT 2	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
AG & STANDARDS INSPECTOR 1	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
AG & STANDARDS INSPECTOR 2	\$20.30	\$21.32	\$22.39	\$23.51	\$24.69	\$25.93	\$27.23	\$28.60	\$30.03	\$31.54
AG & STANDARDS INSPECTOR 3	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
AG & STANDARDS INSPECTOR 3	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.69	\$38.53	\$40.46
AG & STANDARDS TECHNICIAN 1	\$15.69	\$16.48	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26	\$24.42
AG & STANDARDS TECHNICIAN 2	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47	\$26.75
AG & STANDARDS TECHNICIAN 3	\$18.70	\$19.64	\$20.63	\$21.67	\$22.76	\$23.90	\$25.10	\$26.36	\$27.68	\$29.07
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.02	\$22.08	\$23.19	\$24.35	\$25.57	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.38	\$24.55	\$25.78	\$27.07	\$28.43	\$29.86	\$31.36	\$32.93	\$34.58	\$36.31
AG & STANDARDS MANAGEMENT ANALYST 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
ALCOHOL & DRUG PREV COORD	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
ALCOHOL & DRUG THERAPIST 1	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
ALCOHOL & DRUG THERAPIST 2	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89	\$28.24	\$29.66
ALTERNATIVE SENTENCING COORD	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
ANIMAL CONTROL OFFICER 1	\$15.69	\$16.48	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38
ANIMAL CONTROL OFFICER 2	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ANIMAL SHELTER ATTENDANT	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
APPRAISER 1	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80	\$31.30
APPRAISER 2	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
APPRAISER 3	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
APPRAISER ASSISTANT	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASSISTANT CIVIL ENGINEER	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ASSISTANT COOK	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ASSISTANT MUSEUM DIRECTOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ASSISTANT PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOC ENGI/ASST TRANS PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE ENGINEER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASSOCIATE PLANNER	\$14.30	\$15.92	\$17.58	\$18.57	\$19.57	\$21.41	\$22.26	\$23.91	\$25.10	\$26.36
AUDITOR ACCOUNTING CLERK 1	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
AUDITOR ACCOUNTING CLERK 2	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
AUDITOR ACCOUNTING TECH 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
AUDITOR/APPRASIER 1	\$18.71	\$19.66	\$20.64	\$21.68	\$22.76	\$23.91	\$25.10	\$26.36	\$27.69	\$29.07
AUDITOR/APPRASIER 2	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
BENEFIT ASSISTANCE COUNSELOR 1	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
BENEFIT ASSISTANCE COUNSELOR 2	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
BENEFIT ASSISTANCE COUNSELOR 3	\$16.87	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24
BENEFIT ASSISTANCE SUPERVISOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BH ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
BH CASE MGMT SPECIALIST 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
BH CASE MGMT SPECIALIST 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
BH CASE MGMT SPECIALIST SR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.16
BH CLINICAL RECORDS SPECIALIST	\$17.78	\$18.67	\$19.61	\$20.59	\$21.63	\$22.71	\$23.85	\$25.04	\$26.30	\$27.62
BH QUALITY ASSURANCE COORD	\$27.19	\$28.55	\$29.99	\$31.50	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24
BH SITE COORDINATOR	\$18.87	\$19.82	\$20.81	\$21.86	\$22.95	\$24.11	\$25.32	\$26.58	\$27.92	\$29.32
BH SUPERVISING SITE COORD	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BH SUPPORT SERVICES COORD	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
BH SUPPORTIVE SERVICES TECH 1	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
BH SUPPORTIVE SERVICES TECH 2	\$16.00	\$16.80	\$17.65	\$18.53	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86
BH SYSTEMS ANALYST	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
BH THERAPIST 1	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.50
BH THERAPIST 2	\$28.02	\$29.43	\$30.89	\$32.45	\$34.08	\$35.79	\$37.59	\$39.47	\$41.45	\$43.53
BH THERAPIST SENIOR	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
BLDG & GRNDS MAINT TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
BLDG & GRNDS MAINT WORKER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BLDG & GRNDS MAINT WORKER 2	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30
BLDG & GRNDS MAINT WORKER 3	\$16.95	\$17.80	\$18.69	\$19.63	\$20.62	\$21.66	\$22.75	\$23.89	\$25.09	\$26.35
BRANCH LIBRARY ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BRANCH LIBRARY ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
BUILDING INSPECTOR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.12	\$26.38	\$27.70	\$29.08	\$30.55
BUILDING INSPECTOR 2	\$22.74	\$23.89	\$25.09	\$26.35	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34
BUILDING PLANCHECK INSPECTOR	\$24.45	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98
BUILDING PLANS EXAMINER 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BUILDING PLANS EXAMINER 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CADASTRAL DRAFTING SPECIALIST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
CHILD SUPPORT ACCOUNTING SPEC	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
CHILD SUPPORT ASSISTANT	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
CHILD SUPPORT SPECIALIST 1	\$4.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
CHILD SUPPORT SPECIALIST 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
CHILD SUPPORT SPECIALIST 3	\$17.01	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83	\$23.98	\$25.18	\$26.44
CODE ENFORCEMENT OFFICER	\$24.68	\$25.92	\$27.22	\$28.58	\$30.02	\$31.53	\$33.10	\$34.76	\$36.50	\$38.33
COLLECTIONS OFFICER 1	\$9.17	\$20.13	\$21.15	\$22.21	\$23.34	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
COLLECTIONS OFFICER 2	\$21.13	\$22.19	\$23.31	\$24.48	\$25.71	\$27.00	\$28.35	\$29.78	\$31.28	\$32.84
COMMUNITY OUTREACH COORDINATOR	\$8.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
CUSTODIAN	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DA ADMIN/ASST PUBLIC ADMIN	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
DA INVESTIGATIONS SPECIALIST	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38	\$32.95	\$34.60	\$36.34	\$38.16
DA INVESTIGATIVE ASSISTANT	\$19.68	\$20.66	\$21.70	\$22.78	\$23.93	\$25.14	\$26.40	\$27.73	\$29.11	\$30.57
DEPUTY CHILD SUP ATTORNEY 1	\$26.29	\$27.61	\$28.99	\$30.45	\$31.98	\$33.59	\$35.28	\$37.04	\$38.90	\$40.85
DEPUTY CHILD SUP ATTORNEY 2	\$29.01	\$30.47	\$32.00	\$33.61	\$35.30	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07
DEPUTY CLERK-REORDERER 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
DEPUTY CLERK-REORDERER 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
DEPUTY DISTRICT ATTORNEY 1	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74	\$46.98	\$49.34
DEPUTY DISTRICT ATTORNEY 2	\$33.36	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79
DEPUTY DISTRICT ATTORNEY 3	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97
DEPUTY PUB GUARD/CONSERVATOR 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY PUB GUARD/CONSERVATOR 2	\$ 5.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
DISTRICT ATTORNEY INVESTIGATOR	\$22.75	\$23.89	\$25.09	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35
DRINKING DRIVER COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
DRIVER 1	\$ 4.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DRIVER 2	\$ 4.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
DRIVER 3	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
ELECTIONS COORDINATOR	\$24.08	\$25.30	\$26.56	\$27.90	\$29.31	\$30.78	\$32.33	\$33.95	\$35.66	\$37.45
ELECTIONS SERVICES ASSISTANT 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
ELECTIONS SERVICES ASSISTANT 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
ELECTIONS SPECIALIST	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ELIGIBILITY SPECIALIST 1	\$14.74	\$15.49	\$16.27	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78	\$21.83	\$22.92
ELIGIBILITY SPECIALIST 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
ELIGIBILITY SPECIALIST 3	\$18.08	\$18.98	\$19.94	\$20.94	\$22.00	\$23.11	\$24.26	\$25.48	\$26.75	\$28.10
EMPLOYMENT & TRAINING WORKER 1	\$17.67	\$18.55	\$19.49	\$20.46	\$21.49	\$22.56	\$23.70	\$24.88	\$26.13	\$27.44
EMPLOYMENT & TRAINING WORKER 2	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79	\$30.24
EMPLOYMENT & TRAINING WORKER 3	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78	\$30.23	\$31.75	\$33.34
ENGINEERING AIDE	\$ 4.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ENGINEERING TECHNICIAN 1	\$17.74	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81	\$25.00	\$26.26	\$27.58
ENGINEERING TECHNICIAN 2	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ENVIRONMENTAL HEALTH AIDE	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
ENVIRONMENTAL HEALTH SPEC 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
ENVIRONMENTAL HEALTH SPEC 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
ENVIRONMENTAL HEALTH SPEC 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
ENVIRONMENTAL HEALTH TECH 1	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
ENVIRONMENTAL HEALTH TECH 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
EXECUTIVE ASSISTANT-PLANNING	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
FAIR FISCAL COORDINATOR 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
FAIR FISCAL COORDINATOR 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FAIRY VIOLENCE OFFICER	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
FIELD SERVICES ASSISTANT	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
FISCAL & TECH SERVICES ASST 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
FISCAL & TECH SERVICES ASST 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
FISCAL & TECH SERVICES ASST 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
GEO INFO SYS (GIS) PLANNER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
GEO INFO SYS (GIS) PLANNER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
GRANT COMPLIANCE ASSISTANT	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
HAZ MAT SPECIALIST 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
HAZ MAT SPECIALIST 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
HAZ MAT SPECIALIST 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
HEAD COOK	\$ 4.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH AIDE 1	\$ 4.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
HEALTH AIDE 2	\$ 4.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH EDUCATION COORDINATOR 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
HEALTH EDUCATION SPECIALIST	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
HIV SPECIALTY CLINIC THERAPIST	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
INFORMATION SYSTEMS TECHNICIAN	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25	\$30.71	\$32.25	\$33.87
JUNIOR ENGINEER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
LAW LIBRARIAN	\$14.56	\$15.30	\$16.07	\$16.97	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65
LEAD DEPUTY CLERK-RECORDER	\$20.71	\$21.76	\$22.85	\$24.01	\$25.22	\$26.48	\$27.81	\$29.21	\$30.67	\$32.21

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
LEGAL SECRETARY	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
LEGAL SECRETARY - SENIOR	\$19.86	\$20.86	\$21.91	\$23.01	\$24.17	\$25.38	\$26.65	\$27.99	\$29.39	\$30.86
LEGAL SECRETARY - TRAINEE	\$16.98	\$17.83	\$18.73	\$19.67	\$20.66	\$21.70	\$22.79	\$23.93	\$25.13	\$26.39
LEGAL SERVICES ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LEGAL SERVICES ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
LIBRARY AIDE	\$21.01	\$22.07	\$23.18	\$24.34	\$25.57	\$26.85	\$28.20	\$29.62	\$31.10	\$32.66
LIBRARY LITERACY CLERK	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LIBRARY TECHNICIAN	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LICENSED VOCATIONAL NURSE 1-BH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 1-PH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 2-BH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.45	\$29.87	\$31.37	\$32.94
LICENSED VOCATIONAL NURSE 2-PH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LITERACY PROGRAM ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
MANAGEMENT ANALYST 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
MANAGEMENT ANALYST 2	\$23.50	\$24.67	\$25.91	\$27.21	\$28.57	\$30.01	\$31.52	\$33.09	\$34.75	\$36.49
MENTORING COORDINATOR	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
MUSEUM REGISTRAR	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
NATURAL RESOURCES ANALYST	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
NURSE PRACTITIONER	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
OFFICE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
OFFICE ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
OFFICE ASSISTANT 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
OFFICE AUTOMATION ANALYST	\$22.18	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45
OFFICE AUTOMATION SPECIALIST	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
PARALEGAL 1	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
PARALEGAL 2	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
PARALEGAL 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PERMIT TECHNICIAN	\$16.47	\$17.30	\$18.17	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61
PHYSICIAN ASSISTANT	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
PLANNING TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
PREVENTION AIDE	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PROG COMPL & TRAINING ANALYST	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PROGRAMMER ANALYST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
PROJECT MANAGER	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
PROPERTY TAX ASSESSMENT SPEC 1	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
PROPERTY TAX ASSESSMENT SPEC 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
PROPERTY TAX ASSESSMENT TECH	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PSYCHIATRIC NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PSYCHIATRIC NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PSYCHIATRIC TECHNICIAN	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
PUBLIC HEALTH NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PUBLIC HEALTH NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PUBLIC HEALTH NURSE 3	\$32.41	\$34.04	\$35.75	\$37.54	\$39.42	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
PUBLIC WORKS SR ENV PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
QUALITY ASSURANCE COORDINATOR	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
RECORDING SECRETARY	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
RECORDS MANAGEMENT TECH 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
RECORDS MANAGEMENT TECH 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
REGISTERED DENTAL ASSISTANT 1	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
REGISTERED DENTAL ASSISTANT 2	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
REGISTERED NURSE 1 - BH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 1 - PH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 2 - BH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
REGISTERED NURSE 2 - PH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
SECRETARY	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
SENIOR BUILDING INSPECTOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
SENIOR BUILDING PLNCHK INSP	\$26.88	\$28.23	\$29.65	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76	\$41.75
SENIOR DISTRICT ATTORNEY INVST	\$25.06	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95
SENIOR ENGINEERING TECHNICIAN	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
SENIOR PERMIT TECHNICIAN	\$18.52	\$19.46	\$20.43	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78
SENIOR PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
SENIOR SOCIAL WORKER A	\$25.62	\$26.90	\$28.25	\$29.67	\$31.16	\$32.71	\$34.35	\$36.07	\$37.88	\$39.78
SENIOR SOCIAL WORKER B	\$28.03	\$29.44	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.49	\$41.47	\$43.55
SITE MANAGER	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
SOCIAL SERVICES AIDE	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
SOCIAL WORKER 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
SOCIAL WORKER 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
SOCIAL WORKER 3	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
SOLID WASTE PROGRAM MANAGER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
STAFF SERVICES ANALYST 1	\$21.91	\$23.00	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.05
STAFF SERVICES ANALYST 2	\$24.15	\$25.37	\$26.64	\$27.98	\$29.39	\$30.86	\$32.41	\$34.04	\$35.75	\$37.54
STAFF SERVICES SPECIALIST	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
SUBSTANCE USE DISORDER SPEC 1	\$19.58	\$20.56	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$26.27	\$27.59	\$28.97
SUBSTANCE USE DISORDER SPEC 2	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56
TELECOMMUNICATIONS TECHNICIAN	\$22.17	\$23.29	\$24.45	\$25.69	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
TREAS/TAX COLLECTIONS OFFCR 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
TREAS/TAX COLLECTIONS OFFCR 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
TREASURER/TAX SPECIALIST 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
TREASURER/TAX SPECIALIST 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
TREASURER/TAX TECHNICIAN	\$15.22	\$15.98	\$16.78	\$17.63	\$18.51	\$19.45	\$20.42	\$21.45	\$22.52	\$23.66
VETERANS SERVICE REP 1	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
VETERANS SERVICE REP 2	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
VICTIM/WITNESS ADVOCATE	\$5.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
WELFARE FRAUD INVESTIGATOR 1	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32	\$32.88	\$34.53
WELFARE FRAUD INVESTIGATOR 2	\$24.10	\$25.31	\$26.57	\$27.91	\$29.31	\$30.77	\$32.32	\$33.94	\$35.64	\$37.43

County of Plumas
Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
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OE3 MID-MANAGEMENT

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
HOURLY RATE															
A&D PROG CLINICIAN/SUPERVISOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17					
ALCOHOL & DRUG PROG CHIEF	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17					
ALTERNATIVE SENTENCING MANAGER	\$25.65	\$26.93	\$28.28	\$29.70	\$31.19	\$32.75	\$34.39	\$36.12	\$37.93	\$39.83					
ANIMAL CONTROL SUPERVISOR	\$17.81	\$18.69	\$19.64	\$20.62	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67					
ASSESSOR'S OFFICE MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82					
ASSISTANT BUILDING OFFICIAL	\$29.73	\$31.22	\$32.78	\$34.42	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17					
ASSISTANT COUNTY ASSESSOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88					
ASSISTANT DISTRICT ATTORNEY	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97	\$62.97	\$66.13	\$69.44					
ASSISTANT PLANNING DIRECTOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17					
ASST COUNTY CLERK-RECORDER	\$26.63	\$27.97	\$29.37	\$30.83	\$32.38	\$34.01	\$35.71	\$37.51	\$39.39	\$41.37					
ASST DIR DEPT OF CHILD SUP SVC	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18					
ASST DIR OF PUBLIC WORKS	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16	\$48.47					
ASST DIRECTOR OF PUBLIC HEALTH	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88	\$53.44	\$56.11	\$58.92					
ASST TREASURER/TAX COLLECTOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88					
BH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96					
BH AOD PROGRAM ADMIN	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83					
BH CONTINUING CARE COORDINATOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96					
BH QUAL IMPROVEMENT/COMPL MGR	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83					
BH UNIT SUPERVISOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96					
BH UNIT SUPERVISOR-NURSING	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96					
BLDG/GRDS MAINT SUPERVISOR 1	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83	\$23.98	\$25.18	\$26.44	\$27.77					
BLDG/GRDS MAINT SUPERVISOR 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85					
BUILDING OFFICIAL	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88					
CHIEF APPRAISER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88					
CHIEF CODE ENFORCEMENT OFFICER	\$28.59	\$30.03	\$31.54	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26	\$42.28	\$44.40					
CHIEF DEP PUB GRDN/CONSERVATOR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17					
CHILDRENS SERVICES COORDINATOR	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09					
COMMUNITY CARE CASE MANAGER	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57					
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$28.66	\$30.10	\$31.61	\$33.20	\$34.86	\$36.61	\$38.45	\$40.38	\$42.40	\$44.52					
DEP DIR/SOC SERV/PROGRAM MGR	\$34.19	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09					
DEPARTMENT FISCAL OFFICER 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82					
DEPARTMENT FISCAL OFFICER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18					
DEPUTY DIR OF PUBLIC WORKS	\$28.30	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96					
DIRECTOR OF NURSING - PH	\$39.74	\$41.73	\$43.82	\$46.01	\$48.31	\$50.73	\$53.28	\$55.95	\$58.75	\$61.70					
DIV DIR VETERANS SVCS OFFICER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18					
ELIGIBILITY SUPERVISOR	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82					
EMPLOYMENT & TRNG WKR SUP	\$26.24	\$27.56	\$28.94	\$30.39	\$31.92	\$33.52	\$35.20	\$36.96	\$38.81	\$40.76					
EQUIPMENT MAINT SUPERVISOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18					
FISCAL SUPPORT COORD	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.65	\$24.84	\$26.09	\$27.40	\$28.77					
GEO INFO SYSTEM (GIS) COORD	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88					
GRANT COMPLIANCE OFFICER	\$18.26	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37					

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
LIBRARY LITERACY PROGRAM COORD	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
MNTL HLTH SERVICES ACT COORD	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
OFFICE SUPERVISOR	\$18.82	\$19.77	\$20.76	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25
PERMIT MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
PH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
PROGRAM CHIEF-NURSING	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
PROGRAM MANAGER 1	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
PROGRAM MANAGER 2	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46
PUBLIC HEALTH PROG DIV CHIEF	\$28.29	\$29.71	\$31.20	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94
PW FISCAL OFF/ADMIN SRVC MGR	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
PW ROAD MAINTENANCE SUPERVISOR	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32
RECORDS MGMT COORDINATOR	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
SENIOR SERVICES DIVISION DIR.	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
SOCIAL SERVICES SUPERVISOR 1	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
SOCIAL SERVICES SUPERVISOR 2	\$30.94	\$32.49	\$34.13	\$35.84	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.06
STAFF SERVICES MANAGER	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16
VICTIM/WITNESS COORDINATOR	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24	\$27.56

County of Plumas
Pay Schedule

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and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

PROBATION MID-MANAGEMENT

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56

	HOURLY RATE				
STEP 1					
STEP 2					
STEP 3					
STEP 4					
STEP 5					
L1					
L2					
L3					
L4					
L5					

County of Plumas
Pay Schedule

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PROBATION ASSC

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L 1	L 2	L 3	L 4	L 5
ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$21.88	\$22.98	\$24.13	\$25.34	\$26.61	\$27.95
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.12	\$27.43	\$28.81	\$30.25
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.49	\$26.78	\$28.12	\$29.53
LEGAL SERVICES ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LEGAL SERVICES ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
OFFICE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
OFFICE ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
OFFICE ASSISTANT 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
PROB PROG COORD/ADMIN ASSIST	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05

County of Plumas
Pay Schedule

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SHERIFF EMPLOYEE ASSC

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$15.02	\$15.78	\$16.56	\$17.40	\$18.27	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34
CORRECTIONAL OFFICER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
CORRECTIONAL OFFICER 2	\$19.81	\$20.81	\$21.85	\$22.96	\$24.11	\$25.31	\$26.58	\$27.91	\$29.31	\$30.78
CORRECTIONAL SERGEANT	\$21.97	\$23.07	\$24.22	\$25.43	\$26.71	\$28.05	\$29.46	\$30.94	\$32.49	\$34.12
CRIME ANALYST	\$16.91	\$17.76	\$18.65	\$19.59	\$20.58	\$21.61	\$22.69	\$23.84	\$25.04	\$26.29
DEP SHERIFF 2/COM EQUIP COORD	\$27.85	\$29.25	\$30.71	\$32.26	\$33.88	\$35.57	\$37.36	\$39.23	\$41.20	\$43.26
DEPUTY SHERIFF 1	\$20.38	\$21.40	\$22.47	\$23.60	\$24.79	\$26.04	\$27.34	\$28.71	\$30.16	\$31.66
DEPUTY SHERIFF 2	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.23	\$34.90
DEPUTY SHERIFF 2-ADVANCED	\$23.63	\$24.82	\$26.07	\$27.37	\$28.74	\$30.19	\$31.70	\$33.29	\$34.96	\$36.70
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94
SH INVSTG/CANNABIS CODE COMPL	\$27.22	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75	\$36.50	\$38.33	\$40.26	\$42.28
SHERIFF DISPATCHER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
SHERIFF DISPATCHER 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85
SHERIFF EMERGENCY SERVICES & TRAINING COORD.	\$22.00	\$23.10	\$24.26	\$25.48	\$26.76	\$28.10	\$29.51	\$30.99	\$32.54	\$34.17
SHERIFF INVESTIGATOR	\$24.15	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53
SHERIFF INVESTIGATOR SERGEANT	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45	\$43.53	\$45.71
SHERIFF INVESTIGATOR-ADVANCED	\$25.41	\$26.69	\$28.03	\$29.44	\$30.92	\$32.47	\$34.10	\$35.81	\$37.60	\$39.49
SHERIFF INVESTIGATOR-INTERMED	\$24.88	\$26.13	\$27.43	\$28.82	\$30.26	\$31.77	\$33.37	\$35.04	\$36.79	\$38.64
SHERIFF SERGEANT	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53	\$39.42
SHERIFF SERGEANT-ADVANCED	\$27.35	\$28.72	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68	\$38.53	\$40.46	\$42.48
SHERIFF SERGEANT-INTERMEDIATE	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17	\$35.89	\$37.68	\$39.57	\$41.56
SHERIFF SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.90	\$18.79	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01	\$25.21
SHERIFF SERVICES ASSISTANT 2	\$17.89	\$18.78	\$19.73	\$20.72	\$21.76	\$22.85	\$24.00	\$25.20	\$26.46	\$27.80

County of Plumas
Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE					L5
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
ASST DIR OF EMERGENCY SERVICES	\$22.96	\$24.11	\$25.32	\$26.59	\$27.92	\$29.32
COMMUNICATIONS SUPER ADVANCED	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67
COMMUNICATIONS SUPER INTERMED	\$22.77	\$23.91	\$25.12	\$26.37	\$27.69	\$29.08
COMMUNICATIONS SUPERVISOR	\$22.11	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25
JAIL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42
SH INV SGTCODE COMPLIANCE SUP	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42
SHERIFF ADMIN SERGEANT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58
SHERIFF FISCAL OFFICER 1	\$22.63	\$23.77	\$24.96	\$26.22	\$27.53	\$28.92
SHERIFF FISCAL OFFICER 2	\$26.72	\$28.06	\$29.47	\$30.96	\$32.51	\$34.14
SHERIFF PATROL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42
SHERIFFS DEP/TRAINING/POL ADV	\$32.42	\$34.05	\$35.75	\$37.55	\$39.44	\$41.41
SHERIFFS SPECIAL OPS SGT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58

County of Plumas
Pay Schedule

Effective as of 03/16/2021 per Resolution No. 2021-8572; revised as of 04/20/2021 per Resolution No. 2021-8584
and 06/01/2021 per Resolution No. 2021-8592; adopted by the Board as of 11/02/2021 per Resolution No. 2021-_____

UNDERSHERIFF

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	Hourly Rate
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70

Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211

Quincy, California 95971

Phone: (530) 283-6336

Email: GregEllingson@countyofplumas.com



Greg Ellingson
Director of Information
Technology

DATE: October 13, 2021

TO: Plumas County Honorable Board of Supervisors

FROM: Greg Ellingson, Director of Information Technology

SUBJECT: IT Hardware for DROC – Sole Source Purchasing Policy

RE: Request the Board of Supervisors approve a "Sole Source" purchase for network equipment necessary for the Disaster Recovery Operations Center, DROC.

Honorable Board of Supervisors:

As you are aware, this building has been vacant by the County for several years. IT has been tasked with procuring equipment that will securely transition the building located at 1446 East Main Street in Quincy, CA onto the County managed network. This will allow for resources to be used when necessary and will allow for Information Technology to manage the needs of the DROC in an effective manner. Extra Help DROC Logistic employees will be housed along with County emergency staff in this building. In order to have an efficient tracking systems and other technological needs in place, it is imperative the building's IT needs are up to date and can handle the work load that is necessary and required for FEMA tracking.

Attached is the quote for the required hardware to accomplish this. DGI is a company that I have worked with consistently, and have assisted us with the migration into our new network and VOIP phone system. Their intimate knowledge of our network and needs is critical and therefore I would like to withhold the normal necessity of multiple quotes from different vendors for this project. We believe this request falls under the "Sole Source Specification" and request approval from the Board of Supervisors approval. This request is reasonable to maintain the required DROC operations.

Thank you for your consideration in this matter.

Attached:

Exhibit A: "dgi" Proposal for purchase

Exhibit A

Company:

Requested By:
Greg Ellingson
Director of Information Technology

Description:



Proposal #26454

Bill To: COUNTY OF PLUMAS 520 MAIN ST RM 309 QUINCY, CA 95971-9115	Ship To: COUNTY OF PLUMAS 520 MAIN ST RM 309 QUINCY, CA 95971-9115	Sold To: COUNTY OF PLUMAS 520 MAIN ST RM 309 QUINCY, CA 95971-9115
Created: 10/12/2021 Expires: 11/12/2021 Version: 1	Account Manager: jjones Systems Engineer:	Terms & Conditions: This proposal is offered according to the terms and conditions of one or more CMAS schedules

Product & Manufacturer Maintenance

RESOURCE REQUEST MESSAGE (ICS 213 RR)



Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211
Quincy, California 95971
Phone: (530) 283-6263
Email: GregEllingson@countyofplumas.com

Greg Ellingson
Director of Information
Technology

DATE: October 20th, 2020
TO: Honorable Board of Supervisors
FROM: Greg Ellingson, Director of Information Technology
SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF NOVEMBER 2nd, 2021 RE:
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT FOR LEGACY SYSTEMS WITHOUT
CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of payment for software maintenance/support as specified below.

Background and Discussion:

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
All Blue Solutions	IBM Informix Software Support – Through 11/2024	\$ 15,260.00

These funds have been budgeted as part of the 2021/2022 IT budget.



750 North Saint Paul St. Suite 250
PMB 68779
Dallas, TX 75201
Phone: (469)518-9179

QUOTE

All amounts are in USD
This is not an invoice. Taxes not included.

Prepared For	Prepared By
Plumas County 520 Main St Rm 211 Quincy CA 95971-9114	Christina Brading
Quotation Date	Valid Until
10/13/2021	11/30/2021 All PPA renewal items on this quote must be ordered at least 5 days before the renewal anniversary. Upon expiration, orders will be processed but may be subject to a 20% increase.
Quote Number	Payment Terms
12723171	Net 30

Quantity	Product	Description	Price	Total
70	D0D1YLL	IBM INFORMIX GROWTH EDITION CPU OPTION PROCESSOR VALUE UNIT (PVU) LICENSE + SW SUBSCRIPTION & SUPPORT 12 MONTHS - Support until 10/31/2022	\$155.60	\$10,892.00
70	E08SQLL	IBM INFORMIX GROWTH EDITION CPU OPTION PROCESSOR VALUE UNIT (PVU) ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL - Support until 10/31/2023	\$31.20	\$2,184.00
70	E08SQLL	IBM INFORMIX GROWTH EDITION CPU OPTION PROCESSOR VALUE UNIT (PVU) ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL - Support until 10/31/2024	\$31.20	\$2,184.00
0		- **Quote reflects a 3 year annual cost plus Applicable Taxes**	\$0.00	\$0.00
				Total \$15,260.00

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 November 2, 2021 meeting of the Plumas County Board of Supervisors

Date: October 25, 2021

To: Honorable Board of Supervisors

From: John Mannie, Director of Public Works

Subject: Fueling Facility Upgrade Project at Quincy Maintenance Yard
Change Order No. 1; discussion and consider authorization.

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

BACKGROUND:

The Department of Public Works entered into a construction agreement with Air & Lube Systems, Inc. on August 7, 2020, for \$307,265 to construct the new fueling facility. The special order fuel tank was ordered and fabricated over the winter 2020 and construction started on site July 6, 2021. The construction of the fuel tank and fuel dispensers was completed October 7, 2021.

The attached Change Order No. 1 includes \$4,080.43 amount for pulling new conductors through an existing conduit from the existing generator to the fuel island. The wire in place from the generator to the fuel island was existing for the current construction and was found to not be sufficient for the required circuits needed for the pumps, fuel dispensers and fuel management system.

The fuel management system as bid did not include the ability to track equipment in addition to tracking fuel by employees. This part of the change order includes a technician traveling to Quincy to reprogram the fuel management system to include tracking of equipment,

Change Order No. 1 totals \$4,588.80 in increased cost to the project and County Counsel has approved change order as to form. Change Order No. 1 also extends expiration of construction agreement to December 31, 2021 for final payment to the contractor for completed change order work.

RECOMMENDATION:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Director of Public Works and the Chair of the Board of Supervisors to sign Change Order No. 1.

Attachment: Change Order No. 1 including backup materials
Resolution 03-6887

CONTRACT CHANGE ORDER

Change Requested by:

 County Contractor

CCO No.	Suppl. No.	Contract No.	Project	Federal Project Number:
1	0	PWRD20-016	Quincy Above Ground 12,000 Gallon Fueling Facility	NA

To - Air & Lube Systems, Inc., Contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. NOTE: This change order requires approval from Caltrans Local Assistance: Yes No

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.)
The last percentage shown is the net accumulated increase or decrease from the original quantity in the Engineer's Estimate

In accordance with Section 5, "Changes in the Work" the need for additional wire conductors from the power feed to the fuel island through existing conduit to provide sufficient electrical circuits for fuel pumps and dispensers. Approved construction drawings called out subject wiring as existing, which was not adequate to supply required power to Fuel Island. The fuel management system requires a programming upgrade in order to have capacity to track fuel usage by equipment in addition to tracking fuel by employee.

Adjustment in Compensation at Agreed Lump Sum Price:

Furnish additional wire and labor to pull wire:	\$4,080.43
Reprogramming of fuel management system for equipment tracking.....	\$508.37
Total Increase in Cost at Agreed Lump Sum.....	\$4,588.80

The agreed lump sum price constitutes full and complete compensation for providing all labor, material, equipment, tools, including all markups by reason of this change.

Adjustment of contract time will be needed for payment as the construction agreement expires October 31, 2021. Expiration of agreement to be extended to December 31, 2021 to ensure time for final payment and closeout of project.

Estimated Cost: Decrease Increase \$4,588.80

By reason of this order the time of completion will be adjusted as follows: **Zero Days**

Submitted by

SIGNATURE 	(PRINT NAME & TITLE) Robert Thorman, Associate Engineer	DATE 10/22/21
---	--	------------------

Approval by

SIGNATURE 	(PRINT NAME & TITLE) John Mannie, Director	DATE 10/22/21
---	---	------------------

County Administrator

SIGNATURE	(PRINT NAME & TITLE) Gabriel Hydrick, County Administrator	DATE
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Approval by Chair, BOS

SIGNATURE	(PRINT NAME & TITLE) Jeff Engel, Chair BOS	DATE
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County Counsel Approval As To Form

SIGNATURE 	(PRINT NAME & TITLE) Gretchen Stuhr, County Counsel	DATE 10/20/2021
---	--	--------------------

We the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information written the time specified.

Contractor Acceptance by Air & Lube Systems, Inc.

SIGNATURE	(PRINT NAME & TITLE)	DATE
-----------	----------------------	------

Change Order Request

Air & Lube Systems Inc.
 8353 Demetre Avenue
 Sacramento, CA 95828
 Phone: 916.381.5588

Owner: PLUMAS COUNTY
 1834 EAST MAIN STREET
 QUINCY, CA 95971

Project: 20.0818. / PLUMAS COUNTY-NEW FUELING FACI

PCOType: PCO

Change Order Request #: 1 **ELECTRICAL T&M**

Item : 1 ELECTRICAL T&M-LABOR			
Phase	Description	Cost Type	Estimated Cost
4700.01.	Fuel Systems - Labor & Freight	1 L	3,127.99
	Subtotal Item	1	3,127.99
Cost Type Recap: 1 Labor & Burden		Mark up 20.00%	Amount 3,753.59
Subtotal Item			3,753.59
Requested Total For Item			1 3,753.59

Item : 2 ELECTRICAL T&M-MATERIALS			
<p>400' of 10 awg wire@\$0.28/ft 600' of 12 awg wire@\$0.21/ft (1) Breaker @ \$27.00</p>			
Phase	Description	Cost Type	Estimated Cost
4700.04.	Fuel Systems - Material & Equipment	2 M	265.00
	Subtotal Item	2	265.00
Cost Type Recap: 2 Materials		Mark up 15.00%	Amount 304.75
Subtotal Item			304.75
TAX			7.25% 22.09
Requested Total For Item			2 326.84
Total For Change Order			4,080.43

Approved By: PLUMAS COUNTY

Signed: _____

Date: _____

Submitted By: Air & Lube Systems Inc.

Signed: _____

Date: _____

NAME/PRINT FIRST & LAST <i>Caleb Smith</i>		PRINT BOTH JOB ID/NAME <i>20-0818 Plumas County</i>				TIME CLOCK IN				TIME CLOCK OUT			
PRINT BOTH DAY/DATE <i>10-5-21</i>													
		In	Out	In	Out	In	Out	In	Out	In	Out	In	In
1100	Air Compressor System												
1200	Nitrogen System												
2100	Alignment/Tire Equip.												
2200	Automotive Lifts												
2300	HVLS Fans												
2400	Small Shop Parts/Equip.												
2500	Tailpipe Exhaust												
3100	Detail Bays												
3200	Pressure Washer												
3300	Vehicle Wash												
3400	Quick Lube Bays												
3500	Vacuum System												
3600	Water Treatment												
4100	Fluid Management Syst.												
4200	Fluid Pumping Equip.												
4300	Reel Brackets												
4400	Reel & Piping												
4500	Tanks												
4600	Waste Oil/Coolant Evac												
4700	Fuel Systems	<i>1136</i>	<i>4:45</i>			<i>5.25 hrs</i>							
5100	Cranes												
5200	Custom Fabrication												
5300	Demolition												
5400	Gen Const Services												
5500	Relocated Equipment												
6100	Mezzanines												
6200	Tire Carousel												
6300	Parts Storage												
6400	Workbenches												
7100	Electrical												
7200	Lighting												
7300	T&M												
9100	Permits & Engineering												
9200	Rental Equipment												
9300	Travel Time	<i>730</i>	<i>1130</i>	<i>4:45</i>	<i>5:30</i>								
9400	Material Pickup/Disposal												
9500	Vehicle Down Time												
9600	Shop Time	<i>600</i>	<i>730</i>			<i>1.5 HRS</i>							
9700	Training/Meetings												
9900	Lunch			<i>1130</i>									
CIRCLE ONLY IF OUT OF TOWN OVERNIGHT													

SHOP TIME, GET ITEMS
FOR T&M WORK

NOTES

PRINT FIRST & LAST		PRINT BOTH JOB ID/NAME		TIME CLOCK IN 5:48 AM	
PRINT BOTH DAY DATE 10/05/14 Tues		Plumas County 2000		TIME CLOCK OUT 5:30 PM	
1100	Air Compressor System	In	Out	In	Out
1200	Nitrogen System				
2100	Alignment/Tire Equip.				
2200	Automotive Lifts				
2300	Hyd. Fane				
2400	Small Shop Parts/Equip.				
2500	Tailpipe Exhaust				
3100	Detail Bays				
3200	Pressure Washer				
3300	Vehicle Wash				
3400	Quick Lube Bays				
3500	Vacuum System				
3600	Water Treatment				
4100	Fluid Management Syst.				
4200	Fluid Pumping Equip.				
4300	Reel Brackets				
4400	Reel & Piping				
4500	Tanks				
4600	Waste Oil/Coolant Evac				
4700	Fuel Systems	11:30	4:45	5.25 HRS	
5100	Cranes				
5200	Custom Fabrication				
6300	Demolition				
6400	Gen Const Services				
6500	Relocated Equipment				
6100	Mezzanine				
6200	Tire Carousel				
6300	Parts Storage				
6400	Workbenches				
7100	Electrical				
7200	Lighting				
7300	ESB				
9100	Permits & Engineering				
9200	Rental Equipment				
9300	Travel Time	7:20	11:30	4:45	\$130
9400	Material Pickup/Disposal				
9500	Vehicle Down Time				
9600	Shop Time	5:48	7:30	1.75 HRS	
9700	Training/Meeting				
9800	Lunch	No Lunch			
CIRCLE ONLY IF OUT OF TOWN OVERNIGHT					

NOTES

105

NAME/PRINT FIRST & LAST <i>Calib Smith</i>		PRINT BOTH JOB ID/NAME <i>20.0818 Plumas County</i>				TIME CLOCK IN				TIME CLOCK OUT			
PRINT BOTH DAY/DATE <i>10-6-21</i>													
		In	Out	In	Out	In	Out	In	Out	In	Out	In	In
1100	Air Compressor System												
1200	Nitrogen System												
2100	Alignment/Tire Equip.												
2200	Automotive Lifts												
2300	HVLS Fans												
2400	Small Shop Parts/Equip.												
2500	Tailpipe Exhaust												
3100	Detail Bays												
3200	Pressure Washer												
3300	Vehicle Wash												
3400	Quick Lube Bays												
3500	Vacuum System												
3600	Water Treatment												
4100	Fluid Management Syst.												
4200	Fluid Pumping Equip.												
4300	Reel Brackets												
4400	Reel & Piping												
4500	Tanks												
4600	Waste Oil/Coolant Evac												
4700	Fuel Systems	<i>6:45</i>	<i>4:15</i>										
5100	Cranes												
5200	Custom Fabrication												
5300	Demolition												
5400	Gen Const Services												
5500	Relocated Equipment												
6100	Mezzanines												
6200	Tire Carousel												
6300	Parts Storage												
6400	Workbenches												
7100	Electrical												
7200	Lighting												
7300	T&M												
9100	Permits & Engineering												
9200	Rental Equipment												
9300	Travel Time	<i>6:15</i>	<i>6:45</i>	<i>4:15</i>	<i>4:45</i>								
9400	Material Pickup/Disposal												
9500	Vehicle Down Time												
9600	Shop Time												
9700	Training/Meetings												
9900	Lunch	<i>NO Lunch</i>											
CIRCLE ONLY IF OUT OF TOWN OVERNIGHT													
NOTES													

6:15
5:45

6.75 HRS

1 HR

NAME

Trevor

NAME/ERIN FIRST & LAST

PRINT BOTH FOR ID NAME

TIME CLOCK IN 6:45

TIME CLOCK OUT 14:45

PRINT BOTH DAY DATE

11/05/21 WED

		In	Out	In	Out	In	Out	In	Out	In	Out
1100	Air Compressor System										
1200	Nitrogen System										
2100	Alignment/Tire Equip.										
2200	Automotive Lifts										
2300	AVL'S Parts										
2400	Small Shop Parts/Equip.										
2500	Tailpipe Exhaust										
3100	Detail Bays										
3200	Pressure Washer										
3300	Vehicle Wash										
3400	Quick Lube Bays										
3500	Vacuum System										
3600	Water Treatment										
4100	Fluid Management Syst.										
4200	Fluid Pumping Equip.										
4300	Reel Brackets										
4400	Reel & Piping										
4500	Tanks										
4600	Waste Oil/Coolant Vac										
4700	Fuel Systems										
5100	Cranes										
6200	Custom Fabrication										
6300	Demolition										
6400	Gen Const. Services										
6500	Relocated Equipment										
6100	MEZZANINES										
6200	Tire Cans/Steel										
6300	Paints Storage										
6400	Workbenches										
7100	Electrical										
7200	Lighting										
7300	T&M										
9500	Permits & Engineering										
9200	Rental Equipment										
9300	Travel Time	6:45	6:45	9:15	9:15						
9400	Material Pickup/Disposal										
9500	Vehicle Down Time										
9600	Shop Time										
9700	Training/Meetings										
9800	Lunch	NO LUNCH									

CIRCLE ONLY IF OUT OF TOWN OVERNIGHT

AIR & LUBE SYSTEMS

Burden Rate Calculation

AREA 1

12/30/20

Air & Lube Employee

Trade Classification: Millwright Local 102

Hourly Wage Rate: \$ 53.10

Cash Fringes:

Health & Welfare

Pension

Vacation/Holiday

Work Fee

Training

Other

TOTAL BASE \$ 58.28

	%	Base	\$
Labor Burdens:			
FICA	7.65%	\$ 58.28	\$ 4.46
FUI	0.60%	\$ 58.28	\$ 0.35
SUI	6.20%	\$ 58.28	\$ 3.61
Workers Comp	8.5815%	\$ 58.28	\$ 5.00
A&L Health - Variable Per Employee		\$	7.56
A&L Vacation/Holiday - Variable Per Employee		\$	0.15

SUBTOTAL LABOR BURDEN \$ 21.13

Union Fees:

Health & Welfare	\$ 11.70
Pension	\$ 10.65
Annuity	\$ 3.75
Apprentive/Journeyman Training	\$ 1.03
Millright Industry Promotion	\$ 0.25
Carpenters International Training Fund	\$ 0.10
Contract Work Preservation	\$ 0.05

TOTAL UNION FEES \$ 27.53

TOTAL HOURLY RATE

\$ 106.94

Change Order Request

Air & Lube Systems Inc.
8353 Demetre Avenue
Sacramento, CA 95828
Phone: 916.381.5588

Owner : PLUMAS COUNTY
1834 EAST MAIN STREET
QUINCY, CA 95971

Project: 20.0818. PLUMAS COUNTY-NEW FUELING FACILITY

PCOType: PCO

Item	Quantity	UM	Unit Price	Amount
Change Order Request: # 2 - UPGRADE FUEL MANAGEMENT SYSTEM				
1 UPGRADE FUEL MANAGEMENT SYSTEM		LS		508.37
Total For Change Order				508.37

Approved By: PLUMAS COUNTY

Signed: _____

Date: _____

Submitted By: Air & Lube Systems Inc.

Signed: _____

Date: _____

RESOLUTION NO. 03- 6887

Change Order Authority for the Public Works Director

WHEREAS, the Public Works Department becomes involved with many improvement contracts for various County projects;

WHEREAS, from time to time these projects require that change orders be administrated;

WHEREAS, the administration of these change orders can be time consuming and potentially delaying to the projects;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors will delegate its change order approval to the Director of Public Works or the County Engineer for projects under his/her budget authority conforms to Sections 20142 and 20395 of the Public Contract Code. Specifically, The extra cost to the County for any change or addition to the work so ordered shall not exceed \$5,000 when the total amount of the original contract does not exceed \$50,000, nor 10% of the amount of any original contract that exceeds \$50,000, but does not exceed \$250,000. For contracts in excess of \$250,000, the allowable change shall not exceed \$25,000 plus 5% of the original contract cost in excess of the \$250,000. In no event shall the change or alteration exceed \$150,000. These amounts are to be per project not per change or addition request.

The Public Works Director shall seek the concurrence of the County Administrative Officer and County Counsel before approving any change orders.

The Board of Supervisors shall receive a letter addressing the issues and the action taken.

This Resolution does not preclude the Public Works Director from bringing change order recommendations to the Board of Supervisors for approval.

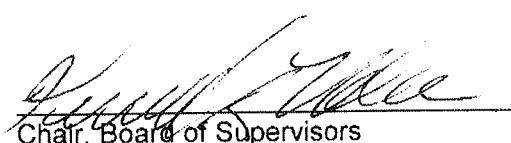
Upon completion of the project, a summary of the change orders shall be brought to the Board with the request to file a Notice of Completion on each contracted project.

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 the Board held on the 8th day of July, 2003, by the following vote:

AYES: SUPERVISORS: Dennison, Meacher, Olsen and Nelson

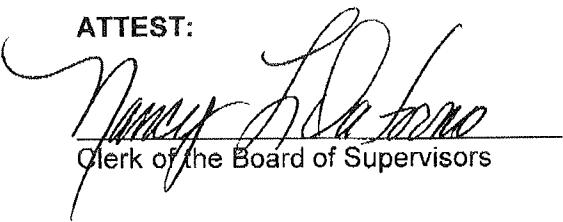
NOES: SUPERVISORS: None

ABSTAIN/ABSENT: SUPERVISORS: Pearson



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors



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: October 14, 2021

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns

RE: Agenda Items for the meeting of November 2nd, 2021

It is recommended that the Board:

Approve the payment of attached invoices for the month of August 2021. Approve payment of emergency County Credit card ending with 7280 in the total amount of 1,500.00. Approve payment to Hi Tech commercial services for the remaining invoice balance of \$521.46.

Background and Discussion:

During the Dixie fire the Correctional Facility cooked and served up to 160 Meals a day for LEMA Officers and the National Guard. Due to the over usage of the stove top and oven, the oven caught fire multiple times. A technician inspected the Stove/oven, deemed it inoperable and he could not fix the oven.

This was an emergency situation due to the requirement for inmates to have at least one hot meal a day in addition to the Correctional Facilities need to feed up to 160 LEMA Officers a day.

Hi Tech commercial services were used at the Correctional Facility to attempt to fix inoperable oven/stove. Services were then used to install new oven/stove.

Hi Tech would not provide services without a credit card on file in case of non-payment. A contract was sent to Hi Tech. After services were rendered, Hi Tech charged the credit card twice in the amounts of \$1,000.00 and \$500.00. This was done prior to receiving an invoice from Hi Tech. Hi Tech would not cancel the transaction. There is still an outstanding balance of \$521.46.

As of this date Hi Tech has not returned the signed contract with the County of Plumas.



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

Attachments:

Exhibit A- Invoice #245951

Exhibit B- Invoice #245986

Exhibit C Receipt dated 08/25/21 at 0939 hours, in the amount of \$1,000.00

Exhibit D Receipt dated 08/25/21 at 0945 hours, in the amount of \$500.00

Exhibit C

Payment Receipt

From: receipts@invoice.global
Date: 08/25/2021 12:39
To: SCLARK@PCSO.NET

Transaction Receipt
Intiam Inc dba Hi Tech
Commercial Service
1840 Stella Lake Street Las
Vegas, NV 89106
702-649-4616

DATE: 08/25/2021 09:39:18 AM
Customer Name: Plumas Co
Correctional (COD)
Customer Email:
SCLARK@PCSO.NET
PO/Ref#: 245986/245951

SALE:

Type	Number	Amt Paid
Nonspecific	\$1,000.00	
		TOTAL: \$1,000.00

Payment Method: Visa ending in
7280
Authorization #: 411950055
AVS: Full Exact Match

CVV2: Match

Payor: STEVE CLARK

x

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO THE CARD
ISSUER AGREEMENT (MERCHANT
AGREEMENT OF CREDIT VOUCHER)

Exhibit D

Payment Receipt

From: receipts@invoice.global
Date: 08/25/2021 12:45
To: SCLARK@PCSO.NET

Transaction Receipt

Intiam Inc dba Hi Tech
Commercial Service
1840 Stella Lake Street Las
Vegas, NV 89106
702-649-4616

DATE: 08/25/2021 09:45:04 AM
Customer Name: Plumas Co
Correctional (COD)
Customer Email:
SCLARK@PCSO.NET
PO/Ref#: 245986

SALE:

Type	Number	Amt Paid
Nonspecific		\$500.00
		TOTAL: \$500.00

Payment Method: Visa ending in
7280
Authorization #: 411951820
AVS: Full Exact Match

CVV2: Match

Payor: STEVE CLARK

X

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO THE CARD
ISSUER AGREEMENT (MERCHANT
AGREEMENT OF CREDIT VOUCHER)

Item 41

DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN



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

NEAL CAIAZZO
DIRECTOR

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

DATE: OCTOBER 21, 2021

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR NOVEMBER 2, 2021, CONSENT AGENDA

RE: APPROVE AND AUTHORIZE THE DIRECTOR OF THE DEPARTMENT OF SOCIAL SERVICES TO SIGN A NON-FINANCIAL AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES FOR LEGAL REPRESENTATION ON APPEALS OF NOTICES OF ACTION IN CONNECTION WITH THE RESOURCE FAMILY APPROVAL PROGRAM

It is Recommended that the Board of Supervisors

1. Approve an agreement with the California Department of Social Services for legal representation in matters connected with the appeal of Notices of Action issued in the Resource Family Approval program operated by the Plumas County Department of Social services.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.

Background and Discussion

The Department of Social Services is operating the Resource Family Approval program, a program that reviews and approves requests from fostering families who wish to become part of the Resource Family system. In that system, families are provided with additional training and resources to provide added support for children in the foster care system. Although it is not likely to happen, applicants for this program could be denied. Under that circumstance they would be accorded a right of appeal of the denial. This agreement provides that in the event such a circumstance happens the CDSS Legal Division will provide legal representation to the Department of Social Services.

Financial Impact

This is a non-financial agreement. There is no cost to the county for representation.

Copy: DSS Management
Janell Sommer, Administrative Assistant

Enclosure

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

21-5035

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Plumas County Department of Social Services

CONTRACTOR NAME

California Department of Social Services

2. The term of this Agreement is:

START DATE

July 1, 2021

THROUGH END DATE

June 30, 2024

3. The maximum amount of this Agreement is:

\$0.00

Zero Dollars and 00/100

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	24
Exhibit A - Attachment 1	General Terms and Conditions	8
Exhibit A - Attachment 2	Information Security Requirements	2
+ Exhibit A - Attachment 3	State of California Public Liability and Workers' Compensation Insurance	1
+ Exhibit A - Attachment 4	State of California Automobile Liability/Physical Damage	1
Exhibit B	Budget Detail and Payment Provisions	6

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

California Department of Social Services

CONTRACTOR BUSINESS ADDRESS

744 P Street, M.S. 9-6-747

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Marissa Enos

TITLE

Section Chief, Contracts and Purchasing Bureau

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

Approved as to form:



10/13/2021

Gretchen Stuhr
Plumas County Counsel

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

21-5035

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Plumas County Department of Social Services

CONTRACTING AGENCY ADDRESS

270 County Hospital Road, Suite 207

CITY

Quincy

STATE

CA

ZIP

95971

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

**EXHIBIT A
(Standard Agreement)**

SCOPE OF WORK

This Agreement is entered into by and between the California Department of Social Services, hereinafter referred to as the CDSS, and the County of Plumas, hereinafter referred to as the County, for the purpose of establishing the responsibilities of the CDSS and the County in the provision and receipt of certain services, including legal consultation and legal representation in administrative action appeals as described within section III of this Agreement, associated with the Resource Family Approval (RFA) program of the County child welfare services agency and the State of California, pursuant to California Welfare and Institutions Code section 16519.5 et seq. Hereinafter, the County and CDSS may be referred to collectively as the "Parties", or individually as a "Party". If identified below in Section VII, the CDSS and County have agreed that certain services for the family evaluation, complaint investigations or home health and safety assessments shall be provided as described in Sections IV, V and VI of this Agreement.

I. Background

The RFA program was created to provide a unified, family-friendly, and child-centered process to replace the multiple processes for licensing foster homes, approving relatives and nonrelative extended family members as foster care providers, and approving adoptive families; establish a single set of standards for approvals which allow for the safety, permanence, and well-being needs of the children who have been victims of child abuse and neglect; reduce the use of congregate care placement settings; and decrease the length of time for each child to obtain permanency. Pursuant to Government Code section 30029.7, subdivision (a)(3), the County and CDSS may enter into an agreement for CDSS to provide services or activities related to RFA. The County and CDSS have identified certain services or activities to be provided by CDSS in order to expedite the delivery of services to children and nonminor dependents who reside or may reside in a resource family home.

II. Definitions

- A. "County" means the largest political division of the State having corporate powers, wherein the County's powers are exercised through its board of supervisors or through agents and officers acting under the authority of the board or authority conferred by law (Govt. Code § 23000 et seq.). As used in this Agreement, the County includes agents, officers, directors, and County employees who conduct RFA activities on behalf of the County, as described in Welfare and Institutions Code section 16519.5 et seq.
- B. "Resource Family Approval" or "RFA" program means the program wherein an applicant seeks to meet the home environment assessment and permanency assessment standards of the State of California as set forth by CDSS, with an

EXHIBIT A
(Standard Agreement)

approval provided by the County or applicable Foster Family Agency. This approval is in lieu of the existing foster care license, relative or nonrelative extended family member approval, and the adoption home study.

- C. "Respondent" means an applicant, resource family parent, or individual who has been served with a Notice of Action and is the subject of an administrative action. For matters that shall be heard by the CDSS State Hearings Division, a "Respondent" also means a "claimant," as defined in CDSS Manual of Policy and Procedures section 22-001.
- D. "Written Directives" (WDs)¹ means the written processes, standards, and requirements issued by the CDSS to implement the RFA Program. (See WDs section 3-01(a) (101). The WDs have the same force and effect as regulations; ensure that a county uses the same standards for RFA; and ensure that a county does not implement policies or procedures that conflict with or attempt to supersede the WDs; (WDs section 2-01.)

III. Legal Consultation and Legal Representation on Appeals/State Hearings Division (SHD) and Office of Administrative Hearings (OAH)

- A. Role of the CDSS Legal Division in the Provision of Legal Consultation and Legal Representation on Appeals:
 - 1. The CDSS Legal Division shall act as the sole legal representative on behalf of the County in the provision of legal consultations and legal representation on appeals to an RFA Notice of Action. The County is the client and is the final decision maker on decisions affecting the legal rights of the County.
 - a. The Parties shall maintain confidentiality in all communications in accordance with any applicable confidentiality laws, privacy laws, and laws governing attorney-client relationships.
 - (1) For the purposes of this section, the County shall ensure that the agents, directors, officers, and employees of the County who conduct RFA activities on behalf of the County, are familiar with and follow applicable laws for privacy and confidentiality, as well as protect and maintain the confidential nature of the communications created by attorney-client relationships, including, but not limited to, Evidence Code section 952 and applicable case law.

¹ Version 7 of the Written Directives was used as a reference in creating this Agreement. The Written Directives may be revised by CDSS during the term of this Agreement and shall be in effect from the date of revision.

EXHIBIT A
(Standard Agreement)

2. Except as otherwise provided in this section, the CDSS Legal Division shall represent the County on all appeals to an RFA Notice of Action for denial or rescission of resource family approval, denial or rescission of a criminal record exemption, or exclusion of an individual and shall appear on behalf of the County at all proceedings related to such actions that are heard by the SHD or the OAH. Nothing in this section shall preclude a County representative from being present at an RFA hearing.
3. If the County chooses to represent itself on an appeal in an individual case, it shall not send a Statement of Facts as described in Section III(D) to the CDSS Legal Division to request representation and shall not seek legal advice or direction from the CDSS Legal Division. In those cases, the County hearing representative shall receive legal advice and direction from County Counsel or their designee. The CDSS Legal Division shall not provide legal representation or advice.
4. The Parties agree that CDSS Legal Division's scope of work shall not include legal consultation or representation regarding the following:
 - a. Writs or lawsuits or similar actions filed by or against the County, except that the CDSS Legal Division may be available to consult with the County on any such actions arising out of an RFA action as described herein;
 - b. Requests for information or documents from the County such as Public Records Act requests or subpoenas issued to the County;
 - c. Placement of a dependent child or nonminor dependent;
 - d. Relative or non-relative extended family member approvals pursuant to the "Harris" case;
 - e. Child Abuse Central Index grievance hearings;
 - f. Dependency or delinquency matters;
 - g. Assistance with issuing or serving an investigatory subpoena or warrant;
 - h. Hearings or proceedings regarding jurisdictional disputes where no Notice of Action for denial or rescission of resource family approval, or denial or rescission of a criminal record exemption, has been served;
 - i. Defending the county on a Temporary Suspension Order (TSO); and
 - j. Any other matter within the authority and direction of the County Counsel.

B. Duties of the County and the CDSS Legal Division Regarding Consultation:

1. In compliance with the WDs or regulations issued pursuant to Welfare and Institutions Code section 16519.5, the County is required to consult with legal counsel prior to service of a Notice of Action for denial or rescission of resource family approval, or denial or rescission of a criminal record exemption; and is required to consult with the CDSS Legal Division when recommending the exclusion of an individual.

EXHIBIT A
(Standard Agreement)

2. Pursuant to this Agreement, legal consultation for denials or rescissions for which the County seeks CDSS Legal Division representation shall be with the CDSS Legal Division, and not County Counsel.
3. The County may request a legal consultation with the CDSS Legal Division regarding legal or evidentiary issues related to an investigation, family evaluation or other matters affecting the approval.
4. If the County seeks a TSO against a resource family's approval, in addition to consulting with the CDSS Legal Division on the matter, the County shall consult with their County Counsel prior to service of a TSO. The County should follow its internal procedures for an RFA TSO.
5. Legal consultation shall not include technical assistance regarding program requirements or procedures, RFA implementation or statewide policies; these issues shall be referred to the CDSS RFA County Liaison, RFA Policy Analyst, or RFA Inbox.
6. The County shall work with the CDSS RFA County Liaison to schedule a regular monthly legal consult meeting, or as needed. If a matter is urgent, such as a situation warranting the immediate exclusion of an individual or a TSO, the County may contact their CDSS RFA County Liaison by phone, email or in-person and request an urgent consult with their assigned CDSS Legal Division consulting attorney.
7. Prior to a scheduled legal consult, the County shall obtain the evidence necessary to support the information contained in the legal consultation memo related to the County's finding, position, or action requested.
8. The County shall prepare a confidential legal consultation memo for each matter upon which legal advice is sought through a consult with the CDSS Legal Division. A copy of the RFA legal consult memo form can be obtained through the CDSS RFA County Liaison. Upon request, the CDSS RFA County Liaison shall provide technical assistance to the County regarding the program requirements or procedures including but not limited to family evaluations, RFA implementation, statewide policies, legal consult procedures or how to draft the Notice of Action, legal consultation memo or statement of facts. Both Parties shall maintain the confidentiality of all attorney-client communications, including the legal consult memo.
9. Using a secure or encrypted format, or a secure file transfer protocol, the County shall send a properly completed legal consult memo, the draft Notice of Action, as well as relevant attachments related to the request for consult including, but not limited to, investigations, court records or arrest reports.

EXHIBIT A
(Standard Agreement)

These documents shall be sent to the CDSS RFA County Liaison and the consulting attorney at least five (5) business days prior to the date of the regularly scheduled consult.

10. The consult meeting is an opportunity for the CDSS Legal Division consulting attorney and CDSS RFA County Liaison to discuss the information in the consult memo provided by the County with the appropriate County staff. Accordingly, the County should make its best efforts to have the assigned County RFA worker or probation officer with knowledge of the facts described in the consult memo present at the consult. If the approval worker or probation officer cannot attend in person, the worker or probation officer should attend by teleconference. If that is not possible, the supervisor who is familiar with the facts of the matter shall attend.
11. If a matter to be discussed at the consult involves a recommendation for an exclusion action, a family evaluation conducted by CDSS, an investigation conducted by CDSS, or dual or multiple programs (e.g. RFA and a child care license), the County shall identify and request the appropriate CDSS RFA staff, CDSS adoptions staff or CDSS Community Care Licensing Division (CCLD) staff to attend or teleconference into the consult.
 - a. The County may request the assistance of the CDSS RFA County Liaison in arranging for the necessary CDSS staff to attend.
 - b. The County and CDSS shall share evidence and information regarding related investigations, assessments, or actions as required by the WDs.
 - c. Agents of the County who conduct activities as described in Welfare and Institutions Code section 16519.5 may be present during the portion of a consultation that is applicable to a matter for which the agent acted on behalf of the County, and for which the agent's presence is needed to discuss the information in the consult memo provided by the County. The County shall ensure that the agent of the County is aware of and complies with the confidentiality of the legal consult, the legal advice provided, and the confidentiality of any information shared, as required by law.
12. The CDSS Legal Division consulting attorney shall review the legal consult memo, the draft Notice of Action and attachments and shall advise the County regarding the Notice of Action, the proper hearing forum, and any other matter related to an investigation or proposed action. If the legal consult memo or draft Notice of Action are incomplete, said attorney may return them to the County to complete them or refer the County to the CDSS RFA County Liaison for technical assistance.

**EXHIBIT A
(Standard Agreement)**

13. The CDSS Legal Division consulting attorney shall document the legal advice in writing within 3 to 5 business days, or as agreed upon at the consult, and submit the documentation to the County and the CDSS RFA County Liaison. If the matter involves dual or multiple programs or an exclusion action, the CDSS Legal Division consulting attorney shall provide the relevant CCLD Regional Office staff (licensing action) or CDSS RFA County Liaison (RFA exclusion action) with a copy of the consult memo and legal advice.
14. If the advice of the CDSS Legal Division consulting attorney is to proceed with an action that affects the approval, the County should notify the child(ren)'s placement worker, as applicable.
15. If the County fails to comply with the requirements of this Section III(B), the County waives its right pursuant to this Agreement to have CDSS Legal Division representation on the appeal.

C. County Duties Regarding Processing the Notice of Action and Appeal (NOA)

1. The County shall serve the Notice of Action in accordance with Welfare and Institutions Code section 16519.6 and the WDs or regulations. The County shall ensure the file contains adequate documentation regarding service of the Notice of Action to the correct address, such as certified mail receipts, and/or a proof of service in accordance with WDs, Article 12: Due Process.
2. If the matter includes an exclusion action or CCLD action, the County shall coordinate administrative actions, including service of the Notices of Action, notice of a related licensing action by CCLD, an exclusion order, or the filing of formal pleadings, with CDSS. (WDs, Article 12.)
3. If an appeal is filed, the County is responsible to comply with the law, WDs or regulations, and internal procedures including, but not limited to, the following:
 - a. Date-stamp the appeal and envelope;
 - b. Update the appeal status in the Notice of Action database (in AARS);
 - c. For OAH cases, immediately send the acknowledgment of appeal to Respondent and begin preparing the case for the CDSS Legal Division as described in paragraph D;
 - d. For SHD cases, begin preparing the case to be sent to the CDSS Legal Division at the same time the appeal is forwarded to the SHD as described in paragraph D;
 - e. Obtain legal case number from CDSS RFA County Liaison and add number to Statement of Facts; and
 - f. Forward the appeal to SHD by uploading the NOA and appeal to SHD's Appeals Case Management System (ACMS).

**EXHIBIT A
(Standard Agreement)**

D. Preparing the Case to Send to the CDSS Legal Division After Receipt of an Appeal:

1. To obtain the CDSS Legal Division's representation on an RFA appeal, the County shall prepare a Statement of Facts using the current versions of the following confidential attorney-client forms:
 - a. Form RFA-9029: Statement of Facts Summary Sheet – Resource Family
 - b. Form RFA- 9029C: Complaint and Immediate Deficiencies Log Continuation
 - c. Form RFA-9029D: RFA Statement of Facts Dividers
 - d. Form RFA-9029W: Witnesses Continuation
2. For SHD cases, the County shall prepare the Statement of Facts, a draft position statement, and copies of all approval file documents within ten (10) business days of receipt of an appeal. The documents shall be sent electronically to the CDSS Legal Division by encrypted email or Secure File Transfer (in AARS) at the same time the appeal is forwarded to SHD (WDs, Article 12). The County shall maintain the confidentiality of the attorney-client privileged Statement of Facts forms during any transmission of the forms or in any files maintained by the County. The County shall use the draft position statement template provided by CDSS when drafting the position statement. The County shall comply with the WDs section 10-05 related to retention of the Resource Family File.
3. For OAH cases that involve a TSO or immediate exclusion action, the County shall prepare the Statement of Facts forms and copies of the RFA documents and evidence identified in the RFA 9029D: RFA Statement of Facts Dividers and send to the CDSS Legal Division and CDSS RFA County Liaison by encrypted email or Secure File Transfer within ten (10) business days of receipt of the appeal. Hard copies of the original documents shall also be sent by mail.
4. For all other OAH cases, the County shall prepare and mail to the CDSS RFA County Liaison the Statement of Facts forms and originals of all relevant documents within thirty (30) days of receipt of the appeal. The CDSS RFA County Liaison shall review the documents, provide any technical assistance necessary, and then forward to the CDSS Legal Division.
5. The County shall make its best efforts to obtain certified court and law enforcement or other relevant records prior to sending the case to the CDSS Legal Division. If certified records are received after the case has been forwarded, then the County shall forward them to the CDSS Legal Division.

EXHIBIT A
(Standard Agreement)

6. Prior to finalizing the Statement of Facts, the County shall verify that the witness list contact information in Form RFA-9029: Witness List is current and updated, including the current placement and placement worker information for any child or nonminor dependent victim or witness.
- E. Duties of the County and CDSS Legal Division after the CDSS Legal Division Receives the Case:
 1. Upon receipt of the case file, the CDSS Legal Division shall be responsible for the following:
 - a. Logging the case into the Legal Case Tracking System (LCTS) and immediately assigning the case to a CDSS Legal Division hearing attorney.
 - b. Preparing a new case memo identifying the hearing attorney and the hearing attorney's contact information and emailing it to the County staff identified on the Statement of Facts and the CDSS RFA County Liaison.
 2. The CDSS Legal Division hearing attorney shall review the complete file to determine if the evidence is sufficient to go forward with the requested administrative action. If not, the County shall be consulted, and the file may be closed without filing and sent back to the County for an informal resolution or to obtain more evidence.
 3. For cases to be heard at SHD, the CDSS Legal Division hearing attorney shall review the draft Position Statement prepared by the County and work with the County to finalize it. Provided that the County provides the necessary and relevant information in a timely fashion, the CDSS Legal Division is responsible for filing the Position Statement and exhibits with SHD. The County shall be responsible for making available to Respondent all relevant documents in the County's possession in accordance with the WD's. Prior to disclosure to Respondent, the County shall withhold or redact documents that are confidential or privileged as required by law.
 4. For cases to be heard at OAH, the hearing attorney shall prepare, sign and file the Accusation or Statement of Issues in accordance with the County's request in the Statement of Facts case summary and serve on the Respondent(s):
 - a. A copy of the filed Accusation or Statement of Issues shall be provided to the County welfare director or chief probation officer or designee.
 - b. If there are any substantive changes to the allegations at issue that were identified in the Statement of Facts case summary provided by the County, the CDSS Legal Division shall consult the County welfare director, chief probation officer, or designee for approval prior to filing the Accusation or Statement of Issues.

**EXHIBIT A
(Standard Agreement)**

- c. A CDSS Legal Division attorney may sign an amended Accusation or Statement of Issues on behalf of the County, if the amendment is approved by the welfare director, probation officer or designee. The CDSS Legal Division shall file a copy of the amended pleading with OAH, as applicable.
5. If a resolution is sought prior to hearing, the CDSS Legal Division shall discuss settlement options with the County, Respondent, CCLD or CDSS Program if applicable, draft the settlement agreement, and supervise its finalization. The County shall have the final decision on whether to approve a settlement. If a Respondent seeks to withdraw the appeal or notice of defense, the CDSS Legal Division shall prepare a written withdrawal for Respondent to sign, and if the matter has been set for hearing, submit a copy to the Administrative Law Judge.
6. For OAH cases, the CDSS Legal Division shall prepare and serve documents on Respondent in accordance with Government Code sections 11507.5 and 11507.6.
7. While the RFA administrative action is pending, the County shall keep the assigned CDSS Legal Division hearing attorney informed of new developments that occur prior to the hearing (e.g., new arrests or new evidence), and of any changes in the Respondent's address or other contact information. The County shall timely forward any phone calls or correspondence from Respondent, his or her authorized representative, or SHD to the CDSS Legal Division hearing attorney.
8. The County shall assist the CDSS Legal Division, if necessary, in locating witnesses, with the service of subpoenas for appearance at hearing, and with the transportation of witnesses to the hearing. The County shall notify the assigned CDSS Legal Division hearing attorney if there are concerns about the testimony of a child or similarly vulnerable witness at hearing as specified in WDs, Article 12. The County shall assist the CDSS Legal Division hearing attorney in providing information or facilitating contact with the witness's placement worker or treatment provider if a motion to protect the witness is determined to be necessary. The County shall provide for the use of one-way closed-circuit television or video in accordance with WDs, section 12-16 (Conduct of Hearing; Confidentiality and Procedures), as applicable.
9. The CDSS Legal Division shall represent the County at the prehearing conference, settlement conference, and hearing before SHD or OAH, and prepare any necessary motions, briefs, subpoenas, settlement documents or other hearing documents, including those related to the County's withdrawal of a NOA and defaults, as outlined in the WDs.

EXHIBIT A
(Standard Agreement)

10. The County shall be responsible for the following hearing-related duties and costs, including but not limited to the following:
 - a. Reserving hearing rooms;
 - b. Interpreters;
 - c. Court reporters;
 - d. Witness and expert witness fees;
 - e. Security, if it is determined by the CDSS Legal Division hearing attorney, the county or an administrative law judge that a threat exists to the health and safety of those persons attending a hearing;
 - f. Obtaining records needed for hearing; and
 - g. Other hearing-related costs.
11. Following the SHD or OAH hearing, a proposed decision is adopted or rejected by the CDSS Director or designee. If the decision is rejected, the CDSS shall review the record and prepare the final decision and order, in accordance with the established standard.
12. The CDSS shall serve the final decision and order on all parties, including the County.
13. The CDSS Legal Division may represent the County in a request for reconsideration of the decision and order, a request for rehearing, or a request to set aside a default decision and order. If a conflict of interest exists, then representation by CDSS Legal Division shall be subject to the written consent of the parties and compliance with the Rules of Professional Conduct and paragraph G of this section.
14. The CDSS Legal Division shall update the statewide data system (i.e., AARS) with the final order or resolution.

F. Conflict Resolution:

1. If the County and the CDSS Legal Division consulting or hearing attorney disagree with how to proceed on a matter, the matter shall be resolved as follows:
 - a. The matter shall be elevated to the County RFA supervisor and the CDSS Legal Division attorney's supervisor to meet and confer to resolve the matter.
 - b. If no agreement is reached, the matter shall be elevated to the next County supervisor or manager level, and for the CDSS Legal Division, to the Assistant Chief Counsel to meet and confer to resolve the matter.

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- c. If still no agreement is reached, the matter shall be elevated to the Senior Assistant Chief Counsel and the equivalent County RFA program manager level to meet and confer to resolve the matter.
2. The County has the final decision on how to proceed on a matter, which shall be consistent with the CDSS Legal Division attorney's ethical duties regarding the minimum standards of evidence necessary to proceed with an action and the considerations identified below in paragraph F.3. of this section.
3. The resolution discussion shall include consideration of the minimum legal requirements for an action in the applicable statutes and WDs or regulations, any risks attendant to administrative litigation including a negative outcome at hearing, any risks to the health and safety of a child or nonminor dependent that may be caused by a failure to take action, and CDSS oversight responsibilities as mandated by law.
4. Nothing in this section shall interfere with the Parties' termination rights and the right of the CDSS Legal Division to withdraw from representation pursuant to the terms of this Agreement or applicable law.

G. Professional Responsibility; Conflict of Interest in Representation

1. The County acknowledges that the attorneys within the CDSS Legal Division have an ethical and legal duty to avoid a conflict of interest or the appearance of a conflict of interest when providing legal services to the County.
2. Pursuant to the California Rules of Professional Conduct, the CDSS Legal Division's attorneys may not be permitted to represent a client when there is a conflict of interest. If applicable, the CDSS Legal Division attorney is required to take certain actions which may include, but are not limited to, withdrawal from representation for individual cases or obtaining informed written consent from each client for individual cases.
3. The Parties acknowledge that there exists an appearance of a conflict of interest or an actual conflict of interest due to the CDSS Legal Division representing both CDSS and the County in administrative actions falling within the jurisdiction of both agencies. By the signing of this Agreement, the Parties are providing their written consent to the CDSS Legal Division's dual representation of both CDSS and the County, where applicable.

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4. In all other matters in which there exists an appearance of a conflict of interest or an actual conflict of interest, the CDSS Legal Division consulting or hearing attorney shall report the conflict to the County in writing as soon as possible after discovering the conflict. Potential conflicts of interests that may arise in RFA matters include, but are not limited to, the following:
 - a. Dual program matters involving an RFA and licensing action where the County and CDSS disagree on how to proceed;
 - b. Conflicts regarding the CDSS oversight function over the County's RFA program;
 - c. Conflicts due to a lawsuit pending against CDSS or the County; and
 - d. A request by the County for reconsideration of a CDSS issued order.

H. Withdrawal from Representation

1. If a County fails to follow legal advice or fails to perform any of its duties as set forth in this Agreement, the CDSS Legal Division retains the right to withdraw on referred cases by sending a written notice identifying those case(s) from which it is withdrawing to the County as specified in Exhibit A, Attachment 1, page 4, Paragraph O (Notices), subparagraphs 2 (United States Mail) or 3 (Email).
2. The Parties acknowledge and agree that the CDSS Legal Division must decline or terminate representation on cases as required by the California Rules of Professional Conduct.

IV. Family Evaluation

A. Provision of Family Evaluation Services

1. If identified in Section VII that the County and CDSS agree that the CDSS Adoptions Services Bureau shall provide family evaluation services on behalf of the County, in part or in full, this Section IV provides the terms and conditions of such services.
2. In conducting the family evaluation services, the CDSS Adoptions Services Bureau shall adhere to the requirements specified the Welfare and Institutions Code section 16519.5 and the RFA WDs sections: Definitions, 3-01; Forms, 3-02; County Reporting Requirements, 4-03; Implementation of Resource Family Approval Program by a County, 4-05; and Family Evaluation, 6-05.

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B. The CDSS Adoptions Services Bureau and County agree to coordinate efforts in the following areas:

1. Exchange of information about resource family applicants and keeping each Party informed of general progress in the family evaluations and changes that may affect the evaluation. This exchange may include, but is not limited to, any information (e.g. complaints, concerns, adverse actions) that would reflect the suitability of the prospective resource family.
2. Communication regarding the general progress of the evaluation that may affect the work provided by each Party, including potential inability to complete the evaluation, as needed.
3. Establishing mutually agreed upon timelines for completing the family evaluation.
4. Complying with the applicable laws and the RFA WDs relevant to family evaluations.
5. Providing other appropriate and necessary coordination as needed.

C. Responsibilities of the County

1. The County shall take the following actions:
 - a. Refer resource family applicants to the appropriate CDSS Adoptions Regional Office for a family evaluation.
 - b. Provide all necessary documents as they become available to the CDSS Adoptions Regional Office in order to conduct a family evaluation, including, but not limited to, RFA applications, home health and safety assessments, training records, health history screening results, personal letters of references, whether criminal record clearances or exemptions were granted or denied, substantiated reports of child abuse and neglect, Department of Motor Vehicles (DMV) records, and employment verifications.
 - c. Notify resource family applicants that the County may share confidential information with CDSS to conduct a family evaluation and that CDSS shall perform the family evaluation for the County.

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D. Responsibilities of the CDSS

1. The CDSS shall take the following actions:
 - a. An Adoptions Supervisor shall assign each family evaluation within five (5) business days to a CDSS Adoptions Specialist with a Master's degree in Social Work who may also be a Licensed Clinical Social Worker.
 - b. Conduct an evaluation of resource family applicants according to the RFA WDs section 6-05: Family Evaluation. Evaluation to be initiated within two weeks of being assigned.
 - c. Conduct a separate face-to-face interview of all persons living in the home as specified in RFA WDs section 6-05(a)(2).
 - d. Request approval from the County to refer an applicant for a psychological evaluation, drug and alcohol assessment or testing, counseling, or other services during the evaluation as necessary. Associated costs of the services of the referrals shall be the responsibility of the County and paid by the County outside this Agreement to the applicable service provider.
 - e. Prepare a written family evaluation that includes an evaluation of the information obtained during a family evaluation of the resource family applicant, including a risk assessment, and recommendations that RFA be approved or denied based on information gathered through the family evaluation.
 - f. CDSS shall provide the County with the written family evaluation report within sixty (60) days of receipt of the referral for the family evaluation, with priority for completed family evaluations for relatives with emergency placements, unless further information is needed to complete the evaluation.
 - g. Ensure all records provided to CDSS by the County and all information obtained in order to conduct a family evaluation are kept confidential as specified in RFA WDs section 4-04: Confidentiality.
 - h. Provide for a copy of the family evaluation file upon request of the County staff responsible for the provision of RFA services.
 - i. Provide a CDSS Adoptions Specialist to testify as to the family evaluation if the results of a family evaluation are at issue during an administrative hearing.
 - j. Absent pending litigation or other good cause identified by CDSS, the Adoptions Regional Office shall retain the records of the family evaluation for ninety (90) days after an evaluation is provided to the County. Thereafter, the family evaluation file shall be securely delivered to the County. The County shall retain the closed evaluation file in accordance with the retention policies of CDSS. Access to a copy of the family evaluation file shall be made available to CDSS (or its agents or representatives) upon request in the event of audit, or as required or permitted by law.

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- k. For each request, the County shall provide a copy within ten (10) business days, unless the request is identified as urgent. The County shall use its best efforts to provide a copy within the period identified by CDSS for an urgent request.

E. Conflict Resolution

1. The County and the CDSS shall use customary and available problem-solving methods and resources in efforts to resolve differences. Any disagreements or conflicts regarding resource family evaluation services provided by the Parties for a particular individual shall be resolved as follows:
 - a. The primary social worker from the County and the CDSS shall meet and confer to resolve differences regarding a particular family evaluation.
 - b. If the primary social workers are unable to resolve differences, the County supervisor and the CDSS supervisor and primary social workers shall meet and confer to resolve differences.
 - c. If the supervisors and social workers are unable to resolve differences, the County Program Manager and the CDSS Adoptions Regional Office Manager and their respective supervisors and social workers shall meet and confer to resolve differences.
 - d. If the differences remain unresolved through the process specified above, the matter shall be referred to the next higher level of management for each of the Parties until the matter is resolved.

F. Conflict of Interest

1. The CDSS Adoptions Regional Office staff conducting family evaluations shall be instructed to avoid a conflict of interest or the appearance of a conflict of interest when rendering services.
2. The CDSS shall direct CDSS Adoptions Specialists to RFA WDs section 4-02(g) to identify any conflict of interest. If there exists an appearance of a conflict of interest or an actual conflict of interest, the Adoptions Specialist shall report the conflict to his/her supervisor, who may transfer responsibility for the evaluation to another Adoptions Specialist.

V. Complaint Investigations

A. Agreement to Provide Complaint Investigation Services

1. The County and CDSS agree that the CDSS CCLD shall investigate on behalf of the County all complaint allegations, made against resource families, if

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these services are identified in Section VII; this Section V provides the terms and conditions agreed upon by the Parties for all such investigations.

2. In conducting complaint investigations, the CCLD Regional Office shall adhere to the requirements specified in RFA WDs sections 3-01, 3-02, 4-03, 4-05, and 9-06A.

B. Coordination of Efforts

The CDSS and County agree to coordinate efforts in the following areas:

1. As necessary, exchange information about each resource family complaint investigation and keep each Party informed of general progress in the complaint investigation and changes that may affect the result. This exchange may include, but is not limited to, any information (e.g. concerns, post complaint events, or adverse actions) relevant to the complaint investigation.
2. As needed, communicate the general progress in the complaint investigation that may affect the work provided by each Party, including potential inability to complete the complaint investigation.
3. Establish mutually agreed upon timelines for providing requested information or responses for actions not specified in the RFA WDs or applicable law.
4. Provide other appropriate and necessary coordination as needed.

C. Complaint Referral to the CCLD

1. After the preliminary review specified in RFA WDs section 9-06A(c), the County shall refer each complaint that requires an investigation to the appropriate CCLD Office within one (1) business day following receipt of the complaint as specified in RFA WDs section 4-03(e).
2. The referral must be in writing and include the physical address location of the County's file for the resource family, the contact information of the custodian of the resource family's file, the contact information of the complainant, and detailed information regarding the complaint allegation.

D. Complaint Assignment

1. Upon receipt of the complaint referral, the CCLD Regional Office shall create a file and associated file complaint number in a CCLD database for each resource family complaint investigation.

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2. Upon receipt of the referral of the complaint, the CCLD Regional Office shall immediately assign the complaint to staff for investigation.
3. Upon assignment, the assigned CCLD Regional Office staff shall contact the custodian of the resource family file and undertake a process to secure access to the resource family file or a copy of the file.
 - a. The County agrees to allow the CCLD Office staff to have access to the resource family's file or to be provided a copy, upon request. If a copy shall be provided electronically, the County is responsible for securely transferring the file to the appropriate CCLD Regional Office staff.

E. File Review and Initial Complaint Investigation

1. Upon receipt of a copy of the resource family's file or access to the file, the CCLD Regional Office staff shall undertake the following:
 - a. Review the file for any conflicts of interest in order to comply with the conflict of interest provisions in RFA WDs section 9-06A(o) and (p).
 - (1) If a conflict exists or appears to exist, the CCLD Regional Office staff shall immediately report the conflict to his or her supervisor, who may transfer responsibility for the complaint investigation to another staff member.
 - b. Review the resource family's file and any related licensing files.
 - c. Confirm whether any adverse action against the resource family is currently in process by CDSS or the County, or previously undertaken or concluded by either Party. If such exist, documentation regarding the adverse action shall be made available by the County or other Division of CDSS.
 - (1) The additional documentation of any adverse actions shall be reviewed and made a part of the complaint investigation file.

2. Initial Investigation Activities

- a. The CCLD Regional Office staff shall interview the complainant, if known.
- b. Witnesses of the alleged RFA violation may be contacted by the CCLD Regional Office during the initial investigation and throughout the period the complaint investigation remains open.
- c. Any documentation received during the complaint investigation shall be made a part of the complaint investigation file.

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F. The Initial 10-Day Visit to the Resource Family Home

1. The CCLD Regional Office staff shall conduct an unannounced visit to the resource family's home within ten (10) calendar days of receipt of the complaint referral, except as specified in RFA WDs section 9-06A(j), (k), and (o).
2. The initial 10-day visit shall be fully documented in the CCLD complaint investigation file.

G. New Allegations

The CCLD Regional Office staff shall immediately report any new allegation(s) disclosed during an investigation to the County.

H. RFA Deficiencies

The CCLD Regional Office staff shall report any known or potential deficiencies unrelated to the complaint to the County so the County RFA staff can take appropriate action in response.

I. Further Investigation Required

The CCLD Regional Office staff shall notify the County if the complaint investigation cannot be completed within ninety (90) days after the initial 10-day visit because further investigation is required.

J. Complaint Investigation Report

1. The CCLD Regional Office staff shall prepare a written complaint investigation report containing a finding for each allegation as either substantiated, inconclusive, or unfounded.
2. The CCLD Regional Office staff shall forward the written complaint investigation report to the County upon completion.
3. If the County disagrees with the CCLD Regional Office complaint investigation report findings, then it shall contact the CCLD Regional Office to discuss and/or to request additional clarification.

K. Notification to Resource Family and Complainant

1. Upon receipt of the complaint investigation report, the County shall deliver a copy of the complaint investigation report to the resource family.

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2. Upon request by the County, the CCLD Regional Office staff responsible for the complaint investigation report shall provide technical assistance.
3. The County shall notify the complainant, if known, of the findings of the complaint investigation.

L. Follow-Up

For substantiated findings, the County RFA staff shall develop a corrective action plan for the resource family to correct identified deficiencies, or may take other action as specified in the RFA WDs. Nevertheless, if a County determines that it is not possible to correct an identified deficiency, then the County shall document the deficiency and may proceed with the necessary administrative action as specified in the RFA WDs.

M. Cross-Reporting Investigation Results

The County shall report investigation results as specified in applicable law, RFA WDs sections 4-04 and 9-06C, or as required by this Agreement.

N. Records

1. Absent threatened or pending litigation or other good cause identified by CDSS, records related to the complaint investigation shall be held by the CCLD Regional Office for the duration of this Agreement and for three (3) years following the expiration or termination of this Agreement or three (3) years following the end date of the provision of complaint investigation services, whichever first occurs. Thereafter, the records for the complaint investigations specified in this Agreement shall be delivered to the County.
2. Within ten (10) calendar days of the County's written request, the CCLD Regional Office shall provide a copy of any complaint investigation file created pursuant to this Agreement.

O. Reporting Complaints with Investigations Pending

The CCLD Regional Office shall provide to the County monthly written reports of complaint investigations open longer than ninety (90) days and subject to further investigation.

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VI. Home Health and Safety Assessment

A. Provision of Home and Health Safety Assessment Services

1. If identified in Section VII that the County and CDSS agree that the CDSS Adoptions Services Bureau shall provide home health and safety assessment services on behalf of the County, in part or in full, this Section VI provides a description of the services and the responsibilities of the Parties.
2. In conducting the home health and safety assessment services as described in the WDs, Article 6, section 6-02: Home Environment Assessment, paragraph (a) (2), the CDSS Adoptions Services Bureau shall adhere to the requirements specified in the Welfare and Institutions Code section 16519.5, the most recently published version of the RFA WDs, and the most recently published version of the Form RFA-03². Resource Family Home Health and Safety Assessment Checklist (hereinafter referred to as Form RFA-03). As appropriate CDSS shall refer to the WDs, to complete the Form RFA-03 and provide the required summary.

B. The CDSS Adoptions Services Bureau and the County agree to coordinate efforts in the following areas:

1. Exchange information about resource family applicants and keep each other informed of general progress in the home health and safety assessment and changes that may affect the assessment. This exchange may include, but is not limited to, any information (e.g. complaints, concerns, adverse actions) that would reflect the suitability of the prospective resource family applicant(s).
2. As needed communicate the general progress in the assessment that may affect the work provided by each Party, including facts or circumstances which may delay or prevent the completion of the assessment within sixty (60) days.
3. Establish mutually agreed upon timelines for completing the home health and safety assessment when such cannot be completed within sixty (60) days. Comply with the RFA WDs relevant to home health and safety assessments.
4. Provide other appropriate and necessary coordination as needed.

² The RFA-03 form includes applicable instructions in the WDs sections 11-01 through 11-16 regarding First Aid supplies including but not limited to provisions regarding self-administering, storing and documenting.

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C. Responsibilities of the County

1. The County shall take the following actions:
 - a. Refer resource family applicants to the appropriate CDSS Adoptions Regional Office for a home health and safety assessment.
 - b. Timely provide all necessary documents to the CDSS Adoptions Regional Office, using a secure or encrypted format, or a secure file transfer protocol, so that each home health and safety assessment may be completed within sixty (60) days.
 - c. Notify resource family applicants that CDSS shall perform the home health and safety assessment for the County.
 - d. Conduct the background checks and related activities as described in the RFA WDs, section 6-03A.
 - e. For items identified as incomplete in the Home, Health and Safety Assessment provided by CDSS or form RFA 03 the County shall be responsible for verifying completion prior to approval of the resource family.

D. Responsibilities of the CDSS

1. The CDSS shall take the following actions:
 - a. Assign a CDSS Adoptions Specialist with a Master's degree in Social Work who may also be bilingual and/or a Licensed Clinical Social Worker for each home health and safety assessment.
 - b. Conduct a home health and safety assessment according to the RFA WDs section 6-02(a)(2) that includes all of the following: A health and safety assessment of the home and grounds, outdoor activity space and storage areas of the applicant's home using form RFA-03: Resource Family Home Health and Safety Assessment Checklist, to determine compliance with certain sections of Article 11 of the WDs and, if applicable, section 11.1-07: Additional Home and Grounds Requirements for Specialized Resource Families.
 - c. Prepare a summary of the home health and safety assessment in a written format that includes an evaluation of the information obtained during a home health and safety assessment of the resource family applicant's home and property (e.g. if there are items that needed to be repaired or purchased).
 - d. CDSS shall provide the County with the written summary report, that also includes the completed original Form RFA 03, within sixty (60) days of receipt of the referral from the County for the home health and safety assessment.

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- e. Ensure all records provided to CDSS by the County and all information obtained in order to conduct a home health and safety assessment are kept confidential as specified in RFA WDs section 4-04: Confidentiality.
- f. Provide for a copy of the home health and safety assessment file upon request of the County staff responsible for the provision of RFA services.
- g. Provide a CDSS Adoptions Specialist to testify in regards to the home health and safety assessment if the results of a home health and safety assessment are at issue during an administrative hearing.
- h. Absent pending litigation or other good cause identified by CDSS, the Adoptions Regional Office shall retain the records of the home health and safety assessment for ninety (90) days after an assessment is provided to the County. Thereafter, the home health and safety assessment file shall be securely delivered to the County. The County shall retain the closed assessment file in accordance with the retention policies set forth in Article 10, section 10-05 of the Written Directives. Access to a copy of the home health and safety assessment section of the resource family file shall be made available to CDSS (or its agents or representatives) upon request in the event of a review or audit, as permitted by law, or as required by court order.

E. Conflict Resolution

1. The County and the CDSS shall act in good faith to resolve differences. Any disagreements or conflicts regarding resource family home health and safety assessments and how they are performed shall be resolved as follows:
 - a. The primary social worker from the County and the CDSS shall meet and confer to resolve differences regarding home health and safety assessments.
 - b. If the primary social workers are unable to resolve differences, the County supervisor and the CDSS supervisor and primary social workers shall meet and confer to resolve differences.
 - c. If the supervisors and social workers are unable to resolve differences, the County Program Manager and the CDSS Adoptions Regional Office Manager and their respective supervisors and social workers shall meet and confer to resolve differences. Requests shall be made by written communication such as email to/from the county to/from the relevant CDSS Adoptions Regional Office Manager. Response times between the parties shall be no longer than seven (7) calendar days. Communication may be in person or by telephone. Meetings shall continue until the differences are resolved.
 - d. If the differences remain unresolved through the process specified above, the matter shall be referred to the next higher level of management for each of the Parties until the matter is resolved if appropriate.

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F. Conflict of Interest

1. The CDSS Adoptions Regional Office staff conducting home health and safety assessments shall be instructed to avoid a conflict of interest or the appearance of a conflict of interest when rendering services.
2. The CDSS shall direct CDSS Adoptions Specialists to RFA WDs section 4-02(g) to identify any conflict of interest. If there exists an appearance of a conflict of interest or an actual conflict of interest, the Adoptions Specialist shall report the conflict to his/her supervisor, who may transfer responsibility for the home health and safety assessment to another Adoptions Specialist.

VII. Identification of Services

The Parties identify that in addition to the services of section III, Legal Consultation and Legal Representation on Appeals, the services described in Section IV, Section V and/or Section VI are a part of this Agreement, if checked below:

Section IV, Family Evaluation
Section V, Complaint Investigations
Section VI, Home Health and Safety Assessment

In the event this Agreement expires or is terminated with open evaluations, investigations, assessments, or legal consultations or representation, CDSS may complete such services in accordance with the terms in this Agreement.

VIII. Project Representatives

The Project Representatives during the term of this Agreement shall be:

CDSS

Name: Griselda Loza
Title: RFA Policy Analyst
Address: 744 P Street, MS 8-13-552
Sacramento, CA 95814
Phone: (916) 651-0399
Email: Griselda.Loza@dss.ca.gov

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County of Plumas

Name: Deborah Wingate
Title: Deputy Director/Program Manager
Plumas County Department of Social Services
Address: 270 County Hospital Road, Suite 207
Quincy, CA 95971
Phone: (530) 283-6350
Email: Debbiewingate@countyofplumas.com

Either party may make changes to the Project Representative information by giving ten (10) calendar days written notice to the other Party. Said changes shall not require an amendment to this Agreement.

IX. Authority to Enter into This Agreement

Each Party entering into this Agreement represents the existence of the authority to enter into this Agreement.

GENERAL TERMS AND CONDITIONS

A. Term

The initial term of this Agreement shall commence on July 1, 2021 and shall terminate on June 30, 2024 (the “**Initial Term**”). This Agreement may be renewed by written amendment on a year-to-year basis for each one-year renewal period, upon its commencement, to constitute part of the “**Term**” for all purposes hereunder.

B. Termination

1. **Termination without Cause**: Each Party reserves the right to terminate this Agreement at any time and for any reason upon provision of ninety (90) days’ advance written notice to the other Party in accordance with paragraph O (Notices).
2. **Termination for Cause**: Each Party reserves the right to terminate the Agreement for cause. In addition, if either Party defaults under this Agreement, the agreement may be terminated by the non-defaulting Party effective upon provision of forty-five (45) days advance written notice of termination provided to the defaulting Party in accordance with paragraph O (Notices).
3. **Default Costs**: In the event of termination of this Agreement due to a default by either Party, the non-defaulting Party shall not be liable for any costs incurred by the defaulting Party in connection with such termination.
4. **Return of Materials**: Upon the expiration or earlier termination of this Agreement, each Party shall return to the other Party any and all materials, equipment or documents provided by the other Party in connection with the activities governed by this Agreement within ten (10) business days of written demand therefor.

C. Ineligible for Federal Assistance

This Agreement is void or voidable if the either Party receives reliable information that the other Party has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal agreements, certain sub-agreements, and certain Federal assistance and benefits.

D. Amendments

This Agreement may be modified, amended, or supplemented only by a written amendment, signed by a Representative from each Party, who has the authority to

GENERAL TERMS AND CONDITIONS

act on behalf of their respective Party. Each Party is responsible for obtaining the necessary approval(s) before entering into any amendment.

E. Time

1. Time is of the essence for the performance of the services of this Agreement. Each Party shall promptly comply with the terms of this Agreement and in the performance of the activities described in Exhibit A, Sections III, IV, V, and VI. If a Party is unable to comply with a term or requirement of this Agreement, it shall promptly notify the other Party's Project Representative of the inability to comply with the particular requirement or term.
2. Each Party to this Agreement shall devote such time to the performance of the activities described in Exhibit A as may be reasonably necessary for the satisfactory performance of the obligations of this Agreement.
3. The Party failing to meet the timelines described in the services in Exhibit A, Sections III, IV, V and VI of this Agreement shall be responsible for any fees or costs imposed by the applicable law which result due to the other Party.

F. Default

Neither party shall be considered to be in default of this Agreement to the extent the performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.

G. Conflict of Interest

The Parties agree to enforce the requirements of the California Government Code, Section 1090 et seq. and Sections 87100 through 87105 to prevent a public officer or employee, including a subcontractor, from participating in an activity that would constitute a conflict of interest.

H. Nondiscrimination

The Parties shall not discriminate in the employment of persons necessary to perform this Agreement on any legally impermissible basis, including on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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1. The Parties represent that each is aware and shall follow: a) Title VII of the Civil Rights Act of 1964, including subsequent amendments (42 U.S.C. § 2000e et seq.); b) the Age Discrimination Act of 1967 (29 U.S.C. § 621 et seq.); c) Title I of the Americans with Disabilities Act of 2008 (42 U.S.C. § 12101 et seq.); and d) the California Fair Employment and Housing Act (California Govt. Code, § 12900 et seq.), including the related regulations commencing at 2 CCR § 11006 et seq.
2. In the provision of services each Party shall be responsible for the actions of its employees, directors or officers so that employees and applicants for employment and any member of the public are free from any unlawful discrimination.
3. The Parties agree to include the non-discrimination and compliance provision of this paragraph in all sub-agreements, if any, to perform services under this Agreement.

I. Change in Statutes or Regulations

If there is a change of statute or regulations, including the Written Directives (WDs), applicable to the performance of this Agreement, both Parties agree to be governed by the new provisions, unless either party gives Notice to terminate pursuant paragraph O of this Agreement or identifies through written correspondence that the changes in law require negotiation of the responsibilities or terms of the Agreement.

J. Assignment

Except as specifically authorized within the Agreement, no rights may be assigned and no duties under this Agreement may be delegated by a Party without the prior written consent of the other, and any attempted assignment or delegation without such consent shall be void. Each successor or assignee of the applicable Party to this Agreement shall be held jointly and severally liable under this Agreement.

K. Responsibility of Project Representatives

All matters concerning the administration of this Agreement, which are within the responsibility of the Parties shall be under the direction of, or shall be submitted to, the respective Project Representative or the party's employee specified, in writing, by the Project Representative. A Party may, in its sole discretion, change its designation of its Project Representative upon providing written notice to the other Party at least ten days prior to such change in accordance with paragraph O (Notices). The Project Representatives for the Parties are specified in the Exhibit A, Page 23-24, Section VIII.

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L. Waiver

1. Any waiver shall be memorialized in writing, and signed by the Project Representative of each Party. However, neither Party may waive provision or right in the Agreement that is a required act specified in the WDs.
2. The failure of either Party to enforce any right or provision of this Agreement shall not be construed as a waiver by the other Party of its rights under the agreement and shall not prevent the other Party from subsequently enforcing such right or provision.

M. Cumulative Rights

The rights and remedies of the Parties herein are cumulative and are in addition to any other rights or remedies that the Parties may have at law or in equity.

N. Severability

Should any part, term, portion, or provision of this Agreement be finally decided by a court of competent jurisdiction to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the Agreement which the Parties intended to enter into in the first place.

O. Notices

A notice to the other Party in the administration of this Agreement shall be given to the Party's Project Representative by regular mail, or by email as more particularly specified in this paragraph. Any such notice shall be deemed given on:

1. Personal Service: The day the notice is personally delivered to the Party's Project Representative.
2. United States Mail: Five days after the date the notice is deposited in the United States mail, addressed to a Party's Project Representative with first-class postage fully prepaid;
3. Email: On the day the notice is transmitted by email to the email address of the Party's Project Representative as specified in Section VIII, provided an original of such notice is deposited in the United States mail, addressed to the Party's Project Representative, on the same day as the email transmission.

GENERAL TERMS AND CONDITIONS

P. Compliance with Applicable Laws

The Parties shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the service specified in this Agreement. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Agreement.

Q. Negotiated Agreement

This Agreement was negotiated between the Parties. Neither Party is deemed to be the Party which prepared this Agreement within the meaning of California Civil Code, section 1654.

R. Independent Advice

Each Party represents that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other Party. Each Party also represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such Party willingly foregoes any such consultation.

S. Information Subject to a Business Associate Agreement

The Parties agree to identify for the other Party protected health information in the records that was provided through a business associate agreement of a covered entity, as required by 42 U.S.C 1320d and its implementing regulations at 45 CFR Parts 142, 160, 162, and 164, collectively referred to as the Health Insurance Portability and Accountability Act Privacy Rule.

T. Conflicting Disclosure Laws

The Parties agree to follow the requirements of the law for the disclosure of confidential records. When in doubt as to whether a record in its possession should be disclosed or withheld, each Party agrees to contact its Legal Counsel for direction.

U. Mailing of Confidential Information

The Parties may use the United States Postal Service to deliver records containing personal or confidential information to the other provided that the record(s) are double enveloped with the interior envelope identified as confidential with the name of the recipient of the mail on the interior envelope. Additionally, each shall require

GENERAL TERMS AND CONDITIONS

that the records being delivered shall only be delivered to the addressee with an acknowledgement of receipt. The Party sending the records is responsible for obtaining a copy of the signed receipt and maintaining it.

V. Transporting Records

The Parties agree that all records containing personal or confidential information shall be transported in a secure manner. When using a third party who is not a Party to this Agreement to transport records to the other Party, the Parties each agree to notify the other before sending records to the other containing personal or confidential information, as defined in law. Notice may be provided electronically, but receipt of the message must be confirmed before commencing the transport of the records to the other Party. Additionally, except for personal delivery by a representative of the Parties a bonded courier service shall be used. The records shall be securely double-enveloped or boxed with the interior envelope or box identified as confidential and properly addressed to the intended recipient/employee. Upon delivery, the courier shall obtain a signed acknowledgement of receipt from the entity receiving the documents. The Party sending the records is responsible for obtaining a copy of the signed receipt and maintaining it.

W. Indemnification

1. Claims Arising from Acts or Omissions of the County

The County hereby agrees to defend and indemnify the CDSS, its agents, officers, and employees (hereinafter collectively referred to as the CDSS), from any claim, action or proceeding against the CDSS arising from the County's negligence in the performance of the services and activities of this Agreement, including omissions to act. At its discretion, the CDSS may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve the County of any obligation imposed by this Agreement. The CDSS shall notify the County promptly of any claim, action or proceeding and cooperate fully.

2. Claims Arising from Acts or Omissions of the CDSS

The CDSS hereby agrees to defend and indemnify the County, its agents, officers, and employees (hereinafter collectively referred to as the County), from any claim, action or proceeding against the County arising from CDSS' negligence in the performance of the services and activities of this Agreement, including omissions to act. At its discretion, the County may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve the CDSS of any obligation imposed by this

GENERAL TERMS AND CONDITIONS

Agreement. The CDSS shall notify the County promptly of any claim action or proceeding and cooperate fully.

X. Relationship of the Parties

The CDSS is acting as a contractor for the delivery of the services; this is not a joint venture agreement between the Parties. It is understood by both Parties that this Agreement does not create an employer-employee relationship between the Parties. Each Party agrees that it shall not enter into agreements or make representations or promises on behalf of the other Party, except as identified in Exhibit A.

Y. Bankruptcy

The Parties shall immediately notify the other in the event that either ceases conducting business in the normal manner or becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business on assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of this state relating to insolvency or protection of the rights of creditors.

Z. Insurance Requirements

The CDSS is a self-insured public entity, which possesses the ability to cover liabilities, including general, professional, motor vehicle, and workers' compensation liabilities arising from or connection with the performance of services under this Agreement by CDSS, its employees, officers, or directors. Evidence of self-insurance is provided with Exhibit A, Attachment 3. Evidence of CDSS' self-insurance for liabilities, from the use of motor vehicles includes owned, non-owned, and hired vehicles used by CDSS employees in the performance of services, is provided with Exhibit A, Attachment 4.

AA. Title to Documents; Copyrights

The reports, forms and other materials produced by the CDSS pursuant to this Agreement are the property of the CDSS and shall not be subject to any copyright claimed by the County, its employees, subcontractors or agents. However, the County may use for administrative purposes completed materials developed or produced by the CDSS. Incomplete documents or projects may not be used without the prior written consent of the CDSS. Records, reports, or documents containing personal or confidential information shall not be used for any commercial purpose and shall not be copyrighted by either Party, including the employees, officers, directors, or agents of each Party.

GENERAL TERMS AND CONDITIONS

BB. Venue

It is agreed by the Parties to this Agreement that, unless expressly waived by CDSS, any action brought to enforce provisions of this Agreement for declaratory relief shall be filed and remain in a court of competent jurisdiction in the County of Sacramento in the State of California.

CC. Controlling Law

The validity, interpretation and performance of this Agreement shall be construed under the laws of the State of California, or when applicable federal law.

DD. Entire Agreement

This Agreement is the entire Agreement of the Parties for the performance of the services described in Exhibit A. There are no understandings or agreements pertaining to this Agreement except as are expressly stated in writing in this Agreement or in any document attached hereto or incorporated by reference. It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, agreements, written, or oral, between the Parties.

Information Security Requirements

I. Information Security Incidents and/or Breaches

A. Discovery and Notification of Incidents and/or Breaches. CDSS shall be responsible for facilitating the Incident and/or Breach response process as described in California Civil Code 1798.29(e), California Civil Code 1798.82(f), and SAM 5340, Incident Management. CDSS shall notify the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer within one working day by telephone call and email upon the discovery of the Incident and/or Breach affecting the security of County Confidential, Sensitive, and/or Personal (CSP) Information if the County CSP was, or is reasonably believed to have been, acquired by an unauthorized person, or there is an intrusion, potential loss, or unauthorized use or disclosure of the County CSP is in violation of the Agreement, this provision, the law, or potential loss of the County CSP that is in violation of this Attachment 2. CDSS shall take:

1. Prompt corrective action to mitigate any risks or damages involved with the Incident and/or Breach and to protect the operating environment;
2. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

B. Isolation of System or Device. A system or device, containing County CSP, compromised by an Incident and/or Breach involving an exploitation of a technical vulnerability, shall be promptly disconnected from CDSS' production environment with access to only individuals who are participating in the investigation, mitigation, and remediation of the Incident and/or Breach. Such system or device shall remain disconnected from the production environment until the risk from the exploited vulnerability has been adequately mitigated. The County must be contacted prior to placing the previously compromised system or device, containing County CSP, back in the production environment. The affected system or device, containing County CSP, shall not be returned to operation in the production environment until the County Information Security and/or Privacy Officer gives its approval.

C. Investigation of Incidents and/or Breaches. CDSS shall promptly investigate such Incidents and/or Breaches.

D. Updates on Investigation. CDSS shall provide regular (at least once a week) email updates on the progress of the Incident and/or Breach investigation to the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer.

E. Written Report. CDSS shall provide a written report of the investigation to the CDSS Program Contract Manager and the County Information Security and/or Privacy Officer within fifteen (15) working days of the discovery of the Incident and/or Breach. To the extent CDSS has such information, the report shall include but not be limited to the following:

1. CDSS point of contact information;
2. Description of what happened, including the date of the Incident and/or Breach and the date of the discovery of the Incident and/or Breach, if known;
3. Description of the types of County CSP that were involved, and the extent of the information involved in the Incident and/or Breach;
4. A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed County CSP;
5. A description of where the County CSP is believed to have been improperly transmitted, sent, or utilized;
6. A description of the probable causes of the improper use or disclosure;
7. Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered; and
8. Full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the Incident and/or Breach.

F. Notification of Individuals. CDSS shall notify individuals of the breach or unauthorized use or disclosure when notification is required under applicable state or federal law as determined by the County. CDSS shall pay any costs of such notifications, as well as any costs associated with the breach. The CDSS Program Contract Manager and the County Information Security and/or Privacy Officer shall promptly approve the time, manner and content of any such notifications, and such approval shall not be unreasonably withheld.

July 1, 2021

**STATE OF CALIFORNIA
PUBLIC LIABILITY AND WORKERS' COMPENSATION
INSURANCE FISCAL YEAR JULY 1, 2021 / JUNE 30, 2022**

Whom It May Concern:

In accordance with Government Code section 11007.4, the State of California has elected to be self-insured for liability exposures. Under this form of insurance, the State and its employees acting in the course and scope of their employment are insured for tort liability arising out of official State business. All claims against the State of California based on tort liability should be presented as a government claim to the Government Claims Program, P.O. Box 989052 MS 414, West Sacramento CA 95798-9052(Gov. Code section 900, et. seq.) Internet link: <https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/File-a-Government-Claim>

The State of California has also elected to be insured for its motor vehicle liability exposures through the State Motor Vehicle Liability Self-Insurance Program (VELSIP). This program provides liability coverage arising out of the operations of motor vehicles used by state employees for official state business (California Vehicle Code Sections 17000 and 17001). Motor vehicle liability claims against the State of California should be presented to the Office of Risk and Insurance Management. P.O. Box 989052 MS-403, West Sacramento, CA 95798- 9052, (800) 900-3634, Claims@dgs.ca.gov If your motor vehicle liability claim is not resolved within six months from the date of loss, California law requires you to file a formal claim with the Government Claims Program, P.O. Box 989052 **MS 414**, West Sacramento , CA 95798-9052(Gov. Code section 900, et. seq.) Internet link: <https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/File-a-Government-Claim>

The State of California has a Master Agreement with the State Compensation Insurance Fund regarding workers' compensation benefits for all state employees, as required by the Labor Code.



Associate Risk Analyst
Office of Risk and Insurance Management
Phone : (916) 376-5290
Fax: (916) 376-5275
Lynan.qraf@dgs.ca.gov



Governor Gavin Newsom

June 7, 2021

**STATE OF CALIFORNIA AUTOMOBILE
LIABILITY / PHYSICAL DAMAGE
FISCAL YEAR JULY 1, 2021 / JUNE 30, 2022**

To Whom It May Concern:

Please accept this letter as certification that the State of California has elected to be self-insured for liability and physical damage arising out of the ownership, maintenance, and operation of land motor vehicles.

Under this program, the Office of Risk and Insurance Management administers liability claims arising out of the operation of the vehicle. Physical Damage to such vehicle may be reimbursed by the Employing State Agency in accordance with State Administrative Manual (SAM) sections 2420 and 4116.

Sincerely,

A handwritten signature in black ink that reads "Lynan Graf".

Lynan Graf
Department of General Services
Associate Risk Analyst
(916) 376-5290
Lynan.Graf@dgs.ca.gov

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. The maximum amount payable under this Agreement shall not exceed \$0.00. Shown below are the amounts that cannot be exceeded for each of the fiscal year(s):

21/22	\$0.00
22/23	\$0.00
23/24	\$0.00

2. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), County agrees to pay CDSS for said services in accordance with the rates specified below:

a. Invoicing for Family Evaluations

- i. If Family Evaluations were identified in Exhibit A, Section VII, as part of this Agreement, CDSS shall provide quarterly invoices in arrears for each quarter in which the Family Evaluation services were completed. The quarterly invoices shall include for each completed Family Evaluation the non-federal cost per case rate.
- ii. The CDSS shall track each Family Evaluation and invoice for the non-federal share of \$1,683.00 per each Family Evaluation.¹ CDSS shall not invoice for the amount of the services involving the federal funds share. The non-federal share of costs for each fiscal year shall be subject to change based on the applicable federal discount rate for that year.
- iii. The County shall pay CDSS quarterly for the completed Family Evaluations. For payment the County shall draw down funds from the General Fund RFA allocation. Once the total RFA allocation is

¹ The estimated cost to complete each Family Evaluation is \$2,305.00. The federal funds share is \$622.00.

EXHIBIT B
(Standard Agreement)

exceeded, the County shall use its Local Revenue Fund (LRF) for subsequent payment(s).

- iv. If it is determined by CDSS that the average family evaluation greatly exceeds the estimated hours, CDSS shall provide the documentation regarding the number of hours to the County. For any extension of this Agreement or subsequent agreement for these services the amount paid to CDSS may be increased for the next fiscal year(s).
- v. If the Exhibit A identifies that CDSS shall provide only a portion of the County's Family Evaluations, the cost of the Family Evaluation shall be the same as identified in section A, paragraph 2 (a) (ii), above.

b. Invoicing for Complaint Investigations

- i. If Complaint Investigations were identified in Exhibit A, Section VII, as part of this Agreement, CDSS shall provide quarterly invoices in arrears for each quarter in which the Complaint Investigations were completed. The quarterly invoices shall include, for each completed complaint investigation, the non-federal cost per case rate.
- ii. The CDSS shall track each Complaint Investigation and invoice for the non-federal cost of \$1,453.00.² CDSS shall not invoice for the amount of the services involving the federal funds share. The non-federal share of costs for each fiscal year shall be subject to change based on the applicable federal discount rate for that year.
- iii. The County shall pay CDSS quarterly. For payment the County shall draw down funds from the General Fund RFA allocation. Once the total RFA allocation is exceeded, the County shall use its LRF for subsequent payment(s).
- iv. If it is determined by CDSS that the average complaint investigation greatly exceeds the estimated hours, CDSS shall provide the documentation regarding the number of hours to the County. For any

² The estimated cost to complete each Complaint Investigation is \$1,991.00. The federal funds share is \$538.00.

**EXHIBIT B
(Standard Agreement)**

extension of this Agreement or subsequent agreement for these services the amount paid to CDSS may be increased for the next fiscal year(s).

- v. If the Exhibit A identifies that CDSS shall provide only a portion of the County's Complaint Investigations, the cost of the Complaint Investigation shall be the same as identified in this Exhibit B, section A, paragraph 2 (b)(ii), above.
- c. Invoicing for Home Health and Safety Assessments
 - i. If Home Health and Safety Assessments were identified in Exhibit A, Section VII, as part of this Agreement, CDSS shall provide quarterly invoices in arrears for each quarter in which the Home Health and Safety Assessments services were completed. The quarterly invoices shall include, for each open Home Health and Safety Assessment, the non-federal cost per case rate.
 - ii. The CDSS shall track each Home Health and Safety Assessment and invoice for the non-federal share of cost of \$474.00 per each Home Health and Safety Assessment.³ CDSS shall not invoice for the amount of the services involving the federal funds share. The non-federal share of costs for each fiscal shall be subject to change based on the applicable federal discount rate for that year.
 - iii. The County shall pay CDSS quarterly. For Payment the County shall draw down funds from the General Fund RFA allocation. Once the total RFA allocation is exceeded, the County shall use its Local Revenue Fund (LRF) for subsequent payment(s).
 - iv. If it is determined by CDSS that the average Home Health and Safety Assessment greatly exceeds the estimated hours, CDSS shall provide the documentation regarding the number of hours to the County. For any extension of this Agreement or subsequent agreement for these

³ The estimated cost to complete each Home, Health and Safety Assessment is \$649.00. The federal funds share is \$175.00.

**EXHIBIT B
(Standard Agreement)**

services the amount paid to CDSS may be increased for the next fiscal year(s).

- v. If the Exhibit A identifies that CDSS shall provide only a portion of the County's Home Health and Safety Assessments, the cost of the Home Health and Safety Assessments shall be the same as identified in this Exhibit B, section A, paragraph 2 (c)(ii), above.
3. The County shall be responsible for payment of the contracted services and activities provided by CDSS in accordance with rates above from the following sources and in the following order:
 - a) General Fund Resource Family Approval allocation (if such exists in the State Budget);
 - b) the County's 2011 Realignment LRF; and
 - c) other County funds.
4. Continuation of Services

In the event this Agreement expires or is terminated with open Family Evaluations, Complaint Investigations, Home Health and Safety Assessments or Legal Consultations or Legal Representation on Appeals/SHD and OAH Hearings, CDSS may complete such actions in accordance with the terms of this Agreement; submit invoices as identified in this Exhibit B, withhold a corresponding portion of the RFA Allocation to complete such activities from a current or subsequent fiscal year, and receive payment from the County from its LRF for a current or subsequent fiscal year.

5. Cost Increase

During the term of this Agreement, and as the Budget Act allows, CDSS and the County may approve increases in the service levels for each of the services provided by CDSS and increase the amount that the County shall pay CDSS from the County's General Fund RFA allocation and the LRF.

**EXHIBIT B
(Standard Agreement)**

6. Invoices shall include the Agreement No. 21-5035 and Index Code 2552 and shall be submitted in triplicate or as otherwise requested by the County nor more frequently than quarterly in arrears to:

Plumas County Department of Social Services
270 County Hospital Road, Suite 207
Quincy, CA 95971

Attn: Deborah Wingate, Deputy Director/Program Manager

7. Should the County receive services in excess of \$750,000 in federal assistance, Invoices shall include the CFDA number: 93.658 and the CFDA Program Title: Resource Family Approval.

Any invoices submitted without the above referenced information may be returned to CDSS for reprocessing.

8. For each invoice, the County shall route to the appropriate personnel responsible for the prompt review and payment. For disputed invoices, if any, the County shall specifically identify those services which are in dispute, for which additional information is necessary, in its subsequent correspondence with CDSS.
9. Undisputed invoices shall be paid promptly, and no later than 45 days from receipt of the original invoice. The County shall also pay for those services which are undisputed within 45 days of receipt of the original invoice.

B. State Budget Contingency Clause

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CDSS shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CDSS shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

C. For Contracts with Federal Funds

**EXHIBIT B
(Standard Agreement)**

1. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the term of this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this Agreement in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
4. CDSS, at its option, may terminate this Agreement upon 30-days notice, or to amend the Agreement to reflect any reduction in Federal funds.

D. Review

Each party reserves the right to review service levels and billing procedures as they impact charges against this Agreement.



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

August 2, 2021

Plumas County Department of Social Services
270 County Hospital Road, Suite 207
Quincy, CA 95971

Attention: Deborah Wingate, Deputy Director/Program Manager
SUBJECT: AGREEMENT 21-5035

Dear Contractor:

Please complete the following checked item(s) and return to my attention at:

**California Department of Social Services
744 P Street, MS 9-6-747
Sacramento, CA 95814
Attn: Mikaela Mamola**

Please note in the enclosed Agreement that the General Terms and Conditions are available on the Internet site www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx and may be downloaded and printed for your files. If you do not have Internet capabilities, please call me for a hard copy of the document.

X Print single sided and sign two copies of the Std. 213. Please use blue ink if available.

- Print single sided and sign two copies of Exhibit E – Attachment 1.
- A copy of your **insurance certification**, in accordance with Exhibit E, which includes the State of California, its officers, agents, and employees as additionally insured.
- Print and sign the **California Civil Rights Laws Certification (attached)**. Effective 1/1/17, pursuant to Public Contracting Code Section 2010, a vendor must complete and sign the CA Civil Rights Laws Certifications for agreements over \$100,000.00. The CDSS will request the form be signed and submitted during execution of new, renewal or amendment agreements.
- **Std. 204, Payee Data Record.** No payment can be made unless this form is completed and returned.
- **CCC 04/2017, Contractor Certification Clauses (attached).** Revisions effective 4/4/17. It is available on the above referenced Internet site. Please sign and return page one. Failure to do so will prohibit the State of California from doing business with your company.
- Voluntary Statistical Data Reporting Form. The completion of this form is strictly voluntary.
- The enclosed fully executed Agreement is for your records.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

This Agreement cannot be considered binding on either party until approved by appropriate authorized State agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval. Expeditious handling of this Agreement is appreciated. *No alteration of these documents will be accepted without prior State approval.* If you need further information, please call me at (916) 654-0723.

Mikaela Mamola

Mikaela Mamola, Contracts Analyst
Contracts and Purchasing Bureau

Enclosure(s)

AGENDA REQUEST

for the November 2, 2021 meeting of the Plumas County Board of Supervisors

Date: October 25, 2021

To: Honorable Governing Board

From: John Mannle, Manager, Beckwourth CSA

Subject: Approval of Payments to Plumas Sanitation for Emergency Repair of BCSA Sewer Pump without a Contract

John Hancock

BACKGROUND:

On September 29, 2021, the Beckwourth CSA operator reported that the pump station had become clogged again. After repeated attempts to reverse the pump direction in hopes of dislodging the debris it was determined that a plumber was needed to physically remove the debris. Plumas Sanitation was called to pump the wet well to keep it from overflowing and causing a spill. Pumping the wet well to prevent overflows does not required pumping to the bottom of the wet well, which requires a more powerful pump to be efficient. Plumas Sanitation pumped the wet well on October 29th, 30th and October 1st.

Plumas Sanitation invoice was received October 17, 2021 for total of \$1,980, which included pumping the wet well over three days to prevent a sewer overflow and spill. Reimbursement from ARPA funds will be sought since the wipes are due to COVID-19.

A news letter to customers is drafted emphasizing not flushing wipes and explaining the cost of removing wipes from the pump impellor. Further, a public meeting is being schedule in Beckwourth to educate the sewer customers of the costs to remove wipes from the sewer pump impellor.

RECOMMENDATION

The Beckwourth CSA Manager respectfully requests that the Governing Board authorize the Manager of the Beckwourth CSA to pay the invoice from Plumas Sanitation totaling \$1,980 without a contract and to ratify all approved emergency repair work performed to date.

Attachment: Plumas Sanitation Invoice

Plumas Sanitation, Inc.

CA License #958997

73762 Industrial Dr.

Portola, CA 96122

Phone

(530) 832-0370

Fax

(530) 832-0373

Invoice

Number: 19379

Date: 05-Oct-2021

P.O. Number:

Job Description:

Order Num: 19379

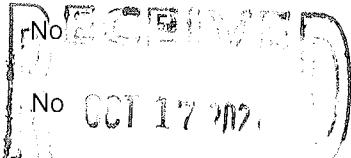
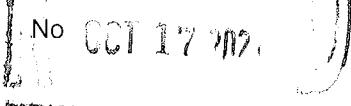
Serviced 01-Oct-2021

BILL TO: 15

Plumas County Department of Public Works
 1834 East Main Street
 Quincy, CA 95971

JOB SITE

Rob
 Beckwouth Lift Pump
 Beckwourth, CA 96126

Quantity	ServiceType	Amount	Tax	Extension
1	Septic Tank Pumping 9/29/21 - 2200gal	\$660.00	No	\$660.00
1	Septic Tank Pumping 9/30/21 - 2200gal	\$660.00		\$660.00
1	Septic Tank Pumping 10/1/21 - 2200gal	\$660.00		\$660.00
Taxable Amount <input type="text" value="0.00"/> Tax Rate <input type="text" value="0"/> Tax <input type="text" value="0.00"/> Description <input type="text" value=""/>				Subtotal NonTaxed: <input type="text" value="1,980.00"/> Subtotal Taxable: <input type="text" value="0.00"/> Subtotal Tax: <input type="text" value="0.00"/>
Payment Terms		Payment <input type="text" value="0.00"/>	Adjustment <input type="text" value="0.00"/>	Late Charge <input type="text" value="0.00"/>
Net 30				Please Pay: <input type="text" value="1,980.00"/>

Pump broke - need 1 full load every day through Mon 9/28 until they can repair

Will leave gate open so we can access when we can

You are a valued customer!

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

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

Plumas County Department of Public Works
 1834 East Main Street
 Quincy, CA 95971

Order No.	Invoice No.	Date	Amount Due
19379	19379	05-Oct-2021	\$1,980.00

To:**Plumas Sanitation, Inc.**

CA License #958997

73762 Industrial Dr.

Portola, CA 96122



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: November 2, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director

SUBJECT: Authorize the Behavioral Health Department to fill Extra Help Therapist I/II/Senior position.

*Shelley Evans
for*

Recommendation

Approve the recruitment and filling of an Extra Help Therapist I/II/Senior position. This position was budgeted utilizing Other Wages in Department 70570 in the current 2021-2022 Budget year.

Background and Discussion

Currently, the Behavioral Health Department utilizes Extra Help Therapists to assist full-time Therapists with providing services to clients throughout Plumas County. Recently, one of our Extra Help Therapists resigned. Due to the growing need for mental health services in the community, this Extra Help position is essential. This position will be filled without the use of General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

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 (LPCC) 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 services 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.

**OFFICE OF THE DISTRICT ATTORNEY****David Hollister, District Attorney**520 Main Street, Room 404 • Quincy, California 95971
(530) 283-6303 • Fax (530) 283-6340

Date: October 12, 2021 
To: Plumas County Board of Supervisors
From: David Hollister, District Attorney
Subject: Request to hire a Deputy District Attorney I, II, III or Assistant DA

Recommendation:

- A. The District Attorney requests approval for starting an open recruitment list for filling the recently vacant and funded position of Deputy District Attorney I/II/III or Assistant District Attorney; with applications to be received directly by the District Attorney and copies provided to Human Resources.

Background and Discussion

On September 30, 2021, our new Deputy District Attorney accepted a position in another county. This has put extraordinary pressure on the other two attorneys and the entire office to meet the needs of the criminal justice system.

Please approve starting an open recruitment and creating a finalist list to hire a Deputy District Attorney I/II/III or Assistant District Attorney position as soon as possible.

PBK STATISTICS: 01/01/2020 – 12/31/2020

Total Referrals¹:	940	VOPs Filed:	272
(excluding VOP only referrals)		(excluding PARR, PRCS)	
Charged ²	553 (58.8%)	DA ⁹	217 (79.7%)
	617 ³ (65.6%)	Probation ¹⁰	55 (20.2%)
Felony Referrals⁴:	203	Total Appearances¹¹:	5,079
Charged ⁵	108 (53.2%)	(excluding JV cases)	
		Felony ¹²	952
Misdemeanor Referrals⁶: 737		Misdemeanor ¹³	4,125
Charged ⁷	445 (60.3%)		

Referrals by Agency⁸:

(excluding VOP only referrals)

SO	722 (76.8%)
CHP	179 (19%)
FG	7 (<1%)
Parole	4 (<1%)
Probation	21 (<1%)
DA	3 (<1%)
DOJ	2 (<1%)
CAL FIRE	1 (<1%)
PCSS	1 (<1%)

¹ Inquiry → Legal Inquiry → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

² Inquiry → Legal Inquiry → Only include cases with a Court Number → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

³ Includes 64 cases charged as VOP only. Applications → Reports → Statistics → Referral Summary Report → 01/01/2020 - 12/31/2020 → View Report → Cases Count for Refused as Probation Revocation in Lieu of Filing

⁴ Inquiry → Legal Inquiry → Category = FEL, PARR, PRCS, TX-IN → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

⁵ Inquiry → Legal Inquiry → Category = FEL, PARR, PRCS, TX-IN → Only include cases with a Court Number → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

⁶ Includes one infraction referral and one information only referral. Inquiry → Legal Inquiry → Category = INF, INFO, MISDO → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

⁷ Inquiry → Legal Inquiry → Category = INF, INFO, MISDO → Only include cases with a Court Number → Case Referred Date Range = 01/01/2020 - 12/31/2020 → List Cases

⁸ Applications → Reports → Statistics → Referrals by Status Report → 01/01/2020 - 12/31/2020 → Generate Report → referrals separated by agency (pg 144 in PbK; pg 259 in print)

⁹ Applications → Reports → Maintenance → Event Report → select FLVOP & FLVOPAM → 01/01/2020 - 12/31/2020 → Generate Report → Total Number of Occurrences (pg 6 in PbK; pg 13 in print)

¹⁰ Applications → Reports → Maintenance → Event Report → select HRARVOP & HRARTXIN → 01/01/2019 – 12/31/2019 → Generate Report → Total Number of Occurrences (pg 7 in PbK; pg 15 in print) → subtract # of DA VOPs (495 – 377 = 118)

¹¹ Setting Control → Setting = 1; 01/01/2020 - 12/31/2020 → Settings → select "All" → Setting → total # of cases listed at bottom next to Refresh

¹² Follow steps in FN17 → sort by Court # → uncheck Details → Print Setting → save as excel → count rows for felony case #s + PARR & PRCS

¹³ Follow steps in FN18 except count rows for misdemeanor & infraction case #s.

QUESTIONS FOR STAFFING CRITICAL POSITIONS
WHICH ARE CURRENTLY ALLOCATED.

- **Is there a legitimate business, statutory or financial justification to fill the position?** Yes
 - **Why is it critical that this position be filled at this time?** This position is crucial in the preparation for, and prosecution of, cases at jury trial.
 - **How long has the position been vacant?** Position became vacant October 8, 2021.
 - **Can the department use other wages until the next budget cycle?** No, a permanent employee is vital to the department's ability to function in a timely manner.
- **What are staffing levels at other counties for similar departments and/or positions?** Most counties (if not all) have the same or similar position.
- **What core function will be impacted without filling the position prior to July 1?** The Deputy District Attorney provides crucial services which include court appearances, charging and prosecuting criminals
- **What negative fiscal impact will the County suffer if the position is not filled prior to July 1?** Impossible to detail the fiscal consequences but if the DDA duties are not covered, the other attorneys' time will be drained away from prosecuting criminals, limiting the department's core responsibility for prosecuting crime.
- **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?** This is a General Fund position.
- **Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?** No Audit exceptions are pertinent in the General Fund.
- **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?** It is anticipated that the Deputy District Attorneys' cost will continue to be borne by the General Fund. There should be no additional impact in the terms of the immediate filling of this position
- **Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?** N/A

CRITICAL STAFFING COMMITTEE
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: October 8, 2021

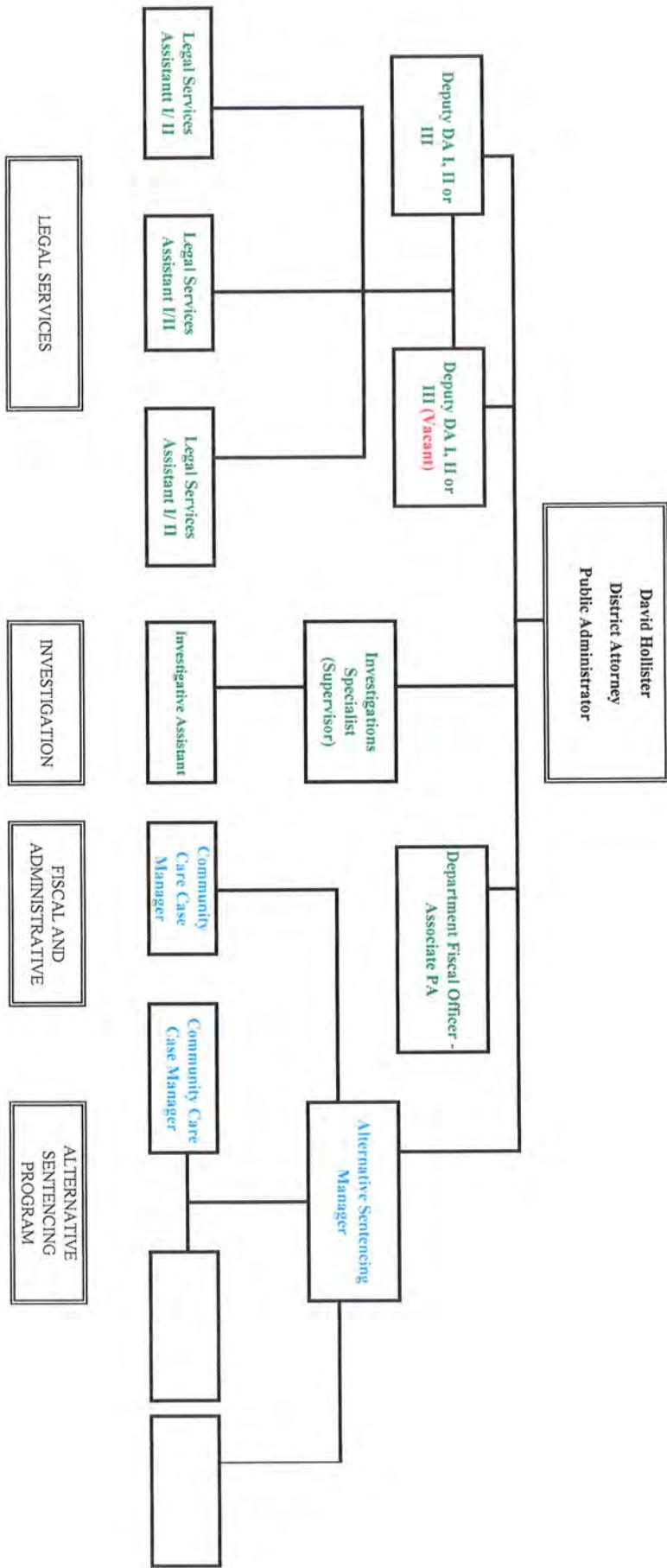
DEPARTMENT TITLE: District Attorney

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION:
Fund 0001D and budget unit 70301

POSITION TITLE: Deputy District Attorney

IS POSITION CURRENTLY ALLOCATED? Yes, funding for the Deputy District Attorney was included in the current budget. This position will use that funding.

Plumas County District Attorney's Office
Organizational Chart
2021-22



PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

John Mannle, P.E., Director

Joe Blackwell, Deputy Director



loc

AGENDA REQUEST

For the November 2, 2021 meeting of the Plumas County Board of Supervisors

October 13, 2021

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

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



Background:

As the result of the retirement of the Graeagle Maintenance Supervisor/Foreman, effective November 6, 2021, there exists the vacancy for the Road Maintenance Supervisor/Foreman position for the Graeagle Road Maintenance District.

The Department is requesting the Board of Supervisors approve the Supervisor/Foreman position for the Graeagle Maintenance District (1 FTE funded and allocated position) and authorize the Human Resources Department to begin in-County promotional recruitment.

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 Director of Public works respectfully recommends the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE PW Maintenance Supervisor/Foreman position for the Graeagle Maintenance District.

Attachments: Critical Staffing Questionnaire
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Supervisor / Public Works Maintenance Division – Graeagle 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 Graeagle 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 Supervisor is in charge of the crew.

How long has the position been vacant?

Vacant as of 11/06/2021.

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 Supervisor 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 Graeagle 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

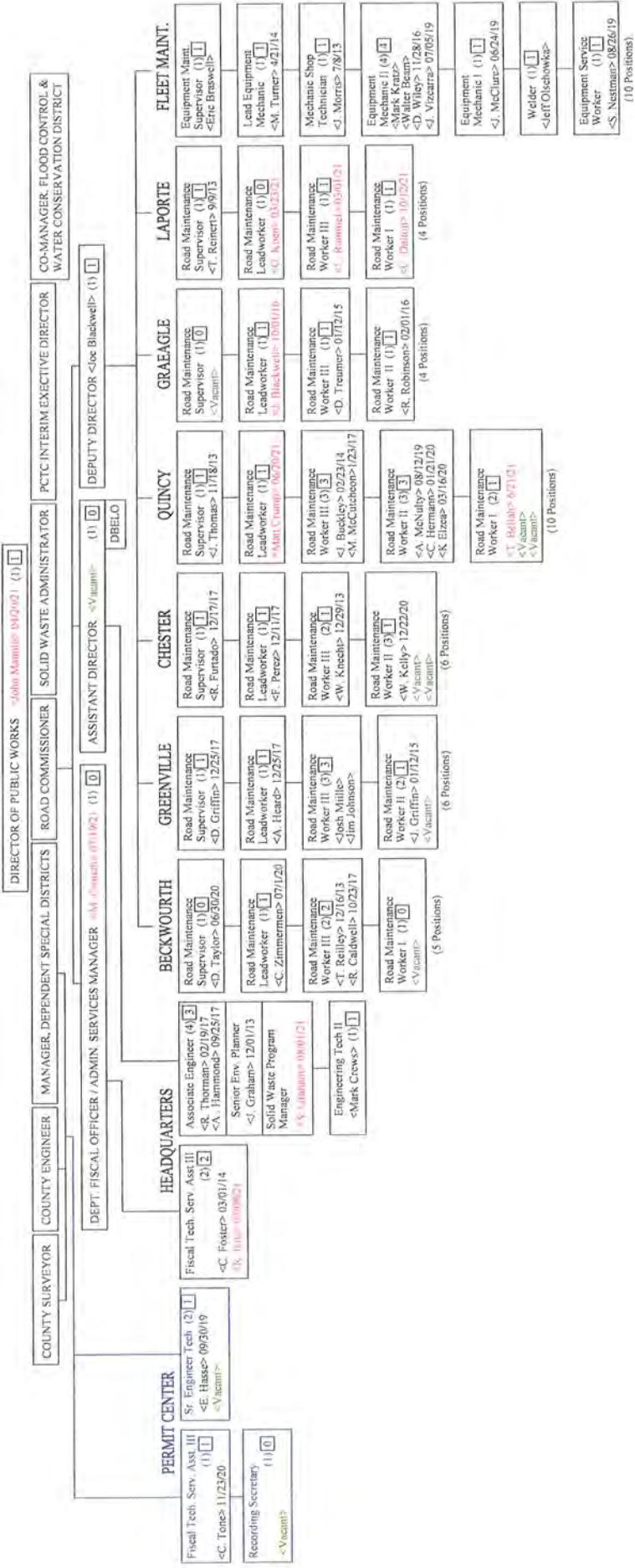
Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

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

Does the department have a reserve?

Yes – \$1,007,169.

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART





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: **October 18, 2021**

TO: **Honorable Board of Supervisors** *T*

FROM: **Sheriff Todd Johns** *D*

RE: **Agenda Item for the meeting of November 2, 2021**

RECOMMENDATION:

Approve supplemental budget request for Title III funds previously awarded in the amount of \$27,000.00.

Authorize the Sheriff's Office to purchase one track system for side-by-side UTV not to exceed \$12,000.00 and one track system for side-by-side UTV not to exceed \$15,000.00.

BACKGROUND & DISCUSSION:

Title III funds for search and rescue were awarded in 2020 (\$12,000.00) and in 2021 (\$15,000.00) for the purchase of track systems for side-by-side UTVs. The funding for the purchase of track systems was omitted from the FY 21/22 budget in error resulting in the need for a supplemental budget in order to make the purchase.

The Sheriff's Office respectfully requests authorization for the fixed asset purchase of one track system for side-by-side UTV not to exceed \$12,000.00 and one track system for side-by-side UTV not to exceed \$15,000.00. Equipment is used exclusively for search and rescue activities.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

COPI

Sherry

TRANSFER NUMBER
(Auditor's Use Only)

Department: AB443

Dept. No: 70331

Date 10/18/2021

The reason for this request is (check one):

- A. Transfer to/from Contingencies OR between Departments
- B. Supplemental Budgets (including budget reductions)
- C. Transfers to/from or new Fixed Asset, within a 51XXX
- D. Transfer within Department, except fixed assets
- E. Establish any new account except fixed assets

Approval Required

Board

Board

Board

Auditor

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

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

Fund # Dept # Acct # Account Name \$ Amount

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) SUPPLEMENTAL BUDGET FOR 2020 & 2021 TITLE III FUNDS FOR EQUIPMENT PURCHASE

B) N/A

C) EXPENSES TO BE INCURRED THIS FISCAL YEAR

D) TITLE III REVENUE/EXPENSES OMITTED FROM BUDGET REQUEST IN ERROR

Approved by Department Signing Authority: Ron Jolley

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.

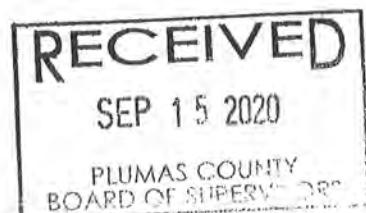
Transfers that are going to be submitted to the Board for approval:

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

APPLICATION 2

2020 Title III, Secure Rural Schools and Community Self-Determination Act Plumas County

1.	Project Title: Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project	
	Group Submitting Project: Plumas Co. Sheriff's Office	
	Requested Grant Amount: \$50,000	Funding Period: 2020-2023
		Contact Name: U/S Chad Hermann
		Address: 1400 E Main St Quincy, CA Phone: 530-283-6390 E-Mail: chermann@pcso.net
2.	Project Summary The Plumas County Sheriff's Office and Plumas County Search and Rescue are the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land. The Plumas County Sheriff's Office Dispatch Center coordinated response to these calls with all agencies, within and outside of Plumas County. With current economic issues, many times available personnel to handle these calls are lacking and the missions are not staffed adequately without depleting overtime funding. In addition, there are other, non-salary related costs involved in these responses, such as vehicle and equipment repair or replacement, that are otherwise not specifically funded. The costs of SAR operations would tax the existing budget and threaten general law enforcement service responses. The Sheriff's Office is seeking these funds to adequately respond to SAR related calls on federal land with enough staff and proper equipment to handle the mission. This provides the best service possible with available resources for the residents and visitors to Plumas County in a timely and professional manner during these emergencies.	



**2020 Title III, Secure Rural Schools and Community Self-Determination Act
Plumas County**

3. How does the project address the activities authorized by Title III? Check all that apply:

I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.

II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.

III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.

Explain: The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center. The Sheriff's Office is seeking reimbursement for actual expenses incurred during the SAR calls on USFS lands, as well as other related emergency responses, which include wildfire evacuations. This includes wages and benefits for those involved Sheriff's employees, mileage, fuel, repair or replacement of equipment damaged or destroyed, and training of department personnel. In addition, this application will provide funding for a track system for a side by side UTV used exclusively for SAR activities to enhance winter response related activities.

**2020 Title III, Secure Rural Schools and Community Self-Determination Act
Plumas County**

4. **Project Workplan:** By using established financial tracking mechanisms currently in place within the Sheriff's Office, the Sheriff will use these funds to cover salaries and benefits of Sheriff Office employee's involved in the dispatch, and response to SAR and other related emergency calls on federal lands. The funds will also be used to reimburse actual expenses incurred in these missions as they relate to vehicle repair, replacement, fuel, purchase side by side UTV track system, and incidental expenses and repairing or replacing damaged or destroyed SAR equipment.

The utilization of these funds allows the Sheriff's Office to staff and support missions effectively without undue negative impact on existing budgets, which have already been reduced to a point where basic services are in jeopardy.

2020 Title III, Secure Rural Schools and Community Self-Determination Act
Plumas County

5 Project Budget:

Salaries and benefits	\$25,000
Side by side Track system	\$12,000
Equipment repair and replacement	\$6,500
Vehicle Repair, Maintenance and Fuel	<u>\$6,500</u>
Total	\$50,000

#1

2021 Title III, Secure Rural Schools and Community Self-Determination Act

Plumas County

1.	<p>Project Title: Plumas Co. Sheriff's Office Search and Rescue Reimbursement Project</p>	
	<p>Group Submitting Project: Plumas Co. Sheriff's Office</p>	
	Requested Grant Amount: \$50,000	Funding Period: 2021-2024
		Contact Name: U/S Chad Hermann
		Address: 1400 E Main St Quincy, CA
		Phone: 530-283-6390
		E-Mail: chermann@pcso.net
2.	<p>Project Summary The Plumas County Sheriff's Office and Plumas County Search and Rescue are the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land. The Plumas County Sheriff's Office Dispatch Center coordinated response to these calls with all agencies, within and outside of Plumas County.</p> <p>With current economic issues, many times available personnel to handle these calls are lacking and the missions are not staffed adequately without depleting overtime funding. In addition, there are other, non-salary related costs involved in these responses, such as vehicle and equipment repair or replacement, that are otherwise not specifically funded. The costs of SAR operations would tax the existing budget and threaten general law enforcement service responses. The Sheriff's Office is seeking these funds to adequately respond to SAR related calls on federal land with enough staff and proper equipment to handle the mission along with providing related maintenance needs and equipment replacement, if needed. This provides the best service possible with available resources for the residents and visitors to Plumas County in a timely and professional manner during these emergencies.</p>	

2021 Title III, Secure Rural Schools and Community Self-Determination Act Plumas County

3. How does the project address the activities authorized by Title III? Check all that apply:

- I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.
- II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.
- III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.

Explain: The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center. The Sheriff's Office is seeking reimbursement for actual expenses incurred during the SAR calls on USFS lands, as well as other related emergency responses, which include wildfire evacuations. This includes wages and benefits for those involved Sheriff's employees, mileage, fuel, repair or replacement of equipment damaged or destroyed, and training of department personnel. In addition, this application will provide funding for a track system for a side by side UTV used exclusively for SAR activities to enhance winter response related activities.

**2021 Title III, Secure Rural Schools and Community Self-Determination Act
Plumas County**

4. **Project Workplan:** By using established financial tracking mechanisms currently in place within the Sheriff's Office, the Sheriff will use these funds to cover salaries and benefits of Sheriff Office employee's involved in the dispatch, and response to SAR and other related emergency calls on federal lands. The funds will also be used to reimburse actual expenses incurred in these missions as they relate to vehicle repair, replacement, fuel, purchase of a side by side UTV track system, incidental expenses and repairing or replacing damaged or destroyed SAR equipment.

The utilization of these funds allows the Sheriff's Office to staff and support missions effectively without undue negative impact on existing budgets, which have already been reduced to a point where basic services are in jeopardy.

2021 Title III, Secure Rural Schools and Community Self-Determination Act
Plumas County

5 Project Budget:

Salaries and benefits	\$20,000
Side by side Track system	\$15,000
Equipment repair and replacement	\$7,500
Vehicle Repair, Maintenance and Fuel	<u>\$7,500</u>
Total	\$50,000



Item 7A

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correira
Director

October 18th 2021

To: Plumas County Board of Supervisors and Whom it may concern,

This letter is to make you aware of my retirement which will be on Tuesday November 30th 2021. I would like to take this opportunity to say thank you for trusting me to Head the Facility services and Airports Department. It has been a great 22 years here in Plumas County but sadly its time to move on.

I would like to think that I've done some good during my three and a half years here as Department Head, I know the guys (and gal) here were pretty upset that I was retiring. We've come a long way in a short time as far as getting some new updated vehicles and equipment, plus adding a new position and a lot of other improvements along the way.

As most of you are aware we have sold our home here in Plumas County and bought a Motorhome to live in most of the year traveling around the country with my wife Caroline who will continue to pursue her traveling nurse career, and the rest of the year our home base will be in Reno, Nevada at our daughter's house.

Please let me know what I can do to help with the smooth transition, I would request that our Department Maintenance Supervisor assume the role as Interim Department Head as he is the most Qualified.

Thank you again


Kevin M. Correira
Director Facility Services and Airports



Tuesday, November 2nd, 2021
Plumas County Redistricting
Public Hearing #3
(Draft Maps)

Meeting Details

Time: 1:00-2:00 PM PST

Date: Tuesday, November 2nd, 2021

Location: Plumas County Courthouse, Room 308, 520 Main Street, Quincy

Virtual via Zoom:

<https://us06web.zoom.us/j/86251834238?pwd=Um91UWtOaEFicEhFNFhvb3RTYTImUT09>

Meeting ID: 862 5183 4238

Passcode: 028053

Dial by Phone: (346) 248-7799

Presenter:

McKay Larrabee, FLO Analytics

Meeting Objectives:

- Become familiar with the criteria for redistricting
- Understand the objectives and summary statistics of each Draft Map
- Public and Supervisors provide feedback on Draft Maps

Agenda (times are estimated)

1:00pm (5 min.)	<ul style="list-style-type: none">• Introductions – Consultant
1:05pm (10 min.)	<ul style="list-style-type: none">• Review workflow and criteria for redistricting
1:15pm (25 min.)	<ul style="list-style-type: none">• Present Draft Maps
1:40 (20 min.)	<ul style="list-style-type: none">• Discussion and Public Comment