



**Board of Supervisors**

Dwight Ceresola, Chair 1st District

Kevin Goss, 2nd District

Tom McGowan, 3rd District

Greg Hagwood, Vice Chair 4th District

Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING**

**MARCH 14, 2023 TO BE HELD AT 10:00 AM**

**520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA**

[www.countyofplumas.com](http://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.

## **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](mailto:Public@countyofplumas.com)

## **CALL TO ORDER**

## **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

#### **B. PLUMAS COUNTY FIRE SAFE COUNCIL** - Hannah Hepner

Logan Krahenbuhl from the Fire Safe Council will give a brief update on the Plumas Underburn Cooperative. [View Item](#)

#### **C. MUNIS HR/PAYROLL MODULE UPDATE**

Report, and update, on Pentimation, Tyler/ Munis software migration and 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. BEHAVIORAL HEALTH**

- 1) Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Department Fiscal Officer I/II position; Vacancy due to promotion. [View Item](#)

### **B. FACILITY SERVICES**

- 1) Authorize Supplemental Budget Transfer of \$23,563.11 from Facility Service's Revenue Account # 46251 Reimbursements/ Refunds into Facility Service's expense account #521400 to repair damage from the November 27, 2022 break-in at the Courthouse Annex. [View Item](#)

### **C. PUBLIC HEALTH**

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health Agency and Levi B Pence dba Hi Tech Frame and Finish, to provide as needed automotive body repair services; effective July 1 2022; not to exceed \$9,000.00; approved as to form by County Counsel. [View Item](#)
- 2) Authorize the Director of Public Health to recruit and fill one (1) Extra-Help Fiscal Tech II or III. [View Item](#)

### **D. PLUMAS COUNTY OFFICE OF EDUCATION**

- 1) Approve and authorize the Chair to sign Certification of Plumas County Early Education & Child Care Council (Local Planning Council) annual child care funding zip code priorities for 2023/ 2024. [View Item](#)

## **3. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Plumas County Flood Control and Water Conservation District; Beckwourth County Service Area, Quincy Lighting District; and Crescent Mills Lighting District.

### **A. ADJOURN AS THE PLUMAS COUNTY BOARD OF SUPERVISORS AND CONVENE AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD.**

- 1) Approve and authorize the Chair to sign Amendment No. 1 to the Memorandum of Understanding between Plumas County/ Beckwourth County Service Area and the Golden State Finance Authority extending the date of repayment of a \$100,000 loan until December 31, 2023; approved as to form by County Counsel; discussion and possible action. [View Item](#)

### **B. ADJOURN AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD AND CONVENE AS WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD.**

- 1) Approve and authorize the Chair to sign an Agreement between Walker Ranch Community Service District and Joseph Corron dba Joseph Corron Electric for On-Call pump repair services; not to exceed \$20,000.00; approved as to form by County Counsel; discussion and possible action. [View Item](#)
- 2) Approve and authorize the Chair to sign an Agreement between Walker Ranch Community Service District and Vestra Resources, Inc. for State Water Board Reporting and Effluent Evaluation; not to exceed \$18,015.20; approved as to form by County Counsel; discussion and possible action. [View Item](#)

C. **ADJOURN AS THE WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD AND RECONVENE AS THE BOARD OF SUPERVISORS.**

**4. DEPARTMENTAL MATTERS**

A. **ASSESSOR'S OFFICE** - Cindie Froggatt

- 1) Adopt **RESOLUTION** to amend the FY 2022-2023 County Personnel Allocation to change 1.0 FTE Assistant Assessor to a Department Fiscal Officer I/II OR Office Manager for Assessor Budget Unit 20060; and authorize the department to recruit and fill the position; discussion and possible action. **Roll call vote.** [View Item](#)

B. **PUBLIC WORKS** - John Mannie

- 1) CGL to provide an update on the New Jail and Day Reporting Center progress during construction.
- 2) Approve and Authorize Chair to ratify and sign Amendment No. 1 to Maintenance Agreement PWRD 23-014 for Snow Removal and Storm Damage services for Plumas County Road department, increasing compensation by \$100,000; effective March 9, 2023; approved as to form by County Counsel; discussion and possible action. [View Item](#)

C. **PUBLIC HEALTH AGENCY** - Dana Loomis

- 1) Authorize supplemental budget transfer request of \$150,000.00, from the State of California, Health and Human Services COVID Round 4 Funding Account 70560/ 52400 Special Department Expense, into the following supplemental expenditure accounts; \$10,000.00 - 20480/ 520900 Vehicle Maintenance; \$50,000.00 - 20480/ 521102 Fuel; \$90,000.00 - Vehicle Purchase, to facilitate essential transportation services to Senior Citizens of Plumas County.

**Four/Fifths required roll call vote** [View Item](#)

D. **SHERIFF** - Todd Johns

- 1) Adopt **RESOLUTION** approving the delegation of authority from the Plumas County Sheriff's Office to the District Attorney's alternative sentencing program to apply for Justice-Involved capacity building program funding; approved as to form by County Counsel; discussion and possible action. **Roll call vote** [View Item](#)

**5. COUNTY ADMINISTRATIVE OFFICE - DEBRA LUCERO**

- A. Review proposal from California State Association of Counties to use 1% of the Local Assistance and Tribal Consistency Fund allocated to Plumas County to fund the start-up of the National Center for Public Lands Counties; discussion/direction to staff and/or possible action. [View Item](#)
- B. Approve and authorize the Chair to sign a Letter to Governor Newsom In Opposition to the deferment of over a billion dollars of Senate Bill 156 last-mile broadband funding; discussion and possible Action. [View Item](#)

**6. 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 it back within 30 days, on April 11, 2023. [View Item](#)
- B. Review, pursuant to Government Code section 8630, RESOLUTION No. 21-8601 and RESOLUTION No. 21-8605 ratifying the Proclamations of County-Wide Local Emergency due to the Beckwourth Complex, Dixie and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 60 days, on May 9, 2023. [View Item](#)

**C. CORRESPONDENCE**

**D. INFORMATIONAL ANNOUNCEMENTS**

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

**7. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**A. CONVENE AS THE FLOOD CONTROL & WATER CONSERVATION DISTRICT GOVERNING BOARD**

**FLOOD CONTROL & WATER CONSERVATION DISTRICT**

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

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

**B. Public Employee Employment, Appointment, Recruitment, Performance Evaluations, Including Goals, Pursuant to Government Code Section 54957:**

1. Agricultural Commissioner
2. Behavioral Health Director
3. Building Services Director
4. Chief Probation Officer
5. Child Support Services Director
6. County Administrative Officer
7. County Counsel
8. Environmental Health Director
9. Facility Services Director
10. Fair Manager
11. Human Resources Director
12. Information Technology Director
13. Library Director
14. Museum Director
15. Planning Director
16. Public Health Director
17. Public Works Director
18. Risk & Safety Manager
19. Social Services Director

**C. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9**

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

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**8. ADJOURNMENT**

Adjourn meeting to Tuesday, March 21, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY  
OFFICE OF EMERGENCY SERVICES  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:**

**MEETING DATE:** March 14, 2023

**SUBJECT:** PLUMAS COUNTY FIRE SAFE COUNCIL

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**Recommendation**

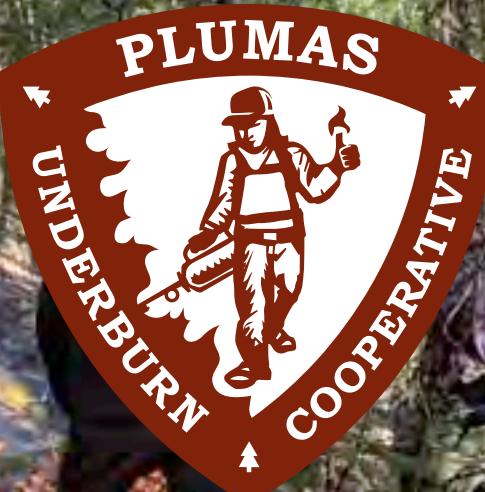
Logan Krahenbuhl from the Fire Safe Council will give a brief update on the Plumas Underburn Cooperative

**Background and Discussion**

**Action:**

**Attachments:**

1. PUC\_Flyer\_ 2023



## **Citizen volunteers and wildland fire professionals working together to promote resilient forests and safe communities through the use of prescribed fire.**

Prescribed fire is one of the most effective tools for the purpose of reducing hazardous fuels (trees, brush, leaves, etc.) This action better protects our homes from extreme fires and provides improved habitat for species like deer, ponderosa pine, and lupine wildflowers.

### **WE ARE YOUR NEIGHBORS**

Plumas Underburn Cooperative (PUC) is a community organization based in Plumas County. It was formed in 2019 to make our communities safer from wildfire and to create more resilient landscapes. The organization is made up of over 50 local volunteers.



### **HOW WE HELP**

PUC assists with permitting, equipment, and volunteers for implementing prescribed fire on private lands. Prescribed fire can include burning piles, broadcast/underburning, or a combination of both. We can make recommendations for site preparation and direct landowners towards local contractors or Firewise communities for support.

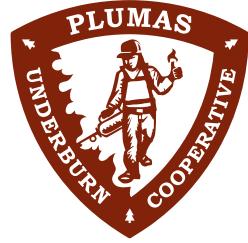


## OUR PARTNERS

PUC is organized by the Plumas County Fire Safe Council and Feather River Resource Conservation District.

Grant funds have been provided by CAL FIRE, Sierra Nevada Conservancy, the Watershed Research and Training Center, and Coalitions and Collaboratives, Inc.

We work closely with local organizations like CAL FIRE Lassen-Modoc Unit, Feather River College, University of California Cooperative Extension, CSU Chico Ecological Reserves, Butte Prescribed Burn Association, Watershed Research and Training Center, and many others in making the community safer and more educated in the topics of wildfire and prescribed fire.



### ADVANCE YOUR SKILLS & KNOWLEDGE

Every year we organize introductory wildland firefighter classes and a Prescribed Fire Training Exchange (TREX) event with the above partners in order to gain skills and spread knowledge of prescribed fire.

## Want to get involved and help out your neighbors?

### Join Our Group

We hold monthly meetings, organize trainings, and have an email list.

### Contact Us

**Logan Krahnenbuhl**  
logan@plumasfiresafe.org  
(530) 927-5327



Become a member, learn more, or sign for our mailing list at:

**plumasunderburn.org**



**PLUMAS COUNTY  
BEHAVIORAL HEALTH DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Kyle Hardee, Department Fiscal Officer

**MEETING DATE:** March 14, 2023

**SUBJECT:** Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Department Fiscal Officer I/II position; Vacancy due to promotion.

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**Recommendation**

Approve the recruitment and filling of the funded and allocated position of 1.0 FTE Department Fiscal Officer I/II.

**Background and Discussion**

The Behavioral Health Department is requesting approval to fill the allocated and funded, 1.0 FTE Department Fiscal Officer I/II position. The position is fully funded and allocated in the 2022-2023 budget. This position would be filled without the use of any additional General Fund monies.

**Action:**

The Behavioral Health Department respectfully requests authorization to recruit and fill 1.0 FTE Department Fiscal Officer I/II position

**Attachments:**

1. CRITICAL STAFFING QUESTIONNAIRE Department Fiscal Officer - Revised 3-2-23
2. Dept Fiscal Officer I
3. Dept Fiscal Officer II
4. PCBH Org Chart 2-22-2023

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED IN 22-23 BUDGET

**1.0 FTE Behavioral Health Department Fiscal Officer I/II**

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Department Fiscal Officer position is a legitimate business justification due to the financial and budgetary oversight necessary to the fiscal and administrative management within the Behavioral Health Department.**
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, such as assisting the Director and ASO in financial matters and grant compliance requirements.**
- How long has the position been vacant? **The former Department Fiscal Officer was promoted on February 27<sup>th</sup>, 2023.**
- Can the department use other wages until the next budget cycle? **Other wages are not suitable in recruiting, hiring, and retaining a Department Fiscal Officer.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a comparable number of Department Fiscal Officers.**
- What core function will be impacted without filling the position prior to July 1? **Timely flow and completion of claims, contracts, related accounting documents and time sensitive grant requirements would be negatively impacted on funding without the Department Fiscal Officer.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue from State grants without proper management of revenue and expenditures. Most grants require applications to receive the funding and a plan of expenditure uses for the current and upcoming budget year. Without timely cost reporting, funds could be delayed.**
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local

funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development.**

## DEPARTMENT FISCAL OFFICER I

### **DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information; Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

### **REPORTS TO**

A County Department Head

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

## **DEPARTMENT FISCAL OFFICER I – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary fiscal and staff support person.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **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, telephone, calculators, copies, and FAX.

### **TYPICAL WORKING CONDITIONS**

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

## **DEPARTMENT FISCAL OFFICER I – 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

#### **ABILITY TO:**

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **DEPARTMENT FISCAL OFFICER I – 4**

### **TRAINING AND EXPERIENCE**

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

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

### **SPECIAL REQUIREMENTS**

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

## **DEPARTMENT FISCAL OFFICER II**

### **DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

### **REPORTS TO**

A County Department Head

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

## **DEPARTMENT FISCAL OFFICER II – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **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, telephone, calculators, copies, and FAX.

## **DEPARTMENT FISCAL OFFICER II – 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **DEPARTMENT FISCAL OFFICER II – 4**

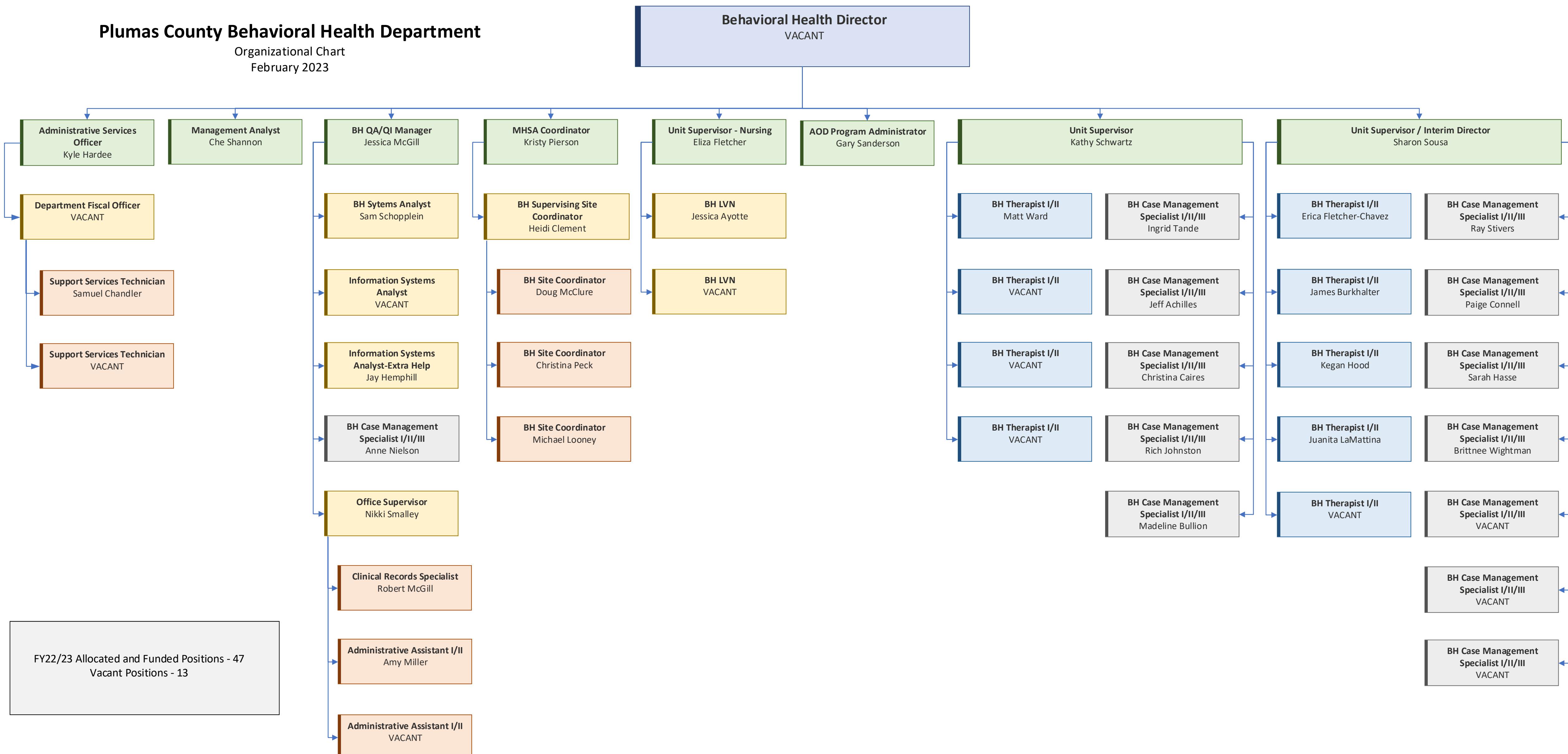
**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least one (1) year equivalent to Department Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

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

# Plumas County Behavioral Health Department

Organizational Chart  
February 2023





**PLUMAS COUNTY  
FACILITY SERVICES  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Robert McAdams, Department Fiscal Officer II

**MEETING DATE:** March 14, 2023

**SUBJECT:** Approve and authorize Board Chair to sign Supplemental Budget Transfer of Trindel Insurance Fund payment from Facility Services' revenue account to an expense account so repairs can be enacted to repair damage from the November 27, 2022 break-in at the Courthouse Annex.

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**Recommendation**

Approve and authorize Board Chair to sign Supplemental Budget Transfer of Trindel Insurance Fund payment from Facility Services' revenue account to an expense account so repairs can be enacted to repair damage from the November 27, 2022 break-in at the Courthouse Annex.

**Background and Discussion**

On the evening of November 27, 2022, the Courthouse Annex was broken into and acts of vandalism took place damaging and defacing county property inside the building. This insurance payment from Trindel Insurance Fund will cover the majority of the cost of the repairs. The payment of \$23,653.11 was deposited into a Facility Services revenue account on March 2, 2023 and this Supplemental Budget Transfer request, if approved, will move these funds to a dedicated expense account so the necessary repair process can begin.

**Action:**

Facility Services respectfully requests this Supplemental Budget Transfer request be approved so this department can move forward with necessary repairs to the building.

**Attachments:**

1. 20230306095955

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: Facility Services      Dept. No: 20120      Date 3/3/2023

Dept. No: 20120

Date

3/3/2023

The reason for this request is (check one):		Approval Required
A.	<input type="checkbox"/>	Board
B.	<input checked="" type="checkbox"/>	Board
C.	<input type="checkbox"/>	Board
D.	<input type="checkbox"/>	Auditor
E.	<input type="checkbox"/>	Auditor

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Payment from Trindel Insurance for Annex repairs after break-in.

B) Special account set up in Facility's expense budget to isolate repair charges from other expenses. Account not currently funded.

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority: Dawn Means

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: Mark Hahne

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

#### INSTRUCTIONS:

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

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

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

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

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



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors

**FROM:** DeLena Jones

**MEETING DATE:** March 14, 2023

**SUBJECT:** Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health Agency and Levi B Pence dba Hi Tech Frame and Finish, to provide as needed automotive body repair services; effective July 1 2022; not to exceed \$9,000.00; approved as to form by County Council.

---

**Recommendation**

**Background and Discussion**

The Director of Public Health respectfully recommends that the Board of Supervisors approve and direct the Chair to sign a contract with Hi Tech Frame and Finish in the amount of \$9000, retroactive to July 1, 2022.

**Action:**

Approve and direct the Chair to sign a contract with Hi Tech Frame and Finish.

**Attachments:**

1. 23-104 FINAL HiTech

## **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 PUBLIC HEALTH AGENCY (hereinafter referred to as "County"), and LEVI B. PENCE, an individual, DBA HI-TECH FRAME & FINISH (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 Nine Thousand Dollars (\$9,000.00).
3. **Term.** The term of this agreement shall be from July 1, 2022, through June 30, 2023, unless terminated earlier as provided herein. County's Board of Supervisors here by ratifies, and approves for payment, services provided by Contractor from July 1, 2022, to the date of approval of the Agreement by the Board of Supervisors.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

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

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

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

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

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

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

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

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_\_

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

- a. County:
- b. Plumas County Public Health Agency  
County of Plumas  
270 County Hospital Road, Ste. 206  
Quincy, CA 95971  
Attention: Diane R. Goni
- c. Contractor:
- d. Levi B. Pence DBA Hi-Tech Frame & Finish  
1229 Industrial Way  
Quincy, CA 95971

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

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

24. 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.

25. 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).

- a. 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.
- b. 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.
- c. 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.

26. 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.

27. 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:**

Levi B. Pence dba Hi-Tech Frame & Finish

By: \_\_\_\_\_

Name: Levi B. Pence

Title: Owner

Date signed:

**COUNTY:**

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

By: \_\_\_\_\_

Name: Dana Loomis

Title: Director

Date signed:

By: \_\_\_\_\_

Name: Dwight Ceresola

Title: Chair, Board of Supervisors

Date signed:

**ATTEST:**

By: \_\_\_\_\_

Name: Heidi White

Title: Clerk of the Board

Date signed:

Approved as to form:



Joshua Brechtel  
Deputy County Counsel

2/21/2023

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS \_\_\_\_\_

## **EXHIBIT A**

### **Scope of Work**

1. Provide the following automotive body repair services on an as-needed basis upon request of the County:
  - a. Body repair and refinishing of automobiles and light trucks.
  - b. Frame repairs of automobiles and light trucks.
  - c. Mechanical work as needed in conducting body repairs.
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

## **EXHIBIT B**

### **Fee Schedule**

1. Contract to not exceed \$9000.00.
2. Labor will be charged at the rate of:  
Body labor \$95.00 per hour  
  
Refinish Labor \$95.00 per hour  
  
Mechanical \$130.00 per hour  
  
Frame \$110.00 per hour  
  
Paint Material Rates \$60.00 per hour
3. Parts will be charged at Dealer Cost.
4. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
5. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this agreement which have been completed to County's sole satisfaction.



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** DeLena Jones

**MEETING DATE:** March 14, 2023

**SUBJECT:** Authorize the Director of Public Health to recruit and fill one (1) Extra-Help Fiscal Tech II or III.

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**Recommendation**

The Director of Public Health respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) Extra-Help Fiscal Tech II or III.

**Background and Discussion**

There is a need to hire one extra-help Fiscal Tech for the Public Health Department due to a vacancy in the DFO position.

**Action:**

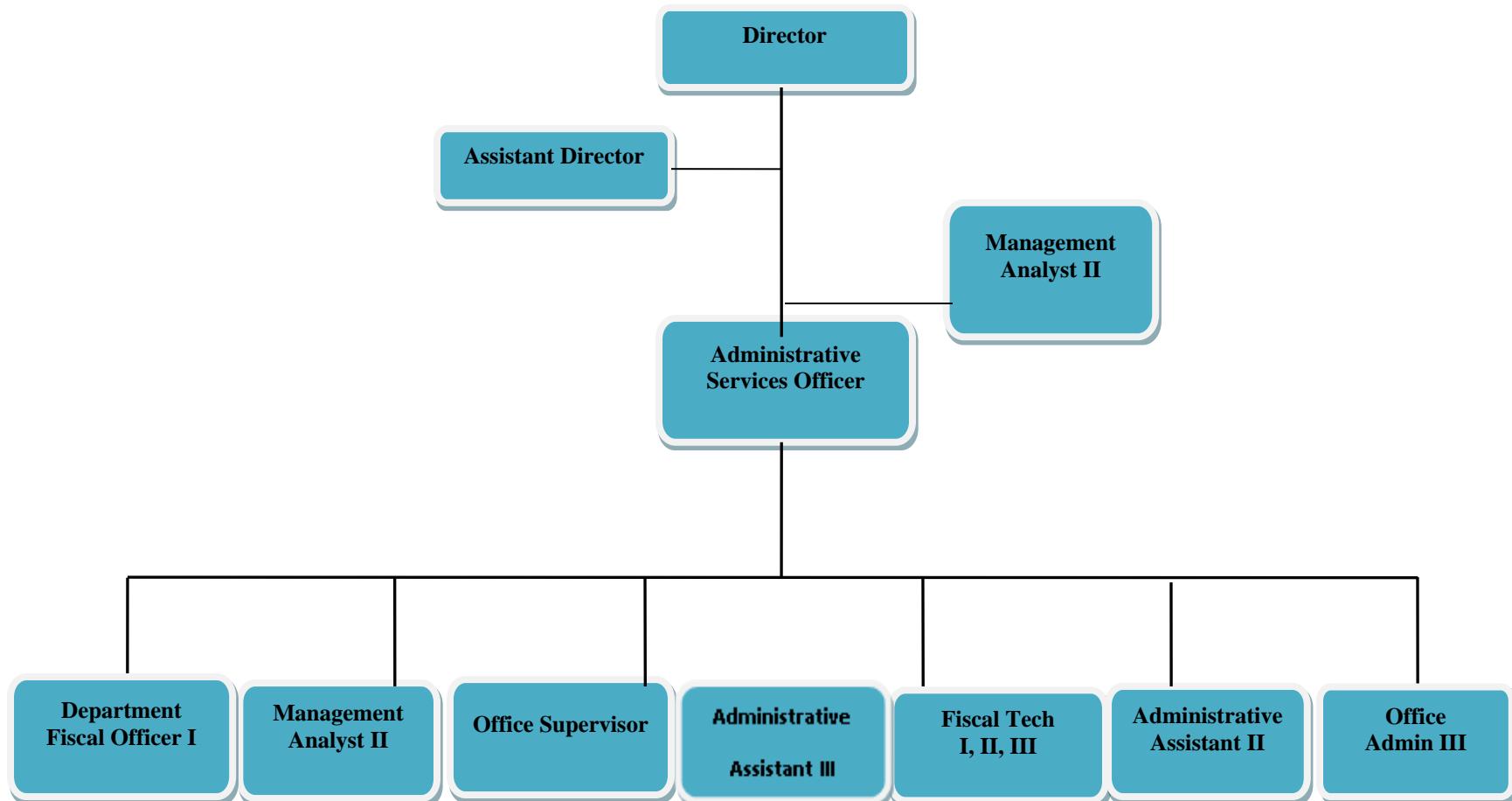
Authorization for the Department of Public Health to fill and hire one (1) Extra-Help Fiscal Tech II or III

**Attachments:**

1. 1-Admin & Fiscal Services 3 23
2. Critical Staffing Request Fiscal Tech I, II, III

**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
ADMINISTRATION & FISCAL SERVICES DIVISION**

**1**



## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

### **Fiscal Tech I, II, III – Public Health Agency**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Fiscal Techs I, II, III are part of the workforce for administrative services, which supports the operations unit of the Department.**
- Why is it critical that this position be filled at this time?  
**Fiscal Techs provide consistent financial and administrative support for the Department, and a prolonged vacancy can negatively impact the performance of the Department.**
- How long has the position been vacant?  
**Effective 11/7/2022.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of 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. 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?  
**Functioning of the Admin/Fiscal Department is impaired with insufficient staff to help perform the required duties.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **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? If yes, provide the activity of the department's reserve account for the last three years?

FY19/20 = \$1410,133

FY20/21 = \$1421,255

FY21/22 = \$1422,317



**PLUMAS COUNTY  
PLUMAS COUNTY OFFICE OF EDUCATION  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** Rachel Brothers, Early Childhood Coordinator  
**MEETING DATE:** March 14, 2023  
**SUBJECT:** Approve and authorize the Chair to sign Certification of Plumas County Early Education & Child Care Council (Local Planning Council) annual child care funding zip code priorities for 2023/ 2024.

---

**Recommendation**

**Background and Discussion**

**Action:**

The Plumas Early Education and Child Care Council respectfully requests that the Board of Supervisors approve and authorize the Chair to sign Certification of Plumas County Early Education & Child Care Council (Local Planning Council) annual child care funding zip code priorities for 2023/ 2024.

**Attachments:**

1. 20230306173337

**PLUMAS EARLY EDUCATION AND CHILD CARE COUNCIL**  
**50 Church St. Quincy, CA 95971– 530.430.7050**

TO: Honorable Plumas County Board of Supervisors  
FROM: Rachael Brothers, Council Coordinator  
DATE: March 2, 2023  
RE: Approval of Zip Code Priorities for CDE/CDSS child care funding

**Background and Discussion**

Calif. Welf. And Inst. Code § 10485 seq requires that the Local Child Care Planning Council (LPC), locally known as the Plumas Early Education and Child Care Council, to identify local funding priority areas for child care services for General Child Care and Development Programs and the State Preschool Program for new state and federal funds for 23/24. As joint authorities the Plumas County Board of Supervisors and the Plumas County Superintendent of Schools need to approve the local priorities identified by the LPC.

Attached are 3 spreadsheets outlining the council's recommended priority areas for funding by both zip code and age groups as well as 3 data sheets the council used for planning and consideration of these priorities.

Two of these priorities have changed from those recommended for 21/22.

**21/22 priorities:**

**Preschool**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 2

Chester Priority 2

**Infant/Toddler**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 1

Chester Priority 1

**School-age**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 1

Chester Priority 1

**23/23 priorities:**

**Preschool**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 1

Chester Priority 1

**Infant/Toddler**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 1

Chester Priority 1

**School-age**

Quincy- Priority 1

Portola- Priority 1

Greenville- Priority 1

Chester Priority 1

(Priority 1 is the highest priority and Priority 3 is the lowest priority).

This year the council is recommending all 4 communities in all age groups be placed at priority 1. This decision is supported by the attached data except in one case. The need for school-age care in Quincy was ranked at Priority 3. The council felt that since the care

provided through the Expanded Learning Opportunities program at all public school was available for up to 9 hours per day, it was not full year and therefore funding opportunities should remain open to meet this need.

**Recommendation**

Approval of zip code priorities identified and recommended by the Plumas Early Education and Child Care Council for the 2023/24 fiscal year.

The Certification Statement has been signed by the Council Chair, Liz Welch and the Superintendent of Schools, William Roderick and is attached to this memo. Please sign where indicated and return the form to me at your earliest convenience. Thank you for your time and attention to this matter.

Sincerely,



Rachael Brothers

California Health &amp; Human Services Agency

California Department of Social Services

**LOCAL PLANNING COUNCIL (LPC) COUNTY PRIORITIES REPORT FORM**

Due Date: May 30 of Contract Year

Please complete all information as requested below.

County Name Plumas	LPC Coordinator Name Rachael Brothers	Telephone Number (530) 430-7050
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The LPC hereby certifies that the priorities as indicated below have been prepared and reviewed in accordance with Welfare Institution Code Sections 10485 and 10486 requirements. Please check off all boxes that apply.

The priorities submitted to CDSS are still valid, no change is needed, and all three spreadsheet(s) are attached for CSPP, CCTR-Infant Toddler, and CCTR School-Aged.

The priorities have been revised for the previous year, and all three spreadsheet(s) are attached for CSPP, CCTR-Infant Toddler, and CCTR School-Aged.

The LPC used Option 1 to establish Priority 3.

The LPC used Option 2 to establish Priority 3.

The LPC used Option 3 for Priority 3.

**SIGNATURES\***

County Board of Supervisors Representative	Telephone Number	Date
County Superintendent of Schools Representative  D44E6DCBE6E3497...	Telephone Number 530-283-6500	Date 2/22/2023
Local Child Care Planning Council Chairperson  755D262EB0554E5	Telephone Number 530-283-4453	Date 2/22/2023

**\*Instructions for Signatures:** If the priorities previously submitted are still valid, only the LPC Chairperson signature is required. If revised priorities are being submitted, it is a local decision whether the changes are significant enough to require approval by the authorized representatives of the County Board of Supervisors and the County Superintendent of Schools, or whether they may be approved solely by the LPC Chairperson.

## Zip Code Priorities for CA State Preschool (CSPP) Full and Part-Day

**County: Plumas**

LPC Contact: Rachael Brothers  
Phone: (530)430-7050  
Email: [rbrothers@pcoe.k12.ca.us](mailto:rbrothers@pcoe.k12.ca.us)

## Zip Code Priorities for Infant Toddler Full-Day Care (CCTR)

**County:** Plumas

LPC Contact: Rachael Brothers  
Phone: (530)430-7050  
Email: [rbrothers@pcoe.k12.ca.us](mailto:rbrothers@pcoe.k12.ca.us)

## Zip Code Priorities for School-Aged Care (CCTR)

**County: Plumas**

LPC Contact: Rachael Brothers  
Phone: (530)430-7050  
Email: [rbrothers@pcoe.k12.ca.us](mailto:rbrothers@pcoe.k12.ca.us)

Zip Code	Community	Proposed 2023 Priorities											
		Estimated # of 3 & 4 yr olds eligible for State-Subsidized Preschool	Total Full Day Spaces in CSPP or Head Start Classrooms	Total CSPP or Head Start Part Day Part Year Spaces	Total 3 & 4 yr olds in Stage 2 or 3 Voucher Program	TOTAL Subsidized Full & Part Time Spaces for 3s & 4s	Number of Children NOT Served in all spaces	% of Children NOT Served	Priority 1	Priority 2	Priority 3	Previous & Current Priorities 2021, 2022	Previous Priority (2017, 2018, 2019, 2020)
85947	Greenville (Incl. Indian Hills / Taylorsville / Twain)	45	0	20	0	5	20	25	56%	x			
95971	Quincy (Incl. Meadow Lake)	100	24	24	2	7	48	52	52%	x			
96020	Chester (Incl. parts of Lake Almanor, Westwood)	89	0	20	3	11	20	69	78%	x			
96122	Portola (Incl. Graeagle / Clio / Iron Horse / Chilcoot / Vinton / sm. Portion of Sierra Brooks)	123	0	40	1	16	40	83	67%	x			
<b>Estimated for County</b>		<b>357</b>	<b>24</b>	<b>104</b>	<b>6</b>	<b>39</b>	<b>173</b>	<b>29</b>	<b>54%</b>				

#### Data Descriptions and Sources

1. Number of children living in households earning under 85% state median income (SMI) (five-year estimates, from American Community Survey), source: Number of children in households earning under 85% state median income (SMI) (five-year estimates, from American Community Survey), source: AIR analysis of American Community Survey, Public Use Microdata Sample (PUMS) data, five-year estimates, by location of family residence. State medium income threshold retrieved from: U.S. Census Bureau, 'Management Bulletin 19-03, 2019, California Department of Education, Sacramento, CA (retrieved from  [by location of family residence](https://www.cde.ca.gov/sp/cdc/mb1903.asp)

2. Number of children in CalWORKs Stage 2 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

3. Number of children in CalWORKs Stage 3 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

4. Number of children in Alternative Payment Programs (APP), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

**DISCLAIMERS ABOUT NEEDS ASSESSMENT:** Data has been merged from various agencies and sources. Imprecision in original data sources may appear amplified when combined with other imprecise data sources. Data captured at different points in time may differ slightly due to changes in geographic boundaries and demographics. Population data is not available by zip code, birth data by zip code is used as a proxy for demand. Geographic boundaries are not static. For example, zip codes can be added or deleted. AIR's needs assessment does not account for migration between zip codes. Head Start Program Information Reports (PIRs) were the source of infant / toddler Early Head Start enrollment data. We have therefore imputed data to provide a better match between the county totals provided in Head Starts Program Information Reports (PIRs) and data from our 2006 and 2008 surveys.

#### Definitions of Priorities per CDE MB15-04:

1. Counties with under 60,000 residents (Tuolumne County, San Benito County, Calaveras County, Siskiyou County, Amador County, Lassen County, Del Norte County, Glenn County, Colusa County, Plumas County, Mariposa County, Inyo County, Trinity County, Mono County, Modoc County, Sierra County, and Alpine County)

Priority 1: A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, and there are more than 10 children underserved.

Priority 2:

Priority 3:

Option 1: A zip code qualifies as Priority 3 when there are 20% or more of eligible children underserved, and there are more than 10 children underserved.

Option 2: All other zip codes in the county

Option 3: No other zip codes in the county

Zip Code	Community	2022-2023 Data										Proposed 2023 Priorities			
		Estimated # of 0 - 35 month olds	Total Full-Day CCTR Spaces for 0-35 month olds	Total Early Head Start Spaces for 0-35 month olds	Total Blended Funding Spaces for 0-35 month olds	Total 0 - 35 month olds in CAP Stage 2 or Voucher Program	Total 0 - 35 month olds in CAP Voucher Program	TOTAL Subsidized Full Day Spaces for 0 - 35 month olds	Estimated Number of Children NOT Served	Estimated % of Children NOT Served	Priority 1	Priority 2	Priority 3	Previous Priority (2022, 2021, 2020, 2019, 2018, 2017)	
95947	Greenville (Incl. Indian Hills/Taylorville/ Twain)	64	0	0	0	0	0	0	64	100%	x	x	x	1	
95971	Quincy (Incl. Meadow Valley)	149	8	0	0	3	7	0	149	100%	x	x	x	1	
96020	Chester (Incl. parts of Lake Almanor, Westwood)	134	0	0	0	0	7	0	134	100%	x	x	x	1	
96122	Portola (Incl. Graeagle/Clio/Iron Horse/Chilcoot/Vinton/sm. Portion of Sierra Brooks)	190	0	0	0	0	9	0	190	100%	x	x	x	1	
Estimated for County		537	8	0	0	3	23	34	537	100%					

#### Data Descriptions and Sources

- Number of children living in households earning under 85% state median income (SMI) (one-year estimates, from American Community Survey), source: AIR analysis of American Community Survey, Public Use Microdata Sample (PUMS) data, one-year estimates, by location of family residence
- Number of children in CalWORKs Stage 2 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
- Number of children in CalWORKs Stage 3 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
- Number of children in Alternative Payment Programs (CAPP), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

**DISCLAIMERS ABOUT NEEDS ASSESSMENT:** Data has been merged from various agencies and sources. Imprecision in original data sources may appear amplified when combined with other imprecise data sources. Data captured at different points in time may differ slightly due to changes in geographic boundaries and demographics. Population data is not available by zip code; birth data by zip code is used as a proxy for demand. Geographic boundaries are not static. For example, zip codes can be added or deleted. AIR's needs assessment does not account for migration between zip codes. Head Start Program Information Reports (PIRs) were the source of infant / Toddler Early Head Start enrollment data. We have therefore imputed data to provide a better match between the county totals provided in Head Start's Program Information Reports (PIRs) and data from our 2006 and 2008 surveys.

#### Definitions of Priorities per CDE MB15-04:

- Counties with under 60,000 residents (Tuolumne County, San Benito County, Calaveras County, Siskiyou County, Amador County, Lassen County, Del Norte County, Glenn Priority 1: A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, and there are more than 10 children underserved.
- Priority 2: A zip code qualifies as Priority 2 when there are 35% or more of eligible children underserved, and there are more than 10 children underserved.
- Priority 3: A zip code qualifies as Priority 3 when there are 20% or more of eligible children underserved, and there are more than 10 children underserved.

Option 1: All other zip codes in the county  
 Option 2: All other zip codes in the county  
 Option 3: No other zip codes in the county

Zip Code	Community	Estimated # of 5-12 yr olds eligible for Full-Day Subsidized School Aged Child Care	Total Full Day, Full-Year Spaces in CCTR School-Age Centers	Estimated Part-Day, Part-Year ASES, 21st Century or ELO Spaces for 5 - 12 yr olds	Total 5 - 12 yr olds in Stage 2 or 3 Voucher Program (Optional)	Total 5 - 12 yr olds in CAP Voucher Program	TOTAL Subsidized Full & Part Time Spaces for 5 - 12 yr olds	Number of Children NOT Served in all spaces	Proposed 2023 Priorities		
									Priority 1	Priority 2	Priority 3 (2021, 2022)
95947	Greenville (Incl. Indian Hills/Taylorsville/ Twain)	154	0	45	1	15	45	109	71%	x	1
95971	Quincy (Incl. Meadow Valley)	355	0	334	5	21	334	21	6%	x	1
96020	Chester (Incl. Parts of Lake Almanor, Westwood)	317	0	80	3	15	80	237	75%	x	1
96122	Portola (Incl. Graeagle/Clio/Iron Horse/Chilcoot/Vinton/sm. Portion of Sierra Brooks)	453	0	173	1	20	173	280	62%	x	1
<b>Estimated for County</b>		<b>1,279</b>	<b>0</b>	<b>632</b>	<b>10</b>	<b>71</b>	<b>713</b>	<b>647</b>	<b>53%</b>		

#### Data Descriptions and Sources

1. Number of children living in households earning under 85% state median income (SMI) (one-year estimates, from American Community Survey), source: AIR analysis of American Community Survey, Public Use Microdata Sample (PUMS) data, one-year estimates, by location of family residence
2. Number of children in CalWORKs Stage 2 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
3. Number of children in CalWORKs Stage 3 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
4. Number of children enrolled in General Child Care, center-based child care (GCC), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
5. Number of children in Alternative Payment Programs (CAPP), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

#### Data Descriptions and Sources

1. Number of children living in households earning under 85% state median income (SMI) (one-year estimates, from American Community Survey), source: AIR analysis of American Community Survey, Public Use Microdata Sample (PUMS) data, one-year estimates, by location of family residence
2. Number of children in CalWORKs Stage 2 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
3. Number of children in CalWORKs Stage 3 programs, source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
4. Number of children enrolled in General Child Care, center-based child care (GCC), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence
5. Number of children in Alternative Payment Programs (CAPP), source: California Department of Education, CD-801A Monthly Report, October 2018, by location of family residence

**DISCLAIMERS ABOUT NEEDS ASSESSMENT:** Data has been merged from various agencies and sources. Imprecision in original data sources may appear amplified when combined with other imprecise data sources. Data captured at different points in time may differ slightly due to changes in geographic boundaries and demographics. Population data is not available by zip code; birth data by zip code is used as a proxy for demand. Geographic boundaries are not static. For example, zip codes can be added or deleted. AIR's needs assessment does not account for migration between zip codes. Head Start Program Information Reports (PIRs) were the source of infant/Toddler Early Head Start enrollment data. We have therefore imputed data to provide a better match between the county totals provided in Head Start's Program Information Reports (PIRs) and data from our 2006 and 2008 surveys.

#### Definitions of Priorities per CDE MB15-04:

1. **Counties with under 60,000 residents** (Tuolumne County; San Benito County; Calaveras County; Siskiyou County; Amador County; Lassen County; Del Norte County; Glenn County)
  - Priority 1: A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, and there are more than 10 children underserved.
  - Priority 2: A zip code qualifies as Priority 2 when there are 55% or more of eligible children underserved, and there are more than 10 children underserved.
  - Priority 3: A zip code qualifies as Priority 3 when there are 20% or more of eligible children underserved, and there are more than 10 children underserved.
  - Option 1: All other zip codes in the county
  - Option 2: All other zip codes in the county
  - Option 3: No other zip codes in the county



**PLUMAS COUNTY  
BECKWOURTH COUNTY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Rob Thorman, Assistant Director of Public Works

**MEETING DATE:** March 14, 2023

**SUBJECT:** Approve and authorize the Chair to sign Amendment No. 1 to the Memorandum of Understanding between Plumas County/ Beckwourth County Service Area and the Golden State Finance Authority extending the date of repayment of a \$100,000 loan until December 31, 2023; approved as to form by County Counsel; discussion and possible action.

---

**Recommendation**

The Manager of BCSA respectfully recommends the Governing Board vote to Approve the Chair to Sign MOU Amendment No. 1 between Plumas County / Beckwourth CSA and the Golden State Finance Authority extending the date for repayment of \$100,000 until December 31, 2023.

**Background and Discussion**

Beckwourth CSA received approval from the BOS for an MOU between Beckwourth CSA and Golden State Finance Authority for a loan of \$100,000 to sustain cash flow during execution of Grant reimbursement. The loan was expected to be repaid by June 30, 2023, but delays have occurred including winter weather. Golden State Finance Authority has agreed to extend the repayment date to December 31, 2023. The BCSA cash flow will be sufficient by this date to repay this loan.

**Action:**

Discussion and approve the Chair to Sign MOU Amendment No. 1 between Plumas County / Beckwourth CSA and the Golden State Finance Authority extending the date of repayment of \$100,000 loan until December 31, 2023; discussion and possible action

**Attachments:**

1. 23-119 FINAL

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN  
THE GOLDEN STATE FINANCE AUTHORITY AND THE BECKWOURTH  
COUNTY SERVICE AREA**

This Amendment (the “First Amendment”) is made this 7<sup>th</sup> day of March 2023 by and between the Golden State Finance Authority (“GSFA”) and the Beckwourth County Service Area (“BCSA”).

**R E C I T A L S**

1. GSFA and BCSA have entered into that certain *Memorandum of Understanding Regarding an Advancement of Funds for Public Purposes*, dated April 12, 2022 (the “Original Agreement”).

2. The parties wish to revise the repayment date set forth in the Original Agreement.

**AGREEMENT**

In consideration of the mutual agreements herein set forth, and for other good and valuable consideration, the parties agree as follows:

1. The above recitals are hereby incorporated into this Amendment.

2. Section 5 of the Original Agreement is hereby amended to read as follows:

5. *Repayment. Any funds advanced pursuant to this MOU shall be repaid to GSFA in full, with interest as set forth above, at the earliest of the following times:*

- a. *Promptly upon BCSA’s receipt of reimbursement from California State Water Board – Division of Financial Assistance Clean Water Revolving Fund for services performed on the projects referred to in Section (e) of the Recitals; or*
- b. *December 31, 2023.*

3. All other terms and conditions of the Original Agreement shall remain in effect unchanged.

4. This First Amendment, together with the Original Agreement, constitutes the entire agreement of the parties and supersedes all previous agreements, writings, and oral statements. In the event of any inconsistency or conflict between this First Amendment and the Original Agreement, the provisions of this First Amendment shall prevail. The Agreement may not be further modified except in a writing signed by both parties.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNED** for and on behalf of  
GSFA

**SIGNED** for and on behalf of  
BCSA

---

Dwight Ceresola, BCSA Governing  
Board

Approved as to form:



Joshua Brechtel  
Deputy County Counsel



**PLUMAS COUNTY  
WALKER RANCH COMMUNITY SERVICE  
DISTRICT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Rob Thorman, Assistant Director of Public Works

**MEETING DATE:** March 14, 2023

**SUBJECT:** Approve and authorize the Chair to sign an Agreement between Walker Ranch Community Service District and Joseph Corron dba Joseph Corran Electric for On-Call pump repair services; not to exceed \$20,000.00; approved as to form by County Counsel; discussion and possible action.

---

**Recommendation**

Walker Ranch Community Services District staff respectfully recommends that the WRCSD Governing Board authorize the WRCSD Manager and the Chair of the Board of Supervisors to execute the Professional Services Agreement For On-Call Pump Services with Corron Electric, copy attached.

**Background and Discussion**

Walker Ranch CSD had previously executed a professional services agreement for on-call pump services with North State Electric & Pump, for emergency repairs to the water well pumps and associated electrical controls. This agreement is critical to have in place to expedite service and payment for servicing the water pumps that provide water to the WRCSD. Without immediate repair to these pumps, as may be needed the water would stop flowing to the WRCSD customers in a matter of days.

Staff solicited a proposal from North State Electric & Pump and Corron Electric. Joseph Corron worked for North State until approximately 6 months ago when he left to start his own company. Mr. Corron was the primary electrician on site for repairs over the last few years and responded promptly. Corron Electric has been chosen due to slightly lower labor rate of \$150 per hour along with direct experience working on the Walker Ranch pumps.

This repair work requires a specialized type of knowledge and is an exception to competitive solicitation per the Plumas County purchasing policy section 2.5 B. Two contractors specializing in this type of work and having worked on this system provided repair rates.

The attached agreement for professional services has been approved as to form by County Counsel. The contractor's total compensation shall not exceed \$20,000 during the three-year term.

The source of funding for this contract is the budget of the Walker Ranch CSD and does not involve Plumas County general funds.

**Action:**

Approval of Pump Repair On-Call Agreement

**Attachments:**

1. WRCSD On Call Agreement with Corron

**Professional Services Agreement  
for  
On-Call Pump Services  
for  
Walker Ranch Community Services District**

This Agreement is made by and between the Walker Ranch CSD, a political subdivision of the State of California, (hereinafter referred to as "WRCSD"), and Joseph Corron, a sole proprietor doing business as Joseph Corron Electric (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the WRCSD on-call pump services with services as set forth in Exhibit A, attached hereto. The project contract shall include a base contract with the specific scope of work identified and established in the future through issuance of a Task Order.
2. **Compensation.** Contractor shall be paid in accordance with the Fee Schedule Associated with a specific Amendment. The Fee Schedule of the Amendment shall be in accordance with the with the Fee Rate Schedule set forth in Exhibit "B," attached hereto as Exhibit "B" and incorporated herein by reference. The Contractor may modify the Fee Rate Schedule, once per year, after the completion of each year of the contract, subject to the approval of the Director of Public Works. The Contractor's total compensation shall in no case exceed Twenty Thousand Dollars and No Cents (\$20,000).
3. **Term.** The term of this agreement shall be from March 21, 2023 through March 22, 2025, 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.

COUNTY INITIALS

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**CONTRACTOR INITIALS**

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6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties. each written Amendment is to include a written Scope of Work (Exhibit A) and a written Fee Schedule (Exhibit B).

8. **Indemnification.** To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. **Insurance.** Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability

COUNTY INITIALS

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**CONTRACTOR INITIALS**

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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.

COUNTY INITIALS

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CONTRACTOR INITIALS *JFC*

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

COUNTY INITIALS

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**CONTRACTOR INITIALS**

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conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

John Mannle, P.E., Manager  
Walker Ranch Community Services District  
1834 East Main Street  
Quincy, CA 95971  
Fax: (530) 283-6323 Tel: (530) 283-6268

Contractor:

Joseph Corron  
Joseph Corron Electric  
13362 Oak Ranch Lane  
Chico, CA 95973  
Tel: (530) 774-3671

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement. The professional services to be performed pursuant to this Agreement shall commence within ten (10) days from the issuance of a specific Task Order. Said services shall be performed in strict compliance with the Project Schedule approved by WRCSD as set forth as a component of the specified Amendment. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. 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.

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 



25. 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.

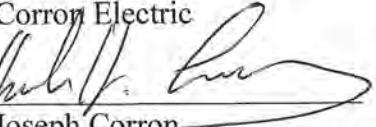
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of 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.

27. 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:**

Joseph Corron Electric

By: 

Name: Joseph Corron

Title: Owner

Date signed:

3-2-2023

**WALKER RANCH CSD:**

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

By: \_\_\_\_\_

Name: Dwight Ceresola

Title: Chair, Board of Supervisors

Date signed:

**ATTEST:**

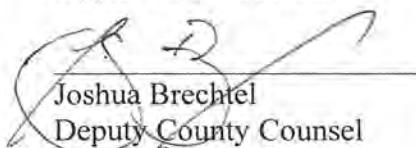
By: \_\_\_\_\_

Name: Heidi White

Title: Clerk of the Board of Supervisors

Date signed:

Approved as to form:

  
Joshua Brechtel  
Deputy County Counsel

2/21/2023

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS 

## **EXHIBIT A**

### **Scope of Work**

Contractor shall repair 150 HP VHS well pump motors, provide crane service and labor to pull and set motors, and include electrical and solenoid repairs on an "as-needed" basis upon request by District. Each request for services shall be described in detail in a "Task Order" substantially in the form attached hereto. Each Task Order shall operate as an addendum to this Agreement. No work shall begin until a Task Order has been signed on behalf of both parties. Contractor may not bill District more than the amount set forth in the signed Task Order. If at any time Contractor believes that the cost for services and materials will exceed the amount set forth in the signed Task Order, Contractor shall provide a revised written estimate to District and obtain District's written authorization prior to continuing work.

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS *AAC*

## EXHIBIT B

### Compensation

1. Unless otherwise specified in the Task Order, Contractor shall be paid at the following rates:

Labor:	Crane labor & travel time	\$ 400 per hour
	Regular Labor	\$ 150 per hour
	Electrical Field Labor	\$ 150 per hour
Materials or Parts:	Thrust bearing	\$ 625
	ASCO 480 Volt Solenoid Valve	\$ 90
	Miscellaneous parts to be determined at time of estimate	

2. Unless otherwise specified in the Task Order, Contractor shall be paid upon submittal of a written invoice to District 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, date(s) incurred, to whom incurred, together with supporting documentation for the same.
3. Unless otherwise specified in the Task Order, District shall make payment within 30 days of receipt of Contractor's invoice.
4. In no event shall the total amount paid to Contractor for all Task Orders exceed Twenty Thousand Dollars and No Cents (\$20,000.00.)

\_\_\_\_\_ COUNTY INITIALS

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CONTRACTOR INITIALS LLP

**TASK ORDER NO. \_\_\_\_\_**

**SERVICES AGREEMENT**

This Task Order is an addendum to the Services Agreement ("Agreement") between Walker Ranch Community Services District, a political subdivision of the State of California ("District"), and \_\_\_\_\_ ("Contractor"), dated \_\_\_\_\_, 202\_\_\_\_.

**1. Incorporation of Agreement.** All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.

**2. Scope of Services.** Contractor shall perform the following services:

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**3. Compensation.** District shall compensate Contractor for the services described in Section 2 above, as follows:

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**4. Schedule of Performance.** Contractor shall perform the services described in Section 2 above in accordance with the following schedule:

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**5. Additional Provisions.** \_\_\_\_\_

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IN WITNESS WHEREOF, the parties hereto have executed and entered into this Task Order as of the last date set next to the signatures appearing below.

**WALKER RANCH COMMUNITY  
SERVICES DISTRICT**  
a political subdivision of the State of California

By: \_\_\_\_\_

Name: John Mannle

Title: Manager

Dated: \_\_\_\_\_

**CONTRACTOR:**

By: \_\_\_\_\_

Name: Joseph Corron

Title: Owner

Dated: \_\_\_\_\_



**PLUMAS COUNTY  
WALKER RANCH COMMUNITY SERVICE  
DISTRICT  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors

**FROM:** Rob Thorman, Assistant Director of Public Works

**MEETING DATE:** March 14, 2023

**SUBJECT:** Approve and authorize the Chair to sign an Agreement between Walker Ranch Community Service District and Vestra Resources, Inc. for State Water Board Reporting and Effluent Evaluation; not to exceed \$18,015.20; approved as to form by County Counsel; discussion and possible action.

---

**Recommendation**

Walker Ranch Community Services District staff respectfully recommends that the WRCSD Governing Board authorize the Chair of the Board of Supervisors to execute the Professional Services Agreement for State Water Board Reporting and Effluent Evaluation with Vestra Resources Inc. not to exceed \$18,015.20.

**Background and Discussion**

Walker Ranch CSD had previously executed a professional services agreement with Vestra Resources Inc. for yearly reporting to the State Water Board on sampling wells related to the community leach field, to report any possible contamination of the water wells.

Last year the State Water Board notified Walker Ranch CSD that new test wells would need to be installed related to the water quality monitoring. There are several reasons for not drilling new wells, which would also be very expensive. Vestra staff met with the Water Board and pointed out why new wells are not the answer and proposed an effluent evaluation program as an alternative to drilling new test wells. The State Water Board agreed and Vestra submitted a proposal for the effluent evaluation scope of work in addition to the yearly Water Board Reporting scope.

The scope of work requires expert and professional services and special type of knowledge and is an exception to competitive solicitation per the Plumas County purchasing policy section 2.5 B. Vestra has demonstrated this over the years and in particular in meeting with State regulators in this case and finding an acceptable alternative to drilling new test wells.

The attached agreement for professional services has been approved as to form by County Counsel. The consultant's total compensation shall not exceed \$18,015.20 during the one-year term.

The source of funding for this contract is the budget of the Walker Ranch CSD and does not involve Plumas County general funds.

**Action:**

Approval of Walker Ranch CSD State Water Board Reporting and Effluent Evaluation Agreement with Vestra Resources, Inc

**Attachments:**

1. 23-105 FINAL\_VESTRA\_030323

**PROFESSIONAL SERVICES AGREEMENT  
FOR PROVIDING ASSISTANCE AND SUPPORT TO  
WALKER RANCH COMMUNITY SERVICES DISTRICT  
FOR  
STATE WATER BOARD REPORTING  
& EFFLUENT EVALUATION**

This Agreement is made by and between **WALKER RANCH COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California, ("WRCSD"), and **VESTRA RESOURCES, INC.**, a California corporation ("Consultant").

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.** WRCSD shall pay Consultant for services provided to WRCSD pursuant to this Agreement in the manner set forth in Exhibits B and C, attached hereto. The total amount paid by WRCSD to Consultant under this Agreement shall not exceed Eighteen Thousand Fifteen Dollars (\$18,015.20). 
3. **Term.** The term of this agreement shall be from March 21, 2023 through March 20, 2024, 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

COUNTY INITIALS

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CONSULTANT INITIALS 

conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
  - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this

COUNTY INITIALS

**CONSULTANT INITIALS**

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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

COUNTY INITIALS

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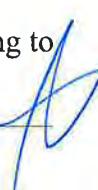
CONSULTANT INITIALS 

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

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

COUNTY INITIALS

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CONSULTANT INITIALS 

unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

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

County:

John Mannle, P.E., Manager  
Walker Ranch Community Services District  
1834 East Main Street  
Quincy, CA 95971  
Fax: (530) 283-6323 Tel: (530) 283-6268

Contractor:

Jason Antognini, Geologist  
Vestra Resources, Inc.  
5300 Aviation Drive  
Redding, CA 95002  
Tel: (530) 223-2585  
Fax: (530) 223-1145

22. **Time of the Essence.** Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. **Contract Execution.** Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. **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.
25. **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

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CONSULTANT INITIALS 

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.

26. **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.

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

\_\_\_\_\_ COUNTY INITIALS

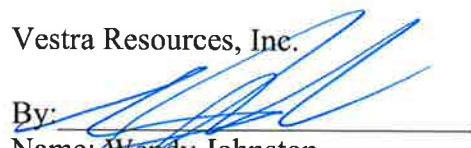
- 6 -

CONSULTANT INITIALS 

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

**CONTRACTOR:**

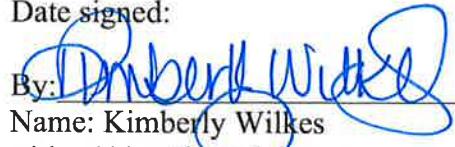
Vestra Resources, Inc.

By: 

Name: Wendy Johnston

Title: Vice President

Date signed:

By: 

Name: Kimberly Wilkes

Title: Chief Financial Officer

Date signed:

**WALKER RANCH CSD:**

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

By: 

Name: Dwight Ceresola

Title: Chair, Board of Supervisors

Date signed:

**ATTEST:**

By: 

Name: Heidi White

Title: Clerk of the Board of Supervisors

Date signed:

Approved as to form:

3/2/2023

  
Joshua Brechel  
Deputy County Counsel

\_\_\_\_\_ COUNTY INITIALS

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CONSULTANT INITIALS 

**Exhibit "A"**  
**SCOPE OF WORK**  
**ANNUAL REPORTING**  
**WALKER RANCH WWTF**  
**PLUMAS COUNTY, CALIFORNIA**

## **WORK/SERVICES**

### **Introduction**

The Walker Ranch Community Services District (CSD) operates the Bailey Creek Wastewater Treatment and Disposal Facility (WWTF) near Lake Almanor, Plumas County, California. The facility handles domestic wastewater from residences within the Walker Ranch development along the eastern shore of Lake Almanor. Wastewater is treated using recirculating sand filters prior to being pumped to a series of septic tanks. The contents of the septic tanks are pumped to a series of leachfields via effluent dosing pumps. The discharge from the WWTF is permitted under General Order 2014-0153-DWQ-R5210 and a notice of applicability (NOA) dated August 15, 2016. In part, this order requires the submittal of annual monitoring reports due on March 1 of the year following the reporting year. These reports must meet the requirements specified in the Monitoring and Reporting Program (MRP) and the NOA which include, but are not limited to, the following:

- Tabular and graphical summaries of all monitoring data collected during the year.
- An evaluation of the performance of the wastewater treatment facility, including discussion of capacity issues, nuisance conditions, system problems, and a forecast of the flows anticipated in the next year.
- A flow rate evaluation as described in Provision E.2.c of the General Order.
- A discussion of compliance and the corrective action taken, as well as any planned or proposed actions needed to bring the discharge into compliance the NOA and/or the General Order.
- A discussion of any data gaps and potential deficiencies/redundancies in the monitoring system or reporting program.
- The name and contact information for the wastewater operator responsible for operation, maintenance, and system monitoring.

In addition to the above requirements, as stated in an email dated February 13, 2020, the RWQCB has requested that the quarterly groundwater monitoring results for the WWTF include groundwater gradient calculations, groundwater contour maps, and statistical analysis of monitoring constituents.

This Scope covers the tasks involved in the preparation and submittal of the Annual Report. It assumes that the CSD will provide the monitoring data necessary for inclusion in the report.

This Scope of Work is itemized by each set of tasks associated with the proposed work. This Scope of Work and attached cost estimate covers one year of annual reporting to include the 2022 Annual Report.

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## **Task 1        Annual Reporting 2022**

This task includes the preparation and submittal of an annual monitoring report for the calendar year 2022. The reports will address the above requirements and be submitted on behalf of the CSD to the RWQCB. The annual reports will also include statistical analysis and tabular presentation of groundwater monitoring data. Groundwater contour maps and gradient calculations for each quarterly groundwater monitoring event in 2022 will be submitted with the respective annual reports. If fewer than three monitoring wells contained water during a monitoring episode, groundwater contours cannot be generated. Instead, a narrative description of groundwater elevations will be included in the report.

## **Task 2        Regulatory Support**

Costs under this task include regulatory interaction and correspondence that is not directly related to annual report preparation. This includes emails, phone calls, and meetings with RWQCB staff that may be needed to keep the facility in compliance with the General Order and NOA.

## **Task 3        Project Management**

Project management is invoiced at 10 percent of total cost and includes agency coordination and day-to- day activities associated with the project.

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**Exhibit "B"**  
**SCOPE OF WORK ANNUAL**  
**REPORTING WALKER RANCH**  
**WWTF**  
**PLUMAS COUNTY, CALIFORNIA**

The estimated cost for work included is summarized in Table 1.

<b>Table 1</b> <b>ESTIMATED COSTS</b>		
<b>Task No.</b>	<b>Description</b>	<b>Estimated Cost</b>
1	Annual Reporting 2022	\$2,500
2	Regulatory Support	\$1,000
3	Project Management	\$350
<b>Total Estimated Cost</b>		<b>\$3,850</b>

The costs presented are estimated costs, which may vary based on responses from governmental agencies or parameters outside of VESTRA's control. Work will be performed on a time-and-materials basis at the rates shown in Exhibit "C." Permit fees are incorporated in the Cost Estimate.

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CONSULTANT INITIALS 

**SCOPE OF WORK  
EFFLUENT  
EVALUATION WALKER  
RANCH WWTF  
PLUMAS COUNTY,  
CALIFORNIA**

## **WORK/SERVICES**

### **Introduction**

The Walker Ranch Community Services District (CSD) operates the Bailey Creek Wastewater Treatment and Disposal Facility (WWTF) near Lake Almanor, Plumas County, California. The facility handles domestic wastewater from residences within the Walker Ranch development along the eastern shore of Lake Almanor. Wastewater is treated using recirculating sand filters prior to being pumped to a series of septic tanks. The contents of the septic tanks are pumped to a series of leachfields via effluent dosing pumps. The discharge from the WWTF is permitted under General Order 2014-0153-DWQ-R5210 and a Notice of Applicability (NOA) dated August 15, 2016. In part, this order requires quarterly sampling of three onsite groundwater monitoring wells. The three monitoring wells, MW-UP, MW-1, and MW-2, were installed in 1995 as part of an aborted effort to apply recycled water on the golf course south of the WWTF. They were included in the NOA Monitoring and Reporting Program (MRP) in lieu of effluent monitoring due to their convenient location and a shallow restrictive layer beneath the leachfields. Proximity to the lake was also a factor. The MRP does not require monitoring of the treated WWTF effluent, unlike most facilities covered under the General Order.

The current monitoring program has proven problematic. The shallow depth of the wells, due to shallow refusal, has resulted in frequent dry wells. This is compounded by ongoing historic drought conditions. All three monitoring wells are typically dry during the second and third quarter monitoring events. MW-UP has been dry during more than 75 percent of sampling attempts since 2016, while MW- 2 has only been successfully sampled five times since 2016. Only Monitoring Well MW-1 contains sufficient water to sample on a regular basis.

A second problem is the location of the wells. The monitoring wells were originally installed to monitor groundwater impacts related to recycled water irrigation of the golf course. This project never came to fruition; however, the wells were left in place. As a result, all three wells are situated downgradient of the leachfields. No upgradient monitoring well exists, making comparison of groundwater data to background conditions impossible. The wells are also located too far downgradient to monitor groundwater conditions near the leachfields, including mounding or other effects.

These issues have resulted in the Regional Water Quality Control Board (RWQCB) requesting that the CSD install replacement wells to provide representative groundwater data. There are a few problems with this approach. First is the shallow refusal which will affect the replacement wells. Further, even if heavy-duty drilling machinery is used to penetrate the shallow basalt bedrock, the resulting wells will be screened in a fracture-flow-dominated hydrologic regime, which is unlikely

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to be representative of shallow groundwater conditions beneath the leachfields.

Beyond the practical difficulties of installing and monitoring wells at this site, there has never been an evaluation to determine whether the WWTF treated discharge presents a threat to water quality. If the treated WWTF discharge meets the criteria for low-threat discharge under the General Order, groundwater monitoring is not required. VESTRA has discussed these issues with RWQCB staff, who agree that an evaluation of the treated WWTF discharge should be performed before any decision is made regarding replacing the existing wells. With their concurrence, we propose a program to analyze the WWTF discharge to determine whether it presents a potential threat to groundwater quality. The proposed tasks are discussed herein.

## **Task 1 Work Plan**

This task includes the preparation and submittal of a work plan to the RWQCB. The work plan will outline the proposed effluent sampling methodology, frequency, and analyses. The work plan will be designed to collect the information needed to compare the quality and quantity of the WWTF discharge to the criteria in the General Order and thus determine whether groundwater monitoring is necessary. Submittal and approval of a work plan is required by the RWQCB before the effluent evaluation can proceed.

We intend to propose four sets of quarterly samples collected over the course of one calendar year. During each quarterly sampling event, a sample will be collected from where the untreated wastewater enters the system, and another at a point in the community leachfields, for a total of two samples per event. Collecting pre- and post-treatment samples will allow us to evaluate the effectiveness of the WWTF and determine whether any operational changes are necessary. The analytical constituents are discussed under the next task.

## **Task 2 Laboratory Analytical**

The pre- and post-treatment wastewater samples will need to be analyzed for all the constituents for which a permit limit applies, as given in the General Order. The analyses will also include the constituents in the current groundwater MRP. Collectively, these constituents will allow us to evaluate whether the treated discharge is a potential threat to groundwater quality. The proposed analyses are given in Table 1.

**Table 1**  
**REQUEST FOR ANALYSES**

Constituent	Method	Matrix	# of Samples	Unit Cost	Sub-Total
BOD <sup>1</sup>	SM 5210	Wastewater	8	\$62	\$496
TSS <sup>2</sup>	SM 2540D	Wastewater	8	\$35	\$280
TDS <sup>3</sup>	SM 2540C	Wastewater	8	\$35	\$280
Total Nitrogen	EPA 350 Series	Wastewater	8	\$105	\$840
Total Phosphorus	SM 4500P	Wastewater	8	\$50	\$400
Total Coliform	MPN 15	Wastewater	8	\$57	\$456
Sodium	EPA 6010B	Wastewater	8	\$20	\$160
Chloride	EPA 300	Wastewater	8	\$27	\$216
<b>Total (with 15% Mark-up)</b>					<b>\$3,275.20</b>

**Notes:**

1 Biochemical Oxygen Demand

2 Total Suspended Solids

3 Total Dissolved Solids

The samples will be submitted under chain-of-custody documentation to Pace Analytical Laboratory in Redding, California, a State and Federally certified environmental analytical laboratory. An industry- standard fifteen percent mark-up is included in the estimated cost.

### **Task 3 Sample Collection**

Samples will need to be collected from a point where untreated wastewater enters the WWTF, and again from a point within the community leachfields. Both can be done via clean-outs or other existing system access. VESTRA personnel can conduct the sampling, or alternatively we can train CSD staff on the sampling procedures. The cost under this task assumes the former scenario and includes packaging and delivery of the samples to the analytical laboratory. Mileage, mobilization, and demobilization costs are also included under this task. If you wish to have VESTRA train your staff on the sampling, please let us know. The cost of having CSD staff perform the sampling may be lower, but may also be impractical due to the short hold times of several of the analyses which requires prompt hand delivery to the laboratory.

### **Task 4 Effluent Evaluation Report**

The results of the effluent sampling will be summarized in a report submitted to the RWQCB. Analytical and flow data collected over the course of the effluent evaluation will be summarized in the report and compared to relevant permit and water quality criteria. If needed to demonstrate a lack of risk to groundwater quality, an attenuation analysis or model may also be included. Recommendations regarding future monitoring will be given in the report. Depending on the results of the effluent evaluation, this may include cessation of groundwater monitoring, possible future groundwater monitoring, ongoing effluent sampling, or a combination thereof.

### **Task 5 Project Management**

Project management is invoiced at 10 percent of total cost and includes agency coordination and day-to- day activities associated with the project.

\_\_\_\_\_ COUNTY INITIALS

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CONSULTANT INITIALS 

**SCOPE OF WORK  
EFFLUENT  
EVALUATION  
WALKER RANCH  
WWTF  
PLUMAS COUNTY,  
CALIFORNIA**

The estimated cost for work included is summarized in Table 1.

**Table 1  
ESTIMATED COSTS**

<b>Task No.</b>	<b>Description</b>	<b>VESTRA Cost</b>	<b>Subcontractor Cost</b>	<b>Estimated Cost</b>
1	Work Plan	\$2,500.00	--	\$2,500.00
2	Laboratory Analytical	--	\$3,275.20	\$3,275.20
3	Sample Collection	\$4,400.00	--	\$4,400.00
4	Effluent Evaluation Report	\$3,000.00	--	\$3,000.00
5	Project Management (10%)	\$990.00	--	\$990.00
<b>Total Estimated Cost</b>				<b>\$14,165.20</b>

The costs presented are estimated costs, which may vary based on responses from governmental agencies or parameters outside of VESTRA's control. Work will be performed on a time-and-materials basis at the rates shown in Exhibit "C."

\_\_\_\_\_ COUNTY INITIALS

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CONSULTANT INITIALS 

Exhibit "C"  
2023 VESTRA RATE SCHEDULE



Staff Classification	Per Hour
<b>Environmental Services</b>	
Environmental Technician	\$85.00 - \$95.00
Environmental Scientist	\$95.00 - \$120.00
Regulatory Compliance Specialist	\$90.00 - \$120.00
Environmental GIS Analyst	\$90.00 - \$120.00
Environmental GIS Specialist	\$125.00 - \$155.00
Associate Geologist	\$95.00 - \$120.00
Associate Hydrologist	\$95.00 - \$120.00
Regulatory Biologist	\$85.00 - \$110.00
Senior Biologist	\$120.00 - \$150.00
Senior Environmental Scientist	\$100.00 - \$150.00
Senior Regulatory Compliance Specialist	\$120.00 - \$180.00
Professional Geologist	\$120.00 - \$170.00
Professional Hydrologist	\$140.00 - \$190.00
Project Manager	\$140.00 - \$190.00
Senior Project Manager	\$165.00 - \$190.00
Senior Consultant	\$165.00 - \$190.00
Principal Consultant	\$165.00 - \$190.00
<b>Engineering Services</b>	
Engineering Technician	\$55.00 - \$100.00
Associate Engineer	\$90.00 - \$120.00
Professional Land Surveyor	\$140.00 - \$160.00
Senior Engineer	\$145.00 - \$190.00
Survey Crew	\$190.00 - \$230.00
GPS Survey	\$190.00
<b>Administration</b>	
Admin Clerk/ Document Production Technician	\$40.00 - \$65.00
Admin Supervisor I/ Document Production Supervisor	\$75.00 - \$90.00
<b>Equipment Classification Rates</b>	
Small Format Color Printer – Color Copies	\$1.00/copy
Small Format Color Printer – Black & White	\$0.50/copy
Small Format Black & White Printer	\$0.15/copy
Vehicle Mileage	Varies
<b>Per Diem</b>	
Lodging (per person/day)	Varies
Meals and Incidentals (per person/day)	Varies

**Project Materials/Travel Expenses:** Billed as direct reimbursement plus 15%.

**Overtime:** Days exceeding 8 hours will result in higher bill-out rates not to exceed the ranges for the above categories.

**Subcontractors:** Billed as direct reimbursement plus 15%.

**Terms:** Due and Payable upon Receipt; 1 ½% per month (21% per annum) finance charge will be added to any balance 30 days past due.

COUNTY INITIALS

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CONSULTANT INITIALS



**PLUMAS COUNTY  
ASSESSOR'S OFFICE  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Cindie Froggatt, Plumas County Assessor

**MEETING DATE:** March 14, 2023

**SUBJECT:** Adopt RESOLUTION to amend the FY 2022-2023 County Personnel Allocation to change 1.0 FTE Assistant Assessor to a Department Fiscal Officer I/II OR Office Manager for Assessor Budget Unit 20060; and authorize the department to recruit and fill the position; discussion and possible action. Roll call vote.

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**Recommendation**

The Assessor respectfully recommends the Board of Supervisors authorize the Assessor's Department to re-allocate the Assistant Assessor position to the Department Fiscal Officer I/II or Office Manager to fill the vacancy of one (1) FTE Assistant Assessor in the Assessor's Department.

**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 Assessor's office. The Department is requesting to fill this vacancy with the Department Fiscal Officer I/II OR Office Manager.

**Action:**

Approve and authorize the County Assessor to re-allocate and recruit and fill; now funded and allocated; one (1) FTE Department Fiscal Officer I/II OR Office Manager.

**Attachments:**

1. Agenda Request Form 2-14-2023
2. Signed Resolution 2-16-2023
3. BOS - Request to recruit for Fiscal Officer - Office Manager 2-3-2023
4. CRITICAL STAFFING QUESTIONS Fiscal Officer OR Office Manager 2-2023
5. Job Description - Department Fiscal Officer I
6. Job Description - Department Fiscal Officer II
7. Job Description - Assessor Office Manager
8. Budget Allocations - 2022-2023
9. Organizational Chart 2023
10. Proposed Organizational Chart 2023

## BOARD AGENDA REQUEST FORM

Department: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Board Meeting Date: \_\_\_\_\_

Request for \_\_\_\_\_ minutes for presentation

(If a specific time is needed, please contact the Clerk of the Board directly.)

Consent Agenda: Yes No

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

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

### Review by Necessary Departments:

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

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

#### Attached Documents:

Contracts/Agreements:

Three copies? (Y /N )

Signed? (Y /N )

Budget Transfers Sheets:

Signed? (Y/ N )

Other: \_\_\_\_\_

#### Publication:

\_\_\_\_ Clerk to publish on \_\_\_\_\_. \_\_\_\_\_ Notice attached and e-mailed to Clerk.

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

\_\_\_\_ Dept. published on \_\_\_\_\_ (Per Code § \_\_\_\_). \_\_\_\_\_ Copy of Affidavit Attached.

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

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Not Applicable: \_\_\_\_\_

If Not Applicable, please state reason why:

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND FISCAL YEAR 2022-2023 PLUMAS COUNTY CLASSIFICATION PLAN TO CHANGE  
THE BUDGET AND POSITION ALLOCATION FROM ASSISTANT COUNTY ASSESSOR TO ASSESSOR'S  
OFFICE MANAGER OR DEPARTMENT FISCAL OFFICER**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Classification Plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Position Allocation; and

**WHEREAS**, these positions are necessary for the Assessor's coordination of services throughout the County; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who approves of this resolution to amend the 2022-2023 Position Allocation to reclassify One (1) Assistant Assessor to a (1) Assessor's Office Manager OR (1) Department Fiscal Officer I/II; and

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

Approve the amendment to the Position Allocation for Budget Unit 20060 in Fiscal Year 2022-2023 to reflect the following:

<b>Budget Unit 20060</b>	<b>Current FTE</b>	<b>Change</b>	<b>New FTE</b>
Assistant Assessor	1.00	-1.00	0.00
Assessor's Office Manager OR			
Department Fiscal Officer I/II	0.00	+1.00	1.00

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 7<sup>th</sup> day of March, 2023 by the following vote:

**AYES:** Supervisors

**NOES:** Supervisors

**ABSENT:** Supervisors

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board

Approved as to form:

  
Sara James  
Deputy County Counsel II

**Date:** **February 2, 2023**

**To:** **The Honorable Chair and Board of Supervisors**

**From:** **Cynthia L Froggatt, Assessor**

**Subject:** **Approve and authorize the County Assessor begin recruit and fill; funded and allocated; one (1) FTE Assistant Assessor to the Department Fiscal Officer I/II or Office Manager to fill the vacancy of one (1) FTE Assistant Assessor in the Assessor's Office. Vacancy due to promotion.**

**Recommendation**

The Assessor respectfully recommends the Board of Supervisors authorize the Department to re-allocate the Assistant Assessor position to the Department Fiscal Officer I/II or Office Manager to fill the vacancy of one (1) FTE Assistant Assessor in the Assessor's Department

**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 Assessor's office. The Department is requesting to fill this vacancy with the Department Fiscal Officer I/II OR Office Manager.

**Fiscal Impact:**

None – The Assistant Assessor position is funded as allocated in the FY22/23 County Assessor's budget.

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

**Action:**

Approve and authorize the County Assessor to re-allocate and recruit and fill; now funded and allocated; one (1) FTE Department Fiscal Officer I/II OR Office Manager.

**Attachments:**

1. Critical Staffing Request – Department Fiscal Officer I/II OR Office Manager
2. Organizational Chart

## Department Fiscal Officer I/II OR Assessor's Office Manager

### 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?  
*No.*
- 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.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
*The Assessor's office will have difficulty in closing the Taxroll on time and accurately.*

- 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: February 2, 2023

DEPARTMENT TITLE: Assessor

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

POSITION TITLE: Department Fiscal Officer I/II OR Assessor's Office Manager

IS POSITION CURRENTLY ALLOCATED? YES    NO XX

**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: \_\_\_\_\_

## DEPARTMENT FISCAL OFFICER I

### **DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information; Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

### **REPORTS TO**

A County Department Head

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

## **DEPARTMENT FISCAL OFFICER I – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary fiscal and staff support person.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **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, telephone, calculators, copies, and FAX.

### **TYPICAL WORKING CONDITIONS**

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

## **DEPARTMENT FISCAL OFFICER I – 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

#### **ABILITY TO:**

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **DEPARTMENT FISCAL OFFICER I – 4**

### **TRAINING AND EXPERIENCE**

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

At least four (4) years of responsible experience performing a variety of administrative, fiscal, and analytical work, including substantial experience in a public contact position, preferably including at least one (1) year in a supervisory position.

### **SPECIAL REQUIREMENTS**

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

## **DEPARTMENT FISCAL OFFICER II**

### **DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

### **REPORTS TO**

A County Department Head

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

## **DEPARTMENT FISCAL OFFICER II – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **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, telephone, calculators, copies, and FAX.

## **DEPARTMENT FISCAL OFFICER II – 3**

### **TYPICAL WORKING CONDITIONS**

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

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **DEPARTMENT FISCAL OFFICER 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:

At least one (1) year equivalent to Department Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

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

## **ASSESSOR'S OFFICE MANAGER**

### **DEFINITION**

Under direction, to assist the County Assessor with planning, directing, and coordinating the functions of the Department; to plan, organize, and direct the preparation and maintenance of the County Assessment Roll; to supervise and coordinate the office support functions of the Assessor's office; to perform the most complex assessment roll maintenance and office support functions; to provide information and resolve problems for office visitors and telephone callers; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position supervisory and specialist class with primary responsibility for directing and overseeing the assessment roll and office support functions of the County Assessor's Office. The incumbent supervises and directs other support staff, as well as performs a broad range of the most complex assessment roll assignments. In addition, responsibilities include assisting the County Assessor with planning, directing, and coordinating the functions of the Department.

### **REPORTS TO**

County Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Fiscal and Technical Services Assistant I, II, and III and Office Assistant I and II.

## **ASSESSOR'S OFFICE MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Assists the County Assessor with planning, organizing, and coordinating the functions of the Department.
- Assists with the development of Department policies, systems, and procedures.
- Plans, organizes, directs, and supervises the assessment roll and office support functions of the County Assessor's Office.
- Establishes work schedules and methods, prioritizes workload.
- Assigns and reviews work of Assessor support staff.
- Participates in the selection of staff.
- Provides and/or coordinates staff training.
- Works with employees to improve work effectiveness.
- Implements disciplinary procedures when necessary; develops and recommends improvements in work procedures.
- Develops, oversees the preparation, and prepares a variety of reports.
- Assists with the development and administration of the Department budget.
- Monitors and controls budget expenditures.
- Ensures proper inventory of supplies and equipment.
- Coordinates assessment roll functions with other County departments.
- Assists with the development of computer applications for the Assessor's office.
- Maintains accounting, personnel, payroll, and fiscal records.
- Coordinates processing of assessment roll activities.
- Insures proper processing of assessment roll changes.
- Performs the most complex assessment roll maintenance and office support functions.
- Performs computer processing of assessment roll information.
- Works with the public to provide information and resolve concerns.
- Represents the County Assessor and has responsibility for the Department as delegated.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## ASSESSOR'S OFFICE MANAGER - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Laws, rules, and regulations governing the preparation and maintenance of assessment roll information.
- Court decisions affecting the granting of property tax exemptions.
- Organization, policies, and operating procedures of the County Assessor's Office.
- Fiscal administration, including budgeting, accounting, and expenditure control.
- Documents related to property appraisal and records maintenance.
- Deeds, legal descriptions, and parcel maps.
- Procedures for property transfers and splits.
- Filing and recordkeeping methods and procedures.
- Modern office methods and procedures.
- Computer applications and software related to assessment roll development and maintenance.
- Principles and practices of administration, including goal setting and policy and procedure development.
- Principles of work scheduling, employee supervision, employee training, and work evaluation.

#### **Ability to:**

- Assist the County Assessor with planning, work coordination, and policy development.
- Plan, organize, coordinate, and supervise the assessment roll preparation and maintenance and office support functions of the County Assessor's Office.
- Supervise, train, and evaluate the work of assigned staff.
- Assist with the preparation and administration of the Department budget, including the maintenance of accounting and expenditure control systems.
- Read and interpret property documents.
- Interpret and apply policies, laws, and regulations related to the assessment roll and Department functions.
- Perform the most complex assessment roll preparation and maintenance assignments.
- Use a computer and software applicable to assessment roll functions.
- 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.
- Establish and maintain cooperative working relationships.

## ASSESSOR'S OFFICE MANAGER - 4

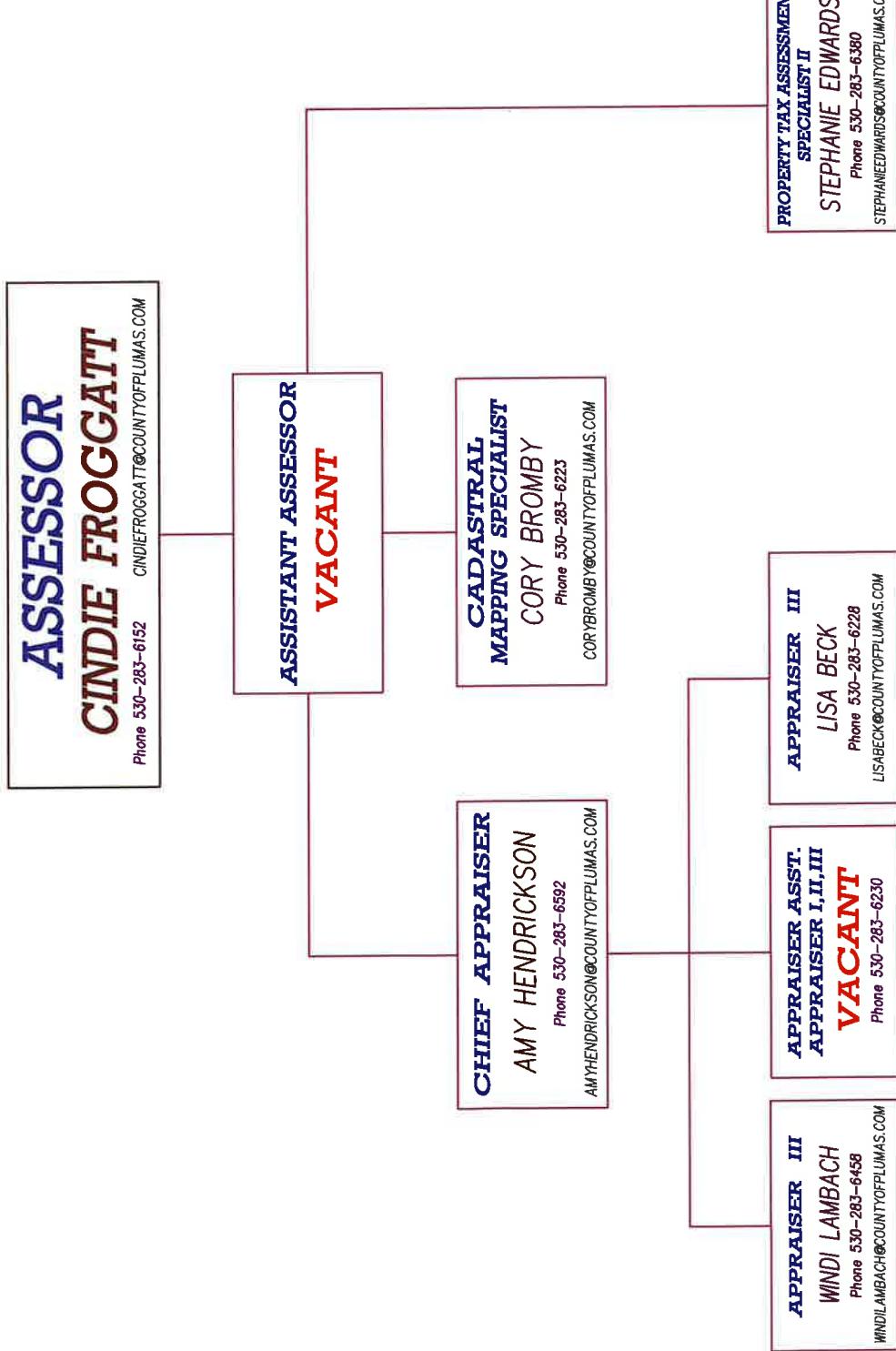
**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of increasingly responsible work experience in the establishment and maintenance of assessment roll information, which includes some experience in a lead or supervisory capacity.

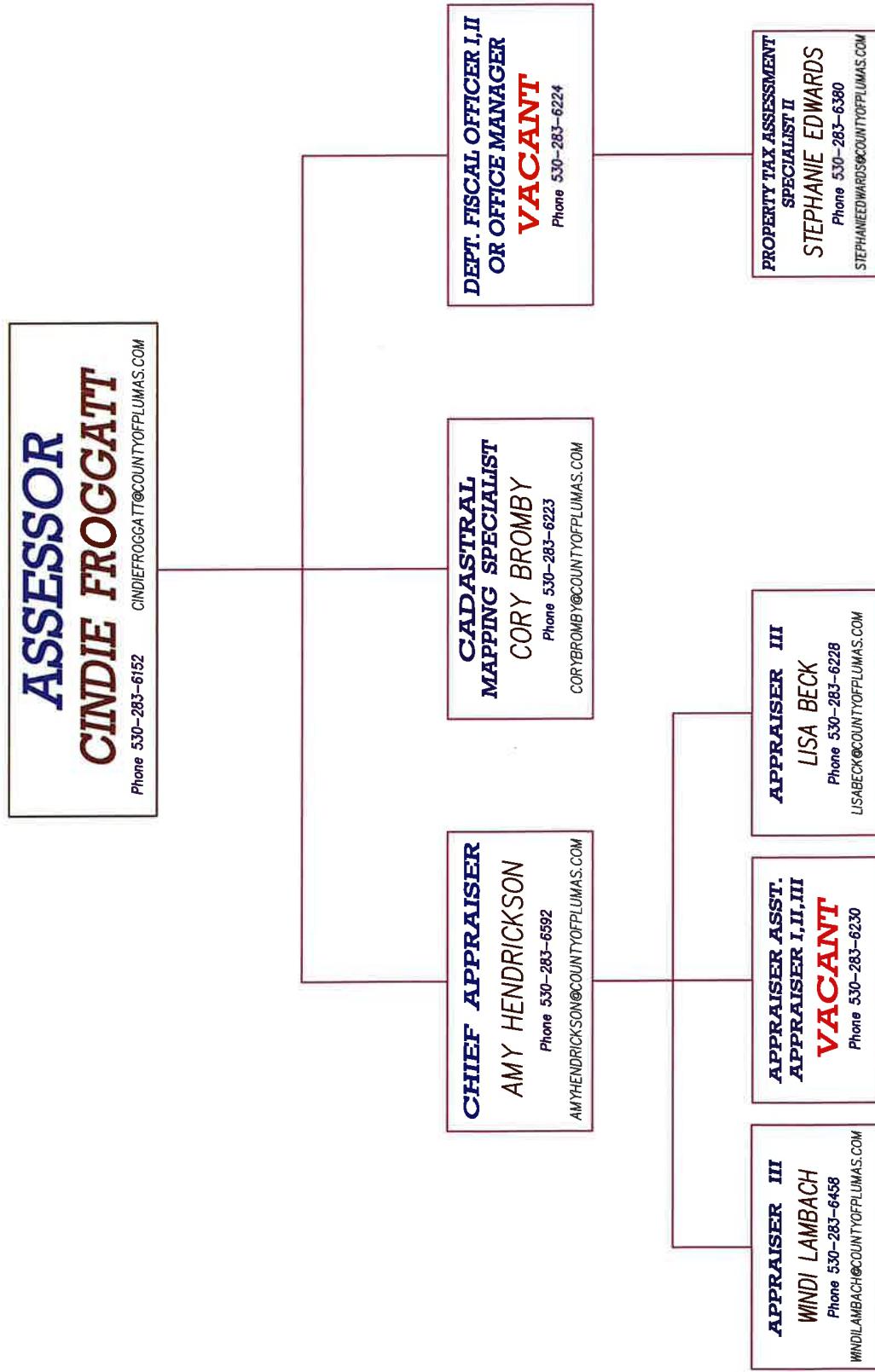
**Special Requirements:** Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

ASSESSOR		5.000	5.0 filled	0.000
Assessor:	20060			
Chief Appraiser		1.000	1.0 Cynthia Froggatt	
Auditor/Appraiser I/M/I OR		1.000	1.0 Amy Hendrickson	
Assistant County Assessor		1.000	1.0 VACANT	
Appraiser I/I/I OR		3.000	1.0 Windi Lambach (III)	
Appraiser Assistant			1.0 Lisa Davis (III) <i>VACANT</i>	
Department Fiscal Officer I/I OR		0.000	1.0 Lisa Beck (II)	
Assessor's Officer Manager		0.000		
GIS Technician		0.000		
Cadastral Drafting Specialist		1.000	1.0 Cory Bromby	
Property Tax Assessment Technician OR		1.000	1.0 Stephanie Edwards (II)	
Property Tax Assessment Specialist I/I				

# 2023 ASSESSOR'S OFFICE ORGANIZATIONAL CHART



# (PROPOSED) 2023 ASSESSOR'S OFFICE ORGANIZATIONAL CHART





**PLUMAS COUNTY  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors  
**FROM:** John Mannle, Director of Public Works  
**MEETING DATE:** March 14, 2023  
**SUBJECT:** CGL to provide an update on the New Jail and Day Reporting Center progress during construction.

---

**Recommendation**

**Background and Discussion**

The new Plumas County Jail and Day Reporting Center has been under construction in a joint venture by Clark, Sullivan Broward for close to a year now. CGL is the project manager on this Design Build Construction project. Cameron Glass, Senior Vice President of CGL will give an update on construction progress.

**Action:**

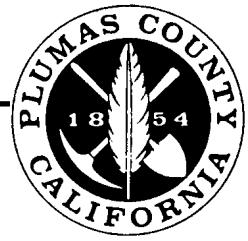
CGL to provide an update on the New Jail and Day Reporting Center progress during construction.

**Attachments:**

None

**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 March 14, 2023 meeting of the Plumas County Board of Supervisors

Date: March 7, 2023

To: Honorable Governing Board

From: John Mannle, PE - Director of Public Works

Subject: Approval to execute amendment to 2023 On-Call Snow Removal and Storm Damage Assistance Maintenance Agreement with Dig It Construction, Inc.

**BACKGROUND:**

On December 6, 2022, Public Works entered into a maintenance agreement with Dig it Construction, Inc. for snow removal and storm damage services. This contract had a total compensation of \$100,000.00. Due to the exceptionally large amounts of snowfall received in Plumas County during the storms of February and March of 2023, the maximum not to exceed has been reached. An amendment was created for the contract to increase the total compensation of the initial contract per the purchasing Policy section 2.7, Emergency Purchases. The attached amendment has an effective date of March 9, 2023 and has been reviewed and approved as to form by County Counsel.

**RECOMMENDATION**

The Department of Public Works respectfully requests that the Board of Supervisors authorize the Chair to execute the attached amendment to PWRD contract 23-014 with Dig It Construction, increasing the total compensation to not exceed \$200,000.00.

Attachment: Amendment No 1. to PWRD 23-014 Agreement with Dig It Construction

**AMENDMENT NO. 1**  
**to**  
**MAINTENANCE AGREEMENT PWRD 23-014**  
**For Snow Removal and Storm Damage Services for the Plumas County Road Department**

This **AMENDMENT NO. 1** to the above-referenced **MAINTENANCE AGREEMENT**, is made and entered into this 14th day of March, 2023 ("Effective Date") by and between the **COUNTY OF PLUMAS** ("County") and **DIG IT CONSTRUCTION, INC**, a California Corporation ("Contractor"). Said Agreement is hereby amended as follows:

**2. Compensation.** Contractor's compensation terms, as set forth in the December 6, 2022 Agreement (PWRD 23-014), shall be increased by an additional One Hundred Thousand Dollars (\$100,000.00). Total compensation, including the base contract, and this **AMENDMENT NO. 1** shall in no case exceed Two Hundred Thousand Dollars (\$200,000.00). See attached Exhibit "B".

**a. Ratification.** County's Board of Supervisors hereby ratifies, and approves for payment, any services provided by Contractor from March 9, 2023 to the date of approval of this Agreement by the Board of Supervisors in excess of the original maximum compensation terms of One Hundred Thousand Dollars (\$100,000.00).

**Other Agreement Provisions.** All other Agreement provisions set forth in the December 6, 2022 Professional Services Agreement first referenced above remain unchanged.

**CONTRACTOR:**

Dig It Construction, Inc.

By: \_\_\_\_\_  
Name: Caleb Holland  
Title: CEO/Secretary  
Date signed: \_\_\_\_\_

**COUNTY:**

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

By: \_\_\_\_\_  
Name: Dwight Ceresola  
Title: Chair, Board of Supervisors  
Date signed: \_\_\_\_\_

**ATTEST:**

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

Approved as to form:

  
Joshua Brechtel  
Deputy County Counsel

\_\_\_\_\_ County Initials

Consultant Initials \_\_\_\_\_



**PLUMAS COUNTY  
PUBLIC HEALTH AGENCY  
MEMORANDUM**

---

**TO:** Honorable Chair and Board of Supervisors

**FROM:** DeLena Jones

**MEETING DATE:** March 14, 2023

**SUBJECT:** Authorize supplemental budget transfer request of \$150,000.00, from the State of California, Health and Human Services COVID Round 4 Funding Account 70560/ 52400 Special Department Expense, into the following supplemental expenditure accounts; \$10,000.00 - 20480/ 520900 Vehicle Maintenance; \$50,000.00 - 20480/ 521102 Fuel; \$90,000.00 - Vehicle Purchase, to facilitate essential transportation services to Senior Citizens of Plumas County. Four/Fifths required roll call vote

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**Recommendation**

The Director of Public Health respectfully recommends that the Board of Supervisors Approve the attached budget transfer in the amount of \$150,000.

**Background and Discussion**

The California Department of Public Health has awarded a grant to PCPHA in the amount of \$556,994 from the Department of Health and Human Services COVID Round 4 funding. The purpose of the grant is to aid in preventing the spread or occurrence of reportable and reportable vaccine-preventable diseases within the county. Because Senior Transportation is essential in the services of dispensing information about vaccinations and providing transportation for citizens to vaccination appointments, they are eligible for a portion of the grant. The budget transfer form has been approved by the County Auditor.

**Action:**

Approve a transfer of funds within the Public Health Department from account 70560 Public Health to account 20480 Senior Transportation, in the amount of \$150,000

**Attachments:**

1. Auditor approved 70560 20480 transfer
2. Transfer backup for BOS

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: Public Health      Dept. No: 70560      Date: 2/14/2023

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

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

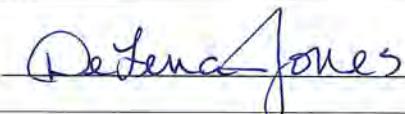
A) Funds have been depleted in fuel and vehicle maintenance due to higher than expected costs. Funds for vehicle purchase have been set aside.

B) Money from this grant was set aside for Senior Services/Transportation, but not yet transferred.

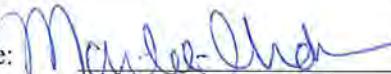
C) Claims must be paid on the accounts that are due. Vehicles must be purchased before the end of the grant period.

D) N/A

Approved by Department Signing Authority:



Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

#### **INSTRUCTIONS:**

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

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

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

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

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



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

## Notice of Award

Award# 6 NH23IP922612-02-04

FAIN# NH23IP922612

Federal Award Date: 03/31/2021

### Recipient Information

**1. Recipient Name**

California Department of Public Health  
1615 Capitol Ave  
California Department of Public Health  
Sacramento, CA 95814-5015  
[NO DATA]

**2. Congressional District of Recipient**

06

**3. Payment System Identifier (ID)**

1743204993A1

**4. Employer Identification Number (EIN)**

743204993

**5. Data Universal Numbering System (DUNS)**

799150615

**6. Recipient's Unique Entity Identifier****7. Project Director or Principal Investigator**

Ms. Maria Elena Volk  
Assistant Branch Chief  
MARIA.VOLK@CDPH.CA.GOV  
(510) 620-3748

**8. Authorized Official**

Dr. Karen Smith  
KAREN.SMITH@cdph.ca.gov  
916-449-5900

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Sharlene Sanders  
GMS  
qxl2@cdc.gov  
678-475-4650

**10. Program Official Contact Information**

Divya Cassity  
PBEMB CoAg Specialist  
kyq4@cdc.gov  
404.718.8962

**30. Remarks**

This funding is related to the activities under COVID-19 Vaccination Supplement 4 (April 2021)

### Federal Award Information

**11. Award Number**

6 NH23IP922612-02-04

**12. Unique Federal Award Identification Number (FAIN)**

NH23IP922612

**13. Statutory Authority**

Sections 317, 317(k)(2) of the Public Health Service Act (42 U.S.C. Sections 247b, 247b(k)(2) and 247c), as amended.

**14. Federal Award Project Title**

CDC-RFA-IP19-1901 Immunization and Vaccines for Children

**15. Assistance Listing Number**

93.268

**16. Assistance Listing Program Title**

Immunization Cooperative Agreements

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

### Summary Federal Award Financial Information

**19. Budget Period Start Date 07/01/2020 - End Date 06/30/2021****20. Total Amount of Federal Funds Obligated by this Action**

\$357,026,635.00

20a. Direct Cost Amount

\$357,026,635.00

20b. Indirect Cost Amount

\$0.00

**21. Authorized Carryover**

\$596,980.00

**22. Offset**

\$0.00

**23. Total Amount of Federal Funds Obligated this budget period**

\$443,744,881.00

**24. Total Approved Cost Sharing or Matching, where applicable**

\$0.00

**25. Total Federal and Non-Federal Approved this Budget Period**

\$800,771,516.00

**26. Project Period Start Date 07/01/2019 - End Date 06/30/2024****27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period**

\$857,720,195.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Freda Johnson



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

## Centers for Disease Control and Prevention

### Notice of Award

Award# [6 NH23IP922612-02-04](#)

FAIN# [NH23IP922612](#)

Federal Award Date: [03/31/2021](#)

### Recipient Information

#### Recipient Name

California Department of Public Health  
1615 Capitol Ave  
California Department of Public Health  
Sacramento, CA 95814-5015  
[NO DATA]

#### Congressional District of Recipient

06

#### Payment Account Number and Type

1743204993A1

#### Employer Identification Number (EIN) Data

743204993

#### Universal Numbering System (DUNS)

799150615

#### Recipient's Unique Entity Identifier

Not Available

#### 31. Assistance Type

Cooperative Agreement

#### 32. Type of Award

Demonstration

#### 33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$1,937,182.00
b. Fringe Benefits	\$1,017,876.00
c. Total Personnel Costs	\$2,955,058.00
d. Equipment	\$0.00
e. Supplies	\$1,169,849.00
f. Travel	\$84,245.00
g. Construction	\$0.00
h. Other	\$719,237,696.00
i. Contractual	\$77,336,521.00
j. TOTAL DIRECT COSTS	\$800,783,369.00
k. INDIRECT COSTS	\$585,127.00
l. TOTAL APPROVED BUDGET	\$801,368,496.00
m. Federal Share	\$801,368,496.00
n. Non-Federal Share	\$0.00

#### 34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GKL	20NH23IP922612C5	IP	41.51	\$153,521,453.00	75-2124-0943
1-9390GWA	20NH23IP922612C6	IP	41.51	\$203,505,182.00	75-X-0943



# DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH23IP922612-02-04

FAIN# NH23IP922612

Federal Award Date: 03/31/2021

## Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

## **AWARD ATTACHMENTS**

California Department of Public Health

6 NH23IP922612-02-04

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### 1. Terms and Conditions

## ADDITIONAL TERMS AND CONDITIONS OF AWARD

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at

<https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number IP19- 1901, entitled, *Immunization and Vaccines for Children*, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Supplemental Component Funding:** Additional funding in the amount \$357,026,635 is approved for the Year 02 budget period, which is July 1, 2020 through June 30, 2021.

**Recipients have until June 30, 2024 to expend all COVID-19 funds herein and previously funded.**

**Overtime:** Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act, 2021, Division M - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), the American Rescue Plan Act of 2021 (P.L. 117-2) agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS- CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

**Unallowable Costs:**

- Research
- Clinical care
- Publicity and propaganda (lobbying):
  - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
  - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:  
[https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
- All unallowable costs cited in CDC-RFA-IP19-1901 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

**COVID-19 Funding Budget Revision Requirement:** The recipient must submit a revised budget with a narrative justification within 60 days of receipt of the Notice of Award. If the date falls on a weekend or holiday, the submission will be due the following business day. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Awarding Agency Contact Information section on the first page before the due date.

**REPORTING REQUIREMENTS**

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Wayne Woods, Grants Management Specialist Centers for Disease Control and Prevention  
Branch 1  
2939 Flowers Road, MS-TV-2 Atlanta, GA 30341  
Email: [kuv1@cdc.gov](mailto:kuv1@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)

**AND**

U.S. Department of Health and Human Services Office of the Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator 3301 Independence Avenue, SW  
Cohen Building, Room 5527 Washington, DC 20201  
Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email:  
[MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### **PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1- 800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of **Page 2** of the Notice of Award must be known to draw down funds.

**Stewardship:** The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.



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

TOMÁS J. ARAGÓN, M.D., Dr.P.H.  
Director and State Public Health Officer



GAVIN NEWSOM  
Governor

DATE: September 15, 2022

TO: Local Health Officers  
County Health Executives Association of California (CHEAC) Members  
Immunization Coordinators  
Receiving Immunization Program Local Assistance Grants

FROM: Maria E. Volk, MPA, Assistant Branch Chief *Maria E. Volk*  
Immunization Branch

SUBJECT: **Request for Application**  
**Immunization Local Assistance Grant Funds, Fiscal Year 2022-2027**  
**COVID-19 Emergency Grant Funds, Fiscal Year 2022-2024**

### **GRANT AGREEMENT FUNDING ANNOUNCEMENT/RELEASE**

The California Department of Public Health (CDPH), Immunization Branch, is pleased to release the Federal Grant subaward application process to Local Health Department (LHD) grantees for FY 2022-27. CDPH has authority to grant funds for the Project under Health and Safety Code, Section 120325-120380, which requires immunizations against childhood diseases prior to school admittance. The purpose of this grant is to assist LHDs in preventing and controlling vaccine-preventable diseases in the local health jurisdiction (LHJ).

### **RELATED STATUTES**

California Health & Safety Code sections:

- 120130 requires the Local Health Officer to properly report to CDPH those diseases listed as reportable, which include vaccine-preventable diseases.
- 120175 requires the Local Health Officer to take measures as may be necessary to prevent the spread or occurrence of additional cases of reportable diseases (which includes reportable vaccine-preventable diseases).
- 120350 requires Local Health Officers to organize and maintain a program to make available the immunizations required for admittance to child care facilities and schools.

### **SERVICES TO BE PERFORMED BY THE GRANTEE**

The Grantee is to implement activities to:

- Assess and improve coverage levels in the jurisdiction of all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) to protect the population.
- Detect, report, and control vaccine-preventable diseases in the jurisdiction.
- For detailed scope of work objectives and activities, please refer to the enclosed revised Scope of Work. The CDPH and award subrecipients will make agreed-upon changes to the Scope of Work on an as-needed basis. These changes will be made in writing but will not require a formal amended agreement.

### **OVERVIEW, GRANT TERMS, AND FUNDING**

This letter provides an overview of the allocation of funding application process. The Immunization Branch has been awarded a Federal Grant through the Centers of Disease Control and Prevention (CDC). As in past years, your State Immunization Branch Field Representative will discuss the contractual dollar amount available to your Department for FY 2022-27. In addition, your representative is available for assistance and consultation regarding any programmatic issues included in the grant and preparation of your proposed budget. For your reference, a copy of the Allowable/Non-Allowable Uses of 317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds are enclosed.

This year CDPH will be initiating local assistance grants with a five-year term. The annual immunization grant award figure for each fiscal year within the five-year term is the same. The annual award figure for COVID-19 funds will vary each fiscal year and is dependent on total prior year expenditures and available carry-over. Similar to prior years, the availability of federal local assistance grant funds is dependent upon funds received from CDC and, at CDPH's discretion, we may award additional funding if it becomes available. Should funding be reduced, we will promptly notify you of such changes, collaborate efforts and revise the budget to match available funds.

### **IMMUNIZATION FEDERAL AWARD**

Federal Grant Award No.: 5 NH23IP922612-04-00

Award Issue Date: 07/06/2022

Catalog of Federal Domestic Assistance (CFDA) Title: Immunization Cooperative Agreements

Catalog of Federal Domestic Assistance (CFDA) No.: 93.268

Data Universal Numbering Systems (DUNS) No.: 7991506150000

Unique Entity Identifier (UEI) No.: KD2JSY6LNMW7

Total Federal Award to Date: \$45,407,872

Amount Made Available for Local Assistance Subrecipient Awards: \$15,176,352

Year 1 Budget, FY 2022-23: 100% Prevention and Public Health Funds (PPHF)

### **COVID-19 ROUND 2 FEDERAL AWARD**

Federal Grant Award No.: 6 NH23IP922612-02-02

Award Issue Date: 12/16/2020

Catalog of Federal Domestic Assistance (CFDA) Title: Immunization Cooperative Agreements

Catalog of Federal Domestic Assistance (CFDA) No.: 93.268

Data Universal Numbering Systems (DUNS) No.: 7991506150000

Unique Entity Identifier (UEI) No.: KD2JSY6LNMW7

Total Federal Award to Date: \$20,074,619

Amount Made Available for Local Assistance Subrecipient Awards: \$10,000,005

Year 3 Budget, FY 2022-23: 100% Coronavirus Aid, Relief, and Economic Security (CARES) Funds

### **COVID-19 ROUND 3 FEDERAL AWARD**

Federal Grant Award No.: 6 NH23IP922612-02-03

Award Issue Date: 01/15/2021

Catalog of Federal Domestic Assistance (CFDA) Title: Immunization Cooperative Agreements

Catalog of Federal Domestic Assistance (CFDA) No.: 93.268

Data Universal Numbering Systems (DUNS) No.: 7991506150000

Unique Entity Identifier (UEI) No.: KD2JSY6LNMW7

Total Federal Award to Date: \$357,026,635.00

Amount Made Available for Local Assistance Subrecipient Awards: \$182,205,207

Year 3 Budget, FY 2022-23: 100% Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Funds

### **COVID-19 ROUND 4 FEDERAL AWARD**

Federal Grant Award No.: 6 NH23IP922612-02-04

Award Issue Date: 03/31/2021

Catalog of Federal Domestic Assistance (CFDA) Title: Immunization Cooperative Agreements

Catalog of Federal Domestic Assistance (CFDA) No.: 93.268

Data Universal Numbering Systems (DUNS) No.: 7991506150000

Unique Entity Identifier (UEI) No.: KD2JSY6LNMW7

Total Federal Award to Date: \$357,026,635.00

Amount Made Available for Local Assistance Subrecipient Awards: \$178,500,003

Year 3 Budget, FY 2022-23: 100% Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Funds

### **ELIGIBLE FOR LOCAL ASSISTANCE:**

The Immunization Branch has determined that the following 61 LHDs and three non-profit organizations are eligible to apply for available funding for their Local Immunization Program, which supports the State's objectives to control vaccine-preventable diseases.

County of Alameda	County of Madera	County of San Luis Obispo
County of Alpine	County of Marin	County of San Mateo
County of Amador	County of Mariposa	County of Santa Barbara
City of Berkeley	County of Mendocino	County of Santa Clara
County of Butte	County of Merced	County of Santa Cruz
County of Calaveras	County of Modoc	County of Shasta
County of Colusa	County of Mono	County of Sierra
County of Contra Costa	County of Monterey	County of Siskiyou
County of Del Norte	County of Napa	County of Solano
County of El Dorado	County of Nevada	County of Sonoma
County of Fresno	County of Orange	County of Stanislaus

County of Glenn	City of Pasadena	County of Sutter
County of Humboldt	County of Placer	County of Tehama
County of Imperial	County of Plumas	County of Trinity
County of Inyo	County of Riverside	County of Tulare
County of Kern	County of Sacramento	County of Tuolumne
County of Kings	County of San Benito	County of Ventura
County of Lake	County of San Bernardino	County of Yolo
County of Lassen	County of San Diego	County of Yuba
City of Long Beach	City & County of San Francisco	
County of Los Angeles	County of San Joaquin	
CA Immunization Coalition	CA Primary Care Association	Redwood Comm. Health Coalition

#### **APPLICATION PROCEDURES AND DEADLINES:**

Application must be submitted and received via email by the CDPH Immunization Branch by 5:00 p.m., (Pacific Standard Time), September 30, 2022. Email your application to: [izb.admin@cdph.ca.gov](mailto:izb.admin@cdph.ca.gov), telephone number (510) 620-3737. A completed application must include the following:

- Form 1: Application Cover Sheet/Checklist
- Form 2: Grantee Information Form
- Form 3: Local Project Synopsis
- Form 4: Scope of Work for Local Health Departments/Glossary of Acronyms and Terms
- Form 5: Exhibit B – Budget
- Form 6: Government Agency Taxpayer ID Form

#### **FY 2022-23 Immunization Agreement Invoice Submission Deadlines and Budget Modification Guidelines**

Invoices are due on a quarterly basis. The final invoice for the fiscal year is due no more than sixty (60) calendar days from June 30.

Budget modification requests are required when shifting/moving funds from one budget line-item to another. Budget line-item shifts do not require a formal grant agreement amendment and can be agreed upon between CDPH and the Subgrantee. Budget Modification Requests must be submitted and approved prior to submitting the corresponding invoice. (See enclosed Budget Modification Request).

#### **GRANT AWARD APPEALS PROCEDURES**

An applicant who has submitted an application and was not funded may file an appeal with CDPH Immunization Branch. Appeals must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied in regard to the evaluation

Local Health Officers  
Immunization Coordinators  
Receiving Immunization Program Local Assistance Grants  
September 15, 2022  
Page 5 of 5

or selection process. There is no dispute process for applications that are submitted late or are incomplete. Appeals shall be limited to the following grounds:

- a.) The CDPH Immunization Branch failed to correctly apply the application review process, the format requirements or evaluating the applications as specified in the RFA.
- b.) The CDPH Immunization Branch failed to follow the methods for evaluating and scoring the applications as specified in the RFA.

Appeals must be sent by email to [Noemi.Marin@cdph.ca.gov](mailto:Noemi.Marin@cdph.ca.gov) and received within five (5) business days from the date you received notification that your grant application was denied. The CDPH Immunization Branch Chief, or her designee, will then come to a decision based on the written appeal letter. The decision of the CDPH Immunization Branch Chief, or her designee, shall be the final remedy. Appellants will be notified by email with 15 days of the consideration of the written appeal letter.

CDPH Immunization Branch reserves the right to award the agreement when it believes all appeals have been resolved, withdrawn, or responded to the satisfaction of the CDPH Immunization Branch.

Thank you.

Enclosures: Allowable/Non-Allowable Uses of 317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds  
Federal Compliance Requirements of the Immunization Grant No. 5  
NH23IP922612-04-00  
Federal Compliance Requirements of the COVID-19 Round 1 Grant No. 6  
NH23IP922612-02-02  
Federal Compliance Requirements of the COVID-19 Round 1 Grant No. 6  
NH23IP922612-02-03  
Federal Compliance Requirements of the COVID-19 Round 1 Grant No. 6  
NH23IP922612-02-04

cc: Perinatal Hepatitis B Coordinators  
State Immunization Branch Field Representatives  
Noemi Marin, CDPH, Immunization Branch  
Ruby Escalada, CDPH, Immunization Branch  
Rossana Ordonez, CDPH, Immunization Branch  
Roland Rafol, CDPH, Immunization Branch



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

TOMÁS J. ARAGÓN, M.D., Dr.P.H.  
Director and State Public Health Officer



GAVIN NEWSOM  
Governor

DATE: August 17, 2021

TO: Immunization Coordinators  
County Health Executives Association of California (CHEAC) Members  
Local Health Officers

FROM: Maria E. Volk, MPA, Assistant Branch Chief *M.E. Volk*  
Immunization Branch

SUBJECT: **Letter of Intent to Award Funding**

Dear Angel Sharp,

I am writing today to notify you of our intent to award Plumas an additional amount of \$556,994 for FY2021-22. This additional amount is the COVID-19 round 4 funding. The Immunization Branch has received supplemental funding from the Centers of Disease Control to increase COVID-19 vaccination services. The annual immunization funding announcement and COVID-19 funding announcement will both be released within the next few days. As part of the announcements, you will be asked to submit two new applications and two budgets so that we may amend your current agreement.

Plumas's agreement with CDPH, number 17-10339 A02, remains in effect and allows for continued work and billing to CDPH. The subvention agreement allows the County to begin COVID-19 vaccination services effective July 1, 2021 – June 30, 2022.

Immunization Branch contract analysts will work with the CDPH Contracts Management Unit to amend the existing agreement to include the additional funding, but execution of the agreement does not preclude continuance of existing activities.

If you need any further information, please feel free to contact me at 510-620-3748 or [maria.volc@cdph.ca.gov](mailto:maria.volc@cdph.ca.gov).



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

TOMÁS J. ARAGÓN, M.D., Dr.P.H.  
Director and State Public Health Officer



GAVIN NEWSOM  
Governor

DATE: February 4, 2022

TO: Immunization Coordinators  
County Health Executives Association of California (CHEAC) Members  
Local Health Officers

FROM: Maria E. Volk, MPA, Assistant Branch Chief *Maria E. Volk*  
Immunization Branch

SUBJECT: **93.268 Immunization Cooperative Agreements – Carryover of COVID-19 Funds**

Dear IZ Coordinator,

I am writing today to inform LHDs about the carryover of unspent Immunization Cooperative Agreements COVID-19 funding. Round 2, 3, and 4 funding not spent in FY 2020-21 or 2021-22 may be rolled over into FY 2022-23 and FY 2023-24, and may be spent by June 30, 2024.

The existing five-year agreements expire on June 30, 2022. Immunization Branch contract analysts will work with the CDPH Contracts Management Unit on new five-year agreements that include the LHD's unspent round 2, 3, and 4 funding, but execution of the new agreements does not preclude continuance of existing activities.

In March, CDPH will reach out to LHDs to provide projections on unspent VPD and COVID-19 funds, as these will help determine the allocations in the new agreements.

If you need any further information, please feel free to contact me at 510-620-3748 or [maria.volc@cdph.ca.gov](mailto:maria.volc@cdph.ca.gov).

**Allowable Uses of  
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

POB developed the following table to assist applicants in preparing budgets that are following federal grants policies and CDC award requirements. The table was developed using a combination of 2 CFR Part 200, 45 CFR Part 75, HHS Grants Policy Statement, and NCIRD/ISD-identified program priorities.

Object Class Category/Expenses	Allowable with 317 operations funds
<b>Personnel</b>	
Salary/wages	x
<b>Fringe</b>	
Compensation/fringe benefits	x
<b>Travel</b>	
State/Local/Regional conference travel expenses	x
Local meetings/conferences (Ad hoc) (excluding meals)	x
<b>In-state travel costs</b>	x
Out of state travel costs (e.g. NIC, Perinatal Hep B Meeting, Program Managers/PHA Meeting, ACIP meetings, VFC trainings, Program Managers Orientation, and other national or CDC-sponsored immunization program meetings) *	x
*Refer to Funding Categories, IPOM Unit I	
VFC-only site visits	x
QI-only site visits	x
Combined (VFC and QI site visits)	x
Perinatal hospital record reviews	x
<b>Equipment*</b>	
Fax machines for vaccine ordering	x
Vaccine storage equipment for federally funded vaccine	x
Copiers/printers	x
*Equipment: an article of tangible nonexpendable personal property having useful life of more than one year <u>and</u> an acquisition cost of <u>\$5,000 or more</u> per unit. If cost is below this threshold amount, item may be included in supplies.	

**Allowable Uses of  
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

<b>Supplies</b>	
Vaccine administration and VPD testing supplies (including, but not limited to, nasal pharyngeal swabs, syringes for emergency vaccination clinics)	X
Office supplies: general office (pens, paper, paper clips, etc.), ink cartridges, calculators	X
Personal computers, Laptops, Tablets	X
Pink Books, Red Books, Yellow Books	X
Printers	X
Laboratory supplies (influenza cultures and PCRs, cultures and molecular, lab media serotyping)	X
Digital data logger with valid certificate of calibration/validation/testing report	X
Vaccine shipping supplies (storage containers, ice packs, bubble wrap, etc.)	X
<b>Contractual</b>	
State/local conferences expenses (conference site, materials printing, hotel accommodations expenses, speaker fees). Food/meal cost is not allowable.	X
Regional/Local meetings	X
General contractual services (e.g., local health departments, contractual staff, advisory committee media, provider trainings)	X
CDC-managed contracts for awardee IIS support (GSA, Office of Acquisition Services) (DA funding only)	X
Applicant IIS contractual agreements (support, enhancement, upgrades)	X
<b>Financial Assistance (FA)</b>	
Non-CDC contract vaccines 317 FA vaccine funds must be requested in funding application using 317 FA vaccines	
<b>Indirect</b>	
Indirect costs	X
<b>Miscellaneous</b>	
Accounting services	X
Advertising (restricted to recruitment of staff or trainees, procurement of goods and services, disposal of scrap or surplus materials)	X
Audit Services	X
BRFSS Survey	X
Committee meetings (room rental, equipment rental, etc.)	X

**Allowable Uses of  
317 and Vaccine for Children (VFC) Federal Assistance (FA) Operations Funds**

Communication (electronic/computer transmittal, messenger, postage, local and long-distance telephone)	x
Consumer information activities	x
Consumer/provider board participation (travel reimbursement)	x
Data processing	x
Laboratory services (tests conducted for immunization programs/VPD surveillance)	x
Local service delivery activities	x
<b>Maintenance operation/repairs</b>	x
Malpractice insurance for volunteers	x
Memberships/subscriptions	x
NIS Oversampling	x
Pagers/cell phones	x
Printing of vaccine accountability forms	x
Professional service costs directly related to immunization activities (limited term staff), Attorney General Office services	x
Public relations	x
Publication/printing costs (all other immunization-related publication and printing expenses)	x
Rent (requires explanation of why these costs are not included in the indirect cost rate agreement/cost allocation plan)	x
Shipping materials (other than vaccine)	x
Shipping (vaccine) Restricted to programs that receive VFC distribution funding	x
Software license/Renewals (ORACLE, etc.)	x
Stipend Reimbursements	x
Toll-free phone lines for vaccine ordering	x
Training costs – Statewide, staff, providers	x
Translations (translating materials)	x
Vehicle lease (restricted to awardees with policies that prohibit local travel reimbursement)	x
VFC enrollment materials	x
VFC provider feedback surveys	x
VIS camera-ready copies	x

**Non-Allowable Uses of  
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

Expense	NOT allowable with federal immunization funds
Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)	X
Alcoholic beverages	X
Building purchases, construction, capital improvements	X
Clinical care (non-immunization services)	X
Entertainment Cost	X
Fundraising Cost	X
Goods and services for personal use	X
Honoraria	X
Independent Research	X
Land purchases	X
Legislative/lobbying activities	X
Interest on loans for the acquisition and/or modernization of an existing building	X
Payment of bad debt, collection of improper payments	X
Promotional and/or Incentive Materials (e.g., plaques, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, magnets, conference bags)	X
Purchase of food (unless part of required travel per diem costs)	X
Vehicle Purchase	X

Other restrictions which must be taken into account while writing the budget:

- Funds are allowable only for activities and personnel costs directly related to the Immunization and Vaccines for Children Cooperative Agreement. Funding requests not directly related to immunization activities are outside the scope of this cooperative agreement and will not be funded.
- Pre-award costs are not allowable, unless specifically identified by the CDC Office of Financial Resources (OFR).



**PLUMAS COUNTY  
SHERIFFS DEPARTMENT  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Christopher Driscoll, Deputy Sheriff

**MEETING DATE:** March 14, 2023

**SUBJECT:** Adopt **RESOLUTION** approving the delegation of authority from the Plumas County Sheriff's Office to the District Attorney's alternative sentencing program to apply for Justice-Involved capacity building program funding; approved as to form by County Counsel; discussion and possible action. Roll call vote

---

**Recommendation**

Adopt **RESOLUTION** approving the delegation of authority from the Plumas County Sheriff's Office to the District Attorney's alternative sentencing program to apply for Justice-Involved capacity building program funding.

**Background and Discussion**

**Action:**

The Plumas County Sheriff's Department respectfully requests that the Board of Supervisors adopt the Resolution approving the delegation of authority from the Plumas County Sheriff's Office to the District Attorney's alternative sentencing program to apply for Justice-Involved capacity building program funding.

**Attachments:**

1. 23-109 FINAL (1)

**RESOLUTION NO. 23-\_\_\_\_\_**

**APPROVING THE DELEGATION OF AUTHORITY FROM THE PLUMAS COUNTY SHERIFF'S OFFICE TO THE DISTRICT ATTORNEY'S ALTERNATIVE SENTENCING PROGRAM TO APPLY FOR JUSTICE-INVOLVED CAPACITY BUILDING PROGRAM FUNDING**

**WHEREAS** the Plumas County Sheriff's Office ("PCSO") desires to voluntarily participate in the PATH Justice-Involved Capacity Building Program ("Program") and to have the application for those funds completed and submitted by the Plumas County District Attorney's Alternative Sentencing Program ("ASP"); and

**WHEREAS** The PATH Justice-Involved Capacity Building Program will provide funding to Plumas County to support implementation of pre-release Medi-Cal application and suspension processes; and

**WHEREAS** the PCSO desires for ASP to apply for the Program and the requirements for delegating the process of applying to the Program require a resolution, from the County Board of Supervisors, which specifically authorizes the delegation of this application from PCSO to ASP.

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors specifically authorizes the delegation of applying to the Program from PCSO to ASP.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Supervisors of Plumas County in a meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following:

Ayes:

Noes:

Absent:

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Chair, Board of Supervisors

ATTEST:

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Clerk of the Board of Supervisors

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**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Debra Lucero, County Administrative Officer

**MEETING DATE:** March 14, 2023

**SUBJECT:** Review proposal from California State Association of Counties to use 1% of the Local Assistance and Tribal Consistency Fund allocated to Plumas County to fund the start up of the National Center for Public Lands Counties; discussion/direction to staff and/or possible action.

---

**Recommendation**

Plumas County could opt out completely, contribute a different amount, or contribute the requested 1% for the development of the National Center for Public Lands Counties. We are recommending that Plumas County Board of Supervisors approve a one-time contribution of \$20,000.00.

**Background and Discussion**

The National Association of Counties (NACo) and the Western Interstate Regions (WIR) Boards of Directors has established the National Center for Public Lands Counties (The Center) to give public lands counties an enhanced opportunity to demonstrate how prosperous public lands counties create a prosperous United States. The Center will utilize traditional and new media—such as podcasts and video interviews—to tell these stories and also develop detailed, individual research and written county profiles. Counties know that telling our stories is our most powerful tool in bringing resources and attention to our communities. CSAC is working with NACo to ensure that the Center appropriately emphasizes the importance of recreation economies and does not solely focus on extraction based public lands. The Center will report to the NACo and WIR Board of Directors on its financial health and issue an annual report on research and progress at the annual WIR Conference.

To fund this once-in-a-generation opportunity, NACo is requesting counties make a one-time contribution to get the Center up and running. While each county may decide if and how much they would like to contribute, the requested amount is equivalent to one percent of each county's allocation under the Local Assistance and Tribal Consistency Fund (LATCF), which was awarded through the American Rescue Plan Act (ARPA). County contributions will be collected through CSAC and passed along to NACo. One percent of Plumas County's allocation would be \$75,407.36.

Plumas County could opt out completely, contribute a different amount, or contribute the requested 1%.

**Action:**

It is recommended the Board of Supervisors review, discuss, provide direction to staff, and/or give possible action.

**Attachments:**

1. National Center for Public Lands Counties (002)
2. CSAC Invoice-National Center for Public Lands Counties - Invoice



**OFFICERS**

**President**

Chuck Washington  
Riverside County

**1st Vice President**  
Bruce Gibson  
San Luis Obispo County

**2nd Vice President**  
Jeff Griffiths  
Inyo County

**Past President**  
Ed Valenzuela  
Siskiyou County



**EXECUTIVE DIRECTOR**  
Graham Knaus

February 26, 2023

To: County Supervisors  
County Administrative Officers/Executive Officers  
  
From: CSAC Officers  
Supervisor John Peters, Mono County, WIR Board Member  
Graham Knaus, CSAC CEO

**RE: National Center for Public Lands Counties**

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The National Association of Counties (NACo) and the Western Interstate Regions (WIR) Boards of Directors has established the National Center for Public Lands Counties (The Center) to give public lands counties an enhanced opportunity to demonstrate how prosperous public lands counties create a prosperous United States. The Center will utilize traditional and new media—such as podcasts and video interviews—to tell these stories and also develop detailed, individual research and written county profiles. Counties know that telling our stories is our most powerful tool in bringing resources and attention to our communities. CSAC is working with NACo to ensure that the Center appropriately emphasizes the importance of recreation economies and does not solely focus on extraction based public lands. The Center will report to the NACo and WIR Board of Directors on its financial health and issue an annual report on research and progress at the annual WIR Conference.

To fund this once-in-a-generation opportunity, NACo is requesting counties make a one-time contribution to get the Center up and running. While each county may decide if and how much they would like to contribute, the requested amount is equivalent to one percent of each county's allocation under the [Local Assistance and Tribal Consistency Fund \(LATCF\)](#), which was awarded through the American Rescue Plan Act (ARPA). County contributions will be collected through CSAC and passed along to NACo.

Please [Click Here](#) to print an invoice for your Counties' contribution amount. You will need to select your County from the drop down at the top to properly populate the invoice. We would appreciate it if your Board would consider a contribution and submit funds by April 4, 2023.

Select County Here:

Plumas County

**California State Association of Counties**

1100 K Street, Suite 101  
Sacramento, CA 95833  
(916) 327-7500  
sparmeter@counties.org



**INVOICE**

BILL TO  
Plumas County  
520 Main St. Room 309  
Quincy, CA 95971

INVOICE 2316  
DATE 3/6/2023  
TERMS Net 30  
DUE DATE 4/5/2023

DESCRIPTION	AMOUNT
NACo National Center for Public Lands Counties Contribution	\$75,407.36
BALANCE DUE	<b>\$75,407.36</b>

Tax ID: 94-6000551

**PLEASE REMIT PAYMENT TO:**

CSAC  
Attn: Accounting  
1100 K Street, Suite 101  
Sacramento, CA 95814



**PLUMAS COUNTY  
COUNTY ADMINISTRATOR  
MEMORANDUM**

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**TO:** Honorable Chair and Board of Supervisors

**FROM:** Debra Lucero, County Administrative Officer

**MEETING DATE:** March 14, 2023

**SUBJECT:** **Approve and authorize the Chair to sign a Letter to Governor Newsom In Opposition to the deferment of over a billion dollars of Senate Bill 156 last-mile broadband funding; discussion and possible Action.**

---

**Recommendation**

Approve and authorize the Chair to sign a Letter to Governor Newsom In Opposition to the deferment of over a billion dollars of Senate Bill 156 last-mile broadband funding.

**Background and Discussion**

Supervisor Kevin Goss requested a letter in opposition to Governor Newsom's proposed deferment of over a billion dollars of Senate Bill 156 last-mile broadband funding. Specifically, the proposal defers appropriation of \$550 million from the California Public Utilities Commission's (CPUC) \$2 billion Federal Funding Account (FFA) for the last-mile infrastructure projects for future years (\$200 million in 2024-25, \$200 million in 2025-26, and \$150 million in 2026-27).

It will also defer a total appropriation of \$575 million from the CPUC's \$750 million Loan Loss Reserve program to future years. The Governor proposes to redirect \$175 million from the fiscal year 2022-23 back to the General Fund and defer \$400 million from the 2023-24 budget, making appropriations of \$300 million in 2024-25 and \$275 million in 2025-26.

This will directly affect Greenville and Chester's broadband infrastructure plans.

**Action:**

**Attachments:**

1. Letter to Gov. Newsom on Last-time Broadband Deferment

# BOARD OF SUPERVISORS

DWIGHT CERESOLA, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
THOMAS McGOWAN, DISTRICT 3  
GREG HAGWOOD, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



March 14, 2023

Governor Gavin Newsom  
1021 O Street, Suite 9000  
Sacramento, CA 95814  
Phone: [\(916\) 445-2841](tel:(916)445-2841)

The Plumas County Board of Supervisors is writing to oppose Governor Newsom's proposed deferment of over a billion dollars of Senate Bill 156 last-mile broadband funding. Specifically, the proposal defers appropriation of \$550 million from the California Public Utilities Commission's (CPUC) \$2 billion Federal Funding Account (FFA) for the last-mile infrastructure projects to future years (\$200 million in 2024-25, \$200 million in 2025-26, and \$150 million in 2026-27).

It will also defer a total appropriation of \$575 million from the CPUC's \$750 million Loan Loss Reserve program to future years. The Governor proposes to redirect \$175 million from the fiscal year 2022-23 back to the General Fund and defer \$400 million from the 2023-24 budget, making appropriations of \$300 million in 2024-25 and \$275 million in 2025-26.

This will directly affect Greenville and Chester's broadband infrastructure plans.

We are writing to challenge proposed reductions and/or delays in funds for California's middle mile and last mile broadband network. This is risky and shortsighted. These funds need to be secure, regardless of budget fluctuations.

These deferrals would hit Plumas County, which was devastated by the Dixie Fire, particularly hard – especially the communities of Greenville and Chester.

Deferrals are risky because delays drive up costs. Many interlocking agencies have been involved in a lengthy process of developing an Action Plan with specific timelines to deploy 10,000 miles of essential infrastructure by 2026. The California Public Utilities Commission, the California Department of Technology, and Caltrans have been working since August 2020 on the Action Plan. To defer this now, stops the forward motion and could slow down a project like this for years.

Deferring these funds could put federal dollars at risk and sadly, most likely, disproportionately affect rural California and especially Plumas County – already devastated by wildfire.

This decision is short-sighted because healthcare, education, water conservation,

and wildfire safety are inextricably tied to broadband access. Medical care in our rural communities is declining as more medical facilities close. Our children face more educational challenges and risk falling further behind. Internet access is essential to prepare, survive, and recover from natural disasters. It's also essential for day-to-day business and living.

Our Plumas County Board of Supervisors strongly urges you to restore and add to state funds for broadband across California. Make our state a true leader in innovation and technology. We need broadband for all.

Thank you for your consideration.

Sincerely,

Dwight Ceresola, Chair District 1  
Plumas County  
Board of Supervisors

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.

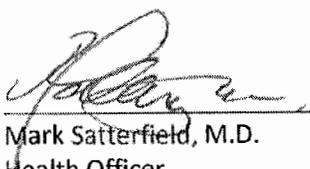
**NOW, THEREFORE, IT IS DECLARED** that a local health emergency exists in the County of Plumas, due to hazardous waste in the form of contaminated debris from the hazardous waste/material and structural debris from the ongoing Beckwourth Complex Fire, Dixie Fire and Fly Fire; and

**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 26<sup>th</sup> day of July, 2021.

7/26/21  
Date

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

RESOLUTION NO. 21-3601

**A RESOLUTION RATIFYING THE PROCLAMATION OF A COUNTY-WIDE LOCAL  
EMERGENCY DUE TO WILDFIRES SIGNIFICANTLY IMPACTING COMMUNITIES IN  
PLUMAS COUNTY**

**WHEREAS**, Section 4-1.05 of the Plumas County Code empowers the Director of the Office of Emergency Services to proclaim a local emergency when the county is affected or threatened by an event causing great damage, possible loss of life, or other public calamity and the Board of Supervisors is not in session; and,

**WHEREAS**, on July 8, 2021, the Director of Emergency Services proclaimed a local emergency due to the Beckwourth Complex fire threatening communities in Plumas County; and

**WHEREAS**, Plumas County has activated the Emergency Operations Center; and these conditions are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County of Plumas; and,

**WHEREAS**, Section 4-1.05 of the Plumas County Code requires the Board of Supervisors to ratify the emergency proclamation within seven (7) days or the proclamation will no longer be in force,

**WHEREAS**, it has been found that local resources are unable to cope with the effects of said emergency;

**NOW THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors hereby ratifies the declaration of a local emergency due to the significant, ongoing and possible undiscovered impacts due to the wildfires in Plumas County.

**BE IT FURTHER RESOLVED**, the Plumas County Board of Supervisors shall review the need for continuing the local emergency at least every month and shall terminate the emergency as soon as local conditions warrant.

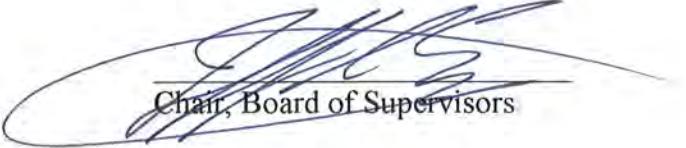
**BE IT FURTHER PROCLAIMED AND ORDERED** that a copy of this resolution be forwarded to the Director of the California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Plumas County; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the regular meeting of the Board of Supervisors on July 13, 2021 by the following vote:

AYES: Supervisor Ceresola, Goss, Thrall, Hagwood, and Engel

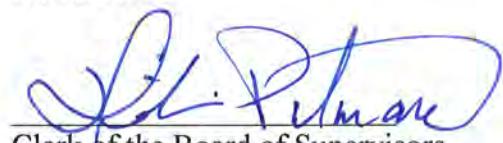
NOES: None

ABSENT: None



Chair, Board of Supervisors

ATTEST:



Dee Pitman  
Clerk of the Board of Supervisors

RESOLUTION NO. 21- **8605**

A RESOLUTION RATIFYING THE PROCLAMATION OF A COUNTY-WIDE LOCAL  
EMERGENCY DUE TO THE DIXIE FIRE SIGNIFICANTLY IMPACTING COMMUNITIES  
IN PLUMAS COUNTY

**WHEREAS**, Section 4-1.05 of the Plumas County Code empowers the Director of the Office of Emergency Services to proclaim a local emergency when the county is affected or threatened by an event causing great damage, possible loss of life, or other public calamity and the Board of Supervisors is not in session; and,

**WHEREAS**, on July 19, 2021, the Director of Emergency Services proclaimed a local emergency due to the Dixie Fire threatening communities in Plumas County; and

**WHEREAS**, on July 16, 2021 Governor Gavin Newsom declared a state of emergency in Plumas County due to the Beckwourth Complex Fire; and

**WHEREAS**, Plumas County has activated the Emergency Operations Center; and these conditions are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County of Plumas; and

**WHEREAS**, Section 4-1.05 of the Plumas County Code requires the Board of Supervisors to ratify the emergency proclamation within seven (7) days or the proclamation will no longer be in force,

**NOW THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors hereby ratifies the declaration of a local emergency due to the significant, ongoing and possible undiscovered impacts due to the Dixie Fire in Plumas County.

**BE IT FURTHER RESOLVED**, the Plumas County Board of Supervisors shall review the need for continuing the local emergency at least every month and shall terminate the emergency as soon as local conditions warrant.

**BE IT PROCLAIMED AND ORDERED** that a copy of this resolution be forwarded to the Director of the California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Plumas County; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the regular meeting of the Board of Supervisors on July 20, 2021 by the following vote:

AYES: Supervisor (s): Ceresola, Goss, Thrall, Hagwood, Engel

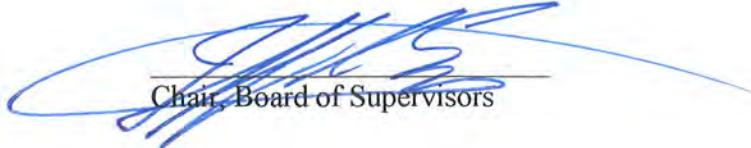
NOES: None

ABSENT: None

ATTEST:



Didi Patman  
Clerk of the Board of Supervisors



Chair, Board of Supervisors