



BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District

Kevin Goss, Chair 2nd District

Sharon Thrall, 3rd District

Greg Hagwood, 4th District

Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF
SEPTEMBER 13, 2022, 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.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, 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 state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. The public may participate as follows:

Live Stream of Meeting

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

ZOOM Participation

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

Public Comment Opportunity/Written Comment

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

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

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. UPDATES AND REPORTS

A. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

2. CONSENT AGENDA

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

A. FACILITY SERVICES

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Facility Services and Heat transfer Systems for service, repair, and inspection of the County's HVAC systems; not to exceed \$12,000.00; approved as to form by County Counsel. [View Item](#)
- 2) Approve and authorize the Chair to sign and ratify Lease Agreement between Plumas County and Plumas Rural Services for the use of the Orchard House at the Courthouse Annex; effective September 1, 2022; Lease amount is \$300.00 per month for a total of \$3,600.00 per year; approved as to form by County Counsel. [View Item](#)

B. PUBLIC WORKS

Approve and authorize the Chair to sign Amendment No. 11 to Agreement between Plumas County Public Works and MGE Engineering Inc., for "On-call Civil Engineering Services for Transportation Improvement Projects" for the "Snake Lake Road Bridge Replacement Project"; Amendment not to exceed \$32,182.40; approved as to form by County Counsel. [View Item](#)

3. DEPARTMENTAL MATTERS

A. ASSESSOR – Cynthia Froggatt

Authorize the Assessor to recruit and fill, funded, and allocated, 1.0 FTE Auditor/Appraiser I/II/III position; vacancy due to retirement; discussion and possible action. [View Item](#)

B. FACILITY SERVICES – JD Moore

Appoint Brandon Herbert as the Beckwourth – Nervino Airport Manager and approve and authorize the Chair to sign employment agreement; approved as to form by County Counsel; discussion and possible action. [View Item](#)

C. PROBATION DEPARTMENT – Keevin Allred

Authorize the Director of Probation to recruit and fill, funded, and allocated, 1.0 FTE Deputy Probation Officer position, and 1.0 FTE Management Analyst position; vacancies due to resignations; discussion and possible action. [View Item](#)

D. PUBLIC HEALTH – Dr. Dana Loomis

Approve and authorize the Chair to sign certification statements for the Child Health and Disability Prevention Program (CHDP); discussion and possible action. [View Item](#)

E. **PUBLIC WORKS** – John Mannie

Authorize the Director of Public Works, Road Department to recruit and fill, funded, and allocated, 1.0 FTE PW Road Maintenance Worker II position in the LaPorte Maintenance District; vacancy due to transfer; discussion and possible action. [View Item](#)

4. BOARD OF SUPERVISORS

A. Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 30 days, on October 11, 2022. [View Item](#)

B. Approve and authorize the Chair to sign a letter of support for H.R. 6903 - to require the Secretary of Agriculture, acting through the Chief of the Forest Service to carry out activities to suppress wildfires; introduced by Congressman Tom McClintock; discussion and possible action. [View Item](#)

C. **CONTINUED PUBLIC HEARING:** The Board of Supervisors will continue the public hearing from September 6, 2022, on FY 2022-2023 County Budget. Any member of the general public may appear at the hearing or submit their comments using e-mail address Public@countyofplumas.com

1) Report and update by Interim Auditor/Budget Committee on the FY 2022-2023 Budget; discussion and possible action regarding various county departments and programs.

D. **APPOINTMENTS**

Appoint Craig Osborne, Senior Plumas County Public Defender, and Sharon Sousa, Interim Director of Behavioral Health to the Community Corrections Partnership Executive Committee; discussion and possible action. [View Item](#)

E. Correspondence

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

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. Personnel: Public employee performance evaluation –Charles White, Building Department Director

B. Personnel: Public employee performance evaluation – Director of Social Services (Board Only)

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, September 20, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California



JD Moore
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: September 13, 2022

TO: Honorable Board of Supervisors

FROM: JD Moore – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign agreement between Facility Services and Heat Transfer Systems for service, repair, and inspection of County's HVAC systems.

Recommendation

Approve and authorize Board Chair to sign agreement between Facility Services and Heat Transfer Systems for service, repair, and inspection of County's HVAC systems.

Background and Discussion

Heat Transfer Systems can assist Facility Services' HVAC technician with trouble-shooting complicated issues with County's HVAC systems as well as repairing issues when Facility's technician is either unavailable or the job scope exceeds this department's capabilities.

Contract not to exceed \$12,000.00

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Dept. of Facility Services** (hereinafter referred to as "County"), and **Jason Blust, a sole proprietor doing business as Heat Transfer Systems** (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed **Twelve Thousand dollars (\$12,000)**.
3. Term. The term of this agreement shall be from **October 1, 2022 through September 30, 2023**, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies. Additionally, Contractor agrees to be bound by the Confidentiality Agreement in the manner set forth in Exhibit C, attached hereto.

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

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

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

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

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

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

this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement. In particular, Contractor represents that it holds a current and active license as a **Class C-20 Warm-air Heating, Ventilating, and Air Conditioning contractor, issued by the State of California, No. 1002273.**

11. **Prevailing Wage.** Contractor shall comply with all provisions of the California Public Contract Code and the California Labor Code, including, without limitation, payment of prevailing wage rates to all covered employees of Contractor and any subcontractors pursuant to California Labor Code Sections 1770 through 1780, inclusive. Pursuant to Section 1773 of the California Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wage rates for this project are in the book entitled, "Special Provisions, Notice to Contractors, Proposal and Contract." Addenda to modify wage rates, if necessary, will be issued to holders of the above referenced book. Future effective general prevailing wage rates, which have been predetermined, and are on file with the California Department of Industrial Relations, are referenced but not printed in the general prevailing wage rates. Pursuant to Section 1773.2 of the California Labor Code, General Prevailing Wage Rates included in the book entitled, "Special Provisions, Notice to Contractors. Proposal and Contract" shall be posted by Contractor at a prominent place at the site of the work.
12. **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.
13. **Assignment.** Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **Non-discrimination.** Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.
16. **Interpretation.** This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. **Integration.** This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.

18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

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

Contractor:

Heat Transfer Systems
64 Bresciani Lane
Quincy CA 95971
Attention: Jason Blust, Owner

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

_____ COUNTY INITIALS

CONTRACTOR INITIALS _____

25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.

26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.

- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to

provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

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

CONTRACTOR:

Jason Blust, a sole proprietor doing business as
Heat Transfer Systems

By: _____
Name: Jason Blust
Title: Owner
Date signed:

COUNTY:

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

By: _____
Name: Kevin Goss
Title: Board of Supervisors, Chair
Date signed:

ATTEST:

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

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

8/30/2022

_____ COUNTY INITIALS

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CONTRACTOR INITIALS _____

EXHIBIT A

Scope of Work

- 1.** Contractor shall provide HVAC services on an 'as-needed' basis upon request by the Department of Facility Services.
- 2.** Services contemplated by the parties include, but are not limited to, the following:
 - a.** Service
 - b.** Repair
 - c.** Inspect
- 3.** All work will comply with the California Building and Electrical Codes and all applicable state and federal laws and regulations.

This document is a standard form and is not a legal document. It is intended to provide general information only. It is not a substitute for specific legal advice or a detailed contract.

_____ COUNTY INITIALS

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CONTRACTOR INITIALS _____

EXHIBIT B

Fee Schedule

1. Unless otherwise specified, Contractor shall be paid at the following rate:
 - a. Labor - \$180/hour
2. Unless otherwise specified, Contractor shall be paid monthly upon submittal of a written invoice to County setting forth the following:
 - a. A description of the services provided including the date of service(s), amount of time expended, and any applicable hourly rate.
 - b. A description of any reimbursable materials and costs incurred, dates(s) incurred, to whom incurred, together with supporting documentation for the same.
3. Unless otherwise specified, County shall make payment within 30 days of receipt of Contractor's invoice.
4. In no event shall the total amount paid to Contractor exceed the maximum amount set forth in Paragraph 2 on page 1 of this agreement.

Exhibit E
Confidentiality Agreement

CONFIDENTIALITY AGREEMENT FOR CONTRACTORS

Background

The County of Plumas relies on independent contractors to perform a variety of services in the interiors of County buildings. Employees of these contractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County.

Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by contractors and their employees to be confidential. An exception is when the documents are provided to the contractor by the County for a specific purpose related to the subject contract.

Confidentiality Agreement

I, **Jason Blust**, acknowledge and understand that any and all documents that I or my employees may see or otherwise come in contact with during my work on premises owned and/or occupied by the County of Plumas in the course of performing contracted services, are to be considered confidential and not to be discussed by me or my employees with any other person. I further agree that I will not read, sort, move or take away any documents from the premises. I understand that this statement does not apply to documents containing work instructions or other information that is directly related to the work that I am performing for the County.

Signature

Date

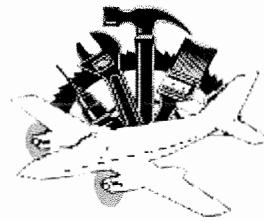


JD Moore
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: September 13, 2022

TO: Honorable Board of Supervisors

FROM: JD Moore – Facility Services Director

SUBJECT: Request to ratify, approve, and authorize Board Chair to sign lease agreement between County and Plumas Rural Services for use of the Orchard House at the Courthouse Annex.

Recommendation

Ratify, approve, and authorize Board Chair to sign lease agreement between County and Plumas Rural Services for use of the Orchard House at the Courthouse Annex.

Background and Discussion

The county has been leasing the Orchard House to Plumas Rural Services for a number of years now for the services they offer to the public such as Alcoholics Anonymous and Narcotics Anonymous. This lease is a 3-year lease starting September 1, 2022 and continuing through August 31, 2025. The lease amount is \$300 per month for a total of \$3,600 per year.

LEASE AGREEMENT FOR OFFICE SPACE

This Lease agreement ("Lease"), entered into effective September 1, 2022, by and between COUNTY OF PLUMAS, a political subdivision of the State of California ("County"), and Plumas Rural Services ("Tenant"), provides as follows:

County warrants and represents that it owns that certain parcel of land located in Quincy, California, County of Plumas, more particularly described on Exhibit "A" attached to this Lease and incorporated for the purposes of description ("Parcel") and the office building located on that parcel commonly referred to as the Orchard House ("Building"); and

County wishes to lease to Tenant, and Tenant wishes to lease from County, under the terms and conditions of this Lease, the double wide modular building located at the Health and Human Services Complex 260 County Hospital Rd. in Quincy, California Commonly known as "Orchard House". 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, that Building, as shown on Exhibit "A" attached hereto 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 in, or provide any tenant improvement allowance for, the Premises.
 - b. Tenant has the right at all times during the term of this Lease to the nonexclusive use of the main lobby of the Building, common corridors and hallways, stairwells, restrooms, and other public or common areas located on the Parcel.
 - c. 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 regulations governing use of the Premises as office space. County shall maintain Premises in compliance with applicable building codes 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 regulations 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 September 1, 2022 and shall continue for a period of three (3) years until August 31, 2025, unless sooner terminated as provided in Paragraph 4 of this Lease Agreement. County's Board of Supervisors hereby ratifies this lease from September 1, 2022 until the date of approval of this Lease by the Board of Supervisors.
3. **Rent.** Tenant shall pay to Lessor the sum of Three Thousand Six Hundred Dollars (\$3,600.00) annually, payable in equal monthly installments in the amount of \$300.00 per month,

payable in arrears. Payments to be made by personal delivery or mailing by U.S. Mail to County's office.

4. Termination. This lease may be terminated by either party with 60 days written notice.
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
County of Plumas 198 Andy's Way
Quincy, CA 95971
Attention: Director of Facilities

To Tenant at: Plumas Rural Services
711 East Main St.
Quincy, CA 95971
Attention: Michelle Pillar

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 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. County agrees that it shall, at its cost and expense, maintain the parking area, the Parcel on which the Premises are located, the Building in which the premises are located, and the Premises, and every part of them, in good condition, except that 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. Tenant agrees to provide, at its expense, to or for the Premises, adequate heat, electricity, water, air conditioning, replacement light tubes, trash removal service, and sewage disposal service, in such quantities and at such times as is necessary to Tenant's

comfortable and reasonable use of the Premises.

18. Utility Interruption. In the event of any interruption or malfunction for any reason of any utility or service to the Premises or Building, Tenant shall use reasonable diligence to restore the utility or service. However, any such interruption or malfunction, if restored within a reasonable time, shall not entitle County to be relieved from any of its obligations under this Lease, or grant Tenant the right of set-off or recoupment of rent, or be considered a breach by County, or entitle Tenant to any damages.
19. 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).
20. 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 occupation 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.
21. Assignment and Subletting. Tenant may not sublease or assign all or any portion of the

Premises without County's prior written consent, which shall not be unreasonably withheld. Reasonable grounds for denying consent include, but are not limited to, any of the following: (i) transferee's character, reputation, credit history, business, or proposed use is not consistent with the character or quality of the Building; (ii) transferee's intended use of the Premises is inconsistent with the permitted use as stated in Paragraph 8 or will materially and adversely affect County's interest; (iii) transferee's financial condition is or may be inadequate to support the obligations under the Lease; or (iv) the transfer would cause County to violate another lease or agreement to which County is a party or would give a Building tenant the right to cancel its lease.

22. Abandonment. Tenant shall not vacate or abandon the Premises at any time during the term hereof, and if Tenant shall abandon, vacate, or otherwise cease operating, any personal property belonging to Tenant and left upon the Premises and any or all of Tenant's improvements and facilities thereon, shall, at the option of County, become the property of County. At County's option, Tenant shall be solely responsible for removing all material stored on site at the end of the lease term.
23. 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 25 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.
24. 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, 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.

25. 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.
26. 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.

27. 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.
28. 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.
29. 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.
30. 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.
31. Time of Essence. Time is of the essence in this lease.
32. 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.
33. Mutuality. All covenants and conditions in this Lease are mutually dependent.
34. Refurbishments. Paragraph 16 notwithstanding, County shall not be responsible for repainting the Premises or for replacement of the carpeting unless repainting or replacement is made necessary by the negligent or intentional acts of County or its agents, employees, servants, contractors, or subcontractors, or by the breach of any other obligation of County under this lease.
35. Lease Made in California. This Lease has been made and shall be construed in accordance with the laws of the State of California.
36. 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.

37. 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.
38. 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.
39. 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.
40. SB 1186 Notice. As of the date of this Lease, the Premises have not been inspected by a Certified Access Specialist. A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, County may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.
41. 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.

42. 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, 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: Kevin Goss
Title: Chair, Board of Supervisors
Date:

ATTEST

By: _____
Name: Heidi White
Title: Clerk of the Board

Approved as to form:


Sara James 8/31/2022
Deputy County Counsel II

“TENANT”

PLUMAS RURAL SERVICES

By: _____
Name: Michelle Pillar
Title: Director
Date:

EXHIBIT "A"
MAP OF PREMISES

See attached.



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 Robert Thorman, P.E., Assistant Director

**CONSENT AGENDA REQUEST**

For the September 13, 2022 meeting of the Plumas County Board of Supervisors

Date: September 2, 2022

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

Subject: **Authorize Execution of Amendment No. 11 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Snake Lake Road Bridge Replacement Project” in an amount not to exceed \$32,182.40**

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

Project Background:

Plumas County (County) is proposing to replace the Snake Lake Bridge (No. 9C-0148) across Spanish Creek in Plumas County, California. Caltrans has classified the bridge as Structurally Deficient (SD) with a Sufficiency Rating of 57.5 out of a possible 100. The bridge meets Caltrans requirements that the structure be able to withstand normal flows, but flow velocities in Spanish Creek during high-flow periods are resulting in contraction scour at the bridge abutments. The existing bridge will be replaced by a wider and stronger single-span bridge with a cast-in-place concrete deck built on pre-cast concrete girders. The new bridge will provide 28 feet of clear roadway width across two lanes and have standard California ST-30 open steel barriers. Excavated floodplain terraces under the new bridge would reduce stream velocity through the bridge opening during periods of high flow in the creek. Project construction is anticipated to commence in the spring of 2024.

The project is federally funded through the Federal Highway Bridge Program, which is administered by the California Department of Transportation (Caltrans).

The attached MGE Engineering, Inc. Amendment No. 11 to the Professional Service Agreement has been approved as to form by the County Counsel's Office.

Scope of Work

The Scope of Work (Exhibit A) includes updating biological assessments and preparation of an Incidental Take Permit (ITP) for the presumed presence of the Sierra Nevada yellow-legged frog and the Foothill yellow-legged frog. The ITP is necessary to avoid construction delays.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors to execute Amendment No. 11 to the MGE Engineering, Inc. Professional Services Agreement for “On-call Civil Engineering Services for Transportation Improvement Projects” for the “Snake Lake Road Bridge Replacement Project” in an amount not to exceed \$32,182.40.

AMENDMENT NO. 11
to the
PROFESSIONAL SERVICES AGREEMENT

**On-Call Civil Engineering Services for
Transportation Improvement Projects
For the
Lake Lake Road Bridge Replacement Pro**

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

Project Background

Plumas County (County) is proposing to replace the Snake Lake Bridge (No. 9C-0148) across Spanish Creek in Plumas County, California. Caltrans has classified the bridge as Structurally Deficient (SD) with a Sufficiency Rating of 57.5 out of a possible 100. The bridge meets Caltrans requirements that the structure be able to withstand normal flows, but flow velocities in Spanish Creek during high-flow periods are resulting in contraction scour at the bridge abutments. The existing bridge will be replaced by a wider and stronger single-span bridge with a cast-in-place concrete deck built on pre-cast concrete girders. The new bridge will provide 28 feet of clear roadway width across two lanes and have standard California ST-30 open steel barriers. Excavated floodplain terraces under the new bridge would reduce stream velocity through the bridge opening during periods of high flow in the creek. Project construction is anticipated to commence in the spring of 2024.

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Scope of Work

The Scope of Work (Exhibit A) includes updating biological assessments and preparation of an Incidental Take Permit (ITP) for the presumed presence of the Sierra Nevada yellow-legged frog and the Foothill yellow-legged frog. The ITP is necessary to avoid construction delays.

Compensation

Consultant shall be paid in accordance with the Fee Schedule, included as Exhibit "B" and incorporated herein by reference. The cost of the project is Thirty-two Thousand, One Hundred Eighty-two Dollars and Forty Cents (\$32,182.40).

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

Consultants Initials

County Initials

Project Schedule.

The Consultant shall complete the project as set forth in the Scope of Work.

Other Contract Provisions.

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

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 11 to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS
A political subdivision of the State of California

Kevin Goss, Chair
Board of Supervisors

Date: _____

ATTEST:

Heidi Putnam
Clerk of the Board of Supervisors

Date: _____

CONSULTANT
MGE Engineering, Inc.

Robert E. Sennett, Vice President

Date: _____

Fred Huang, Chief Financial Officer

Date: _____

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

Date: 8/30/2022

Taxpayer ID Number – 68-0231292

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

August 23, 2022

Robert Sennett, SE
MGE Engineering, Inc.
7415 Greenhaven Drive, Suite 100
Sacramento, CA 95831
Submitted via email to rsennett@mgeeng.com

Re: Snake Lake Road Bridge Replacement Project Permitting Support

Dear Robert:

Thank you for reaching out to us about this additional project work. Included below is our scope and cost estimate to provide permitting support for the Snake Lake Road Bridge Replacement Project.

Project Understanding

Plumas County is proposing to replace the Snake Lake Road Bridge (No. 9C-0148) across Spanish Creek near the town of Quincy, California. The California Department of Transportation (Caltrans) has classified the bridge as Structurally Deficient, with a Sufficiency Rating of 37.9 out of a possible 100. To provide a safe solution for crossing Spanish Creek at this location, the existing 80-foot-long, 16-foot-wide, single-span pony truss bridge would be replaced with a 110-foot-long, 28-foot-wide bridge. The replacement structure would consist of a cast-in-place, pre-stressed concrete box girder bridge with standard California ST-30 open steel barrier rails.

AECOM conducted initial biological surveys for this project in 2011 and prepared an Initial Study/Mitigated Negative Declaration that was finalized in July 2013.

On April 1, 2013, California Department of Fish and Wildlife (CDFW) listed the Sierra Nevada yellow-legged frog (*Rana sierrae*; SNYLF) as State Threatened; and on June 30, 2014, U.S. Fish and Wildlife Service (USFWS) listed the SNYLF as Federally Endangered. A Biological Assessment was prepared by AECOM in April 2016 which evaluated the project's potential to impact the SNYLF. A Natural Environment Study Addendum was also prepared by AECOM and was submitted to John Mannle, Caltrans District 2 Local Assistance, on February 17, 2016, which detailed changes to the project spoils plan and a summary of ongoing investigations regarding SNYLF inhabiting Spanish Creek.

AECOM also prepared Clean Water Act 401 and 404 permit applications for the project, which were submitted to the Regional Water Quality Control Board and United States Army Corps. of Engineers (respectively) regarding this project in October 2016.

USFWS determined (consultation received November 4, 2016) that the proposed project may affect SNYLF, and that suitable aquatic and upland habitat for SNYLF exists within the action area. SNYLF is known to occur approximately 2 miles upstream from the action area within Spanish Creek. The USFWS Biological Opinion letter listed mandatory conditions and compliance protocols for this project to ensure that impacts to the SNYLF are minimized and avoided to the greatest extent possible. At this time AECOM does not expect that a USFWS Incidental Take Permit (ITP) would be required for this project so long as the USFWS conditions are implemented. USFWS anticipates incidental take (defined as the injury, death, or harm of) for the proposed project to be less than or equal to a total of one (1) individual over the 5-month duration of the project. Should project activities result in more than one incidental take, additional USFWS consultation and an ITP would be required. Should a USFWS ITP become necessary, AECOM could assist with permitting and provide a scope and budget at that time.

In February 2018, CDFW determined that project activities may also adversely affect the foothill yellow-legged frog (*Rana boylii*; FYLF), cold and warm water fishes, amphibians, nesting birds, and other aquatic and terrestrial plant and wildlife species in the vicinity. Therefore, CDFW included mandatory conditions and compliance protocols for the project to minimize and avoid impacts to these species and their habitats to the greatest possible extent. These conditions are outlined in the CDFW Lake and Streambed Alteration Agreement (LSAA) issued on February 8, 2018. Since then, the FYLF was listed under the California Endangered Species Act (CESA) as State Threatened (Feather River Clade) and a CDFW ITP (California Department of Fish and Game Code Section 2081) is required for both SNYLF and FYLF.

During work activities involved in the replacement of an associated upstream bridge (the Spanish Ranch Bridge), preconstruction biological surveys conducted by Panorama Environmental Inc. consultants on May 21, 2020, resulted in the observations of both SNYLF and FYLF individuals. A CDFW ITP for the SNYLF and the FYLF was obtained for the Spanish Ranch Bridge replacement project.

Scope of Work

Task 1: Agency Consultation and Biological Report Update

AECOM's initial site surveys were conducted in the summer and fall of 2011. AECOM prepared a Biological Assessment in 2016. Due to the time that has passed since the biological resources were evaluated at the project site, CDFW may require an updated Biological Resources Report to confirm current site conditions and reflect the most recent information regarding the project's potential to affect special-status species. As a first task, we recommend consulting with CDFW regarding this potential need.

While the majority of this report can be generated via desktop analysis; public information analysis; and an evaluation of the various surveys, permits, and background information provided; at least one biological site reconnaissance survey may be required to accurately document current site conditions and we have included it in this task. If required by CDFW, two AECOM biologists will conduct a one-day field survey of the proposed project work areas and surrounding habitat to confirm current site conditions and map land cover types and assess the potential for occurrence of special-status species identified during past surveys. Any special-status species or sensitive habitats identified on or adjacent to the project site will be mapped.

Task 2: Permitting and Consultation

Based on AECOM's extensive previous work on this project, review of the background information provided, review of the requirements for a nearby associated project (Spanish Ranch Bridge replacement project), and our understanding of the biological resources, we will consult with CDFW and prepare the required CDFW Incidental Take Permit (ITP) application under Section 2081(b) of the California Endangered Species Act (CESA) to authorize take of FYLF and SNYLF.

Task 3: Project Management

AECOM is committed to excellent project management to ensure efficient, on-schedule project execution and delivery. Key project management elements are outlined below.

Our proposed Project Task Manager, Jody Fessler, will collaborate closely with our Program Manager, Petra Unger. Ms. Fessler has both the management capabilities and technical expertise to efficiently deliver this project. She is an experienced project manager with permitting experience and CEQA analysis, including her work for CDFW writing ITPs and conducting biological and environmental monitoring on CDFW's behalf. She will directly oversee the services outlined in the scope of work including all applicable documents and the schedule. Her project management

responsibilities will include project team and staff coordination, preparation and management of the schedule, management of contracts and meetings, budget tracking, quality assurance/quality control (QA/QC) implementation, and monthly status reports and invoicing. Ms. Fessler will make MGE Engineering's goals her priority and will be available for the duration of the project. Ms. Fessler will be supported by our Program Manager in all aspects of project management.

Deliverables (all submitted electronically):

- Draft and final Biological Resources Report (if necessary)
- GIS files showing the location of any special-status species detected during the field survey
- Draft and final CDFW ITP application
- Monthly status reports and invoices submitted to MGE Engineering

Assumptions:

- Up to two pre-application meetings with MGE Engineering and County
- One pre-consult meeting with CDFW
- Meetings will occur remotely via Microsoft Teams, Zoom, or similar format
- The client will coordinate with landowners at the project site to secure access for AECOM biologists to conduct the field surveys.
- AECOM will not pay agency permit application fees (e.g., CDFW ITP application fee)

Schedule: AECOM is prepared to begin work on this project as soon as we receive authorization.

Cost Estimate

AECOM will perform the above-described services on a time and materials basis per the terms of our agreement with MGE Engineering. The estimated cost to perform additions to Task 1 is \$8,550; Task 2 is \$11,835; and Task 3 is \$6,880, plus other direct costs of \$560 for a total of \$28,054, as detailed in the attached cost estimate. Please see attached cost detail spreadsheet for details on Tasks 1-3, along with the revised form 10H with a couple of new staff members added.

If you have any questions, please let me know at petra.unger@aecom.com or (916) 712-3740.

Sincerely,



Petra Unger
Program Manager

cc: Jody Fessler

Snake Lake Road Bridge Replacement Permitting
AECOM Cost Estimate 8-23-2022

EXHIBIT 10-H2 Cost PROPOSAL Page 1 of 6

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(NON-PREVAILING WAGE CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant AECOM Technical Services, Inc.

Project No. _____

Contract No. _____

 Prime Consultant Subconsultant 2nd Tier SubconsultantDate 9/16/2020
Additional Staff added 08/16/2022

BILLING INFORMATION		CALCULATION INFORMATION					
Name/Job Title/Classification ¹	Hourly Billing Rates ² Straight ³ To(1.5x)	From To(2x)	Effective date of hourly rate From To	Actual or Avg. hourly rate ⁴	% or \$ increase	Hourly range – for Classification only	
*Unger, Petra Principal Environmental Professional	\$ 233.17 \$ 240.16 \$ 247.37 \$ 254.79 \$ 262.43	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 91.39 \$ 94.13 \$ 96.96 \$ 99.86 \$ 102.86	0% 3% 3% 3% 3%	Not Applicable
Splitstoesser, Billy Env Professional I Role: Biologist	\$ 66.33 \$ 68.32 \$ 70.37	\$ 99.50 \$ 102.49 \$ 105.56	\$ 132.67 \$ 136.65 \$ 140.75	1/1/2020 1/1/2021 1/1/2022	\$ 26.00 \$ 26.78 \$ 27.58	0% 3% 3%	Not Applicable
Ewing, Diana Env Professional I Role: Archaeologist	\$ 67.18 \$ 69.19 \$ 71.27 \$ 73.41 \$ 75.61	\$ 100.77 \$ 103.79 \$ 106.90 \$ 110.11 \$ 113.41	\$ 134.35 \$ 138.38 \$ 142.54 \$ 146.81 \$ 151.22	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 26.33 \$ 27.12 \$ 27.93 \$ 28.77 \$ 29.26	0% 3% 3% 3% 3%	Not Applicable
MacKall, Evan Env Professional I Role: Architectural History	\$ - \$ 69.01 \$ 71.08 \$ 73.22 \$ 75.41	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 27.05 \$ 27.86 \$ 28.70 \$ 29.56 \$ 29.56	0% 3% 3% 3% 3%	Not Applicable
Miller, Heather Env Professional I Role: Architectural History	\$ 80.67 \$ 83.09 \$ 85.59 \$ 88.15 \$ 90.80	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 31.62 \$ 32.57 \$ 33.55 \$ 34.55 \$ 35.59	0% 3% 3% 3% 3%	Not Applicable

Wurliizer, Jasmine Env Professional I Role: Biologist/Arborist	\$ 82.36 \$ 84.83 \$ 87.37 \$ 89.99 \$ 92.69	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 32.28 \$ 33.25 \$ 34.25 \$ 35.27 \$ 36.33	0% 3% 3% 3% 3%	Not Applicable
Olveda, Debby Env Professional II Role: Proj Mgmt Asst	\$ 88.23 \$ 90.87 \$ 93.60 \$ 96.41 \$ 99.30	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 34.58 \$ 35.62 \$ 36.69 \$ 37.79 \$ 38.92	0% 3% 3% 3% 3%	Not Applicable
Mulvey, Lucy Env Professional II Role: Geologist, Phase I/II (SA, Hazardous Materials	\$ 89.37 \$ 92.05 \$ 94.82 \$ 97.66 \$ 100.59	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.03 \$ 36.08 \$ 37.16 \$ 38.28 \$ 39.43	0% 3% 3% 3% 3%	Not Applicable
*Peña, Paola Env Professional II Role: Air Quality/ Greenhouse Gas Emissions	\$ 89.91 \$ 92.61 \$ 95.38 \$ 98.25 \$ 101.19	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.24 \$ 36.30 \$ 37.39 \$ 38.51 \$ 39.66	0% 3% 3% 3% 3%	Not Applicable
Gardener, Karen Env Professional II Role: Archaeologist/Historian	\$ 90.65 \$ 93.37 \$ 96.17 \$ 99.05 \$ 102.03	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.53 \$ 36.60 \$ 37.69 \$ 38.82 \$ 39.99	0% 3% 3% 3% 3%	Not Applicable
Biro, Emily Env Professional II Role: Environmental Planner	\$ 93.12 \$ 95.92 \$ 98.80 \$ 101.76 \$ 104.81	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.50 \$ 37.60 \$ 38.72 \$ 39.88 \$ 41.08	0% 3% 3% 3% 3%	Not Applicable
Griffin, Stuart Env Professional II Role: Biologist	\$ 93.23 \$ 96.02 \$ 98.90 \$ 101.87 \$ 104.93	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.54 \$ 37.64 \$ 38.77 \$ 39.93 \$ 41.13	0% 3% 3% 3% 3%	Not Applicable
Brown, Matt Env Professional II Role: GIS	\$ 94.14 \$ 96.97 \$ 99.88 \$ 102.87 \$ 105.96	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.90 \$ 38.01 \$ 39.15 \$ 40.32 \$ 41.53	0% 3% 3% 3% 3%	Not Applicable
Guerrero, Annamarie Leon Env Professional II Role: Archaeologist	\$ 95.52 \$ 98.39 \$ 101.34 \$ 104.38 \$ 107.51	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.44 \$ 38.56 \$ 39.72 \$ 40.91 \$ 42.14	0% 3% 3% 3% 3%	Not Applicable
Crawford, Tami Env Professional II Role: Proj Mgmt Asst	\$ - \$ 96.01 \$ 98.89 \$ 101.85 \$ 104.91	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ - \$ 37.63 \$ 38.76 \$ 39.92 \$ 41.12	0% 3% 3% 3% 3%	Not Applicable

Duffey, Beth Env Professional II Role: Technical Editor	\$ 96.11 \$ 98.99 \$ 101.96 \$ 105.02 \$ 108.17	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.67 \$ 38.80 \$ 39.96 \$ 41.16 \$ 42.40	0% 3% 3% 3% 3%	Not Applicable
Jew, Deborah Env Professional II Role: Document Production	\$ 96.36 \$ 99.26 \$ 102.23 \$ 105.30 \$ 108.46	\$ 144.55 \$ 148.88 \$ 153.35 \$ 157.95 \$ 162.69	\$ 192.73 \$ 198.51 \$ 204.47 \$ 210.60 \$ 216.92	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.77 \$ 38.90 \$ 40.07 \$ 41.27 \$ 42.51	0% 3% 3% 3% 3%	Not Applicable
Gaddie, Vivian Env Professional II Role: Graphic Artist	\$ 100.06 \$ 103.07 \$ 106.16 \$ 109.34 \$ 112.62	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.22 \$ 40.40 \$ 41.61 \$ 42.86 \$ 44.14	0% 3% 3% 3% 3%	Not Applicable
Trumbull, Lucy Env Professional II Role: Graphic Artist	\$ 100.14 \$ 103.14 \$ 106.24 \$ 109.43 \$ 112.71	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.25 \$ 40.43 \$ 41.64 \$ 42.89 \$ 44.18	0% 3% 3% 3% 3%	Not Applicable
Gibson, Aisha Env Professional II Role: Health & Safety	\$ 101.98 \$ 105.04 \$ 108.19 \$ 111.43 \$ 114.78	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.97 \$ 41.17 \$ 42.40 \$ 43.68 \$ 44.99	0% 3% 3% 3% 3%	Not Applicable
McFerran, Suzanne Env Professional II Role: Air Quality/ Greenhouse Gas Emissions	\$ 103.35 \$ 106.46 \$ 109.65 \$ 112.94 \$ 116.33	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 40.51 \$ 41.73 \$ 42.98 \$ 44.27 \$ 45.59	0% 3% 3% 3% 3%	Not Applicable
Copeland, Wendy Env Professional II Role: Environmental Planner	\$ 105.14 \$ 108.29 \$ 111.54 \$ 114.89 \$ 118.34	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 41.21 \$ 42.45 \$ 43.72 \$ 45.03 \$ 46.38	0% 3% 3% 3% 3%	Not Applicable
*Mahmudi, Issa Env Professional II Role: Noise, Vibration, Glare Transportation	\$ 108.20 \$ 111.45 \$ 114.79 \$ 118.24 \$ 121.78	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.41 \$ 43.68 \$ 44.99 \$ 46.34 \$ 47.73	0% 3% 3% 3% 3%	Not Applicable
Tempereau, Therese Env Professional II Role: Technical Editor	\$ 109.45 \$ 112.74 \$ 116.12 \$ 119.60 \$ 123.19	\$ 164.18 \$ 169.10 \$ 174.18 \$ 179.40 \$ 184.78	\$ 218.90 \$ 225.47 \$ 232.24 \$ 239.20 \$ 246.38	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.90 \$ 44.19 \$ 45.51 \$ 46.88 \$ 48.28	0% 3% 3% 3% 3%	Not Applicable
King, Jenifer Env Professional II Role: Environmental Planner	\$ 109.68 \$ 112.97 \$ 116.36 \$ 119.85 \$ 123.45	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.99 \$ 44.28 \$ 45.61 \$ 46.98 \$ 48.39	0% 3% 3% 3% 3%	Not Applicable

Wurlitzer, Jasmine Env Professional I Role: Biologist/Arborist	\$ 82.36 \$ 84.83 \$ 87.37 \$ 89.99 \$ 92.69	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 32.28 \$ 33.25 \$ 34.25 \$ 35.27 \$ 36.33	0% 3% 3% 3% 3%	Not Applicable
Olveda, Debby Env Professional II Role: Proj Mgmt Asst	\$ 88.23 \$ 90.87 \$ 93.60 \$ 96.41 \$ 99.30	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 34.58 \$ 35.62 \$ 36.69 \$ 37.79 \$ 38.92	0% 3% 3% 3% 3%	Not Applicable
Mulvey, Lucy Env Professional II Role: Geologist, Phase I/II (SA, Hazardous Materials	\$ 89.37 \$ 92.05 \$ 94.82 \$ 97.66 \$ 100.59	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.03 \$ 36.08 \$ 37.16 \$ 38.28 \$ 39.43	0% 3% 3% 3% 3%	Not Applicable
*Peña, Paola Env Professional II Role: Air Quality/ Greenhouse Gas Emissions	\$ 89.91 \$ 92.61 \$ 95.38 \$ 98.25 \$ 101.19	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.24 \$ 36.30 \$ 37.39 \$ 38.51 \$ 39.66	0% 3% 3% 3% 3%	Not Applicable
Gardener, Karen Env Professional II Role: Archaeologist/Historian	\$ 90.65 \$ 93.37 \$ 96.17 \$ 99.05 \$ 102.03	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.53 \$ 36.60 \$ 37.69 \$ 38.82 \$ 39.99	0% 3% 3% 3% 3%	Not Applicable
Biro, Emily Env Professional II Role: Environmental Planner	\$ 93.12 \$ 95.92 \$ 98.80 \$ 101.76 \$ 104.81	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.50 \$ 37.60 \$ 38.72 \$ 39.88 \$ 41.08	0% 3% 3% 3% 3%	Not Applicable
Griffin, Stuart Env Professional II Role: Biologist	\$ 93.23 \$ 96.02 \$ 98.90 \$ 101.87 \$ 104.93	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.54 \$ 37.64 \$ 38.77 \$ 39.93 \$ 41.13	0% 3% 3% 3% 3%	Not Applicable
Brown, Matt Env Professional II Role: GIS	\$ 94.14 \$ 96.97 \$ 99.88 \$ 102.87 \$ 105.96	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 36.90 \$ 38.01 \$ 39.15 \$ 40.32 \$ 41.53	0% 3% 3% 3% 3%	Not Applicable
Guerrero, Annamarie Leon Env Professional II Role: Archaeologist	\$ 95.52 \$ 98.39 \$ 101.34 \$ 104.38 \$ 107.51	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.44 \$ 38.56 \$ 39.72 \$ 40.91 \$ 42.14	0% 3% 3% 3% 3%	Not Applicable
Crawford, Tami Env Professional II Role: Proj Mgmt Asst	\$ - \$ 96.01 \$ 98.89 \$ 101.85 \$ 104.91	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ - \$ 37.63 \$ 38.76 \$ 39.92 \$ 41.12	0% 3% 3% 3% 3%	Not Applicable

Duffey, Beth Env Professional II Role: Technical Editor	\$ 96.11 \$ 98.99 \$ 101.96 \$ 105.02 \$ 108.17	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.67 \$ 38.80 \$ 39.96 \$ 41.16 \$ 42.40	0% 3% 3% 3% 3%	Not Applicable
Jew, Deborah Env Professional II Role: Document Production	\$ 96.36 \$ 99.26 \$ 102.23 \$ 105.30 \$ 108.46	\$ 144.55 \$ 148.88 \$ 153.35 \$ 157.95 \$ 162.69	\$ 192.73 \$ 198.51 \$ 204.47 \$ 210.60 \$ 216.92	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.77 \$ 38.90 \$ 40.07 \$ 41.27 \$ 42.51	0% 3% 3% 3% 3%	Not Applicable
Gaddie, Vivian Env Professional II Role: Graphic Artist	\$ 100.06 \$ 103.07 \$ 106.16 \$ 109.34 \$ 112.62	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.22 \$ 40.40 \$ 41.61 \$ 42.86 \$ 44.14	0% 3% 3% 3% 3%	Not Applicable
Trumbull, Lucy Env Professional II Role: Graphic Artist	\$ 100.14 \$ 103.14 \$ 106.24 \$ 109.43 \$ 112.71	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.25 \$ 40.43 \$ 41.64 \$ 42.89 \$ 44.18	0% 3% 3% 3% 3%	Not Applicable
Gibson, Aisha Env Professional II Role: Health & Safety	\$ 101.98 \$ 105.04 \$ 108.19 \$ 111.43 \$ 114.78	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 39.97 \$ 41.17 \$ 42.40 \$ 43.68 \$ 44.99	0% 3% 3% 3% 3%	Not Applicable
McFerran, Suzanne Env Professional III Role: Air Quality/ Greenhouse Gas Emissions	\$ 103.35 \$ 106.46 \$ 109.65 \$ 112.94 \$ 116.33	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 40.51 \$ 41.73 \$ 42.98 \$ 44.27 \$ 45.59	0% 3% 3% 3% 3%	Not Applicable
Copeland, Wendy Env Professional II Role: Environmental Planner	\$ 105.14 \$ 108.29 \$ 111.54 \$ 114.89 \$ 118.34	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 41.21 \$ 42.45 \$ 43.72 \$ 45.03 \$ 46.38	0% 3% 3% 3% 3%	Not Applicable
*Mahmodi, Issa Env Professional III Role: Noise, Vibration, Glare Transportation	\$ 108.20 \$ 111.45 \$ 114.79 \$ 118.24 \$ 121.78	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.41 \$ 43.68 \$ 44.99 \$ 46.34 \$ 47.73	0% 3% 3% 3% 3%	Not Applicable
Tempereau, Therese Env Professional III Role: Technical Editor	\$ 109.45 \$ 112.74 \$ 116.12 \$ 119.60 \$ 123.19	\$ 164.18 \$ 169.10 \$ 174.18 \$ 179.40 \$ 184.78	\$ 218.90 \$ 225.47 \$ 232.24 \$ 239.20 \$ 246.38	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.90 \$ 44.19 \$ 45.51 \$ 46.88 \$ 48.28	0% 3% 3% 3% 3%	Not Applicable
King, Jenifer Env Professional III Role: Environmental Planner	\$ 109.68 \$ 112.97 \$ 116.36 \$ 119.85 \$ 123.45	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 42.99 \$ 44.28 \$ 45.61 \$ 46.98 \$ 48.39	0% 3% 3% 3% 3%	Not Applicable

*Miller, Chandra Env Professional III Role: Architectural History	\$ 112.26 \$ 115.63 \$ 119.10 \$ 122.67	- NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ - 44.00 45.32 46.68 48.08	0% 3% 3% 3% 3%	Not Applicable
Beck, Karin Env Professional III Role: Archaeologist/ Historian	\$ 114.56 \$ 117.99 \$ 121.53 \$ 125.18 \$ 128.93	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 44.90 46.25 47.63 49.06 50.54	0% 3% 3% 3% 3%	Not Applicable
Boice, Peter Env Professional III Role: Biologist/Env Planner	\$ 114.81 \$ 118.25 \$ 121.80 \$ 125.46 \$ 129.22	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 45.00 46.35 47.74 49.17 50.65	0% 3% 3% 3% 3%	Not Applicable
Key, Royal Env Professional III Role: Project Controls	\$ - \$ 122.01 \$ 125.67 \$ 129.44	NA NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 0% 3% 3% 3% 3%	0% 3% 3% 3% 3%	Not Applicable
Clement, Lisa Env Professional III Role: GIS	\$ 116.52 \$ 120.02 \$ 123.62 \$ 127.32 \$ 131.14	NA NA NA NA \$ 196.72	NA NA NA NA \$ 262.29	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 45.67 47.82 49.25 50.73 51.40	0% 3% 3% 3% 3%	Not Applicable
Toth, Kris Env Professional III Role: Technical Editor	\$ 116.55 \$ 120.04 \$ 123.64 \$ 127.35 \$ 131.17	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 45.68 47.04 48.45 49.90 51.41	0% 3% 3% 3% 3%	Not Applicable
*Kubal, Kathleen Env Professional III Role: Senior Archaeologist	\$ 117.97 \$ 121.51 \$ 125.16 \$ 128.91 \$ 132.78	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 46.24 47.63 49.06 50.53 52.04	0% 3% 3% 3% 3%	Not Applicable
Burzinski, Richard Env Professional III Role: Phase I/II ISA, Hazardous Materials	\$ 119.45 \$ 123.04 \$ 126.73 \$ 130.53 \$ 134.45	\$ 179.18 \$ 184.56 \$ 190.09 \$ 195.80 \$ 201.67	\$ 238.91 \$ 246.07 \$ 253.46 \$ 261.06 \$ 268.89	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 46.82 48.22 49.67 51.16 52.70	0% 3% 3% 3% 3%	Not Applicable
Lennebacker, Dillon Env Professional III Role: Env Planner, Permitting	\$ 122.74 \$ 126.43 \$ 130.22 \$ 134.13 \$ 138.15	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 48.11 49.55 51.04 52.57 54.15	0% 3% 3% 3% 3%	Not Applicable
Rawnsley, Emma Env Professional III Role: Env Planner, TO Mgr	\$ 123.43 \$ 127.14 \$ 130.95 \$ 134.88 \$ 138.93	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 48.38 49.83 51.33 52.87 54.45	0% 3% 3% 3% 3%	Not Applicable

Deis, Richard Env Professional III Role: Sr. Archaeologist	\$ 123.48 \$ 127.19 \$ 131.01 \$ 134.94 \$ 138.98	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 48.40 \$ 49.85 \$ 51.35 \$ 52.89 \$ 54.47	0% 3% 3% 3% 3%	Not Applicable
Mangonon, Anthony Env Professional III Role: Transportation	\$ 125.60 \$ 129.37 \$ 133.25 \$ 137.25 \$ 141.37	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 49.23 \$ 50.71 \$ 52.23 \$ 53.79 \$ 55.41	0% 3% 3% 3% 3%	Not Applicable
Battaglia, Charlie Env Professional III Role: Botanist/Arborist/ Wetland Ecologist	\$ 125.83 \$ 129.61 \$ 133.50 \$ 137.50 \$ 141.63	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 49.32 \$ 50.80 \$ 52.32 \$ 53.89 \$ 55.51	0% 3% 3% 3% 3%	Not Applicable
*Deichsel, Saana Env Professional III Role: Biologist/ Botanist/ Arborist/ Wetland Ecologist	\$ 126.95 \$ 130.76 \$ 134.69 \$ 138.73 \$ 142.89	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 49.76 \$ 51.25 \$ 52.79 \$ 54.37 \$ 56.01	0% 3% 3% 3% 3%	Not Applicable
Fessler, Jody Env Professional IV Role: Sr Env Planner, Env PM	\$ 128.82 \$ 132.68 \$ 136.66 \$ 140.76 \$ 144.98	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 50.49 \$ 52.00 \$ 53.56 \$ 55.17 \$ 56.83	0% 3% 3% 3% 3%	Not Applicable
Nielsen, Elizabeth Env Professional IV Role: Hydrology, Water Quality Engineer & CEQA Author	\$ 140.63 \$ 144.85 \$ 149.19 \$ 153.67 \$ 158.28	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 55.12 \$ 56.77 \$ 58.48 \$ 60.23 \$ 62.04	0% 3% 3% 3% 3%	Not Applicable
Gegunde, Frank Env Professional IV Role: Sr. Hazardous Mats Specialist, Phase II/Is	\$ 155.86 \$ 160.54 \$ 165.35 \$ 170.31 \$ 175.42	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 61.09 \$ 62.92 \$ 64.81 \$ 66.75 \$ 68.76	0% 3% 3% 3% 3%	Not Applicable
Padiglioni, Steve Env Professional IV Role: Sr. Fisheries Biologist	\$ 160.38 \$ 165.19 \$ 170.14 \$ 175.25 \$ 180.51	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 62.86 \$ 64.75 \$ 66.69 \$ 68.69 \$ 70.75	0% 3% 3% 3% 3%	Not Applicable
Couch, Shannon Env Professional IV Role: Health & Safety Lead	\$ 161.35 \$ 166.19 \$ 171.14 \$ 176.31 \$ 181.60	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 63.24 \$ 65.14 \$ 67.09 \$ 69.10 \$ 71.18	0% 3% 3% 3% 3%	Not Applicable
*Sanders, Susan Env Professional V Role: Sr. Biologist	\$ 181.27 \$ 186.71 \$ 192.31 \$ 198.08 \$ 204.02	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 71.05 \$ 73.18 \$ 75.38 \$ 77.64 \$ 79.97	0% 3% 3% 3% 3%	Not Applicable

McIntyre, Lynn Env Professional V Role: Env Planner, TO Mgr	\$ 186.71 \$ 192.31 \$ 198.08 \$ 204.02 \$ 210.14	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 73.18 \$ 75.38 \$ 77.64 \$ 79.97 \$ 82.36	0% 3% 3% 3% 3%	Not Applicable
Gerken, Matthew Principal Professional Role: Planner	\$ 207.93 \$ 214.17 \$ 220.60 \$ 227.22 \$ 234.03	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 81.50 \$ 83.95 \$ 86.46 \$ 89.06 \$ 91.73	0% 3% 3% 3% 3%	Not Applicable
Meiser, Trina Env Professional III Role: Architectural History	\$ 126.42 \$ 130.21 \$ 134.12 \$ 138.14 \$ 142.29	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 49.55 \$ 51.04 \$ 52.57 \$ 54.14 \$ 55.77	0% 3% 3% 3% 3%	Not Applicable
Fabrigas, Marissa Env Professional III Role: Document Production	\$ 103.18 \$ 106.27 \$ 109.46 \$ 112.74 \$ 116.13	\$ 154.76 \$ 159.41 \$ 164.19 \$ 169.12 \$ 174.19	\$ 206.35 \$ 212.54 \$ 218.92 \$ 225.49 \$ 232.25	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 40.44 \$ 41.65 \$ 42.90 \$ 44.19 \$ 45.52	0% 3% 3% 3% 3%	Not Applicable
Roth, Julie Env Professional II Role: Biologist	\$ - \$ 103.92 \$ 107.03 \$ 110.24	NA NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023	12/31/2020 12/31/2021 12/31/2022 12/31/2023	\$ - \$ 41.95 \$ 43.21	0% 3% 3% 3%	Not Applicable
Hood, Nick Env Professional II Role: Biologist	\$ - \$ 101.34 \$ 104.38 \$ 107.51	NA NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023	12/31/2020 12/31/2021 12/31/2022 12/31/2023	\$ - \$ 40.73 \$ 40.91 \$ 41.95	0% 3% 3% 3%	Not Applicable
Wilson, Monica Env Professional II Role: Architectural History	\$ 89.30 \$ 91.98 \$ 94.74 \$ 97.58 \$ 100.50	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 35.00 \$ 36.05 \$ 37.13 \$ 38.25 \$ 42.14	0% 3% 3% 3% 3%	Not Applicable
Brady, Dan Env Professional II Role: Graphic Artist	\$ 96.82 \$ 99.73 \$ 102.72 \$ 105.80 \$ 108.98	NA NA NA NA NA	NA NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	12/31/2020 12/31/2021 12/31/2022 12/31/2023 12/31/2024	\$ 37.95 \$ 39.09 \$ 40.26 \$ 41.47 \$ 42.71	0% 3% 3% 3% 3%	Not Applicable
Shreckengost, Ranie Env Professional I Role: Biologist	\$ - \$ 89.55 \$ 92.24 \$ 95.01	NA NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023	12/31/2020 12/31/2021 12/31/2022 12/31/2023	\$ - \$ 35.10 \$ 36.15	0% 3% 3% 3%	Not Applicable
O'Neal, Chris Env Professional I Role: GIS	\$ - \$ 87.08 \$ 89.69 \$ 92.38	NA NA NA NA	NA NA NA NA	1/1/2020 1/1/2021 1/1/2022 1/1/2023	12/31/2020 12/31/2021 12/31/2022 12/31/2023	\$ 37.24 \$ - \$ 34.13 \$ 35.15	0% 3% 3% 3%	Not Applicable

Greenspan, David	\$ -	NA	NA	1/1/2020	12/31/2020	\$ -	0%	Not Applicable
Env Professional	\$ -	NA	NA	1/1/2021	12/31/2021	\$ -	3%	
Role: Biologist	\$ 76.54	NA	NA	1/1/2022	12/31/2022	\$ 30.00	3%	
	\$ 78.84	NA	NA	1/1/2023	12/31/2023	\$ 30.90	3%	
	\$ 81.20	NA	NA	1/1/2024	12/31/2024	\$ 31.83	3%	
Brock, Allison	\$ -	\$ -	\$ -	1/1/2020	12/31/2020	\$ -	0%	Not Applicable
Env Professional	\$ -	\$ -	\$ -	1/1/2021	12/31/2021	\$ -	3%	
Role: Biologist	\$ 76.54	\$ 114.81	\$ 153.08	1/1/2022	12/31/2022	\$ 30.00	3%	
	\$ 78.84	\$ 118.25	\$ 157.67	1/1/2023	12/31/2023	\$ 30.90	3%	
	\$ 81.20	\$ 121.80	\$ 162.40	1/1/2024	12/31/2024	\$ 31.83	3%	
Rogers, Brittany	\$ 71.44	NA	NA	1/1/2020	12/31/2020	\$ 28.00	0%	Not Applicable
Env Professional	\$ 73.58	NA	NA	1/1/2021	12/31/2021	\$ 28.84	3%	
Role: Proj Mgmt Asst	\$ 75.79	NA	NA	1/1/2022	12/31/2022	\$ 29.71	3%	
	\$ 78.06	NA	NA	1/1/2023	12/31/2023	\$ 30.60	3%	
	\$ 80.40	NA	NA	1/1/2024	12/31/2024	\$ 31.51	3%	

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.

2. The cost proposal format shall not be amended.

3. Billing rate = actual hourly rate * (1 + ICR) * (1 + Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.

MGE Engineering
FEE ESTIMATE PROPOSAL - BIOLOGICAL SURVEYS & PERMITTING

January 2018

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
3. Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL Page 2 of 3
COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS
(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

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

Direct Labor <u>Subtotal</u> per Cost Proposal	Total Hours per Cost Proposal	Avg Hourly Rate	5 Year Contract Duration
\$1,411.20	24	= \$58.80	Year 1 Avg Hourly Rate

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

	Avg Hourly Rate	Proposed Escalation			
Year 1	\$58.80	+	4.0%	=	\$61.15 Year 2 Avg Hourly Rate
Year 2	\$61.15	+	4.0%	=	\$63.60 Year 3 Avg Hourly Rate
Year 3	\$63.60	+	4.0%	=	\$66.14 Year 4 Avg Hourly Rate
Year 4	\$66.14	+	4.0%	=	\$68.79 Year 5 Avg Hourly Rate
Year 5	\$68.79	+	4.0%	=	\$71.54 Year 6 Avg Hourly Rate
Year 6	\$71.54	+	4.0%	=	\$74.40 Year 7 Avg Hourly Rate

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

	Estimated % Completed Each Year	Total Hours per Cost Proposal	Total Hours per Year	
Year 1	100.00%	*	24.0	= 24.0 Estimated Hours Year 1
Year 2	0.00%	*	24.0	= 0.0 Estimated Hours Year 2
Year 3	0.00%	*	24.0	= 0.0 Estimated Hours Year 3
Year 4	0.00%	*	24.0	= 0.0 Estimated Hours Year 4
Year 5	0.00%	*	24.0	= 0.0 Estimated Hours Year 5
Year 6	0.00%	*	24.0	= 0.0 Estimated Hours Year 6
Total	100%	Total	=	24.0

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

	Avg Hourly Rate (calculated above)	Estimated hours (calculated above)	Cost per Year	
Year 1	\$58.80	*	24.0	= \$1,411.20 Estimated Hours Year 1
Year 2	\$61.15	*	0.0	= \$0.00 Estimated Hours Year 2
Year 3	\$63.60	*	0.0	= \$0.00 Estimated Hours Year 3
Year 4	\$66.14	*	0.0	= \$0.00 Estimated Hours Year 4
Year 5	\$68.79	*	0.0	= \$0.00 Estimated Hours Year 5
Year 6	\$71.54	*	0.0	= \$0.00 Estimated Hours Year 6
	Total Direct Labor Cost with Escalation		=	\$1,411.20
	Direct Labor Subtotal before Escalation		=	\$1,411.20
	Estimated total of Direct Labor Salary Increase		=	\$0.00 Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable.
(i.e. $\$250,000 \times 2\% \times 5 \text{ yrs} = \$25,000$ is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

Exhibit 10-H1 Cost Proposal Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

- 1 Generally Accepted Accounting Principles (GAAP)
- 2 Terms and conditions of the contract
- 3 Title 23 United States Code Section 112 - Letting of Contracts
- 4 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
- 5 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
- 6 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: H. Fred Huang, PE Title *: President
Signature: H.F. Huang Date of Certification (mm/dd/yyyy): 5/8/2020
Email: fhuang@mgeeng.com Phone Number: 916-421-1000
Address: 7415 Greenhaven Drive, Suite 100, Sacramento, CA 95831

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Provide biological survey and permitting services.

PLUMAS COUNTY ASSESSOR

1 Crescent Street • Quincy, CA 95971-9114 • (530) 283-6380 • Fax (530) 283-6195



CYNTHIA L FROGGATT
ASSESSOR

Date: September 20, 2022

To: The Honorable Board of Supervisors

From: Cynthia L Froggatt, Assessor *cf*

Subject: Request to begin recruitment and fill the position of the Auditor/Appraiser I/II/III in the Assessor's Office.

Background and Discussion:

Due to the retirement of Assessor, Chuck Leonhardt in 2021, there has been a vacancy in our front office that is essential to the operations in the Assessors's office. Our office worked diligently to make sure that all properties affected by the recent wildfires were adjusted accordingly. With current staffing levels, this office is unable to absorb this additional workload without falling behind on our normal responsibilities. We pride ourselves on putting out a timely and accurate taxroll. This position will allow our office to bring our workload current which will provide benefits for GIS, Law Enforcement, service providers, the Assessor, Auditor, Tax Collector and ultimately the taxpayers who support our local government.

Requested Action

The Assessor requests the Board's approval of beginning recruitment and filling the position of Auditor/Appraiser I/II/III. This position is one FTE, already allocated and funded from Regular Wages.

Auditor/Appraiser I/II/III

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
Yes! The Assessor's Office has historically had one position to process Business Property and Exemptions. The recent retirement of the Assessor prompted the current Assessor to review the office structure and consider leadership development for long term succession planning. This position will not result in an increase in total FTEs for the office.
- Why is it critical that this position be filled at this time?
The retirement and promotion of long term members of the management team prompted a the need of another person in the front office. This position will fill the need of another technical employee in the front office.
- How long has the position been vacant?
This position has been vacant since the promotion of the Assistant Assessor to Assessor in February 2021. This position will not result in an increase of total FTEs for the office.
- Can the department use other wages until the next budget cycle?
Yes, if needed.
- What are staffing levels at other counties for similar departments and/or positions?
Plumas County appraisal staffing is at the higher end of the range in terms of similar counties, however overall staffing is at the lower end of the range. Plumas County is in the higher end of the range as far as work load, which justifies the larger appraiser allocation. Plumas County is among the lowest in overall staffing. This is in part due to the Property Tax Specialist positions that have been shed in recent years due to budget reductions.
- What core function will be impacted without filling the position prior to July 1?
The inner workings of the office will be impacted as far as keeping our valuation process up to date and allowing the Department to close the taxroll accurately and on time. This position has already been included in the 2022-2023 budget process.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *The position has already been included in the 2022-2023 budget process.*

- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
N/A
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? ***Possibly, there are unworked Business Property Audits that need to be done and any pending assessment appeals.***
- 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? ***The Assessor's Office is a General Fund Department***
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? ***The Assessor's Office does not have a reserve fund.***

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: _____ September 20, 2022

DEPARTMENT TITLE: _____ Assessor 20060

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: Assessor 20060

POSITION TITLE: Auditor/Appraiser I/II/III

IS POSITION CURRENTLY ALLOCATED? YES XX NO _____

For Committee use only

Date of Committee Review: _____

Determination of Committee? _____ Recommended
_____ Not Recommended

Comments: _____

Date to Board of Supervisors: _____

Board Action: _____ Approved _____ Denied

Board Modifications _____

Date returned to Department: _____

Date submitted to HR Technician for recruitment: _____

AUDITOR/APPRASIER I

DEFINITION

Under supervision, to learn the methods and procedures used in gathering and analyzing data for the appraisal of businesses, personal property, fixtures, timber, and real property for tax assessment purposes; to assist with audits and analysis of business financial records for appraisals; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Auditor/Appraiser class series. Incumbents often work under the guidance of other Department staff until they become familiar with the Department's methods, procedures, and policies. After some knowledge and experience has been gained, easier and more routine job assignments are given to positions in this class. When an incumbent has demonstrated substantive knowledge of Department procedures and policies, sound work habits, and gained proper certification, they may expect promotion to the next higher level of Auditor/Appraiser II.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Learns to examine and audit accounting records, financial records, tax returns, and other business records in connection with the appraisal of personal and business property and assets for tax assessment purposes.
- Assists with analyzing information and determining the proper valuation of business property.
- Assists with adjusting the original cost of equipment and fixtures to reflect changes in price levels and depreciation.
- Assists with the analysis of depreciation reserves and fixed asset accounts to evaluate depreciation methods and the appropriateness of depreciation reserves for valuation purposes.
- May collect cost and value data for the preparation of appraisal guides.
- Assists with the analysis and evaluation of personal property such as boats and aircraft for tax assessments.
- Assists with the analysis of farm equipment values.
- Learns and assists with real property and timber appraisals.
- Assists with the preparation of defenses and new analyses for challenged appraisals.
- Assists with reviewing and updating assessment roles when necessary.
- Assists with report preparation.
- Records factual data and comments on appraisal forms.
- Performs the more routine auditing and appraisal assignments on an independent basis as job experience is gained.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in both an office and business environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounting and auditing principles and procedures.
- General knowledge of principles involved in the appraisal of business, personal, and real property.

Ability to:

- Learn and apply the techniques, methods, and principles of personal, business, real, and timber property appraisal.
- Assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Understand and carry out oral and written directions.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

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

Completion of formal advanced educational training in accounting, auditing, business administration or a related field; or, completion of some responsible work experience in accounting, appraising, engineering assistance, building cost estimating, construction material buying, or managing business records.

Special Requirements: Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

Incumbents have one year from the date of appointment to this class to obtain a valid appraiser's certificate issued by the State Board of Equalization.

AUDITOR/APPRASIER II

DEFINITION

Under direction, to appraise businesses, personal property, fixtures, and farm equipment for tax assessment purposes; to audit and analyze accounting statements, business records, and tax statements for appraisals; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Board of Equalization, when necessary; to perform real property and timber appraisals; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Auditor/Appraiser class series. Incumbents are expected to perform a variety of job assignments, requiring appraisal knowledge and background, with minimal supervision and direction. Also, they are expected to be fully capable of explaining appraisal methods and applicable sections of the Revenue and Taxation Code to the public.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

AUDITOR/APPRASIER II - 2

EXAMPLES OF DUTIES

- Examines and audits accounting records, financial records, tax returns, and other business records in connection with the appraisal of personal and business property and assets for tax assessment purposes.
- Analyzes information and determines the proper valuation of business property.
- Adjusts the original cost of equipment and fixtures to reflect changes in price levels and depreciation.
- Analyzes depreciation reserves and fixed asset accounts to evaluate depreciation methods and the appropriateness of depreciation reserves for valuation purposes.
- May collect cost and value data for the preparation of appraisal guides.
- Analyzes and evaluates personal property such as boats and aircraft for tax assessments.
- Gathers information and analyzes farm equipment values.
- Analyzes information, prepares data, and defends challenged appraisals before the Board of Equalization.
- Performs timber appraisals.
- Performs real property appraisals, as necessary.
- Assists with reviewing and updating assessment roles when necessary.
- Prepares reports.
- Records factual data and comments on appraisal forms.
- Explains assessment procedures, value determinations, methods, and laws to the public.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in both an office and business environments; continuous contact with staff and the public.

AUDITOR/APPRASIER II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounting and auditing principles and procedures.
- Factors, techniques, methods, and principles involved in the appraisal of personal property, businesses, farm equipment, real property, and timber.
- Methods of depreciation and determining the value of personal property, businesses, and farm equipment.
- Laws and regulations affecting the appraisal of personal, real, and timber property, businesses, and farm equipment, including pertinent principles of the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Organization, procedures, and responsibilities of the County Assessor's Office.

Ability to:

- Apply accounting and auditing principles and procedures in determining valuations of business property, personal property, fixtures, and farm equipment.
- Properly audit business financial records, accounting statements, and tax returns.
- Perform real property and timber appraisals.
- Analyze personal property information for valuation purposes.
- Apply depreciation methods to appraisal data.
- Assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals requesting information and/or questioning assessment practices and results.
- Establish and maintain cooperative working relationships.

AUDITOR/APPRASIER II - 4

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

One (1) year of experience in performing personal property appraisal and value determinations comparable to that of an Auditor/Appraiser I with the Plumas County Assessor's Office.

Special Requirements: Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

Possession of a valid appraiser's certificate issued by the State Board of Equalization.

AUDITOR/APPRASIER III

DEFINITION

Under direction, to appraise businesses, personal property, fixtures, and farm equipment for tax assessment purposes; to audit and analyze accounting statements, business records, and tax statements for appraisals; to explain appraisal methods, laws, and procedures to the public; to defend challenged appraisals before the Board of Equalization, when necessary; to perform the more complex appraisals and special assignments for the Assessor's Office; to perform real property and timber appraisals; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Auditor/Appraiser class series. Incumbents are expected to perform the full scope of business and personal property appraisals, requiring appraisal knowledge and background, with minimal supervision and direction. Also, they are expected to perform the more complex appraisals and job assignments, as well as assist with the training of new staff. They must be fully capable of explaining appraisal methods and applicable sections of the Revenue and Taxation Code to the public. Incumbents are expected to perform real property and timber appraisals to meet the work needs of the Department.

REPORTS TO

County Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

AUDITOR/APPRASIER III - 2

EXAMPLES OF DUTIES

- Examines and audits accounting records, including State mandated audits, financial records, tax returns, and other business records in connection with the appraisal of personal and business property and assets for tax assessment purposes.
- Analyzes information and determines the proper valuation of business property.
- Adjusts the original cost of equipment and fixtures to reflect changes in price levels and depreciation.
- Analyzes depreciation reserves and fixed asset accounts to evaluate depreciation methods and the appropriateness of depreciation reserves for valuation purposes.
- May collect cost and value data for the preparation of appraisal guides.
- Analyzes and evaluates personal property such as boats and aircraft for tax assessments.
- Gathers information and analyzes farm equipment values.
- Analyzes information, prepares data, and defends challenged appraisals before the Board of Equalization.
- Assists with reviewing and updating assessment roles when necessary.
- conducts studies of appraisal systems, analyzes current practices, and develops revisions and standards.
- Designs sample selection procedures and systems for developing information about unusual and infrequent appraisals.
- Performs special projects and assignments.
- Performs real property and timber appraisals.
- Prepares reports.
- Records factual data and comments on appraisal forms.
- Explains assessment procedures, value determinations, methods, and laws to the public.
- Provides training to other staff.

AUDITOR/APPRASIER III - 3

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in both an office and business environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounting and auditing principles and procedures.
- Factors, techniques, methods, and principles involved in the appraisal of personal property, businesses, farm equipment, real property, and timber.
- Methods of depreciation and determining the value of personal property, businesses, and farm equipment.
- Laws and regulations affecting the appraisal of personal property, businesses, and farm equipment, including pertinent principles of the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Depreciation determination methodologies used by the State Board of Equalization and other government tax control agencies.
- Organization, procedures, and responsibilities of the County Assessor's Office.
- Principles of employee training.

Ability to:

- Apply accounting and auditing principles and procedures in determining valuations of business property, personal property, fixtures, and farm equipment.
- Perform the complete range of appraisals, including real property and timber, as required to meet the workload needs of the Department.
- Properly audit business financial records, accounting statements, and tax returns.
- Analyze personal property information for valuation purposes.
- Apply depreciation methods to appraisal data.
- Prepare manuals and directives for standardizing appraisal systems, standards, and methods.
- Perform the more complex business and personal property appraisals.
- Perform special projects and assignments.
- Provide training to other staff.
- Assemble and analyze statistical and narrative information.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Maintain effective communications and good relations with the public and individuals requesting information and/or questioning assessment practices and results.

2022

ASSESSOR'S OFFICE ORGANIZATIONAL CHART

ASSESSOR CINDIE FROGGATT

Phone 530-283-6152
CINDIEFROGGATT@COUNTYOFPLUMAS.COM

AUDITOR/APPRAYER ASSISTANT ASSESSOR

VACANT

CHIEF APPRAISER AMY HENDRICKSON

Phone 530-283-6592

AMYHENDRICKSON@COUNTYOFPLUMAS.COM

CADASTRAL MAPPING SPECIALIST CORY BROMBY

Phone 530-283-6223

CORYBROMBY@COUNTYOFPLUMAS.COM

APPRAYER III

WENDI LAMBACH

Phone 530-283-6458

WENDILAMBACH@COUNTYOFPLUMAS.COM

APPRAYER III

LISA DAVIS

Phone 530-283-6230

LISADAVIS@COUNTYOFPLUMAS.COM

APPRAYER III

LISA BECK

Phone 530-283-6228

LISABECK@COUNTYOFPLUMAS.COM

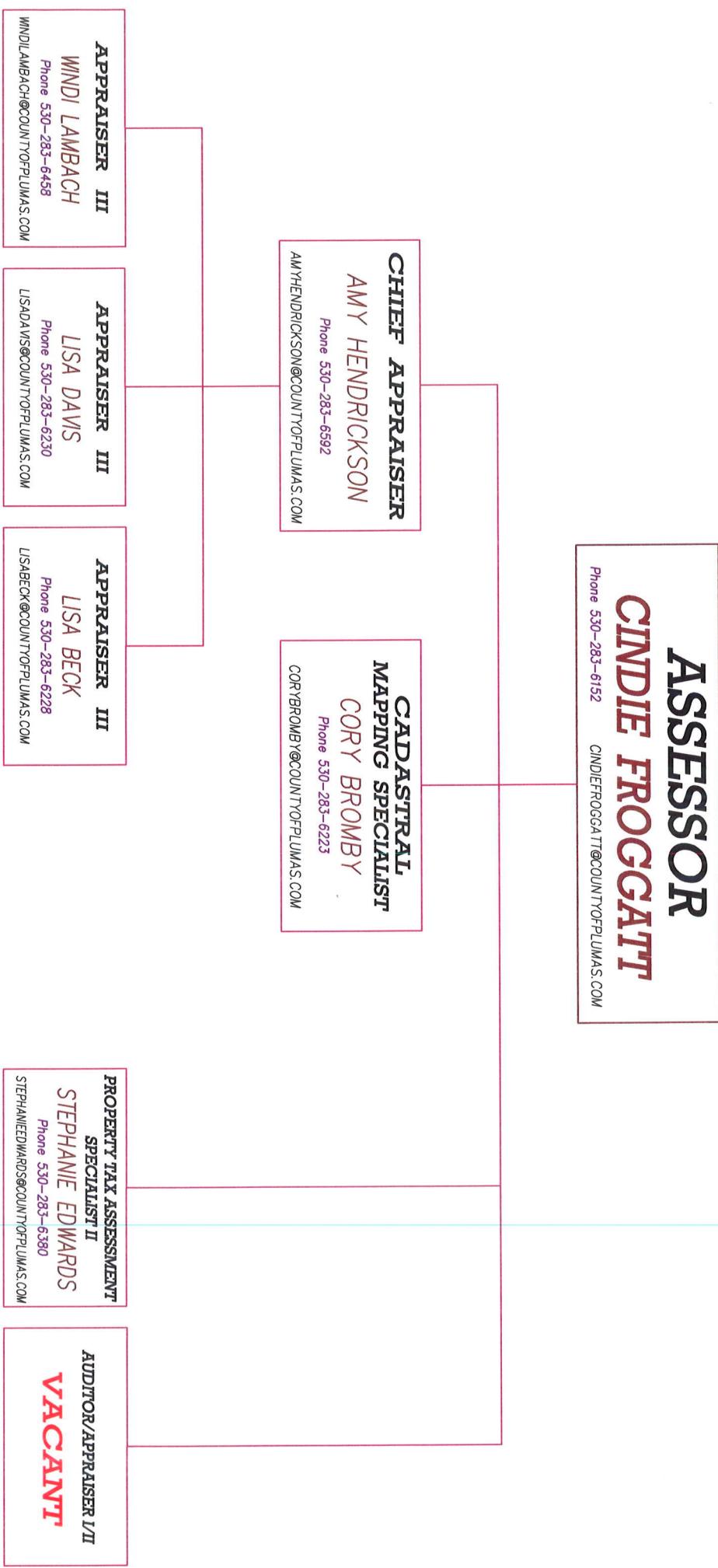
PROPERTY TAX ASSESSMENT SPECIALIST II

STEPHANIE EDWARDS

Phone 530-283-6380

STEPHANIEEDWARDS@COUNTYOFPLUMAS.COM

2022 (PROPOSED) ASSESSOR'S OFFICE ORGANIZATION CHART



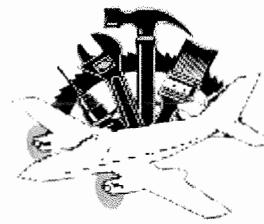


JD Moore
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



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

DATE: **September 13, 2022**

TO: Honorable Board of Supervisors
FROM: JD Moore – Facility Services Director

SUBJECT: Approve and authorize Board Chair to sign employee contract for the new Airport Manager at Beckwourth-Nervino Airport.

Recommendation

Approve and authorize Board Chair to sign employee contract for the new Airport Manager at Beckwourth-Nervino Airport.

Background and Discussion

On August 2, 2022 the Board of Supervisors authorized the Director of Facility Services & Airports to recruit and fill, a funded, and allocated .625 FTE Airport Manager position at Beckwourth-Nervino Airport.

Interviews were conducted on August 30, 2022 and a candidate was selected to fill the Airport Manager position.

Contract approved as to form by County Counsel.

BECKWOURTH-NERVINO AIRPORT EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and BRENDAN A. HERBERT, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY in the capacity of Beckwourth-Nervino Airport Manager, Beckwourth, CA.

The parties agree as follows:

1. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Airport Manager, and other duties as may be assigned. A copy of the Airport Manager's job description is set forth in Exhibit A, and incorporated herein by this reference. CONTRACT EMPLOYEE's employment with COUNTY shall be .625 FTE. Any outside employment shall not interfere with CONTRACT EMPLOYEE's duties and responsibilities of county employment. CONTRACT EMPLOYEE shall advise the COUNTY of any outside employment.

2. TERM.

CONTRACT EMPLOYEE shall be retained as the Beckwourth-Nervino Airport Manager, effective September 13, 2022, and continuing until this Agreement is terminated as set forth in paragraph 3, below.

3. TERMINATION

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

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

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

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

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

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

4. SALARY

- (a) CONTRACT EMPLOYEE shall be considered a .625 FTE employee paid at an hourly rate, on bi-weekly basis. Effective beginning September 13, 2022, CONTRACT EMPLOYEE shall be paid at the hourly rate of \$22.03 [Forty-Five Thousand Eight Hundred Twenty-Two and 40/100 dollars (\$45,822.40) per year]. Salary and benefits costs shall be apportioned according to the personnel allocation and approved annual budget for Plumas County Department of Airports. CONTRACT EMPLOYEE is subject to unpaid furlough as determined by the Board of Supervisors, consistent with the provisions of COUNTY'S Personnel Rules and law.
- (b) Compensatory Time - Compensatory Time Off (CTO) shall be accrued in-lieu of pay for overtime work. Employee will receive one and a half (1 1/2) hours of compensatory time for every hour worked in excess of his normal workday or workweek. Maximum balance of compensatory hours that employee can have on the books is 120 hours. The Facility Services Director may in an emergency situation, approve the employee additional hours above the Maximum. Once the emergency has been addressed any additional hours accrued in excess of the 120 hours must be taken within 60 days of accrual. The compensatory time shall be tracked by the payroll system through the employee's timecard. The record of earned, taken and net balance of Compensatory time will be posted on employee's check-stub, and on the departments leave balance sheets. Compensatory time off shall be taken only when it is ascertained that there is significant coverage at the Airport. Should this employment contract be terminated by either party,

employee shall be paid the value of his unused compensatory time off at his hourly rate at time of termination.

5. PERFORMANCE EVALUATION

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

6. BENEFITS

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

- (a) Public Employees Retirement System contributions payable by employer. CONTRACT EMPLOYEE shall pay the employee's contribution of approximately seven percent of gross salary.
- (b) If CONTRACT EMPLOYEE elects to participate, COUNTY shall pay the full cost of the COUNTY'S contribution to health insurance provided through a COUNTY- recognized group plan, and CONTRACT EMPLOYEE shall pay any remaining contribution payable by unrepresented employees generally.
- (c) A cost of living adjustment, COLA, shall be given at the same amount and same time the Unrepresented Bargaining Group receives a COLA.
- (d) Sick Leave accrual: CONTRACT EMPLOYEE will accrue sick leave at the rate of one and one quarter (1 ¼) working days per month.
- (e) Vacation Accrual: 10 days per year based on 1-2 years of service; 15 days per year based on 3-7 years of service; and 21 days per year during the 8th year of compensated and continuous service and each year thereafter.
- (f) Holidays: Fourteen (14) paid holidays per year as listed in the County personnel rules.
- (g) Bereavement Leave: Five (5) days per incident for defined family members.
- (h) Longevity advancement based on years of service from original hire date as continuous county employment in accordance with Rule 6.06.

7. COMPLIANCE WITH LAWS AND ORDINANCES

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

8. NON-ASSIGNABLE

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

9. MODIFICATION

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

10. ATTORNEY'S FEES AND COSTS

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

11. INTEREST OF CONTRACT EMPLOYEE

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

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

12. SEVERABILITY

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

13. ENTIRE AGREEMENT

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

14. RIGHT TO CONSULT WITH COUNSEL

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

15. INTERPRETATION OF AGREEMENT

21. SIGNATURES

CONTRACT EMPLOYEE

By:



BRENDAN A. HERBERT

Date: 09-07-2022

COUNTY OF PLUMAS

By:



JEREMIAH MOORE

Director of Facility Services & Airports

Date: 9-6-22

APPROVED AS TO FORM:

By:



GRETCHEN STUHR
County Counsel

Date: 9/6/22

APPROVED AS TO COMPLIANCE WITH PLUMAS COUNTY PURCHASING POLICY

By:

Chair, Plumas County Board of Supervisors

Date: _____

EXHIBIT A
Scope of Work

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

- (a) MANAGER shall supervise, operate, maintain, repair, and keep in a clean and orderly condition all of the County's real and personal property at the Beckwourth - Nervino Airport, all of which shall be done in a prudent and businesslike manner.
- (b) Solid waste shall be collected and disposed of promptly. COUNTY to provide solid waste collection service as necessary.
- (c) All landing areas, taxi strips, apron areas, lighting systems, and air navigation facilities under MANAGER'S control shall be kept in a safe and usable condition. The MANAGER shall notify the County Airport Director of any unsafe or malfunctioning facility that is beyond the MANAGER'S responsibility to correct.
- (d) Snow removal as required and practical to keep the airport open to air traffic, utilizing County provided equipment and/or supervising County authorized contract employees.
- (e) General office operations and tasks such as bookkeeping, fuel tax records management, collection of fees and unicom communications.
- (f) Operation and maintenance of the COUNTY – owned self-serve fuel terminal including daily inspections, inventories, receiving, testing and releasing of aviation fuel for sale.
- (g) Providing tie-downs as needed by the aviation public. MANAGER shall promptly deposit all revenues collected from parking of aircraft and vehicles in the public lot into the County Treasury through the Airports Director's Office.
- (h) Securing compliance by airport users with all applicable laws and regulations, and with all agreements, leases, or other legal obligations relating to the use of the airport.
- (i) Promotion of increased aeronautical activities at the airport, including the securing of persons who wish to base their aeronautical activities or business at the airport.
- (j) Manager shall provide routine maintenance and certification of all of the County's Automated weather observations systems. (AWOS).

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

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

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

MANAGER shall be personally present at the airport 25 hours per week (.625 FTE)

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

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



County of Plumas
Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



Keevin Allred
Chief Probation Officer

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

DATE: September 1st, 2022
TO: The Honorable Board of Supervisors
FROM: Keevin Allred, Chief Probation Officer 
SUBJECT: Approve the Probation Department to fill allocated 1.0 FTE Deputy Probation Officer position. This position is supported in part by grant funding.

Recommendation:

Approve the recruitment and filling of 1.0 FTE Deputy Probation Officer position. This Deputy Probation Officer position is funded 60% out of SB678, and 40% out of General Fund.

Background:

On June 24th, 2022, this FTE Deputy Probation Officer position became vacant due to resignation. This position is responsible for maintaining a caseload dealing with the investigation, assessment, and management of adult cases to which their supervisor assigns and monitors for compliance with Probation conditions, guidance, and accountability.

This position is critical to Probation's obligation to protect our community, reduce recidivism, restore victims and promote healthy families.

This position is allocated and will be funded via SB678 (20409) and General Fund (20400) at 60%/40% respectively in the 2022-2023 Recommended Budget.

Therefore, we respectfully request the approval to recruit and fill the 1.0 FTE Deputy Probation Officer position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
 - Yes, the Deputy Probation Officer I/II position is a legitimate business need.
- Why is it critical that this position be filled at this time?
 - The main function of this position is to cover a wide range of duties, including community supervision and preparing reports for the Court. In order to fulfill the Department's goals and mission, caseloads and workloads must be maintained at appropriate levels.
- How long has the position been vacant?
 - This position was vacated on June 24th, 2022, via resignation.
- Can the department use other wages until the next budget cycle?
 - Other wages are not suitable in recruiting, hiring, and retaining Deputy Probation Officers, and are therefore not an option. The job requires specific education and experience. A permanent employee in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
 - Other county Probation Departments of similar size use a comparable number of Deputy Probation Officers.
- What core function will be impacted without filling the position prior to July 1?
 - Timely flow and completion of court related documents and assessments would be impacted. Effective community supervision would be impacted.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
 - There would not be a negative fiscal impact to the County.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
 - The Probation Department is a general fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

- The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
 - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
 - Using values provided by Human Resources in FY22-23 for an allocated Deputy Probation Officer, including health and benefits, the estimated cost for the position over two years is \$177,531.96.
 - Considering SB678 will pick up 60% of the costs, this leaves the general fund to carry approximately \$71,012.78. This figure may change depending on the applicant's starting rate of pay and health insurance situation but should come in below this figure.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
 - This position is partially borne by the General Fund, which cannot hold a reserve.
 - The remaining allocation is held by SB678, which has a substantial fund balance available. This fund balance has steadily increased over the past three years due to the sudden stoppage of programs and services as a direct result of the pandemic, alongside staffing turnover resulting in savings to SB678.

DEPUTY PROBATION OFFICER I

DEFINITION

Under general supervision, to investigate, assess and manage cases involving adult or juvenile offenders; to supervise a caseload of assigned probationers and monitor compliance with Probation conditions of adult or juvenile offenders through supervision, guidance and accountability; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry/training level class for the Probation Officer class series. Incumbents work under relatively close supervision, performing the most basic assignments. As experience is gained, incumbents perform more independent duties in Intake, Supervision, and Placement Programs.

REPORTS TO

Supervising Probation Officer, Chief Probation Officer

CLASSIFICATIONS SUPERVISED

None

DEPUTY PROBATION OFFICER I - 2

EXAMPLES OF DUTIES

- Receives adult and juvenile cases assigned by supervisor.
- Conducts an inquiry into the nature of the reported offense or conduct of the client and the circumstances surrounding it.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews client's families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Talks to the referring law enforcement officer about the case.
- Prepares and submits a court report outlining pertinent information and recommending a course of action.
- Presents the report in court and answers the judge's questions concerning the case.
- May transport juveniles to/from court.
- Reviews the case files.
- Develop a plan for making regular contacts with the probationer and provide counsel, guidance, and support.
- Arranges for restitution payments to be made.
- Checks with others who are aware of probationer's activities.
- Monitors behavior to determine compliance with conditions of probation.
- Records contacts in the field book/case file.
- Reviews progress in the case with supervisor.
- Juvenile P.O. shall serve as on-call officer for juvenile problems during non-business hours.
- Adult P.O. may be asked to fulfill this duty as backup for juvenile division.
- Serves as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Does crisis intervention as required.
- Conducts search and seizure of person, property and vehicles.
- May advise clients of available community resources.
- May be assigned to supervise Intensive Drug cases.
- Cooperates with State and local welfare, mental health, and law enforcement agencies in cases of mutual interest.
- Attend training programs yearly.
- Respond to citizen complaints and information requests.

DEPUTY PROBATION OFFICER I - 3

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 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

Ability to

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Operate various office equipment including computer
- Make oral presentations and training before groups.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.
- Exercise sound independent judgment within general policy and guidelines.
- Prepare, review, and analyze data.

DEPUTY PROBATION OFFICER I - 4

Training and Experience:

Qualifications needed for this position:

Graduation from college with a Bachelor's degree in criminology, sociology, psychology, social work or closely related field. Some previous work experience in a probation related field is highly desirable.

OR

An Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of related experience, including two (2) years as a Probation Assistant in the Plumas County Probation Department.

Substitution: A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one (1) year of experience for each year of education requirement.

Licenses and Certifications:

- Penal Code 832 requirements regarding arrest, search, and seizure within one year of employment.
- Ability to successfully complete 200 hours of instruction in the Basic Probation Course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training within one year of employment. Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate
- Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

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.



County of Plumas

Department of Probation

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



Keevin Allred
Chief Probation Officer

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

DATE: September 1st, 2022

TO: The Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer *[Signature]*

SUBJECT: Approve the Probation Department to fill allocated and funded 1.0 Management Analyst position. This position is supported entirely via grant funding.

Recommendation:

Approve the recruitment and filling of 1.0 FTE Management Analyst position. This Management Analyst position is funded 50% out of SB678, 5% out of JJCBA, 35% out of YOBG, and 10% out of AB109.

Background:

On August 18th, 2022, this FTE Management Analyst position became vacant due to resignation. This position is responsible for analysis, development, implementation, and monitoring of specific programs. This position also establishes and renews quality assurance measures, evaluates the efficiency and effectiveness of Probation programming, improves data reporting to State and other agencies, and assists with grant opportunities.

This position is allocated and will be funded via SB678 (20409), JJCBA (20402), YOBG (20415), and AB109 (20418) at 50%/5%/35%/10% respectively in the 2022-2023 Recommended Budget.

Therefore, we respectfully request the approval to recruit and fill the 1.0 FTE Management Analyst position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
 - Yes, the Management Analyst position is a legitimate business need.
- Why is it critical that this position be filled at this time?
 - The main function of this position is to perform surveys, studies, and analysis of budgetary, administrative, and operational matters for the Probation Department.
 - The position is tasked with development, implementation, and evaluation of contracts, grant language, policies, plans, and programs.
- How long has the position been vacant?
 - The Management Analyst's position has been vacant since August 18th, 2022, due to resignation.
- Can the department use other wages until the next budget cycle?
 - Other wages are not suitable in recruiting, hiring, and retaining the Management Analyst.
 - The job requires specific education and experience. A permanent employee in this position is important.
- What are staffing levels at other counties for similar departments and/or positions?
 - Other county Probation Departments of similar size use a comparable number of Management Analysts.
- What core function will be impacted without filling the position prior to July 1?
 - Timely flow and management of department programs would be impacted, data reporting to the state may begin to suffer as a result.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
 - As the position is wholly grant funded, there would not be a negative fiscal impact to the County.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments?
 - The Probation Department is a General Fund department.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
 - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
 - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
 - The Management Analyst position is funded in its entirety by grant funding, so there is currently no need for General Fund support for this position.
 - In the event of a loss of grant funding, the position will likely be shifted to weigh on other grant funding until another funding source is located.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
 - Probation's grants, with few exceptions, are allowed to carry fund balances, which roll over from savings towards the next fiscal year.
 - SB678 has a substantial fund balance available. This fund balance has steadily increased over the past three years due to the sudden stoppage of programs and services as a direct result of the pandemic, alongside staffing turnover resulting in savings to SB678.
 - YOBG has a fund balance available, but it has been steadily declining over the last few years, even with the slowdown caused by the pandemic. There may be a need to reallocate services and wages from this grant to other grant funding to increase sustainability in the long term.
 - JJCBA has a relatively large fund balance available. The grant has been underutilized for programs and services, which has resulted in net savings over the years. A plan is in place to begin reduction of the fund balance in the future.
 - AB109 is a contested funding source, in which various agencies vie for funds via an RFP process and is ultimately decided through the judgement of the CCP Executive Committee. Probation's funding in AB109 saw a decline in the face of uncertain financial scenarios from the state during the pandemic, alongside staunch opposition towards increases in funding for the department in recent years. The fund balance is beholden to the county, rather than just Probation, and while there is a mutual agreement to retain a certain percentage of funds available in case of revenue loss from the state, the funds are unlikely to be granted to Probation for hiring and retention of staff.

MANAGEMENT ANALYST I

DEFINITION

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first experienced level in the Management Analyst class series. Incumbents are expected to learn and perform increasingly difficult and complex management analyst tasks and conduct management studies for County Departments. Incumbents are expected to increase their skill in knowledge of budgetary, administrative, fiscal, operational and organizational areas of County government.

REPORTS TO

Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MANAGEMENT ANALYST I – 2

EXAMPLES OF DUTIES

- Performs general and specialized studies, surveys, and analysis relating to matters of county government operation.
- Reviews revenues and expenditures requests from county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expenditures of various county departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- May assist in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development of bids and specifications for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions as assigned.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment with continuous contact with staff and public. Some field trips will be necessary to attend Training/meetings, visit outstation county departments, staff, programs and operations.

MANAGEMENT ANALYST I – 3

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- Local government origination, operation and legislative process.
- Statistical methods and practices of financial administration including governmental accounting
- Functions, originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles

ABILITY TO

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effectively represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

MANAGEMENT ANALYST I – 4

TRAINING AND EXPERIENCE:

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

Possession of a bachelor's degree in public or business administration or a related field.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

Special Requirements:

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



Chief Probation Officer

Management Analyst
VACANT

Department Fiscal Officer

Administrative Assistant

Office Assistant

Supervising Probation Officer

Probation Assistants

Deputy Probation Officer

Probation Assistant

Deputy Probation Officer

Probation Assistant

Deputy Probation Officer

Probation Assistant

Deputy Probation Officer
VACANT

Probation Assistant
VACANT

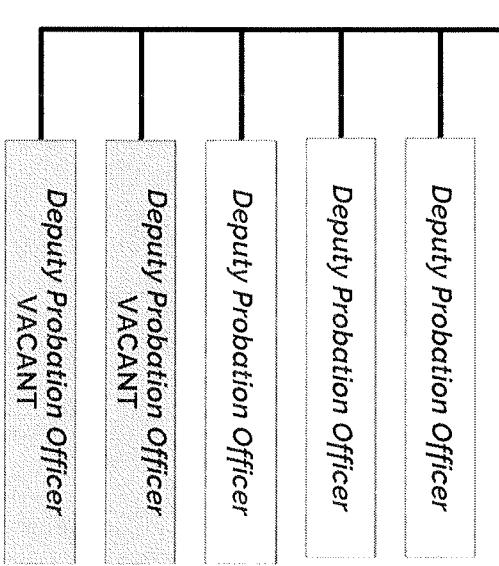
Juvenile Services

Deputy Probation Officer

Deputy Probation Officer

Deputy Probation Officer

FTE:
Allocated: 17.0
Filled: 13.0





Growing Healthy Communities

AGENDA REQUEST

For the Sept 13, 2022 meeting of the Plumas County Board of Supervisors

September 2, 2022

To: Honorable Board of Supervisors

From: Dana Loomis, Director of Public Health

Subject: Approve and direct the Chair of the Board of Supervisors to sign certification statements for the Child Health and Disability Prevention Program (CHDP)

Background:

The Plumas County Public Health Agency directs diverse clinical services and health education activities for the residents of Plumas County. The Agency receives funds from many different State Health agencies to administer these services.

In this instance, the Agency is receiving funds from the State to administer the CHDP program. The State requires that the Plumas County Public Health Agency put together a plan and have the Chair of the Board of Supervisors sign off on that plan, in addition to signatures by the program director and the Plumas County Public Health Agency director.

The attached documents contain the plan as well as the signature page.

Recommendation:

The Director of Public Health respectfully recommends that the Board of Supervisors approve and direct the Chair to a certification statement for the CHDP program.

Attachment:



State of California—Health and Human Services Agency
Department of Health Care Services



MICHELLE BAASS
DIRECTOR

GAVIN NEWSOM
GOVERNOR

Child Health and Disability Prevention Program
Plan and Budget Reporting Checklist

County/City: Plumas	Fiscal Year: 2022-23	Page Number
1. CHDP Plan and Budget Reporting Checklist		1
2. CHDP Certification Statement		2
3. CHDP Organizational Chart		3
4. CHDP New or Revise Memorandum of Understanding and Inter-agency Agreements		
5. If Applicable:		
a. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)		
b. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)		
c. Property Survey Report Form (STD 152)		
6. CHDP Plan and Budget Reporting Spreadsheet		4
a. Agency Information Sheet		
b. CHDP Memorandum of Understanding and Inter-agency Agreement List		
c. CHDP Incumbent List		5
d. CHDP Budget		
i. CHDP Administrative Budget		6
– Summary and Worksheet		
– Budget Narrative		7
ii. Optional County/City - Federal Match Budget		
– Summary and Worksheet		
– Budget Narrative		

All items listed here should be submitted to the ISCD Budget Portal as one signed PDF document. In addition, Excel worksheet components of this reporting package should also be submitted as one document. Detailed instruction for each item listed can be found in the Integrated Systems of Care Division Plan and Fiscal Guidelines.



State of California—Health and Human Services Agency
Department of Health Care Services



MICHELLE BAASS
DIRECTOR

GAVIN NEWSOM
GOVERNOR

**Child Health and Disability Prevention Program
Certification Statement**

County/City: Plumas

Fiscal Year: 2022-23

I certify that the CHDP Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 6 (commencing with Section 124025), Welfare and Institutions Code, Division 9, Part 3, Chapters 7 and 8 (commencing with Section 14000 and 14200), Welfare and Institutions Code Section 16970, and any applicable rules or regulations promulgated by DHCS pursuant to that Article, those Chapters, and that section. I further certify that this CHDP Program will comply with the Integrated Systems of Care Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CHDP Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.). I further agree that this CHDP Program may be subject to all sanctions or other remedies applicable if this CHDP Program violates any of the above laws, regulations and policies with which it has certified it will comply.

Signature of CHDP Director/Deputy Director

Date Signed

Signature and Title of Other – Optional

Date Signed

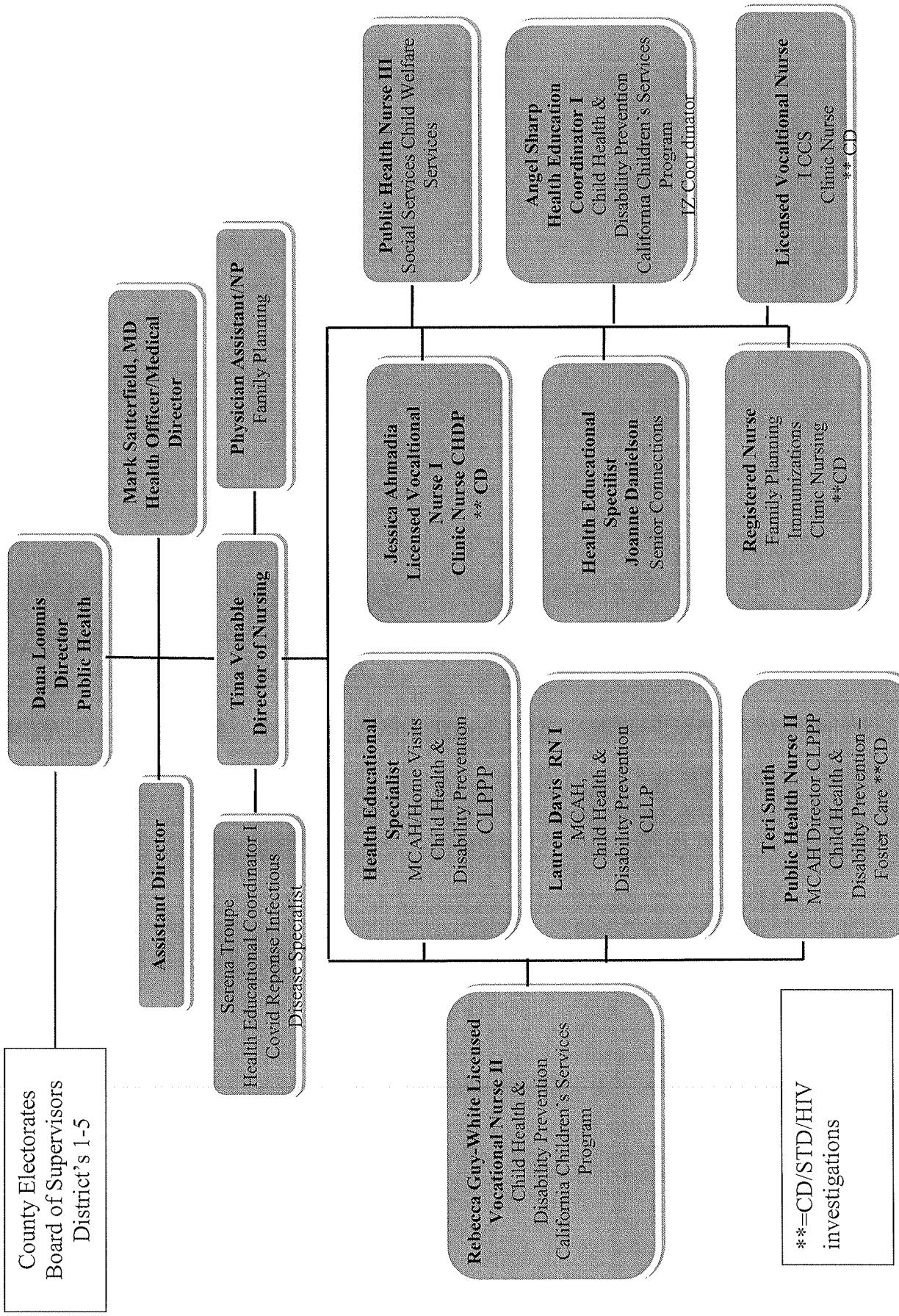
I certify that this plan has been approved by the local governing body.

Signature of Local Governing Body Chairperson

Date Signed

PLUMAS COUNTY PUBLIC HEALTH AGENCY
CLINIC & NURSING SERVICES DIVISION

3



Agency Information Sheet**Fiscal Year:****County/City:** Plumas County

2022-23

Official Agency

Name:	Public Health Agency	Address:	270 County Hospital Road St 206
Health Officer	Mark Satterfield	Quincy CA 95971	

CMS Director (if applicable)

Name:	_____	Address:	_____
Phone:	_____	_____	
Fax:	_____	E-Mail:	_____

CCS Administrator

Name:	Tina Venable	Address:	Same
Phone:	530-283-6330	_____	
Fax:	_____	E-Mail:	tinavenable@countyofplumas.com

CHDP Director

Name:	Tina Venable	Address:	Same
Phone:	530-283-6330	_____	
Fax:	_____	E-Mail:	tinavenable@countyofplumas.com

CHDP Deputy Director

Name:	Rebecca Guy-White	Address:	Same
Phone:	530-283-6330	_____	
Fax:	_____	E-Mail:	angelsharp@countyofplumas.com

Clerk of the Board of Supervisors or City Council

Name:	Heidi White	Address:	520 Main Street Quincy CA 95971
Phone:	530-283-6170	Room 309	
Fax:	_____	E-Mail:	pcbs@countyofplumas.com

Director of Social Services Agency

Name:	Neal Caiazzo	Address:	270 County Hospital Road Ste 207
Phone:	530-283-6350	Quincy CA 95971	
Fax:	_____	E-Mail:	NealCaiazzo@countyofplumas.com

Chief Probation Officer

Name:	Keeven Allred	Address:	270 County Hospital Road #128
Phone:	530-283-6295	Quincy CA 95971	
Fax:	_____	E-Mail:	KeevenAllred@countyofplumas.com

Incumbent List - Child Health and Disability Prevention Program

For FY 2022-2023, complete the table below for all personnel listed in the CHDP budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should not be over 100 percent.

Specify whether job duty statements or civil service classification statements have been revised or changed in the last fiscal year. Only submit job duty statements and civil service classification statements that are new or have been revised. This includes (1) changes in job duties or activities, (2) changes in percentage of time spent for each activity, and (3) changes in percentage of time spent for enhanced and non-enhanced job duties or activities.



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services
Child Health and Disability Prevention
Budget Worksheet



GAVIN NEWSOM
GOVERNOR

State/Federal Funding Source:

Base

County/City Name:		Plumas		Fiscal Year:		2022-23		Base					
Category/Line Item		Total Base FTE %	Annual Salary	Total Budget	Enhanced FTE %	Enhanced (25/75)	Non-Enhanced FTE %	Non-Enhanced (50/50)	CHDP %	Total CHDP Budget	Medi-Cal %	Total Medi-Cal Budget	
I. Personnel Expenses													
#	Name												
1	Rebecca Guy-White	30%	\$76,978	\$23,093	86%	\$19,860	14%	\$3,233	0%	\$0	100%	\$23,093	
2	Jessica Almada	7%	\$74,965	\$5,248	86%	\$4,513	14%	\$735		\$0	100%	\$5,248	
3	Lauren Davis	8%	\$89,454	\$7,156	86%	\$6,154	14%	\$1,002		\$0	100%	\$7,156	
4	Tina Venable	2%	\$215,057	\$4,301	86%	\$3,698	14%	\$602		\$0	100%	\$4,301	
5	Elizabeth Soder	50%	\$73,430	\$36,715	86%	\$31,575	14%	\$5,140		\$0	100%	\$36,715	
6	Delena Jones	10%	\$91,042	\$9,104	0%	\$0	100%	\$9,104		\$0	100%	\$9,104	
7				\$0		\$0	100%	\$0					
8				\$0		\$0	100%	\$0					
9				\$0		\$0	100%	\$0					
10				\$0		\$0	100%	\$0					
	<i>(Insert additional rows as needed)</i>			\$0		\$0	100%	\$0					
	Total Salaries and Wages			\$85,617		\$65,801		\$19,816		\$0		\$85,617	
	Less Salary Savings			\$0		\$0		\$0		\$0		\$0	
	Net Salaries and Wages			\$85,617		\$65,801		\$19,816		\$0		\$85,617	
	Staff Benefits (Specify %)	0%		\$0		\$0		\$0		\$0		\$0	
	I. Total Personnel Expenses			\$85,617		\$65,801		\$19,816		\$0		\$85,617	
	II. Operating Expenses (List in Narrative)												
	II. Total Operating Expenses			\$9,986		\$0		\$9,986		\$0		\$9,986	
	III. Capital Expenses (List in Narrative)												
	III. Total Capital Expenses			\$0		\$0		\$0		\$0		\$0	
	IV. Indirect Expenses												
	1. Internal (Specify %)	0%		\$0		\$0		\$0		\$0		\$0	
	2. External (Specify %)	25%		\$23,901		\$23,901		\$23,901		\$0		\$23,901	
	IV. Total Indirect Expenses			\$23,901		\$23,901		\$23,901		\$0		\$23,901	
	V. Other Expenses												
	V. Total Other Expenses			\$0		\$0		\$0		\$0		\$0	
	Budget Grand Total			\$119,504		\$65,801		\$53,703		\$0		\$119,504	

Prepared by: *Delenca Jones* Sign *8/31/2022* Print *8/31/2022* Title *DFO II* Date *7/20/2022* Email *delencajones@countyofplumas.com*
 Authorized CHDP *8/30/2022* Sign *8/30/2022* Print *8/30/2022* Title *Tina Venable* Date *7/20/2022* Email *tinavenable@countyofplumas.com*
 Program Representative: *Delenca Jones*

Budget Summary tables can be found on the "Summary Tables" sheet of this workbook.



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

Child Health and Disability Prevention
Budget Summaries



GAVIN NEWSOM
GOVERNOR

County/City: Plumas

Funding Source:	Base			County/City-Federal		
	1	4	5	2	3	4
Category/Line Item	Total Budget	Enhanced	Non-Enhanced	Total CHDP Budget	Total Medi-Cal Budget	Total Budget
I. Total Personnel Expenses	\$85,617	\$65,801	\$19,816	\$0	\$85,617	\$0
II. Total Operating Expenses	\$9,986	\$0	\$9,986	\$0	\$9,986	\$0
III. Total Capital Expenses	\$0		\$0	\$0	\$0	\$0
IV. Total Indirect Expenses	\$23,901		\$23,901	\$0	\$23,901	\$0
V. Total Other Expenses	\$0		\$0	\$0	\$0	\$0
Budget Grand Total	\$119,504	\$65,801	\$53,703	\$0	\$119,504	\$0
Source of Funds:	Total Funds	Enhanced	Non-Enhanced	Total CHDP Budget	Total Medi-Cal Budget	Total Funds
State General Funds	\$0			\$0		
Medi-Cal Funds:	\$119,504				\$119,504	
State/County Funds	\$43,302	\$16,450	\$26,852		\$43,302	\$0
Federal Funds (Title XIX)	\$49,351	\$49,351	\$0		\$49,351	\$0
Budget Grand Total	\$119,504	\$65,801	\$53,703	\$0	\$119,504	\$0

Dellena Jones

Prepared By: *Dellena Jones*
Sign: *[Signature]*

Authorized CHDP Program Representative: Sign
Print: *Dellena Jones* Title: *DFO II* Date: *3/1/2023*

Print: *Tina Venable* Title: *DON* Date: *3/1/2023*

3471/00

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Fiscal Year:

2022-23

Fiscal Year:

2022-23



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

**Child Health and Disability Prevention
Budget Narrative**

State/Federal Funding Source: Base	
County/City Name:	Plumas
Fiscal Year: 2022-23	
I. Personnel Expenses Identify and Explain Any Changes in Personnel/Personnel Expenses	
II. Operating Expenses Identify and Explain All Operating Expense Line Items	
Travel:	Includes travel for meetings, regional meetings, daily business, vehicle use, meals=\$1800
Training:	Cost of registration and training, cost for ongoing duties of program staff=\$500
III. Capital Expenses Identify and Explain All Capital Expense Line Items	
IV. Indirect Expenses Identify and Explain All Indirect Expense Line Items	
Internal:	Program share of internal overhead costs based on the Public Health Agency's internal cost plan and external cost plan.=%25
External:	
V. Other Expenses Identify and Explain All Other Expense Line Items	
	Office expense \$2486, Communication \$1600, Program space rent \$2400, Household expense \$500, Equipment maintenance \$700--portion of these expenses within PHA that are allocated to CCS

DeLena Jones
Prepared By:

HDC

Authorized CHDP Program Representative: Sign

DeLena Jones *DFO* 8/31/22

delena.jones@countyofplumas.com

tina.venable@countyofplumas.com

Sign

Print

Title

Date

Email

Tina Venable *DFO* 8/30/22

Print

Title

Date

Email

Item 3E

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 Robert Thorman, P.E., Assist. Director



AGENDA REQUEST

For the September 13, 2022, meeting of the Plumas County Board of Supervisors

September 2, 2022

To: Honorable Board of Supervisors

From: John Mannle, Director of Public Works

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

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

Background:

There exists a vacancy for an FTE PW Road Maintenance Worker II effective immediately, due to a transfer to another district.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY 22/23 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 for one (1) FTE PW Maintenance Worker II position in the LaPorte Maintenance District.

Attachments: Critical Staffing Questionnaire
Departmental Organization Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

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

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

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

The minimum crew size for the La Porte area is 4. At least 2 personnel provide for traffic control during the majority of maintenance activities leaving just 2 personnel to perform the activity. Maintenance Workers are subject to 24 hour “call-out” for road related emergencies and snow removal.

How long has the position been vacant?

Vacant as of 05/18/22.

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

The Maintenance Division’s budget line item for wages in the 22/23 budget includes funds for this position.

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

No specific research has been performed for this position. Generally speaking however, past research tasks have identified Plumas County as being consistent with neighboring Counties.

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

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

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

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

A non-General Fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**

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

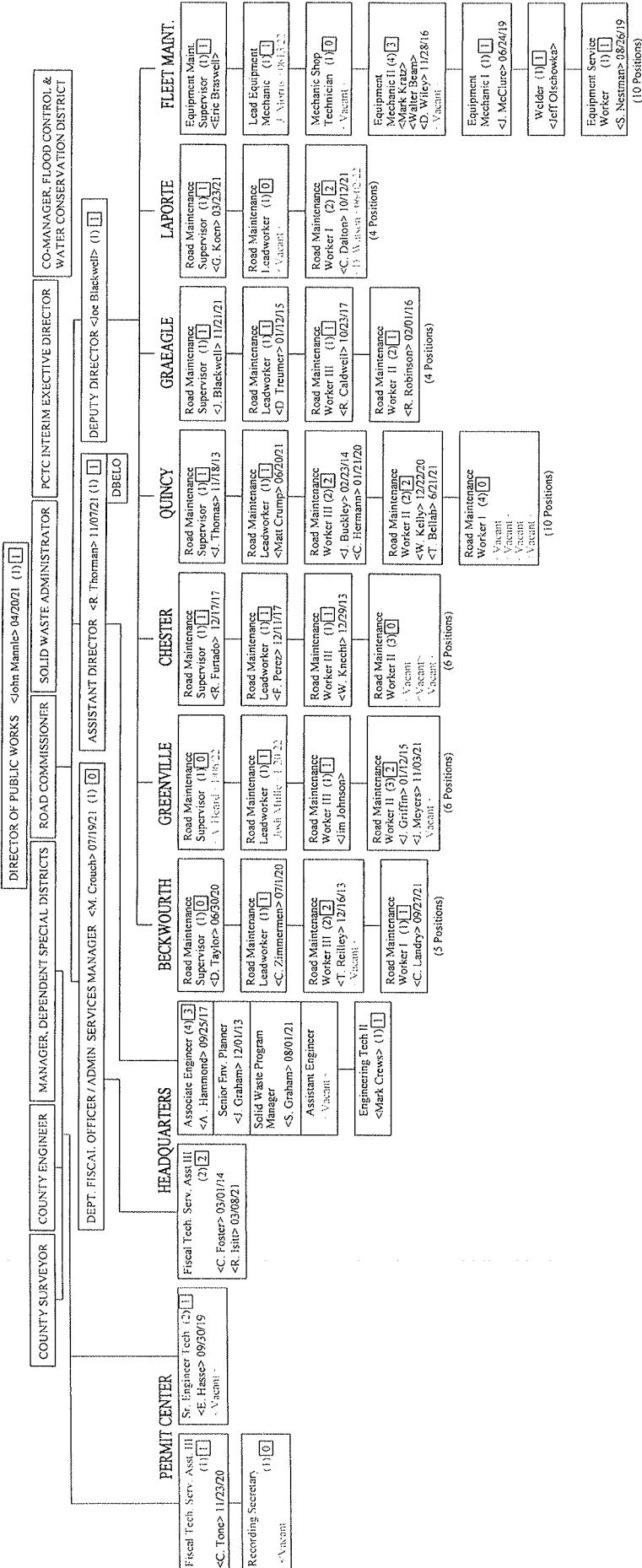
No

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No change in General Fund support since this is already a budgeted position.**

Does the department have a reserve?

Yes – \$1,069,000.

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART



Director of Public Works
Revision Date: 8/4/22

RESOLUTION NO. 21-8609

A RESOLUTION RATIFYING THE PLUMAS COUNTY HEALTH OFFICER'S
DECLARATION OF LOCAL HEALTH EMERGENCY

BECKWOURTH COMPLEX FIRE, DIXIE FIRE AND FLY FIRE

WHEREAS, Health and Safety Code section 101080 authorizes a local health officer to declare a local health emergency in the jurisdiction, or any part thereof: when the local health officer reasonably determines that there is an imminent and proximate threat of the introduction into the jurisdiction, or any part, thereof of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent; and,

WHEREAS, on July 26, 2021, Plumas County's Health Officer, Mark Satterfield, MD, declared a local health emergency based on an imminent and proximate threat to public health due to hazardous waste in the form of contaminated debris from hazardous waste/materials and structural debris from the Beckwourth Complex Fire, the Dixie Fire and the Fly Fire (which has now merged with the Dixie Fire), such declaration being attached hereto and incorporated herein; and

WHEREAS, under Health and Safety Code section 101080, a local health officer's declaration of a local health emergency must be ratified by the Board of Supervisors within seven (7) days in order to remain in effect; and

WHEREAS, Health and Safety Code section 101080 generally requires the Board of Supervisors to review the need for continuing the local health emergency at least every 30 days until the local health emergency is terminated; and

WHEREAS, Health and Safety Code section 101080 requires local jurisdictions to terminate the emergency at the earliest possible date that conditions warrant termination; and

NOW THEREFORE, BE IT RESOLVED, that the Plumas County Board of Supervisors hereby, and pursuant to Health and Safety Code section 101080, ratifies the declaration of a local health emergency declared by the local health officer on July 23, 2021.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the special meeting of the Board of Supervisors on July 27, 2021 by the following vote:

AYES: Supervisor (S) Ceresola, Goss, Thrall, Hagwood, and Engel

NOES: None

ABSENT: None



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors

DECLARATION NO. 21-

**DECLARATION OF A LOCAL HEALTH EMERGENCY IN THE COUNTY OF PLUMAS
BY PLUMAS COUNTY HEALTH OFFICER
FOR THE BECKWOURTH COMPLEX AND DIXIE AND FLY FIRES**

WHEREAS, The Beckwourth Complex is comprised of the Dotta Fire and the Sugar Fire on the Beckwourth Ranger District of the Plumas National Forest. The Dotta Fire is thought to have been ignited by lightning on June 30, 2021 near Dotta Canyon, and on July 2, 2021, the Sugar Fire is thought to have been ignited by lightning west of Sugarloaf Peak; and

WHEREAS, the Plumas National Forest failed to control the fires and on July 4, 2021, the California Incident Management Team 4 (CAIIMT4) took over command and control of the fires and combined them to be called the Beckwourth Complex Fire; and

WHEREAS, Plumas County Proclaimed a Local State of Emergency on July 8, 2021 related to the significant impacts of the Beckwourth Complex Fire; and

WHEREAS, on July 13, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8601; and

WHEREAS, on July 16, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Beckwourth Complex Fire because the wildfire had destroyed homes, caused the evacuation of residents, and damaged critical infrastructure; and

WHEREAS, the Dixie Fire started in the Feather River Canyon near the Cresta Powerhouse on July 13, 2021. The cause of the fire is currently unknown and under investigation; and

WHEREAS, the Dixie Fire is over 190,000 with 21% containment and continues to threaten life and property, creating conditions of extreme peril and triggering evacuations of thousands of people; and

WHEREAS, Plumas County Proclaimed a Local State of Emergency on July 16, 2021 related to the significant impacts of the Dixie Fire; and

WHEREAS, on July 20, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8605; and

WHEREAS, the Fly Fire started in the Butterfly Valley area on July 22, 2021. The cause of the Fire is currently unknown and is under investigation; and

WHEREAS, the Fly Fire was 4,300 acres as of July 24, 2021 with 5% containment and has threatened life and property, creating conditions of extreme peril and triggering evacuations of thousands of people. The Fly Fire merged with the Dixie Fire on the night of July 24, 2021; and

WHEREAS, on July 23, 2021 Plumas County Proclaimed a Local State of Emergency related to the significant impacts of the Fly Fire; and

WHEREAS, on July 23, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Dixie and Fly Fires because the fires have destroyed homes, caused evacuation of residents, and damaged critical infrastructure; and

WHEREAS, as of July 26, 2021, the Beckwourth Complex Fire has destroyed 16 structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

WHEREAS, as of July 26, 2021, the Dixie Fire has destroyed 16 structures and 6 other minor structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

WHEREAS, the debris resulting from the Beckwourth Complex Fire, and the Dixie and Fly Fires contain hazardous material in the ash of burned structures, which has created a health emergency and poses a substantial present and future hazard to human health and safety and the environment unless it is addressed and managed; and

WHEREAS, there is an imminent and proximate threat of exposure to partially respirable-size particulate matter, possible infection or communicable disease exposure to biological agents due to combustion of animal carcasses, possible accumulation of perishable foods and other organic materials that normally require refrigeration but have been left to spoil due to lack of electricity, potential contamination or destruction of residential and commercial drinking water supplies, and potential pollution of nearby surface water; and

WHEREAS, the seasonal thunderstorms and inclement weather could spread the hazardous material in the ash of the burned structure and could thereby pollute and contaminate surface water and the domestic water supplies of the affected areas of Plumas County; and

WHEREAS, California Health and Safety Code section 101075 confers upon the local Health Officer emergency powers necessary to protect public health and safety; and

WHEREAS, California Health and Safety Code section 101080 authorizes the local Health Officer to declare the existence of a local health emergency when this County or any area of the county is affected or likely to be affected by a public health threat while the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven (7) days, and subject to reaffirmation every thirty (30) days thereafter until such local health emergency has ceased; and

WHEREAS, the Health Officer hereby finds that:

- (a) The Beckwourth Complex Fire, Dixie Fire and Fly Fire have created certain hazardous waste conditions in Plumas County in the form of contaminated debris from household hazardous waste/materials and structural debris resulting from the destruction of residences and structure; and
- (b) The hazardous waste debris poses a substantial present or potential hazard to human health and the environment unless immediately addressed and managed; and
- (c) There is an imminent and proximate threat of infections or communicable disease and/or non-communicable agents due to fire related debris; and

(d) The Board of Supervisors of the County of Plumas is not in session and cannot immediately be called into session; and

These threats to public health necessitate the declaration of a local health emergency.

NOW, THEREFORE, IT IS DECLARED that a local health emergency exists in the County of Plumas, due to hazardous waste in the form of contaminated debris from the hazardous waste/material and structural debris from the ongoing Beckwourth Complex Fire, Dixie Fire and Fly Fire; and

NOW, THEREFORE, IT IS FURTHER DECLARED AND ORDERED that during the existence of the local health emergency the power, functions and duties of the Health Officer shall be those prescribed by State law, including the provisions of California Health and Safety Code sections 101040 and 101085; and by ordinances, resolutions and approved plans of the County of Plumas to mitigate the effects of the local emergency.

NOW, THEREFORE, BE IT RESOLVED the Plumas County Health Officer, Mark Satterfield, M.D. declares:

A local health emergency is declared in Plumas County commencing on or about 2:04 Pm
a.m./p.m. of the 26th day of July, 2021.

7/26/21
Date



Mark Satterfield, M.D.
Health Officer
County of Plumas



BOARD OF SUPERVISORS

DWIGHT CERESOLA, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
GREG HAGWOOD, DISTRICT 4
JEFF ENGEL, DISTRICT 5

September 13, 2022

Congressman Tom McClintock
4th District of California
California Office
2200A Douglas Blvd, Suite 240
Roseville, CA 95661

**RE: PLUMAS COUNTY LETTER OF SUPPORT
HOUSE OF REPRESENTATIVES (HR) 6903 PROPOSED LEGISLATION
TO REQUIRE THE SECRETARY OF AGRICULTURE TO CARRY OUT
ACTIVITIES FOR THE IMMEDIATE SUPPRESSION OF WILDFIRES**

Dear Congressman McClintock:

The Plumas County Board of Supervisors thanks you, in partnership with Congressman LaMalfa, for your leadership in co-sponsoring and introducing HR6903 in the House of Representatives on March 2, 2022. The Board of Supervisors understands the proposed legislation has been referred to the Committee on Agriculture and Committee on Natural Resources on March 2, 2022, and subsequently referred to the Subcommittee on Conservation and Forestry on March 8, 2022.

Communities and forests in Plumas County have experienced and been seriously impacted by multiple recent years of catastrophic wildfires, burning 65 percent of the Lassen National Forest and Plumas National Forest lands. There is a significant and fundamental need to protect communities and forest lands from future wildfires.

The Board of Supervisors supports HR6903 and the immediate and swift action to carry out wildfire suppression activities with the purpose of extinguishing wildfires on National Forest Lands and performing immediate suppression of any prescribed fire that exceeds prescription, while not inhibiting the suppression efforts of state or local firefighting agencies that are authorized to respond to wildfire on National Forest system lands, including the California Department of Forestry and Fire Protection (CAL FIRE) and the multiple local volunteer independent fire districts acting in Plumas County.

Please inform the Board of Supervisors as to what the County can be doing to cooperate at the federal level in support of the HR6903 proposed legislation.

Sincerely,

Kevin Goss, Chair
Plumas County Board of Supervisors

HR6903
PLUMAS COUNTY LETTER OF SUPPORT

Enclosure: HR6903 Sponsor Rep. CA-4 McClintock, Tom and Co-Sponsor Rep. CA-1 LaMalfa, Doug

Cc: Doug LaMalfa, Congressional District 1
Brian Dahle, Senate District 1
Megan Dahle, Assembly District 1
Christopher Carlton, Plumas National Forest Supervisor
Deb Bumpus, Lassen National Forest Supervisor
Eli Ilano, Tahoe National Forest Supervisor
Board of Supervisors, Plumas
Plumas County Sheriff Todd Johns
Gretchen Stuhr, Plumas County Counsel

117TH CONGRESS
2D SESSION

H. R. 6903

To require the Secretary of Agriculture to carry out activities to suppress
wildfires, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

MARCH 2, 2022

Mr. MCCLINTOCK (for himself and Mr. LAMALFA) introduced the following bill; which was referred to the Committee on Agriculture, and in addition to the Committee on Natural Resources, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned

A BILL

To require the Secretary of Agriculture to carry out activities
to suppress wildfires, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-
2 tives of the United States of America in Congress assembled,*

3 **SECTION 1. SUPPRESSION OF WILDFIRES.**

4 (a) IN GENERAL.—The Secretary of Agriculture, act-
5 ing through the Chief of the Forest Service—

6 (1) shall—

7 (A) to the maximum extent practicable—

8 (i) use all available resources to carry
9 out wildfire suppression with the purpose

1 of extinguishing wildfires detected on Na-
2 tional Forest System lands not later than
3 24 hours after such a wildfire is detected;
4 and

5 (ii) immediately suppress any pre-
6 scribed fire that exceeds prescription;

17 (4) shall control any such initiated backfire or
18 burnout until extinguished.

19 (b) PENALTY.—Any person aggrieved by a violation
20 of paragraph (3) or (4) of subsection (a) may bring a civil
21 action against the United States in the appropriate Fed-
22 eral district court for actual damages.

○



Keevin Allred
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



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

DATE: August 31, 2022

TO: Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer *KA*

SUBJECT: Plumas County Community Corrections Partnership Executive Committee –
New Member Appointment Recommendation

Recommendation

The Plumas County Community Corrections Partnership respectfully recommends that the Interim Director of Behavioral Health, Sharon Sousa, be appointed to the Executive Committee as a result of Tony Hobson's resignation from his position as Director of Behavioral Health.

Background and Discussion

Tony Hobson resigned from his position as the Director of the Behavioral Health Department therefore vacating his position on the CCP Executive Committee. Sharon Sousa was appointed as Interim Director of Behavioral Health shortly thereafter.

At the CCP Executive Committee meeting on August 31, 2022, the Executive Committee voted unanimously to approve the appointment of Sharon Sousa to the Executive Committee, therefore, the Executive Committee respectfully recommends the Board of Supervisors to appoint Sharon Sousa as a member of the Committee Corrections Partnership Executive Committee.



Keevin Allred
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



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

DATE: August 31, 2022

TO: Honorable Board of Supervisors

FROM: Keevin Allred, Chief Probation Officer *✓*

SUBJECT: Plumas County Community Corrections Partnership Executive Committee –
New Member Appointment Recommendation

Recommendation

The Plumas County Community Corrections Partnership respectfully recommends that the Public Defender, Craig Osborne, be appointed to the Executive Committee as a result of Bill Abramson's resignation effective August 31, 2022.

Background and Discussion

Bill Abramson resigned from his position as a Plumas County Public Defender representative of the CCP Executive Committee on August 31, 2022. Craig Osborne is now the senior member of the Plumas County public defender contracted attorneys.

At the CCP Executive Committee meeting on August 31, 2022, the Executive Committee voted unanimously to approve the appointment of Craig Osborne to the Executive Committee, therefore, the Executive Committee respectfully recommends the Board of Supervisors to appoint Craig Osborne as a member of the Committee Corrections Partnership Executive Committee.

William Abramson

*Attorney at Law
P.O. Box 3242
Quincey, Ca. 95971*

Phone (530) 283-2410

Abramsonlaw96@gmail.com

August 31, 2022

Community Corrections Partnership
Keevin Allred, Chair Executive Committee
Plumas County

Mr. Allred,

As you are aware, I have resigned from the Plumas County Public Defender Contract, effective September 30, 2022. As such, it would no longer be appropriate for me to continue as a member of the Executive Board. I am formally tendering my resignation effective immediately. I would suggest Craig Osborne be nominated to fill my position, as he is now the senior member of the public defender contracted attorneys.

Thank you for your consideration

Sincerely,



WILLIAM ABRAMSON
Attorney at Law